



Student Behaviour Policy

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1 Overview

- 1.1 At Tanglin Trust School, we want all members of the school community to treat each other with respect and dignity. We believe that everyone is entitled to work and learn in a secure, supportive environment, and will not condone or tolerate any action that undermines anyone's right to feel safe and respected as a valued member of the community.
- 1.2 This policy applies to student behaviour on School premises and while taking part in any activities associated with the School (e.g class trips, CCAs, overseas trips).
- 1.3 By enrolling in Tanglin Trust School, the student and student's parents or guardians agree to follow the rules and provisions contained in this policy and all other policies and guidelines that are referred to and are to be read in conjunction with this policy.
- 1.4 This policy should be read in conjunction with the **Safeguarding and Child Protection Policy**, and the **Anti-Bullying Policy**.

2 Guiding Principles

- 2.1 'Respect' is a core value of the School. Opportunities to promote respect for self, others and the environment are woven through the curriculum and the co-curriculum, throughout the school (see [Section 4](#)).
- 2.2 All members of the School community, including the students, have a collective responsibility to promote and to model respectful behaviour.
- 2.3 Inappropriate and unhelpful behaviour will be addressed promptly and appropriately (see [Section 5](#)).
- 2.4 In addressing inappropriate behaviour, we understand that there may be underlying issues that also need to be addressed. We aim to work in partnership with parents and with students to tackle these issues, respecting the unique insights of those involved.
- 2.5 The safety of students in our care is always our primary concern. In responding to any instance of inappropriate behaviour, the first priority for staff is always to ensure the immediate safety of any students involved, including seeking medical attention where required. If there are wider concerns about the safety of a student or students, these will be passed on to the relevant Designated Safeguarding Lead (DSL), to be managed under the [Safeguarding and Child Protection Policy](#).
- 2.6 As a community living in Singapore, we are all bound by the laws of the country. Where a student's behaviour infringes on the laws of Singapore, apart from sanctions that may be imposed internally, the School reserves full discretion to inform the relevant authorities (see [Section 5](#)).

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3 Objectives of this Policy

- 3.1 To promote positive relationships and respectful behaviour across the School community.
- 3.2 To provide clear guidance for students, parents and staff on our expectations around student behaviour.
- 3.3 To set out roles and responsibilities for promoting positive behaviour and addressing unhelpful behaviour.
- 3.4 To provide clear guidance for students, parents and staff on sanctions that may be applied in cases of inappropriate student behaviour, including exclusion from school.

4 Promoting Positive Behaviour

- 4.1 Positive relationships are an essential element of wellbeing. The PSHCE and Lifeskills curricula include age-appropriate lessons aimed at equipping students to form and maintain positive relationships with their peers.
- 4.2 The Infant, Junior and Senior Schools have codes of conduct that are shared and discussed with students so that expectations of behaviour are clear. (See Appendix 1)
- 4.3 Positive, helpful and caring behaviour of students is routinely recognised and rewarded by staff.
- 4.4 Staff model positive and respectful behaviour in the classroom, around the campus and during off-site activities.

5 Addressing Behaviour which Gives Cause for Concern

- 5.1 Students must take responsibility for their actions and understand that inappropriate behaviour has consequences.
- 5.2 One-off, minor instances of inappropriate behaviour will be addressed promptly with a reminder of the expectations set out in the Code of Conduct. This will be managed by the class teacher, or the member of staff on duty/in charge of the activity and, where appropriate, no record will be made.
- 5.3 For repeated or more serious instances of inappropriate behaviour, sanctions may be applied. The response is graduated, taking account of the particular circumstances and the impact of the behaviour (see Appendix 2). Bullying behaviour will be addressed in accordance with the Anti-Bullying Policy. Where the inappropriate behaviour involves the use of electronic devices

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that are not in accordance with the the provisions in this policy or with the School rules, the device will be confiscated for a period of time as stipulated in this policy.

