

APPENDIX 2

BRITISH INTERNATIONAL PRIMARY SCHOOL BEHAVIOUR POLICY

Aims:

To create a caring, family atmosphere in which thinking and learning can take place in a safe and happy environment. To work co-operatively with parents to enable our pupils to develop:

A sense of self-discipline and responsibility for their own actions

A sense of identity, achievement and self worth

An empathy for other children's feelings

An awareness of and a desire to care for their environment

School Rules:

We will achieve these aims by teaching and encouraging children to observe The School & Golden Rules at all times. Children are also required to abide by the school regulations in order to create and maintain a safe and structured learning environment (see appendix).

THE GOLDEN RULES

We are gentle, we don't hurt others.

We are kind and helpful, we don't hurt anybody's feelings.

We play well, we don't spoil each other's games.

We are honest, we don't cover up the truth.

We work hard, we don't waste time.

We listen to people, we don't interrupt.

We follow all adults' instructions, we don't argue.

We look after property, we don't waste or damage things.

The staff responsibilities are:

To look for, encourage and reward good behaviour

To treat all children fairly and with respect

To raise children's self-esteem and develop their full potential by recognizing that each child has individual needs

To provide an environment that is conducive to learning

To be good role models

To form a good home – school link with parents so that the children can see that the key adults in their lives share a common aim

To implement and practise the school rules and involve children in the creation of classroom expectations

To use rewards and sanctions clearly and consistently within a supportive atmosphere

The parents' responsibilities are:

To be aware of the school rules and expectations

To support the school in the implementation of this policy

To encourage pupil self-discipline in partnership with the school

To show an interest in all that the child does in school by valuing personal and social achievements alongside academic achievements

Please see appendix for parental advice.

The children's responsibilities are:

To be proud of their school and represent it positively

To maintain the highest standards of behaviour possible both in and out of school

To learn to make independent choices, not blaming others and learning from mistakes

By following The Golden Rules & school regulations the children will achieve this

Good behavior leads to good learning

PSHE & Resolving Conflict:

Part of our curriculum addresses the Personal and Social Aspects of Learning and strives to help children learn how to interact with others in a positive way and also useful skills such as conflict resolution.

Please note that it is our aim to reinforce positive behaviour in order to create a positive learning environment.

Sometimes breaches of discipline happen when a child is having a conflict or a problem in class, as a result we will encourage the children to:

Talk with their class teachers if they have any problems that they want to discuss. Or talk generally about their feelings if they are experiencing any problems.

If they feel that they cannot talk to their teachers they can go to the Deputy Head and talk with her.

We need the children to know that we are there for them and that we can help them overcome their problems.

Our system of rewarding achievement in behaviour, work, effort and progress is clarified below:

Good Work/ Effort/ Progress/ Behaviour:

Star of the Week

In addition to the above, in Early Years, the star of the week certificate is awarded weekly per class in the Early Years Assembly to the pupil who has demonstrated particularly good work, behaviour or progress that week.

Class of the Week

In KS2 points will be awarded per day to each class according to how well they behave. Class teacher will record points daily (each lesson is worth one point with a maximum of 10 points per day). At the end of the week the class with the most points that week will be awarded class of the week in the Year Group Assembly.

Class Awards & Chart:

Children will be awarded throughout the year with class points / merits / stickers as appropriate. Each teacher will have a chart system for rewarding effort/ progress/ good attitude to work and behaviour. There will be one chart for good behaviour and another for good work. When ten of these 'points' have been

earned on the relevant chart, the child will receive a silver award, which will be recorded in their record book.

Silver Award

Children will be awarded a silver award for the following reasons:

Ten 'points' on the class chart for good work or behaviour

An exceptional piece of project work or research

These stickers will be attached to the silver award chart in their record book. The collection of three silver awards results in a Golden Award for work or behaviour. Specialist teachers may also refer a student to the Deputy Head for a silver award either for work or behaviour during their lessons (also after collecting ten 'points').

