

**Gulf English School**

مدرسة الخليج الإنجليزية



# Secondary Behaviour Policy

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**Reviewed by:**

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## Introduction

The purpose of this policy is to outline how the school and parents/carers work together to create a positive and motivating environment which enables all children to learn and which is inclusive of race and culture, individual needs and vulnerabilities and which ensures the safeguarding of children.

Our school has a British outlook and ethos, combined within an Arabic culture. British etiquette and manners are expected and encouraged from all pupils. Our school is also an international school, committed to respecting the cultures of the various nationalities attending GES.

Gulf English School is a British school committed to the following:

- Formation of the whole person: morally, spiritually, intellectually, socially and physically.
- Close partnership with parents and carers as the first educators of their children
- Inclusive ethos which values every person in our school community.
- Pursuit of excellence and developing people's unique talents to their fullest.
- Promoting respect for all beliefs and cultures.

The ethos of our school is a major factor in establishing and maintaining high standards of behaviour and discipline. This means there is a strong sense of community cohesion within our school and a high level of cooperation amongst teaching staff and between staff, pupils and parents.

In devising the code, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruptive free environment.

Positive discipline is based on a two triangles structure which progress upwards in a hierarchical sense - one for discipline and one for rewards. Positive Discipline reduces staff workload through increased efficiency and the effective use of Skoolee as a central record of each student's progress. It sets out a clear framework of the discipline process, and ensures that all students, regardless of ability, age, and gender are praised, rewarded and that recognition is given. It supports staff in the classroom ensuring that teachers can focus on teaching.

The essential pre-requisite for the scheme's success is a consistent commitment from all staff to operate within the agreed framework. The framework is neither draconian nor rigid. Consistency and flexibility should operate in a harmonious and complementary manner. All members of the school community: teachers, leaders and the wider support team must look to recognise, praise and reward all students.

## Pastoral Responsibilities

### **The Form Tutor**

The role of the form tutor is to prepare our students to be ready to learn each day. The form tutor plays a significant role as the point of contact between school and home for students in their tutor group. The tutor has an overview of their students' academic progress and their personal development.

### **Deputy Head of Pastoral**

The role of the Deputy Head, Pastoral, is to provide pastoral support to the Form Tutors and oversee the pastoral provision within their respective sections. They are the second point of contact if the form tutor has been unable to resolve any issues within the form class. They are responsible for both rewards and sanctions and may contact teachers regarding either.

## Expectations for students

### **Arriving at school:**

- Students need to arrive before 7.20 to make their way to the classroom or yard.
- Students should have their phones in their bag pack and switch off.
- Students who arrive after 7.30 should register at reception and then attend lesson 1 and hand their late slip to the teacher
- All late marks will be added onto the Skoolee system. In Secondary 5 lates will result in an After School Detention for 1 hr.

### **Mobile Phones**

As of September 2023 there is a ban on mobile phones in school as outlined in the Student Behaviour contract. Phones found with students will result in:

- 1st offence: The phone being returned to the student at the end of the day, they will also sign a contract where 2nd offence and 3rd offence are clearly stated.
- 2nd offence: Phone will be kept in school safe for 5 school days, written warning and parents will be informed.
- 3rd offence: Phone will be kept until the end of Term, After school detention 1hr, parents will be Informed.

*\*A photo or video taken in the school building during school hours will lead directly to 3rd offence.*

*Taking photographs or videos without the knowledge or consent of the subject is illegal under Kuwaiti law.*

### The role of parents/ guardians

Parents, guardians and carers are central to our success in developing a community in which all students can flourish. We expect parents to work with us in modelling and reinforcing exemplary attitude to learning and behaviour, demonstrating respect for members of the community, our environment and this policy.

Parents should support their children by ensuring they arrive at school on time, dressed neatly in the school uniform and that home learning and other tasks are completed on time. Parents should also avoid contacting their children via mobile phone during the school day.

Any urgent communication should go via the school reception.

We believe our goals are best achieved when students, parents, and all members of our community share a clear and consistent understanding of our expectations. Together, we recognise our collective responsibility to work in partnership to develop fair and equitable approaches to meeting those expectations.

While the school is responsible for students' conduct within the school and during official school visits, we cannot be held liable for incidents that occur outside of these settings. Any behaviour that is found to contravene Kuwaiti law may result in further action being taken by the relevant authorities.

## Encouraging good behaviour and Rewards

### **Rewards**

The school will promote good and improved student behaviour through a system of recognition and rewards. Merits will be awarded to students on Skoolee who demonstrate positive behaviour, produce exemplary work, or exceed expectations. Once students reach certain point totals, they will be eligible for reward trips.

