



The Fountain School

Policy Documentation

Policy: Behaviour

Responsibility for Review: Head teacher
Date of Last Review: September 2026

School Behaviour Policy

Introduction

The Fountain's vision

To provide a broadly balanced Islamic and Mainstream Secondary education, creating a community of ambitious, trusted individuals who are respected and fully equipped with the knowledge, skills, experience, moral values, and Islamic spirituality to lead a successful life through tolerance, fairness, and approval and to have a positive impact on the wider community.

Our aims in relation to standards of behaviour are:

1. To encourage and promote positive values and attitudes - Caring, sharing, kindness and religious awareness.
2. To ensure all students develop the good learning habits that they need to be successful in school and life.
3. To realise and celebrate the potential of all students through promoting independence and self-discipline.
4. To create an Islamic environment in which students are enabled to become mature, self-disciplined, industrious and able to accept responsibility for their own actions.
5. To encourage home school links so that parents are an important part of their children's school life and to promote in the children an awareness of the community they live in.

It is for us all to accept responsibility for maintaining good behaviour and model the types of behaviour encouraged by the school policy.

Practice

We want to foster in children a responsibility for their own actions and a responsibility towards others.

1. Verbal praise and Written praise

Students are offered verbal praise for their positive behaviour and good efforts, throughout the School. In all lessons and around the school, staff acknowledge good behaviour by using verbal and written praise. Written praise is written in the student's homework diaries.

2. Star Merit System

Each class has its own merit system. Stars are rewarded for positive behaviour within the class room or around the school. Any staff member can reward a child for good behaviour, good effort or for following the school rules. This is done by placing a star next to the child's name on the behaviour sheet situated outside the office. At the end of every term, the stars are counted for each class. From each class the student with the most stars will get a prize from the school.

Individual behaviour is also rewarded at the end of each academic year, with rewards provided by the school to those children with the highest score of good behaviour stars.

3. Achievement Certificates

Certificates are given to students for participation in competitions, to acknowledge their good effort. Certificates are also given at the end of the year to students for good effort, attendance and behaviour.

4. Student of the year

There is an exceptional prize for the student of the year who has satisfied the selectors in various areas of school life. This student is nominated for the best effort, attendance and

behaviour.

5. Reports

The annual reports that are sent to parents at the end of every year show recognition of students' progress and efforts. We inform parents through the reports of the efforts and good behaviour their child has developed throughout the year.

Student Agreement

At The Fountain, all students must read and be aware of the rules within the student agreement. Students are urged to follow these rules and sign the document to agree they will follow the rules. All members of staff are expected to ensure these rules are followed and encourage students to follow all school rules.

The student agreements are signed by each student in their homework diaries. Copies of these agreements are displayed around the school, to remind students constantly about the school rules.

- **Islamic Manners and Etiquettes**

At The Fountain, we highly promote Islamic Manners and Etiquettes and teach our students how to apply them within the school and home life. This includes respecting everyone around them, adhering to Islamic etiquettes when coughing, sneezing, eating etc, being honest at all times, being clean, keeping the school clean and following all the rules of the school to shape up to become mature girls.

- **Learning**

Students who wish to learn and gain the best outcome, will follow all the school rules. They will be ready for the lesson before the Teacher enters the class. They are honest and fair when marking for self/peer assessments. They will complete all homework on time.

- **Behaviour**

It is very important for students to behave in the correct manner. In order for students to be successful in their School life, they must remain on task in every lesson. This means that they must listen attentively in all lessons and must not disrupt any lesson. They must talk appropriately inside the classroom and outside the classroom. Students are expected to remain silent during the time that the Azaan (call for prayer) is played. All students must walk in a single file when leaving classrooms, assemblies or the prayer hall and when walking on the stairs they are expected to walk on the right hand side. Students must remember they have the right attitude towards their teachers and must not make eye contact with the teacher when being told off. All students must be on their best behaviour and should not misbehave within the school at all. Any form of misbehaviour will be dealt with accordingly.

