



Newton International Academy SMASH

أكاديمية نيوتن العالمية

"An international community of learners striving for excellence and celebrating success"

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Secondary Behaviour Management Policy

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 our Values.
- 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.
- To promote the ideals of Restorative Justice.

Values

The behaviour we expect from children and all in our school community comes from what we value. Our values also shape how we manage behaviour in our school.

In NIA Smash we value:

- Respect for each other – to treat others how we wish to be treated.
- Honesty in all our words and actions.
- Open and effective communication.
- Celebration of each other's differences.
- Accepting responsibility for our actions.
- Taking a pride in our school, our work and our community.
- Working co-operatively and supporting each other.
- Taking responsibility for our own learning and behaviour, where everyone tries their best.
- Respect for our environment.
- Learning from mistakes and a commitment to put things right after we get them wrong.



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Expectations with regards to pupils

Pupils 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 other pupils. Apologise when they do not..
- Show respect for the opinions and beliefs of others.
- Complete all class work in the manner required.
- Hand in homework at the time requested.
- Attend school in full school uniform.
- Show respect for the working environment.
- Follow the school rules.
- Reflect on their behavior when they don't follow school rules. Consider the impact of their behavior on others, consider how and why behavior was inappropriate and what can be done in the future to avoid the problematic issue.

Expectations with regards to staff

Staff will be expected to:

- Deliver a suitably planned and structured lesson which meets all individual needs.
- Create a swift and purposeful start to the lesson.
- Arrive on time to their lessons.
- Reinforce clear expectations and promote positive behaviour in the classroom.
- Deal with incidents of inappropriate behaviour by following the school's procedures.
- Deal with issues of mis-behaviour in a calm and measured manner.
- Encourage pupils to reflect on their behavior when they get it wrong.
- Record all pastoral matters on sims.

Expectations with regards to parents

Parents are expected to:

- Support the school in upholding high standards of behaviour.
- Ensure that students will attend school on time, every day.
- Work in partnership with staff to ensure good behaviour.
- Inform staff of any concerns.
- Respond to concerns raised by members of staff.
- Ensure pupils come to school correctly equipped and prepared for work.
- Ensure students come to school in full school uniform.
- Encourage their children to reflect on their behavior when it fails below the standards expected.
- Praise and encourage good behavior and a positive attitude towards success in school.



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Rewards

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. In this context, students will be rewarded for good behaviour. We use a positive system of rewards, which will include:

- Verbal praise
- Positive comments in exercise books & positive feedback on class and homework
- Special mention in class or at Year Assemblies
- Achievement certificates in weekly/monthly 'Achievement Assemblies' for academic achievement, effort, team work, service and duty around the school.
- Weekly subject awards from each teacher in the form of a certificate to be emailed home to parents with accompanying email.
- Weekly Tutor's student of the week and Student's student of the week awards in form class.
- Monthly Head of Year awards in the form of a certificate. Parents will be emailed.
- Monthly Head of Pastoral awards for KS3 and KS4 in the form of a certificate. Parents will be contacted.
- Award of certificates at the annual End of Year Prize Giving Ceremony
- Participation certificates for participating in ECAs and whole school events
- Exhibiting of good work in class, corridors and in Reception
- Special mention in the monthly Secondary Section newsletters
- House points awarded and celebrated at weekly assemblies
- Merits awards
- Award of Prefect badges for School prefects, School council badges.
- Medals and trophies awarded for sporting achievements and winning teams on Sports days
- Rewards trips for students achieving high numbers of achievement points
- The Fortnight Cup is awarded to the class with the most achievement points in a two week period.
- 50 achievement points - Letter home from the Head of Secondary
- 75 achievement points - Letter home from the Principal

Our ultimate aim is to reinforce good behaviour at every opportunity and to help our students feel good about themselves. Rewards may include medals, trophies, shields and personalised Certificates.



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Behavioural sanctions

Level 1 – The student will be told that his/her behaviour is unacceptable, given the opportunity to discuss the situation and will be encouraged to modify that behaviour.

Level 2 – After up to 2 warnings a student will be given a behaviour point that will be logged on the system. If after this poor behaviour persists parents will be contacted and a 15 minute after school detention may be given by the subject teacher.

Level 3 - If a student reaches 20 behaviour points, they will be placed on a **green report card** for one week and given a 45 minute after school detention from 13:45 to 14:30 by the form tutor. Parents will be contacted for a meeting with the form tutor. Parents will be required to sign the report card at the end of the week before returning it so the form tutor can keep it on file.

Level 4 - If a student reaches 40 behaviour points, they will be placed on an **orange report card** for one week and given a 45 minute after school detention from 13:45 to 14:30. Parents will be contacted for a meeting with the Head of year. Parents will be required to sign the report card at the end of the week before returning it so the Head of Year can keep it on file.

