



NIA

Secondary School Pastoral Handbook

2022/23



Behaviour Management Policy

Introduction

The Behaviour Management Policy reflects the Mission and Vision of the school. **“An international community of learners striving for excellence and celebrating success.”**

We believe that rewarding good behaviour and providing encouragement promotes a climate of consideration for others and encourages good behaviour rather than merely deterring anti-social behaviour.

Aims

- To ensure that every member of the school community feels valued and respected.
- To support the way in which all members of this school community can live and work together in an environment that is happy, safe and secure and where effective learning can take place.
- To promote teaching and learning through the building of good relationships based on mutual respect and consideration for others.
- To help students grow in a safe, happy and secure environment and become positive, responsible and independent members of the community.
- To reward good behaviour and provide encouragement and stimulation to all students.
- To treat all students fairly and apply this policy in a consistent way.
- To ensure that students are aware of the school rules and the Code of Conduct. Each class has its own classroom code.
- To teach, through the school curriculum, values and attitudes as well as knowledge and skills, in order to promote responsible behaviour, self-discipline and respect for self, others and the world around us.

A Positive Approach

An effective behaviour management policy is one that seeks to lead students towards high self-esteem and self-discipline. Consequently, good behaviour arises from good relationships and from setting expectations of good behaviour.

It is important that students are familiar with the school ethos and the Code of Conduct.

In this context, students will be rewarded for good behaviour.

We will use a positive system of rewards, which will include:

- Verbal praise
- Positive comments in books
- Special mention in class or in Assembly



- Exhibiting good work in class, corridor or Staff notice board
- Informal referral to SMT
- Using stars/smiley faces on charts, books etc
- Use of special award certificates within classroom
- Mention in School newsletter
- Merits / House points
- Reward trips and other privileges (Not during COVID but a record of previous winners will be kept to ensure they get a trip when restrictions are lifted)

We reinforce good behaviour and help our students feel good about themselves.

Our Merit system identifies students that reach specific targets and certificates are awarded at certain levels; Certificates will be sent via email to ensure that COVID-19 does not spread

- Bronze – Certificate from tutor
- Silver – Certificate from Head of Year
- Gold – Certificate from HoS/DHoS
- Platinum – Certificate from Principal/Vice Principal
- Diamond – Medal
- 5 x Diamond award - Trophy

a) Stamps System

NIA secondary monitors its students daily and requires them to achieve 5 basic requirements:

- Attend lessons on time
- Wear the correct uniform, no make up
- Do not disrupt class (NO talking to other students, or moving around the classroom without permission)
- Study conduct (working hard)
- Bring your homework and the correct equipment (books, planner, stationary)

(At the teacher's discretion)



If the students achieved all the 5 above golden rules requirements the class teacher will issue a stamp in their homework diary.



At the start of each week, the form tutors will make sure the students have entered date and day.

Reg.	p.1	p.2	p.3	p.4	BREAK	p.5	p.6	p.7
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The teacher will stamp the box for each lesson if the student has achieved the 5 golden rules
Put a x on the box if you decide to not give a student a stamp.

What will happen to the students if they fail to achieve a stamp?

At the end of P3 and P5 teachers will check the number of stamps in the planner.

(Break one – the teacher will check if the student has received stamps for Reg, p1, p2, p3) and 6 and 7 from the previous day) If they do then they can go out for break.

If NOT (4 or less stamps OR no planner) then teacher keeps the students behind and then will escort them to the main area. Teachers must take the homework diaries and hand them out once seated in detention.

The teachers will make sure that the students leave the classroom in an ordinary manner and collect their diaries to make sure they attended the detention. The detention is a counseling session allowing the SMT to find out the reason the student has not meet the 5 golden rules.

What are the procedure for not getting a stamp?

RGL, CM, TW and HOY will be present to take the students name

HOY/ FT - By the end of each week (Thursday) a copy of the stamps record will be printed out and placed in the pigeon holes form tutors will also have a copy.

Form Tutor will keep a close record of their students.

If a student failed to gain 5 stamps in different days then the form tutor will contact parents **email/standardized letter placed in RGL office/ and set a detention.**

HOY - If this incident repeats again, form tutor inform HOY, then He/she will be in an after school detention. Parents will be informed that this will be their child's last chance before attending a behaviour management programme with BF/HOP. Record incident in Renweb.

