

COGNITA

Behaviour Policy (Senior School)

September 2018

Spain

The logo for TEMS, featuring the letters T, E, M, and S in a bold, black, sans-serif font. The letter 'M' is stylized with a red triangle pointing downwards and a green triangle pointing upwards, both centered within the 'M'.

1 Purpose

- 1.1 This policy is designed to foster a school ethos that promotes high quality teaching and learning in an environment of respect and collaboration. The implementation of this policy supports the fair and transparent treatment of all pupils.
- 1.2 This policy applies to all pupils including those in the Early Years.

2 Background

- 2.1 We are required to ensure the safety and well-being of all our pupils and staff and take great pride in the behaviour and conduct of all our pupils. We provide a safe and affirming place for children where they can develop a sense of belonging and feel able to trust and talk openly with adults about their problems.
- 2.2 In keeping with British School Overseas Standards (as amended), our policy outlines our code of conduct for pupils, as well as the use of sanctions and rewards to ensure our high standards are maintained. We have a duty to ensure arrangements are made to safeguard and promote the welfare of children. Our policy and principles have been developed to ensure that we adopt a consistent approach to behaviour management.
- 2.3 The Headteacher, Heads of Department, and Heads of Discipline at TEMS are responsible for developing this policy within the framework set by Cognita as proprietor. Teachers have the power to discipline pupils for misbehaviour which occurs in school and, in some circumstances, outside of school. This means that the Headteacher decides and sets the standard of behaviour expected of all pupils in our school. This includes how the standards will be achieved, the school rules, any sanctions for breaking the rules, and rewards for good behaviour. The measures in our policy aim to promote good behaviour, self-discipline and respect, and ensure that pupils complete assigned work and regulate conduct.
- 2.4 This policy also refers to our approach towards managing any bullying behaviour and our school strategies to prevent all forms of bullying. To this end, we also hold an Anti-Bullying Policy, which is available on our website.
- 2.5 This policy takes into account the need to safeguard and promote the welfare of pupils, as outlined in our Safeguarding and Child Protection Policy, our general duty to eliminate discrimination, as well as our support for pupils with special educational needs and/or disability.
- 2.6 If any pupil's behaviour is considered by the Headteacher to be criminal or to pose a serious threat to a member of the public, then it will always be reported to the relevant police authority. If any misbehaviour is considered to be linked to any child suffering, or being likely to suffer, significant harm, then our Safeguarding and Child Protection Policy and Procedures will be rigorously followed and action will be taken in accordance with the relevant local safeguarding children's board referral procedures. *If any child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately.*
- 2.7 We publish our policy for parents, pupils and staff. It can be found on our website. We review this policy at least annually. This policy is referred to in our parent contracts accordingly.
- 2.8 We support children at times when difficult events happen in their lives, such as domestic violence, bullying, accidents, transition, loss of friendships, divorce and separation, loss and bereavement. This helps to build coping strategies and build resilience, which helps to prevent mental health problems from occurring later in life.

3 Applicability

- 3.1 Good behaviour is essential for effective learning to take place. Our school policy presents a fair, consistent and transparent approach towards behaviour management, which combines appropriate discipline with support and encouragement delivered within our caring school environment. We also believe that this is what parents want from our school.
- 3.2 We work in partnership with our parents, pupils and staff to create an atmosphere of mutual respect and understanding and a positive learning environment. Our written policy reflects this approach in that we balance discipline and sanctions with a strong commitment to encouraging and supporting positive behaviour which are integral to the Montessori philosophy, which aims to develop autonomy and learning from mistakes.
- 3.3 To this end, we have an ethos of setting high expectations for all pupils with consistently applied support. We expect our staff, parents and pupils to understand and respect the rules of the school and the expectations and responsibilities outlined in this policy. We expect both staff and parents to model positive behaviour at all times so that our pupils can benefit fully from their experiences in school.
- 3.4 It is important that our staff follow this policy at all times to ensure that it is implemented consistently and effectively. We understand that this will ensure that our pupils feel they have been treated fairly compared to others and creates a positive learning environment.
- 3.5 We do not permit the use of corporal punishment, nor the threat of any such punishment which could adversely affect a child's well-being, during any activity, whether on or off the school premises, under any circumstances.
- 3.6 Should any child display severe emotional, behavioural and social difficulties, it is our role to support them to be resilient and mentally healthy and to ensure that all children are properly included in the educational experiences and opportunities provided and that the learning of their peers is not impeded.
- 3.7 Children who are mentally healthy have the ability to:
 - Develop psychologically, emotionally, intellectually and spiritually;
 - Initiate, develop and sustain mutually satisfying personal relationships;
 - Use and enjoy solitude;
 - Become aware of others and empathise with them;
 - Play and learn;
 - Develop a sense of right and wrong; and
 - Resolve (face) problems and setbacks and learn from them.
- 3.8 Where severe problems occur, we expect the child to receive external support, as well as support in school at an early stage, such as via the Common Assessment Framework and early help services, from medical professionals working in specialist Child and Adolescent Mental Health Services (CAMHS), voluntary organisations and local doctors. We will identify whether individual pupils might be suffering from a diagnosable mental health problem and involve their parents and the pupil in considering why they behave in certain ways. We will intervene early and help to strengthen resilience before serious problems occur, using national and local agencies to support pupils, using evidence-based approaches.
- 3.9 Staff work closely with the Psychologists and Designated Safeguarding Leads (DSL) to ensure we have a good understanding of the mental health support services available in our locality, both through the health service and voluntary organisations.