### **Recognition and rewards may include:**

- Verbal praise and positive feedback
- The award of Merits in Skoolee
- Certificates and rewards from teachers, Heads of Department and SLT
- Praise during year group assemblies
- Positive e-mails/ phone calls home (Sunshine calls)
- Recognition in termly awards ceremonies
- Recognition in end of year celebrations

### **Rewards**

Praise and positive reinforcement are central to our teaching philosophy. Teachers routinely recognize students' achievements, including contacting parents, and aim to reward all students in every lesson.

- 1) Student of the month
- 2) GES Certificates
- 3) Academic Outstanding Award (Yearly)

### Level of misconduct

Student actions regarded as poor conduct are categorised as levels 1-3 and are listed below. Teachers, Year Leaders and Senior Managers will always have the discretion to apply their Professional judgement in addition to the guidance within this policy. The lists below outlining examples of levels of misconduct are designed to provide guidance and should not be viewed as an exhaustive categorisation.

### Different level of misconduct

Level 1   <u>After school Detention - Break Detention - Head of Department / Year Leader Detention*</u>	
Encouraging others to break rules	Use of unkind words towards others
Deliberately not doing work	Chewing gum
Repeated talking	Disrespecting class environment
Disrupting teaching and Learning in class	Lateness to class (more than 5 minutes)
Initial refusal to follow a teacher's instruction	Not wearing correct school uniform
Not following classroom rules	Sleeping in class.
Disrupting a lesson by arguing with another student	Inappropriate classroom, corridor or playground behaviour
2x Break detention	Disrespectful to staff or students
2x Uniform violation	Damaging school property
3x Late to School	Using a mobile phone (Second offence)
Receiving more than 10 demerits	Place other people in Harm/Jeopardy (Decision via SLT)
Consistent poor academic effort into classwork/homework	Vandalism of school property (Decision via SLT)
Consistently not following staff instructions	Cheating
Being in an unauthorized area	Unacceptable classroom behaviour
Insulting other students	Repeated uniform infraction
Leaving class without permission	Unwarranted use of fire alarm
Accumulation of 12 Demerits in a week	

Level 2   <u>Internal isolation - External Suspension   1 Day*</u>	
Repeated Level 1 misconducts	Use of inappropriate language
Repeated refusal to follow staff instructions after initial advice	Un-Islamic behaviour
Truancy / Skipping Class	Repeated use of unkind words
Graffiti on school property	Racist comments
Unethical behaviour	Damaging school property
Unacceptable classroom behaviour	Bullying/cyber bullying
Place other people in Harm/Jeopardy (Decision via SLT)	Any other action/s deemed Level 2
Bullying/cyber bullying	

Level 3   <u>Internal isolation - External Suspension   2 or 2+ Day*</u>	
Repeated Level 1-2 misconducts	Cyber bullying
Bullying	Persistent non-compliance with school rules
Possession, use or distribution of drugs or a dangerous goods	Fire-raising/arson
Unauthorized access to staff computer	Racism / Prejudice
Physical fighting	Vaping / Smoking
Premeditated assault	Any other action/s deemed Level 3*
Monitoring and implementing social media challenges that endanger students	

**\*Suspension guide: subject to change and in consulting with the SLT suspension committee**

- 1-5 days Deliberate destruction of school property
- 1-5 days Physical fighting
- 2-5 days Swearing/ verbal abuse of a member of staff
- 3-10 days Pre-meditated assault
- 3-5 days Possession of a vape/ cigarettes, use of a vape/ smoking in school
- 10 days Possession of a weapon / knife / dangerous goods
- 10 days Physical assault of a member of staff

- 1) The duration of suspension will increase by one day for every subsequent suspension of the same nature
- 2) The above list is a guideline and the School's Leadership team have ultimate discretion in relation to the duration of suspension

### **Managing unkind acts and Bullying**

At Gulf English school we aim to teach the children our values from the earliest moments at the school in order that they make consistent good choices in life and have positive relationships with those around them.

However, many children may still get involved in or become victims of unkind acts. When a child is subject to consistent mistreatment from another, this becomes bullying. At GES, this is regarded as a serious offence. There is a procedure in dealing with this in our Anti-Bullying policy. Before it reaches such a stage, preventative measures are always encouraged and promoted to the children.

Some children communicate their feelings of being hurt very clearly, making it easy for adults to support them with their emotional needs. Other children are less vocal about their feelings, so we have strategies to ensure all children can share their feelings and be listened to.

### **School environment**

Pupils must keep the school environment clean and litter free. Pupils are expected to cooperate fully in any organised clean-up activities. Bins are provided.

### **Lunches - Healthy eating**

Parents are asked to supply an adequate balanced healthy lunch for their child. It has been conclusively proved that colourants, additives, preservatives and sugar have adverse effects on children's behaviour. Sweets, chocolates and fizzy drinks are therefore not allowed in lunch boxes. Nuts are also not permitted on Health and Safety grounds. Chewing gum is prohibited. Breads, sandwiches with meat, cheese, salad etc plus fruit are strongly recommended.

