

Behaviour and Discipline Policy

Introduction

Discipline is a key factor in building godly and excellent children, this is why this policy has been carefully designed to promote positive behavior and sanction negative behaviour. This policy will also address the processes and procedures of exclusion.

Good behaviour underpins effective learning, and children need good personal and social skills in order to live fulfilling and rewarding lives as adults. Behaviour which, in any way, disrupts learning, is therefore unacceptable in our school, and, through the constant promotion of positive behaviour, we seek to minimize, if not eliminate any such behaviour. As a school, we endeavour to meet the needs of all children, including those with emotional and behavioural difficulties.

Expectations

- We employ each sanction appropriately to each individual situation. We expect children to be attentive during lessons. If they are constantly inattentive, teachers may move them to a place in the room where they can be overseen more easily or move them to sit on their own.
- Children are expected to try their best in all activities. If they do not do so, they may be asked to repeat a task or activity.

Misbehavior

- The school does not tolerate misbehavior of any kind. If we discover that an act of misbehavior has taken place, the offenders will be sanctioned accordingly. Sanctions for unacceptable behaviour will range from denial of privileges to exclusion from class, suspension and finally to expulsion. Higher offences such as stealing, posting indecent pictures or messages via the internet or mobile phone to another student will attract suspension or expulsion depending on the gravity of the offence. Teachers will record all

unacceptable behaviours in the behaviour book for proper documentation and future reference.

- Teachers in Meadow Hall do not use any kind of physical force as punishment. They will only intervene physically to restrain children in order to prevent injury to a child, or if a child is in danger of hurting him/herself.

Disruption

- If a child is disruptive in class, the teacher will verbally reprimand him/her. If a child misbehaves repeatedly, the child may be isolated from the rest of the class, under supervision, until he/she is calm and is prepared to work with other students following the teacher's instructions.

Bullying

- The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, the offenders will be sanctioned accordingly. If a child threatens, hurts or bullies another child, the class teacher records the incident and the child is punished by withdrawal of privileges, such as leisure time or exclusion from class in extreme cases.

Drug and Alcohol Related Incidents

- It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day, the parent or guardian should notify the school and ask permission for the medication to be brought. Any medication needed by a child while in school must be taken under the supervision of a teacher or the school's matron.
- The school will take very seriously, misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will be punished by fixed-term exclusion. The child will not be re-admitted to the school until a parent or guardian of the child has visited the school and discussed the seriousness of the incident with the head teacher. If the offence is repeated, the child will be permanently excluded, and the police and social services will be informed.
- If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.

- If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils for money, the child will be permanently excluded from the school. The police and social services will also be informed.

Rewards

Meadow Hall praises and rewards children for good behavior in a variety of ways:

- Verbal praise
- Celebration - teachers praise children for considerate, positive behavior displayed in class by calling them out for other children to applaud and emulate.
- Star chart - teachers also start chart at the beginning of the term.
- Behavior ladder - behavior ladder is used to display children's behavior during different class activities.
- Recognition by the head teacher – children are sent to the head teacher for recognition of positive behavior. The head teacher can also visits children who have displayed positive behavior as a way of encouraging such children.
- Recognition by the Director - the school organizes a special opportunity for children to be celebrated by the Director of the School. A special jar referred to as “Container of Rewards” is made available for children to pick gift labels. Whatever gift is written on the label will be presented to the child.
- House points - house points are collated in the different sections of the school as students display expected behaviors. The house with most points generated at the end of the academic year will receive the Director's Cup.
- Special awards - the school awards merits to children, either for consistent good work or behavior, or to acknowledge outstanding effort or acts of kindness in school.
- Multiple Intelligences Award - the school acknowledges all the efforts and achievements of children, both in and out of school by giving out certificates on Multiple Intelligences Day.