4 Definitions and Scope

4.1 School Provision

Good schools encourage good behaviour through a mixture of high expectations, clear policy and an ethos which fosters discipline and mutual respect between pupils, and between staff and pupils. Our school provides:

- A committed senior management team that sets a culture within the school that values all pupils; allows them to feel a sense of belonging; and makes it possible to talk about problems in a non-stigmatising way;
- Staff who understand about the protective factors that enable children to be resilient when they encounter problems and challenges;
- An effective strategic role for the Psychologists ensuring all adults working in the school understand their responsibilities to children with Special Educational Needs and Disabilities (SEND), including pupils whose persistent mental health difficulties mean they need special educational provision. Specifically, the Psychologists will ensure colleagues understand how the school identifies and meets pupils' needs, provide advice and support to colleagues as needed and liaise with external SEND professionals as necessary;
- Working with parents and carers as well as with the pupils themselves, ensuring their views, wishes and feelings are taken into account and that they are kept fully informed so they can participate in decisions taken about them;
- Continuous professional development for staff to inform them about the early signs of mental health problems, and what to do if they think they have spotted a developing problem;
- Clear systems and processes to help staff who identify children and young people with possible mental health problems; providing routes to escalate issues with clear referral and accountability systems. We work closely with other professionals to have a range of support services that can be put in place depending on the identified needs (both within and beyond the school). These are set out clearly in our published SEND Policy;
- Working with others to provide interventions for pupils with mental health problems that use a graduated approach to inform a clear cycle of support: an assessment to establish a clear analysis of the pupil's needs; a plan to set out how the pupil will be supported; action to provide that support; and regular reviews to assess the effectiveness of the provision and lead to changes where necessary; and
 - A healthy school approach to promoting the health and wellbeing of all pupils in the school, with priorities identified and a clear process of 'planning, doing and reviewing' to achieve the desired outcomes.

4.2 Consistent disruptive or withdrawn behaviour can be an indication of an underlying problem. Only medical professionals should make a formal diagnosis of a mental health condition. We are well-placed to observe children day-to-day and identify those whose behaviour suggests that they may be suffering from a mental health problem or be at risk of developing one. This may include withdrawn pupils whose needs may otherwise go unrecognised. We do this by making effective use of data so that changes in attainment, attendance or behaviour can be noticed, recorded, and acted upon. We also have an effective pastoral system so that at least one member of staff knows every pupil well and can spot changing patterns and early signs.

4.3 The quality of learning, teaching and behaviour are inseparable issues and are the responsibility of all staff.

4.4 We will support pupils with medical needs and be fully aware of any medication that children are taking, including supporting any Individual Health Care Plans.

4.5 School Principles:

Our school's aims are as follows: We believe that every child has the right to the best education as well as the right to be happy, healthy, safe and successful, valued and respected, and to have high aspirations for their future in order to achieve their potential. The quality of learning, teaching and behaviour are inseparable issues and the responsibility of all staff.

- School staff and pupils should all show respect for one another;
- Good behaviour should be rewarded and sanctions should always be applied consistently for unacceptable behaviour, including bullying and violence;
- Appropriate action should be taken to reduce the risk of poor behaviour occurring, including particular action to prevent a disproportionate number of behaviour issues arising amongst vulnerable groups of pupils, such as those with special educational needs;
- Pupils whose behaviour and attendance may deteriorate through events such as bereavement, abuse, or through the divorce or separation of parents should be identified and supported;
- All pupils should be listened and responded to;
- All pupils are entitled to learn in a safe and secure environment;
- Pupils should act as appropriate ambassadors for the school on, for example, school trips, work placements, sports events and journeys to and from the school;
- All school staff should model positive behaviour and promote it through active development of pupils' social, emotional and behavioural skills; and
- All members of the school community should understand and accept the principles on which the Behaviour Policy is grounded.

