



PROMOTING GOOD BEHAVIOUR AMONGST PUPILS

Disciplinary procedures form an essential part of the well-being, security and performance of pupils and the success of the school. They should reflect best practice in independent boarding schools in order to prepare pupils appropriately for their entry into mainstream British education.

Clear, feasible and positive guidelines are given to staff during their Induction Programme. It is important that staff feel confident to insist on good behaviour from students at all times within a clear structure, which is upheld by all at BBIS and underpinned by the active support of the Head.

All staff should lead by example and take the time, especially during the first few weeks, to get to know new students individually and to be visible and accessible around the school, ensuring that the guidelines are followed by all.

Students (and staff) should see that disciplinary procedures have positive outcomes for the individuals concerned, and for the atmosphere of the school as a whole. It is important that misbehaving pupils are not allowed to dominate aspects of school life to the detriment of other pupils.

Positive measures

Positive reinforcement of good behaviour works well in most instances. All staff should be constantly looking for ways to encourage a good community spirit and responsible behaviour. BBIS operates a merit system in order to reward good behaviour in and out of the classroom.

Rules and Sanctions

An agreement to abide by the school rules forms part of the terms and conditions of contract and a copy of the rules is included in the joining instructions. By signing the Acceptance Form, parents agree that Bell staff can enforce these rules. It is also stated in the pre-course information sent to parents that:

“All students are expected to follow the school rules concerning: bedtimes, attendance at class and activities, behaviour both in and out of the school and absence from the school site. The rules are given to students on arrival and carefully explained. Serious or persistent breaking of these rules may result in a student being asked to leave the course with no refund of fees. In this case parents/guardians will be charged for any unavoidable additional costs.”

It is therefore important that the course rules and the standards of behaviour expected are made explicit to students at the start of the course. All students are given a copy of the rules at the start of the course and follow an induction course with their teachers.

Breaches of Discipline

Serious breaches of discipline include:

- Bullying (see separate policy)
- drinking alcohol or having alcohol on the school premises
- smoking inside school buildings
- using illegal drugs
- theft/shop-lifting
- physical assault on another student or a member of staff
- being found in the room of a member of the opposite sex
- Misuse of computers or downloading of any offensive material from the Internet
- serious vandalism or other criminal behaviour
- leaving the course site without permission

Serious breaches of discipline should be referred to the Headmaster without exception.



More often than not, staff will be dealing with other incidents which are less serious in themselves, but which, if they persist, may need to be referred to one of the Deputy Heads or the Headmaster. These may include:

- persistent refusal to obey minor rules
- smoking in school grounds
- rudeness to staff
- failure to attend lessons
- antisocial behaviour

Sanctions

Whenever possible sanctions should be appropriate to the misdemeanour and encourage a positive change in behaviour. For example, sending to bed early is counter-productive as a punishment for being disruptive after lights out. Sanctions must not be humiliating or demeaning. Sanctions that may be used include, in ascending order:

- a disciplinary talk/explanation of rules with the member of staff concerned at the time
- a disciplinary talk/counselling sessions with the House Parent
- extra work / Loss of free time / contribution to the school community
- exclusion from a specific activity
- being placed on report (daily)
- a meeting with the Headmaster
- fax/letter/email /telephone call to the parents
- suspension
- expulsion

A record is kept by the House Parent of any disciplinary action taken, contact with parents, etc. in the pupil's file and a copy sent to the Headmaster. Students whose behaviour is giving cause for concern are discussed at the weekly staff meeting.

Expulsion

It is important that all staff adhere to the progression of sanctions and that these should not be unnecessarily accelerated as a result of over-reaction. The young people attending BBIS have considerable emotional and cultural adjustments to make and they may take some time to settle down. It is important that they are always given a fair chance. It should be clear to all staff that expulsion is a rare and last resort, after it is felt that all other sanctions have not had the desired effect and that the well-being of the school community is threatened. The decision to expel a student is made by the Principal, following a review of all the issues pertaining to the student, which must be carefully documented. Parents have the right to appeal against the Principal's decision, following the procedures explained in the school's Complaints Policy, but only after their son or daughter has been removed from the school premises.

Physical Restraint

Staff are allowed to use the minimum force necessary to restrain a student if the student is in danger of being harmed or of harming another student or member of staff. Any incident involving physical restraint is recorded in writing.