



NORD ANGLIA INTERNATIONAL SCHOOL AL KHOR

Reviewed September 2017

Behaviour and Effort for Learning Policy (BEfL) – Secondary School

At Nord Anglia International School Al Khor (NAISAK), we aim to create a happy, caring and safe environment, which will be conducive both to students' well-being and learning.

High standards of behaviour are expected at all times during the school day, whilst travelling between home and school and whilst representing the school or taking part in trips and visits. This Behaviour and Effort for Learning policy includes an outline of the expectations for behaviour within the school, strategies to support the behaviour, and the rewards and sanctions.

Whole-School Rights for the Student and the Adult

- The right to learn / the right to teach.
- The right to feel safe (physically and emotionally).
- The right to mutual respect and understanding.

Each Student's Responsibilities

Each student must take responsibility for their own B&EFL. As adults, we can manage a student's behaviour to an extent, but discipline has to come from within and students need to have ownership of their own behaviour. Every student will have to make choices in many areas of life and they can be guided to make appropriate choices. They need to know that good choices will be rewarded and that poor choices will have consequences.

Care, courtesy and consideration are the underpinning elements of these expectations. Basic expectations of behaviour and class rules are displayed in every classroom.

- Each student will conduct themselves safely and respect other students' health and safety.
- Each student will not prevent others' learning.
- Each student will show respect for all members of the school community.
- Each student will be an ambassador of the school by wearing the correct school uniform at all required times.

Teacher's Responsibilities

At NAISAK, teachers understand that thorough planning and high-quality lesson delivery feed the students' interest in their learning and consequently, support the students in displaying productive behaviour for learning. As such, each teacher will:

- Create a learning-conducive environment in the classroom.
- Foster a safe and experience-rich environment outside of the classroom.
- Dedicate their undivided attention to the students during lesson time.
- Make one positive phone call for each class every week.

Tutor's Responsibilities

At NAISAK, Form Tutors play an essential role in the students' wellbeing and social and academic success. Each Form Tutor will:

- Check all iSAMS logs made about their tutees, follow up concerns and share celebrations.
- Discuss detentions given and set informal targets.
- Monitor adherence to uniform expectations and follow up concerns.
- Communicate with students, parents and the rest of the team regarding concerns and successes.

Staff Responsibilities

- Staff will treat all children fairly and recognise that each child is an individual.
- Staff will try to raise children's self-esteem.
- Staff will provide challenging, relevant and appropriate learning experiences.
- Staff will use rules and sanctions clearly and consistently in the pursuit of productive learning.
- Staff will be positive role models.
- Staff will keep up-to-date and accurate records in the school's documents/system.

Secondary School's values:

Be Ambitious!
It is all a matter of choice.

Aim High
Work Hard
Be Nice
Give no Excuse
Show Pride and Respect



These values are displayed in all Secondary School learning areas so the students are consistently reminded of the expectations.

The Role of Parents

All parents will receive a copy of our 'Parent Handbook' when their child starts in the school. The school works collaboratively with parents, so students receive consistent messages about how to behave at home and at school.

We expect parents to support their children's learning, and to fully co-operate with the school. The staff at NAISAK try to build a supportive dialogue between home and school, and teachers are committed to inform parents immediately if concerns about their child's welfare or behaviour are raised.

If the school has to use reasonable and justified sanctions to punish a student, parents are expected to support the actions of the school. If the parents have any concerns about the way that their child has been treated, they should initially contact the class teacher and then the HoS. If the concern remains, they should contact the Principal.

If a parent refuses to cooperate with the school, to believe the evidence provided or to trust teacher testimonial, and therefore decides not to sign the Warning Letter issued to them, their child will be sent home for two days and a meeting with the Principal will be organised for the parent to sign the letter. If the parent persists in refusing to sign the Warning Letter, the parent understands that they are not supporting the school's ethos, mission and expectations, hence the ability of their child to be successful in the school community. Consequently, their child will not be re-enrolled for the following academic year, regardless of the time of the year this refusal takes place.

