

BEHAVIOUR MANAGEMENT POLICY

Behaviour/Discipline and Exclusions

Rikkyo School in England aims to encourage students to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our students is a key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of extra-curricular activities.

CODE OF CONDUCT

Rikkyo School in England adheres to a code of conduct, which is based on the following four values:-

- Respect for others
- Respect for ourselves
- Respect for our actions
- Respect for our environment

The Code of Conduct is designed to encourage positive behaviour and self-discipline. This is reinforced by the Christian ethos of the School, staff providing good role models, and awards for good behaviour at the end of the School year, which are presented to individual students at the Graduation Ceremony.

Sanctions help us to set boundaries and manage challenging behaviour. Copies of the School Rules and Regulations are in the Parent Handbook and may change from time to time.

The Headmaster for his part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Examples of sanctions include:-

- Detention
- Withdrawal of privileges
- Confiscation of property that is being used inappropriately or without consideration
- Withdrawal from a lesson, school trip or team event
- Suspension for a specified period

Parents and students should be aware of the more serious sanctions, including suspension, that the Headmaster can impose for serious breaches of the Rules and Regulations, including criminal behaviour. Examples of serious breaches of the Rules and Regulations include:-

- Alcohol and tobacco abuse
- Drug abuse
- Theft

- Bullying
- Physical assault/threatening behaviour
- Fighting
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour

DISCIPLINARY MEASURES

When a student misbehaves he/she is initially cautioned. If the misbehaviour continues the student is told to attend a meeting with the Class Teacher to talk through the offence, the purpose of which is to make the student aware of his/her bad behaviour.

If the misdemeanour is serious, the student is required to write and explain his/her actions after this meeting.

If the Class Teacher feels that the offence warrants further disciplinary measures, the student's parents will be informed and the matter will be raised at the daily teachers' meeting. Primary and Middle School teachers will then meet and a separate meeting will be held for High School teachers to discuss the matter. The Head of the Teaching Department will chair both meetings and will report back to the Headmaster.

If the offence has repercussions for Primary, Middle and High School students all the Class Teachers will meet together to discuss the situation.

On very rare occasions, the offence could lead to a decision to temporarily or have a fixed term exclusion of the student. The length of suspension would depend on at which point during the term the offence occurs. If it is near the end of the term the student would be sent home and would not be allowed to return until the beginning of the next term.

In the event of a permanent exclusion, parents are fully consulted and have a right to appeal to the trustees.

USE OF RESTRAINT

As part of Japanese culture, the School does not sanction any physical contact with students. However, teachers and other staff are entitled to use reasonable force to control or restrain students, but must not use force as a punishment.

As far as possible, all staff should always try to deal with the situation through other strategies before using force to control or restrain students.

Restraint should only be used as a last resort in the following circumstances:-

- Self defence
- To prevent immediate danger/injury to the student concerned, any students or staff
- To prevent potentially significant damage to property.

Safe methods of restraint must be used for the shortest period of time necessary and with the minimum amount of force necessary, in order to secure the safety of persons or property. Use of restraint must not degrade the student in any way. DCSF guidance on 'The use of physical restraint in schools' must be adhered to.

Every member of staff will inform the Headmaster immediately after it has been necessary to restrain a student physically.

We will always inform a parent when the use of physical restraint has been used and, if necessary, agree a regime for managing that individual student's behaviour.

Please note: the use of inappropriate or excessive force may result in disciplinary action or criminal charges.