



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

At Taleem Institute, we uphold high standards of behaviour based on Islamic values, mutual respect, and fairness. Our behaviour policy provides clear expectations for both staff and students, ensuring a safe and supportive learning environment.

All staff and students will be informed of any updates to the policy. Our goal is to promote personal responsibility, discipline, and a positive educational atmosphere.

Our Aims

- Foster an atmosphere of mutual respect and dignity.
 - Ensure teachers treat all students fairly and equitably.
 - Encourage shared responsibility for maintaining a positive learning environment.
 - Provide specialized support for students who need additional guidance.
 - Create a calm and structured setting where students can thrive.
 - Emphasize positive reinforcement over reprimands.
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Classroom Code of Conduct

To maintain an orderly and productive environment, students must adhere to the following classroom expectations:

At the Start of the Lesson:

1. Have their bags and coats off unless instructed otherwise.
2. Have the correct stationery (pen, pencil, ruler, eraser, etc.).
3. Have the correct books (Quran, exercise books, textbooks, etc.).
4. Be seated in silence, waiting for the teacher to start the lesson.

During the Lesson:

1. Cooperate with the teacher and peers.
2. Listen carefully to instructions.
3. Stay focused and engaged in tasks.
4. Raise a hand before speaking.
5. Refrain from shouting out.
6. Avoid unrelated discussions.
7. Show respect to all individuals.
8. Maintain a high standard of behaviour and conduct.

At the End of the Lesson:

1. Wait for the teacher's instruction to pack up.
2. Dispose of all rubbish appropriately.
3. Put away books and equipment neatly.
4. Push chairs under tables before leaving.
5. Remain silent for the teacher's final instruction.

Use of Technology

- Mobile phones, tablets, or laptops must not be used during teaching time.
 - Devices must be stored in bags and should not cause a distraction.
 - If a student needs to use a phone in an emergency, they must communicate with staff.
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Rewards and Sanctions

Recognizing and rewarding good behaviour encourages students to strive for excellence.

Rewards include:

- Verbal praise and encouragement.
- Written recognition in student diaries.
- End-of-term certificates for attendance, effort, and behaviour.
- Special acknowledgments from senior management.
- Prizes for outstanding achievements.

Sanctions

We maintain a zero-tolerance policy for disruptive behaviour. Discipline is applied fairly and constructively to uphold a positive learning atmosphere.

We use a gradual model to address behavioural issues:

1. First Reminder – A firm but calm reminder of expected behaviour.
2. Warning – A clear choice is given (e.g., "Either choose to stop and behave, or I will move you to another seat.")
3. Relocation – The student may be moved to another seat.
4. Timeout/Reflection – The student may be temporarily removed from the class to reflect.

If these steps fail, management intervention may be required:

- Incident Report Slip – Staff must document serious incidents.
- Parental Involvement – Parents may be contacted if behaviour persists.
- Temporary Isolation – The student may be placed in a quiet area for reflection.
- Concern Letter – A formal letter may be sent home.
- Suspension Consideration – For repeated or severe misbehaviour.

All electronic devices remain prohibited within our institution. Any violations will be addressed following the gradual sanction process.

This policy ensures that Taleem Institute remains a place of respect, learning, and discipline, helping students develop strong character and moral values.



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 behaviour 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.