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British School of Gran Canaria

Behaviour

Policy Document



THE BRITISH SCHOOL OF GRAN CANARIA

BEHAVIOUR POLICY

1. Scope

This behaviour policy applies to all members of the school community at The British School of Gran Canaria and relates to all school activities during and outside school hours.

2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

Normal school hours – refers to the school day which runs from 8.45am to 3.35pm, but also includes Enrichment time after the end of the school day from 3:50-4:50pm.

BSGC – The British School of Gran Canaria.

Pupils – synonymous with students.

Parents/Guardians – parents or guardians of pupils of the British School of Gran Canaria.

School Community – pupils, teachers and parents of students at the British School of Gran Canaria.

Staff – all persons employed by and who work within the British School of Gran Canaria.

Governors – Members of the Governing body of the British School of Gran Canaria.

Director – Head of The British School of Gran Canaria.

Teaching staff – Teachers and Assistant Teachers working within The British School of Gran Canaria.

E-safety Agreement – document signed by all pupils at the British School of Gran Canaria regarding safe and acceptable use of internet within school.

Primary – the Sector of The British School of Gran Canaria which includes Nursery through to Year 6.

Secondary – the Sector of The British School of Gran Canaria which includes Year 7 through to Year 13.

Head of Primary – member of staff with responsibility for one of the Primary sectors of The British School of Gran Canaria.

3. Rationale

The British School of Gran Canaria aims to provide an environment where all pupils feel secure and happy. In such an environment each student will be able to make the most of their educational opportunities and develop relationships with other pupils and adults based on co-operation and mutual respect.

This policy is based on the core values of the school and is applied in conjunction with the School Discipline and Exclusion Policy, Uniform and Appearance Policy and Anti-Bullying Policy.

4. Roles and Responsibilities

BSGC emphasises the contribution and responsibility of all members of the school community in promoting positive behaviour and in dealing with and minimising negative behaviour.

Students

The school community expects that all students will, at all times, do their best to uphold the Behaviour Policy of the school.

Parents/Guardians

Parents/guardians play a crucial role in shaping attitudes in their children that produce good behaviour in school. BSGC expects cooperation in supporting and upholding behaviour expectations.

Staff

All BSGC staff play a central role in the development and application of the Behaviour Policy. Each staff member has a responsibility to encourage and develop positive behaviour, report incidents of negative behaviour and apply sanctions according to the Discipline and Exclusion Policy.

Governors

The Board of Governors must ensure that the Behaviour Policy is in place, openly and regularly shared, applied consistently and periodically reviewed.

5. School Rules

The School's rules are designed to support the School's values in matters such as attendance and punctuality, positive behaviour, uniform and appearance, standards of academic work and to safeguard the welfare of the community as a whole. When parents accept a place for their child at BSGC they undertake to support the authority of the teachers and the Head in applying these expectations.

Pupils are expected to adopt the highest standards of behaviour both inside and outside the classroom and in any written or electronic communication concerning the school. We expect pupils to treat staff and each other with consideration, respect and good manners and to respond positively to the opportunities and demands of school life. They should care for the buildings, equipment and furniture and behave at all times in a manner that reflects the best interests of the whole community.

The following rules apply to pupils throughout the school, during the school day and whilst representing the school or taking part in any other school activity.

The following rule apply:

- a. An explanatory note from parents should be provided for all cases of absence, lateness or incorrect uniform (according to Uniform and Appearance Policy).
- b. No student should leave the school premises during the day unless accompanied by a teacher or unless arrangements have been made with parents and the Office has been notified.

- c. Pupils should walk quickly and quietly between classes. No running. At the beginning of each class, pupils should form an orderly queue outside the door and wait for the teacher before entering the room.
- d. All food should be eaten in the dining room or in the playground. No eating or drinking in the corridors or in a classroom.
- e. Sunflower seeds, lollipops and chewing gum are not allowed in the school.
- f. Homework diaries should be taken to every class, kept up-to-date and signed by parents (secondary pupils only).
- g. With the exception of language classes and those taught in Spanish, English must be spoken at all times during lessons. English is to be the only language used when pupils are inside a building. All pupils are to be encouraged to use spoken English when on the playgrounds.
- h. Tippex/correction fluid is prohibited within the school.
- i. Mobile phones, cameras and personal music systems may not be used within school without permission from a member of staff.
- j. All pupils should behave in a polite and sensible manner, showing respect for their learning environment and all persons and property in the school.
- k. Neither anti-social behaviour nor bullying will be tolerated.
- l. All pupils will follow the signed e-Safety Agreement with regard to internet use, social networking and electronic communications related to the school and school community.

6. Celebrating Positive Behaviour

a. Primary

Positive behaviour is actively promoted throughout the school and pupils are recognised and celebrated for good behaviour. Pupils who do not meet behavioural expectations will be challenged and corrected on their misdemeanour and, if appropriate, sanctioned. 'Golden Rules' are promoted across the Primary sectors, with parents expected to support their implementation.

