



Cambridge International School

Policy for Positive Behaviour and Exclusions

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

This Policy has been reviewed and approved by: Nick Rugg as Director of Schools, Europe, and nominated representative of the Governors

Review date: August 2017

Policy actioned from: August 2017 – August 2018

Next review date: August 2018

Please note: 'School' refers to Cambridge International School; 'parents' refers to parents, guardians and carers.

Please note: This policy applies to all pupils seeking admission to the school, including those in the EYFS.

Policy for Positive Behaviour and Exclusions

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy, Anti-Bullying Policy, Physical Restraint and Use of Reasonable Force Policy, and Disability Policy.

The school recognises its duties under the Equality Act 2010 to make reasonable adjustments for pupils with disabilities.

This policy has been drawn up using advice from Behaviour and Discipline in Schools: Advice for Headteachers and School Staff DfE 2014. This is a whole-school policy and includes EYFS.

The Aims throughout the whole school are:

- To promote good behaviour, self-discipline and respect;
- To promote an environment where everyone feels safe, valued and secure;
- To prevent bullying

The school does not use corporal punishment. (See Physical Restraint and Use of Reasonable Force Policy.)

Promoting Good Behaviour

As well as staff acting as positive role models, the school will endeavour to promote and teach good behaviour by having the following expectations of the pupils:

- Courtesy and Politeness;
- Respect;
- Dress (uniform, cleanliness, any adornments, including make-up, hair);
- Lessons and punctuality;
- Property;
- Privacy;
- Safety;
- Technology.

EYFS / YEARS 1-2

In our discipline we should be positive, encouraging and caring and set an example through our own behaviour, appearance, punctuality and courtesy. We aim to cultivate responsibility and self-discipline in each pupil.

The fundamental relationship between staff and pupils should be a constructive partnership in learning; one which allows for mutual respect.

Appropriate attitudes will be encouraged. Good behaviour will be reinforced with the following rewards:

- Verbal praise to the individual

- Drawing attention among the group or class to the work or behaviour
- Positive comments written on child's work and/or in Home/School contact book
- Award of a star or sticker for work or behaviour
- Award of a certificate in a weekly celebration assembly
- Nomination for Rights Respecting Schools Award golden ticket
- Golden time (Years 1 & 2)

Discipline must be tempered by sensitivity and tact and take account of a child's personal circumstances. Rules, orders and instructions should be clear.

Positive guidance techniques should be used, including:

- Re-directing children
- Early intervention
- Anticipation and elimination of potential problems

A collective staff vision is important in achieving these goals.

In the event that misbehaviour occurs, one of the following actions would be taken:

- A reprimand
- A warning of the consequences if the misbehaviour is repeated
- Temporary separation of a child from main group
- Missing part of playtime
- The loss of a privilege, e.g. doing a free-choice activity
- Persistent misbehaviour would require liaison with the child's parent or guardian
- In extreme cases, e.g. violence against another pupil or member of staff, the advice and support of the Principal may be sought.

YEARS 3-6

Aims

- To cultivate in pupils an acceptance and recognition of responsibility for their own decisions and actions; and for their consequences. This will be done primarily through PSHEE but where appropriate will be incorporated into any lesson.
- To create a school where children are happy and secure in an orderly framework of rules; thus allowing effective learning and the opportunity for each pupil to fulfil their potential, while encouraging mutual respect between all members of the community. Staff should set a good example to pupils in matters of dress, punctuality and commitment; regarding themselves responsible for the behaviour of pupils within the school.
- To teach the pupils respect for their environment.

Methods

Our policy at CIS is to use a positive attitude to discipline rather than simply issue punishments for bad behaviour. Praise and encouragement is seen as very important from an encouraging smile to a quiet word, a public word in assembly, written comments on work, or a visit to other staff, including the Principal/Head of Primary/Head of the relevant section of the school, to show special achievements.

