



WATFORD READ
Academy
Educating the Children of Tomorrow



Sequential
Courses
weekend supplementary school
Educating the Children of Tomorrow

SC & WRA Policy

SC = Sequential Courses &
WRA = Watford Read Academy
Both Schools are projects of SAIS (School of Arabic & Islamic Studies)

SAIS School of
ARABIC
& ISLAMIC
Studies

WHERE AUTHENTICITY IS TRADITION

- Allah ta'ala said in Surah Taghabun, verse 15, in which means:
'Indeed your children are a test from Allah'.
- The Prophet (pbuh) said:
'The most perfect of believers, in point of faith, is he who is best in manners.'

At SAIS – (The Weekend Supplementary Schools: SC & WRA), our code of behaviour is based on Islamic values and teachings. We expect all our children to be polite, co-operative and considerate to others.

Every person at SAIS, has the right to feel happy, safe and secure. Regardless of your age, sex, race, social class, religion or special needs.

GOLDEN RULES

- Be gentle and calm in school
- Be kind, helpful and respect other people
- Be honest and truthful
- Work hard and use your time well
- Carefully look after all property
- Listen to others and wait for your turn to speak

Aims

- To develop self-esteem, confidence, pride and a sense of well-being.
- To develop respect and understanding, social competence and a disposition to learn.
- To develop self-discipline, care and concern for oneself and others.
- To promote good manners and morals according to Islamic teachings.
- To ensure that all the children know and understand that any form of bullying, aggression, victimisation and intimidation are NOT tolerated in the School.

Strategies for reinforcing Good Behaviour

Arrival to School

1. I will not arrive late. I always arrive 5 minutes before the lesson starts.
2. I greet everyone who I see in my way.
3. I will have a smile on my face while in the School.
4. I should walk quietly in the building.
5. I should never hang around in the corridors.
6. I should hand in my mobile phone to the teacher or keep it switched off and out of sight.

Physical appearance and Dressing Code:

7. I will wear respected clothes and dress modestly
8. If I am a female in secondary school and I am 12+ years of age, I will wear a head scarf all the time while I am in the school.
9. If I am still in primary school, I do not need to wear head scarf.
10. I will not wear any top with unacceptable writing
11. I will not wear a top with unacceptable pictures / images
12. I will not come to school with an unacceptable haircut.

In the Classroom:

13. When I arrive, I go straight to my classroom.
14. I enter my classroom quietly.
15. I sit on my chair following the teacher's seating plan.
16. I should take my mus-haf out of my bag and put it on the table.
17. I always put my bag under my table, ensuring it remains there throughout the day.
18. I should be aware to not cause anybody any difficulty by having my bag in the way where the teacher walks in the classroom.

19. I will take my required books out of my bag and revise until the teacher starts the lesson.
20. I will always actively participate in the morning duaas and dhikr with my classmates and teacher.
21. I should not walk around the classroom unnecessarily.
22. I should not open the windows without the teacher's permission.
23. I should never raise my voice talking to others especially when there is no teacher in the class.
24. I should never touch or play with the school equipment, as they do not belong to us, they are the property of Haydon School.
25. I should always keep the table and chair which I use clean and never write on them.
26. On leaving my classroom I should always tuck my chair in.
27. I should never chew gum in the classroom.
28. I always pay attention to the teacher's explanation.
29. I always write notes.
30. I should never get out of my chair without the teacher's permission.
31. I should always put my hand up to speak and not shout out.
32. I should always respect my teacher and classmates and never be rude.
33. I should never speak over others; I should wait for them to finish and then speak.
34. I will not laugh at others if they give an incorrect answer
35. I will never make fun of other people in the classroom in any way

During prayer time:

36. I always try to come with wudu.
37. If I need to make wudu, I always make it during the break time, so I do not waste my lesson time.
38. I should always help putting the prayer mats at the time of the prayer.
39. I take a turn in saying the Adhaan and Iqamah (for boys, in KS3+).

40. I always try to pray my Sunnah before and after the prayer.
41. If I did not manage to pray my Sunnah due to the time, I will pray it at home.
42. I must always stand nicely, silently, and still in order to perform my prayer behind the Imam.
43. I should not push anybody or act silly to make others laugh or do any action before or during the prayer which is not related to the prayer
44. I should always try to pray with full concentration.
45. I should always remember that when I pray it means that I stand in front of Allah.
46. I should say my dhikr (tasbeeh) once I complete my prayer.
47. I should always help to put the prayer mats back.
48. I should sit silently until the teacher tells me what to do after the prayer.
49. I should not disturb the other children who are praying.
50. If I am not praying due to an Islamic excuse I sit quietly and read a book at the back of the prayer area. I should not waste my time in the toilets or corridors nor should I remain in the classroom by myself.
51. I should always listen to the teacher/s talk during the assembly time.
52. I will put my hand up if I have a question.
53. I should always participate in the assembly, and I will put my hand up if I want to answer a question.
54. I will leave the pray area quickly and quietly, only when the teacher asks me to leave.
55. I will follow instructions to go straight back to my classroom after the salaah without wasting time playing or getting distracted in the corridors

Break / Lunch time:

56. I will ensure my table is clear of my books before I take my lunch/snacks out of my bag.
57. I will sit down to eat/drink. I will never eat while I am walking or playing.