HOP – The student will be monitored by the HOP. Parents will be invited for a serious meeting to discuss their child's progress in school. A contract will be drafted and new targets will be set.



At every stage students should be warned by the form tutors/HOY of the consequences.

If a student does not attend a detention during the two breaks his/her name should be reported to the HOY. HOY will inform tutor and put the student on an extended detention.

b) Sequence of Sanctions

If a student misbehaves; he/she will be spoken to first by the teacher and if the behaviour continues by management, in a controlled manner and preferably not in the presence of his/her peers. Failure to abide by the principles of the Code of Conduct or to obey school rules may result in the following sanctions being applied:

- The student will be told that his/her behaviour is unsuitable, given the opportunity to discuss the situation and will be encouraged to modify that behaviour.
- Disruptive behaviour in class may result in a student having inclusive timeout from his/her peers and
 - seated at a single desk, near the teacher or
 - asked to work for a short time in another classroom.
- The student may be asked to write out some or all of the school rules or to complete an extra piece of work during break times. Students will be supervised by their class teacher, who will record the misdemeanor and the sanction applied.
- Withdrawal of privileges may be applied. These will be appropriate to the situation and the age of the student and parents will be informed if deemed necessary. Care will be taken not to jeopardise the delivery of the curriculum and sanctions may involve:-
 - Exclusion from an extra-curricular activity.
 - Exclusion from a school-organised outing or trip.
- In some cases students could be given a demerit, which is essentially a simplified written warning and placed in the staffroom in tutor's folder. This is monitored by tutors and Heads of Year. These demerits are issued for varying reasons, similar to those identified previously and are issued at the discretion of the teacher. The demerit recording system will identify consistent offenders and further sanctions and parental communication could be involved in the monitoring process.
- 5 D merits will result in a "**Detention**". This is reserved for students who persist in disregarding the school rules and Code of Conduct and is only used for students whose behaviour is consistently unacceptable and who have failed, after previous steps have been taken, to show any improvement. Detentions for the 5 D Merits are the responsibility of form tutor and will need to be discussed with HOY. Parents should be informed at this stage.
- The form tutor will also place the student on a daily **GREEN** report, with targets identified for them to address their behaviour.
- If a student is been suspended by SMT, on their return they will go Green Report to settle them back into school.



- In some cases students who fail to complete their green daily monitoring report card satisfactorily, may be issued with an **ORANGE** report card by the HOY. Monitoring continues for that student, but the level of focus is higher to ensure a better pattern of behaviour is observed. As student behaviour is monitored by tutors, Heads of Year and SMT, certain patterns of behaviour may be identified as more serious or irresponsible and may result in a **RED** report card being issued. This is a clear indicator to students that their pattern of behaviour is now a serious issue and if not addressed may result in more serious sanctions that includes short term temporary expulsion from the school. Parents are involved more directly with this process.
- Extremely serious acts of misconduct may result in longer terms of suspension or expulsion.

The following are regarded by the Senior Management Team as valid reasons for suspension, expulsion or no re-enrolment for the next academic year:

- Substance or alcohol abuse on school premises
- Persistent and extreme bullying of a student (including cyber-bullying)
- Physical attack on a student or member of staff
- Verbal and cyber abuse of a student or member of staff
- Major disruptive behaviour in class
- Persistent infringements of relatively minor school rules

- Significant damage to school, staff or students property, either in or outside school
- Stealing from school, staff or students, in or outside school during school hours and school trips.
- Any other unacceptable actions regarded as unacceptable by the Principal, Head of Secondary and the Pastoral Committee.
- There may be situations (injuries, uncontrollable behaviour etc) in which the normal procedures will be abandoned and a student being taken home immediately.
- Regular non-compliance with COVID-19 rules



