

## Al-Ameen College Student Code of Conduct

### 1. Purpose

Al-Ameen College is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students at the College.

It is the intention of Al-Ameen College to provide clear guidelines to all students regarding the conduct expected of them whilst at College, engaging in College-related activities or representing the College. Students are always expected to uphold the College's core values.

This Student Code of Conduct is guided by the philosophy of Positive Behaviour Intervention & Support, specifically the Al-Ameen College Values.

### 2. Scope

This Code of Conduct (**the Code**) applies to all Al-Ameen College students (**the students**). The application of this Code is not limited to the College and College hours. It extends to all activities and events that are college-related and when representing or acting on behalf of the College. The Code also requires that student actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of College activities.

### 3. Policy

#### Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- any form of physical or verbal violence including fighting, assault or threats of violence; • any form of cyber bullying or cyber abuse;
- sending inappropriate, offensive or explicit text messages, photos or videos;

- gambling of any form (both on-line gambling and in person) during College time, whilst undertaking College activities or whilst wearing the College uniform;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, staff, contractor or visitor;
- theft, fraud, vandalism, or misuse of College resources;
- the use of inappropriate or profane words or gestures and images;
- unacceptable class attendance levels;
- smoking or consuming alcohol or illicit drugs at College, on College excursions, in transit between College and home or otherwise while wearing College uniform;
- attending College, social, sporting, or other functions as a representative of the College whilst under the influence of alcohol, illicit drugs or other substances harmful to health.

### **Al-Ameen College Islamic Behaviour**

All members of the school community have a right to a school environment where Islamic values and learning are a priority and that our school environment is safe, positive, friendly, and supportive. All members can participate in an environment free from harassment and discrimination because of race, gender, nationality, ethnicity, culture, physical appearance, or socioeconomic class.

Students will always be treated with respect and dignity. In return, they must be respectful, responsible, and cooperative and demonstrate good Islamic behaviour at all times by:

- speaking, dressing, and acting in an Islamically acceptable manner
- respecting the sanctity of the environment (masjid/school)
- showing respect for themselves, for others and for those in authority
- maintaining cleanliness of mind, body, clothing, school materials and surroundings
- following established school and classroom rules and routines
- treating personal and school property with care and respect
- working and playing cooperatively and showing consideration for others
- not bringing anything to school that may be obscene or compromise the safety of others
- not be in a classroom or the Musallah unless accompanied by a teacher
- enter any room until invited to do so

## Friendships

We model the Sunnah of the Prophet Muhammed Sala Allahu alihi wasSalaam and seek to establish Islamically permissible, positive relationships. Allah tells, “And do not come near unlawful sexual intercourse.”

Al-Ameen College promotes and models respectful, positive attitudes, and behaviours in all areas. We seek to teach our students how to build healthy relationships, resilience, and confidence.

Modesty is very important in Islam and it extends to how we dress as well as the manner by which we carry ourselves in public and in dealing with others.

- **Students are to remain in their designated areas during Recess and Lunch and avoid any free mixing.**
- **Facilities being used exclusively by the ladies are not to be entered by anyone else without prior permission except in matters of urgency.**
- **Canteen lines that allow the young ladies personal access are to be maintained for the comfort of all.**

### Unacceptable conduct between students includes, but is not limited to:

- **Gazing and looking at another student inappropriately**
- *“Tell the believing men to restrict [some] of their glances and guard their modesty and private parts. That is purer for them... ..And tell the believing women to restrict[some] of their glances and guard their private parts...” (Quran 24:30-31)*
- **touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not Islamically appropriate or any contact that may endanger the health, safety, and wellbeing of that person.**
- *Not touching is a preventative measure as to what can come that’s greater. The Prophet ﷺ never shook hands when he took the Pledge of Aqaba from the female companions, though he did with the men*
- **any form of cyber bullying or cyber abuse • sending inappropriate, offensive or explicit text messages, photos or videos or requesting it from others**
- *Allah (swt) has many commands about speech in the Qur’an. Its content should be good and decent (2:235). Its tone should be straight-forward (33:70). It should not be made soft on purpose (33:32). It should not be loud and arrogant (31:19). There should be no vain or excessive speech (23:3).* • **meeting privately between students in non-public areas without permission**
- *The Prophet ﷺ taught us “...Satan is the third person in an isolated area (khalwah) where there is only a man with a (non-mahram) woman...” (Ibn Al-Atheer – Sahih).*

## **Reporting**

It is expected that all students will report any cases to a teacher or senior staff member (in confidence) of unlawful behaviour or behaviour in breach of this Code which may have been observed or reported to them.

