



London Christian Learning Centre

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

Proverbs 22:6

School Policies

BEHAVIOUR AND SANCTIONS POLICY

At London Christian Learning Centre, we believe that it is important to create an environment in which staff can teach and pupils and students can learn. This belief is based on the clear values of respect, fairness and inclusion.

The School values good behaviour and seeks to create systems which will minimise and address appropriately all forms of unacceptable behaviour. This policy is applicable to all students, including those in EYFS and had regard to current guidance Behaviour and discipline in schools (2014) and the ISSRs Handbook (September 2016) paragraph 9.

AIMS

- To promote good behaviour, self-discipline and respect, and show the place of rewards and sanctions
- To promote good behaviour as the essential ingredient to an orderly environment in which effective teaching and learning can take place.
- To encourage a caring and orderly environment based on Christian principles.
- To improve the way in which the School community works together to solve problems and to strengthen the partnership between home and School.
- To encourage a sense of responsibility and self-discipline in every pupil.
- To have a consistent approach to behaviour management.
- To provide strong School leadership and classroom management.
- To teach good behaviour with a clear behaviour strategy, rewards and sanctions.
- To ensure staff development and support.
- To have a support system in place for pupils and effectively manage pupils' transitions.
- To liaise with parents and other agencies.
- To ensure reasonable adjustments are made for pupils with special educational needs or disabilities (in line with the Equality Act 2010).

- To carry out disciplinary action against pupils who are found to have made malicious accusations against staff.

RESPONSIBLE PERSON

The Head is responsible specifically for behaviour management issues.

RIGHTS

All Staff and pupils have the following basic rights to:

- Teach or learn without distraction or disruption.
- Be respected and receive fair treatment (this includes their property as well as themselves).
- Feel safe at School.
- Be treated with dignity and respect.
- Be listened to.
- Be able to explain their feelings.
- Be treated politely.
- Receive recognition for their achievements.

In having such rights, it is important that all members of the School community are responsible in:

- Being kind, caring, sharing, not hurting one another by what they do or what they say.
- Being polite.
- Protecting the most vulnerable.
- Respecting other students.
- Respecting adults.
- Earning trust.
- Praising each other.

- Taking responsibility for their own actions and belongings

In fulfilling our rights and responsibilities there are expectations made of the School, Parents and pupils.

EXPECTATIONS

Expectations made of the School are:

- Respect each pupil as an individual.
- Provide a safe school environment.
- Provide a full, balanced and appropriate curriculum.
- Educate each pupil to fulfil his/her potential. Set regular and relevant homework and ensure that it is marked.
- Provide information about pupil progress and offer regular meetings with parents.
- Ensure that pupils are prepared and entered for appropriate examinations provided they have satisfactorily completed the required course.

Expectations made of the Parents are to:

- To encourage a positive attitude to School and a high standard of behaviour, in accordance with School policy.
- To ensure their son/daughter attends School regularly and punctually, with appropriate uniform and equipment.
- Have due regard for the Parent Contract
- Ensure that the School is notified of any absence by telephone and that this is confirmed in writing when the pupil returns to School.
- To monitor progress, attitude and behaviour in conjunction with the School.
- To inform the School about any issues or concerns that might affect their child's performance at School.

Expectations made of our pupils are:

- Follow the School Rules
- Work to their full potential.
- Be polite and co-operative at all times.
- Complete and submit homework and other assignments on time.
- Dress in the full School uniform, including that which is stipulated for P.E. and Games.
- Attend School regularly and punctually.
- Treat all facilities and equipment carefully and with respect.
- Move about the School in an orderly and quiet manner.
- Treat all members of the School community with respect.
- Behave in accordance with the School Behaviour Policy.
- To adhere to the rule that drugs, weapons, alcohol and smoking are strictly forbidden in School.

Expectations made of Pupils in the classrooms:

- Work to the best of their ability.
- Allow others to do their work.
- Treat other people with respect.
- Bring correct equipment to all lessons.
- Be punctual

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at the School undertake to uphold the School's policies and regulations, including this policy, when they sign the Parent Contract. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study. The School is happy to

consider suggestions from parents and hopes that you will find it to be responsive and open-minded.

Unexplained Absences

The School will always telephone a pupil's home on the first day of an unexplained absence in order to make sure that he/she has not suffered an accident. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

HANDLING UNFOUNDED OR UNSUBSTANTIATED ALLEGATIONS

Students that are found to have made malicious allegations are likely to have breached the School's behaviour policies. The School will therefore consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

REWARDING POSITIVE BEHAVIOUR

It is important to acknowledge good achievement, positive behaviour and regular attendance.

