

## 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**
- 10. ICT room code of conduct**
- 11. First Five**
- 12. Final Five**

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. Playground Rules:**

### **Playground Expectations for Pupils**

To ensure a safe, respectful, and positive environment for everyone, pupils are expected to:

- Be kind, considerate, and respectful towards others at all times
- Play safely and responsibly, ensuring their actions do not put themselves or others at risk
- Use appropriate language and behaviour; foul play, rough play, or dangerous activities are not permitted
- Follow the instructions of staff promptly and respectfully
- Remain within their allocated zones throughout break and lunchtime
- Take responsibility for the school environment by placing all litter in bins provided
- Show courtesy and fairness to all members of the school community
- Line up calmly and sensibly in designated areas at the end of lunch and wait quietly for staff instructions

### **Managing Behaviour and Disputes**

- Pupils are expected to resolve minor issues respectfully; any concerns or disputes should be reported to a supervising member of staff
- Staff decisions are final and must be followed
- Failure to follow instructions, unsafe or dangerous behaviour, or repeated poor conduct will result in appropriate sanctions, in line with the school's Behaviour Policy
- Pupils who do not meet playground expectations may be withdrawn from the playground and referred to their Tutor or relevant pastoral staff

## **8. 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

## **9. 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

## **10. 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.

### **11. '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.

### **12. '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.

اللهم اللهم انفعني بما علمتني وعلمني ما ينفعني

Al lahumma infa ' nii bima ' allamtanii wa ' allimnii maa yanfa' unii

O Allah! Make useful for me what You taught me and teach me  
knowledge that will be useful to me