



# King's College India

ROHTAK

## BEHAVIOUR AND SANCTIONS POLICY

### Responsibility

<b>Individual :</b>	Headmaster
<b>Draft :</b>	Based on KSUK – 08/03/17
<b>SMT review :</b>	<b>Ready 15/09/17</b>
<b>SMT agreed :</b>	<b>Ready 15/09/17</b>
<b>Governing Body :</b>	Approval needed - xxxxxx
<b>Next review date :</b>	<b>15/09/18</b>

## **INTRODUCTION**

KCI aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust and mutual respect. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of curricular and extra-curricular activities.

KCI is an inclusive community. We welcome pupils from a wide variety of backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person.

## **CODE OF CONDUCT**

KCI sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour both inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of School life. They should follow the School's Rules and Regulations.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is published on our website and a hard copy is available from the School on request. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

We expect pupils to be ready to learn and to participate in School activities. They should attend School and lessons punctually and follow the School's attendance and registration policy. They should care for the environment, buildings, equipment and furniture. We expect pupils to behave at all times in the best interests of the whole community.

## **INVOLVEMENT OF PARENTS AND GUARDIANS**

Parents and Guardians who accept a place for their child at KCI undertake to uphold the School's policies and regulations, including this policy. 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 prep / private study.

We will always contact the home on the first day of an unexplained absence in order to make sure that an absent child has not suffered an accident. Please note that it is the School's policy usually not to allow holiday to be taken during term.

### **INVOLVEMENT OF PUPILS**

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them. This process is facilitated by regular house meetings, prefect meetings, year group forums, the School's pupils' food committee and the Headmaster's weekly Open Door sessions.

### **SCHOOL RULES AND REGULATIONS**

The School's Rules and Regulations are designed to encourage positive behaviour. Its sanctions are to help us to manage challenging behaviour. Copies of the main Rules and Regulations are published to all members of the community. They may change from time to time. Parents and Guardians undertake to support the authority of the Headmaster and his staff in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

KCI undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity. Examples of sanctions include: detention, withdrawal of privileges, assistance with domestic tasks (such as collecting litter), suspension for a specified period, removal or expulsion. The School's policy on Discipline and Exclusions is published separately.

### **TEACHING AND LEARNING**

KCI aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer our pupils a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

### **COMPLAINTS**

We hope that pupils and parents do not have any complaints about the operation of our Behaviour Policy; the School's Complaints procedure are available on the school's website or can be sent on request.

## **Appendix to Behaviour Policy - Rewards and Sanctions**

### **Rewards**

Achievement can be recognised as follows:

#### Academic

- Positive marking of work
- Positive reports
- Headmaster's Commendations for good work, being awarded in School assembly
- Academic prizes at the end of the School

#### Drama, Music

- Special prizes awarded at the end of the School year
- School colours are awarded for achievement in music and drama
- Houses may also give colours for achievement in these areas

#### Sport

- Pupils win House and School colours for sport
- Presentation of cups and awards

#### Individual/Group achievements (e.g. national recognition, outstanding achievements)

- Acknowledgement in School assembly on Tuesday mornings
- By a notice on the Headmaster's board
- By verbal recognition
- They may also be recognised by an entry on the School's website, in School newsletters or in the annual magazine.

#### Good behaviour/general contribution

- The award of a Headmaster's Commendation
- Acknowledgement in School assembly
- Positive House and Tutor reports

## Sanctions

The following sanctions for poor behaviour are guidelines and are reviewed regularly. They should be read in conjunction with specific policies/documents on Alcohol, Smoking, Drugs, Sex and Relationships, and Bullying (including Cyberbullying).

Offence	Authority	Punishment
Drug abuse and the supplying of drugs; sexual offences; breach of the law of the land (e.g. theft); serious bullying. Repeated offences after warnings and prior suspension.	Headmaster	Expulsion
Expellable offences where clemency is possible; sexual impropriety; bullying; violent/aggressive behaviour; leaving House during the night; persistent low level disruption.	Headmaster	Suspension
Breaking bounds; persistent infringement of dress regulations; repeated late or poor work; failure to sign in or out of House as required	Head of Boarding Reported to Headmaster	Removal of privileges
Irresponsible behaviour in class, e.g. rudeness, bad language, persistent lateness, disorganisation, work not done, deception, cutting a lesson or other school commitment. Persistent uniform/dress code infringement.	Member of staff	Removal of privileges
Repeated cutting of class	Member of staff	Detention and see Headmaster
Repeated poor work or sufficiently poor interim report	Head of Boarding Tutor	Work report to be shown to tutor or to Head of Boarding
Poor behaviour in class or late/poor work	Member of staff	Departmental lunch-time detention
Lateness of any kind, e.g. rising, for lessons, for lights out, also minor bad behaviour or scruffiness	Member of staff	Logged in ERP database