

Positive Behaviour Policy

At our school we believe that it is very important that we all work together, developing self-esteem, respect for each other, self-discipline and promoting the value of each individual. Thus it is essential that all stakeholders mainly staff, students and parents/guardians know what is expected of each other. The following pages set out these expectations which enable us to create an environment which encourages a positive attitude for effective teaching and learning.

Home School Agreement

- that we provide a happy, safe and caring environment conducive to good learning;
- teaching of a high standard;
- a courteous and sympathetic reception and hearing;
- that problems will be addressed and resolved quickly;
- to be consulted and involved;
- fair and equitable consideration
- that confidentiality will be respected.

PUPILS are entitled to expect:

- a happy, caring and safe environment conducive to good learning;
- equality of opportunity;
- a broad and balanced curriculum;
- a range of extra-curricular activities and experiences;
- opportunities: (1) for personal growth and development; (2) to fulfil their potential;
- praise and encouragement;
- support and guidance;
- that their teachers will monitor: (1) their progress; (2) their academic achievements; (3) their welfare; (4) their personal and social development;
- to be corrected when they have done wrong and informed about the reasons and the consequences;
- that matters will be dealt with discreetly;
- that their concerns will be listened to.

THE SCHOOL is entitled to expect:

that pupils will:

- adhere to the code of conduct, including uniform rules;
- consistently do their best;
- take opportunities and rise to challenges;
- organise themselves and meet deadlines;
- accept responsibility for their own work, conduct and effort both in and out of school, especially when in uniform;
- attend school every day on time.

that parents will:

- support us;
- help their child to fulfil her/ his potential;
- keep us informed about matters affecting their child’s attendance, well-being, progress and happiness;
- share any matters of concerns openly with us;
- respond to our concern in a spirit of co-operation and understanding;
- ensure their child attends school every day on time;
- encourage their child to adhere to the code of conduct, including uniform rules.

School Code of Conduct

The Student Is Responsible for:

1. Behaving in a manner that does not interfere with the rights of others.
2. Abiding by expectations, guidelines, rules and regulations established by the school.
3. Attending school daily on time

The Parent/Guardian Is Responsible for:

1. Setting an example of respecting the worth of other persons.
2. Reading and reviewing school expectations, guidelines, rules and regulations with student and family members.
3. Cooperating with school officials when discipline is necessary.
4. Seeking help from school and community agencies in correcting a student’s misbehaviour.
5. Informing school officials of concerns relative to student behaviour.
Making sure the student attends school daily on time.

The Teacher is Responsible for:

1. Treating each child with dignity and respect.
2. Reviewing school expectations, guidelines, rules and regulations with students.
3. Establishing and maintaining an atmosphere of appropriate behaviour in the classroom.
4. Communicating with students and parents if student behaviour is not appropriate.
5. Immediately reporting to appropriate school personnel any continuous student misbehaviour or misbehaviour that will or may result in expulsion or suspension.
6. Reporting any suspected child abuse or neglect situation to the authorities concerned.

The Head of School is Responsible for:

1. Establishing school expectations, guidelines, rules and regulations.
2. Communicating school expectations, guidelines, rules and regulations to parents, staff, and students.
3. Consistently enforcing school expectations, guidelines, rules and regulations.
4. Communicating student behaviour problems to parents and teachers.
5. Assisting teachers and parents to resolve student behaviour problems.
6. Reporting any suspected child abuse or neglect situation to the authorities concerned.

General Guidelines

1. Show respect towards yourself, others, and the environment around you for the well-being of all.
2. Always behave properly in class to learn and help others to learn.
3. Bring the appropriate books and work according to your timetable. Do your work neatly and to the best of your ability.
4. Come to school on time. School starts at 8:30a.m. Be on time for all your lessons.
5. Always dress in full uniform. Blazers are to be worn to school every day when indicated to you. Black school shoes are to be worn with the uniform.

6. The school uniform is worn without make-up, nail polish, piercing and accessories (necklaces, bracelets, and long earrings). One small earring (a stud) per ear is allowed for female students only.
7. The PE kit is allowed only when you have a PE lesson and it is to be worn with a white pair of shoes.
8. Keep your hairstyle simple and of a natural colour.
9. Walk properly and keep your voice low while in the corridors and the grounds.
10. Bring healthy food to school. Chewing gum is not permitted.
11. Keep your desk, classroom and school clean for your benefit and that of other students using them after you.
12. Smartphones, tablets and other devices are to be left at home.

Personal Achievement and Appropriate Behaviour Point System

Students' behaviour and achievements will be recorded during the whole scholastic year and parents will be informed accordingly through emails and SMSs. This is being done so that students are acknowledged for their achievements. On the other hand, all parents / guardians will be informed in good time of any misbehaviour that needs to be changed.

The following two tables are guidelines for teachers, students and parents. A Positive Behaviour Committee will be monitoring the point system, coordinating with the School Management Team and the Form Teachers / Mentors, to help the students be more responsible for their actions and also be more considerate of others.

At the end of the scholastic year, the Positive Behaviour Committee together with the School Management Team will identify both a female and a male student, who end the scholastic year with the highest score, so as to be chosen as the **Best Achiever of the Year**.