	Teacher	Tutor	HoY	HoS
<p>Demerits Entered on Renweb</p>	<p>Issued for academic or behaviour – write the demerit with description and follow up if needed. Make sure the D Merits are placed in the tutors folder in the staff room</p>	<p>Issued for lateness to any student within their tutor group – Tutors will therefore need to monitor the lateness tallies for each student and add them in correct columns (Late) in online system.</p> <p>Tutors will also collect the D Merits from their folders on Sunday and add them into the system.</p>	<p>As teachers and monitoring tutors</p>	<p>As teachers and monitoring HoY's</p>
<p>Green Report/5 DM Notification sent to FT</p>		<p>Issued due to totals reaching 5 or more demerits to any student in their tutor group;</p> <ol style="list-style-type: none"> 1. Data entered into online system 2. Student name added on the list in the staffroom 3. GR given to student 	<p>Issued for Truancy – as direct consequence for deliberately being very late or avoiding lessons.</p> <ol style="list-style-type: none"> 1. Data entered into online system 2. Name added on the list in the staffroom 3. Email to parents/cc HoP 4. After school detention arranged <p>NOTE – THIS IS A GREEN REPORT LEVEL OFFENCE BUT NO REPORT ISSUED TO STUDENT, BUT DETENTION ARRANGED AND EMAIL TO PARENTS SENT!!!! - IF HOWEVER THE TRUANCY OFFENCE IS OF A MORE SERIOUS ISSUE PLEASE DISCUSS SANCTION WITH SMT.</p>	



<p>Orange Report/ 10 DM/ Notification sent to HOY</p>			<p>Issued for severe bad behaviour or constant truanting –</p> <ol style="list-style-type: none"> 1. Data entered into online system 2. OR given to student 3. Email(cc HoP)/phone call/meeting parents 4. After school detention arranged 	
<p>Red Report/ 15 DM Notification sent to HOP</p>				<p>Issued for extreme bad behaviour, extreme events or high levels of truanting;</p> <ol style="list-style-type: none"> 1. Data entered into online system 2. RR given to student 3. Meeting with parents 4. After school detention/consequences arranged

Demerit and Report Recording Structure

c) Classroom Expectations

Classrooms, including labs, workshops and gyms are your place of work. Just as in any work place or University, there must be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

Start of Lessons

- Students should be lined up outside their tutor class on the tape provided
- Students enter the room in a single file
- Take out books, planner, pens and equipment.
- Put bags away, many lessons expect your bags to be left outside.



- Remain silent during the register (except when your name is called!)

During Lessons

- When your teacher talks to the whole class, remain silent and concentrate.
- If the class is asked a question, put up your hand to answer; do not call out (unless you are asked for quick ideas).
- You are expected to work sensibly with your classmates; do not distract or annoy them.
- Homework must be recorded in your planner.
- Eating, drinking and chewing are not allowed: if caught you will have to hand in any other food or drink. Water may be drunk with permission from you teacher.
- iPods, mobile phones or other distractions are not allowed: they will be confiscated. **We understand the need that some students may need to contact parents or arrange for alternative travelling arrangements after school time, but mobile phones are only allowed to be used before 7:00am and after 1:40pm**
- You must not leave a lesson without a note from your teacher in your planner.
- Any reasonable request from a teacher should be carried out at once and without question.

End of Lessons

- You should not begin to pack away until your teacher tells you to do so.
- Only when your teacher finally tells you to go may you leave the room.
- **Students should be lined up quietly outside the room and stand on the tape on the ground, waiting for the next teacher to come**

f) Classroom Management

Effective classroom management will be achieved, if as a staff, we are consistent in our approach to the students. Please use this outline of good practice.

- Arrive at lessons in time to receive your class.
- Ensure that you have a calm, purposeful classroom by insisting students enter and leave in an orderly manner.
- Know what you are doing with the class before you go into the room and have the resources readily available.
- Have clear classroom rules. **Put them in place in the first lesson**, explain why they are necessary and remain consistent.
- Use the merit system fully. The awarding of merits should be based on the individual's improvement. We must encourage those who co-operate and try their best.
- Insist that all written work is completed neatly, is dated and all headings underlined using a ruler.
- Ensure work is regularly marked and encouraging comments are included where appropriate.



- Remain calm at all times modulating your voice occasionally to match the circumstances.
- Do not accept disruptive behaviour, establish who the culprits are and deal with them only – be firm and deal with them following the 7 steps.
- Punish any student who arrives late and without good reason e.g. by loss of break.