## **Breach**

Students who breach the Code of Conduct may be sanctioned by the observing teacher, the Assistant Principal-Pastoral Care, or Management as deemed appropriate given the nature of breach and the age of the student.

Students who continue to breach the Code will be interviewed by the applicable Management team member. Appropriate action, which may include behavioural contracts, detention, mediation, suspension or expulsion is at the discretion of the Assistant Principal-Pastoral Care and Principal.

The Assistant Principal-Pastoral Care refers the matter to the Principal, who has full discretion to take action including expulsion as deemed appropriate.

In accordance with applicable legislation and the School's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

## **Related Policies**

- Child Protection Policy
- Anti-bullying Policy – Students
- Student ICT Responsible Use Policy

All students have a fundamental right to feel and be safe. If you feel this is not the case, you should talk to a staff member in the College whom you feel comfortable with. It does not matter how big or small you perceive the problem to be. You can approach any teacher, your Form Teacher, the Assistant Principal-Pastoral Care, the Counsellor, or any other more senior member of staff, for example the Assistant Principals, the High and Primary School Coordinators, or the Principal.

This Code gives students notice of general conduct which is prohibited. It is not an exhaustive list of misconduct. Students will be held accountable for their misconduct and any misconduct may be subject to disciplinary action by the College as stated in the School's Behaviour Management Policy.

Al-Ameen College is committed to ensuring that learning takes place in a comfortable and safe environment. This Code aims to make each student aware of the value of self-control, orderliness and the need to cultivate a sense of responsibility for his/her own conduct and for the larger community of which he/she is part.

The Code of Conduct is strongly aligned to the College vision and mission, and positively shapes and influences our culture. All stakeholders of the College community share a commitment to the Code as part of their engagement with the College. Any non-compliance should be reported to a member

of Management. While this document is concerned with all aspects of College life including disciplinary procedures, it recognises that student conduct is also influenced by other aspects of the College program, such as the quality and appropriateness of the curriculum, the opportunities provided for student leadership, the positive reinforcement that staff give to students, availability of outside help and welfare services, and other extraneous circumstances.

### **Common Sense**

Every student should be thoughtful and considerate of others and to use common sense.

### **Respect**

- Students are expected to behave ethically and respectfully in all dealings with Al-Ameen Staff and members of the wider community.
- Students are expected to act in a way that respects the rights, differences, and welfare of all members of the College community, and not harass or discriminate against other students or staff
- Students are expected to obey a direction given by a College staff member unless the student deems the direction to be unsafe
- Act and work co-operatively with other students and teachers

### **Attendance at College**

- Students must arrive at the College no later than 8.25am and leave at 3.00pm. KK leaves at 2.40pm and PP leave at 2.50pm.
- Students are expected to attend all timetabled classes.
- Students must not leave the College during school hours without the permission of the Admin office. Parents/guardians must provide evidence of an appointment if students are leaving during school hours.
- Permission for students to leave early must be received by the admin office by 9am on the morning of the day.
- Students are not permitted to leave school early if they have a scheduled assessment task the next day.
- Students must arrive to classes within three minutes of each period.
- Students must not leave classrooms without a valid 'pass' from the teachers.
- Students must produce a teacher's note if being late for reasonable cause during period changes, recess and lunch time.