Incentives

We use a system of house points. These are awarded for good work and behaviour. They are totaled every week for each house team, with the weekly and running totals announced in the celebration assembly. The house team with the highest total at the end of the term has a special treat chosen by them in liaison with the Head of Juniors. The pupils are thus encouraged to work not only for themselves but for the 'good of the House'.

Certificates for good work and behaviour are awarded in the weekly celebration assembly and pupils can be nominated for a Rights Respecting Schools Award golden ticket. In class pupils can be recognised for good attitude and behaviour by having their name on the "the sun of the class" behaviour chart.

Our discipline at CIS is fair, and firm when needed. While misbehaviour is checked immediately, the individual circumstances of each child are carefully monitored by tutors and pastoral staff so that staff are aware of any extenuating circumstances. The pastoral care system at CIS is an integral part of every child's daily school life. Its aim is to develop the social, moral, personal and educational wellbeing of the child through discussion, interaction and awareness of issues appropriate to the age of the child. This is normally led by the form teacher but all teachers have a responsibility through their lessons to encourage and support students to be better citizens. We believe that the better the rapport between pupil and staff, the less the students will 'step out of line'. An appropriate verbal rebuke or encouragement, together with an explanation the pupil clearly understands, is an important part of the discipline process.

However, there are occasions when it is necessary to correct bad behaviour or work. We aim for all staff to implement any sanctions consistently and to have the backing and co-operation of parents.

Sanctions

A behaviour chart that is consistent in format in each class is used to recognise particularly good behaviour and poor behaviour.

Poor work may be re-written at break so long as a pupil does not miss both breaks in a day and that missed breaks do not become the norm. Communication between staff and tutors is an important part of this process.

If pupils are found to have made malicious accusations against staff disciplinary action will be taken, which may result in the pupil's exclusion.

Children who are causing concern academically, physically or socially are discussed with the relevant Head of Section and/or Head of Primary; actions could include:

1. Talking to the pupil to better understand the reasons behind the behaviour
2. A relevant task or written punishment
3. Monitoring behaviour
4. Inviting parents to discuss the concerns raised
5. Monitoring progress carefully by putting the student (or class) on report – comments written by staff after each lesson and checked by the tutor with the student at the end of each day.
6. The report may well be in the form of a 'comment book' where staff record where a child has made a special effort to co-operate or to produce good work rather than the more severe report slip.

Any concerns regarding serious verbal or physical behaviour must be reported immediately to the Principal. Pupils who are on the class's 'thundercloud' or have exhibited poor behaviour outside the class are referred to 'Reflection Time' on a Friday afternoon when the other pupils are partaking in Golden Time. Referred pupils complete a reflection sheet with the aim of identifying what occurred to cause the referral, why it took place and what more positive actions could and should be taken in future circumstances. The reflection sheet is photocopied and sent home with the pupil for their parents/carers to see. In the event of a pupil being referred to Reflection Time three times in a single half-term will have their parents invited to meet with the Head of Primary to decide on a behaviour plan to address the issues.

Parents will be advised and involved in any disciplinary matters at the appropriate stage in order to make them aware of their child's behaviour in school and to work together to resolve the problem before more serious measures become necessary. As stated previously, there is **no** corporal punishment at CIS.

YEARS 7 – 11

The basis of this code of conduct is mutual respect.

Pupils at CIS have a right to expect a well ordered environment that is conducive to study.

This right can only be provided in circumstances where all individuals accept their obligation to honour the Code of Conduct.

1. Cambridge International School is the place you come to work. You should always try to do your best by listening to teachers and to other students. Do not prevent others from learning.
2. You should treat everyone with politeness, courtesy and respect. Do not use language that is abusive, offensive and rude. You should not shout, call out, interrupt or answer back.
3. You should care and look after the school, the people in it and all the equipment. Do not drop litter.
4. You should think about your safety and that of others. You should not run inside the buildings.
5. You should remember to bring all necessary equipment to each lesson.
6. You should be punctual to all lessons and settle quietly to the task in hand.
7. Students are expected to stand at the start of a lesson in Years 7 to 11.
8. You should complete all work and homework on time.

