

## Pupils' Code of Conduct

### **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 radios, recorders, mobile phones should not be brought into School (see section on Valuables).
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, small items of value, bags should not be left unattended.

## *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  
Cuss  
Swear  
Fight  
Answer adults back

#### DO

Address staff with courtesy and respect  
Pay attention when being spoken to  
Open doors to people  
Speak when 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**

#### DON'T

Indulge in bullying  
Push, shove or run in corridors  
Wear coats in classroom  
Chew gum  
Drop litter  
Go into classrooms without permission  
Go out of bounds  
Write any graffiti  
Wear any jewellery other than wrist watch

#### DO

Behave in an Islaamic manner at all times  
Give way for adults through doors  
Give SALAAM to each other  
Pick up litter that you see  
Put your litter in a bin  
Help keep the School building tidy  
Dress- in full School uniform

### 3. Classrooms Rules:

#### DON'T

Mark desks or equipment with graffiti  
Eat or drink in classroom

#### DO

When a member of staff/visitor enters the classroom greet with salaam  
Come to the classroom properly equipped  
Raise your hands before answering OR speaking  
Treat others, their work and equipment with respect  
Be safe and do nothing to endanger others

### 4. Behaviour in between and in preparation for lesson

#### DON'T

Wear jewellery (except a watch)  
Go to toilets in between lessons without permission (except for break and lunchtimes)  
Be late for lessons or School  
Have any Tipp-ex or correction fluid  
Swing on chairs or sit on desks

#### DO

Wear full School uniform  
Have pen, pencil, ruler and rubber.  
Try for 100 % attendance.

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

#### DON'T

Keep them to yourselves  
Think you can sort it out yourself

#### DO

Share them with a Teacher you feel you trust  
Try to help people to help you