



BCS Policy:

Behaviour & Discipline

Date: June 2014

Introduction

In school, parents delegate responsibility for the discipline of their child to others who stand in loco parentis. The aim is to harmonise and integrate a child's experience at home, school and church (where appropriate) and to encourage discipleship to Christ. Christian standards of behaviour expected by parents at home are those requested by parents at school.

Each child is unique and each parent differs as to how their child ought to be rewarded, trained and corrected. In a school setting, however, the same standards must apply to all. This is done through a system of merits and demerits, which is clearly explained to parents and children so each knows what is required. The broad principles behind this are set out below:

- Discipline is what is done for a child, not what is done to him or her. The child's best interests and the motivation of love are central to good discipline.
- The aim of discipline is to produce self-disciplined young people. Disciplined young people produce a disciplined environment, which encourages excellence.
- The school is concerned with building wisdom, character and faith. To do so effectively, we seek to be guided by Biblical principles regarding the nurture and discipline of young lives.
- Discipline is concerned with motives and attitudes, integrity and character building. A child's conduct reflects what is in his or her heart. We seek to look at the heart, not outward appearances.
- The Biblical philosophy behind discipline is outlined in Hebrews 12:5-11, which summarises much Biblical teaching, particularly that provided in the book of Proverbs.
- Loving discipline will always be followed by prayer with the child, along with reassurance and reconciliation, so that despite what has happened, the child knows that he/she is totally loved, forgiven and accepted.
- Human justice is fallible. Nevertheless, the staff seek to treat each child with wisdom, love and equality.

Discipline is the other side of teaching. A child who is caught up in wilful disobedience, rebellion or stubborn foolishness closes off effective teaching and disrupts the harmony of school life. God's answer to this is firm and loving discipline.

Biblical Basis for Discipline

Proverbs 15:10 Harsh discipline is for him who forsakes the way, and he who hates correction will die.

Proverbs 23:11 Don't fail to correct your children, discipline won't hurt them (Living Bible).

Hebrews 12:11 Now no chastening seems to be joyful for the present, but painful; nevertheless, afterwards it yields the peaceable fruit of righteousness to those who have been trained by it.

Proverb 22:6 Train up a child in the way he should go and when he is old he will not depart from it.

The BCS Principal and School Discipline

The BCS Principal has responsibility for the setting of standards of individual and corporate behaviour, and the maintaining of such standards. Students who prove unable or unwilling to comply with the rules and standards laid down will find themselves appropriately disciplined.

The Principal has overall responsibility for issues of school discipline. Any student involved in a serious incident or breach of school rules will be seen by the Principal. Any decisions that need to be made regarding correction, exclusions, suspensions or expulsions will be made by the Principal, who may well make decisions after discussion with other staff.

The staff will use school assemblies to address corporate issues of concern. Individuals who need discipline, or individual issues that need attention will be addressed by the Principal by seeing students in his office at break times, after school, during learning centre times and during afternoon lessons.

School rules

The purpose of a list of school rules is not so that the school can run a legalistic discipline system.

Rather it is so that students of the school can be informed about acceptable and unacceptable behaviour, and so that ignorance of the rules cannot be a mitigating factor in discipline issues. It is also intended to guide and educate students into making right decisions and exercising appropriate behaviour. The School Rules list is not an exhaustible list but includes the main areas of concern.

General rules

- The First Aid cupboard is out of bounds to students.
- Swearing or using other bad language is not acceptable.
- Smoking or drinking alcohol on the premises or on the way to and from school are not allowed.

- Bullying, teasing, physical violence, threats and name-calling should not be a part of school life in any form. Aim to be kind to others and bless them.
- Stealing, lying and cheating should not occur. Honesty is encouraged at all times
- Running in the school buildings is not permitted.
- Permission for leaving the school premises during school hours must be given by the Principal.
- No walking on the perimeter walls during or after school hours.

Playground Rules

The following activities are not allowed:

- Running on the steps to and from playground.
- Interfering with, or climbing over fences into neighbouring gardens or attempting by any means to retrieve a ball (or other items) from those gardens.
- Leaving the premises, e.g.: to get a football without staff permission.
- Entering the playground without an adult being on playground duty.
- Playing on soil borders or gravestones.
- Only children age 8 and under are allowed to play on the playframe.