This Code of Conduct is included in pupil planners to provide a clear guide.

Discipline Policy - Principles and Aims

Principles

Aims

- To cultivate in pupils an acceptance and recognition of responsibility for their own decisions and actions; and for their consequences.
- To create a school where children are happy and secure in an orderly framework of rules; thus allowing effective learning and the opportunity for each pupil to fulfil their potential, while encouraging mutual respect between all members of the community. Staff should set a good example to pupils in matters of dress, punctuality and commitment; regarding themselves responsible for the behaviour of pupils within the school.
- To teach the pupils respect for their environment.

We aim to provide:

- Good adult and peer role-models of caring and co-operative behaviour.
- Reinforcement of positive attitudes to expectations.
- Recognition of a wide range of achievements.
- Acceptance by all students in school of a common responsibility for maintaining good discipline and promoting the school's basic guidelines.

Practice

Guidelines to pupils at Cambridge International School;

We expect you to:

- Show respect for others and their property.
- Follow all instructions given by staff or other adults working with the pupils.
- Move quietly in and around school.
- Bring all the equipment and books that you need for each session.
- Be punctual.
- Be safe.
- Complete all assignments on time.
- Ask for help and support whenever you need it. It's OK to be proactive.

Classroom Guidelines

We expect you to work hard and to:

- Enter the room quietly and sensibly.
- Prepare for your lesson on arrival by having books and equipment out.
- Stand at the start of the lesson until invited to be seated by your teacher.
- Limit eating and drinking to break and lunchtime. Students are encouraged to drink water and should bring a sealable bottle for this purpose.
- Listen carefully to others without interrupting. Put up your hand when you wish to speak or add to the discussion in class.
- Treat the room and furniture and other people's belongings with respect.
- Leave the room tidy.
- Leave in an orderly way when you are asked.

- Respect the views of others.

Mobile telephones should be switched off whilst in school.

Chewing gum, alcohol, drugs or solvents are banned at all times.

Mobile digital devices, such as tablets etc. must not be used in school time/on school premises, unless they are part of your agreed support to access learning. They are the responsibility of the pupil.

Serious Misconduct

Serious misconduct, e.g. physical violence, serious safety risk, total defiance will result in the pupil being sent home pending enquiries, after which the pupil may be returned to school on a behaviour and performance contract / report, internally suspended, externally temporary excluded, or permanently excluded or withdrawn by parents. The individual circumstances will determine the course of action by the school.

Senior School (Year 7 – 11) DISCIPLINE SYSTEM

- Positive Referrals

Positive Referrals are awarded for a variety of reasons, at the discretion of the teacher.

For example, Positive Referrals can be given for:

- Good work (multiple referrals can be given for work completed over a period of lessons/weeks).
- Evidence the pupil has put in a particular amount of effort.
- Exemplary behaviour or helpfulness.

Pupils collect Positive Referrals via the School's MIS – Engage. These are logged by the teacher in the day book section of Engage. These are visible to parents and pupils via the portal. Form Tutors are informed automatically by the system.

- Rewards for Positive Referrals

Pupils will receive certificates, which are awarded in assemblies and presented to students by the Head of Seniors or the Principal. Pupils receive a certificate and voucher to use at the local cinema for each 25 referrals obtained. Pupils also get a KS3 or KS4 merit badge for each set of 25 (Green, Bronze, Silver Gold, Platinum badges). Referrals are valid for the period of 1 academic year and all counts are reset to zero at the start of the academic year in September. Students' achievements and awards are also communicated to parents through the end of year report as well as informally by email.

- Detentions

Subject Detention: Detention run by subject departments normally by the teacher setting the detention. Form Tutors may also set detentions for poor punctuality or other misconduct not specifically in class. In Year 10 and 11 failure to do homework and to hand it in the next day the tutor results in a student having to attend after-school homework club the next school day. Detentions are recorded in the day book section of Engage.