### **Home/school communication**

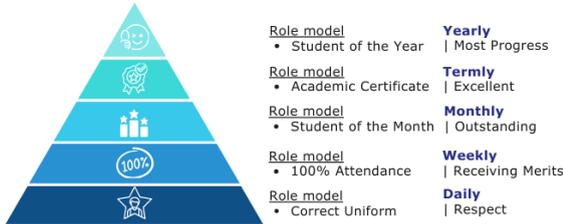
GES has an open door policy. Parents are always welcome at school. However making an appointment beforehand is essential, it helps to avoid any delays in being seen. Parent/Teacher meetings are scheduled at appointed times throughout the academic year where parents are given the opportunity to discuss their child's progress with the class teacher. Reports are also issued twice a year.

### **Conclusion**

This code of Behaviour and Discipline policy has been prepared based on the conditions existing in the school at the time of writing. It may be altered, revised or updated to comply with any changes in conditions.

# Code of Conduct

## The GES Positive Triangle:



**Positive Triangle**  
The positive triangle highlights our expectations for all students. We encourage and celebrate positive behavior, recognizing and appreciating the efforts our students make to meet the standards outlined in the triangle.



**Be a Role Model**  
Use your positive attitude, show respect, be honest and genuine, listen to instructions and act as a role model for your peers and for younger students.

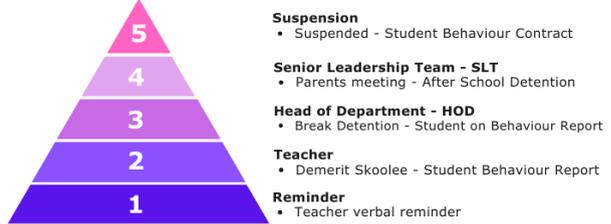


**Wearing School Uniform**  
Students should always be in their school uniform. For failing to wear the correct uniform you get demerits and be removed from all classes until you have the correct uniform.



**Appreciation - Positive Rewards**  
Bronze - 20 Merits | Silver - 50 Merits | Gold - 100 Merits  
Student of the Month  
Student of the Year

## The GES Consequence Triangle



**Learning Triangle**  
The triangle above outlines the steps taken when a student misbehaves. At GES, we uphold British standards and values, ensuring discipline is handled fairly and consistently to promote a respectful and positive learning environment.



**Safe School Zone**  
GES maintains a strict zero-tolerance policy on bullying. Any student found engaging in such behavior will face disciplinary action, including the possibility of up to a 3-day out-of-school suspension.



**Personal Growth and Responsibility:**  
Students will take ownership of their learning by setting goals and striving for improvement. They will manage their time effectively, balancing academic responsibilities with other commitments.



**Attendance and Punctuality:**  
Students will attend all classes regularly and arrive on time. If they are unable to attend, student will inform the teacher in advance.

## Meet our Safeguarding Team



We are here to listen to you. Alternatively you can send an email to [safeguarding@ges.edu.kw](mailto:safeguarding@ges.edu.kw)

## #One Team, One Task

- Respect every member of the school community
- Be equipped for every lesson
- Move throughout the school in a calm manner
- Follow instructions from adults the first time
- Take pride in your work, always try your best
- Help to keep the school clean and safe
- Be kind, supportive, and considerate to others
- Encourages collaboration and mutual support to build a strong school community
- Celebrates achievements together and values everyone's contribution

## In case of Lockdown

- **Stay Calm**  
Lock and secure entrance points
- **Block access points**  
Sit on the floor, under tables or against a solid wall.
- **Keep out of sight**  
Keep silent, draw curtains/blind, turn light off and stay away from windows.
- **Remain at Area**  
Wait patiently for further instruction

## In case of Fire

- **Stay Calm**  
Leave all belongings behind
- **Evacuate to Assembly Area**  
Via Gate 1 and Gate 3, walk to the park
- **Line up in Form Class line**  
Line up in an efficient way
- **Remain at Assembly Area**  
Wait patiently for instruction

**Not following the procedure will lead to sanctions.**

## No phone and smartwatch policy:



Students must abide by the school's phone and smartwatch policy. During the school day, students' phones and smartwatches must be switched off and kept in their bags, and they must not be used on school premises.

- 1st offence:** Will be kept until the end of day and will be recorded in Skoolee.
- 2nd offence:** Will be kept in school for 5 school days, after school detention and parents will be informed.
- 3rd offence:** Will be kept until the end of Term, after school detention and parents meeting.

**Taking photos or videos anywhere in GES is strictly prohibited and will result in an immediate third offence.**

**No matter how diverse we are, our duty is to overcome obstacles, extend a hand of friendship, build bridges of understanding and celebrate our common humanity. Together we create the future.**