Sanctions

The school uses a number of sanctions to enforce school rules, and to ensure a safe and positive learning environment. Some sanctions used in the school are:

- Verbal warning
- Writing names under the sad face

- Reflective Corner
- Behavior book
- Denial of privileges and opportunities
- Detention
- Denial of golden time
- Picking papers in the class or around the school at play time
- Apology letter
- Visit to the head teacher or Year group head
- Exclusion
- Suspension
- Expulsion

The Role of Students

- Come to school on time, in the correct uniform, with the correct learning materials.
- Respect other students, staff and members of the local community.
- Follow the instructions given to them by adults, teachers and senior authority.
- Discuss any problem or concerns with a trusted member of staff.
- Switch off mobile phones and other electronic gadgets and put them in their bags under the desk or in designated areas during lesson time. (Please note, the school is not liable for the loss of any item brought to school by the students)

The Role of the Class Teacher

- It is the responsibility of class teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.
- The class teachers have high expectations of the children with regard to behaviour, and they strive to ensure that all children achieve to the best of their abilities.
- The class teacher treats each child fairly, and enforces the classroom code consistently.
- The teachers treat all children in their classes with respect and understanding.
- If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents in the behavior book. In the first instance, the class teacher deals with incidents him/herself verbally. However, if misbehavior continues especially if it is of a serious nature, the class teacher refers to the pastoral care unit for intervention. If misbehavior

still continues, the head of pastoral care unit will call the parents of the child to meet with the head teacher so as to discuss alternative intervention strategy for the child.

- The class teacher reports to parents and care givers on the personal and social development of each child in their class, in line with whole-school policy. The class teacher may also contact a parent if there are concerns about the behavior or welfare of a child.

The Role of the Head Teacher

- It is the responsibility of the head teacher and principal to implement the school behavior policy consistently throughout the school, and all records of misbehavior is handled by the pastoral care unit. It is also the responsibility of the head teacher and principal alongside the class teachers to ensure the health, safety and welfare of all children in the school.
- The head teacher has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehavior with the consent of the director. For repeated or very serious acts of anti-social behavior, the head teacher may permanently exclude a child. These actions are taken only after the school management has been notified.

The Role of Parents and Care Givers

- Meadow Hall in agreement with the parents and care givers work together to promote good behavior from the children, take steps to discourage poor behavior, reinforce the school rules and support the school when sanctions need to be used with a child.
- The school collaborates actively with parents and care givers, so that children receive consistent messages about how to behave at home and at school.
- We try to build a supportive dialogue between the home and the school, and we inform parents and care givers immediately if we have concerns about their child(ren)'s welfare or behavior.
- If the school has to use reasonable sanctions to punish a child, we expect parents and care givers to support the actions of the school. If parents and care givers have any concerns about the way their child has been treated, they should initially contact the class teacher. If their concerns remain, they should contact the head teacher to discuss the issues involved. If parents or care givers wish to complain further about actions taken by the school, they should follow the procedure stated in the Complaints Policy.

The Role of Management

- The management has the responsibility of supporting the head teacher and principal in implementing these guidelines on standards of discipline and behavior, and of reviewing their effectiveness.
- The head teacher has the day-to-day authority to implement the school's policy on behaviour and discipline; however, the management may give advice to the head teacher about particular disciplinary issues. The head teacher must take this into account when making decisions about matters of behavior.

Monitoring and Review

- The head teacher/principal monitors the effectiveness of this policy on a regular basis. She also reports to the management on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.
- Records concerning incidents of misbehavior are to be kept by the heads as appropriate. The class teacher records classroom incidents in the behavior book. Subject teachers, club coordinators and activity supervisors (e.g. lunch supervisors) are expected to give written details of any incident and submit to the class teachers for effective monitoring.
- The head teacher/principal keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.
- It is the responsibility of the management to monitor the occurrence of both fixed-term or permanent exclusions, and to ensure that the school policy is administered fairly and consistently.
- Any amendment to this policy will be made if and when necessary by the school's management.