Personal Achievement and Appropriate Behaviour Point System

Behaviour in class	Points	Includes
Cooperation in group work	+1	Ability to work within a group.
Regularly waiting for turn to speak in class	+1	Being prudent and showing respect for others.
Effort/Improvement in academic work	+2	Shows interest/improvement in learning by trying his/her very best.
Helping / mentoring other students	+2	Students help others who are finding it hard to finish off their class work.
Regular extra work	+2	Constantly does extra work.
Completing a test / homework / classwork to the best of his/her ability.	+2	Achieves a good result in a test, homework/classwork according to his/her ability.
Effort/Improvement in behaviour	+4	Showing visible effort and commitment.

Behaviour in school	Points	Includes
Respect for the school environment	+2	Making use of the recycling bins, promoting the reduction of electricity consumption, no littering etc.
Interest in reading	+2	Sense of interest, commitment and responsibility in reading. Helping others enjoy reading.
Creative skills	+2	Using one's skill for the benefit of the school
Regularly participates during school activities / competitions / events ...	+2	Constantly shows interest and actively participates on a voluntary basis during school activities / competitions / events
Sense of altruism	+3	Acting with an unselfish regard for others.
Sense of responsibility	+3	Constantly taking initiative, being punctual for lessons and presenting work, showing motivation , etc.
Entrepreneurial / Leadership skills	+3	The ability to organise activities.
Outstanding good behaviour at school	+10	Showing excellence in most of the above.

Unacceptable Behaviour Point System

Behaviour	Points	Includes
Eating or drinking	-1	Eating or drinking without permission during lesson.
Incomplete / careless work	-1	Unfinished H.W., file not up-to-date or disorganised.
No books or equipment	-2	No books, files, copybooks, full P.E kit, diary and stationery
No work or copied work	-2	H.W. not brought or copied.
Late	-2	Late for school, late for assembly or late for lessons.
Improper Uniform	-2	Not wearing a full uniform / wearing other things which are not part of the uniform / Make-up / Wrong shoes / Slits in pants / Other jacket rather than the school one / Piercing / Earrings on boys / More than one earring on one ear for girls / Nail polish / No blazer / Long finger nails / Gel on finger nails / Unnatural hair colour / Unnatural hairstyle
Littering	-2	Throwing papers/tissues/packets on the floor or leaving them under the desk.
Lockers	-2	Using lockers during lessons
Disrespect to others	-3	Lack of respect towards peers / Lying / Spreading rumours / Running, pushing or talking loudly in corridors / Pushing in grounds / Disorderly dismissal from school / Buying and/or selling cards or other objects.
Disruption of lessons / misbehaviour	-5	Any form of disruption during lessons / school outings.
Refusal to obey instructions /Lack of respect towards Staff Members	-5	Refusing to obey instructions given by teachers or other members of staff / Aswering back / Not being polite
Foul language / Insulting others	-5	Use of vulgar language when on school premises /insulting others
Possession of Mobile / Smartphone	-5	Unless granted permission by Head of School.
Skipping lesson/s	-7	Playing truant for a lesson/s.

Participating in fights	-7	Hitting others, encouraging others to fight,
Bullying	-10	Bullying other students
Playing Truant	-10	Skiving school.
Refusal to comply to consequence given	-10	To be implemented when any of the above mentioned consequence for unacceptable behaviour is not followed by the students / Unexcused absence during mid-day
Damage / Vandalism	-10	Damage to school property and any form of vandalism such as scribbling on walls, desks and chairs, lockers etc.
Unauthorised possessions	-10	In possession of non-prescribed medicines / cigarettes (caught smoking on school premises) / alcohol / fireworks / sharp and / or pointed objects / pornographic material

Procedures to be taken by staff members before initiating unacceptable behaviour points system

1. Quick reminder of school guidelines and of classroom standards and expectations. Student should be given another chance.
2. Warning note to parents or legal guardians, using an official letter.
3. Resort to point system.
4. In case of extreme unacceptable behaviour refer immediately to the School Management Team

Possible Consequence/s		
- 5 points	→	student is corrected by Assistant Head responsible for Year
- 10 points	→	one (1) break in
- 20 points	→	two (2) breaks in
- 30 points	→	one (1) after school
- 40 points	→	two (2) after school
- 50 points	→	three (3) after school
- 60 points & over	→	Further action to be taken by the School Management Team

Discipline Procedure

Although we hope that we will never need to resort to these, in certain situations, the following procedures are to be applied:

- Students wearing incomplete uniforms are to be sent to the Assistant Head's office. **Parents are called and asked to bring the full uniform to school.**
- Accessories such as necklaces, bracelets, long earrings, are not allowed. Students have to hand them over. These are sealed and stored in the Assistant Head's office until parents pick them up. While female students can wear a pair of very small earrings (studs), one on each ear, this is not allowed for males students (not even one). Expensive accessories are handed back to the students at the end of the day. However the second time round, these are kept until the parents pick them up personally.
- Piercing is not allowed. Students have to hand earrings over. These are sealed and stored in the Assistant Head's office until parents pick them up.
- No nail polish is allowed. They will be asked to remove it at the Assistant Head's office. In the case of make-up, students are asked to remove it immediately. Nail polish and make-up remover are provided in each Assistant Head's office. In the case of acrylic, gel or gelish nail polish, the students are given 24hrs to remove it before incurring further negative points.
- Smartphones, tablets and other unauthorised devices are not allowed at school. Students have to hand these over to the teacher if brought to school. These are sealed and handed to the Assistant Heads, and only returned at the end of the day. However the second time round, these are kept until the parents pick them up personally.
- In the case of a hairstyle which is not simple and not of a natural colour, students are given 24hrs to remove it. Male students are not allowed to have mohawks hairstyles with or without designs. If students do not comply, they incur further negative points.

