



# **The British School of Egypt**

## **Primary School Behaviour Policy**

**August 2024**

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## Behaviour Policy Statement

This Behaviour Policy is based on the Egyptian Ministry of Education (MoE) approved Guidance and Regulations. The Ministry of Education Policy Statement below supports the policy review that was undertaken:

*“In light of the negative behaviours displayed by some members of the student body, which have recently become as widespread as to constitute a real phenomenon, the Ministry of Education has taken the necessary measures to support educational institutions in their attempts to safeguard their learning environment.”*

*“Accordingly, the MoE, in cooperation with the National Center for Educational Research and Development, has developed a responsibilities guide as a step in its plan to combat the visible spread of disciplinary violations, thereby fostering an appropriate educational culture and climate in schools.”*

***This Primary School Policy is based on the School & SS policy and only minor adjustments have been made to ensure that the rewards and sanctions are age appropriate and supporting the Primary School Policy.***

### Stakeholder Responsibilities:

#### Students:

Students who violate any of the basic responsibilities listed below will be in violation of the Egyptian Ministry of Education’s regulations.

#### Student Responsibilities:

- Abide by the school Behaviour Policy
- Abide by all school rules and regulations – whether pastoral, academic or otherwise
- Attend school and all classes according to the Attendance Policy
- Follow school regulations regarding arrival and dismissal to and from classrooms, buildings and the school campus
- Complete all assignments, tasks and activities as required by the school
- Honour the classroom environment by conducting oneself politely and according to the teachers’ instructions, rules and regulations
- Protect all school books and equipment, assuming responsibility for any damages or losses to school property resulting from vandalism or neglect
- Respect the private property of students, teachers, administrators, support staff and the school community at large
- Interact with classmates, teachers, administrators and all staff members with respect, politeness and decency
- Take part in preventing any weapons, drugs or alcohol from finding their way to the school campus
- Ensure that personal behaviours allow all students to benefit from a safe learning environment
- Come to school decently presented and dressed inline with the uniform policy.
- Use appropriate language everywhere on the school campus and transportation
- Take pride in the school by safeguarding its image and reputation at all times
- Make adopting the school values part of everyday life at The BSE.

#### Parent Responsibilities:

- Cooperate with all school teachers, administrators and staff to ensure that your child abides by the Behaviour Policy and all school policies
- Take all necessary measures to ensure that your child attends school and all scheduled classes
- Assume responsibility for any damages or losses to school property resulting from your child’s

vandalism or neglect

- Cooperate with the school to ensure that your child develops the responsibility of becoming a 21st century citizen and supports the school values.
- Guide your child to develop acceptable behaviour that includes control of and accountability for their own actions and choices
- Implement disciplinary decisions taken by the school administration
- Communicate with the school in a regular and constructive manner during the working hours set by the administration
- Accept meeting invitations at school if requested by the school administration at mutually convenient times
- Fill all forms, sign all letters and provide all documents requested by the school throughout the year promptly and accurately
- Know, understand, support and reinforce the rules that your child is expected to follow.

#### **Pastoral & Behaviour Department Responsibilities:**

- Treat students with respect and ensure they treat each other with respect
- Allow all students involved in an incident to be listened to
- Use CCTV and witness statements as required
- Submit reports of incidents
- Explain consequences to the students
- Facilitate restorative practices.

#### **Leadership Team:**

- Coordinate efforts to review Behaviour Policies regularly and listen to feedback from all stakeholders.
- Adopt necessary procedures to ensure a safe and satisfactory learning environment
- Apply Individual Behaviour Plans (IBPs), use Behaviour Agreements and work with parents to ensure positive improvement in behaviour
- Monitor student interactions during school arrival and dismissal as well as lessons and during activities
- Use and maintain student behaviour files and records with relevant KS offices
- Notify parent/guardian as soon as possible should harm befall a student due to a behaviour incident
- Inform parent/guardian of consequences applied to the student within 24 hours, mentioning the violation
- Provide availability of educational material to students who have been issued Internal Reflection Time or External Reflection Time (also known as Internal or External Suspension).

