



BEHAVIOUR POLICY

At Zakaria Madrasah we wish for every child to receive a high standard of education and reach their full potential whilst in our setting and beyond. To do this, we aim to provide a safe, caring and stimulating environment.

We endeavour to develop their religious, moral, and social values and promote discipline, behaviour, excellent personal manners and mutual respect for all.

To do this we have a behavioural system which is based on the values of justice, forgiveness and responsibility and aims to encourage self-esteem, self-discipline and positive relationships within peers and with staff.

Our behaviour policy is designed to reward and reinforce positive behaviour but also teach that negative behaviour and the breaking of rules has consequences. The policy aims to teach self-discipline through reflection and consideration of how negative behaviour affects those around them. Behaviour has direct effect on the learning of all the children, therefore it is important to deal with any behaviour issues quickly and effectively so all children can continue to work to their full ability.

This policy is to be applied fairly and consistently and to ensure this happens classrooms are observed regularly and staff are trained on the behaviour policy and its implementation periodically.

Cooperation with Parents

Parents have a vital role to play in their children's education. It is very important that they support their child's learning and co-operate with the Madrasah. We are very conscious of the importance of parental support and therefore request all parents/guardians to read and respect the behaviour policy and support us with the implementation.

Parents are our partners in promoting the development of self-discipline and appropriate, respectful Islamic behaviour. It is therefore compulsory on the parents to work together with the Madrasah to teach the students accountability, responsibility, self-esteem and respect for self and others. Together we can better promote a positive environment of Islamic morals and values with which everyone can flourish.

Parents'/Guardians' responsibilities are:

- To ensure that their child attends Madrasah regularly and on time.
- To impart the Islamic way of life and cultivate respect and discipline in their child.
- To monitor their child's Madrasah work by ensuring that homework is completed and by encouraging his/her accomplishments.
- To provide the Madrasah with feedback and constructive suggestions and solutions.
- To notify the Madrasah in case of an absence, and make arrangements to compensate for the classes missed by their child.
- To ensure that Islamic Dress code is observed and their child is in the prescribed uniform.
- To teach and reinforce the importance of respecting teachers and peers, paying attention in class, and observing the rules and regulations.



- To participate meaningfully in parent/guardian - teacher conferences to discuss their child's progress and areas that need improvement, as well as discuss report cards with their child and jointly strives for improvement.
- If parents/guardians have concerns about the welfare of their child, they should talk to the Principal who will arrange a review with the relevant teacher.
- To conduct themselves in a courteous and responsible manner. To use appropriate language at all times.
- To be respectful, polite and cooperate with other parents, teachers, principal and Taleem Shura members. Any untoward behaviour, use of foul language, physical or verbal misconduct will not be tolerated in the Madrasah and will be subject to a reprimand, disciplinary action or in severe or repeated cases, a dismissal of your child/ren.
- To pick up their child on time from Madrasah at the end of classes. Early pickups should report to the Madrasah's office.
- Late collection of a child of more than 10 minutes will not be tolerated.

IF YOUR CHILD IS UNABLE TO ATTEND MADRASAH YOU MUST CALL BEFORE 5.00PM AND INFORM OF THE ABSENCE.

Code of conduct for Students

It is crucial that students respect the Madrasah's learning environment. Everyone will adhere to **all** items in the Madrasah's 'Code of Conduct' and accept the consequences of their actions.

- To attend the Madrasah regularly and on time, that is, to arrive no later than and depart no earlier than the set times for the classes.
- To attend all classes and Salaah unless genuinely excused by the Madrasah administration, a parent or a guardian.
- To wear the prescribed Madrasah uniform.
- To attend classes with appropriate textbooks, handouts, and necessary supplies.
- To come to Madrasah ready to learn, participate in class, and with all assigned homework completed, including preparation for tests and quizzes.
- To conduct themselves in a courteous and responsible manner.
- To use appropriate language at all times.
- To be respectful, polite and cooperate with other students, teachers and volunteers.
- To keep the Madrasah tidy and respect Madrasah property.
- To obtain authority from the Madrasah's office prior to leaving Madrasah premises during the hours of operation.
- Students **MUST NOT** bring electronic accessories and gadgets such as mobile phones or any other items that may cause any form of distraction to Madrasah. These items if found will be confiscated.
- A learning environment begins with healthy self-esteem and respect for others. Any untoward behaviour, use of foul language, physical or verbal misconduct will not be tolerated in the Madrasah and will be subject to a reprimand, disciplinary action or in severe or repeated cases, a dismissal.

Please note: The Madrasah holds parents responsible for their child's behaviour.

Madrasah has ZERO TOLERANCE towards smoking or any other illegal activity on the premises.

