

## DETENTION PROCEDURE



Misbehaviour or misconduct can result in either one of the following two detentions:

### 1. DAILY DETENTIONS (after Madrasah)

- *Late for Dars (15 mins)*
- *Unauthorised absence for Dars (30 mins for each lesson absence)*
- *If a detention exceeds 30 mins, it will take place on Sunday*

### 2. SUNDAY DETENTIONS (after Fajr Salat)

- *3 lates/1 absence for Salat (30 mins)*
- *Bed check absence (30 mins)*

**\*\*Those students that receive no detentions for one full term will be awarded with a certificate at the end of that term.\*\***

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## DISCIPLINARY PROCEDURE

*Serious misbehaviour/misconduct will result in the following procedures being followed. This includes, but is not limited to:*

- *3 hours of detention per week (which results in 1 stage of the disciplinary procedure being carried out; an additional 2 hours of detention result in the following stage of the disciplinary procedure)*
- *Missing Sunday detention twice*
- *Disrespectful, argumentative behaviour towards peers & staff etc.*

**Stage 1: Verbal Warning**

**Stage 2: Letter of Apology/Explanation to member of staff involved and/or the Head Teacher**

**Stage 3: Phone call/Letter sent home**

**Stage 4: Report card for the duration of one/two weeks to be filled in by all subject teachers, and a letter sent home**

**Stage 5: Meeting with parents followed by suspension**

***If suspension occurs thrice, the final stage is permanent exclusion***