- 5.4 A record will be made of the behaviour and the sanction applied. Heads of Year will be informed, and may take over the management of the behaviour depending on the severity/frequency.
- 5.5 Heads of Year are supported by an Assistant Headteacher or Deputy Head of School.
- 5.6 The staff member(s) dealing with the behaviour will make every effort to clarify the particular circumstances and action of the individual(s) involved before deciding on the appropriate sanction(s). (See Section 6)
- 5.7 Parents will always be informed when a student’s behaviour has resulted in sanctions being applied. Parents have a vital role to play in supporting the School’s expectations.
- 5.8 Sanctions may be applied to:
 - protect the individual and/or other students;
 - allow a student time to reflect on his/her behaviour;
 - give a student an opportunity to ‘put things right’.
- 5.9 Sanctions will never be designed to humiliate a student.
- 5.10 Decisions regarding sanctions are always made in the best interests of the student concerned and the wider student community (see Section 7).
- 5.11 Where behaviour concerns persist, we will consider the following factors in making decisions regarding ongoing care, protection and/or disciplinary action:
 - The support and action to take in the student’s best interests
 - The wishes of the student
 - The wishes of the student’s parents
 - The support already in place
 - The support previously provided (if any) and whether it was helpful
 - The individual and family support that can be offered through the School’s pastoral care team and internal resources
 - The appropriate external referrals or resources and how we can facilitate these
 - The School staff that need to know, and what and how much information needs to be shared to appropriately care for and protect the student
- 5.12 Where student behaviour infringes on the laws of Singapore, the School reserves full discretion to inform the relevant authorities. Where the School is legally bound to report the infringement or legally bound to disclose or report information relating to a potential infringement under the laws of Singapore, the School will inform the relevant authorities. Where required to provide information by any investigating authority investigating an infringement or potential infringement of the law by the student, the School will cooperate with the investigating authority to provide the required information.
- 5.13 In the event of any arrest of a student made by the Police within the premises of the school, the School shall take all reasonable steps to contact the student’s parents forthwith.

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6 Assessment and Investigation of Behaviour Concerns

- 6.1 In order to gain a full picture of a behaviour concern, we may request information from, and discuss the matter with:
- The person who raised the concern/any witnesses of the behaviour
 - The student(s) involved
 - The parents of the student(s) involved
 - School staff who have relevant knowledge of the student
 - Other relevant designated pastoral care, learning support, safeguarding and child protection staff
 - External professionals with whom the student(s) may be involved
- 6.2 Enquiries into and management of any behaviour concern will be conducted with respect, sensitivity, confidentiality (as far as legally and practically possible) and in accordance with our judgement about what is in the best interests of the student(s) involved. The objective is to gather information efficiently and create accurate records that facilitate appropriate decision making for their care and protection.
- 6.3 Wherever student behaviour raises wider concerns about the safety of a student or students, the matter will be referred to the appropriate DSL for management in accordance with the Safeguarding and Child Protection Policy. Where we are of the view that a student is in need of care or protection, we reserve full discretion to report the matter to the relevant external authorities.
- 6.4 If a matter has been transferred to an external authority (Police and/or the Child Protective Service), our management of the matter will be limited to internal risk assessment, management, supportive casework and any other actions as directed by the external authority.
- 6.5 Where harm has been caused to any student (including the student responsible) or there is risk of harm as a result of the behaviour, we will consider the:
- severity of harm
 - frequency of harm and duration
 - risk to all students involved in the matter

7 Exclusion and Appeals

- 7.1 Where the impact of a student's behaviour includes, but is not limited to:
- having a lasting effect on others;
 - posing a threat to the health, safety and security of others; or
 - threatening the reputation of the school;

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the student may be temporarily or permanently excluded from school. (See Appendix 2 for example behaviours)

- 7.2 Where student behaviour is clearly criminal or presents a direct threat to the welfare of others, the student will be immediately and permanently excluded from the School.
- 7.3 The decision to permanently exclude a student will be taken by the respective Head of School, in consultation with the CEO. The Chair of the Board of Governors will be notified of the permanent exclusion order.
- 7.4 In the case of a serious physical assault that results in bodily harm, all students involved (those assaulting and those being assaulted) will normally be excluded from school for the rest of the day on which the assault takes place, and the following day for a cool-off period, during which an investigation will take place.
- 7.5 The decision to permanently exclude a student is always taken in the best interest of the student and the wider student community. Where possible, we will offer support with the transition to a new school.
- 7.6 A student given a permanent exclusion order, and/or his or her parents, has the right of appeal. Such an appeal will be considered by the Disciplinary Sub-Committee of the Board of Governors, which is empowered to hear the views of others in its review before making a final decision.