Detentions should be communicated to the student's Form Tutor and where the detention is between a legal session of schooling, i.e. at lunch time or after school the parents or guardians should be informed by e-mail or phone call, ideally 24 hours prior to the detention.

Form Tutors

- Monday mornings from 8:45am should be used to check parents have signed planners and commend those doing well in collecting referrals and encourage all to find a reason to be award one or more in the coming week.

School Monitoring Reports

The School uses a variety of strategies and reports to help support students in their learning. Some reports are disciplinary while others are intended to support a pupil with a particular issue i.e. 'organisation'. The aim is to ensure that all individuals continue to make good progress. Generally, where a pupil is on report they will present this daily to their Form Tutor or mentor.

Lateness

Pupils arriving late after registration must sign in at Reception. This will be recorded on the Engage registration system for the teacher to see.

Common Misdemeanours

The school strives to achieve consistency and fairness in applying rules, yet recognises the varied nature of our student body and the individual needs that need to be considered in applying sanctions and their desired effect on children. Sanctions for common misdemeanours include a 'telling-off', an email or phone call home, removal from class or a group, or a lunchtime or break time detention. Classrooms teachers can issue sanctions at their discretion or in consultation with form tutors and where necessary the Head of Seniors. Detentions and communication with parents will always be done in consultation with the form tutor so as to ensure that sanctions meet the individual needs of students.

Uniform

Uniform should be worn by all pupils in school from Monday to Thursday. "Dress Down Friday" will be permitted to pupils who wear their uniform properly at all other times. Students failing to follow the expectations of Friday dress down will have this privilege suspended.

Outside clothing within a classroom is not permitted. Inappropriate or offensive slogans and images are not permitted on any clothing.

Smoking

Smoking is banned at all times. If a pupil is caught smoking on or off the school premises the parents will be informed and the pupil will be sent home immediately. This extends to any time that the student is on a bus operated by the school, waiting at CHH park or other pick-up and drop-off points. The school reserves the right to consider with parents a disciplinary sanction where a child is seen smoking whilst in our school uniform or are attending a school function or event away from the normal school sites.

Criminal Activity

If a pupil is caught or suspected of being involved in any criminal activity, he/she will be sent home, with their parent(s) or Guardian(s) whilst the case is investigated. Where the situation would require the intervention of the police the school will not conduct any interviews or investigation without the prior consent of the police. Activities of a criminal nature may result in the pupil being asked to leave the school.

Illegal Substance Abuse

If a pupil is suspected of using any illegal substance, within school time, the school reserves the right to give the pupil involved a drug test. If tested positive for any Class A and/or B drugs, then the pupil will be dismissed instantly. If the pupil tests positive for cannabis, then the school will monitor his/her punctuality and general behaviour until a second random drug test is given (typically within a month). If the pupil tests positive for a second time, then he/she will normally be asked to leave the school.

Possession of an Illegal Substance or Alcohol

If any pupil is caught in possession of any illegal substances, including cannabis or alcohol, they will be temporarily excluded from the school immediately, whilst an investigation is conducted. Proven possession will result in the temporary exclusion becoming permanent. The school reserves the right to inform and involve the police or other services either to comply with the law or to act in the best interests of the child's health and welfare.

Mobile Phones

Mobile Phones may only be used in lessons if directed by the class teacher. Students are not permitted to use mobile phones when being escorted between buildings or sporting venues. Inappropriate use of mobile phones, including taking pictures, videos or other recordings will result in the phone being confiscated and given to a member of SMT. The phone can be collected from the member of SMT at 4.00pm on the same day. Repeated use or misuse of the phone will result in the parents and the child being informed that either the parents must not allow their child to bring a phone to school or that it is turned off and handed in to Reception at the start of the day and return to the student at 4 pm or 5pm when they leave school.