### **Grounds, Oval, Gym, Corridors and the College in General**

- All students have the right to a safe and clean environment. Students have responsibility to maintain standards of safety and hygiene in the College and grounds.
- Students are not permitted in out of bounds areas. These include car parks, staff offices, all fenced building sites, school garden, and Primary school areas

- Students are to move around the school in an orderly manner.
- To avoid clashes and injuries, students must not run around or up and down the staircases.
- The Sick Bay can only be accessed by a student with a genuine health condition; only students with a valid sick bay pass form a teacher will be allowed access to the Sick Bay.
- Students are expected to leave classrooms in a clean state with chairs and desks placed in an orderly manner.
- Students are not allowed to eat or drink inside classrooms during lesson time or without teacher supervision; drinking of water is allowed.
- Students are not permitted to carry bags into class. Bags must be left outside the classroom on the provided racks, benches or hooks provided (if applicable).
- Students are not allowed to enter the teachers' staff rooms, photocopier rooms or teachers' classrooms or offices without permission.
- Students must throw rubbish in bins located in designated areas.
- Students are expected to pick up any rubbish thrown anywhere in the school ground.
- Students must not break or damage any school property including toilets and wudu areas.
- Students must not eat in oval, and not throw any rubbish in the playgrounds.

### **Attending Prayer**

- Zuhr and Friday (Juma) prayers are compulsory for all students, except non-praying girls.
- Students must perform wudu on time in the designated areas.
- Students must attend prayer on time.
- Students should maintain silence and respect when entering the prayer hall and during prayers.
- Students must exit the prayer hall in an orderly and quiet manner after prayers.
- Students not attending Zuhr or Friday (Juma) prayers without a valid reason will be referred to the Assistant Principal (Religious Studies).

### **Personal Property**

- Students have a right to feel and know that their personal property will always be safe.
- Students have the responsibility to respect property belonging to the College, other individuals and College neighbors.
- Students also have a responsibility to secure their belongings safely in the lockers provided.
- Theft, damage, defacing or tampering with College property, the property of others, and College neighbors is prohibited.

### **Excursions**

Excursions, camps, visits, and trips are important ways of enhancing learning in a real-world environment. Some subjects have compulsory fieldwork requirements. All students are expected to participate in all excursions organised by the College. *Refer to the Excursion Policy*

## **Conduct on School Buses and Public Transport**

Students are expected to uphold the reputation of the College by observing the appropriate standards of behaviour in transit to and from the College and during excursions on the school bus. Students are held to the same standards while on College buses as they are while on the campus. The same applies to students using public transport.

## **Meetings and other obligations**

It is the responsibility of each student to keep him/herself informed of matters published in College Schedules, college planners, on notice boards and via the SEQTA Learning Management System. If a student has any conflicting obligations, he/she must speak to the teacher concerned, before said activities/meetings, obligations etc., so as to be excused.

## **Safety**

- Sensible behaviour is expected within the College environment at all times.
- The climbing of trees and buildings in the College grounds is forbidden
- The riding of bicycles or scooters in the College grounds is forbidden between 8.00am and 4.00pm.
- Students riding bicycles/scooters must wear an approved helmet and lock their bikes/scooters securely in the racks provided
- No missiles of any kind may be thrown or projected towards others and around the College.
- No knives, weapons, explosive materials, fireworks, dangerous chemicals, biological agents, or other dangerous items may be brought onto College grounds
- At recess and lunch, sports and games cannot involve activities that force students to the ground (i.e. tackling, wrestling, bumping).
- Hard balls are not to be used in College (i.e. cricket and hockey balls)
- Do not enter a classroom, lab or gymnasium, etc. unless accompanied by a teacher
- Do not run in corridors, through doorways, along verandas and balconies, or up and down stairs
- Do not do anything which may endanger the physical or mental health, safety or wellbeing of any person

## **Disrupting and harmful behaviour**

Students must not:

- Disrupt or hinder any College activity
- Do anything that may bring the College into disrepute including making or publishing false or misleading statements relating to the College, staff or other students

- Physically touch, bully or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- Engage in any form of physical or verbal violence including fighting, assault or threats of violence
- Engage in any form of cyber bullying or cyber abuse
- Send inappropriate, offensive or explicit text messages, photos or videos
- Incite, persuade, conspire with or assist any other person to engage in misconduct
- Attempt or threaten to do anything which is construed as a misconduct
- Be party to any cover-up of misconduct or the destruction, concealment, alteration or withholding any evidence of misconduct or otherwise conceal the identity or whereabouts of any person who is alleged to have engaged in misconduct
- Publish or display material which could be understood by a reasonable person as indicating that someone intends to engage in misconduct

