

LANDAU SCHOOL
POLICY ON BEHAVIOUR

RATIONALE

At LANDAU School emphasis is given on positive behaviour at all levels. The purpose of this policy is to provide a guide so that all participants will assist in developing an atmosphere where there is mutual respect for all, and where the purposes of the school are clearly seen through the behaviours exhibited.

EXPECTATIONS WITH REGARD TO STUDENTS

Students will be expected to:

- conduct themselves around the building in a safe, sensible, manner and show regard to others
- arrive on time to lessons
- bring equipment appropriate for the lesson
- follow reasonable instructions given by the teacher
- behave in a reasonable and polite manner to all staff and students
- show respect for the opinions and beliefs of others
- complete all class work in the manner required
- hand in homework at the time requested
- show respect for the working environment
- follow the school rules

EXPECTATIONS WITH REGARD TO STAFF

Staff will be expected to:

- endeavour to arrive on time to their lessons
- create a swift and purposeful start to the lesson
- reinforce clear expectations of behaviour
- deliver a suitably planned and structured lesson which meets all individual needs
- promote and reinforce positive behaviour in the classroom
- deal with incidents of inappropriate behaviour by following the school's procedures

EXPECTATIONS WITH REGARD TO PARENTS/GUARDIANS

Parents and guardians are expected to:

- work in partnership with staff to ensure good behaviour
- inform staff of any concerns
- respond to concerns raised by members of staff
- ensure students come to school correctly equipped and prepared to work

THE POSITIVE REWARD SYSTEM

It is important that achievement and good behaviour are rewarded. The two main ways of doing this are by giving merits for good work and recording such things as exceptional effort, improvement in behaviour, volunteering to help at functions etc.

Positive Behaviour is:

- Smartly and neatly dressed in school uniform
- Punctual and regular in attendance and work submission
- Involvement in school activities
- Displays exemplary sense of responsibility
- Demonstrates good organizational skills
- Respects school rules

House System Merits

Students are awarded merits in accordance with House System Policy. At the end of each Term the student with maximum points will be awarded "Student of the Term" with a certificate of appreciation from the Principal. At the end of the year, the student with maximum house points will receive "Student of the Year" award with a certificate of appreciation from the Secondary Principal

I. The House with maximum house points will receive an award in form of a school cup from the Primary Principal.

See detailed House System Policy

THE POSITIVE SANCTIONS SYSTEM

At LANDAU School students and staff try whenever possible to follow a positive approach to sanctions. However, on occasions these are necessary, whether it be for just forgetting homework or more serious verbal abuse or theft. In all cases the opportunity for reconciliation is the best possible option.

For minor issues, a discussion between a student and a teacher would be the first option. If homework is forgotten regularly then arrangements should be made to complete the work outside lesson time and parents may well be involved.

School will hold a meeting together with the student and any others directly involved. Parents may also be a part of the discussions. It would be hoped that at these discussions a student who has clearly not followed the guidelines as set out above would recognise the issue and apologise as appropriate. Sanctions which follow could include time spent after lessons on assisting with clerical work such as copying, tidying in the classroom, helping with displays etc. Students with behaviour issues are placed in a behaviour chart, which teachers and parents must regularly sign for a set period of time.

AT LANDAU PRE-SCHOOL

There are no sanctions in Pre-School that apply to students. However, if the student's behaviour is consistently poor, mainstream teacher talk to him/her. The student may also be sent to see the Pre-School Psychologist. The campus Manager and Psychologist can talk to the parents of this kid, if no result then the parent receives a formal written warning and, in some cases, the situation can lead to student expulsion.

AT LANDAU LOCAL AND INTERNATIONAL PRIMARY SCHOOL

Behaviour that can lead to sanctions is classified in three levels:

Level 1	Level 2	Level 3
Minor Infractions	Infractions	Major Infractions
Routine daily incidents – <ul style="list-style-type: none"> • Lateness to lesson. • Lack of homework and classwork. • Disruptive behaviour. • No books etc 	Routine daily incidents – <ul style="list-style-type: none"> • Lateness to lesson. • Lack of homework and classwork. • Disruptive behaviour. • No books etc 	Serious incidents – <ul style="list-style-type: none"> • Fighting • Bullying • Disrespecting staff • Damage to school property. • Damage to student property.
Sanctions		
Level 1 (Minor)	Level 2	Level 3 (Major)
The class teacher will manage any incident using the 3 strikes method.	When a pupil has 3 detentions in a month or a term. Action – The teacher will fill an incident form and hand it to the	The teacher will fill out an incident form including the name of any witnesses where necessary.