Health & Safety Rules

The following are not allowed:

- Touching or interfering with electrical equipment or appliances unsupervised or without permission.
- Plugging in electrical appliances or removing plugs without first making sure the socket switch is in the “off” position.
- Interfering with the boiler.
- Using bleaches or toilet cleaners.
- Attempting to lift anything that is too heavy. It is important that students get help with things that they cannot carry on their own.
- Leaving drawers and cupboard doors open.

The following should be observed:

- Report spillages and wet patches.
- Report any equipment you believe to be faulty, especially electrical equipment.
- Wear a seat belt when travelling in a vehicle driven by a staff member or parent whilst on a school trip.
- Car seats to be used as in accordance with car seat regulations.
- Washing of hands after using the toilet.

Classroom Expectations

- Students should be punctual for lessons.
- Respect the need for a quiet learning environment.

- Science equipment may only be removed from storage trays with staff permission.
- Do not take part in practical jokes as this may result in damage to people or equipment.
- Clear up their things at the end of a lesson taking care not leave a mess.
- Follow basic safety rules and use appropriate safety equipment (as explained by the teacher) when involved in science experiments.
- Ensure proper and safe use of the Internet (please see our E-Safety Policy for details).

Breaking the school rules will result in some form of discipline appropriate to the offence. It is deemed unhelpful to equate specific punishments with specific offences. It is assumed that a combination of wisdom, common sense and analysis of the circumstances will lead to appropriate action being taken.

Rules tend to major on the negatives in terms of what the students should not do. However, it is probably more important that students should know what they should do. With this in mind, they follow a list of good deeds and kindnesses which are encouraged in the school.

Reward systems

The purpose of merits is to reward good attitudes and behaviour and encourage and motivate students to improve in terms of these characters.

Merits

Merits may be awarded for such things as:

- Comforting someone who is hurt or upset.
- Forgiving someone who wrongs you.
- Showing appreciation and thankfulness.
- Persevering when finding something difficult.
- Being honest and owning up even though it may get you in trouble.
- Sacrificing what you want to do in break time in order to help someone else.
- Saying sorry when you realise you are in the wrong.
- Owning up to something when you know you could keep quiet and possibly get away with it.
- Showing respect for and being helpful to visitors to the school.
- Producing a piece of work which for you is a great achievement.
- Picking up litter from classroom floors or the playground.
- Offering to help students or staff when you see they need help.

Students save their merits and are able to spend their merits at the end of each half term in the merit shop.

ACE Rewards

1. **Bible stickers.** When students commit to memory their monthly scripture passage, they are awarded a sticker which is stuck on their progress chart. Students also earn merits by learning their scripture.
2. **Gold stars.** Gold stars are awarded for 100% passes in Pace tests.
3. **Certificates.** Passes in Pace tests are recorded on 'Congratulations' certificates and are awarded to students each week in Chapel.

The purpose of these awards are to reward good work and to encourage students to continue to give of their best.

Honour Roll

Students who work hard throughout the year are able to work towards achieving Honour roll. These are awarded three times a year on the basis that students have memorised and recited each monthly scripture, completed the required amount of Pace's and have not received any serious disciplinary action. Honour roll trips consist of an afternoon outing with the Principal, usually including lunch. The Principal can remove a student from the Honour roll if their behaviour during the year has been of an unacceptably low standard.

Prize Giving

The annual prize giving banquet is designed to reward specific achievements by students who have worked consistently well during the year. The highest award is the Christian Character Shield which student is able keep through to the next year.

Discipline Procedures Specific to the Learning Centres

The purpose of all these procedures is to encourage, inspire and motivate students to do well in all aspects of life in the learning centres.

Pre-School / ABC

In order for Pre-School / ABC children to become aware of the school's Merit/Demit system, a visual aid is put in each student's office, for example, this could be a tree with five red apples. Each time a rule of the learning centre is broken, an apple will be taken from the tree. Each child is encouraged to keep all the apples, and merits are given for apples kept.

There are five basic rules to be kept:

1. Hear and obey.
2. Take care.
3. Take time.
4. Be kind.
5. Be honest and polite.

The children can gain extra merits for working hard, producing neat work, and being kind and helpful.

Once every half term they 'spend' their merits at the merit shop.

Juniors and Seniors

Students gain merits for such things as neat work, helping and memorising the monthly scripture passage. Demerits are given for unacceptable behaviour and three demerits in a day leads to a break time or after school detention.

Students are able to 'spend' their merits at the end of each half term at the merit shop.