- All staff are expected to praise pupils and students with frequent use of encouraging language in lessons and around School so that positive behaviour and regular attendance is recognised.
- Merits are awarded to pupils and students for achievement and effort in the curriculum, in behaviour and in acts of service for the whole School.
- On achieving certain levels of merits, pupils receive, usually in assembly, certificates according to their age.
- Successes, whether achieved in School or out, will be recognised in assemblies.
- Following the publication of grades for attainment and effort each half term tutors or heads of department may send home letters or postcards of congratulations.

- Displays of work are used to encourage pupils who have made real effort and this is an important way in which the School recognises success.
- At the end of each term merits are used at the Merits shop.

SANCTIONS

Effective sanctions are designed to promote positive behaviour and attendance. At all times it should be made clear to the pupil that it is his/her behaviour that is unacceptable, not the person. Escalation to severe sanctions at an early stage should be avoided; these should be reserved for the most serious or persistent behaviour.

Whole group sanctions that punish the innocent as well as the guilty should be avoided. Individual circumstances should be taken into account. In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled. Reasonable adjustments are made for pupils with special educational needs.

Unacceptable behaviour or poor attitude could result in one of the following sanctions:

- Spoken rebuke.
- Loss of privilege or free time (lunch time or after-school detention)
- Being placed on report.
- Letter sent home.
- Discussion between parents, pupil and members of staff.
- Withdrawal from normal lessons.
- Reprimand from a senior member of staff.
- Temporary or permanent exclusion.

The School will keep a record of serious misbehaviour. A register is held in the Head's office and any of the following offences are entered onto a pupil's record:

Sexual harassment including sexting and banter

Sexual misconduct

Alcohol abuse

Bullying, including racist, sexist or discriminatory bullying

Drug abuse

Fraud

Gambling

Improper behaviour towards a member of staff or another pupil

Malicious accusations against staff

Malicious damage

Persistent disruptive behaviour

Physical assault/ threatening behaviour

Using pornography

Racist abuse

Theft

Violence

Any other activity that is illegal under English law

It is the School's policy to keep its entire pupil sanctions records securely until a pupil has reached the age of 25, when they will be destroyed. They will not be disclosed to any third party, unless required by statutory regulations. Records are centralised so that patterns can be easily identified in the School.

All members of staff are encouraged, where possible, to give pupils a choice when they are engaging in undesirable behaviour; they can do as the teacher asks and comply with the School Rules, or face the consequence, a sanction.

All incidents involving indiscipline must be recorded on an Incident Slip and the member of staff is to follow the procedure outlined in The Incident Slip Policy. The need for consistency of approach among staff is very important.

Sanctions will only work if all staff adopt one set of standards and rules and ensure that these apply to all pupils and students.

In the case of a bullying incident, the procedure is stated in The Anti-Bullying Policy, however, in the case of severe and persistent bullying the potential punishment will be permanent exclusion from the School.

The sanctions that will be imposed are set out in the School's Discipline and Exclusions Policy.

Parents attention is drawn to the School's Complaints Policy. London Christian Learning Centre has the legal right to impose reasonable sanctions if a pupil misbehaves. Corporal punishment is illegal and prohibited in the School but it is lawful to use such force as is reasonable in some circumstances.

Please refer to school's separate policy document Physical Restraint and Contact Policy for more details and examples of situations that particularly call for judgements of this kind.

BEHAVIOUR OUTSIDE SCHOOL

Pupils' behaviour outside School on School business – for example, on School trips, away sports fixtures, or work experience placements – is subject to the School's Behaviour & Sanctions Policy.

Bad behaviour in these circumstances should be dealt with as if it had taken place in School. For poor behaviour outside School, but not on School business, the Head may exclude a pupil if there is a clear link between behaviour and maintaining good behaviour and discipline among the pupil body as a whole. This will be behaviour in the immediate vicinity of the School or on a journey to and from School and can be grounds for exclusion.

LINKED POLICIES

This policy should be read in conjunction with other related policies;

- Disability Inclusion, Special Educational Needs and Learning Support Policy
- Admissions Policy
- Anti-Bullying
- Complaints Procedure

- Discipline and Exclusions
- Equal Opportunities
- Rewards Policy
- Safeguarding: Physical Restraint and Contact

Date of Policy: November 2016

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