Jeannine Manuel School
International understanding through a bilingual education

BEHAVIOUR POLICY

1 INTRODUCTION

1.1 The maintenance of good discipline is of paramount importance for the growth, welfare and development of pupils. Jeannine Manuel School ("the School") encourages pupils to develop the capacity for self-discipline, to learn to act with consideration for others and to discover what is acceptable behaviour in school and as a member of the wider community.

This policy is also applicable to the Early Years Foundation Stage (EYFS) and age-appropriate methods of resolution will be used.

A commitment to the School and respect for the rules underpin effective discipline and behaviour. All staff share responsibility for implementing the School Rules and for maintaining standards of courtesy, behaviour and appearance. The School believes that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. It seeks to create a caring and learning environment in the School by:

1.1.1 Promoting good behaviour and discipline;

1.1.2 Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;

1.1.3 Ensuring fairness of treatment for all;

1.1.4 Encouraging consistency of response to both positive and negative behaviour;

1.1.5 Providing a safe environment free from disruption, violence, bullying and any form of harassment;

1.1.6 Encouraging a positive relationship with parents and carers to develop a shared approach; and

1.1.7 Involving them in implementing School's policy and associated procedures.

The Governors and the Head intend that the School Rules, the Behaviour Policy and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during weekends and in the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the school, affects the welfare of a member or members of the school community or a member of the public, or which brings the School into disrepute.

2 EXPECTATIONS

2.1 The School expects all pupils to:

2.1.1 Treat others with respect, courtesy and consideration at all times;

2.1.2 Be on time for lessons and school activities and have the necessary books and equipment for each class;

2.1.3 Contribute to the learning atmosphere in class by taking an active part, concentrating, getting work completed on time and not behaving in a disruptive manner, listening to their peers as well as the teacher;

2.1.4 Respect school property and the property of fellow pupils;

2.1.5 Avoid bad language;

2.1.6 Behave properly on all school occasions, e.g., when visiting other schools, when hosting visitors, when listening to speakers, when out on a school trip;

2.1.7 Help keep the school clean and free of litter;

2.1.8 Observe the School Rules, including those regarding Dress Code and appearance;

2.1.9 Keep their mobile phones and other personal devices including smartwatches, smart glasses, and any wearable recording devices switched off throughout the day in accordance with our mobile phones policy. Middle School students should store their devices in the dedicated pouches.

2.1.10 Behave decorously and use their good sense in avoiding excessive public display of affection; and

2.1.11 Take care of their possessions, and respect the possessions of others.

2.2 Bullying of any form will not be tolerated.

2.3 Drugs, smoking, vapes, alcohol and weapons of any kind are strictly forbidden. Students may be searched if there is a reasonable ground for suspicion. Safeguarding processes and procedures will be followed as appropriate.

2.4 The School will always telephone the pupil's home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. Please note that it is the governors' policy usually not to allow holiday to be taken during a school term.

2.5 We are aware of the importance of a healthy school environment and expect pupils to participate in the collective effort in reducing transmission of viruses as per NHS guidelines. All pupils are expected to practise good hygiene such as hand washing and cleaning.

3 ROLES AND RESPONSIBILITIES

3.1 The Governing Body will establish and keep under review this policy. Governors will support the School in maintaining high standards of behaviour.

3.2 The Head will be responsible for ensuring the implementation and day-to-day management of the policy and procedures.

3.3 Staff will be responsible for ensuring that the policy and procedures are followed, and consistently applied. Staff will advise the Head of the effectiveness of the policy and procedures and have the responsibility for promoting good behaviour.

3.4 Parents are encouraged to work in partnership with the School and assist the School in maintaining high standards of behaviour.

3.5 Pupils are expected to take responsibility for their own behaviour and report any incidents of poor behaviour.

4 Physical Contact

4.1 Staff should use their professional judgement at all times about the appropriateness of any physical contact. There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

4.2 We reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances and as a last resort, for example, to prevent a pupil:

- Causing personal injury to any person (including the pupil themselves);
- Causing damage to the property of any person (including the pupil themselves); or
- Prejudicing the maintenance of good order and discipline at the School, and among any pupils receiving education at the School, whether during a teaching session or otherwise.

4.3 Where reasonable force is used to control or restrain a pupil, this will be reported to the Head and logged in the School's Physical Intervention Log. Parents of the concerned child will be informed on the same day or as soon as reasonably practicable.

4.4 Under no circumstance will the School tolerate corporal punishment of any of its pupils.

5 Sanctions for misbehaviour

5.1 The School always aims to motivate pupils by positive feedback and encouragement, but sanctions may sometimes be necessary. In many cases simply speaking to the pupil will be sufficient, but the Head should be informed so possible patterns of behaviour can be identified. Incidences of misbehaviour will be reported to the Head who will decide on the appropriate sanction.

5.2 Parents may be informed if the offence is considered to be serious.

5.3 Sanctions may include:

5.3.1 Written sanction, such as an essay

5.3.2 Withdrawal from a lesson, school trip or team event

5.3.3 Written warning

5.3.4 Official warning

5.3.5 Three official warnings in an academic year may result in automatic suspension for a specified period

5.3.6 Suspension for a specified period without two previous warnings

5.3.7 For serious offences, a pupil will be referred to the Head who may recommend suspension or permanent exclusion from the School. This will be a last resort and a decision that can only be taken by the Head.

5.3.8 Examples of serious breaches of the rules and regulations include, by way of example:

- Drug abuse
- Alcohol and tobacco abuse
- Theft
- Bullying
- Covert or unauthorised filming, photography, or audio recording of any member of the school community, including through the use of wearable recording devices, smart glasses, or hidden cameras.
- Physical assault/ threatening behaviour
- Fighting
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Harmful sexual behaviour;
- Misogynistic or misandrist abuse;
- Coercive or exploitative behaviour;
- Financial exploitation or blackmail;
- Making or sharing nudes or semi-nudes, including AI-generated images;
- Carrying, threatening with or using a weapon.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at

a disadvantage compared to children who are not disabled Serious breaches of school rules and regulations may also indicate that a child is vulnerable, and therefore Safeguarding processes and procedures will be followed as appropriate.

5.4 The School's Behaviour policy is informed by and takes into account Behaviour in schools: advice for head teachers and school staff, DFE September 2022.

5.5 Sanctions will be recorded in the School's Behaviour Log. This is monitored to identify and address any trends.

Please refer to our Safeguarding Policy for further information on how misbehaviour is managed within a Safeguarding context.

6 Appeals regarding exclusions

6.1 An appeal for a review of a decision to expel a pupil may be made by parents on one of the following grounds:

6.1.1 The responsibility of the pupil for the alleged disciplinary offence has not been sufficiently established.

6.1.2 The offence was of an insufficiently serious nature to justify the action taken.

6.1.3 There were irregularities in the investigation of the alleged offence.

6.2 Parents wishing to appeal a decision to expel should refer to the appeals procedure of our Complaints Policy.

6.3 An appeal will be considered by a panel of two governors and one person independent of the management and running of the School to consider the complaint. In addition to the form stating the grounds for the appeal, parents may submit written evidence in support. They may also, if they so wish, be present in person to make their case.

7 Complaints

The School hopes that parents will not feel the need to complain about our Behaviour Policy or the implementation of the policy. However, a copy of our Complaints Policy can be found on the School's website or a copy can be sent to you on request.