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	Prepared By	HR – Admin
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“Empower students to learn for life and strive for excellence so that they can contribute positively to the global society”

STUDENT BEHAVIOUR AND DISCIPLINE POLICY	Issued By	HR Departmen t
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B14: STUDENT BEHAVIOUR AND DISCIPLINE POLICY

"The greatest day in your life and mine is when we take total responsibility for our attitudes. That's the day we truly grow up."

John C. Maxwell

1. Rationale:

This policy represents a whole-school code of behaviour and discipline for all Edison Schools Group schools.

2. Aims

At Edison Schools Group schools, we aim to:

1. motivate students and raise self-esteem.
2. value achievement and show appreciation of good work, effort and behaviour.
3. have high expectations with regards to behaviour and encourage students to take responsibility for their actions.
4. provide students with a learning environment that all members of the school community respect, which is safe and secure, and in which students feel happy, comfortable and confident.
5. encourage all students to develop self-discipline, awareness and respect for their own needs and rights and those of others, together with a caring attitude towards people, property and the environment.
6. ensure that all adults present a positive role model for students to follow and maintain a positive atmosphere for learning where every student can maximise their potential.
7. stress the importance of students receiving their education in a stable and orderly environment. To this end, students are expected to be polite, respectful, responsible and hardworking.

Whilst we promote self-discipline and offer students incentives to work hard and conduct themselves appropriately, we recognise that in certain circumstances sanctions are considered necessary.

3. Staff Expectations

All members of staff at Edison Schools Group schools have a very important role to play regarding behaviour and discipline and shall adhere to the following code of practice:

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1. All staff, both teaching and non-teaching, must take responsibility for maintaining the ethos and discipline of the school to provide consistency.
2. Praise students where appropriate.
3. Draw attention to good behaviour.
4. Rules should be expressed positively and their rationale explained. Students should play an important part in forming school and classroom rules.
5. A balanced system of rewards and sanctions should be in place.
6. Be disappointed, upset, or even angry at the behaviour and reject that behaviour, but not the student who remains valued as an individual.
7. Ignore minor attention-seeking behaviour when it does not significantly infringe upon the rights of others or disrupt learning.
8. Minimise unnecessary confrontation, undue criticism or embarrassment.
9. All responses should be seen as fair, consistent and proportionate.
10. Pupil Expectations

We expect the students at Edison Schools Group schools:

1. to address and refer to all members of staff and other students politely and respectfully.
2. to be honest and assume responsibility for their own actions and belongings.
3. to arrive at school on time, in the correct school uniform and with a positive attitude towards learning.
4. to walk around the school and enter and leave classrooms in an orderly manner.
5. to show self-control and not react angrily or aggressively at any time.
6. to show kindness and tolerance towards others without bullying mentally, emotionally, verbally, physically or electronically.
7. to show good manners (e.g. please, thank you).
8. not to swear or use offensive language.
9. not to interrupt when someone is talking.
10. to assume responsibility for maintaining a tidy and clean learning environment and to use litter bins provided.
11. to care for and use school property and equipment correctly and responsibly.
12. to use sanitary facilities appropriately and wash hands afterwards.
13. never to leave the school grounds during school hours unless authorised and supervised by a member of staff.
14. only to bring toys, electronic devices and other valuable items into school when given permission to do

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15. not to chew gum at school.
16. not to wear jewellery except as permitted by school regulations.
17. not to wear make-up, nail varnish or prohibited accessories.
18. not to use or possess mobile phones, smart watches or other personal electronic devices during the school day unless authorised by the school.

The students are constantly reminded in a positive way of these expectations and are encouraged to demonstrate them at all times.

5. Classroom Behaviour

At Edison Schools Group schools, we believe that positive teaching strategies help prevent disruptive behaviour. Students are given work appropriate to their needs so that self-esteem and confidence can develop. Students should feel an integral part of the school community so that they do not feel the need to cause disruption.

Hence, in our classrooms:

1. routines are clearly established and students are involved in this process.
2. students are expected to participate in all activities with a positive attitude.
3. consistent expectations for learning and behaviour are established.
4. rules are clearly presented to the class at the earliest opportunity by the Class Teacher and students are reminded of these regularly. It must be made clear to students what is expected of them.
5. tasks are matched to students' abilities to ensure a sense of success for all students. Learning Objectives are communicated to students in every lesson and Success Criteria are appropriate to ensure that students know what, how and why they are learning.
6. students are listened to and taken seriously.
7. the Class Teacher will learn as much as possible about each student in the class.
8. the Class Teacher will ensure that any student who is emotionally upset, distressed or experiencing difficulties is supported by informing the appropriate people (e.g. Principal, Head of School, School Counsellor, Learning Support Team, Safeguarding Lead or other relevant staff members) so that appropriate action can be taken.
9. the Class Teacher will have the flexibility not to over-react to situations over which the student has very little control (e.g. lateness caused by transportation difficulties, family circumstances or other exceptional situations).