Level 5 - If a student reaches 60 behaviour points, they will be placed on a **red report card** for one week and given a one day internal suspension by the Head of Pastoral. Parents will be required to sign the report card at the end of the week before returning it so the Head of Pastoral can keep it on file. Parents will be contacted for a meeting with the Head of Secondary and Head of Pastoral. At this meeting the student and parents will be asked to sign a code of conduct agreement agreeing that if the student breaches the agreement the Principal reserves the right to request the consent of the CEO not to renew admission to the school.

Students who do not adhere to the behaviour policy may be excluded from extra-curricular activities or school-organised trips.

*Parents will be informed 24 hours in advance of any detentions and will be required to arrange transportation for their child on the day of the detention.



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Serious misconduct

Extremely serious misconduct may result in a student being required to return home to have time to calm down and to reflect on his / her behaviour, before being allowed back into school.

The following are some examples where Parents will be required to attend a formal meeting to discuss the schools concerns and to agree appropriate sanctions:

- Persistent bullying
- Serious physical attack on a student or member of staff
- Serious verbal abuse /disrespect of a student
- Persistent 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.
- Deliberately setting off a fire alarm
- There may be rare situations e.g. uncontrollable behaviour in which the normal procedures will be set aside and a student being sent home immediately.

External Suspension

External suspensions will be issued by the Head of Secondary / Deputy Principal after the Principal has consulted with the Group CEO.

- Parents will be contacted for a meeting where the letter of suspension will be issued.
- Parents will be issued with a follow up letter when the student returns to school.
- External suspensions to be recorded on SIMs and kept on the students record.
- The Class Teachers are responsible for sending work home for the student to complete during the suspension.



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Reasons for external suspension

- Persistent bullying.
- Serious physical attack on a student.
- Intimidation of a staff member.
- Serious verbal abuse of a teacher or student.
- Destruction of school/student property.
- Stealing from the school, staff or students.
- Deliberate setting off of fire alarm.
- Possession or use of drugs/vapes.

General Conduct

In the Classroom students are

- Students are expected to be attentive, cooperative and diligent in class
- Students are expected to adhere to the classroom rules as set out by their class and Class Teacher
- Students are expected to complete all work assigned and return work on time
- Students must keep the classroom neat, presentable and clean at all times
- No student should remain in the classroom or return to the classroom during break and before and after school hours, unless accompanied by a teacher
- Students are to ask for permission to leave the classroom e.g. going to the nurse or the toilet. Students are to take a planner signed by a teacher with them. These will be provided by the Class Teacher
- Students are to raise their hands to answer, ask a question or contribute to the lesson. There should be no shouting out during lessons
- Students are expected to be responsible, respectful and well-mannered at all times in their classrooms

Conduct in the Canteen

- Students are not allowed to run or play in the canteen
- Students are to queue up to purchase food. All food must be consumed in the canteen only
- Students should help to clear the table after use
- Students are to treat canteen staff with respect, saying please and thank you
- Hot drinks will not be sold to students in the Primary



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Conduct on the Yard

- Students are expected to be responsible, respectful and well-mannered at all times during break times
- Students are to play sensible games that everyone can enjoy
- Respect other people, their belongings, school equipment and the grounds
- Students in the Secondary School are not permitted to sell products (homemade or bought) at school.
- All major incidents will be carefully investigated, statements will be taken from students and staff, CCTV will be referred to and a proportionate and reasonable decision will be made based upon the evidence at hand. Witness statements will also be taken.

Procedures for the Movement of Students between Classes and the Playground

Movement between classes

Students are expected to move from class to class in a timely and orderly manner, when they arrive at class they are expected to stand outside of the classroom until their teacher arrives and gives them permission to enter. Teachers are expected to be on time and move back to their respective classes in the same manner as mentioned above.

Morning Procedures

Students must arrive to school on time every day.

- Students who come in before 6:50 are to go to the canteen to be supervised by an Arabic member of staff from 06:40-06:50. Boys and Girls in their own canteen.
- Form Tutors must be in their form rooms at 06:50 to meet early arrivals and catch up on admin. Form class begins at 07:00
- Take the register using SIMS by 7.10
- Any students arriving after 7.10 will be marked late on SIMS
- Students arriving after 7.20 will be sent to the reception to get a Late Slip and the receptionist will mark them Late on SIMS.



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Morning punctuality

- Teachers are to investigate persistent lateness (two times per week), contact parents and inform SLT. If punctuality does not improve a 15 minute after school detention is to be organised by the form tutor and the individual's attendance report from SIMs will be shared with parents.
- If an improvement still does not occur a 30 minute after school detention is organized, the form tutor and Head of Year will arrange a meeting with parents.
- If poor punctuality persists a 45 minute detention and a meeting between the parents, the Head of Pastoral and Head of Secondary will occur.