7 STEPS to prevent and to deal with students' misbehaviour:

- 1 – have a seating plan and do not allow certain students sit together
- 2 – keep students busy and interested at all times
- 3 – move around the classroom, be close to the ones who are likely to talk
- 4 – involve the ones who misbehave, ask them questions and use humour
- 5 – reprimand the student who is misbehaving politely and calmly, you may also ask him to move seats
- 6 – make sure you try to give at least two merits in every lesson. If a student continues misbehaving or is rude give him a DEMERIT (+ some extra homework (reasonable) or 10 minute detention as soon the after lesson as possible), fill in the time and the day in the planner, fill in the DEMERIT sheet online, during the detention explain why student was punished and try to establish relationship with the student)
- 7 – In severe cases, (total defiance, rudeness, fighting) – isolate student(s) (within the classroom, you may need to turn a desk or chair in the corner, facing the wall, set them some work; class captain will explain to the teacher of the following lesson(s) what happened, if you have to keep the student for a second or third lesson) until you can take them to a member of the SMT and phone the parents – either to complain about the student and schedule a meeting if needed. Teacher asks tutor/HoY to fill in a report card which the student keeps for a week + daily parental signature and to add the demerits into the online system.

At NIA staff always try to deal with the situation using agreed strategies to calm a situation before considering using force.

Reasonable force will be used to:

- Prevent a pupil from attacking a member of staff or another pupil
- Stop a fight or restrain a pupil at risk of harming themselves through physical outbursts

(If an incident happens during the break, the teacher on duty keeps the student(s) with him, takes notes of the name(s), may send a pupil for a member of the SMT who deals with the student as soon as he/she arrives accordingly. (Prefects should also assist during the break duties).



REFERRAL TO SMT– as a result of smoking on the premises, using drugs, fights when a student gets injured, bullying (when there is enough evidence gathered by tutors/teachers over a period of time), students severely damage school *equipment or property* and any other unacceptable behaviour.

g) Suspensions

Common suspension offences: smoking on or close to the school premises, abuse of a teacher (including verbal abuse), physical fights, stealing, bullying including cyber-bullying, student contact with alcohol, drugs and pornography, setting off the fire alarm switch, throwing/dropping objects over the railings and any other unacceptable actions regarded as unacceptable by the Principal, Head of Secondary and the Pastoral Committee. The Principal together with the Pastoral Committee will review each case on its merits and after the CEO's approval allocate adequate number of days of internal and external suspension. Each

Case which requires suspension as a consequence should be recorded, evidence should be gathered and filed.

When a physical fight occurs during the school time and immediately before and after school hours on the school premises or in the near proximity to the school gates, students involved in this physical fight may be suspended (internally – for pushing and a lower level physical violence or externally – for punching and a higher level of physical violence).

There will be COVID-19 suspensions in place for students who persistently break COVID-19 regulations.

The procedure in the case of a fight is as follows:

- Staff nearest to the fight will immediately send for help (Pastoral MMT/SMT) and attempts to separate the students fighting (here safety of staff and other students is a key factor). Only reasonable force should be used by the staff member(s) and/or the students during separation of the fighting students.
- When the students are separated, staff members should usher them to separate venues (usually the Pastoral office, outside the HOS' office or the Principal's office or a nearby classrooms).
- If students are injured they should be taken to the First Aid Unit one at a time (staff involved in the immediate separation need to communicate well and coordinate this correctly).
- The students should not see each other or speak to each other until the conflict is resolved.



- Immediately after the fight, the students should be asked to write their statements explaining what happened, where and when. These statements must contain a date, students' names, class and a full history of the conflict as well as detailed description. If the statements are not detailed enough a staff member who is with the student at that time should prompt the student to write full details of the incident.
- An incident form should be filled in by a member of the Pastoral team who is in charge of the investigation (usually HOY, Head of Pastoral, HOS, or Principal).
- Several independent witness statements should be taken as soon after the fight as possible.
- CCTV footage if available should support the evidence.
- If the incident was witnessed by a staff member then his/her statement should be added into the evidence file (which is then filed in the students' individual pastoral files).
- When all evidence is collected the case should be reviewed by the Head of Pastoral and HOS (further evidence might be requested at this point) and if external suspension is recommended the case is passed onto the Principal for further review and seeking an approval from the CEO.
- In the case of external suspension, parents are contacted and the date of suspension is set.
- The Principal issues a letter of Suspension to the student in the Principal's office and emails a copy to the parents.
- The suspension is recorded on the Pastoral system.
- A signed copy of the letter when returned to the school is then filed.
- When students return to school they will be placed on an orange and then a green report and monitored by HOY and tutor for two weeks.