Golden Rules

- Be gentle - Don't hurt anybody
- Be kind and helpful - Don't hurt people's feelings
- Listen - Don't interrupt
- Work hard - Don't waste your or others' time
- Look after property - Don't waste or damage it
- Always be honest - Don't cover up the truth

Golden Rules apply in class, at play, during all school trips and visits, and whilst travelling to and from school.

Reward System

Recognising and celebrating achievement is an essential factor in the development of personal esteem. BSGC continually seeks to positively reinforce and compliment good effort, behaviour and work well done, both inside and outside of school. Achievement and effort are publicly acknowledged at assemblies by the award of certificates, cups and medals. These may be given for: academic excellence, out-standing progress, social skills, excellent behaviour, creativity and excellence in spoken English.

b. Secondary

Rewards System

Staff should seek to regularly praise pupils for positive behaviour, effort and high standards of work. Staff also have the option of rewarding positive behaviour through the use of “stamps” on work and/or awarding House merits. House merits should be awarded by staff and recorded in the student’s Planner. Recognition of student achievement with merits takes place each term and annual awards are also presented at the end of year Prize Giving Ceremony.

A weekly Student Forum is also an opportunity for staff to share positive behaviour and contributions with colleagues and for other staff to take the opportunity to recognise and praise identified students. Secondary Tutors and Key Stage Coordinators are instrumental and important in sharing praise and recognition from this Forum.

7. Sanctions

All adults, and teaching staff in particular, have the responsibility to encourage positive social behaviour and, as a consequence of this commitment, to challenge any form of anti-social behaviour. In every case the aim would be to reform negative behaviour, with a brief explanation of the inappropriate action, clarification or expectations and how amends might be made often being sufficient. In more serious cases sanctions may be necessary.

a. Infant Department (Nursery–Year 2)

Pupils are constantly reminded about social norms and the school’s expectations. If appropriate because of constant transgressions a series of mild sanctions can be used if these reminders and corrections do not bring about the necessary change in behaviour. These sanctions might include quietly reminding them of what we expect, reinforcing what they should do, or sitting them away from the class for a few minutes. It may be necessary in some cases to seek parental help and to mutually agree on strategies to overcome problems.

b. Junior Department (Year 3–Year 6)

A two-tier system of sanctions exists:

- Minor Infringements
 - Failure to adhere to the Golden Rules
 - Not practising English at appropriate times
 - Incorrect uniform (according to the Appearance and Uniform Policy)
 - Dropping litter
 - Other offences of a minor nature

Sanctions include the withdrawal of privileges (football etc.), break time detentions (no longer than 10 minutes), a reprimand etc., as per the Discipline and Exclusion Policy.

- Serious Infringements
 - Repeated minor infringements or breaking of the Golden Rules
 - Offensive language
 - Anti-social and disruptive behaviour
 - Refusal to complete work
 - Fighting

- Bullying
- Stealing
- Dishonesty
- Wilful damage to the property of others or of the school
- Disrespect to staff or visitor
- Violation of signed e-Safety agreement
- Other offences of a serious nature

These shall be referred to the class teacher and, if of a sufficiently serious nature, to the Head of Primary. The class teacher and/or the Head of Primary shall inform parents of the nature of the infringement and consequences of the action to be taken. Repeated serious infringements shall be referred to the Head; in extreme cases pupils may be suspended or permanently excluded from school in accordance with the Discipline and Exclusion Policy.

C. Secondary Sanctions

A three-tier system of sanctions is in place.

- Minor Offences
 - Incorrect uniform
 - Lateness
 - Failure to carry or use homework diaries
 - Failure to return reply slips on time
 - Dropping litter
 - Leaving bags in corridors
 - Failure to use spoken English in the dining room
 - Other offences of a minor nature

Options available to staff, in accordance with the School Discipline and Exclusion Policy, include a reprimand, a 15-minute detention at break-time or lunchtime or piece of reflective writing. These sanctions can be applied by any member of the teaching staff.

- Serious Offences
 - Failure to complete minor offence punishment
 - Repeated minor offence
 - Offensive language
 - Minor forms of graffiti
 - Disruptive classroom behaviour
 - Not speaking in English in a class taught in English
 - Chewing gum or eating sunflower seeds
 - Homework not done
 - Failure to practise English in accordance with stated school expectations
 - Violation of signed e-Safety agreement
 - Other offences of a serious nature

These shall be punished by after school detention, (normally with at least 24 hours' notice), as per the School Discipline and Exclusion Policy.

- Very Serious Offences
 - Failure to complete serious offence punishment

- Repeated serious offence
- Fighting
- Bullying
- Stealing
- Wilful damage to the property of others or of the school
- Disrespect to staff
- Fire alarm offences
- Truancy
- Other offences of a very serious nature

These offences are referred to the Senior Teacher – Pastoral Care. In all cases parents will be informed, reparations shall be asked for where damage has been caused and appropriate sanctions imposed, which could include suspension or permanent exclusion in the most serious cases, in accordance with the School Discipline and Exclusion Policy. All very serious offences shall be reported to the Head. The School undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place.