

# POLICY FOR PASTORAL CARE & GOOD BEHAVIOUR

Objective: "Enter to learn, Leave to Serve"

Our school Behaviour policy is based on the continuous focus of an ethos founded in our school ideals: love, kindness and build a caring community based on values of: Honest, Respect and Equality. Teachers, Brothers, LSAs, parents and students: Together we do our best to create a holistic, inclusive, and well-respected, learning environment. We encourage good behaviour and value discipline as part of the learning experience. We perceive mistakes as opportunities for learning and formation. Hence, cases are dealt with on an individual basis.

- ✓ All students must wear the FULL Stella Maris uniform with pride.
- ✓ Hairstyles need to be tidy and jewellery and accessories including earrings and bracelets are not allowed at school.
- ✓ Any valuables and electronic equipment like Mp3's are to be left at home.
- ✓ Mobile phones are not allowed.
- ✓ No substances (including inhalers, paracetamol and antibiotics) shall be allowed to be brought to school unless with written consent from a parent or legal guardian and handed straight to a member of the Senior Leadership Team.
- ✓ Students are only allowed to leave the school premises if they have parental consent and the written permission of the Headmaster/ Assistant Head.

## CLASS ORDER

- ✓ Respect for boundaries of the teachers and all the Staff members at Stella Maris College is to be valued. All Staff is to be addressed by title and surname.
- ✓ Fighting and violence are not tolerated.
- ✓ Insults, abusive language and use of nicknames are not allowed and are considered as bullying.
- ✓ Respect for each other as individuals and students is a must. Help and support towards each other is of great importance.
- ✓ Students are responsible for closing the classroom windows when the day is over.
- ✓ Students are encouraged to ask for help the Class Tutor/Year Tutor/Assistant Head.
- ✓ Waste is to be separated for recycling.
- ✓ Scribbling on desks or on walls and other acts of vandalism are considered as major offences.

- ✓ At the end of the school day students are only allowed to leave classrooms when the bell goes. All students are to then proceed in a composed manner to the Junior School Grounds. Students using transport are to board buses or parents' vehicles in an orderly manner.

## LOCKERS

Students should make good use of their lockers. Proper locker use helps to reduce strain of load on the back. There are 3 periods during which students use of their locker:

1. START OF DAY: Students should prepare learning material required for the first set of lessons
2. BREAKS: Students can take their lunch and prepare learning material for the next session of lessons
3. AT THE END OF THE DAY: Students can prepare their school the bags for the work they need to do at home.
  - ✓ Books and other material inside the locker should be kept tidy.
  - ✓ A padlock with two keys, clearly labelled are to be brought to school.
  - ✓ A padlock with a key is to be kept by the student.
  - ✓ The spare key is to be handed over to the Assistant Head or Year tutor.

## LESSON TIME / CLASS WORK / HOMEWORK

A bell indicates the end and start of each lesson. Students are to be punctual for ALL lessons. During the change of lessons students should not go out of their classroom or visit another.

- ✓ Students should always take note of homework given in class for their lessons on their personal diary. They may also consult with a friend or KLIKs, for confirmation in the event that the student was not in class at the time the HW was given.
- ✓ Homework must be neat and brought to school on time unless justified by a note from home.
- ✓ Missing homework will be recorded.

## BEHAVIOUR IMPROVEMENT PLAN

Students who repeatedly break the regulations of the school will follow a Behaviour Improvement Plan where specific behaviours are targeted. It lays down specific rules and consequences that mark the individual's needs.

Parents/ legal guardians will be contacted if any form of misbehaviour occurs habitually. This will be to discuss the way forward on supporting our student according to the individual case.

### Minor Behaviour or Learning Disruptions:

- ✓ Not completing set tasks or refusing to work
- ✓ Copying someone else's work
- ✓ Non-compliance to classroom rules, disrespectful attitude, littering
- ✓ Running in school corridors and stairways
- ✓ Not entering the class on time
- ✓ Incorrect use of equipment
- ✓ Minor physical contact (e.g pushing and shoving)
- ✓ Not wearing appropriate uniform
- ✓ Inappropriate transport behaviour

When a student exhibits a low-level and infrequent problem behavior as mentioned in the list above, the following classroom level guidelines are followed:

- ✓ Students are reminded that they are expected to behave appropriately at school.
- ✓ Students are then asked to carefully reflect on their behaviour and evaluate it. A quiet talk between student and teacher usually helps the student get back on task.
- ✓ Students may miss part or one of the breaks. An infraction may be added to KLIKKS if deemed necessary.
- ✓ Carrying out useful tasks to help the school (eg. litter-picking consequently for dropping litter) or community work within the school.

*Guidance teachers may also be included to support students.*

### MAJOR BEHAVIOUR PROBLEMS

- ✓ Inappropriate language (written/verbal)
- ✓ Poor attitude or disrespectful or defiance
- ✓ Petty theft
- ✓ Major disruption in class
- ✓ Major bullying/ harassment/ sexual innuendos

In the case of a serious incident, the Asst. Head / Headmaster will call the parents of all parties involved. Students involved in the incident meet with the teacher, Asst. Head and/or the Year Tutor. Students are asked to explain their behaviour verbally and then back it in writing. This statement or a report may be sent home to be signed by the parents/guardians.

As corollary and based on the severity of the case, a repercussion is given with the aim of increasing awareness, preventing future occurrences, and bring about improvement. Suspension from the rest of the day's lessons may be assigned to student. Students may also need to stay after school, with parent notification.

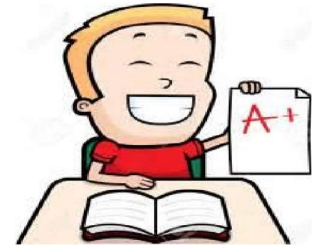
- ✓ A student may also be asked to withdraw temporarily or permanently from his participation in participation in out of-school activities.
- ✓ Temporary change of class at the discretion of the Head of School may withstand.
- ✓ In cases involving prohibited items, the dangerous or banned item taken away.
- ✓ Payment for breakages/repair work may be requested. Refusal to pay for breakages that are a result of acts of vandalism on public property may lead to legal action.
- ✓ Referral to outside agencies may be required.
- ✓ Indefinite suspension if necessary.

#### **GRAVE BEHAVIOUR PROBLEMS**

- ✓ Serious physical aggression or physical contact.
- ✓ Dangerous transport behaviour.
- ✓ Possession/ selling illegal substances/ weapons or sharp objects.
- ✓ Cheating during examinations.
- ✓ Leaving the school premises without permission.
- ✓ Major dishonesty or racial harassment.
- ✓ Use of mobile phone/ electronic devices for voicemail, e-mail, text messaging or filming purposes without authorization.
- ✓ Possession of/or dissemination of pornographic material.

Each of the above-mentioned instances are dealt with, with great attention and involvement of members of the Senior Leadership Team. Each case takes several factors into consideration before a final decision is taken.

## REWARDING POSITIVE BEHAVIOUR



Good behaviour is encouraged by monitoring and keeping of records.

Below is the Merit list as found on the KLIKs portal.

Possible outcomes for such good behaviour are at the discretion of the teacher or other member of staff.

- ✓ Good project work
- ✓ Doing extra work willingly
- ✓ Eco friendly
- ✓ Helping others
- ✓ Assertiveness
- ✓ Leadership/ Role model
- ✓ Taking Initiative
- ✓ Respect
- ✓ Active participation
- ✓ Responsibility
- ✓ Creating a Lasallian spirit