8 Policy Review

- 8.1 This policy is approved by the Education Sub-Committee (ESC) of the Board of Governors and will be reviewed at least every two years by the Pastoral Committee.
- 8.2 Any significant changes to this policy must be approved by the ESC.

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Appendix 1 - Student Codes of Conduct (Infant; Junior; Senior)

A1.1 Infant School - Class Promises

EYFS - We promise to...

1. Take care of everything and everyone
2. Keep our hands to ourselves
3. Listen to everyone

KS1 - We promise to...

1. Take care of everything and everyone
2. Be kind, polite and honest
3. Listen to everyone
4. Work together as a team
5. Always try our best

A1.2 Junior and Senior School Code of Conduct

1. Responsibility

1.1 Role Models

Students should act as role models for younger children, projecting positive behaviour.

1.2 Digital Footprint

Students should be aware of their digital footprint and use the internet responsibly, in accordance with Tanglin's Responsible Use Guidelines (Appendix 2).

1.3 Property

Everyone should take responsibility for looking after their own property. All personal items should be clearly labelled and items of significant monetary or personal value should not be brought into school. (See Appendix 3 for more specific guidance on items that should not be brought into school.)

1.4 Attendance

Students are expected to attend school unless they are unwell or have been granted leave of absence by the Head of School.

1.5 Punctuality

Students are expected to be punctual to school and to lessons; frequent lateness will be treated as a disciplinary matter.

2. Environment

It is everyone's right to have a safe, clean and comfortable place in which to work. Looking after the environment and avoiding unnecessary waste is the responsibility of us all.

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2.1 School Facilities

Students should not interfere with school facilities or equipment unless specifically asked to do so by a member of staff.

2.2 Litter

Dropped litter causes our environment to be untidy and unhealthy. Bins for recycling paper, plastic and cans are provided, along with those for food waste and general waste. All bins should be used appropriately.

2.3 Conservation

It is everyone's responsibility to minimise waste of resources, for example by thinking before printing and by switching off projectors, air conditioners and lights when leaving a room for more than a few minutes.

2.4 Food and Drink

Food and drink should only be consumed in the designated areas and at the appropriate times. Chewing gum is banned from the school. All students are responsible for the correct disposal of their food and drink items.

3. Safety

3.1 Reporting Concerns

The safety of students and staff is always a priority. If students spot anything in school that they think might be unsafe, they should report it to a teacher or another adult as soon as possible.

3.2 Movement

For safety reasons, everyone must walk and keep to the left when moving around the school, including in busy corridors, walkways and stairwells.

3.3 Leaving the School Site

We take very seriously the responsibility we have for students while in session. We need to know who is on the premises at all times.

- Students in the Infant and Junior School may not leave the campus during the school day unless this has been arranged with the parent(s); adults collecting children other than at the normal end of day must sign them out at the relevant school office.
- Senior School students may only leave the premises during the day if parents have informed the tutor by email or written note; they must sign out at the Senior School office and sign back in if they return later in the day.
- Sixth Form students may be granted the privilege of being able to leave the school site during the school day, in line with rules that will be determined by the Senior School Leadership Team.

3.4 Online Safety

Students will learn how to stay safe online as they gain progressively more access to the internet. The Responsible Use Guidelines (Appendix 2) regarding internet usage must be followed.

4. Principles

4.1 The Golden Rule

Students should always treat others as they would wish to be treated themselves.

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4.2 Responsibility for Actions

Students should take responsibility for their actions. They should always do what they know to be right and behave sensibly even when an adult is not around.

4.3 Academic Honesty

Students should always acknowledge the work of others. Senior School students must adhere to the Academic Honesty policy.

5. Empathy

5.1 Supporting Others

Students are expected to respect the rights, needs and feelings of others. In return, they can expect such consideration to be shown to them. Everyone should act in a way which promotes the dignity, health and safety of others.