While in class

- To sit properly
- Not to speak when the Ustaa/Apa is speaking
- To get on with the task set for them
- To put their hand up when they would like to speak
- Make no disruptive noise or gestures.
- Should not leave class or seat without permission
- Treat others and their property with respect.
- To keep the room tidy
- To keep up with their group learning schedule
- Take care of equipment and other learning materials in the class. Negligence and damages by/from students will result in paying for the cost of replacement.

Also, please note

- Respect must be shown for all staff, management and other students.
- No running, shouting, or noise will be tolerated In the Masjid/Madrasah as well as its surrounding areas.
- No eating or chewing gum during class time.

It is the responsibility of the parents/guardians to explain to their child/ren and make them fully aware of the code of conduct for the student and their responsibilities towards adhering to all the Madrasah rules and regulations.

Rewards

Ustaa/Apa will praise students’ enthusiasm and work in students (class work/homework) by verbally praising them in class, by writing positive comments on their work (in their planners and kitaabs) and with good marks.

Good discipline arises from good relationships and from setting expectations of good behaviour.

We will use a positive system of rewards; Stars (Stamps) will be awarded and recorded in your Stars chart for the following:

EFFORT	STARS
Good	1
Excellent	2

The aim is to collect as many stars as possible and these will lead to the student being rewarded by exchanging stars in our “reward shop”.. This will help motivate and reward the students for making good effort and in improving both their learning and behaviour.



The stars will be collected in the star chart in the planner and once the child has reached the required number of stars they either exchange straight away OR save for a higher reward and “spend” in the shop.

STARS	VALUE TO SPEND
150	5 dirhams
300	10 dirhams
450	15 dirhams
600	20 dirhams

The motivation for the receiving of stars for positive behaviour may be recorded in the planner as follows:

EW – excellent work

SA – special achievement

EB – excellent behaviour

This is so praise can be reinforced at home with parents.

Sanctions

Whilst accepting the positive elements of this system it should be understood by ALL that sanctions are put in place for when students misbehave or break Madrasah rules.

“Sanctions” show the penalties relative to the seriousness of the circumstances as well as the progression for continued failure to comply. Negative behaviour will be dealt with quickly and effectively.

Verbal warnings will be given for the following:

- Refusing instruction or disruptive behaviour.
- Talking whilst Ustad/Apa or someone else is talking to the class.
- Not paying attention in class when Ustad/Apa is teaching.
- Playing with stationary or other equipment when Ustad/Apa is teaching.

For the second demonstration of misbehaviour following a verbal warning a written comment will be given in the planner, this is a Sanction 1 which will result in 5 minutes detention after class.

Sanction 1 will be given without a verbal warning for the following:

- Dangerous behaviour
- Running around the Madrasah
- Walking around during class
- Eating during lesson time
- Not having the correct equipment for lessons.
- Coming late to Madrasah without a valid reason.
- Incorrect Uniform.
- Failure to complete homework on time (2 pieces in any calendar month)



At this point please note that **3 Sanction 1s in any one LESSON** will result in removal from the classroom and spending the remainder of the evening in the isolation area, as well as resulting in Sanction 2 (15 minutes detention after class).

At this point please note that **3 Sanction 1s in any one WEEK** will result in Sanction 2.

The following will result in the student receiving Sanction 2 without any written comments:

- Any sort of disrespectful behaviour towards Ustad/Apa or poor attitude.
- Refusing to follow instructions and/or showing defiance.
- Low level bullying and/or bad language.
- Leaving Class/Madrasah without permission.

The following will result in the student receiving Sanction 3 without any written comments:

- Serious bullying and/or Foul and abusive language
- Physical abuse or violent conduct
- Stealing, damaging or vandalism

Continued escalation of misbehaviour will result in increased sanctions. The of the policy is to deter this from happening but in event of repeated sanctions (S2s / S3s) further action will be required and may result in S4 or S5 (suspension or exclusion) at the discretion of the Head Teacher and the Taleem Shura.

Sanction 1 (S1)	Detention Same Day 7.15-7.20 (5 mins)
Sanction 2 (S2)	Detention Same Day 7.15-7.30 (15 mins)
Sanction 3 (S3)	Isolation – amount of time at discretion of head teacher.
Sanction 4 (S4)	Suspension
Sanction 5 (S5)	Exclusion

*Hifz children who receive an S1 or S2 will carry out the sanction after class on Friday (up to 30mins) or Saturday (up to 1 hour) of the same week.

Lateness

Late arrival to class is very disruptive for your own child's learning but also for the ustad / apa and the other children in the class.



All children must arrive on time (5.00pm Nazirah, 4.45pm Hifz), ANY later than the required time will result in your child receiving an S1.

For Nazirah children there will be staff ready to receive the children in the hall from 4.50pm where they will sit quietly and await their ustad / apa to bring them to their class.