

Policy



School Code of Conduct Policy

*Nurturing today's young people,
Inspiring tomorrow's exemplary citizens*



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Document Control

Date of Last Review	APRIL 2021
Reviewed By	Mr Irfan Ibrahim
Approved by	Chair of Governors'
Review Period	2 Years or as and when required
Version	2
Date of Next Review	APRIL 2023



Contents

SECTION 1	POLICY STATEMENT	PAGE 3
SECTION 2	POSITIVE BEHAVIOUR MANAGEMENT	PAGE 3
SECTION 3	SELF-RESPECT	PAGE 3
SECTION 4	RESPECT FOR OTHERS	PAGE 3
SECTION 5	RESPECT FOR LEARNING	PAGE 4
SECTION 6	RESPECT FOR THE SCHOOL ENVIROMENT	PAGE 4
SECTION 7	REGULATIONS IN ADDITION TO THE SCHOOLS CODE OF CONDUCT	PAGE 4



SECTION 1 – POLICY STATEMENT

“There is none heavier in the scales of the Hereafter than good character” (al-Tirmizi and Abu Dawood)

SECTION 2 – POSITIVE BEHAVIOUR MANAGEMENT

At AJI, we recognise the importance of a disciplined approach to life in school. Our school cannot enjoy a secure and well-ordered environment without it. We believe in rewarding pupils who are positive towards the school, others and their learning.

Pupils are expected to respect and uphold the faith, values and ethos of the school in their conduct in and around school. Pupils must demonstrate mutual respect and tolerance for all, uphold Fundamental British values (including democracy) and reject all forms of discrimination and extremism.

SECTION 3 – SELF-RESPECT

“The world is beautiful and verdant, and verily Allah, be He exalted, has made you His stewards in it, and He sees how you acquit yourselves.” (Muslim)

- Take care to present yourself, especially concerning uniform, punctuality and good behaviour.
- Take care of your belongings.
- Work hard to do classwork and homework on time.
- Be proud of your achievements.
- Independently think things through for yourself.

SECTION 4 – RESPECT FOR OTHERS

"Do good to others, surely Allah loves those who do good to others." (Qur'an 2:195)

- Always use language to other pupils and staff that is respectful.
- Move quietly and sensibly around the building.
- Be a good listener.
- Be co-operative and trustworthy.
- Be helpful and welcoming to visitors and people who are new to the school.
- Never bully or act in a way that is unpleasant to others.
- Do not steal, damage or interfere with other people's work or property.



- Be aware of the school's neighbours and the wider community.

SECTION 5 – RESPECT FOR LEARNING

"Who takes the path hoping for knowledge, Allah makes easy for him the path to Paradise. Verily, the angels lower their wings for the seeker of knowledge out of pleasure of what he is doing. Verily all in the heavens and earth seek forgiveness for the knowledgeable, even the fish in the water. The excellence of the knowledgeable over the servant is like the excellence of the moon on the night of the full moon over all the planets. Verily, the learned are the heirs of the Prophets, the Prophets do not leave dinar or dirham, but they are inherited in knowledge, and he who takes it, takes a great bounty." (Abu Dawood)

- Arrive on time for school and for all school lessons.
- Begin and end lessons in an orderly way.
- Be well prepared for lessons.
- Be respectful to the feelings of the teacher and of other pupils at all times.
- Make it easy for everyone to learn and for teachers to teach.
- Never have electronic and smart devices including mobile phones, iPods and MP3 players in school.
- Mobile phones are permitted only with prior permission with a valid reason and they must always be handed into the school office for the school day.
- Do not bring material that is offensive or inappropriate
- Always take permission before leaving the school site for any reason.

SECTION 6 – RESPECT FOR THE SCHOOL ENVIRONMENT

"And do not desire corruption in the land. Indeed, Allah does not like corruptors. (Qur'an 28:77)

- Take good care of the school and school resources.
- Keep the school a litter - free zone.
- Think about the health and safety of others both on your way to school and in your movements around the school.
- Respect the school building as a place of faith, learning and development.

