



Jamiah Farooqiah Bradford

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Disciplinary Procedure

Classroom

Discipline is vital in the classroom, and must be taken very seriously.

Any form of disruption can disrupt the day to day running of the classroom. It also can have an effect on other pupils learning.

The following disciplinary procedure will be implemented at the Madrasah.

Stage 1: Verbal Warning

Stage 2: Second Verbal Warning.

Stage 3: Classroom disciplinary action e.g. standing up for 5 to 10 minutes.

Stage 4: Pupil sent out of the classroom.

Stage 5: Phone call to parent or guardian.

Stage 6: Pupil will be put on report for a week to monitor behaviour and progress. Parents will be expected to check and sign it every day.

Stage 7: Meeting with parents.

Stage 8: Suspension for 3 days.

Stage 9: Expulsion. In extreme cases, pupils can be suspended or expelled without having to follow any disciplinary procedure.

Staff, Teachers and volunteers

Jamiah Farooqiah's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when Jamiah Farooqiah policies are breached by members.

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues.

- No disciplinary action will be taken until the matter has been fully investigated.
- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a colleague of your choice.

While the alleged incident is being investigated, you may be suspended to protect you and the alleged victim. Suspension is **not** to be regarded as a form of disciplinary action but all investigation will be conducted within a said short period.

A final decision will be made only after the outcome of a full investigation. If you are found to have committed gross misconduct you will be dismissed without notice or payment in lieu.

- Gross misconduct is an instant dismissal such as –
 - theft, fraud, deliberate falsification of company documents
 - fighting, assault on another person
 - deliberate damage to company property
 - sexual or racial or any other forms of harassment
 - being unfit for work through alcohol or illegal drugs
 - gross negligence
 - gross insubordination