Mobile phones

Students are required to hand their phones into the class box during morning registration. This is to ensure privacy of both students and staff while also guarding against distraction during lessons. Form tutors will then take the phones to a lockable cupboard in assigned member of SLT's office. Phones to be returned to the form room at the end of the day by the assigned member of staff on duty last lesson for students to collect.

- If a student is found in possession of their phone it will be confiscated by the teacher and taken to the Head of Secondary or Head of Pastoral to keep until the end of the day. A behaviour point will also be given.

Uniform

Students should be dressed in full uniform each day. Student may come to school in their PE kit on PE days.

Boys

- Navy blue trousers.
- White linen shirt with school logo on left side.
- Shirt must be tucked in at all times
- Plain, flat black leather shoes with no motif. Should be business not trainer style.
- School sweatshirt/fleece jacket. **No hoods.**



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Girls

- McKenzie tartan straight cut skirt or loose fitting navy blue trouser.
- White linen shirt with school logo on left side.
- Optional white t-shirt (can be long sleeved) may be worn underneath.
- School sweatshirt/fleece jacket. **No hoods.**
- Plain colour coat, no large logos.
- Plain black or navy head wear (optional).
- Plain, flat black leather shoes with no motif or White heal. No trainer styles.
- Abaya – Abaya must be plain black with no patterns. It must be fastened up with the school uniform worn underneath.

Hoodies and non-plain black/navy jumpers to be confiscated until the end of the day at which point they will be returned to the student.

If correct uniform is not worn Form tutors will contact parents and students will be given a maximum of one week to remedy the situation and their Head of Year will be informed.

- If uniform does not improve a 15 minute after school detention is to be organised by the Form tutor and a phone call made to parents.
- If an improvement still does not occur a 30 minute after school detention is organised and the Form tutor and Head of Year will arrange a meeting with the parents.
- If there is still no improvement a 45 minute detention and a meeting between the parent, the Head of Pastoral and Head of Secondary will be organized.

If there is a supply issue parents must provide a note in the planner or an email. The form tutor will inform the parent liaison officer so she can contact the suppliers.



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Homework

Students are expected to complete homework for each subject.

Failure to complete homework will result in a behaviour point and a 15 minute after school detention on an assigned day with the classroom teacher. Parents will be provided with 24 hours notice and will be required to organise transportation for their child.

Should failure to complete homework persist parents will be contacted for a meeting with the class teacher.

If there is no improvement, parents will be required to attend a meeting with the Head of Department for the subject in question.

If there is a failure to complete homework consistently across a variety of subjects parents will be required to attend a meeting with their child held by the Deputy Head of Academics and or the Head of Secondary.



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STUDENT CONTRACT

Each student in this academic year agrees to the following contract.

Students should be familiar with the terms of this agreement.

I UNDERSTAND THE SECONDARY BEHAVIOUR MANAGEMENT POLICY AND I AM WILLING TO ABIDE BY THE FOLLOWING NEWTON INTERNATIONAL SCHOOL SMASH'S SCHOOL REGULATIONS:

Name of Student

Class

I agree to:

- Give my phone to my form tutor at the start of the day in registration and collect it at the end of the day.
- Only go to bathroom or nurse with permission of the teacher.
- Speak only English in English speaking lessons.
- Maintain a clean classroom environment during lessons and at break times.
- Treat all students and teachers with respect.
- Refrain from any behaviour that could be seen as racism or bullying in school or online.
- Come to school wearing the correct uniform.
- Come to school and lessons on time with full stationary for every lesson.
- Refrain from damaging or defacing school property.
- Not fight or use abusive, demeaning, harassing, profane or threatening language.
- Complete homework on time.

The following action will be taken if I am in breach of this:-

If I breach these rules, the Principal reserves the right to request the consent of the CEO not to renew admission to the school.

Signed by student

Date



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PARENT CONTRACT

Name of Student

Class

I have received a copy of the school's behaviour management policy my child's behaviour contract and understand what is required of my child.

I understand that my participation in my child's education will help him/her be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

- Encourage my child to be a respectful and peaceful member of the school community.
- Discuss the behaviour contract.
- Participate in parent meetings, class programmes and other activities in which my child is involved.
- Assure that my child arrives at school on time every day.
- Ensure that my child comes to school in full school uniform.
- Provide a quiet place for my child to do his/her homework.
- Listen to my child retelling of his/her school day experiences.
- Provide the school with current telephone numbers and emergency contact information.
- Alert the school if there are any significant changes in my child's health or well-being that affects his/her ability to perform in school.
- Support the school in taking disciplinary measures that may be required.
- Ensure my child gets enough sleep.

Parent/Guardian Name: _____ Date: _____ (Please Print)

Parent/Guardian Signature: _____

If we do **not** receive this signed document, we will assume your acceptance of this policy.