### **Dishonesty**

Do not engage in any dishonest behaviour including:

- stealing or taking or using without permission any property of any person or possessing property which is stolen or taken without permission • using or providing false or misleading documentation or information for the purpose of obtaining a benefit or advantage for any person
- Plagiarism - you must not present anyone else's work as yours

### **Breach of rights**

#### ***Do not:***

- Cause physical or emotional harm to any person or bully any person
- Engage in violent or threatening behaviour including using threatening or abusive language
- Conduct yourself in an offensive manner or use offensive language when:
  - on or near, or within view or hearing on College premises
  - engaged in College activities or
  - in College uniform
- Use language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor
- Use inappropriate or profane words or gestures and images



## **Mobile phones (including smart watches) and other electronic devices**

The use of mobile phones, iPod, MP3, and other electronic devices is disruptive to the learning environment of students and therefore, not permitted at any time during school hours.

A written application from parents must be provided to the College if your child needs a mobile phone for travel to and from the College. If approved students must leave the phone at reception in the morning and pick it up after school. They may only use the phone to make a call to parents.

Disciplinary action and possibly legal action may be taken against a student who films or photographs other individuals without their consent; or uploads these films or photographs to the internet (social media); or sends harassing, threatening or derogatory messages to staff or students. It is a crime to film any person without their consent. The above applies for any Al-Ameen College student interactions regardless of whether they are on school grounds or after hours.

## **Smoking, drinking, drugs**

- The possession, consumption or distribution of alcohol by any student or being under its influence on College property or at any College function or activity is forbidden
- Illicit drugs (depressants, stimulants and hallucinogens) are forbidden and the College will take strict disciplinary action concerning any individual within its jurisdiction who sells, helps sell, helps obtain, possesses, consumes or is under the influence of any of these. The same restriction applies to the improper use of solvents and alcohol. The police will be informed of any breaches of the law. Illicit drugs are illegal and in no way condoned by the College.
- Smoking, vaping and consuming alcohol is not permitted on College grounds, in transit between College and home or otherwise while wearing the College uniform, or at any activity or event which is sanctioned by the College, or where the College maintains a duty of care

## **Motor vehicles**

- A student may drive a car or ride a motorcycle/scooter to and from College if he has the written permission of the Principal. (*The Application to Drive a vehicle/scooter/motorbike to College form is available from the Admin*). Permission is only given for the school year in which the application was made
- Students are strictly forbidden to drive other students in their cars, to or from school, without the written permission of the parents of both driver and passengers (drivers of vehicles must ensure they have student passengers names listed on their *"Application for Permission to take Passengers in a Vehicle"* form with the appropriate signatures before taking them in their car). This form is available from the Admin. Permission is only given for the College year in which the application was made

- Students are not permitted to use any vehicle between the 8.30am and 3.30pm. However, if a student must use their vehicle during College hours for a private reason, a note of parental consent for that particular circumstance must be provided to the student's teacher or Form Teacher, prior to the student using their vehicle for that reason.
- Students are not permitted to drive other students between College and other College events/commitments (including sports training) and visa versa. This applies even if written parental permission has been obtained for the student to drive other students. The College provides buses to and from events, excursions, sport training, etc. for students to use
- The College does not have space available for student parking. If a student uses his/her car to College, he/she will have to park in the parents' carpark

## **Bounds**

No Year 7 to 12 student may leave the College grounds between arrival at College and the end of school commitments for the day without permission from Management. The same will apply for KK to Year 6.

## **Thoroughfares**

Students should walk along pathways rather than across grassed areas or carparks. Particular care should be taken in the drop off areas.

## **Classrooms**

- No student should enter any teaching room unless given permission by a member of staff
- Respect the learning needs of all students. No student shall interfere with the learning environment of others
- Students are to arrive punctually to class with the correct books and equipment
- Unreasonable lateness between classes must be covered by a note from the previous teacher
- If a teacher has not arrived at a class five minutes after the scheduled commencement time then one student must go to Admin so that arrangements can be made to find a replacement teacher
- Students shall not leave the College grounds during the day, except on official College excursions, unless they have parental permission and have signed out.

