



Behaviour and Discipline Policy

Introduction

The School considers that every member of the School should feel valued and respected, and that each person should be treated fairly and well. The School's values are built on mutual trust and respect for all, consideration, non-violence, loyalty and a sense of responsibility.

The School is an inclusive community. We welcome students from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world.

The School has put in place a number of rules. It is the aim of this policy to define the principles of good behaviour between students and to promote good relationships between the School members so that people can work and learn in a calm and orderly atmosphere.

This policy aims to help students grow and learn in a safe and secure environment, and to become active, responsible, and increasingly independent members of the School community.

Code of conduct

The School's staff, parents and students adhere to an established routine and code of conduct.

We expect students to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at the School particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying Policy is on our website. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender or sexual orientation or physical disability or learning difficulty.

We expect students to attend school and lessons punctually and follow the School's Attendance and Absence Policy. They should care for the buildings, equipment and furniture. The School expects students to behave at all times in a manner that reflects the best interests of the whole community.

The role of the Head of School

It is the responsibility of the Head of School to implement this policy and to define in details the Schools' disciplinary rules. The Head of School is also responsible for the learning progress, health, safety and welfare of all students and staff in the School.

The Head of School supports the staff when they implement this policy.

The Head of School ensures that appropriate records of all reported serious incidents of misbehaviour and disrespect are kept in a central record. In the case of particularly serious misbehaviour by a student, affecting his or her work, his or her case may be referred to the School's education team.

The Head of School can suspend a student for a fixed period for serious acts of misbehaviour. For repeated serious acts of misbehaviour, the Head of School may permanently exclude a student after consultation with the student's family.

The Head of School is assisted in this role by the students' welfare officer ("*CVS*" *Cadre de Vie Scolaire*). Their role is to facilitate the co-ordination between the Head of School, class teachers, other professionals, students and parents to ensure that each party involved has the necessary support and dialogue needed to successfully implement a climate of mutual respect and discipline.

The role of the class teacher

It is the responsibility of class teachers to ensure that the School rules are enforced and an atmosphere of mutual respect is established in their classes. The class teacher treats all students fairly, with respect and understanding.

The class teacher expects students to comply with the Behaviour and Discipline Policy.

The class teacher, or the education team, must ensure that each student works to the best of his or her abilities. In cases where a student does not have satisfactory school results, after finding out the reasons, the class teacher or education team will decide appropriate measures.

If a student misbehaves repeatedly, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself. However, if misbehaviour continues, the teacher must seek advice from the students' welfare officer ("CVS").

The class teacher may discuss the needs of a student with the other teachers, the Head of School, the students' welfare officer ("CVS") designated safeguarding officer and the other professional working in the premises (speech therapist, psychologist, occupational therapist). The School has adopted the French Decree 90-788 of 6 September 1990 which provides that the behaviour of a student, who gravely and repeatedly perturbs the class and demonstrates an obvious inaptitude to school life, is to be examined by a disciplinary council comprising the Head of School, the teacher, the CVS and the educational professionals. The parents of the student may attend in some cases.

The class teacher informs parents of the progress of each student in their class, in line with the school policy.

The class teacher shall contact a parent if there are concerns about the behaviour, learning progress or welfare of a student.

The role of parents

The School collaborates actively with parents, so that students receive coherent messages about how to behave at home and at School.

The School's code of conduct lays down the School's rules. The School expects parents to read it and adhere to it.

The School expects parents to support their child's learning and to cooperate with the school. It seeks to build a supportive dialogue between the home and the school, which is being done for the secondary students through the *carnet de correspondance and Pronote*.

The teachers apply the rules on students' welfare (see The School's Policy on Safeguarding students).

The School expects parents' support. If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the students' welfare officer ("CVS"), and

ultimately, the Head of School. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented (as set out in the School's Complaints Policy).

Rewards and sanctions

The School encourages the efforts and achievements of students in school.

The School employs a number of sanctions in cases of non-respect of the School's rules. Sanctions are applied only when the teacher (primary) or the students' welfare officer ("CVS") consider them necessary. The teachers or CVS will talk with the student and explain the reason for the sanction and the expectation of improved behaviour.

The class teacher or CVS has the right to expect that students use their best efforts in all activities.

- If a student is disruptive in class, the teacher reprimands him or her. If a student misbehaves repeatedly, the teacher isolates the student from the class.
- The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the class teacher requests help from a member of the teaching staff.
- A student cannot be isolated for the totality of playtime.
- If a student threatens, hurts or bullies another student, the class teacher or the CVS records the incident and the student is punished. If a student repeatedly acts in a way that annoys or disrupts others and the usual disciplinary measures have proven ineffective, the CVS or the Head of School or a member of the teaching staff will contact the student's parents.

The class teacher and the CVS present, explain and discuss the various aspects of the School's rules with the students.

The School does not tolerate bullying of any kind. If the headmaster, a teacher or CVS discovers that an act of bullying or intimidation has taken place, he or she will act immediately and intervene in accordance with the School's Anti-Bullying Policy.

Rewards will include:

- Praise.
- Contact parents to share the good behavior
- Certificate
- Privileges (time off tutoring, reading time,..)

Fixed-term and permanent exclusions

The School does not wish to exclude any student, but sometimes this may be necessary. A class teacher will inform parents if there is concern about their student's behaviour and a dialogue will be opened with a view to improve the student's behaviour. Taking the student's age into account, appropriate sanctions may be taken.

The Head of School has the power to exclude a student. In extreme and exceptional circumstances only a disciplinary council comprising the Head of School, the teacher, the CVS and the educational professionals may decide on a student's exclusion for a duration of more than eight days.

If a student is excluded, parents will be informed immediately and given reasons for the exclusion.

Drug and alcohol-related incidents

It is strictly forbidden for anyone, adult or student, to bring onto the School premises illegal drugs. Any student who is found to have brought to School any type of illegal substance will be punished by a temporary exclusion. The student will not be readmitted to the School until a parent of the student has discussed the seriousness of the incident with the Head of School.

If the offence is repeated the student will be permanently excluded.

If a student is found to have deliberately brought illegal substances into the School, and is found to be distributing these to other students for money, the student will be permanently excluded. The police and social services may be informed.

Property and Security

All students' property must be clearly marked with his or her name. Valuables should not be brought to School. Breakage, damage or loss of School property (including library books) will be charged for a replacement.

The School is not responsible for any loss of personal effects of a student (including lost or damaged clothes)

The possession at School of any dangerous objects such as knives, blunt instrument or

any offensive weapons, lighters, matches or fireworks is strictly forbidden and may result in a permanent exclusion.

Complaints

The School hopes that parents will not feel the need to complain about the operation of its behaviour management policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Policy is on our website. We undertake to investigate all complaints and to notify parents of the outcome of investigation within 28 days. We maintain records of complaints for three years after your student has left the School.

Monitoring and review

The Head of School monitors the effectiveness of this policy on a regular basis. He/she makes recommendations for further improvements.

The School keeps a variety of records concerning incidents of misbehaviour. The class teacher or CVS records minor classroom incidents. The Head of School records those incidents where a student is sent to him/her on account of bad behaviour. Students' supervisors also keep a record of any incidents that occur at breaks or lunchtimes.

The Head of School keeps a record of any student who is suspended for a fixed-term, or who is permanently excluded.

The Head of School will seek to ensure that the School abides by the Equality Act 2010 and any non-statutory guidance *thereunder*.

Date: July 2016

Review: July 2017