Golden Time (for following The Golden Rules in EY):

Will occur in Early Years daily as an incentive and reward for good behaviour both individually and as a class. It encompasses a range of fun activities often chosen by the students.

Golden Award

When a child has been awarded three Silver Awards for work or behaviour, the Head Teacher will be notified and a badge (red for work, yellow for behaviour) and Golden Award Certificate will be presented in the school assembly to mark the occasion.

Other Awards:

The Reading Cookie – awarded twice a month to a child in each class who has demonstrated effort/ achievement in reading.

The Kindness Cupcake – awarded twice a month to a child in each class who has consistently demonstrated 'kindness' to others.

Perfect attendance certificates and badges are awarded termly for those students who have not been late or absent for the entire term.

Excellent prefect badges will be awarded half - termly to the prefects from each department who have best served this position.

Environmental certificates are awarded for any students/ classes who have contributed to improving our / the environment.

Sports Medals and Trophies are gained from events and tournaments in and outside school are presented in assembly.

We will continue to update our reward system on a yearly basis. We welcome any feedback you may have.

Sanctions

Staff: As with matters relating to reward, consistency is vital and should be appropriate to each individual situation. This policy is designed to empower both teaching and support staff in our mutual desire to create a safe, secure and happy learning environment. When dealing with all forms of inappropriate behaviour, teachers will follow these three over-riding rules:

Be calm – children should be dealt with calmly and firmly referring to what the action is and why the action is being taken.

Logical consequences – A logical consequence is a sanction that should "fit" the offence. It generally has two steps. The first step is to stop the misbehaviour. The second step is to provide an action that recalls children to the rules, reinstates the limits and teaches alternative behaviours.

Fresh Start – although persistent or serious misbehaviour needs recording, every child must feel that everyday is a fresh start.

It is imperative that any sanction is applied fairly and at the earliest opportunity and the consequences are fully explained.

Students:

Children are encouraged and expected to follow both The Golden Rules and the School Rules & Regulations. These rules and regulations are explained and discussed at the beginning of and throughout the year along with classroom expectations.

Despite positive responses as a means to encouraging good behaviour in El Alsson School, it may be necessary to employ a number of sanctions to reinforce these expectations / rules, and to ensure a safe and positive learning environment:

Green cards / Sun pictures

All students begin each day with a **green card** in the display chart (KS2) or **sun picture** (EY). The expectation is that they will retain this all day.

If the class/school rules are broken the following sanctions may be taken:

Minor breaches of discipline are generally dealt with by the class teacher / subject teacher in a caring, supportive and fair manner, with some flexibility regarding the age of the child, as far as sanctions are concerned. See appendix

for playground sanctions.

Each case is treated individually depending on the circumstances involved. Children are made aware that they are responsible for their own actions and that breaking rules will lead to the following consequences:

1. A Verbal Reminder of expected behaviour and which rule or expectation the child has broken, will be given to the child by the member of staff.

2. Time – Out to sit and think about expected behaviour and then be able to tell the member of staff where they have gone wrong and what they could do better next time. Warning will be given that should further misbehaviour occur that day, it will lead to a yellow card warning.

3. A Yellow Card (KS2) or Cloud Picture (EY) the child will replace the green card with a yellow card (KS2) or moves from the sun picture to the cloud picture (EY) as instructed by a member of staff if a child misbehaves again following the time – out during the same day. Loss of Golden Time (EY) or free time such as part of playtimes (KS2) will result from a yellow card / cloud picture being given.

The child may also be asked to move to sit alone, write a letter of apology and may lose their class responsibility post depending on the circumstances.

The class teacher will record the yellow card / cloud picture in the class log and keep the Deputy Head informed. The child will write the yellow card up in their record book (KS2), supervised by the teacher to keep their parents informed. The class teacher will record this via a slip in the home – school book for younger students.

