

The Olive Supplementary School Rules

The School is an Islamic institution, it is therefore imperative that behavior befitting a Muslim is displayed at all times. All pupils are expected to abide by the following School code of conduct and School rules. Failure to follow School rules will result in the recording of 1 strike against the name of that pupil. Should a pupil receive 5 strikes against their name in one half-term that pupil will be suspended for 3 days from the school. **N.B. Parents/Guardians should go through the School rules carefully with the pupils.**

School Rules:

A breach of any of the following will result in a strike:

- a. Lateness – Punctuality to School, lessons and other commitments is essential. Pupils should arrive by 5.00pm at the latest for registration. Arrival after this time must be recorded in the late book held by the administrator. Arrival after 5.10pm unless cleared with the administrator or an agreement has been agreed in writing between the parent and the school will result in a strike.
- b. Lack of correct uniform - Pupils should take pride in their appearance and wear correct School uniform which for girls extends to the headscarf (worn neatly) and loose fitting clothes and to boys includes a white thobe and a traditional style head-covering. Correct uniform must be worn at all times – this does not include journeys to and from School, or during School outings. Jewellery, perfume and make-up must not be worn except for a watch. Pupils may be requested to remove perfume, make-up and jewelry.
- c. Being told to do something by the teacher more than once
- d. Continual talking (after having been warned)
- e. Bad language (including swearing but also saying things like “shut-up”, “stupid” etc which would be considered bad manners for a Muslim)
- f. Speaking in a language other than English or Arabic between 5pm-7pm
- g. Running around
- h. Showing bad attitude to teachers or other pupils - Good manners should be shown at all times. Everyone should always demonstrate consideration for other people, their safety and their property. Respect must always be shown towards the premises and other people’s property.
- i. Not bringing correct text book, note book, pen etc
- j. Not showing proper aadaab (manners) to the Quran/Mushaff or text books in general.
- k. Chewing gum, eating sweets or drinking anything other than water
- l. Fighting (if not serious – if serious automatic suspension see below) - Respect must always be shown to each individual this includes administrative and supervisory staff. Any kind of abuse or bullying should be reported to a teacher straightaway. Bullying – physical or verbal – Bad and/or inappropriate language and/or violent conduct will always be dealt with appropriately and may result in dismissal.
- m. Not doing homework - Pupils should take a pride in all work they do, and always meet deadlines.
- n. Dropping rubbish/litter - Respect for the School environment makes everyone’s working conditions more pleasant. Dropping litter is anti-social and offenders should be reported to a member of staff. All litter should be disposed of in the designated bins.
- o. Accusing a teacher or a fellow Muslim of cheating or something above without proof

Personal items

The School accepts no responsibility for the loss or damage of personal items brought into School.

Bans

The staff may ban any item which interferes with the smooth running of the School. The ban may refer to all pupils or to individuals who have created a nuisance