The whole process should happen promptly after the incident.

h) Not re-enrolling a student for the next academic year/expelling a student

This final step may be applied in serious circumstances and cases to be submitted to the MOE, where a student commits some of the following offences:

- consumption of or a contact with alcohol, drugs and pornography
- damaging school property



- physical abuse or verbal of a teacher or other staff member
- setting off the fire alarm switch on purpose
- seriously injuring another student(s) in a physical fight
- extremely low attendance
- any other unacceptable actions regarded as unacceptable by the Principal, Head of Secondary and the Pastoral Committee
- displays of a large volume of poor behaviour over the course of the year which may include suspensions, demerits, no stamps and/or low attendance (student is a cause of concern) which even with the school's support is not improving and which negatively affects the learning of this student and/or other students at NIA.

i) Code of Conduct

The Role of Parents

Parents have a vital role to play in their children's education. It is very important that they support their students learning and co-operate with the school. We are very conscious of the importance of having strong links with parents and good communication between home and school.

We will inform parents if we have any concerns about their child's welfare or behaviour and we would appreciate it, if parents have concerns, that they make these known to the Principal or the tutor.

The following is an example of the code of conduct that is issued to all students at the start of each academic year.

CODE OF CONDUCT

Dear parents,

In order to reinforce moral values and positive attitude towards learning and to achieve the best results for each student possible, we kindly ask you to cooperate with us closely in your child's education. We would like you to explain the following **School rules** to your children and ask them to follow them at all times. **These rules were established in order to prevent your child from any danger and to ensure he or she receives uninterrupted and enjoyable tuition.**

SCHOOL RULES

- **Good manners** must be shown at all times. Everyone should always demonstrate **respect** for other people, their safety and their property (no foul or abusive language).



- **Disruptive behavior or talking during lessons** (without teacher's permission) prevents others from learning and therefore is not allowed. All students must follow **Classroom expectations and routines** outlined by their tutors and teachers.
- **Students must follow the instructions of their teachers.**
- **Dropping litter is anti-social** and all litter must be disposed of in the bins provided.
- Any kind of **abuse or bullying** (including Cyber bullying – abusive or untrue comments about others on social media e.g. Facebook) is not acceptable and will be dealt with severely.
- **Punctuality** to school, lessons and any other commitments is essential.
- **Uniform** is a reflection of students' attitude towards his/her education and the school status, therefore it should be always clean and tidy.
- Each student's **school diary** must be kept with them at all times and kept update on a daily basis. Diaries must be **signed** by parents/guardians ready for every Sunday.
- Bring all **textbooks and equipment** necessary and bring **Homework** on time.
- When **moving around the school** student should do so **quietly and calmly**.
- During break and lunch student must have **healthy lunch**, energy drinks not allowed
- Students will **not write on, or deface** walls, desks or any other school property
- The use of **mobile phones** or any other electronic devices such **iPods** in school is not permitted. If phones are brought to school they will be switched off and placed in lockers from the start of the school day, till the end (7 a.m. – 1:40 p.m.). School is not responsible or liable for the loss or damage of any personal property. Phones used during the school day will be confiscated.
- The school may **ban and teachers may confiscate any item** which interferes with the smooth running of the school.

