

Gulf English School

مدرسة الخليج الإنجليزية



Behaviour Policy

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Updated:

September 2022

Philosophy and Purpose of Positive Discipline

We expect student behaviour at Gulf English School to be conducive to a positive, safe learning environment. We expect students to recognise and accept the rights and responsibilities of all members of our educational community. We try to teach each student to be responsible for his/her own actions, and always to respect the rights of others. We try to guide students to make good decisions.

Positive Discipline is based on two pyramid structures which work up 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 get on with their 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 teachers must look to recognise, praise and reward all students. This also applied to Middle and Senior Leaders, and members of the support team.

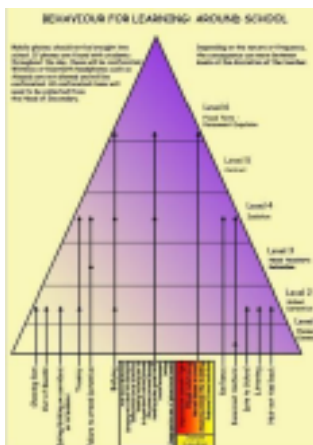
Roles and Responsibilities

This document outlines the roles and responsibilities for all members of staff at GES. For the behaviour policy to work it is essential that all members of staff follow it fully and record incidents within Skoolee.

Teachers should also record any interventions with students or parents.

Classroom Teacher

All teachers are responsible for issuing positive comments logs (merits) to students on a regular basis. Classroom teachers are responsible for following the negative behaviour pyramid in classrooms and around school.



Form Tutor

Form tutors are responsible for collating and reviewing, on a weekly basis, the positive and negative comments a student has logged in Skoolee.

The Form Tutor will be responsible for liaising with their tutees, parents, HOY and SLT. They will also be expected to check homework diaries every week and report any concerns to the relevant HOY. Form Tutors are responsible for signing student diaries on a weekly basis during registration. If a student's attendance or behaviour is concerning, form tutors should raise this with their HOYs. Form Tutor can place students on either attendance or weekly reports. The Form Tutor is responsible for monitoring these in registration. If a student fails a report, then the Form Tutor must contact the parents. All contact home or intervention with students must be recorded with Skoolee.

Head of Department

Heads of Department are responsible for monitoring the positive and negative logs that have been entered into Skoolee within their department on a weekly basis. HoDs are able to issue students with detentions should they fail to meet the standards expected. HoD are also able to place students on to the Departmental Report to monitor improvements. HoDs should contact parents should it be deemed necessary to place a child onto a report. HoD are also responsible for the organisation of Department Rewards, through certificates etc

Head of Year

Heads of Year are responsible, along with Form Tutors, for monitoring their respective students. HOYs should call home if a form tutor has tried but is unable to contact parents, or if the students behaviour has not improved or has deteriorated further.

HOYs are to support form tutors during registration. Any student that fails an attendance or form tutor report should be placed on HOY report. For persistent or serious poor behaviour around school the HOY is responsible for arranging after school detentions. HOYs should write out certificates to be presented in assembly on a regular basis. HOY are also responsible for the collection of Student of the Month nominations.

Senior Leadership Team

The Deputy Heads and Head of Secondary are to support their HOYs and HODs. If any student fails a HOY report or returns from a suspension, then they are to be placed on DH report. The student must report to the DH at the end of each day. Students returning from suspension are required to attend meeting in school along with their parents prior to rejoining lessons. During this meeting, students may be required to sign a Behaviour Contract.

The DH, along with the HOY or HOD, will arrange meetings with parents of students that are constantly misbehaving or causing problems in school. HOYs are responsible for completing certificates on a regular basis, but SLT certificates should be presented by the relevant person in assemblies.

Reward System

Central to the philosophy is the right of all teachers to praise students, including contacting parents, as a matter of routine. Teachers should aim to reward all students in all lessons. Even if a student has been issued with a negative comment, there is no reason why they should not receive any positive rewards if their work, attitude or contribution to the rest of the lesson is good or outstanding.

HOYs and SLT can create positive comment logs at any time.

Reports

Reports can be issued at any time by Form Tutors, Head of Years, Deputy Heads and the Head of Secondary. Depending on the level of report, they will either be issued daily or weekly. Any student returning from suspension must be placed on report with the Head of Year as a minimum. All reports must be handed over to class teachers at the start of each lesson. The student should meet with the person they are on report to at the end of each day so they can monitor the students' progress for that day. If a student fails their report then they will receive an after-school detention and the report will start again. If they fail again, then another after school detention will be set and the student moves up to the next level of report. If a student loses their report, they have failed the day and will spend the next day in isolation.

A Form Tutor can issue a weekly attendance report or a weekly report which requires a brief comment. The form tutor is responsible for making sure other teachers are aware that the student is on report.

Head of Year, Deputy Head and Head of Secondary reports are to be issued daily. Teachers must be made aware by the report owner (Head of Year, Deputy Head, Head of Secondary) that a student is on report. The student should take their report to the report owner at the end of the school day.