



**Behaviour, Discipline and Anti-bullying  
Policy**

**2022**

## **1 Aims and expectations**

**1.1** It is a primary aim of our School that every member of the School community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The School behaviour, discipline and anti-bullying policy is therefore designed to support the way in which all members of the School community can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

**1.2** The School has a number of rules which serve as guidelines for behaviour management. With all Students in the School, SMSC underpins all that they experience. The primary aim of the behavior policy, however, is not to enforce rules but rather to provide a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. There is a set of common School rules that have been agreed by the Senior Leadership Team (SLT). These are included in the Student's diaries and the School Prospectus. Others include: Golden Rules for the younger years, Class Rules set for older Students in Junior School and Departmental Rules for Senior School.

**1.3** The School expects every member of the School community to behave in a considerate way towards others.

**1.4** We treat all Students fairly and apply this behaviour policy in a consistent way.

**1.5** This policy aims to help Students to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the School community.

**1.6** The School rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

**1.7** Bullying is wrong and damages individual children. We therefore do all we can, at Children's International School, to prevent it by developing a School ethos in which bullying is regarded as totally unacceptable. It is to be understood that bullying is a repeated action against another and can be of a physical, verbal or emotional nature; one-off actions do not constitute bullying. The Teachers must ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in our School. The Teachers must draw the attention of the Students to this fact at suitable moments through their time spent together with their Students during each School day as and other moments when and if it arises.

## **2 Rewards and Sanctions**

**2.1** We praise and reward Students for good behaviour in a variety of ways:

- Teachers congratulate Students regularly;
- Teachers give Students house points and the week's house points and running total are informed to all Students at Junior School Assembly; in Senior School Teachers give Students house points and the week's house points.
- All house points earned should be logon onto SIMS at the end of each week.

- Each week we nominate a Student from each Class in Junior School, to receive an Always Award or a Certificate of Recognition/Achievement.
- Each month we nominate a Student from each Form in Senior School, to receive a Certificate of Recognition.
- Students may receive a certificate in a School Assembly;
- Students may be publicly acknowledged in the newsletter or by email news to the parental community.

**2.2** The School acknowledges all the efforts and achievements of Students, both in and out of School, and certificates are awarded and presented at assemblies, in this regard.

**2.3** The School employs a number of sanctions to enforce the School rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. o All students who make unacceptable behaviour choices will earn negative points. These points should be logged onto SIMS, by the Class Teacher/Form Tutor.

- All students in Junior School (from Year 2 to Year 6) will log in all unacceptable behaviour choices, in a log book. o We expect Students to listen carefully to instructions in lessons. If they do not do so, possible sanctions are: to ask them either to move to a place nearer the Teacher, or to sit on their own.
- We expect Students to try their best in all activities. If they do not do so, the possible sanction is that they may be asked to redo a task. o If a Student is disruptive in Class, the sanction is a reprimand from the Teacher. If a child misbehaves repeatedly, the sanction is to isolate the Student from the rest of the Class until s/he calms down, and is in a position to work sensibly again with others. We call this “thinking time” or “reflection time” rather than “punishment”.
- During reflection time, the student may be asked to complete a given task or to complete a reflection form (see Appendix 1).
- The safety of the Students is paramount in all situations. If a Student’s behaviour endangers the safety of others, the Class Teacher should stop the activity and prevents the Student from taking part for the rest of that lesson.
- If a Student threatens, hurts or bullies another Student, please follow the protocol below.
- **Junior School** - The Class Teacher/Student records the incident(s) and the Class Teacher may sanction the Student as detailed above. If there is still persistent inappropriate behaviour after this, the Student should be brought to their appropriate HoD/Middle Manager; if this has been done but requires further attention then the Student should be brought to the Assistant Head teacher by the Teacher and HoD/Middle Manager. Ultimately, if all else fails, this may be brought to the Principal.
- **Senior School** - The Teacher records the incident(s) and may sanction the Student as detailed above. If a Student’s inappropriate behaviour persists and it’s pastoral in nature, please refer to the relevant Head of Pastoral Care with an email sent to [pastoralcare@cislagos.org](mailto:pastoralcare@cislagos.org). This will be handled by a member of the pastoral care team. If the incident is not handled appropriately or satisfactorily, it may be brought to the Principal. On the other hand, if a Student’s inappropriate behaviour persists and it’s academic in nature, please refer to your Head of Department. If there is still persistent inappropriate behaviour after this, it is then

referred to the Assistant Head teacher. Ultimately, if all else fails, this may be brought to the Principal.