THE FOLLOWING ACTS OR TYPES OF BEHAVIOUR ARE UNACCEPTABLE AND MAY RESULT IN STUDENT BEING SUSPENDED, EXCLUDED OR NOT RE-ENROLLED:

- consumption of or a contact with alcohol, drugs and pornography
- damaging school property
- physical abuse or verbal of a teacher or other staff member
- setting off the fire alarm switch on purpose
- seriously injuring another student(s) in a physical fight
- extremely low attendance
- any other unacceptable actions regarded as unacceptable by the Principal, Head of Secondary and the

Pastoral Committee

displays of a large volume of poor behaviour over the course of the year which may include suspensions, demerits, no stamps and/or low attendance (student is a cause of concern) which even with the school's support is not improving and which negatively affects the learning of this student and/or other students at NIA

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I (Student name) in class at NIA understand that I am obliged to follow the School rules relating to behaviour and conduct. I understand and accept that if I fail to follow the rules of behaviour and Conduct, appropriate disciplinary action and sanctions will be applied.

Student's signature:

- **Parents are strongly encouraged to attend all relevant parents meetings and to be** in regular contact with their child's tutor and teachers. In case, that parents cannot attend set parents meeting, we would like you to schedule additional meeting with your child's tutor and teachers where possible.
- **Preferred means of communication in case of behaviour problems: phone/email.**
- If a student becomes involved in a serious fight during the school day on the school premises, student will be internally or externally suspended from lessons. Parents/guardians will be informed **immediately** after the incident. For this purpose, please fill in the contact number: _____.

PHOTO WAIVER

I agree/disagree that my child's photograph could be displayed on the school web site, in a newsletter and school's promotional material. (All students will be photographed for our internal teaching purposes, however these photos will not be published or used outside of classes)

Parent's signature: Date:

Tutor's signature: Date: ...



UNIFORM

Girls	Boys
<ul style="list-style-type: none"> McKenzie tartan straight cut long skirt, or loose fitting navy blue school trousers.   <ul style="list-style-type: none"> White linen shirt with school logo on left side School jumper/fleece jacket Plain colour coat, no logos. Plain black or navy head wear (optional). White ankle socks Plain, flat black leather shoes with no motif or White heel. No trainer styles. 	<ul style="list-style-type: none"> Navy blue school trousers- no jeans or tracksuit bottoms White linen shirt with school logo on left side Plain white T shirt or vest to be worn under shirt (optional). School tartan tie (to be properly and up to the neck)    <p>tied worn</p>  <ul style="list-style-type: none"> School sweatshirt/fleece jacket School jumper/fleece jacket Plain, flat black leather shoes with no motif



<ul style="list-style-type: none"> ○ Abaya – Abayas will not be allowed to be worn at NIA secondary from September 2021. Students can wear these to school but must be removed before lessons begin. 	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Sports shoes will not be permitted. These include;</p> <ul style="list-style-type: none"> ○ Yeezys ○ Converse ○ Vans ○ Nike </div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="margin-right: 20px;"> <p>✓</p> <ul style="list-style-type: none"> ○ Adidas ○ Sketchers </div> <div style="margin-right: 20px;"> <p>✗</p> </div> <div> <ul style="list-style-type: none"> ○ Students who need to wear any alternative style of shoe other than plain black must provide a doctor’s note explaining reasons so we can keep this for our record. </div> </div>
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Physical Education	
<ul style="list-style-type: none"> ○ Plain navy shorts/ trousers ○ School polo shirt, a plain white vest may be worn under shirt (optional) ○ Trainers 	

Jewellery

Girls	Boys
<ul style="list-style-type: none"> ○ One pair of small stud or sleeper earrings ○ Watch ○ Necklaces, rings, pendants, bracelets or any other type of jewelry is not allowed. ○ No makeup or nail varnish is to be worn. 	<ul style="list-style-type: none"> ○ Watch ○ No earrings, necklaces or jewelry.

Hair styles

<ul style="list-style-type: none"> ○ Hair for both girls and boys should be conventional in style. Hair dye is not permitted ○ Hair accessories for girls should be in the school colours ○ Hijab/scarves should be navy or black
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Students who come to school without the correct uniform **will not receive** a Tutor Stamp in the morning which will consequently lead to a break time detention. Parents will be notified of the incorrect uniform via email or a phone call home.

If a student consistently arrives to school with incorrect uniform (3 times) and this cannot be changed immediately e.g. wrong shoes, incorrect trousers or shirt. Parents will be asked to arrange the correct uniform be brought to school. Otherwise, students will be sent home for the day.