



NORD ANGLIA INTERNATIONAL SCHOOL  
DUBAI

A NORD ANGLIA EDUCATION SCHOOL



Whole School Policy Document on

# *Behaviour for Learning*

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## Contents

Statement of Purpose	1
Parental Role in Behaviour Management	2
The Policy	3
NAS Dubai Classroom Expectations	4
A Staged Approach to Dealing with Poor Behaviour in the Secondary Classroom	5
A Staged Approach to Dealing with Poor Behaviour in the Primary Classroom	6
Dealing with Incidents of:	
• Aggressive Behaviour	7
• Bullying	8
• Discrimination	9
• Smoking / Substances & Illegal / Dangerous Items	10
• Academic Dishonesty	11

## Statement of Purpose

Student behaviour and success in learning are inextricably linked. The NAS Dubai Behaviour Policy reflects this by focusing on the encouragement of student attitudes and behaviours which lead to the creation and maintenance of a safe and supportive climate for learning, underpinned by:

1. High quality teaching
2. Clear and consistent routines
3. Effective rewards and sanctions

Good learning and behaviour stem from quality teaching and effective management of the teaching space. Good behaviour leads to good learning while poor behaviour leads to disrupted and low quality learning.

Inherent in this policy are the following principles of good management of the teaching space:

1. Learning is structured and organised in such a way that high expectations of behaviour are made clear.

2. A positive climate for learning is established through the use of routines, rules, sanctions and rewards.
3. Lessons are well planned, resulting in students who are engaged in learning.
4. Teachers display the high value in which they hold education through their own professional and positive attitudes to students. This can be clearly seen in the way that they model the language of mutual respect, their avoidance of over reaction and confrontation and their capacity to be proactive rather than reactive when dealing with behavioural issues.

## Parental Role in Behaviour Management

The parental role in behaviour management is summarised in the whole school agreement. In Secondary, parents sign the agreement in each student's Passport. The pertinent section is reproduced below:

### **Home School Partnership Agreement**

At NAS Dubai we want to work with students, parents and staff to create a school environment that ensures teaching and learning is of the highest quality, where students enjoy the classroom experience and feel intellectually challenged and stimulated. We believe in the importance of equipping students with the values and skills that will help their development and learning for life. We want to build self esteem and confidence and create opportunities where students, parents and staff know that they are valued. We are convinced that this can happen when parents, students and teachers agree to work together in a triangular partnership.

This Home School Agreement is an agreement to work together and is further endorsed by the KHDA Parent-School Contract.

### **Agreement**

The Parents

I / We shall aim to:-

- Ensure my child attends school regularly, on time, properly equipped and in full school uniform.
- Make the school aware of any concerns which might affect my child's education and welfare.
- Support the school's policies and guidelines for behaviour
- Attend parents' meetings and discussions about my child's progress.
- Become involved with my child's life in school by supporting him/her in areas such as positive behaviour, homework tasks, talking about the school day and, where appropriate, signing my child's passport.

This policy is underpinned by the NAS Dubai Classroom Expectations (see page 4), which should be consistently upheld by all staff.

## **EXPECTATION**

## **THE POLICY**

## **HOW ACHIEVED**

### **Before the lesson:**

- all students enter the classroom in a quiet and orderly way. Any issues with uniform and/or jewellery are challenged in an appropriate manner.

### **At the start of the lesson the teacher:**

- students move to their allocated seat quietly and calmly, so they are ready to learn with equipment ready. Mobile phones are not permitted.

### **During the lesson teachers will:**

- provide activities which are varied and appropriate in terms of challenge and style impacting positively on student behaviour
- encourage and praise effort and good behaviour wherever possible, awarding House Points where appropriate
- use a range of behaviour management techniques and a variety of strategies for challenging misbehaviour

### **At the end of the lesson teachers**

- ensure students leave on time and in a calm and orderly way, with a note sent to receiving teacher in exceptional circumstances if students are late leaving the room

**Teacher stands at door to meet and greet. Any jewellery not in accordance with school policy should be removed, and confiscated until end of day (if not first time). Referral completed for information.**

**For Secondary:  
Student equipment and Passports on desks immediately. Students who repeatedly forget equipment are challenged and a referral completed for information. Mobile phones should be confiscated and returned at the end of the school day.**

