

Secondary Section Behaviour Policy



VIJAY
INTERNATIONAL
SCHOOL
PRASLIN SEYCHELLES

Student & Parent Copy

As outlined in teaching job descriptions and the staff handbook, Secondary staff should manage behaviour in and out of the classroom in line with school policy. The new Secondary section behaviour policy has been created collectively by the Secondary staff and is outlined below. The document clarifies the procedures which Secondary staff and students are expected to follow.

Working in a small but growing section, staff have the benefit of working closely with students and therefore knowing each of them as individuals. The emphasis at VISP is on building positive relationships with our students and rewarding positive behaviour, this should remain the priority of all teachers when considering behaviour management. It is rare to experience any serious behaviour issues and students generally respond well to prompts and reminders. We encourage parents/guardians to support what we do as professionals and to also encourage students to follow the school's expectations.

Expectations & Outcomes

Each student should be initially monitored by their tutor. Tutors will keep track of comments or incidents that happen within school hours. Tutors will keep members of SLT informed and refer any incidents when necessary.

Any ongoing issues or more serious offences will be monitored by the tutor and Head of Section. HoS will inform Head teacher/deputy when necessary.

If needed, parents/guardians may be called to be informed about an issue, if anything more serious arises, we may request a meeting.

For ongoing issues, a student may be placed on report by either the tutor or HoS. KS4 students may lose their privileges. For more serious incidents, a student may be placed in isolation.

All students should be:

***READY** – On-time, equipped for lessons, on-task, ready to learn.

***RESPECTFUL** – Attitude, manner, respecting others right to learn and using the correct language at all times.

***SAFE** – Act in a safe manner at all times, contribute to a safe and inclusive learning environment for all.

In Lessons

	Effort	Outcomes
Gold	<ul style="list-style-type: none">• Above and beyond the expected.• Outstanding contribution.• Exceptional levels of work and effort.	<p>Positive rewards:</p> <ul style="list-style-type: none">• Commendations• Positive note on register• Phone call/email home• 'Most improved' certificate <p>Staff will use their own in class rewards systems as well as the above.</p>
Silver	<ul style="list-style-type: none">• Follows all expectations regarding punctuality, work, behaviour and attitude.• Working at a sufficient standard.	<p>Sanctions:</p> <ul style="list-style-type: none">• Verbal warning• 1st Formal – Name on board
Bronze	<ul style="list-style-type: none">• Does not meet expectations regarding punctuality, work, behaviour and attitude.• Disruptive behaviour or negative attitude.• Inadequate work and effort.	<ul style="list-style-type: none">• 2nd Formal – 5 minute detention• 3rd Formal – 10 minute detention• After school detention• Referral to SLT/Removal.

Mobile phones & headphones can only be used at break and lunch time. The use of mobile phones in and out of lessons without permission from a member of staff will lead to confiscation.



Homework

In the secondary section homework will usually be set once per week in each subject at the teachers' discretion. Students should always be given at least 24 hours to complete homework. The volume of homework will generally increase from Year 7 to Year 11. Typically, we ask that teachers do not set homework in the final half term to allow students to prepare for end of year exams.

All homework tasks should be completed to the best of a student's ability and handed in at the time specified.

If homework is not handed in, is late or is sub-standard:

- Staff should use professional judgment to determine the outcome required.
- Generally, for a first offence or explanation note from a parent, a staff member would allow a student 24 hours to produce the work.
- If this happens again, staff can give students a break time detention, under their supervision, to complete the work.
- For ongoing problems staff can elect either to keep the student for a break or afterschool detention under their supervision, giving 24 hours notice if after school, or place them in the weekly after school 1 hour secondary detention with the Head of Section.
- For students with persistent issues of homework, they can be encouraged to attend one of the study support session. This could be compulsory if necessary.

Out of Lessons

Students should still follow expectations of being ready, respectful and safe when out of lessons and walking around school.

Students should wait outside of class for their classroom teachers to give them permission to enter.

For any issues out of class the sanction will be in line with the incident. Litter duty and community service can be used or a simple time out when appropriate. The staff member on duty may ask the student to sit on the bench outside of the office for a short amount of time or for the rest of the break if necessary. Tutors will be informed of any issues that happen outside of lessons.

Punctuality

Students should be in tutor time by 8:00am. Any students who arrive after this time will be given a late mark in the register. Tutors will track punctuality to school and call home when lates become persistent. If a student is late twice or more in the week, they are to be signed up to community service with maintenance staff at lunch time, the number of days should reflect the number of lates.

There will be a warning bell 3 minutes before the end of break/lunch.

Students should use this time to clear up any litter and start preparing to go to class. Once the final bell has been rung students should be already on their way to class with mobile phones and headphones away.

Tutors will continue to track attendance percentage and number of lates in reports.

Use of Spoken English

Aside from French lessons, the target language is English. All exams and assessments are undertaken in English. It is therefore vital that students use English as their target language at all times.

Rewards will be given to those who consistently use English in school. The sanctions system will be used in class for those students not following the rules of spoken English. If a student continues to receive warnings/detentions from members of staff for not speaking in their target language during lessons they will be placed on report which will be monitored by the class tutor.

Tutors will continue to report of the 'Use of Spoken English' in reports.

Mobile Phones

Mobile phones are allowed at break and lunch time only.

During lessons and transition times, all mobile phones and headphones should be away. If a member of staff sees someone with a mobile phone or headphones out this will be confiscated and the student can collect their phone at the end of the day from the staff member.

During lessons, mobile phones can be used for teaching and learning reasons only, this is at the teacher's discretion. Music should not be listen to through headphones in KS3; if a staff member chooses to play music they must do so for the whole class through the computer or radio. KS4 students may listen to music with headphones in a lesson, if the staff member gives permission. Any mis conduct, headphones & mobile phone can be asked to be put away or if needed, confiscated.

Staff

Staff are expected to use and implement the above information on a day to day basis.

Staff will take an active role in monitoring behaviour both in their classroom and the wider school community. Staff will lead by example and be punctual to tutor time, lessons and duties. Classroom teachers will use the warning system for any issues that arise. Classroom teachers and tutors will monitor student's behaviour and raise any further concerns with the HoS or contact parents for a meeting if required.

Parents/Guardians

Parents/guardians are expected to encourage students to follow the school rules and support staff and respect their right to use professional judgement at times.

Parents/guardians will always be informed of incidents or issues when necessary.

If a student tells parents/guardians about a specific incident that has happened at school we encourage them to discuss the matter with their tutor, a meeting can be arranged if needed. We discourage parents/guardians raising issues with other parents or students, as at times correct or full information has not always been passed on by students and therefore it is always best to inform the school.