5.2 Bullying Behaviour and Offensive Language

No one should initiate or be expected to tolerate: bullying behaviour (in any form); intimidation; teasing ; ostracism; the use of language which is offensive in any way; offensive use of electronic communication. (See the Anti-Bullying Policy for further guidance.)

5.3 Public Displays of Affection

Public displays of intimate behaviour between students may cause offence to others and are, therefore, inappropriate and not allowed.

6. Citizenship/ Courtesy

6.1 Representing the School

Each member of the school represents the whole community and must strive to maintain the high reputation that the School enjoys. Good behaviour and appropriate attire and language are expected at all times in school and also when representing the school at events; taking part in field study trips or adventure holidays; and travelling to and from school, whether on school buses or public transport.

6.2 Personal Appearance

Students are responsible for their personal appearance and are expected to take pride in it. All students are required to follow the school uniform guidance prescribed for their age group (See Appendix 1). The school uniform gives a sense of identity and belonging and helps create our feeling of community.

6.3 Courtesy

Courtesy is an important part of our daily lives. It costs nothing but it shows our respect for each other and makes life more pleasant for everyone. Courtesy involves speaking politely, listening carefully, doing as requested, holding doors open for each other, making visitors welcome, not interrupting conversations, not pushing, etc. In other words, it means treating others as you wish to be treated.

7. Trust

7.1 Property

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Students must not interfere with other students' property in any way. This will be viewed very seriously.

7.2 Electronic Property

Students must not share passwords and should never access another's School network account, or other online accounts.

7.3 Honesty

Students are expected to be truthful at all times with each other and when speaking to members of staff.

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Appendix 2 - Guidelines for Applying Sanctions

Level of Impact	Example Behaviour	Typical Sanctions
<p>Level 1</p> <p><i>Low level impact on the orderly operation of the school, its environment and/or learning</i></p>	<ul style="list-style-type: none"> • Showing disrespect for others • Littering/ inconsiderate disposal of waste items • Being late to school or class • Failure to complete work to a deadline • Minor defacing of school property • Inappropriate personal appearance • Use of offensive language • Hindering the progress of other students • Inappropriate use of the internet, intranet or other ICT resources 	<ul style="list-style-type: none"> • A reprimand or a warning • Writing a letter of apology • A withdrawal of privileges • A school community work order
<p>Level 2</p> <p><i>Frequency or seriousness of the behaviour is disruptive to teaching and learning</i></p>	<ul style="list-style-type: none"> • Repetition or an escalation of the kinds of misbehaviour considered to be at Level 1 • Major disruptive behaviour • Petty theft • Defiance • Bullying (in any form), intimidation, teasing or ostracism of other students • Cheating or copying another student's work • Truancy or leaving the school site or school-related activities without permission • Use of obscene language or gestures • Possession or distribution of offensive material • Anti-social behaviour, e.g. minor scuffles • Use of recording devices, e.g. digital cameras, cameras in mobile telephones, on school premises other than as part of the school curriculum 	<p>Appropriate sanctions from Level 1, and/or:</p> <ul style="list-style-type: none"> • Detention • 'Daily Report', in which a student's behaviour and progress is carefully monitored throughout lessons and breaks • In-school exclusion: exclusion from lessons, breaks and co-curricular activities • Exclusion from school: on a student's record for a three-month probationary period, removable by good behaviour during that period
<p>Level 3</p> <p><i>Behaviour may have a lasting negative impact on an individual or may pose</i></p>	<ul style="list-style-type: none"> • Repetition or escalation of the kinds of misbehaviour considered to be at Level 2 	<ul style="list-style-type: none"> • Temporary exclusion from school • Permanent exclusion from school: normally