- **Punctuality and Attendance**

At The Fountain, we remind students that being punctual and attending every day, is very essential in order for students to achieve the best in their school life. Students must arrive to school on time. Students who arrive late are kept behind after school for detention on the same day.

Students must attend school every day. Absences are followed up on the very same day and continuous absences are dealt with by the head teacher.

All students are encouraged to attend every day and students are rewarded for their attendance. The attendance of each class is calculated on a weekly basis. The head teacher deals with any low attendance.

- **Rewards for attendance**

Class attendance percentage is monitored weekly. The pupils with 100% attendance are given a certificate at the end of every half term.

- **Uniform and Equipment**

Students must be prepared for school so that they are able to learn and achieve their best. They must come to school with the correct equipment for each lesson. Staff must ensure that students are well prepared for their lessons.

All students are reminded that they must have the correct uniform on, at all times in the School. Their scarf must be adjusted properly and in place. This means that they should not be fidgeting with their scarf within lessons which would distract them from their learning.

Mobile Phone and Electronic Devices

Mobile phones are strictly NOT allowed in school.

- Pupils must not bring mobile phones or smart watches with messaging/internet capability.
- Breaches will lead to confiscation, parental meeting and further sanctions.

Screening and Searching

In line with the DfE *Searching, Screening and Confiscation Guidance* and the DfE *Mobile Phones in Schools Guidance*, the school has the legal power to search pupils and their possessions where there are reasonable grounds to suspect that a pupil is carrying a prohibited item, including mobile phones, electronic devices, vapes, or any item that may pose a safeguarding or disciplinary risk. The Headteacher and authorised staff may conduct a search without consent where necessary and may confiscate any banned item in accordance with statutory guidance.

Screening may also be used—such as requiring pupils to empty pockets or pass through a detector—to maintain safety and ensure compliance with the school’s mobile phone ban. All searches are conducted respectfully, by authorised staff, and with regard to safeguarding, dignity, equality considerations, and the pupil’s age and SEND needs. Confiscated mobile phones are securely stored, logged, and returned only to parents.

Schools and Parents links

Good and Bad behaviour is also noted in students' homework diaries. If a student has shown some good behaviour, then this is praised in her homework diary for her parents to see.

Similarly if a student has misbehaved, this is also noted down in the student's homework diary for the parents to acknowledge.

All homework diaries are to be checked and signed by Parents for every Friday. In the event a diary has not been signed, the responsible student will have a 30min detention after school, on the same day.

If there are further concerns regarding a student's behaviour, parents are informed via telephone or text message. If required the Head Teacher will arrange a meeting with the Parents, to discuss the necessary action needed to correct the student.

Internal Isolation (1 day isolation)

Students are made aware of the sanctions that are applied when they break school rules. When we have serious concerns about a student, the internal isolation is applied. The student will spend the day in isolation and their parents will be informed via telephone. If required the head teacher will arrange a meeting with the parents.

Serious Incident Procedure

In the event of serious incidents occurring, a full investigation will take place. Statements will be taken from students and staff. Parents will be informed and a meeting will be arranged by the head teacher with the parent.

Child on child abuse

The school has a zero- tolerance approach to abuse.

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. Child on child abuse is most likely to include, but may not be limited to: bullying (including cyber bullying, prejudice-based and discriminatory bullying); abuse in intimate personal relationships between peers; physical abuse such as hitting, kicking, shaking, biting, hair/scarf pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse); sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence); sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse; causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; making, possessing, creating or sharing self-generated intimate images and/or videos (including AI-generated or digitally manipulated intimate images), whether consensually or non-consensually (also known as sexting or youth-produced sexual imagery), upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

The school recognises emerging safeguarding risks associated with artificial intelligence (AI), including AI-generated indecent images, deepfakes, online impersonation and manipulated content. Such behaviour will be managed under this Behaviour Policy and the Safeguarding Policy.