EXCLUSIONS POLICY

Pupils guilty of serious misconduct may be liable to either fixed-term or permanent exclusion. In circumstances where a pupil's behaviour, while he/she is not at School (as defined below), damages or threatens, actually or potentially, the wellbeing of any member of the School community or the reputation of the School, the School may investigate the pupil's conduct. As a result of this investigation, if it is considered appropriate to protect the wellbeing of other pupils and the School's reputation, sanctions may be imposed proportionate to the seriousness of the misconduct.

When judging whether to exclude a pupil permanently or for a fixed-term, the School will take into account all the circumstances: these will include the age of the pupil, the seriousness of the offence, its impact upon the School and any member of the CIS community (pupils and staff), and any extenuating circumstances raised by the pupil in his/her defence.

For the purposes of this policy:

“at the School” means each of the following:

- on School premises;
- anywhere where a pupil is engaged in an activity organised by School staff or anyone acting on behalf of the School; and
- whenever and wherever the pupil is wearing school uniform or other clothing which identifies him / her as a CIS pupil, including when travelling to and from the school.

“serious misconduct” means

- violent or threatening behaviour
- indecent, offensive, abusive, bullying or harassing behaviour
- theft
- possession or consumption of illegal drugs at the school
- possession of offensive weapons or any dangerous, poisonous, flammable or explosive items
- cheating in examinations
- deliberate or reckless damage to property
- rudeness to a member of staff or other adult involved in or encountered in the course of an event organised by the School, or acting on behalf of the School
- serious misuse of School ICT facilities (see the ICT Acceptable Use Policy)
- repeated breaches of the School Code of Conduct
- breach of the Code of Conduct after a pupil has signed a behavioural or academic contract that is criminal; and/or illegal
- has or could have had a serious adverse effect on: (i) any part of the physical environment of the School; (ii) any aspect of the well-being of any member of the School community (pupils and staff); and/or (iii) the learning of the pupil himself or that of any other pupil; and/or harms the public image of the School.

To support a pupil receiving a fixed-term exclusion and who would thereby be at risk of permanent exclusion (in the event that he / she were to commit another breach of the Code of Conduct), the pupil will be required to sign a Pupil Contract in which he / she will agree to a number of targets for behaviour improvement and/or academic performance. This will be monitored by a member of the SMT. Failure to comply could result in permanent exclusion.

Parents may appeal against the exclusion of their child through the school's Complaints Policy.

Liaison with Parents and other Agencies

- The school actively encourages parents to keep in contact and to keep the lines of communication open. Parents will be kept informed of any serious behavioural issues regarding their child. If a Pupil Contract needs to be put into place, parents will be actively encouraged to be involved in the process. Occasionally, the school may need to liaise with outside agencies (e.g. Child Protection Officer, Educational Psychologist, local authority START team case worker) to gain advice or to work in tandem to provide the best support for a pupil.
- The policy is available at all times on the school website.
- The policy will be reviewed annually. If any amendments are made at other times parents will be informed via the school's newsletter.

Staff Training

- Staff will receive annual training on this policy, so that they have a clear understanding of the systems and procedures, and their legal responsibilities.

The Designated Safeguarding Lead is Mrs Angela Spaxman (AFSpaxman@cischool.co.uk), and the Deputy Designated Safeguarding Lead Ms Marie Ransome MRansome@cischool.co.uk) who is also the person responsible for safeguarding in EYFS.

Malicious Accusations against Staff

Sanctions may be imposed on any pupils who are proven to have made malicious allegations against a member of staff, but that the decision on how to proceed should be dealt with sensitively. In order not to deter pupils from making genuine allegations, the pupil found to have made a malicious accusation should be offered confidentiality. According to the circumstances, he/she may:

- Receive counselling to help identify why he/she made the allegation
- Be excluded
- Possibly face criminal proceedings

Register of Sanctions

The school uses the MIS system, Engage, to keep a central register of sanctions imposed for serious misbehaviour.

This is a whole-school policy and relates to EYFS through to Year 11.