10. Rewards

At Edison Schools Group schools, there is an emphasis on a positive approach to behaviour management.

Students will be encouraged and praised and negative criticism is to be avoided.

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Where it is considered that criticism is appropriate, it will be constructive in its approach and include advice on how behaviour can be improved.

Reward systems are in place for every student in the school. However, as we aim to promote healthy lifestyles, sweets will not normally be used as a reward.

Examples of rewards may include:

- Verbal praise
- Positive comments and recognition
- Merit points
- Certificates
- Achievement awards
- House points
- Positive communication with parents
- Leadership opportunities
- Celebration assemblies
- Recognition of effort, improvement and achievement

7. Intervention Planning and Sanctions

There are a number of strategies throughout the school to address poor behaviour and teachers are encouraged to develop their own methods which are appropriate to the age group and maturity of their students.

1. Focus on Learning

This includes ignoring minor poor behaviour and noticing students who are on task and learning. It is also vital that learning is well planned and differentiated so that all students are able to remain engaged and successful.

2. Non-Verbal Interventions

Often a look, gesture, proximity or small movement from the teacher is enough to deter students from further disruption.

3. Verbal Intervention

This is intended to act as a warning; however, wherever possible it should remain linked to learning, expectations and positive behaviour choices.

4. Delay Confrontation

Where possible, confrontation should be avoided in front of an audience. Students should be given the opportunity to make positive choices and re-engage with learning so that a positive outcome can be achieved.

5. Consequences

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Consequences of poor behaviour should be based on certainty rather than severity. Students should understand that consequences will occur when expectations are not met. Each school will have its own disciplinary procedures which detail the consequences of inappropriate behaviour and ensure consistency throughout the school.

8. Examples of Consequences

a. Loss of Break Time

Students may be required to remain indoors during part or all of their break time under supervision.

b. Time-Out Sessions

If a student continues to behave inappropriately despite previous warnings in class, the student may be removed temporarily from the classroom for a time-out session and provided with work to complete.

Students may spend such sessions in the office of the Principal, Head of School, School Counsellor, Learning Support Team or another designated supervised location.

c. Involvement of the Principal or Head of School

Should the student continue to behave inappropriately, or should a more serious incident occur, the Principal and/or relevant Head of School will become involved.

d. Tasks as a Consequence

For certain students, it may be appropriate to issue a task as a consequence for inappropriate behaviour. This should be a useful task that contributes positively to the school community and is not viewed as a reward.

The Class Teacher, Principal or Head of School will determine the nature of the task and when it should be completed.

e. Detention

If a student continues to display persistent inappropriate behaviour, he/she may be issued with a detention accompanied by written communication to parents informing them of the behaviour concerns and the detention issued.

Reasons for the issuance of detention may include:

1. persistent defiant behaviour
2. persistent disruptive behaviour
3. behaviour that places others at risk of harm
4. persistent violation of school or classroom rules
5. disrespect towards staff members or other members of the school community
6. persistent refusal to complete classwork, homework or bring required learning materials to school

9. Bullying

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Through assemblies, stories, curriculum activities and daily interactions, the philosophy of respecting one another, helping others and protecting those who may be vulnerable is promoted throughout Edison Schools Group schools.

Edison Schools Group schools maintain a zero-tolerance approach towards bullying and any incidents of bullying are to be reported, investigated and recorded.

Bullying may include:

- Physical bullying
- Verbal bullying
- Emotional bullying
- Social bullying
- Cyberbullying
- Discriminatory bullying
- Intimidation, harassment or threatening behaviour

If bullying is reported by a parent, student or member of staff, the procedures outlined in the school's Anti-Bullying Policy shall be followed.

All reported incidents shall be investigated promptly and appropriate action shall be taken to ensure the safety and wellbeing of all students involved.

10.Immediate Suspension

On occasion, it may be necessary to suspend a student from an Edison Schools Group school with immediate effect.

Only the Principal and/or relevant Head of School may authorise a suspension.

Such action shall be exceptional and generally relate to extreme behaviour constituting a serious breach of school rules, school policies or behaviour expectations.

The Principal and/or Head of School also reserves the right to exclude a student where the health, safety, welfare or education of others is threatened.

Such offences may include:

1. assaulting a member of staff or another student.
2. possession, use or distribution of prohibited substances (e.g. cigarettes, vaping devices, tobacco products, alcohol, drugs or similar substances).
3. possession of an offensive weapon or any object that may be considered dangerous or potentially hazardous.
4. serious physical assault, intimidation or indecent behaviour towards another student.
5. persistent bullying, including physical, emotional, verbal or cyberbullying.

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6. refusing to cooperate with staff when the student's or other students' education, welfare or safety is placed at risk.
7. causing serious damage to school property, facilities or equipment.
8. behaviour that brings the school into disrepute.
9. serious breaches of the Child Protection and Safeguarding Policy.
10. repeated serious breaches of school rules despite previous interventions and support.

Parents shall be informed immediately of any suspension and appropriate documentation shall be maintained by the school.

