



Disciplinary Procedure 2021





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“The entire Deen is about good character; so, whoever exceeds you in good character has exceeded you Deen”

(Ibn al Qayyim)

At Greengate Academy, our moto is to ‘Create Beacons of Light’. We try to encourage our students to reach their aim of the moto by implementing the following rules and being the correct role models;

1. Try my best to improve my character and strive to become a better person.
2. Respect the teachers, students and all who are around me.
3. Try my best, believe in myself and achieve the best I can

DISCIPLINING WITHIN THE ACADEMY

Greengate Academy teachers have the duty to ensure that all students within the Academy are behaving and learning to the best of their ability, therefore if you come across a student or class that is being disruptive we expect you to intervene and treat the situation as you would with your own class/student following the Greengate Academy procedure.

Our **DISCIPLINARY PROCEDURE** is simple and effective Alhamdulillah, it consists of 4 steps as stated below.

4 Steps to Efficient Class Disciplinary Procedure



1

First instance give a 'verbal warning'

2

Second instance, remove distraction from class straight away.

3

After 5 - 7 minutes approach the child and question the wrong choices. Are they ready to go back to class?

4

Lastly if misbehaviour continues send to the Head



3 Steps to Efficient Disciplinary

First Warning: (4 Steps to Effective Class Disciplinary) At the first instance of noticing that a student is misbehaving, the teacher makes the student aware and gives the student the opportunity to correct his/her behaviour within the class.

If the student continues to misbehave then the teacher separates him/her from the rest of the class which gives them an opportunity to reflect on his/her behaviour.

If still the behaviour is unacceptable and they continue to make the wrong choices then the student is to be sent to the Head's office, either escorted by the teacher or with a responsible student, at this point the student will receive an official warning, and his/her behaviour will continue to be monitored.

Second Warning: If the student continues to misbehave then at this stage will look into intervention from a parent or guardian. This may be in the form of a phone call home, written warning being sent home with the student, or the parent/guardian coming into the Greengate Academy. The result of this intervention will depend on the severity of the student's behaviour; it may be a simple warning from the parent, or a long term plan with the family and the Academy.

Third Warning: If at all issues arise in class where a child is consistently misbehaving and not following instructions after the above is implemented, the child:

- Will be suspended from Greengate Academy for two weeks. During the suspension parents will be informed that we expect the child to be in full uniform reading their books during Academy hours. Regular phone calls home will be made by management.

The last and final step will be permanent exclusion. At Greengate Academy our aim is to avoid such steps and encourage positive behaviour. Although if a student's behaviour is continuously disruptive on his/her own and other student's learning then it could learn to a permanent removal from the Academy.

Fazeelat Afzal

Summer 2021