**Housepoints awarded and/or praise email sent home to acknowledge good conduct. Headteacher's Awards may also be used to recognise outstanding conduct.**

**Poor behaviour is challenged consistently in accordance with the NAS Dubai Classroom Expectations. Where appropriate, a referral is completed for information.**

**Ending & exiting the lesson appropriately with teacher dismissing the class formally by standing at the door**

## NAS Dubai Classroom Expectations

- 1) **Respect:** Follow any instructions given by your teacher at the first request
- 2) **Respect:** Do not talk or interrupt when someone else is speaking – listen to what they are saying
- 3) **Respect:** Whenever you do speak, be kind with your words; whether that is face to face or online
- 4) **Uniform:** Always wear the correct school uniform, including only one piece of jewellery (worn in addition to a watch and one pair of stud earrings)
- 5) **Equipment:** Ensure you always have the correct equipment, including a Passport in Years 7-11. This should be placed on your desk as soon as you arrive at the lesson. Mobile phones are not permitted at any time in school.
- 6) **Homework:** Should be submitted on time and completed to a high standard

# A Staged Approach to Dealing with Poor Behaviour in the Secondary Classroom

The following process is intended to offer a clear, staged approach to tackling persistent low-level disruption that impacts the learning of themselves and others. For dealing with more serious incidents, please refer to the separate policies on pages 12 - 16 of this document.

## STAGE 1: CLASS TEACHER TAKES ACTION

**Procedure to follow:** Teacher challenges the poor behaviour by referring to the NAS Dubai Classroom Rules and Expectations. If the poor behaviour persists a verbal warning is given.

If the identified behaviour continues after a verbal warning, the teacher should issue a break / lunchtime detention. Contacting home at Stage 1 is at the teacher's discretion but a referral must be completed for information.

## STAGE 2: HEAD OF DEPARTMENT TAKES ACTION

**Procedure to follow:** If the student continues disrupt learning over a period of time, they should be spoken to by the Head of Department and class teacher, with a break / lunchtime detention issued and a phone call or email home. The Head of Department may also opt to put the student on a subject report to monitor their behaviour. A referral should be completed for information.

## STAGE 3: HEAD OF YEAR TAKES ACTION

**Procedure to follow:** Continued poor behaviour after Stage 1 & 2 have been actioned should be escalated to Head of Year by completing a Stage 3 referral (Nb. This can only be completed by Head of Department). This will result in an after-school detention and contact home. Further sanctions may also be applied by the Head of Year as appropriate.

Head of Year to update Head of Department on the outcome.

## STAGE 4: SLT TAKES ACTION

**Procedure to follow:** Head of Year may escalate to SLT link by completing a Stage 4 referral. SLT link to meet parents and discuss next steps.

SLT to update Head of Year on the outcome.

## BIG PICTURE:

### THE ROLE OF THE PERSONAL TUTOR

All referrals will be received by the Personal Tutor, who should also follow up with a conversation. They may also wish to intervene if they are aware of a 'bigger picture' such as multiple referrals from different teachers in a short space of time.

# A Staged Approach to Dealing with Poor Behaviour in the Primary Classroom

The following process is intended to offer a clear, staged approach to tackling persistent low-level disruption that impacts the learning of themselves and others. For dealing with more serious incidents, please refer to the separate policies on pages 12 - 16 of this document.

## STAGE 1

### CLASS/SPECIALIST TEACHER TAKES ACTION

**Procedure to follow:** Teacher challenges the poor behaviour by referring to the NAS Dubai Classroom Rules and Expectations. If the poor behaviour persists a verbal warning is given.

If the identified behaviour continues after a verbal warning, contact the Head of Year.

Contacting home at Stage 1 is at the teacher's discretion but a referral must be complete for information.

## STAGE 2

### HEAD OF YEAR TAKES ACTION

**Procedure to follow:** If the student continues disrupt learning over a period of time, they should be spoken to by the Head of Year and class teacher to contact home to discuss. A referral should be completed for information.

### HEAD OF DEPARTMENT TAKES ACTION

**Procedure to follow:** If the student continues disrupt learning over a period of time, they should be spoken to by the Head of Department and class teacher to contact home to discuss. A referral should be completed for information.

## STAGE 3

### PLT TAKES ACTION

**Procedure to follow:** Head of Year or Head of Department may escalate to PLT link by completing a Stage 3 referral. PLT link to meet parents and discuss next steps.