Where appropriate, a Behaviour Support Plan, Reintegration Plan or Parent Meeting may be required before the student returns to school.

11.School Rules Circular

The School Rules Circular, attached as Appendix 1 to this policy, shall be shared with parents and students to ensure clear communication regarding school expectations, behaviour standards and the consequences of failing to follow school rules.

All parents and students are expected to familiarise themselves with the contents of the School Rules Circular and support the implementation of this policy.

12.Monitoring and Review

The implementation of this policy shall be monitored by Principals, Heads of School, Senior Leadership Teams and relevant staff members throughout Edison Schools Group schools.

Behaviour data, incident reports, detention records, suspension records, student wellbeing information and parent feedback may be reviewed regularly to evaluate the effectiveness of behaviour management procedures.

This policy shall be reviewed annually and updated in accordance with:

- Edison Schools Group policies
- Ministry of Education and Higher Education (MOEHE) requirements
- Child Protection and Safeguarding requirements
- School improvement priorities
- Accreditation requirements
- Current educational best practice

Appendix 1: School Rules Circular

SCHOOL RULES CIRCULAR

تعميم قواعد الاكاديمية

- We have high expectations of student behaviour and academic achievement at the Edison Schools Group schools. It is essential that inappropriate behaviour and the lack of commitment to achieving year level expectations do not affect the learning experiences, safety or well-being of others in our school community.
- لدينا في اكااديمية اديسون توقعات عالية لتحسين سلوك الطلاب و تطوير التحصيل الدراسي ومن الضروري التأكيد على أن السلوك غير اللائق وعدم الالتزام يؤثر بصورة سلبية لتحقيق هذه التوقعات
- The following points outline our expectations of students.

النقاط التالية توضح توقعاتنا
لطلابنا

- Students will:**

يجب على الطلاب

- Take **responsibility** for their behaviour, learning and choices.
- تحمل مسؤولية سلوكهم وتعلمهم واختياراتهم.
- Use **appropriate language** and speak politely to others.
- استخدام اللغة المناسبة والتحدث بأدب مع الآخرين.
- Complete all required work** to the expected standard.
- استكمال جميع الاعمال المطلوبه وفقاً للمعيار المتوقع.
- Respect that all students have the **right to learn without disruption** in a **safe** environment.
- احترام أن جميع الطلاب لديهم الحق في التعلم دائماً في بيئة آمنة.
- Be a **good member of our school community**, and **respect** things that belong to others.
- كن عضواً صالحاً وفعالاً في المجتمع المدرسي لدينا، ويجب احترام الآخرين والحفاظ على الأشياء الخاصة بهم.
- Proudly wear our **school uniform which includes black school shoes, not trainers**
- الالتزام بالزي المدرسي وارتدائه بفخرويشمل الأحذية المدرسية السوداء.
- Respect all students, teachers, and all school staff no matter what nationality, religion, gender, or colour they are.
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- احترام جميع الطلبة لجميع المعلمين والعاملين مهما اختلفت جنسياتهم ، اجناسهم ، الوانهم أو عقائدهم.
- Refrain from mocking and/or ridiculing others at all times
- الامتناع عن السخرية من الآخرين في جميع الاوقات.
- The following misdemeanours are likely to have low to high monetary impact on parents (as estimated by the school management) and include:
 - هذه التصرفات سيكون لها تأثير مادي من عالي الى قليل وبحسب تقدير ادارة الاكاديمية وتشمل :
- Wilful destruction of school property and/or school equipment (i.e. tables, chairs, computers, projectors, etc.)
- تخريب او تدمير (اجهزة الكمبيوتر – البرجكترات – الكاميرات – النوافذ – الابواب – الطاولات – الكراسي – المكاتب – السجلات – الطابعات – آلات التصوير – دورات المياه – الثلاجات).
- Hate-motivated scribbles anywhere on school grounds (i.e. classroom walls, tables, school building)
- كتابة عبارات حقد وعنصرية علي (جدران الصفوف ، الطاولات او مباني الاكاديمية).
- Damaging the turf of the school grounds.
- اتلاف العشب وارضيات الاكاديمية.
- Throwing of paper cups, glass, or any other potentially dangerous items on school grounds
- القاء الاوراق – الكاسات – الزجاجات – الطعام أو بقايا الطعام في أرضية الفصول أو ساحة الاكاديمية.
- We trust that your child will follow the School Rules as outlined, and that measures stated above and in the Student Disciplinary Policy do not have to be taken by the school. Should your child not adhere to the School Rules and should this behaviour occur repeatedly, the Edison Schools Group schools reserves the right not to re-register your child for the following Academic Year.

ونحن على ثقة من أن طفلك سوف يقوم باتباع قواعد الاكاديمية على النحو المبين اعلاه، وفي حالة عدم الالتزام بقواعد الاكاديمية وتكرار حدوث هذه التصرفات الغير مقبولة فإن اكااديمية اديسون العالمية تحتفظ بحق عدم اعادة تسجيل الطالب للعام الاكاديمي التالي