#### **Teacher Responsibilities:**

- Maintain a positive learning environment among students
- Treat all students with respect and maintain professional boundaries
- Utilise appropriate strategies to safeguard and promote a positive learning environment
- Follow the BSE Behaviour policy fairly and promptly
- Maintain records of student behaviour and attitude to learning using the recognised school Behaviour Tracking system
- Present reports and highlight any concerns regarding student behaviour by through contacting parents and informing line managers
- Refer and inform SLT and Line Managers of issues that are repeatedly experienced.





## Behaviour Management Approach

The BSE has developed a positive and restorative approach to whole school discipline. This means that we reward good behaviour and we implement sanctions for inappropriate behaviour. This system is designed to encourage the children to make positive independent choices and strive to meet expectations. The whole school system of rewards and sanctions is explained to the pupils and applied consistently by all members of staff within the school community. All staff will strive to avoid confrontation and defuse situations wherever possible by talking with pupils in a calm, but fair manner, using restorative language.

## Primary School Reward System

The BSE Primary School is delighted to present the reward system. Our reward systems are complimented by the use of individual and group House points systems. Pupil Houses serve to promote a sense of identity around the school. The House System is inclusive of all learners in different age groups and is related to Physical Education as well as other academic subjects. Our House System aims to promote belonging, integrity, pride, teamwork and peer learning.

The BSE adopts different methods for rewards such as individual and group-based rewards.

<p><b>Balmoral Castle</b> Scotland / Purple / Thistle</p>	<p><b>Stormont Castle</b> Ireland / Green / Shamrock</p>
	
<p><b>Windsor Castle</b> England / Red / Rose</p>	<p><b>Cardiff Castle</b> Wales / Yellow / Daffodil</p>
	

## Individual Rewards:

### Individual Pupil House Point Online System:

Individual pupil house point systems will be live starting at the beginning of the academic year. Teachers will use online systems to track progress by marking adding a housepoint for each pupil.

Class teachers and Specialist Teachers are requested to keep an accurate record of the total of each pupil's House point total and input the total onto the Behaviour Tracker on a weekly basis. This total will be referred to when awarding milestone achievements such as House point certificates and rewards.

House points are connected to rewards. They are gathered on a weekly basis (at the end of the week on Wednesday). Each 70 House points that are earned give pupils a turn to participate in a random card draw on Thursday. Reward cards are universal and can be used across all subjects/lessons. This is done by the student gaining a Reward Pass and presenting it to their teacher in any lesson they prefer.

Housepoints (HP) guide:

Academics:

- 1 HP for excellent homework
- 1 HP for excellent classwork
- 1 HP for creativity
- 2 HP for meeting targets

Behaviour:

- 1 HP for good behaviour
- 2 HP for meeting behavioural targets
- 2 HP for good teamwork
- 3 HP for showing the BSE values (respect, resilience, responsibility, integrity, compassion, mindfulness)
- 3 HP for being kind/helpful
- 3 HP for good table manners at the cafeteria