## **Sport**

- All students participating in sport at the College are expected to abide by the College's Code of Conduct
- Attend all training sessions and matches as required. If you are unable to attend, it is important that you provide adequate notice to your teacher/coach

## School Uniform

Al-Ameen College expects high standards of uniform at all times. Students are required to wear the uniform as outlined below. Students must maintain neat appearance with the understanding that they are representatives of the College when dressed in uniform. The Primary School uniform is set to transition to the new Al-Ameen College uniform by 2023.

### HIGH SCHOOL MALE UNIFORM



**School Uniform**  
**(short sleeve)**

**School Uniform**  
**(long sleeve)**

**Winter School Uniform**  
**Soft Shell Hooded Jacket**

**Summer Sports Uniform**  
**(short sleeve)**

**Winter Sports Uniform**  
**(long sleeve)**

**Summer Sports Uniform**  
**Light Sports Jacket**

## HIGH SCHOOL FEMALE UNIFORM



**School Uniform Blazer  
(Compulsory for females)**

**School Uniform**

**Sports Uniform**

**Summer Sports Uniform  
(Light Jacket)**

**Winter Uniform  
Soft Shell Hooded Jacket  
(Wet weather only)**

## PRIMARY SCHOOL MALE UNIFORM



Light Green Shirt with Grey  
Pants and Green Sweater

Light Green Shirt (short  
sleeved) with Grey Pants

Yellow or Green Shirt  
with Grey Pants

Green Shirt (short or long  
sleeved with Grey Pants)

Unisex Sports Uniform  
(Sports Day only)

## PRIMARY SCHOOL FEMALE UNIFORM



White shirt under Pinafore  
Dress with Green Pants  
and Sweater

Green Sweater and  
Green Pants

White Shirt under  
Pinafore Dress with  
Green Pants

White Shirt with Green  
Pants and Sweater

Green Shirt with Green  
Pants and Sweater

## FEMALE HIJABS AND PRAYER CLOTHES



Two-piece Navy Hijab (Primary and High School)

Prayer Clothes  
(Years 1 to 4)



### Hairstyle

Ideally students are expected to keep short and neat hairstyles with no:

- Lines shaved into the hair
- Patterns shaved into the hair
- Hairstyles that are extreme

Therefore, our school would like to make clear the 'conventional hairstyles' as detailed in our policy and those cuts which would not be appropriate. Should such hairstyles appear in school, parents will be contacted to come and collect their child, who will only be allowed back when the hairstyle conforms to Al-Ameen College Policy, as clearly outlined.

|               |  |  |  |  |  |
|---------------|--|--|--|--|--|
| <b>Colour</b> | Natural hair colour only. Highlights and hair dye, tipped or dipped hair are not allowed.            |  |  |  |  |
| <b>Cut</b>    | Graduated or stepped haircuts – hair which is shaved at the sides and long on top are not permitted. |  |  |  |  |

|                |   |   |
|----------------|---|---|
|                | No fringes / long bangs that obstruct the eyes are allowed.   |   |
| <b>Designs</b> | The school does not permit children to have 'extreme' haircuts with designs. Any kind of line or pattern shaved into the side or top of the head are not permitted. |  |

### Food

- Food may not be taken into any teaching area without permission
- Food scraps, food wrappers and food containers should be placed along with other litter in the bins provided
- Chewing gum is forbidden

### Property

#### *Do not:*

- Damage, destroy, endanger, vandalise, put at risk, pollute or obstruct any College property or any property of any student or member of the College staff
- Enter, occupy, use or interfere with any College property or enable any other person to do so, without authorisation from the School
- Steal or misuse College resources or fraudulently use College resources without permission.

### Media

No student may take part in any media interview or broadcast in which the name of the College is mentioned, other than those officially sanctioned by the School.

## **Appeals**

If a student has a grievance about the interpretation of a rule he must feel free to discuss it with his Form Teacher, Pastoral Staff member, classroom teacher or a member of Management.