Discipline Options Open to Staff

Demerits

With the system of demerits in operation, a student should be informed of their demerits and the teacher should record this on the goal check report cards in the learning centre. Three demerits in a day result in a student serving detention. Demerits may be used for such things as unacceptable behaviour, failure to complete or hand in homework and unkindness.

Detentions

More serious misdemeanours like repeated failure to complete or hand in homework, or repeated disobedience would warrant a detention. All staff should have detention slips to issue if needed. If a detention is given, a detention slip should be filled out giving the date and times of the detention. Twenty-four hours' notice must be given to parents before the detention is served. The detention slip should be placed in the parent envelope tray on the desk in the school office.

The School Administrator will ensure that it is sent home to the parents in the parent envelope. Only juniors and seniors are asked to serve detentions after school. The infants serve detentions at break times or lunch times

Students on report

Where a student's behaviour is consistently below that which is expected and required by the school, they may be put 'on report.' This has to be agreed by the Principal, who will officially place the child on report. The purpose of this is to emphasise the seriousness of the situation to both student and parents and to enable staff to help the child towards improved patterns of behaviour. The Principal will first speak with the parent/s and the student to outline the concerns and agree the way forward.

When a student is 'on report' they carry with them each school day for a period of one or two weeks (as decided by the Principal) a report form, which has to be signed by their morning supervisor, afternoon subject teachers and each person on break duty. If their behaviour has not been acceptable, a brief note of explanation is recorded on the form. The Principal will review the report with the student at the end of the designated period. The student comes 'off report' when behaviour has sufficiently improved. If no improvement is forthcoming, the matter will be referred back to the parents by the Principal.

Students' conduct outside the school gates – teachers'

Teachers have the power to discipline students for misbehaving outside of the school premises "to such an extent as is reasonable" (The following information taken from DfE Behaviour and discipline in schools – February 2014).

Teachers may discipline students for misbehaviour when the student is:

- Taking part in any school-organised or school-related activity or
- travelling to or from school or
- wearing school uniform or
- in some other way identifiable as a student at the school.
- Or misbehaviour at any time, whether or not the conditions above apply, that:
 - Could have repercussions for the orderly running of the school or
 - poses a threat to another student or member of the public or
 - could adversely affect the reputation of the school.

In all cases of misbehaviour the teacher can only discipline the student on school premises or elsewhere when the student is under the lawful control of the staff member.

Confiscation of inappropriate items

There are two sets of legal provisions which enable school staff to confiscate items from students:

1. The law enables a member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability.

2. Power to search without consent for “prohibited items” including:
- Knives and weapons.
 - Alcohol.
 - Illegal drugs.
 - Stolen items.
 - Tobacco and cigarette papers.
 - Fireworks.
 - Pornographic images.
 - Any article that has been or is likely to be used to commit an offence , cause personal injury or damage to property; and
 - any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The legislation sets out what must be done with prohibited items found as a result of a search.

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

More detailed advice on confiscation and what must be done with prohibited items found as a result of a search is provided in ‘Screening, Searching and Confiscation – advice for head teachers, staff and governing bodies’ on the DfE website.

Power to use reasonable force

Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. Head teachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. However force should not be used to search for ‘other items’ which the school has identified as ‘banned’.

School discipline and the home

A discipline issue which warrants a response of greater significance than a detention, but falls short of warranting suspension, will be referred to the Principal. He will, in consultation with the parents, agree an appropriate course of action designed to discipline the student and form part of a training process leading to improved attitudes and behaviour.

Suspension

The Principal has sole responsibility for suspending a student. Suspension is enforced only for serious breaches of the school rules and parents will always be contacted prior to enforcement. Suspension is normally for a period of time from half a day up to one week, and is at the discretion of the Principal.

The purpose of suspension is to:

- Show the student and parents the seriousness of the situation.
- Make clear that this sort of behaviour will not be tolerated at school.
- Give the student and his/her parents time to talk, think and pray through the way ahead.
- Give the school leadership time to put together a plan of action to help the student concerned settle back into school smoothly and hopefully without any recurrence of the behaviour that resulted in the suspension.

Permanent Exclusion

Exclusion may come about for various reasons:

- Continued poor behaviour over a lengthy period of time with no desire to change.
- Several suspensions for serious offences indicating that the only appropriate action is to exclude the student permanently from school.
- Exclusion can only be administered by the Principal. In some cases where exclusion is to be implemented, the Principal may invite the parents to remove the child from school in order to avoid a letter of exclusion being issued.