

Pupils' Code of Conduct

School Aims & Objectives

To create a safe and secure learning environment in which all members of the school community can Believe, Strive and Achieve their best

Key Themes:

1. Treating Adults and children with respect
2. Behaviour in and around school
3. Classroom rules
4. Behaviour in between and in preparation for lesson
5. Dealing with problems / worries about school or work
6. Corridor Code
7. Playground Rules
8. Prayer Room Rules
9. Routines for Entry into the building after break & Lunch

Pupils' Code of Conduct
Pupil's Do's & Don't

1. Treating adults and children with respect:

DON'T

Slouch when addressing people
Have hands in pocket when talking to adults
Shout at each other
Insult (even as a joke)
Swear
Fight
Answer adults back

DO

Address staff with courtesy and respect
Pay attention when being spoken to
Remember your manners - "Please"
"Thank you" and "Jazakallaah"
Help people who need help
Listen to instructions and carry them out

2. Behaviour in and around the School

Pupils should:

1. Move around the School at all times in a quiet, orderly and sensible manner, without running.
2. Be punctual at all times. Keep desks, rooms, corridors and hall tidy and do not drop litter.
3. Except for a toilet visit, toilets are not to be gathering places for pupils during breaks and lunchtimes.
4. Objects of value such as mobile phones, iPods and any other electronic devices should not be brought into School. (Unless permission is granted from the Head Teacher in which case they should be handed into the school office for safe keeping on arrival)
5. Lost property should be handed into the School Office. The School is not responsible for the loss of any valuable items. It is the pupils' own responsibility.
6. Money and other valuables should not be left unattended

2. Behaviour in and around the School (Cont)

DON'T

Participate in bullying
Push, shove or run in corridors
Wear non-uniform items in classroom
Chew gum
Eat or drink in classroom
Drop litter
Throw anything
Go into classrooms without permission
Go out of bounds
Write any graffiti or damage the school in any way
Wear any jewellery other than wristwatch
Bring in any unsuitable newspapers/literature

DO

Observe Islamic Etiquettes and manners at all times
Give way for adults through doors
Give SALAAM to each other
Refrain from shouting and being noisy
Respect elders and show mercy to youngsters
Put litter in the bin
Eat Healthy food in the appropriate places
Help keep the School building tidy
Dress- in full School uniform
Follow and respect the rules of the prayer room, playground, ICT and ablution area

3. 10 Classrooms Rules:

Do

1. Observe Islamic etiquettes and mannerism at all times
2. Respect all school property and keep classroom tidy
3. Not eat or drink in school (Chewing gum is banned throughout the school)
4. Listen when the teacher is talking
5. Put your hand up when you want to say something
6. Stay seated unless you have permission to move
7. Be polite to one another
8. Respect other students and their property
9. Do not throw anything
10. Make sure you do not need to go to the toilet during the lesson

4. Behaviour in between and in preparation for lesson

DON'T

Leave the classroom without permission
Change seat or move around the class
Be late for lessons
Swing on chairs or sit on desks

DO

Be organised and have textbook, exercise book, equipment, and diary ready for the next lesson
Remain dressed appropriately
Review your previous work / read library book

5. If you have any problems/worries about School or work:

DON'T

Keep them to yourself
Think you can sort it out yourself

DO

Ask for help
Share them with a Teacher you feel you trust
Make it easier for people to help you

6. The Corridor Code:

1. At all times show consideration for the safety of others on the corridor or stairway.
2. Walk steadily on the left. Do not run. Do not push.
3. Keep noise level to a minimum
4. Keep your school bag close to your body. If the corridor is busy, keep it in front of you. Do not swing it or throw it. Be particularly careful of younger, smaller children whose face may be level with your bag.
5. If you hear a teacher or a supervisor calling out an instruction, adhere to it as there may be a danger
6. At entrance and exits, queue patiently and quietly. Keep the school a safe place for us all
7. Do not leave anything in the corridors
8. Do not enter the building with soiled/muddy shoes

7. Etiquettes of the Prayer Room (Salah Area)

1. Complete wudhu without wasting water and proceed to Prayer room quickly
 2. Enter the prayer room with the right foot quietly and read the supplication
 3. Place shoes on the rack on the correct shelf
 4. Sit in the appropriate place in the tashahud position
 5. Listen to the discourse attentively
 6. Perform the prayers with concentration, devotion and humility
 7. Perform the sunnan action after obligatory prayer
- Leave the prayer room quietly

8. Routines for safe entry into school building

- Entry from playground after break will be in order; Y7, Y8, Y9, Y10, Y11
- Class carrying out litter duty will exit the playground last
- In the event of a teacher arriving late, the next class in order shall leave. Classes who have missed their turn will wait till end
- It is the teacher's responsibility to ensure pupils remain in a single file and walk through the school in an orderly manner at all times. Teachers must take action against any child who fails to abide with the corridor code of conduct and poses any health and safety issues while re-entering the school building
- A Senior member of staff will supervise the hallway during re-entry of pupils into the building after break and lunch

9. ICT ROOM CODE OF CONDUCT

1. No pupils are allowed in the room without the presence of a teacher.
2. Follow instructions of your teachers.
3. Only open programs that you are told to use.
4. Do not eat or drink in the ICT room.
5. Do not touch any equipment such as printers, cables, projector, blind and AC remote without permission.
6. Please turn off all computers and monitors after use.
7. Mouse, Keyboard and monitors to be left tidy at the end of the lesson.
8. Place chairs neatly under the tables at the end of the lesson.

'First Five' – Get to class routines

Within the first 5 minutes of each lesson, we should:

1. **Get to class** within the 'First Five' minutes and be seated.
2. **Uniform** – Jacket/coats off, hat on your head etc.
3. **Book/equipment** on the table.
4. **Bags** under the table.
5. **Silently wait** for your teacher's instructions.

'Final Five' – Exit routines:

When getting ready for the next session we should:

1. **Silently** pack away.
2. **Take** all belongings with you.
3. **Stand** behind your chair.
4. **Pick** up any litter from your area.
5. **Silently wait** for your teacher to dismiss you.

For 1-4 we use our **hands only**, there is no need to talk.