## **Breaches of the Student Code**

If a student has concerns with regard to another student breaching the Code of Conduct, they should approach their Form Teacher or High/Primary Coordinator to discuss the issue as soon as possible.

## **Consequences for breaching the Student Code**

Breaches to the Student Code of Conduct will result in disciplinary action at the discretion of the Principal or their delegate. Their decision is final. Disciplinary action may include, but is not limited to, detentions, suspensions or termination of enrolment.

Al-Ameen College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. You have a fundamental right to feel and be safe. If this is not the case, you should talk to a staff member in the College whom you feel comfortable with. See below for definitions of these terms.



The Al-Ameen College Values Matrix outlines the positive behaviour expectations across the key locations and domains of the College as aligned to our values.

## AL-AMEEN COLLEGE Behaviour Matrix

|                   |  | AT ALL TIMES  | IN THE LEARNING SPACE   | NON-CLASSROOM SPACES  | IN ASSEMBLY   | MUSALLAH   | IN THE COMMUNITY  | AT THE CANTEEN  | SOCIAL MEDIA & TECHNOLOGY   |
|-------------------|--|---|---|---|---|--|---|---|---|
| <b>FAITH</b>      | <b>RESPECT YOURSELF, OTHERS AND THE ENVIRONMENT</b>        | <ul style="list-style-type: none"> <li>Wear uniform correctly and with PRIDE</li> <li>Arrive on time</li> <li>Listen to and follow staff instructions</li> <li>Stay within supervised areas</li> <li>Use respectful language</li> <li>Be mindful of others</li> <li>Keep your hands/feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>Line up quietly</li> <li>Have appropriate equipment ready</li> <li>Leave the learning space tidy</li> </ul>  | <ul style="list-style-type: none"> <li>Be responsible on the way to and from school</li> <li>Be responsible at school breaks</li> <li>Leave your environment clean and tidy</li> </ul>  | <ul style="list-style-type: none"> <li>Leave bags in designated area</li> <li>Wear formal uniform with PRIDE</li> <li>Enter and sit quietly as directed</li> <li>Follow audience etiquette</li> </ul> | <ul style="list-style-type: none"> <li>Arrive in a quiet manner</li> <li>Make sure your clothes do not have sand or mud on them</li> <li>Find your line and prayer to Rakat before you sit down</li> <li>Sit quietly without disturbing anyone around you</li> <li>If you need anything raise your hand to speak</li> </ul>  | <ul style="list-style-type: none"> <li>Be polite and courteous to others.</li> <li>Be aware of other's privacy</li> <li>Respect yourself, your family name and the image of Islam in your behavior and conduct</li> </ul>   | <ul style="list-style-type: none"> <li>Leave bags in designated area</li> <li>Enter in a calm and orderly manner</li> <li>Line up quietly</li> <li>Join the line in order of arrival</li> <li>Leave the canteen after purchasing items</li> <li>Speak to the staff with polite manners</li> </ul> | <ul style="list-style-type: none"> <li>Know that Allah can see you</li> <li>Only use technology in class with the teacher's permission</li> <li>Use technology within school guidelines</li> <li>Communicate in a positive manner</li> <li>Build a positive social media footprint</li> <li>Be aware of other's privacy</li> <li>Protect safety of yourself and others</li> </ul>                 |
|                   | <b>BEING HONEST &amp; HAVING A STRONG ISLAMIC IDENTITY</b> | <ul style="list-style-type: none"> <li>Take responsibility for your actions</li> <li>Be honest about your behaviour</li> <li>Bring all equipment needed for the day</li> <li>Put litter in the bin</li> <li>Report inappropriate behaviour</li> </ul>   | <ul style="list-style-type: none"> <li>Be prepared to learn</li> <li>Return any resources you borrow</li> <li>Ensure your work is your own</li> <li>Use the school reference system for assessments</li> <li>Use the orange movement passes appropriately</li> </ul>              | <ul style="list-style-type: none"> <li>Being responsible by providing a good example of Muslims during excursions and incursions</li> <li>Always speaking appropriately and using the best language</li> <li>Always engaged and active listeners</li> <li>Being respectful to people and