SECTION 7 – REGULATIONS IN ADDITION TO THE SCHOOLS CODE OF CONDUCT

- 1 Pupils in all years are required to behave and speak respectfully, politely and considerately towards each other and with all members of the school and wider community; verbal and/or physical

aggression (including on-line abuse) and/or bullying (including cyber bullying) and/or harassment (including sexual harassment), acts of or incitement to intimidation, and blackmail will be subject to sanctions up to and including permanent exclusion. Racist, sexist, homophobic, Biphobic or Transphobic behaviour has no place in our School. Such matters will be dealt with on a case by case basis, in line with the Behaviour Management and Discipline Policy and the Anti-Bullying Policy.

- 2 Pupils in all year groups are expected attend lessons and commitments punctually. They are required to work to the best of their abilities, completing class and homework punctually as set, bringing all required materials and equipment to lessons and taking part fully in all learning activities, including during Study Periods. They must not disrupt others' learning at any time.
- 3 Pupils in all year groups are required to wear school uniform, including appropriate safety items when appropriate, PE / Sports kit at all times when in School, travelling to and from School, and on school trips, unless given particular dispensation not to do so. Pupils in all year groups are required to follow the uniform guidelines with regard to hair style cut and colour and jewellery. Tattoos are not allowed. Additional guidelines may apply for health and safety reasons in certain activities.
- 4 Pupils are not allowed to eat in any other part of the school building, apart from the Dining Room. They should not eat in the Prayer Hall, library, school corridors or in other classrooms, unless they have specifically been given permission by a member of staff to do so.
- 5 No pupil should carry an open drink can or open coffee / tea cup in the corridors; beverages must only be consumed in the Dining room.
- 6 Pupils may not enter any room reserved for Staff use without specific permission to do so; they may only enter classrooms when a teacher has invited them in.
- 7 Pupils are expected to circulate politely, without running, in the School corridors; they should apply common sense and courtesy at all times. In order to avoid congestion, the general policy is for pupils to walk on the right-hand side of the corridor. In order to avoid accidents, the advice is for pupils to walk down the stairs on the side with the bannister and up the stairs on the side without a bannister. Pupils should hold doors open for those who are following behind them and should make a particular effort to ensure that adults and visitors to the School are given priority through doorways.
- 8 Pupils in all years are required to ensure that they are properly equipped for the day ahead and that all their possessions are clearly marked and appropriately stored during their time in School. Valuable



items, large sums of money, or items of sentimental value should not be brought in to School. The School's Insurance does not cover any pupil possessions which are lost or stolen on school premises.

- 9 Pupils in all years are expected to maintain all school equipment and resources, including text books, Tablets and computers, with care and respect and to ensure that these are returned to the appropriate Department on request. Pupils should ensure that exercise books and files are kept in good order and free from graffiti. Pupils are required to ensure that they follow the ICT Acceptable Use Policy. Any damage to School property, apparatus or books (whether accidental or otherwise) should be reported to a member of staff immediately. Pupils are liable to pay for such damage.
- 10 Pupils are required to treat others' possessions with respect; they should not damage, deface or vandalise that which belongs to others, including cars parked on the school site or belonging to another member of the school community. They should not borrow or take an item belonging to another person or to the School without permission. No pupil should open another student's bag or locker without the owner's express permission. No pupil should open a teacher's drawer or bag without express permission to do so. Lost property should be handed in to a member of staff. A pupil receiving an item belonging to a third party from another pupil may be deemed to be handling stolen property: if a pupil is given something which he knows, suspects or might reasonably know belongs to someone else, he should hand it in to a member of staff, rather than keep it on himself.
- 11 Pupils are forbidden to possess, consume or use psychoactive substances (formerly known as 'legal highs'), tobacco, solvents, e-cigarettes or alcohol in School, on the journey to and from school (or a school-based activity), in the school grounds, during school activities and on school trips. They must not bring in to School or on any activity / trip, any paraphernalia associated with the above or substances intended to look like the above. Any pupil caught in the presence of someone using tobacco, solvents, e-cigarettes or alcohol is liable to the same punishment as the person caught using the illicit item. Cigarettes, e-cigarettes and lighters must not be brought in to School; if found on a person, they will be confiscated and a sanction will normally be applied. Alcohol must not be brought in to School; No pupil may enter licensed premises on the way to or from school or whilst engaged in a school-organised activity.
- 12 Chewing gum and bubble gum are forbidden in School, on school trips and activities and on the school coaches; any chewing/bubble gum found on a person may be confiscated.
- 13 Pupils are expected to sign and adhere to the Acceptable Use Policy for ICT and to ensure that they do not damage or interfere with the School's computer network in any way. Any form of hacking or

malicious abuse of the School's ICT systems will result in a very serious sanction up to and including permanent exclusion.