4. Red Card (Minor Breach – Persistent)

Should the child misbehave again during the same day, the child will be given a Red Card and referred to The Deputy Head, with an explanatory note / the class behavior log, who will also counsel the student concerning this behaviour and place a red card warning in their record book and the department behaviour incident log. The following break will be forfeited.

***Automatic Red Card (no yellow first)**

Major breaches of discipline (including physical assault, use of very bad or inappropriate language, rudeness to members of staff, deliberate damage to property, stealing, verbal abuse, refusal to work, disruptive behaviour in class) will result in the child being referred immediately to The Deputy Head to be given an Automatic Red Card. Parents will be contacted.

School – Home Strategy

If problems recur regarding yellow card incidents, the Deputy Head will meet with the class teacher and parents to set up a school – home strategy. Children

may then be placed on a daily or weekly report system to monitor their behaviour with parental support during this period.

Behaviour Plan

Children who continue to display consistently poor behaviour (red cards) may need further help and support in order to change their behaviour. They will be referred by the Deputy Head to the Learning Support Coordinator for counseling and for a Behaviour Plan to be set. Parents will be informed and included in this planning.

Written Warning Prior to Suspension

Children who receive **two red cards** in a short space of time (e.g. a month) will be sent to the Head Teacher by the Deputy Head and a written warning prior to suspension will be issued to the child, which will also be signed by the parents. A conference will be set up with the parents at which the child may or may not be present depending on circumstances. Should a **third red card** occur within a short space of time, suspension will occur. This will be recorded in the child's record book and school file.

Short term and / or Permanent Exclusion may result if an inability to respond positively to the sanctions of the school despite support is evident or in the event of an incident of severe misconduct. This will be applied at the discretion of the Head Teacher or Director.

* *Fresh Start: Each day is a new day. Every student will start the day with a green card (KS2) or sun picture (EY).*

Appendix

Good Behaviour on the playground and around the school

Students, who demonstrate good behaviour and are courteous and polite around the school, will be recognised and complimented by teachers and other members of staff who witness their behavior. They may be awarded a point, merit or a sticker as appropriate.

The policy in the playground will follow three basic principles:

Clearly defined rules

Encouragement and rewards for appropriate behaviour

Sanctions for inappropriate behaviour

The playground rules are again based on The Golden Rules.

The following types of behaviour are unacceptable:

Rough games / play fighting	Name calling
Hitting, kicking and punching	Swearing
Spoiling somebody else's game	Rudeness to staff
Bullying	Answering back
Verbal abuse	

At break times the children must remember that:

Primary children are not allowed to eat on the playground or to buy any food or drink at school. If a child has forgotten their lunch / water a teacher will sort this out and will put a note in the record book to remind the parent to check on this in future.

No hard footballs are permitted, as they are dangerous.

No football on the playgrounds before assembly or on the small playground anytime.

Primary children are not allowed to go to the senior school unless they have written permission from their Deputy Head.

Playground Sanctions

Breaking any of the rules will result in the child being asked to stand out along the playground sidelines for five minutes. When five minutes have passed they must wait for the teacher who placed them there to give them permission to leave.

A second offence will result in the child being sent to duty leader who may inform their class teacher or the relevant Deputy Head depending on the incident and the steps listed above followed.

The duty leader must record any major incidents in the departmental incident log.

Appendix

Parental Advice:

When dealing with children's behaviour that we do not wish to see repeated whether at school or outside of school, it is important to stress that it is the behaviour we do not approve of, not the child. Positive reinforcement when a child is displaying good behaviour will always work better and faster than negative reinforcement. If parents could also reinforce this practice at home it would be greatly appreciated.

Always try to ensure that there is a 'united front' between home and school and between all care givers (parents / guardians) at home so the child is not confused by different approaches. Be firm, fair and consistent.

Should a note will be placed in your child's record book regarding an incident of poor behaviour - rather than 'just telling them off' - please discuss the incident with your child to see if they now recognize the mistake they made and how they could do better in future / avoid getting into the same situation. This will help us to see if they have processed and understood what the member of staff has discussed with them, which may need reinforcement at home.