property</li> <li>Collect and return sporting equipment on time</li> <li>Collect correct passes as needed</li> </ul> | <ul style="list-style-type: none"> <li>Move from assembly as directed</li> </ul>  | <ul style="list-style-type: none"> <li>Focus your thoughts on being thankful to Allah for the blessings you have</li> <li>Try and follow the way of the Prophet (s) in every step of the prayer to get full reward</li> </ul>  | <ul style="list-style-type: none"> <li>Represent the school positively</li> <li>Meet commitments</li> <li>Help others when you see them needing help</li> </ul>   | <ul style="list-style-type: none"> <li>Pay for all purchases</li> <li>Return any extra money received</li> </ul>  | <ul style="list-style-type: none"> <li>Report inappropriate use</li> <li>Report students uploading content of owners without the person's permission</li> <li>Only use your own account/s</li> <li>Report damage to school devices in a timely manner</li> </ul>  |
| <b>DISCIPLINE</b> | <b>SHOWING CARE &amp; DETERMINATION IN EVERYTHING I DO</b> | <ul style="list-style-type: none"> <li>Be punctual</li> <li>Give your best effort every day</li> <li>Complete all tasks</li> <li>100% attendance</li> <li>Attempt all tasks</li> </ul>  | <ul style="list-style-type: none"> <li>Complete all assigned work including missed work</li> <li>Plan assessment tasks so that they are completed before the due date</li> <li>Complete all tasks even when you believe it is difficult</li> <li>Have a growth mindset</li> </ul> | <ul style="list-style-type: none"> <li>Take responsibility for your belongings</li> <li>Listening to warning bells and moving quickly to your lessons</li> <li>Use this time to go to the toilet</li> <li>Always follow the rules</li> <li>Choose behaviours that help others, not harm</li> </ul>  | <ul style="list-style-type: none"> <li>Sit in your class line as directed</li> </ul>  | <ul style="list-style-type: none"> <li>Remain quiet after the prayer ends and make the Zikr after prayer respectfully</li> <li>Make sure there is no mess left in the area you were praying and keep the Masjid clean</li> <li>Stand up when your row is called quietly and walk down in a straight line without hurrying</li> <li>Be patient with those younger than you</li> </ul> | <ul style="list-style-type: none"> <li>Complete all tasks whilst on work placement</li> <li>Participate in all activities</li> <li>Wear your school uniform with PRIDE</li> <li>Be prepared when representing the school</li> </ul>   | <ul style="list-style-type: none"> <li>Only handle the food you will buy</li> <li>Remain in line until served</li> <li>Have money ready before you take food</li> </ul>   | <ul style="list-style-type: none"> <li>Take care and keep your device clean</li> <li>Bring your device fully charged</li> <li>Manage and respond to school emails regularly</li> <li>Maintain a positive social media footprint</li> <li>Report issues in a timely manner</li> <li>Check your personal security settings regularly</li> <li>Be protective of your personal information</li> </ul> |
|                   | <b>KNOWLEDGE</b>   | <b>PERFORMING TO THE HIGHEST OF STANDARDS</b>   | <ul style="list-style-type: none"> <li>Do your best</li> <li>Put 100% effort into all tasks in class, at home and during assessment</li> </ul>  | <ul style="list-style-type: none"> <li>Complete all assessment on time</li> <li>Understand the requirements of your subjects</li> </ul>   | <ul style="list-style-type: none"> <li>Walk away from situations that may hurt others or yourself</li> <li>Learn the safest way to move around the College</li> </ul>                                 | <ul style="list-style-type: none"> <li>Support peers in pursuit of excellence</li> <li>Remove hats and beanies</li> <li>Take out earphones</li> </ul>  | <ul style="list-style-type: none"> <li>Recite the Quran in your prayer to fill it with reward</li> <li>Learn new Dua to make in your prayers</li> <li>Make Dua for yourself, family, friends, teachers and school</li> <li>Teach those who need help with their prayer by showing in your Prayer the best manners and way of Praying</li> </ul> | <ul style="list-style-type: none"> <li>Represent the school positively</li> </ul>   | <ul style="list-style-type: none"> <li>Alert staff to theft</li> </ul>  |