- 14 It is forbidden to possess any illegal substances or illegal or indecent material (for example on a mobile 'phone or iPad) while under the jurisdiction of the School, whether on the School premises or on a school trip or during a school-organised activity. Pupils must ensure that any image or other material stored on their iPad or personal phone and brought in to School (or taken on a school trip/ activity) is legal, decent and appropriate in a school environment. Any pupil receiving inappropriate, illegal or indecent substances or material from another individual should report this to a member of staff immediately. Failure to do so means that he himself becomes guilty of possessing and/or storing illegal or indecent substances material. Any material which may be illegal will be reported to the police in line with the Policy on Inappropriate Images. Any illegal substances found in School will be reported to the police.
- 15 Mobile Phones must be switched off during the school day. Pupils in Years 7-11, are not allowed to bring in mobile phones to school unless prior permission has been given by the SLT. If a mobile phone is seen on a person (Years 7-11) this will result in the phone being confiscated. Personal mobile phones and laptops may be searched for evidence with or without the consent of the owner provided there is good reason to do so. "Good reason" is defined to mean that the school reasonably suspects that the data or files on the device have been or could be used to cause harm, disrupt teaching or break the School rules.
- 16 All photography and filming in School, on school trips, and on the school coaches is strictly forbidden on personal 'phones. Any breach of this rule is likely to lead to a serious sanction up to and including exclusion. During school trips, accompanying staff will advise on any specific policy or prohibition in place but, as a general rule, photography and filming should be limited to images taken with the consent of the people photographed or filmed at times and places when they are engaged in public, not private, activities. In all cases (whether in School, on a school coach or on a school trip) where a pupil appears to take an image / video but does not do so or does so and then deletes the image / footage before it can be seen by a member of staff, the School reserves the right to treat the matter as if the image / footage was taken. Any offence is aggravated and subject to the highest level(s) of sanction if images are disseminated once they are taken.
- 17 Sexual activity or inappropriate displays of affection are forbidden whilst on the school's premises or engaged in a school-organised activity or event.

- 18 Gambling is forbidden whilst on the School premises or engaged in a school-organised activity or event.
- 19 Pupils are forbidden to order items for delivery, including food deliveries, onto the school's premises unless specific permission to do so is given by a member of staff.
- 20 Pupils are forbidden to sell items or services during school time or whilst taking part in a school trip / activity unless they have the specific permission of a member of staff to do so. If the items being sold are edible, a notice giving an allergy warning must be displayed.
- 21 It is forbidden to bring the School in to disrepute, including through bad conduct or language at a sports fixture, in the local community or on public transport when in school uniform or on the way to / from School, or as a result of comments made in public or on social media. Contact with the media in the name of the School is forbidden without the express approval of a member of the Senior Leadership Team.
- 22 Pupils may not invite friends or members of their family on to the school's premises or in to the School buildings, unless they are attending a specific, staff-organised event (including a meeting with a member of staff) or they have the specific permission of a member of staff for their friend / family member to visit the School. In the second of these cases, the member of staff will have sought approval from the Head Teacher for the visitor to be recorded on the Visitors' List. All visitors must sign in at the admin office unless they are attending a specific School function by invitation, e.g. a school performance, sports day or Celebration Evening. Former pupils of the School may not arrive unannounced and expect to be allowed entry in to the School. Any visits should be organised in advance with the admin office.
- 23 Defiance, refusal to cooperate with staff and/or to follow staff instructions, including on a school trip and at sports events, will be treated with the utmost severity, particularly when behaviour is unsafe for oneself or others or disruptive to others' learning and welfare.
- 24 Pupils are expected to behave with honesty and integrity at all times, in preparation for their working life and to become decent citizens. Plagiarism or any form of cheating is not permissible and is likely to result in a sanction up to and including permanent exclusion for the most serious breaches in trust (for example malpractice in an external examination or non-examined assessment which contributes to an externally validated grade).



- 25 Lying or concealment of the truth, including during an investigation of any incident which has occurred in School or during a school validated trip or activity seriously undermines a pupil's credibility. If a pupil distorts the truth during a legitimate staff investigation of a cause for concern, he makes himself more culpable and potentially opens himself up to a more serious range of sanctions than if he had admitted the truth in the first place.