## Examples of individual reward cards prizes:

Year 1 & 2	Year 3 & 4	Year 5 & 6
<p>Have lunch with your favourite teacher.</p> <p>Sit on the teacher's chair.</p> <p>Win an A3 colouring sheet (your favourite cartoon/book character). We will print it and laminate it for you.</p> <p>Show and tell: bring an item from home to show to the class during morning register time.</p> <p>Win a special sticker.</p> <p>Positive phone call home.</p> <p>Win 10 minutes of free time in class.</p> <p>Have a snack in class (once).</p> <p>Sit anywhere you want in the lesson (once).</p> <p>Be the co-teacher for a day.</p> <p>Choose a song to listen to during register time.</p> <p>Bring a toy to school to keep on your desk for a day.</p>	<p>Have lunch with your favourite teacher.</p> <p>Positive phone call home.</p> <p>Win 10 minutes of free time in class.</p> <p>Have a snack in class (once).</p> <p>Sit anywhere you want in the lesson (once)</p> <p>Your class will receive a planned reading lesson outdoors (planning in advance with Ms. Emma/Ms. Farah required).</p> <p>Have hot chocolate/ice cream with SLT.</p> <p>Take the class's attendance for a week using the "Question of the day" activity.</p>	<p>Have lunch with your favourite teacher.</p> <p>Out of uniform day.</p> <p>Wear any shoes you want for the day.</p> <p>Hall pass- leave the lesson 10 minutes early and choose a friend to accompany you (only applied in lessons before breaks).</p> <p>Support younger students (FS or Y1 in a reading lesson once).</p> <p>Support younger students in a PE lesson (coaching).</p> <p>Present your homework 2 days past the due date.</p> <p>Win 10 minutes of free time in class (after finishing your work).</p> <p>Have a snack in class (once).</p> <p>Sit anywhere you want in the lesson (once)</p> <p>Your class will receive a planned reading lesson outdoors (planning in advance with Ms. Emma required).</p> <p>Have hot chocolate/ice cream with SLT.</p>



## **Individual rewards (other examples):**

Students who demonstrate excellent behaviour and exert consistent effort inside and outside of class are provided with Leadership opportunities such as representing the school in special events such as:

- Leading/ coaching during sports days with the PE department
- Leading charity events in school
- Attending and representing the school in charity events/other special events outside of school

## **Social rewards:**

Building on the success of the House Captain system at The BSE we are introducing a Student Council (it will be called Student Voice) into Primary & KS2. The SV will complement the work of the House Captains and be established as a group of motivated and committed pupils that represent their peers and are focussed on developing, supporting and improving all aspects of the school environment and academic culture.

The House Captains will continue their excellent work representing their Houses and will maintain their focus on supporting Special Events throughout the school and all of the House Competitions.

Together the HC and the SV will be a very positive representation of the Primary school and play an important role in the Primary School development.

The SV committee will provide a platform for students to express their ideas and concerns and through regular meetings. Their aim will be to support and implement positive change that will benefit all pupils, The SV will have the opportunity to work closely with the staff to resolve student concerns and support the school standards, expectations and values of the school.

## **Group- based rewards:**

### **The house cup:**

The house that has earned the most points over the course of a term will receive the house cup. This is celebrated during theatre assemblies.

### **Marble in the jar:**

A marble in the jar can be rewarded for behaviours that the class accomplishes collectively by working as a team. Examples include walking nicely in a straight line, appropriate movement around the school, super tidying up and pack-up time, taking care of our classroom and more! The class with the most marbles within the year group wins such as pyjama day, out of uniform day or movie at the theatre day.

### **Class rewards:**

The class that receives the most house points in a year group wins a group-reward pizza/dish party or a reward trip. Reward trips are conducted under special circumstances and depend on the timing within the school year.

Note: there are internal class rewards such as table points.

## Types of Sanctions

Parents are informed about incidents that affect the learning process/environment. Students may receive any of the following in line with the tables detailed in the following pages and at the discretion of the school leadership:

- Breaktime reflection periods
- After School Reflection periods
- Internal Reflection Time (IRT)
- External Reflection Time (ERT)

The duration of any sanction reflects the severity of the behaviour shown and is directly linked to the guidance tables below produced by the MoE.

**Break Time Reflection** lasts for any length of time at the teacher's discretion and can be used to establish expectations and reinforce the teacher standards from the lesson. This may be a 'quick conversation' or the majority of the breaktime.

**After School Reflection** periods for unfinished homework or classwork are year-group led by rota. The student stays 40-60 minutes after school hours to finish their assigned task(s). The student may leave if they have finished their work before the 40-60 minute timeframe.

Parents must be informed about the After School Reflection at least 24 hours prior. The school will not be able to provide transportation for bus students who have received After School Reflection. This is the responsibility of the parent to organise.