5 Procedures and Responsibilities

- 5.1 Behaviour is the way we act and respond to people and to situations in which we find ourselves. Our aim is that all of our children should be able to behave in socially acceptable ways.
- 5.2 Teachers have authority in our school to discipline children for misbehaviour which occurs in school and this power applies to all paid staff with responsibility for children; unless the Headteacher says otherwise.
- 5.3 To be socially acceptable, we believe that children should be able to:
- Treat other children and adults with respect;
 - Speak politely to other people; and
 - Have self-confidence and high self-esteem.
- 5.4 To encourage this, the staff will:
- Treat all children and adults with respect;
 - Speak politely to other people;
 - Praise children's efforts and achievements as often as they can;
 - Explain to children what they should have done or said when they get it wrong;
 - Tell parents about their child's efforts and achievements; and
 - Always make it clear that they are upset about the child's behaviour, not the child.
- 5.5 We will not accept the following behaviour from children or adults:
- Use of unkind or rude language;
 - Hitting, kicking, biting or other such physical responses; or
 - Racist or sexist remarks, or other discriminatory comments.

5.6 If such behaviour occurs:

- We will tell the child that it is wrong and explain what they should have done or said, or not said;
- If the behaviour is repeated, the child will be reprimanded once more as above;
- If the behaviour continues, we will remove the child from the activity and speak to the parent when the child is collected; and
- We will try to find out why the child is behaving in this way and then treat the situation accordingly.

5.7 The role of the teacher

- Teachers are responsible for ensuring that the school Code of Conduct is enforced in their class, and that their classes behave in a responsible manner during lesson time;
- Any incidents of anti-social behaviour will be discussed by the teacher with the class, e.g. during circle or pastoral time; or in tutor periods
- Every teacher enforces the classroom code consistently and treats each pupil fairly;
- If a pupil misbehaves repeatedly in class, the teacher keeps a record of all such incidents; dealing with the matter themselves in the first instance. However, if the behaviour continues, they should seek help and advice from the senior leadership team named at the front of this document, including, where relevant, a conversation with the parent to seek improvements and the use of appropriate strategies;
- The teacher reports to parents about the progress of each pupil for whom they are responsible, in line with our school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of any pupil; and seek improvements through the use of appropriate strategies applied at home to ensure a consistent approach and enhance cooperation between parents and the school.
- An incident book is used to record in detail any incident involving a child or anyone employed in the school which results in personal injury or damage to property. These include loss or theft, deliberate damage and any other serious incident. These are reported to the Headteacher and parents. We record all details fully and accurately. Incident forms are kept in school and records maintained in the child's personal file and the incident book;
- Obey all health and safety regulations in classrooms and around the school, including helping to keep the school clear of clutter and litter;
- Never make racist, sexist, homophobic or other abusive or humiliating remarks;
- Never resort to physical violence;
- The use of reasonable force may be used exceptionally and only to prevent injury to pupils, damage to property or to prevent pupils committing an offence. Only the minimum is used and a critical incident is recorded. Please see our separate policy on the Use of Reasonable Force for further details;
- We have powers to search to tackle cyber-bullying, including, where necessary, deletion of inappropriate images or files on electronic devices including mobile phones. We use this power under the specific authority of the Headteacher only and where there is good reason to do so, i.e. that it could be used to harm children, disrupt teaching or break the school rules. We do not search pupils in a blanket way; and
- Comply fully with the Staff Code of Conduct, including the Acceptable Use of ICT Policy.

The role of the tutor

- Tutors have a special relationship with their form and will get to know individual pupils. Pupils are encouraged to discuss any issues or concerns with their tutor, who will act as mediator if conflict arises.
- The tutor is the person of contact between school and home, teachers and parents, and teachers and pupils. The tutor will inform other members of staff if there are any particular circumstances in the life of a pupil that may affect his or her behaviour, progress or well-being. This might include a medical or mental health condition, an upcoming absence, or

a change in family circumstances. Tutors are also responsible for passing on all relevant information at the end of the school year.