Please note that the home- school link both ways, please do inform us if you are aware of an incident that you do think has not been reported to us by the child. Also, whilst we very much appreciate your support with behaviour at school we are also here to help should you need any advice on strategies regarding behaviour out of school. We thank you for your support.

Appendix **School Regulations**

	Rule	Consequences
ABSENCES	A letter from the parents is required for one or two days' absence due to illness. For three days or more a doctor's note must be given to the teacher. Absences for sports tournaments must be sought in advance. Absences for any other reason are not encouraged and permission must be sought from the Deputy Head in advance.	The school will request the appropriate note for the length of absence. Student will have unauthorized absences recorded in their file and excessive absence could affect their progression / promotion.
ARRANGEMENTS FOR THE END OF THE DAY	The class teacher and bus line helper teacher take pupils to their buses. The class will walk in a quiet, orderly line.	Pupils will receive a verbal warning or be given a note depending on the incident.
ASSEMBLY	Pupils must be lined up on time and should be silent during assembly.	If pupils are not silent during assembly they will be sent to the Deputy Head.
BREAKTIMES	All pupils will go outside unless they have permission to go to the library or are being kept in by a teacher.	Pupils will be asked to return to the playground either by staff or prefects who will record their names and pass them on to the relevant Deputy Head.

BUS	<p>Pupils may drink water but not eat on the bus. Pupils will sit sensibly and be polite and courteous to the driver and matron at all times. Pupils will sit where the bus matron tells them to and should move seats if asked to either by a member of staff or by the bus matron. Once a pupil is on the bus, they must not get off until it arrives at their stop.</p> <p>Children are not allowed to change from bus to car unless they have written permission from their parents, which must be forwarded to the school secretary by the student or class teacher depending on age. Students are not allowed to change buses.</p>	<p>Pupils will be warned on the first occasion. If they persistently disobey either a member of staff or the bus matron, they will be reported to the relevant Deputy Head, who may place the pupil on bus report for one week. Pupils who misbehave whilst on bus report will have the bus service withdrawn.</p>
COURTESY	<p>Pupils must be courteous and polite to adults and each other at all times. They may not answer back or contradict teachers.</p>	<p>Pupils will be sent to the relevant Deputy Head who will apply the relevant sanction and make a note in the pupil's record book.</p>
DRINKING	<p>Pupils should not bring glass bottles to school.</p> <p>Pupils should only bring water or juice cartons. No fizzy drinks please.</p>	<p>Where possible a suitable container will be exchanged for the bottle.</p>
EATING	<p>Students are expected to eat properly at their table in the class room. They should bring healthy food to eat and clear up after themselves.</p>	<p>The supervising teacher will remind pupils. A note will be sent to the parents if a child brings unhealthy food.</p>
ENGLISH	<p>Pupils should use English throughout the school day except when speaking to staff that teach their subject in Arabic.</p>	<p>Pupils will be encouraged to use English if they are able to but if they choose to ignore the teacher they will proceed through the normal sanction system.</p>
EXAMS	<p>Students who are unwell should not come to school and then be collected after the exam. Exams can be rescheduled.</p>	<p>Student will be returned home before the exam starts.</p>
HAIR	<p>Girls - hair must be tied back neatly for safety and hygiene reasons.</p> <p>Boys- no long or 'big' hair is permitted.</p> <p>Pupils are not permitted to attend school with dyed hair.</p>	<p>A note will be written in the pupil's record book informing the parents of the breach of school rule.</p> <p>Long or 'big' hair for boys must be cut or trimmed within two days of a reminder being given.</p>
INAPPROPRIATE ITEMS	<p>Children must not bring items to school that would be unsafe or deemed inappropriate. If they are unsure, they should ask the teacher beforehand.</p>	<p>Children who bring any items (toy guns, knives, pets etc.) into school which are deemed inappropriate by the class teacher will have them confiscated and returned to them at the end of the day. Should they bring the item again, the item/s will be sent to the Deputy Head, who will see the child at the earliest opportunity. The item will be returned to the parent.</p>
JEWELLERY	<p>Jewellery may not be worn except small, stud earrings. Hooks and dangling earrings are forbidden, as they are extremely dangerous.</p>	<p>Pupils will be told to remove the item of jewellery themselves and will be responsible for it until the end of the school day.</p>
LATE LEAVERS/ CAR CHILDREN	<p>Late leavers or car children waiting for older brothers and sisters must wait at the designated primary school car point (by the basketball court) where they will be supervised by a primary member of staff. They must not play games on the playground or the field.</p>	<p>Students will be reminded to wait at the correct car point and sent to their Deputy Head if necessary.</p> <p>Parents will be informed through a note in the pupil's record book.</p>