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<p><i>a threat to the health, safety and security of others - or to the reputation of the school</i></p>	<ul style="list-style-type: none"> • Tampering with devices designed to ensure the health, safety and security of others • Infringements related to academic honesty • Stealing • Vandalism • Fighting • Gambling • Physically threatening other students • Possession or distribution of pornographic materials • Inappropriate body contact • Possession, use or sale of tobacco in school or during school-related activities, on or off site • Possession, use or sale of alcohol in school or during school-related activities, on or off site • Serious acts of defiance or threatening an employee of the school • Bringing the school into disrepute through activities conducted on or off-site • Posting of unauthorised and/or inappropriate electronic or real images in public access locations which are directly or indirectly related to Tanglin Trust School Ltd, its employees or students • Failure to observe regulations of public examinations 	<p>reached only after other sanctions have failed.</p>
<p>Level 4</p> <p><i>Behaviour is clearly criminal or violent in nature and/or presents a direct threat to the welfare of others.</i></p>	<ul style="list-style-type: none"> • Possession, use or sale of stolen property • Extortion of other students • Indecent exposure • Major vandalism • Arson • Assault • Serious theft • Possession, consumption or trafficking of illegal drugs in school or during school-related activities, on or off site 	<ul style="list-style-type: none"> • Immediate permanent exclusion from school • Consider whether action under paragraph 5.9 of this policy (on informing the relevant authorities) is required.

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	<ul style="list-style-type: none"> • Possession of drug-related articles in school or during school-related activities, on or off site • Possession of a prohibited weapon in school or during school-related activities, on or off site • Outrage of modesty 	
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Appendix 3 – Responsible Use Guidelines

Technology Use Guidelines - Infant School

We are Principled Users of Technology

When I Use Technology

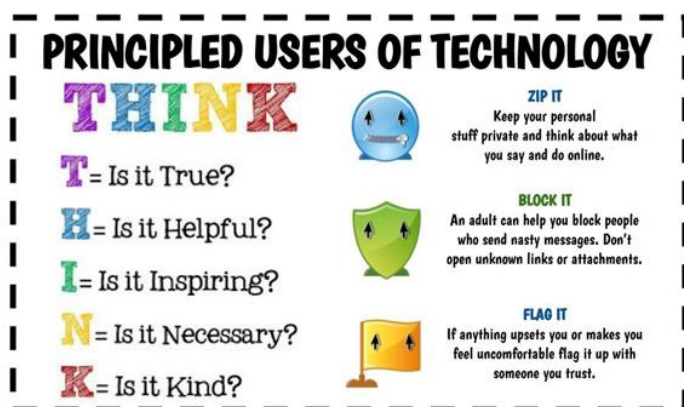
- I will only use technology within lessons and will not bring my own devices to school.
- I will only use apps and websites that the teacher has instructed me to use.
- I will always ask an adult for permission before using the internet.

Staying Safe and Being Responsible

- I will keep my personal details such as my password, full name, parent phone number, birth date and home address private (ZIP IT).
- I will only post/share images, videos and learning which are:
True, Helpful, Inspiring, Necessary and Kind.
- I will only open, edit or delete my own work and will respect the work created by others.
- If I accidentally find anything that worries me, upsets me or I think is unpleasant, I will tell an adult (FLAG IT) and not share what I have seen with other children.

Consequences

- I know that my use of technology will be monitored and that my parent/carer will be contacted if a member of staff is concerned about my e-safety.
- I understand that the use of technology can be withdrawn for a period of time if I do not follow these guidelines.



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Technology Use Guidelines - Junior School

Principled, Caring Communicators

When I Use Technology

- I will only use technology in school for school learning tasks.
- I will only use technology when I have been asked by my teacher.
- I will only bring my phone to school if I need it to contact my parents after CCAs. It will stay in my bag on silent mode during the school day.

Staying Safe and Being Responsible

- I will be responsible for my behaviour when using technology because I know that these guidelines are to keep me safe.
- I will protect my identity, and that of others, by not sharing personal information online such as names, phone numbers, addresses, passwords or the name of the school.
- I will only open/edit/delete my own files.
- When working on collaborative documents e.g Google Docs or Google Slides, I will only edit or delete my own work.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything inappropriate while online, I will tell my teacher immediately.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sound or text that could upset any member of the school community
- I will not record or publish audio or video of myself or any member of the community unless they have given me permission and I have been instructed to do so by a teacher.

Communication

- I will only use my school email address for school-related activities.
- I will make sure that all electronic communication with other children and adults is responsible, polite and sensible.
- I will only open email attachments from people I know, or whom my teacher has approved.