58. I will say bismillah before I eat.
59. I will eat with my right hand.
60. I will not speak with my mouth full.
61. I will not play with my food.
62. If my friend asks me for food, I can share some of my food, after asking for any allergies they may have.
63. I will ensure I do not make a mess whilst eating.
64. If I do drop something on the floor, I will pick it up.
65. After I finish eating, I will check the area under my table and pick up anything that should not be there.
66. I will say alhamdulillah after I finish eating.
67. Students are only allowed to leave the classroom after having sought permission from the teacher.
68. Students are allowed to get up from their seats during the break time.
69. Students are not allowed to run around in the classroom.

Going out at lunch time:

70. I should pack up my things when the lesson ends.
71. I should collect any snacks / lunch that I wish to take out to the playground with me.
72. I will line up quietly and as my teacher instructs.
73. I will quietly and attentively listen to the teachers' instructions.
74. I will not eat / drink whilst walking to the playground.
75. I will walk quietly and not shout out whilst walking.
76. Once I get to the playground, I will sit on the benches to eat/drink
77. After I finish eating, I can play, run, or walk, ... etc.
78. I will ensure I do not damage or destroy Haydon School / Westfield Academy property.
79. I will always look after SAIS sports resources during the play time.
80. I will ensure I do not cause a disturbance to the other classes whilst I am playing.

81. I will treat others kindly whilst taking part in the activities and playing.
82. I will not make anyone feel unwanted rather I will welcome people to sit next to me and play with others
83. When it is time to return to my class, I will follow my teacher's instructions and walk back quietly.
84. I will ensure I did not leave any rubbish in the playground before I leave.
85. I will ensure to collect all my belongings before I leave the playground.
86. I will make sure that I return the SAIS sports equipment to the teacher who is on duty.

Home time:

87. I should pack up my things when the lesson ends.
88. I should ensure I have written my homework in my diary.
89. I should ensure that my table and the area around my table is clean.
90. I should push my chair in before I leave the classroom.
91. I will always actively participate in the end of day's duas and dhikr with my classmates and teacher.
92. I will only leave after being dismissed by my teacher.
93. I will leave the classroom quietly.

Language uses:

94. Only good language is accepted in the school.
95. Slang language is not accepted at all.
96. Students are not allowed to say or make any offensive jokes.
97. Calling your classmates names or titles is not allowed in the school.
98. Swear words will not be tolerated.
99. Inappropriate and rude language will not be tolerated.
100. SAIS will not tolerate any form of misconduct towards teachers or staff.

101. Everyone must be treated with respect at all times be it students, teachers or staff

Using Zoom links (online classes):

102. I will login to the online classes using the Zoom links on time.
103. I will not share the link with anyone else.
104. I will always keep my microphone on mute unless asked otherwise by the teacher.
105. I can choose whether or not to have my camera on during the lesson.
106. I will use the resources given to me as and when needed in the lesson.
107. I will concentrate in the lessons and will actively participate in the activities.
108. I will not leave the lessons without my teacher's permission.
109. I will not cheat in any of the activities.

School Fees:

110. The full fees must be paid in advance, unless agreed with SAIS management.
111. Students cannot attend the classes unless the full fee is paid.
112. Once a student is enrolled and the application form has been submitted this means that the fees are non-refundable.
113. The fees must be paid in full regardless of whether I attend all the classes or some.
114. I understand that the fee includes the course materials if a student is enrolled from the beginning of the academic year, otherwise the course materials must be paid for.
115. I understand that the payment can be completed by cash or bank transfer.

Disciplinary Rules:

116. In case of any kind of misbehaviour, SAIS will do the following steps in order:

116.1 Student will get first verbal warning, and he/she must apologise.

116.2 Student will get second verbal warning, and he/she must apologise.
Also, will be asked to write 100 lines.

116.3 Student will get third verbal warning, and he/she must apologise.
Also, will be asked, to write 100 lines and he/she will not be allowed to go to the playground during the break.

116.4 The parent of the student will receive a written warning.

116.5 The parent of the student will be called for a meeting.

116.6 The student will be suspended from the school for 1 week.