PLT to update Head of Year on the outcome.

### BIG PICTURE: THE ROLE OF THE CLASS TEACHER

All referrals will be received by the Head of Year, who should also follow up with a conversation. They may also wish to intervene if they are aware of a 'bigger picture' such as multiple referrals from different teachers in a short space of time.



# Procedure for dealing with aggressive behaviour

## DEFINITION

Aggressive or threatening behaviour is defined as the verbal or physical abuse of another member of our school community.

## POLICY

Any display of threatening behaviour in the form of verbal or physical abuse is strictly forbidden.

## COMMUNICATION OF POLICY

- (a) Students will be reminded in assemblies, tutor periods and by class teachers about the rules governing their behaviour towards others.
- (b) The policy will be reviewed annually and any changes will be reflected on the school website.

## PROCEDURE TO BE FOLLOWED

- (a) Incidents of serious aggressive behaviour between students should be reported immediately to a member of SLT.
- (b) Certain minor incidents may be dealt with by discussion with the students concerned.
- (c) More serious or repeated incidents will require senior staff involvement and parental contact, with written records logged appropriately.
- (d) Students who persistently display aggressive behaviour could face fixed term or permanent exclusion.
- (e) In the case of a fixed term exclusion, parents will receive written confirmation of the school's decision, which should be signed in acknowledgement as per KHDA requirements.
- (f) Parents have the right to make representations to the Principal in the event of an exclusion.

## SANCTIONS

Whilst normal school sanctions such as detentions may be appropriate for some cases, students who display serious or persistent forms of physical or verbal intimidation will face internal isolation or a fixed term or permanent exclusion from school.

## Procedure for dealing with bullying

### DEFINITION

Bullying is the wilful and conscious desire to hurt, threaten, frighten or exclude someone. It can take the form of either verbal or physical abuse or intimidation, or social bullying, such as deliberately excluding others. Verbal abuse or intimidation may be in the form of cyber bullying.

### POLICY

The bullying of students by other students either on school premises or on the way to and from school is strictly forbidden, and NAS Dubai has a zero tolerance approach to bullying.

Incidents of bullying will always be treated as a very serious matter and should be dealt with according to the guide-lines listed below.

### COMMUNICATION OF POLICY

- (a) Students will be reminded in assemblies, tutor periods and classes about the rules governing their behaviour towards others.
- (b) The policy will be reviewed annually and any changes will be reflected on the school website.

### PROCEDURE TO BE FOLLOWED

- (a) All staff are asked to watch for and report any signs of bullying such as deterioration of work, spurious illness, erratic attendance etc.
- (b) Where incidents of bullying are detected:
  - 1) All involved should be referred to a member of SLT
  - 2) All those involved will be asked to record the events in writing (if age appropriate)
  - 3) A discussion to resolve situation with individual and groups of students may take place
  - 4) Parents will be contacted and interviews arranged where appropriate
  - 5) Appropriate counselling may need to be made available for victims of bullying
  - 6) A record will be placed in student's file
  - 7) Students who persistently display aggressive behaviour could face fixed term or permanent exclusion.
  - 8) In the case of a fixed term exclusion, parents will receive written confirmation of the school's decision, which should be signed in acknowledgement as per KHDA requirements.
  - 9) Parents have the right to make representations to the Principal in the event of an exclusion.

### SANCTIONS

Whilst normal school sanctions such as detentions may be appropriate for some cases, students who display serious or persistent forms of bullying will face internal isolation or a fixed term or permanent exclusion from school.

## Procedure for dealing with discrimination

### DEFINITION

Discrimination is an action, practice or choice of language that excludes or disadvantages individuals or groups on the basis of an actual or perceived trait.

### POLICY

Discrimination of any form towards any member of our school community, including on social media, is strictly forbidden in any circumstances and a zero tolerance approach applies.

### COMMUNICATION OF POLICY

- (a) Students will be reminded in assemblies, tutor periods and classes about the rules governing their behaviour towards others.
- (b) The policy will be reviewed annually and any changes will be reflected on the school website.