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- I will follow age restriction guidelines for social media. If I do have access to these applications, it is with my parent/guardians full understanding and guidance. I will not use any social media in school.

Consequences

- I know that my use of technology can be checked and that my parent(s) will be contacted if a member of the school staff is concerned about my e-safety.
- I understand that the use of technology can be withdrawn for a period of time if I do not follow these guidelines.

iPad Usage

- I understand that the use of iPads in lessons is at the choice of each teacher.
- I will only use my iPad when asked to by a teacher.
- I will not use my iPad before or after school or during break times unless working with a teacher.
- I will not use my iPad on the school bus.
- I will not use group messaging e.g. iMessage/WhatsApp/Google Docs to talk to groups of children on my iPad, as I understand this can upset others and make people feel left out.

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Technology Use Guidelines - Senior School

Principled, Caring Communicators

When and Where I Use Technology

I will use technology and online tools responsibly and respectfully to support my learning

Learning Devices

- I will bring my device fully charged to lessons, along with keyboard, stylus and ear/headphones.
- I will keep my device turned off, closed and with the screen facing down until directed to use it by a teacher.
- I will have all notifications and alerts turned off during school hours.
- If I want to use my device for work at break and/or lunchtime then I will go to the library.
- Sixth Form students may use their devices for work in the Well Bean Café.
- Students on study leave may use their devices in the red/white cafe immediately before an examination.

Phones

- I will keep my phone in my locker and on silent mode during school hours.
- I may use my phone as I exit the school at the end of the day to communicate with parents/book a taxi.
- Sixth Form students may use their phones on Level 4 of the Sixth Form Centre.

Ear/Headphones

- I will remove ear/headphones immediately upon entering the school site and will only use them again when directed to do so by a teacher during a lesson or when doing private study in the library.

Gaming/Messaging/Social Media/YouTube

- I may not access gaming, messaging or social media apps or websites anywhere on site at any time.
- I will only access YouTube as part of directed learning in lessons.

After School

- I understand that after school I should either be going home, be in a CCA or waiting for a CCA to start.
- If waiting for a CCA to start, I understand that I must go to the library.

The Library

- The library is the only place I may use my personal learning device outside of lesson time.

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- The use of phones is strictly not allowed in the library.

Safe and Responsible Use

- I will protect my identity, and respect that of others, by not sharing personal information online such as names, phone numbers, addresses, passwords or the name of the school.
- I will only record, upload or distribute audio, images or videos of myself or any member of the community with the agreement of the people involved and when instructed to do so by a teacher as part of a learning task.
- I will only look for, create, contribute to, save or distribute appropriate material and will report anything inappropriate that I find to my Head of Year.
- I will be a principled learner when using online resources and will always credit other people's work.
- I will respect the school server and wireless network settings and filters and not use a VPN or hotspot to bypass these.

Consequences

- I understand that my use of technology is monitored and that a breach of these rules will have consequences.
- I understand my device/phone/headphones will be confiscated if I do not use the device/phone/headphones in accordance with the rules above.

1st Infringement	Negative iSams/ Device confiscation until 3.15pm
2nd Infringement	Negative iSams/ Device kept overnight AND Detention with Mrs Anderson-Au/Mr Allan/Mr Goodliffe
3rd Infringement or more	Meeting with parents

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Appendix 4 – Items that Should NOT Be Brought into School

Infant School

Students should not bring to School:

- Jewellery (except an inexpensive watch, and one pair of stud type earrings for girls)
- Weapons and other dangerous items, including lasers
- Toys, including electronic games and electronic pets
- Handphones, iPod Touches, or any form of pocket computer or electronic gadget
- Any form of medication (prescribed or otherwise)
- Items of value

Junior and Senior Schools

Students should not bring to School:

- Jewellery/wearable technology (except an inexpensive watch, small pendant on a fine chain and one pair of stud type earrings, for girls)
- Weapons and other dangerous items, including lasers
- Toys, including electronic games and electronic pets
- Tippex or liquid paper
- Any form of medication (prescribed or otherwise)
- Alcohol, cigarettes (including e-cigarettes), drugs/controlled substances
- Items of value

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