**2.4** The Class Teacher or Form Tutor discusses the School rules with each Class/tutor group. In addition to the School rules, each Class or tutor group may have its own Classroom code, which is agreed and signed by the Students and displayed on the wall of the Classroom. In this way, every Student in the School knows the standard of behaviour that we expect in our School. If there are incidents of anti-social behaviour, the Class/subject/form Teacher discusses these with the whole Class during ‘circle time’, Class meeting time, form time, lesson time, Life Skills or SMSC opportunities.

**2.5** The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. The Child Protection Officers should be informed of the incident(s) immediately; an email should be sent to [pastoralcare@cislago.org](mailto:pastoralcare@cislago.org). While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend our School free from fear.

### **3 The role of the Teacher**

**3.1** In Junior School, it is the responsibility of the Class Teacher to ensure that the School rules are enforced in their Class, and that their students behave in a responsible manner during lesson time. In Senior School, it is the responsibility of the Subject Teacher or Form Tutor to ensure that the School rules are enforced at all times. It is the role of the Specialist Teacher to know, implement and support School and Class rules and be consistent in their application and enforcement.

**3.2** The Teachers in our School must have high expectations of the Students in terms of behaviour, and Teachers must strive to ensure that all children work to the best of their ability.

**3.3** The Teacher will treat each Student fairly and enforce the Classroom code consistently. The Teacher will treat all Students with respect and understanding.

**3.4** The Teacher should liaise with their Colleagues, Specialist Teachers and Middle Manager at all times over repeated incidents of inappropriate behaviour.

**3.5** Teachers in our School take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of all incidents that happen in their Class and that they are aware of in the School through uniform “behaviour books” and/or on Sims. If, as Teachers, we become aware of any bullying taking place, we deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and sanction for the child who has carried out the bullying. We spend time talking to the Student who has bullied: we explain why the action of the Student was wrong, and we endeavour to help the student change their behaviour in future. All subsequent incidents involving the same student should be referred to the Child Protection Officers.

**3.6** General Guidelines for Teachers Discipline must be positive, i.e., Students learn from being corrected in a positive and supportive manner.

### **CIS Behaviour, Discipline and Anti Bullying Policy**

- A Student must never be called anything derogatory. For example, ‘naughty’, ‘silly’ etc.

- A Student must never be humiliated by their Teacher or any other adult in School or by their peers.
- A Student must never be made to stand outside of the learning environment as sanction; separation from the group or the class must be well planned.
- Teachers must always try to rectify inappropriate behaviour as soon as possible from the time of the behaviour being exhibited.
- Teachers should always keep detailed evidence of inappropriate behaviour, dated, action taken and names of any witnesses present during the inappropriate behaviour and subsequent disciplinary action(s).
- Class Teachers, Form Teachers, Specialist Teachers and Subject Teachers should always liaise and make each other aware of individual behaviour problems. The Child Protection Officers should also be notified.
- A Student must never feel threatened by the actions of a Teacher.

#### **Additional Sanctions in Senior School**

- School Blanket detention must not be given; no detention in Junior School. All incidents should be addressed on an individual basis.
- Lunchtime detention should not exceed 30 minutes.
- Parents must be contacted at least 24hrs before after school detention is given. Afterschool detention should not exceed 1 hour.
- A meaningful activity must be done by the student during detention (completing unfinished work, filling in reflection form, community service in the cafeteria for example, and so on).
- Students must be allowed a minimum of 15-minutes as a comfort break when detention is deemed necessary in Senior School, so they can prepare for the next lesson.
- Students may be required to extend their written reflections into a multimedia presentation, which they will share at assembly.
- **All incidents and correspondence must be recorded on SIMS.**

### **4 The role of parents**

**4.1** The School works collaboratively with parents, so Students receive consistent messages about how to behave at School.

**4.2** We explain the School rules in the School prospectus and diaries, and we expect parents to read these and support them.

**4.3** We expect parents to support their child's learning, and to co-operate with the School, as set out in the Home-School Agreement. We try to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

**4.4** If the School has to use reasonable sanctions to re-direct a Student, parents are expected to support the actions of the School. If parents have any concern about the way that their child has been treated, they should initially contact the Teacher involved. If the concern remains, they should contact the appropriate Assistant Headteacher. CIS Behaviour, Discipline and Anti Bullying Policy

**4.5** Parents who are concerned that their child might be bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's Class Teacher or Form Tutor immediately.

5 Fixed-term and permanent exclusions



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Teacher's signature and date: \_\_\_\_\_

Middle Manager's signature and date: \_\_\_\_\_

Parent(s) signature and date: \_\_\_\_\_