### PROCEDURE TO BE FOLLOWED

All incidents of discrimination should be reported to a member of SLT who will then;

- 1) Liaise with the appropriate staff.
- 2) Require all involved to record the events in writing.
- 3) Keep a record of the discussions that take place and outcomes.
- 4) Contact parents and arrange interviews where appropriate.
- 5) Offer support to the victim.
- 6) Enter record in student files.
- 7) In the case of a fixed term exclusion, parents will receive written confirmation of the school's decision, which should be signed in acknowledgement as per KHDA requirements.
- 8) Parents have the right to make representations to the Principal in the event of an exclusion.

### SANCTIONS

Whilst normal school sanctions such as detentions may be appropriate for some cases, students who display serious or persistent forms of discriminatory behaviour will face internal isolation or a fixed term or permanent exclusion from school.

Racism has been deliberately separated from other forms of discrimination as NAS Dubai wishes to highlight and stand up to its prevalence in society.

## Procedure for students prohibited substances and Illegal / dangerous Items onto school grounds

### DEFINITION

Prohibited substances include, but are not limited to, cigarettes, e-cigs (vapes/ Juul), alcohol, drugs and 'Legal highs'. Dangerous/ illegal items include, but are not limited to, weapons and fireworks.

### POLICY

- (a) The smoking, inhaling or swallowing of any prohibited substances by students, either on school premises or on the way to or from school, is not allowed under any circumstances.
- (b) The bringing of cigarettes, illegal and/ or dangerous items, alcohol and any other drugs, together with matches, fireworks or other dangerous items / weapons onto the school premises, or on the way to and from school is strictly forbidden.

### COMMUNICATION OF POLICY

- (a) Students will be reminded in assemblies, tutor periods and in Moral Education lessons about the rules governing smoking, the taking of any other substances and bringing Illegal/dangerous items into school.
- (b) The policy will be reviewed annually and any changes will be reflected on the school website.

### PROCEDURE TO BE FOLLOWED

- (a) Students caught in possession of any prohibited substances or illegal/ dangerous items should be referred immediately to a member of SLT.

(b) The following action will then be taken:

- 1) Request made to hand over the prohibited materials or substances.
- 2) If students are found to be in possession of illegal substances or illegal/dangerous items the Police will be notified.
- 3) Telephone call to parents informing them of incident and requesting that they collect their son or daughter's property from school. If appropriate in more serious cases parents will be interviewed by a senior teacher and the Police involved.
- 4) A record will also be kept in the student's file.
- 5) More serious or repeated incidents will require senior staff involvement and parental contact, with written records logged in student files.
- 6) Students could face fixed term or permanent exclusion.
- 7) In the case of a fixed term exclusion, parents will receive written confirmation of the school's decision, which should be signed in acknowledgement as per KHDA requirements.
- 8) In the case of prohibited substance use, the school will recommend seeking professional help. If caught more than once this will become mandatory before the student is allowed to return to school.
- 9) Parents have the right to make representations to the Principal in the event of an exclusion.

### SANCTIONS

Whilst normal school sanctions such as detentions may be appropriate for some cases, students who bring prohibited substances and illegal dangerous items onto school grounds will face internal isolation or a fixed term or permanent exclusion from school.

## Procedure for dealing with academic dishonesty

### DEFINITION

Academic dishonesty is an attempt made by a student to gain unfair advantage in an examination, or through the submission of work that is not original and authentic.

### POLICY

Any dishonest academic practices will not be tolerated at NAS Dubai. The School reserves the right to award a score of zero or leave the work ungraded.

### COMMUNICATION OF POLICY

- (a) Students will be reminded in assemblies, tutor periods and in Moral Education lessons about the rules governing smoking, the taking of any other substances and bringing illegal/dangerous items into school.
- (b) The policy will be reviewed annually and any changes will be reflected on the school website.

### PROCEDURE TO BE FOLLOWED

- 1) Any suspected academic dishonesty should be reported to Head of Department and thoroughly investigated. This may include use of plagiarism detection sites such as Turnitin.
- 2) If dishonesty is proven, parents must be informed and a written record added to the student's file (please submit to the Headteacher's PA). A referral should also be completed for information purposes.
- 3) A day of internal isolation must be completed by the student.
- 4) If it is the student's first offence, they may be offered the opportunity to sit another paper or re-submit the piece of work in question. If it is a repeat offence, then the Head of Department reserves the right to award a score of zero or leave the work ungraded.

### SANCTIONS

Please see points 3 and 4 above.

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