School Rules Pertaining to Uniform, Possessions and Routines

- Each student must arrive and leave school wearing their full school uniform in a proper manner, with their tie correctly in place and their shirt tucked in. Girls may wear their shirt outside if it looks neat and adequately fitted.
- At break time, the students may remove their ties, untuck their shirt and change footwear, as long as they are back in the expected uniform to start class on time.
- If a student does not have a uniform item, he/she will be asked to contact home to ask for the item to be delivered to school or, as much as possible, will be lent one by their Form Tutor. If a student persists in wearing the incorrect uniform, he/she will be placed on the Achievement Tracker system for support and their tutor will contact home.
- Students are not allowed to bring mobile phones to school. NAISAK understands the necessity for some to have a mobile phone to contact home on the way to or from school. In such case, either the mobile phone is to be willingly surrendered to the HoS in the morning or the mobile phone is to be kept in the school bag and switched off until the student has left the school premises. If a mobile phone is seen or heard, it will be confiscated and parents will be informed to retrieve it in person from Reception or the HoS.
- Students are not allowed to bring laptops or iPads to school unless they have the permission of a teacher to use them for a specific learning project. It is then the teacher's responsibility to monitor the permission given and to follow up on any violation.
- Students must not bring any glass containers to school, and all liquid containers must be transparent.

- Students must not bring chewing gum or any other type of sweets to school.
- If parents/students wish for a child to celebrate their birthday with their schoolmates at school, the family must contact the school so a mutually convenient time is arranged. Learning takes priority.

Achievement Trackers

- Every student has the opportunity to be placed on Achievement Tracker if need be or if he/she asks for it. This is an opportunity for students to be closely monitored by their tutor/teachers and be praised throughout a week for his/her Behaviour and Effort for Learning. This tracker is signed by the subject teachers after each lesson and a Yes/No grade is awarded against the targets set. This system is supportive and rewarding for the students, the teachers and the parents. A log on iSAMS must be made by the teacher placing the student on Achievement Tracker.
- Completed trackers are placed in the student's Record of Achievement folder.
- Depending on the reason(s) why a student is placed on a tracker, the student will start his/her tracked journey either on a tracker to his/her tutor (general concerns) or to a subject area teacher (subject-specific concern).
- If a student is not successful in his/her tracker and achieves below the measure of Good Behaviour and Effort for Learning, the person placing the student on tracker will intervene and offer the student further support to ensure that he/she does achieve the necessary level. The tracker is extended for a week in order to put strategies in place. These strategies must be recorded on iSAMS. If the student fails the tracker for the second week in a row despite evidence of strategies implemented, the student is moved to the HoD's tracker (if available), or the Tutor's tracker (if on a subject area's/HoD's tracker), and then the HoS for further support. All steps must be logged in iSAMS.
- The Achievement Tracker offers a platform where strategies are put in place and discussed to support the student's progress in specific areas.
- When a student is placed on Achievement Tracker, it is the responsibility of the staff member(s) who placed the student there to contact home, inform parents and reiterate the support offered.

Consequences for Poor Behaviour and Effort for Learning

- **Class Detention** – If a student fails to follow the High Five values, he/she will earn a strike. Three strikes in the same lesson earn the student a break-time detention. A fourth strike in the same lesson leads to another break-time detention and prompts the teacher to contact home. All detentions and phone calls must be recorded on iSAMS. Each lesson offers the students a clean slate. Detentions are automatically earned when the home learning is not completed, the correct equipment is not brought or the proper uniform is not worn.
- **Phone Call to Parents** – If a student has earned two detentions in the same subject within one half term, the relevant teacher must contact the parents to inform them. A log on iSAMS must be made.
- **Isolation** – If a student repeatedly fails to follow the High Five rules despite the strategies in place or stops the learning of others or lacks respect, he/she will earn some isolation time. Depending on the circumstances, the student will be isolated outside the HoS's office or the Principal's office, and will complete individual learning tasks. The relevant teacher(s) must provide them with appropriate work so that the student's learning is not affected by their own behaviour. The form tutor must inform the parents by phone call and record in iSAMS.