<p>Action -</p> <p>1st time – clear verbal warning.</p> <p>2nd time - name on board.</p> <p>3rd time – Mark next to name and pupil name emailed to Deputy Principal/cc to School Office.</p>	<p>Deputy Principal.</p> <p>The parents will be notified via an email.</p>	<p>The teacher will hand the form to the Deputy Principal who will investigate the allegations.</p> <p>The parents will be requested by email to meet with the Deputy Principal to discuss the concerns regarding their child’s behaviour.</p>
<p>Consequence –</p> <p>Third time – 20 minutes detention with the Deputy Principal on any working days during 1st break for 10 minutes.</p> <p>There is no need to write an incident form</p>	<p>Consequence –</p> <p>The pupil will undergo one hour detention with the Deputy Principal.</p>	<p>Consequence –</p> <p>Possible isolation, which involves pupils going to another class to do their studies.</p> <p>The pupil will be placed on the behavioural report for 2 weeks, the outcomes of which will be given to the Deputy Principal.</p>
<p>Counselling with Subject Teacher/Form Tutor</p>	<p>Counselling with Form Tutor after school Counselling with Deputy Principal</p>	<p>Counselling with Principal Counselling with school Phycologist</p>
<p>Administrative tasks given in class</p>	<p>Academic tasks given after school</p>	<p>Academic tasks given after school</p>
<p>No daily report</p>	<p>Pupils to be put on a daily report for 1 week</p>	<p>Pupils to be put on a daily report for 2 weeks</p>
<p>Sending home for not wearing uniform or not bringing RFID cards</p> <p>No suspension</p>	<p>Sending home for not wearing uniform or not bringing RFID cards</p> <p>No suspension</p>	<p>1 to 3 days suspension with academic work</p>
<p>No expulsion</p>	<p>No expulsion</p>	<p>Expulsion</p>

AT LANDAU LOCAL AND INTERNATIONAL SECONDARY SCHOOL

Behaviour that can lead to sanctions is classified in three levels:

Level 1	Level 2	Level 3
Minor Infractions	Infractions	Major Infractions
<ul style="list-style-type: none"> Disobedience 	<ul style="list-style-type: none"> Extended (continuous) version 	<ul style="list-style-type: none"> Smoking

<ul style="list-style-type: none"> ● Foul Language ● Leaving class without permission ● Use of electronic gadgets without permission ● Damaging school property ● Answering back ● Littering ● Eating in class/chewing gum ● Improper dress and appearance ● Late submission of work ● No Homework ● Lateness ● Disturbance in class ● Disruptive behaviour ● Not obeying dress code (no uniform) ● Lack of responsibility for knowing school rules ● Coming to school without RFID card 	<p>of minor infractions</p> <ul style="list-style-type: none"> ● Unkind remarks/rude/aggressive behaviour and attitude ● Stealing ● Truancy ● Racist/sexist comments ● Bullying ● Misuse/damaging school equipment and property ● Plagiarism ● Continuous Disruptive behaviour ● Unauthorised taking of photos or videos of students, teachers, parents, security guards and cleaners or school premises ● Skipping whole lessons or parts of lessons ● Skipping appointed supports, clubs or detention meetings ● Ordering food without permission ● Bringing and playing card games ● Throwing paper or objects at people or things ● Playing games on tablet ● Social Media apps on tablet 	<ul style="list-style-type: none"> ● Bullying ● Cyber bullying ● Hitting/kicking/fighting/physical abuse ● Bringing dangerous items to school premises ● Possession of unauthorised material, including electronic devices and mobile phone ● Leaving school premises without permission ● Spreading photos or videos of students, teachers, parents, security guards and cleaners or school premises (printed, social media) ● Spreading slander, gossip or unverified information ● Cheating in exams ● Self-harm ● Drinking, eating or touching hazardous objects
Sanctions		
Level 1 (Minor)	Level 2	Level 3 (Major)
Verbal warning/reprimand	Written warning Call Parents	Written warning Call Parents Invite Parents
Lunch or after school detention only for continuous offences	After school detention with administrative/academic tasks	After school detention with administrative/academic tasks Saturday detention

Counselling with Subject Teacher/Form Tutor	Counselling with Form Tutor after school Counselling with Deputy Principal	Counselling with Principal Counselling with School Psychologist
Counselling with School Psychologist	Counselling with School Psychologist	
Administrative tasks given in class	Academic tasks given after school	Academic tasks given after school
No daily report	Student to be put on a daily report for 1 week	Student to be put on a daily report for 2 weeks
Sending home (for turning up without an RFID card or not wearing a uniform)	Sending home Internal isolation for half day or full day	Sending home Internal isolation for full day
No suspension	1 to 3 days suspension with academic work	3 to 5 days suspension with academic work
		Confiscation of unauthorised items First offence (1 day) Second offence (1 week) Third offence (1 month)
No Expulsion	No Expulsion	Expulsion from school

Starting from minor infractions students will lose house points (see Landau House System Policy).

This policy is to be reviewed annually by SMT and Board of governors.