



Ta-Leem
INSTITUTE

TALEEM BEHAVIOUR POLICY

"Have taqwa (fear) of Allah wherever you may be and follow up a bad deed with a good deed which will wipe it out and behave well towards the people." [At-Tirmidhi]

Allah's Messenger (SAW) said: "There is [to be] no causing harm, nor returning harm." [Muwatta Imam Malik]

The Prophet SAW said, "A Muslim is the one who avoids harming Muslims with his tongue and hands." [Bukhari]

Introduction:

All staff will periodically be informed of any updates made to the policy. The aim of this policy is to provide a clear guide to all staff and students at Taleem institute of the expectation and high standards of behavior we aspire to achieve. We strive to be consistently fair and operate as an equal opportunity provider. The best environment for learning is a secure and safe one. We take all matters of student safety seriously.

Taleem Institute staff are trained to respond to any misbehavior with calm tranquility. Our experience of teaching young students over the past 10 years has taught us that mistakes can be made and harsh responses to misbehavior may cause a negative effect.

All staff and students will be informed of any updates made to the policy.



Our aims:

- To foster an atmosphere of respect for all.
- Ensure teachers treat all students equally and fairly.
- Maintain and encourage all staff and students to share the responsibility for learning requirements
- Provide specialized support to any students who are struggling.
- Create a calm and tranquil environment in which students can thrive.
- To praise more than reprimand.

Classroom code:

Teachers will reinforce the rules by establishing a clear routine for the children to adhere to.

Staff will encourage good behavior and praising hard work as well as monitoring and rewarding achievements.

At the START of the lesson all pupils:

1. Will have their bags and coats off, unless advised otherwise by the teacher
2. Have correct stationary (pencil, pen, ruler, and eraser, etc.)
3. Have correct books (Quran, exercise books, text books, etc.)
4. Seated in silence waiting for the teacher to start the lesson.



During the lesson, all pupils:

1. Will be co-operating with the teacher
2. Listen to instructions carefully
3. Stay focused and on task
4. Put their hand up for the attention of the teacher
5. Do not shout out
6. Avoid all unrelated discussion
7. Show respect for all.
8. Will be well behaved throughout their study.

At the END of the lesson all pupils:

1. Wait for the teacher's instruction to pack up
2. Place all rubbish in the bin
3. Put all books and equipment away as appropriate
4. Remain silent for the teachers last instruction
5. Push chairs under the table before leaving the room

All media interfaces such as phones, tablets or laptops are banned from our campus. Although students can carry it with them, they must not divert attention from their studies.

We appreciate that there may be instances where a phone must be used for an emergency. We encourage all students to communicate with staff regarding any emergency use of their mobile phone.



Rewards and Sanctions:

When children misbehave staff emphasize that it is the behavior that is unacceptable, not the child, and explain how this could be avoided in the future.

Rewards:

Rewarding students for outstanding achievements and learning progress motivates them to pursue higher goals. We reward students for ability within the class, attendance, and punctuality, as well as for good behavior. There are annual prizes for various achievements and receive recognition from senior management.

We award certificates for attendance, effort, and behavior at the end of each term.

Below are just some of the rewards on offer:

- Verbal rewards
- Written rewards
- Reward in pupil Diaries
- End of term certificates
- Positive encouragements on pupils' work and accumulative recognition.



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Sanctions

This section deals with disruptive behavior, the confiscation of items, reprimands, and detentions. There is ample evidence that poor behavior management leads to a poor learning environment. Taleem runs a zero-tolerance policy to negative and disruptive behavior.

We will not tolerate any actions or attitudes that disrupts are learning centers. All students who break this tenet shall be dealt with appropriately. Although any reprimand is inherently a punishment, we seek to protect the teacher-student relationship and to always promote a student's confidence.

We use a 'gradual model' to address negative behaviors by students. Confrontations are avoided to minimize disruption.

Below is an example of how things can gradually escalate.

1. At the first instant, with firmness, remind the student of what they should be doing. Then remind them of the rules of our institution.
2. Secondly, give a warning. In the warning give them a choice for example, "either choose to stop and behave or I will move you from that seat."
3. Move the child to another (appropriate) location in the class
4. Timeout –this will vary; send them to the reflection corner, or send them outside the classroom, but only briefly, go out and talk with them... get an agreement on good behavior then reintroduce into the class.



If all strategies fail get management involved:

If the situation is very serious to the level where the staff must get management (CM) get involved. An 'incident report slips' must be filled with the details of the incident.

Management may choose a range of strategies depending on the nature of the incident but the recording on the report slip is crucial in addressing future behavior issues.

Taleem Institute and its senior management may choose to put the child in temporary isolation, call the parent, send a concern letter home, or even consider suspending the child in question.

All electrical aides are prohibited when students are in our institution. Any breaches will result in staff enforcing our 'gradual policy' which is stated above.



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Unacceptable Behavior:

Procedures in the event of a serious breach of policies. Including violence, intimidation, and continuous bad behavior.

Where a child causes injury to another student, or repeatedly acts aggressively in what appears to be a calculated way we shall follow the following guidelines.

1. Record all incidents in the incident report slip.
2. Senior management shall contact the students' parents.
3. Invite the parents to school to discuss the situation. Staff including the class teacher and support assistant will be invited to the meeting.
4. Discuss with the family what action should be taken to prevent such an incident reoccurring and what action should be taken in the event of a repetition.
5. Ask the parent to take the child home to convey the gravity of the situation.
6. Should the behavior be repeated, the procedure will be repeated. The intention is to develop the child's understanding that their actions are unacceptable and that alternative ways of expressing upset feelings must be found.
7. If all the above fails, then we precede to suspend the child for a two-week period.

Disclaimer: Please note that the above lists for members of staff and students, although cover the vast majority of expectations, are not exhaustive.



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