Staff are reminded that child on child abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”: abuse is abuse. It is important that when staff have any concerns about child-on-child abuse they should speak to their DSL. If any student has shared information with staff about being abused in any form by any other student, then they should report this to the safeguarding lead immediately. The designated safeguarding lead will deal with any reports of child on child abuse. The lead will make sure that students are reassured they are being taken seriously and that they will be supported and the matter will be dealt with.

Sexual Violence and Sexual Harassment between children in school

Sexual violence and sexual harassment can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support.

The school makes clear

- That sexual violence and sexual harassment is not acceptable and will never be tolerated and is not an inevitable part of growing up;
- That we will not tolerate sexual violence or sexual harassment as “banter”, “part of growing up” or “just having a laugh”

The designated safeguarding lead will deal with any reports of sexual assault and make any decision on a case by case basis. It is essential that victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Whilst the school establishes the facts of the case and starts the process of liaising with children’s social care and or the police, the alleged perpetrator should be removed from any classes they share with the victim.

With regard to the alleged perpetrator(s), advice on behaviour in schools is clear that teachers can sanction pupils whose conduct falls below the standard which could be reasonably expected of them. Disciplinary action can be taken whilst other investigations by the police and/or local authority children’s social care are ongoing. The fact that another body is investigating or has investigated an incident does not in itself prevent the school from coming to its own conclusion, on the balance of probabilities, about what happened, and imposing a

penalty accordingly. This is a matter for the school and should be carefully considered on a case-by-case basis. The designated safeguarding lead should take a leading role. The school will consider if, by taking any action, it would prejudice an investigation and/or any subsequent prosecution. Careful liaison with the police and/or local authority children's social care will help the school make a determination.

Reports of sexual assault and sexual harassment will, in some cases, not lead to a report to the police (for a variety of reasons). In some cases rape, assault by penetration, sexual assault or sexual harassment are reported to the police and the case is not progressed or are reported to the police and ultimately result in a not guilty verdict. None of this means the offence did not happen or that the victim lied. The process will have affected both victim and alleged perpetrator. Appropriate support should be provided to both as required and consideration given to sharing classes and potential contact as required on a case-by-case basis. The Safeguarding lead should be able to justify her decision-making based upon the situation.

All the above should be considered with the needs and wishes of the victim at the heart of the process (supported by parents and carers as required).

The DSL may contact the NSPCC helpline 0800 136 663, the rape crisis 0808 802 9999, the survivors trust 0808 801 0818, the UK safer internet center 0344 381 4772 or National Crime Agency's CEOP Safety Centre for advice. The CEOP Safety Centre aims to keep children and young people safe from online sexual abuse. Online sexual abuse can be reported on their website and a report made to one of its Child Protection Advisors.

National Crime Agency's CEOP Education Programme provides information for the children's workforce and parents and carers on protecting children and young people from online child sexual abuse.

Sanctions

Warning	• First instance of misbehaviour (e.g. not walking in single file, talking during azaan etc)
Detention	• Not responding to warning for misbehaviour • No equipment in lesson • Missing a deadline • Late to the School • Chewing Gum • Misuse of School equipment • Plagiarism/ Copying • Refusal to follow staff instructions • Fighting with another student • Diary not signed by parent/ dairy left at home • Homework not done
1 day Isolation	• Bullying • Inappropriate language to a member of staff • Bringing of mobile phone/device within the school • Damaging school property
Exclusion	• Use of any physical force in school • Dangerous Behaviour • Theft • Smoking, vaping or possession/use of tobacco, vaping devices or illegal substances. • Cheating in exams (more details of exclusion are in the schools exclusion policy)
List of the sanctions: • Verbal warning • Note in homework diary • Play time forfeited • Go to Head Teacher	

- Phone call to Parents/Text Message
- Meeting with Parents
- Detention after school
- Behaviour Management Diary
- Isolation
- Exclusion