LEAVING EARLY	A letter from parents is required, which may or may not be approved by the Deputy Head.	The school will contact the parents if permission is not granted.
MONEY	Pupils may only bring money to school to pay for special events/ school visits or books during the Book Fair. Please place money in a sealed envelope.	Any other money will be confiscated and returned to the parent by the Deputy Head.
MOVEMENT	Pupils must walk quietly around the school building. Pupils must keep to the right at all times.	Pupils will be reminded and sent to their Deputy Head if necessary.
PERSONAL BELONGINGS	Pupils are responsible for their own bags, flasks, books and clothing. All personal belongings must be clearly labeled with the child's full name and class.	They should inform their class teacher about any items that are missing and will check in the Lost and Found room near the reception area
PERSONAL ITEMS	Students bringing any expensive personal items to school (IPods / Gameboys, etc) should be aware that such items are their responsibility and that they may be lost or damaged.	We do not encourage children to bring these items and take no responsibility for their loss or damage.
RECORD BOOKS	Must be signed regularly by parents and teachers.	The teacher will write in the record book asking the parent to sign on a daily basis. If the record book remains unsigned the relevant Deputy Head will write to/ contact the parents.
SWEETS	No sweets or chocolates including chewing gum and bubble gum are permitted in school.	The pupil will be asked to put uneaten sweets etc. in their bags. If the pupil does not do as they are told the sweets will be thrown away. All forms of gum will be thrown away.
TELEPHONES	Pupils may not use the school phone unless it is an emergency. If they have forgotten to inform their parents about after school events they must see their deputy head who will contact their parents if possible or send them home as normal if the parents cannot be contacted. No mobiles are allowed in the primary school. Primary aged students should never be in a situation where they are unsupervised by a responsible adult (who is contactable by phone).	Mobile phones will be confiscated and returned to the parent or a Senior school sibling by the Deputy Head.
UNIFORM	All pupils are required to wear school uniform at all times. The uniforms are casual and flexible but are not open to interpretations or additions. All items of clothing should be clearly labeled with their name and class.	Where possible the pupils will be asked to remove the item of clothing. If the pupil does not have suitable alternative clothing then a note will be written in the pupils record book informing the parents of the breach of school rule.
	PE kit (Y2-6 or G1-5) is also standardised and pupils should wear the full correct kit in P.E lessons.	A note will be written in the pupil's record book informing the parents of the breach of school rule.

Parents - Please note that if it is your child's birthday and you wish to invite some friends from school to a party please do not send invitations through the school unless you are inviting the whole class as this leads to upset. If you wish to send cupcakes (not a large cake) in for the occasion please feel free to do so.

Dear parents,

Thank you for taking the time to read through our Behaviour Policy, which we have explained to the children at school. We would appreciate it if you would reinforce it at home and sign the slip below to indicate to us that you have done so. We would also like our older students (Year 3 upwards) to sign below as well. Many thanks.

Cut here and return the section below only

I have read and discussed the Positive Behaviour Policy with my child.

Name of child: _____ Class: _____

Signature of parent: _____

Signature of student (KS2 only): _____