- **Achievement Tracker** – If a student repeatedly fails to meet the High Five values across the different subjects, he/she is placed on Achievement Tracker. At first, this will be to his/her Form Tutor who will offer support and monitor the student throughout the day to keep him/her 'on track'. The form tutor informs the parents and keeps a record in iSAMS. If the student fails to achieve their targets, their form tutor will invite the parents to a meeting and the student will stay on Achievement Tracker for one more week.
- **Leadership Tracker with HoS** - If a student fails a second time, he/she is placed on Achievement Tracker to the HoS. The HoS will meet with parents to explain the support plan. The HoS will record this in iSAMS.
- **Vice Principal/Principal Tracker** - If a student fails the tracker to the HoS, the student is put on Achievement Tracker to the Vice Principal. The Vice Principal will meet with the parents to explain the support plan and to issue a Warning Letter. If the student fails the tracker to the Vice Principal, the student is put on Achievement Tracker to the Principal. The Principal meets with the parents to explain; (1) support plan and (2) future exit of the school if the tracker is not consistently passed for the following two weeks.
- **Written Warning** – If a student fails to meet expectations despite support in place, he/she will earn a written warning, which the student and a parent sign. This symbolizes the student's and parents' recognition of the support put in place and the student's continuous struggles to make the right choices.
- **Internal Suspension** – If the above strategies fail, or if a student engages in actions that lack respect or puts the Health and Safety of another person at risk, he/she will earn an internal suspension. Depending on the circumstances, the student will be immediately isolated outside the HoS's office or the Principal's office, and complete individual learning tasks provided by the relevant teacher(s). The HoS will contact home and record in iSAMS. One full day of internal suspension will be served. A meeting with the parents and the signing of a Warning Letter is expected to take place before the student is allowed back in class with classmates. All steps must be logged in the school system and a soft copy of the letter must be uploaded on iSAMS.
- **External Suspension** – If a student has been previously internally suspended and again fails to meet similar expectations, the student is isolated from his/her learning community and sent home with individual learning tasks to complete. The HoS will contact home and keep a record in iSAMS. A meeting with parents will take place before the student is allowed back in class. A Warning Letter is issued by the HoS and signed by parents.
- **Warning Letter** – At all times, should a student put the Health and Safety of another member of the school community at risk, he/she will be issued a Warning Letter. The issuance of two Warning Letters is grounds for permanent dismissal from the school.
- **Lack of Parental Support** – If a parent refuses to co-operate with the school, or to believe evidence provided, or to trust a staff member's testimonial, and therefore decides not to sign the Warning Letter issued to them, their child will be sent home for two days and a meeting with the Principal will be organised for the parent to sign the letter. If the parent persists in refusing to sign the Warning Letter, the parent understands that they are not supporting the school's ethos, mission and expectations, hence the ability of their child to be successful in the school community. Consequently, their child will not be re-enrolled for the following academic year, regardless of the time of the year this refusal takes place.
- The school reserves the discretionary right to issue a **Contract of Attendance** coupled to a Warning Letter to any student whose attendance does not follow the expectations listed in the Attendance Policy, as the student will therefore struggle to meet the school's expectations.

- **At all times, the school reserves the discretionary right to amend this Behaviour and Effort for Learning Policy to suit the context of each individual situation.**

For Staff only:

Recording an Incident of Poor Behaviour on iSAMS

Should an incident of poor behaviour arise during any part of the school day, which is deemed to be of a serious nature or is part of a trend of incidents involving an individual student, a log of this must be made on iSAMS. When a member of staff logs the incident on the 'Rewards and Conduct' area of iSAMS, the Form Tutor and HoS are made aware of the incident by email. Incidents that are logged may be updated by any teacher should further information about the incident come to light. The information is stored securely and can be used to track trends of poor behaviour by individual students.