- The tutor is responsible for registration. Parents should ensure their children arrive on time. Repeated lateness is not acceptable and may result in a note being sent home or a detention in the case of persistent lateness. After contacting parents, pupils who continue to be persistently late will not be permitted to access material stored in their lockers if this involves interrupting the first lesson of other groups.
- At the end of each term, it is the tutor's responsibility to inform parents of any late arrivals and absences in the School Report. Parents must send a note to the tutor to justify any absences.
- The tutor is responsible for the dissemination of information from the management of the School. Once this information has been disseminated to pupils, it is their responsibility to relay it to their parents, although correspondence may be emailed directly to parents.
- The tutor is responsible for informing parents of pupils' general progress at school. This will be done through talking to individual subject teachers, gathering information at Evaluation Meetings, the Tutor's Comment on the School Report, individual appointments on Parent's Evenings and private telephone calls if and when necessary. While tutors make every effort to be as fully informed as possible about the progress of individual members of their group, it is not possible for them to provide detailed information about specific subjects. This is best done through individual appointments with subject teachers on Parent's Evenings or during time-tabled appointments with parents.
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5.8 Expectations of pupils in our school

- Be Respectful, Ready and Safe
This means that they
- Arrive on time to lessons/classes with all the equipment needed for the lesson;
- Listen respectfully when the teacher is giving instructions;
- Follow instructions promptly and accurately;
- Raise a hand to gain attention
- Follow the teacher's instructions about moving around the classroom;
- Treat others with respect and consideration at all times;
- Dress cleanly and neatly in the specified uniform for the activity;
- Obey all health and safety regulations in classrooms and around the school including helping to keep the school clear of clutter and litter;
- Move sensibly and calmly around the buildings and grounds;
- Never make racist, sexist or other abusive or humiliating remarks;
- Never resort to physical violence; and
- Comply fully with the Digital Safety Agreements.

6 Policy

Our rewards

All teachers praise, reward and sanction consistently.

Pupils who go above and beyond expected behaviour will receive a Positive Note from the teacher. Our 'Expected Behaviour Policy' is outlined below.

Pupils in Key Stage 3 receive merits which are recorded and celebrated. Merits will be awarded by teachers on an individual basis to recognise excellent behaviour, attitude, outstanding pieces of work, etc. Receiving a merit will signify that the pupil has gone beyond what is normally expected of them. Pupils will have the first set of merit sheets (1-100) printed in their school diary. Merit sheets above (100+) will be glued on top. For every 25 merits given, pupils receive a Director's Certificate of Merit from the headteacher. Merit certificates will be handed out in assemblies. The top two pupils per year group with the highest number of merits will receive a prize at the end of the year and the top pupil per year group will receive a gift token. Tutors will keep a record of the number of merits awarded and record them in the School Report.

6.1 Strategies and support

The following outline a range of strategies for use in school to reinforce desirable behaviour:

- changes in classroom organisation, seating, etc;
- using different resources;
- setting small and achievable targets;
- short periods of supervised time for personal reflection;
- positive rewarding systems with no comments for undesirable behaviour;
- use of certificates for positive qualities;
- acclaiming good behaviour when it is seen in class;
- involving parents at an early stage to make an action plan together;
- peer mediation and peer mentoring;
- restorative justice approach;
- school counselling sessions to help pupils with social, mental or emotional health difficulties;
- social skills training;
- referral to CAMHS and/or educational psychology services; and
- referral for family support and/or therapy to help the pupil and family better understand and manage behaviour.

6.2 Our sanctions

The teacher generally deals with minor breaches of discipline in a caring, supportive and fair manner. A child's individual needs will always be considered carefully. However, if there are any times when children transgress from the acceptable boundaries in our school, they will be spoken with so that they understand the boundaries and what is expected of them.

6.2.1 We consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow our Safeguarding and Child Protection Policy and refer the conduct to the DSL for advice and support before determining any sanction. We should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, we will consider whether a multi-agency assessment is necessary.

6.2.2 Adults should always make it clear that they are upset about the child's behaviour, not the child. They should always use private, not public, reprimands, so that when a sanction is applied the child can make a fresh start. Corporal punishment (or the threat of corporal punishment) will not be used in any circumstances and to do so is illegal.

6.2.3 Parents will be involved at the earliest stage if problems are persisting or recurring.

6.2.4 Any sanction must be reasonable in all the circumstances and account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them. These include the following:

If such behaviour occurs teachers may sanction inappropriate behaviour in two ways; Warnings or Infractions.

