



British School
of Bucharest

Behaviour Policy - Primary School

Introduction

In order to ensure that the school community functions effectively and constructively, a high standard of behaviour from all students is necessary and expected. We perceive 'excellent behaviour' as that which demonstrates our core values and desired qualities consistently, as outlined by our Values of the Month, and which shows disciplined and effective management of negative behaviour patterns. Disciplinary issues and incidents should never be concealed and should be dealt with immediately, consistently and fairly.

Aim

The aim of our school's Behaviour Policy is to encourage and reward the sensible, responsible and courteous behaviour which should be demonstrated by students at all times.

Objectives

- The promotion of positive behaviour patterns with clearly defined rewards.
- The promotion of high standards of work and self-discipline.
- The establishment of a clear set of rules which can be easily understood and followed by both staff and pupils.
- The establishment of a range of sanctions which can be used when necessary and appropriate.
- The development of a positive school ethos which will ensure that all pupils respect others regardless of nationality, race, ethnic background, gender or religion.

The children will follow the Golden Rules:

- We are gentle
- We are kind and helpful
- We listen
- We take care of our property
- We work hard
- We are honest

These will be displayed prominently around the school.

Rewards

There are many ways in which students are rewarded at The British School of Bucharest.

Positive Reinforcement

Wherever possible, high standards of work and behaviour will be promoted through the use of praise, positive written comments or the use of House Points and Merits. The Head, Deputy Heads and Key Stage Leaders are happy to see pupils who have produced excellent work or shown exceptionally caring behaviour.

Stars of the Week

Every week, two children per class are awarded the 'Star of the Week' - one to be awarded by the Class Teacher and the other by the Teaching Assistant. 'Star of the Week' displays in both Primary buildings display photographs of the children and the reasons why they have received the award. 'Stars of the Week' are also celebrated on the year group blogs each week. Teachers are asked to ensure fairness throughout their classes when deciding who is to receive

the award and are advised to keep a personal record of when children have received the award in the Target Tracker notes, with an explanation of what it was for and when it was received.



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The School is operated by Crawford House Foundation
Registered 3/25.01.2016. Fiscal Code 24879960

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Golden Time

In Key Stage 1, Golden Time is used as a reward for following the 'Golden Rules'. These rules are displayed throughout Key Stage 1 and are referred to regularly when discussing behaviour with children.

House Points

Each child is allocated to one of four houses named after rivers of Romania; Arges, Danube, Mures and Olt. Children are awarded House Points for altruistic acts, as well as participation in House Competitions. (Please see the House System - Primary policy for more details). House points are only used positively and never deducted. House Points are collected weekly and announced in assembly.

Merit Points

The Primary School operates a positive behaviour strategy which includes merit points for excellent academic work. Merits are rewards praising a student for improved effort and/or standard of work in any curriculum subject area. In contrast to the House Point system which tracks kind, altruistic behaviour and attitudes towards others and calculates these for the House team, merit points are awarded to individuals for their scholastic achievements and efforts. Merits are primarily awarded by Class Teachers and are tracked on Target Tracker.

Individual Rewards

The Primary School uses positive behavioural management to give students rewards to reinforce positive behaviours, e.g. kindness and thoughtfulness to others (both staff and pupils).

Head Teacher Award

Head Teacher Awards are based on the school's Values of the Month topics, and the students who most epitomise each value or characteristic will receive the award(s). Year 6 award candidates are nominated and voted upon by Year 6 teaching staff and the Primary Senior Leadership Team near the end of each academic year.

Discipline and Sanctions

BSB Staff are expected to:

- maintain a high standard of behaviour through consistently following the school's behaviour policy as outlined below. Teachers will use discretion appropriate to the age of the child and the action in question when deciding upon appropriate punishments;
- take responsibility for whole school behaviour by dealing with all inappropriate and/or antisocial behaviour;
- notify Class Teachers of any inappropriate and/or antisocial behaviour by their class members
- ensure that pupils demonstrate model behaviour at all times.



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Levels of inappropriate and/or anti-social behaviour	Discipline/Sanction
Level 1 e.g. shouting out, running inside, not lining up properly, talking when the teacher is talking, speaking in languages other than English in class (KS2), incorrect school uniform (KS2), talking in assembly, unkind behaviour (minor).	A) Teacher Verbal warning If continues moved down a cloud, if continues further- loss of Golden Time (KS1)
Level 2 e.g. 3 verbal warnings, writing on tables/in books, not doing what they're asked), misbehaviour on the bus, inappropriate language, unkind behaviour towards another student (more severe), inappropriate use of property	B) Head of Key Stage Note in the communication book. Behaviour will be recorded in the class and Key Stage behaviour book.
Level 3 e.g. 3 level 2s, bullying, repeated inappropriate language, continued misbehaviour on the bus	C) Deputy Head Sent to see Deputy Head - Pastoral immediately accompanied by a TA. Internal suspension may be required Parent meeting arranged and recorded
Level 4 e.g. 3 level 3s, violent behaviour, swearing at teachers/adults in the school, leaving school premises without permission, stealing, racism, continued bullying after first warning, inappropriate use of technology, such as cyberbullying & viewing and sharing inappropriate material.	D) Head of Primary Parents called in for a meeting. NB This behaviour may result in suspension or expulsion at the discretion of the Head Teacher.

NB The above list is not exhaustive and all sanctions are at the discretion of the Head Teacher.

Tracking Behaviour Incidents

Behaviour incidents are recorded using the Primary Behaviour and Attitude option on iSAMS. Entries may be made by any teacher, in any subject. After 3 entries in a four week period KS2 students should be sent to the KS coordinator to discuss the behaviour. After 6 entries in any four week period the parents will be called in to discuss the continued unacceptable behaviour. A line should be drawn under the behaviour after a 4 week period without any further entries.

Should any child continually present a problem in class a daily behaviour book/ report may be instigated.

Bus Behaviour Book

A book is also kept with a record of inappropriate behaviour on the school buses. Assistants should enter details in the book and inform the class teacher concerned. Pupils must be made aware that behaviour on the bus should be of the same standard as at all other times.

Open Door Policy

It is the policy of the British School that parents are able to discuss their son/daughter's work and behaviour with members of staff, this should be after school has finished or at a day and time when it is mutually convenient. Parents should feel free to make appointments with members of staff through the school office to discuss behavioural or academic matters.

A Parent/Teacher Contact report sheet should be filled in with the details of the discussion for future reference. The names of other children or adults should not appear on Parent Contact Forms.



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Suspension

The Head of Primary may suspend a student internally or externally for a discretionary period of time for a very serious breach of discipline or possibly less serious offences where repeated sanctions have proved ineffective. If suspension is ineffective, the School may review the student's place at the school at any time during the academic year.

Exclusion

The following is a list of examples of behaviour that might merit exclusion in the first instance, depending on circumstances. The list is not exhaustive:

- Continued racist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Unacceptable or threatening parental behaviour
- Drug abuse or supplying drugs, tobacco or alcohol
- Alcohol abuse, including school trips
- Theft
- Bullying
- Physical assault / threatening behaviour to students or any member of School staff
- Fighting
- Arson
- Bringing a weapon into school
- Sexual harassment

A student may be formally expelled from the School if it is proved on the balance of probabilities that the student has committed a very grave breach of school discipline or a serious criminal offence. Criminal proceedings may ensue. Permanent exclusion is reserved for the most serious breaches. The Head of Primary and Headmaster shall act with procedural fairness in all such cases. Parents will be given a copy of the procedure current at the time and the student shall remain away from school pending the outcome.

Reviewed by Victoria Smith
Head of Primary
September 2017
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