



## RIKKYO SCHOOL IN ENGLAND

### Pupil Behaviour and Discipline

Date	Review Date	Coordinator	Headmaster
15/04/2019	24/09/2019	Ms. K. Amann	Dr. T. Okano

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- School Standards and Framework Act 1998
- Education Act 2002
- Anti-social Behaviour Act 2003
- Education Act 2005
- Education and Inspections Act 2006
- Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- Education (Penalty Notices) (England) Regulations 2007
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Education Act 2011
- Education (Penalty Notices) (England) (Amendment) Regulations 2012
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Education (Independent School Standards) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Behaviour and discipline in schools - Advice for headteachers and school staff (DfE 2014)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a duty under the School Standards and Framework Act 1998 to have in place a behaviour policy that is annually reviewed and is consistent throughout the school.

We believe that we promote good behaviour by creating a happy caring school environment where everyone feels valued, respected, secure and free from all forms of anti-social behaviour.



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We realise pupils behaviour improves and they feel safer and happier in school if school personnel consistently apply this policy and maintain regular classroom routines.

We encourage pupils to achieve in a learning environment where self-discipline is promoted and good behaviour is the norm. Any form of low-level misbehaviour during lessons is not accepted as we believe pupils will achieve their full potential in a happy, stimulating and ordered school environment.

We strongly endorse the banning of all forms of corporal punishment which has been defined as 'the use of physical force causing pain, but not wounds, as a means of discipline'.

We are aware that we have the right to use reasonable force to control or restrain pupils in order to prevent personal injury, damage to property or the prevention of a criminal offence being committed but not as a means of disciplining pupils.

We have in place as calm room the Chapel and the rest room in the surgery which provide an alternative environment for any pupil who is upset, distressed or acting in an unsafe manner. It is a place where school personnel can take individual children to talk about their concerns or worries or just to calm them down if something has upset or angered them.

Parents have a duty to ensure their children are well behaved and attend school regularly as good behaviour and attendance are essential to children's educational prospects.

The Headmaster and school personnel authorised by him have the statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We have a commitment to promote equality. Rewards and sanctions must be applied fairly and consistently and in accordance with the school's policy without any discrimination because of differences arising out of gender, race, religion or belief, cultural or linguistic background, special educational needs, sexual orientation, gender reassignment or sporting ability.

### Aims

- To create an ethos that makes everyone in the school community feel valued and respected.
- To promote good behaviour by forging sound working relationships with everyone involved with the school.



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- To promote self-discipline and proper regard for authority among pupils.
- To prevent all forms of bullying among pupils by encouraging good behaviour and respect for others.
- To maintain consistency in applying this policy.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### Responsibility for the Policy and Procedure

### Role of the Headmaster

The Headmaster will:

- determine the detail of the standard of behaviour that is acceptable to the school;
- ensure this policy is maintained and updated regularly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- create an ethos that makes everyone in the school community feel valued and respected;
- promote good behaviour by forging sound working relationships with everyone involved within the school;
- promote self-discipline and proper regard for authority among pupils;
- prevent all forms of bullying among pupils by encouraging good behaviour and respect for others;
- ensure all stakeholders are absolutely clear about the expected standards of pupils behaviour,
- ensure school take individual children to a calm place such as the Chapel or rest room at the surgery to talk about their concerns or worries or just to calm them down if something has upset or angered them;
- with all members of the Senior Leadership Team will:
  - maintain a regular visible presence throughout the school day and especially when pupils arrive and leave, at break times and lunchtimes
  - ensure pupils move around the school in an orderly manner
  - praise good behaviour
  - celebrate successes
  - celebrate the good performance of school personnel
  - take action if school personnel do not follow this policy
  - consistently inform parents of this policy
  - ensure school personnel praise good behaviour and work
  - ensure school personnel understand the additional needs of all pupils in their care
  - monitor the number of sanctions and rewards given by individual school personnel
  - have in place clear strategies for pupils who are likely to misbehave



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- ensure school personnel are aware of these strategies and apply them
  - have in place support mechanisms for pupils with behaviour difficulties
  - ensure school personnel build and maintain positive relationships with the parents of pupils with behavioural difficulties
- ensure the health, safety and welfare of all children in the school;
  - work with the School Council to encourage good behaviour and respect for others;
  - work closely with the coordinator;
  - monitor the effectiveness of this policy by analysing :
    - pupil attitudes to school and learning
    - the views of pupils, parents, school personnel and governors
    - the number of fixed-period and permanent exclusions
    - incident logs, rewards and sanctions
    - the number of reported cases of bullying
    - strategies to improve behaviour and discipline
  - make effective use of relevant research and information to improve this policy.

### Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headmaster;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- work with the School Council;
- monitor school support systems;
- undertake classroom monitoring;
- deal with external agencies;
- review and monitor;

### Role of School Personnel

School personnel will:

- maintain consistency in applying this policy throughout the school;
- have in place clear classroom routines;
- encourage good behaviour and respect for others;
- praise good behaviour and good work;
- ensure all work is differentiated;
- apply all rewards and sanctions fairly and consistently;



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- promote self-discipline amongst pupils;
- deal appropriately with any unacceptable behaviour;
- stay calm when dealing with unacceptable behaviour;
- apply any behavioural plans of individual pupils;
- be aware of and understand the additional needs of pupils in their care;
- take individual children when a situation arises to the calming room ie the Chapel or the rest room in the surgery to talk about their concerns or worries or just to calm them down if something has upset or angered them;
- have in place and will refer to a visual timetable;
- discuss pupil behaviour and discipline regularly at staff meetings;
- provide well planned, interesting and demanding lessons which will contribute to maintaining good discipline;
- attend periodic training on behaviour management;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- ensure the health and safety of the pupils in their care;
- identify problems that may arise and to offer solutions to the problem;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

### Role of Pupils

Pupils will:

- be aware of and comply with this policy
- be polite and well behaved at all times;
- show consideration to others;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- follow the School Rules (set out in the Boarding Handbook) and the school Code of Conduct. These rules are important as they ensure the smooth running of the school;
- obey all health and safety regulations in all areas of the school;
- liaise with the school council to make suggestions about improving school behaviour;
- take part in questionnaires and surveys.



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### Role of Parents/Carers

Parents/carers are asked to:

- comply with this policy;
- have good relations with the school;
- support good behaviour;
- sign the school's 'Parental Agreement';
- ensure their children understand and value the meaning of good behaviour;
- support school rules and sanctions
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and School Rules necessary to ensure smooth running of the school.

### Prohibited Items

Weapons, knives, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any item that could be used to commit an offence or personal injury or damage to property and any substances which are held for the purpose of misuse e.g. glue.

Any pupil found in possession of a prohibited item will face disciplinary sanctions.

### Rewards and Sanctions

Regular praise and encouragement is part of the school ethos. Reward for good behaviour is in the quality of school and boarding life at Rikkyo School in England and in the relationships build among pupils and with staff. We have a system in place which ensures that pupils don't miss out on rewards or sanctions.

Rewards and Sanctions

- have been devised by the Headmaster and the Senior Leadership Team
- will be applied fairly and consistently across the school without any discrimination;
- must not be degrading or humiliating to any pupil;
- will be recorded
- will be discussed at the teachers' daily meetings

The Headmaster has the final decision for sanctions.



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### Reward and Sanction System

Rikkyo School applies following rewards and sanctions (examples):

- Verbal praise for good work / behaviour
- Special achievements are celebrated at various occasions throughout the year.
- Verbal reprimand for insufficient effort / bad behaviour
- Daily inspection of dormitories by duty teachers, tidy and clean rooms / untidy / unclean rooms will be mentioned at assembly.
- If Deputy Bursar gets reports from staff that pupils have not adhered to rules or damaged property this will be addressed at the after lunch announcement.
- Classroom teachers meet every evening with their students to praise good behaviour and achievements, and to talk about bad behaviour / wrongdoing and how to improve it.
- Any damage (unless it is minor) will be investigated. If the damage is regarding to school property, the Deputy Bursar will be involved in the investigation.
- If the pupil(s) responsible for the transgression or damage cannot be found, then the whole dormitory, class or whatever group is relevant will be addressed. Behaviour issues can be addressed after mealtimes.
- The report at the end of each term which will include a report about the pupil's behaviour
- Depending on the type of misdemeanour, the pupil will be asked to write an apology or to reflect about his/her behaviour in a report
- Pupil can be excluded from an after school activity.
- Any damage to property caused deliberately or gross negligently should in general be paid for by the pupil's parents. However, the specific circumstances of each case will be considered.

### **Calming Rooms**

Calming rooms are the Chapel and the sick room at the Surgery.



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### Exclusion

The Headmaster can exclude a pupil for fixed periods or permanently for serious breaches of the school's rules and policies such as aggressive or violent behaviour, wilful damage to staff/ school or other pupils' property, stealing, drug or alcohol misuse, sexual misconduct, bullying, using inappropriate language, persistent misbehaviour, or parental behaviour.

The student will be sent home for a number of days to reflect about his / her behaviour and to discuss it with the parents. The school will talk with the parents about the situation at home and what they did to address the behaviour. The length of the exclusion depends on the discussion with the parents. If the discussion has a positive outcome, then the pupil will be readmitted to school.

Permanent exclusion is a last resort when a wide range of behaviour management strategies have been used and were not successful, or if an exceptional offence has been committed such as serious violence (actual or threatened), sexual abuse or assault, supplying an illegal drug, carrying an offensive weapon or ongoing bullying.

### Pupil Support

A number of pupil support systems are in place and are proving effective in promoting good behaviour. All school personnel work hard to ensure that these systems run smoothly.

### Outside Agencies

We have support for pupils who demonstrate persistent poor behaviour from the:

- Counsellor;
- Chaplain;
- School nurse
- Social Services.

### Incidents

- All incidents of bad behaviour are recorded on an incident sheet.
- The Headmaster or a member of staff who has been appointed by the Headmaster will thoroughly investigate all incidents.





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### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the Boarding Handbook
- the School Website

### Training

All school personnel:

- receive training on this policy on induction
- receive periodic training so that they are kept up to date with new information

### Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Coordinator and the Headmaster.

### Linked Policies

This policy should be read in conjunction with following other documents:

- Anti-Bullying Policy
- Anti-Cyber Bullying Policy
- Safeguarding and Child Protection
- Searching, Screening and Confiscation

Previous dated 13/10/2016, 04/01/2017