- Parents will be involved at the earliest stage, if problems are persisting or recurring.
- In the case of repeated minor offences, pupils are forewarned that their behaviour is at risk of a written Warning or an Infraction. The tutor will discuss strategies to improve behaviour with the pupil in question and, if necessary, with parents.
- If behaviour does not improve, pupils will be given a Warning, which results in a lunchtime detention.
- Offences of a more serious nature will receive an Infraction.
- An Infraction results in two consecutive lunchtime detentions.

- Pupils who receive either a Warning or an Infraction will be notified, and a note will be written in their diary informing parents. The reason will be recorded in the Secondary Department Incident Book. Class tutors will be informed if a pupil in their group receives an Infraction.
- When a sanction is given the teacher involved will arrange a restorative meeting with pupils before detention to discuss their behaviour and identify improvement strategies.
- On receipt of the third infraction parents will be notified in writing. A letter, from the Head of Discipline, will be sent home to be signed by the pupil and a parent and then returned to the Head of Discipline the next day.
- On receipt of five Infractions, the pupil will automatically be excluded from school for one day. Parents will be notified by phone, or letter, prior to the exclusion.
- For other serious infractions of the department's behavioural expectations, sanctions may include temporary internal exclusion, internal community service, temporary exclusion from school, the opening of a behavioural file on a particular pupil following State Legislation guidelines and, ultimately, permanent exclusion from the school.
- Internal community service during break times may be deemed appropriate for some pupils. This may take the form of class tidy up, covering books, cleaning science equipment, recycling paper or working with younger pupils to develop empathy and social skills.
- Adults should always try to use private not public reprimands so that when a sanction is applied, the pupil can make a fresh start.
- When the behaviour of a whole group is considered unacceptable, a behavioural file will be opened on that group.
- When an individual or class file has been opened, pupils on class or individual report will have detention if reported three times for poor behaviour.
- All decisions of a disciplinary nature are the responsibility of the Headteacher, the Head of Secondary, and the Head of Discipline for the Secondary Department.

6.2.5 In response to major breaches of discipline such as physical aggression, deliberate damage to property, stealing, leaving school premises without permission, severe and persistent bullying, online or digital bullying, verbal abuse and persistent disruptive behaviour in class the following will be followed:

- withdrawal from lessons for the rest of the day;
- contacting parents immediately;
- meeting with parents and a plan agreed for monitoring the behaviour whereby parents also take responsibility for helping their child to improve;
- Suspension (fixed term exclusion); and
- Expulsion (permanent exclusion).

[See Exclusion Policy]

6.2.6 It should be noted that, in most cases, the school's sanctions are used in a hierarchical manner. Where cases of serious misbehaviour are evident, the Headteacher reserves the right to use any sanction, including suspension and expulsion, without first using lower-order strategies.

7 Suspension and Exclusion

7.1 The Headteacher reserves the right to suspend and expel pupils from the school. Suspension and expulsion will be dealt with in accordance with our Exclusion Policy.

8 Allegations of Abuse against Teachers and Other Staff

8.1 Allegations of abuse are taken seriously and dealt with in a fair and consistent manner that provides effective protection for the child and supports the person about whom the allegation has been made. All allegations will be dealt with in accordance with the Safeguarding and Child Protection Policy and Procedure. Every effort will be made to ensure confidentiality is maintained while an investigation is underway.

9 Complaints Procedure

- 9.1 If you are not happy with the way that you or your child is treated by any member of staff you should consider raising your concern informally in the first instance with the Headteacher. You may find it helpful to refer to our Complaint Procedure for guidance (available via the school website).
- 9.2 The Complaints procedure emphasises the importance of resolving any concerns informally and at the earliest possible opportunity. We expect our parents to share any concerns informally with us so that we can continuously improve the quality of education at our school. If as a parent/carer(s) your complaint is about exclusion from school for inappropriate conduct, please refer to the Exclusion Policy.

10 Monitoring and Evaluation

- 10.1 Each Headteacher is responsible for maintaining a behaviour log which includes instances of bullying.
- 10.2 The Headteacher is responsible for the implementation of this policy and for reviewing from time to time to evaluate its implementation and impact.
- 10.4 Headteachers report on behaviour and bullying at governance meetings. This forms the monitoring and evaluation function of the proprietor.
- 10.5 Where there are concerns regarding the school's approach to dealing with behaviour, these will be explored by the Education Adviser Spain.

Behaviour Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Karen Nicholson, ADE. 2018 Review - John Coleman, ADE

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Audience	All school staff

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Spain	Yes

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Related documentation	
Related documentation	Anti-Bullying Policy Exclusion Policy Safeguarding and Child Protection Policy