**IRT is also known as Internal Reflection or Internal Suspension.** It takes place in a classroom known as the IRT room (situated in Primary School or Secondary School Buildings). During this time, the student conducts a session with our qualified Positive Behaviour Officer (Secondary School) or with SLT (Primary School).

They will encourage the pupil to reflect on the incident, and support him/her with identifying strategies they could use to avoid being involved in incidents in the future. The student will be provided with classwork in the IRT room and they will be able to follow up on their specialist teachers' input via Google Classroom.

IRT is applied by the Deputy Head (DH) or Head of Primary (HoP) as per the policy.

**ERT is also known as External Reflection Time or External Suspension.** ERT is applied on school days and does not include any counts for weekends or official holidays. During this time, the student remains at home and completes all the work posted on Google Classroom. ERT is applied with the approval of the Executive Principal.

Parents are asked to monitor this to ensure that there is no loss to learning. Parents are also asked to reflect on the incident with their child and support them with identifying strategies they could use to avoid being involved in incidents in the future. Any ERT results in a Behaviour Agreement which must be signed by the parent and child.

## Application of Sanctions

When sanctions are applied - most notably IRT or ERT the School will consider the impact on formal examinations (internal & external) and any associated revision classes before setting the dates and informing the parents. This also applies to MoE Examinations.

In some circumstances, students may be allowed to attend exams during ERT days and go home afterwards for their sanction. The school will not be able to provide transportation for bus students who have received ERT and have exams.

Once the dates are set they are fixed and must be adhered to. Lengthy and unnecessary duration between misbehaviour actions and the required sanctions being applied are to be avoided.

### Confidentiality

- **All school records of an incident or issue are confidential and will not be released to parents.**
- Any actions to be taken are at the school's discretion according to policy and will not be shared.
- Parents are to be informed of actions taken with their child only.
- Any sanctions applied to anyone involved in an issue will remain confidential, the school will not enter into discussion as to the nature or the severity of the action being taken or disclose the details of sanctions applied to other students.

## Use of Cards & Link to Behaviour Policy

Yellow	Yellow Cards are issued to support the sanctions applied to low level misbehaviours or first level violations and actions. These are issued by class teachers or specialist teacher and recorded centrally. Most yellow cards serve as reminders or warnings. A student may lose 5 minutes of their breaktime.
Amber	Amber Cards are issued to support the sanctions applied to repeated low level misbehaviours and actions for first level violations. A student loses half of their breaktime and stays in class. Students are allowed to eat during reflection.
Red	Red Cards are issued to support the sanctions applied to repeated low level misbehaviours and actions or second level violations. These are issued by class teachers or specialist teachers and recorded centrally. A student loses their whole break time and stays in class. Students are allowed to eat during reflection. These cards have an impact on trips, rewards and inclusion in ASA and Special Events at the discretion of SLT.
Purple (IRT)	Purple Cards are issued to support the sanctions applied to repeated second level violations and misbehaviours or third level violations. These are issued by SLT and are recorded centrally. These cards have an impact on trips, rewards and inclusion in ASA and Special Events. At the discretion of SLT.

### Accumulation of received cards:

In the case where a student receives accumulated cards, please find the below information:

- 2 red or amber cards in 1 day will lead to After-School Reflection time (ASR) until 3:30-pm or IRT, with no breaks during the day. Break times are administered in the IRT room.
- 3 red or amber cards on separate days in any 5 day period will lead until ASR to 3:30 pm, or IRT as above.
- Repeated After School Reflections in any 3 week period will also lead to an IRT day.
- 2 or 3 IRTs or Purple cards will lead to ERT.
- The accumulation of behaviour cards/incidents leads to exclusion from trips, at discretion of SLT.

## Communication with parents

When a student is issued a behaviour card by his/her teacher or specialist teacher, the parent will receive an email as per the proformas shared below. The behaviour card issued will also reflect on the school behaviour tracking system.

### Gold Behaviour Card email suggested text:

Dear Parent,

We hope this email finds you well.

Congratulations! We are delighted to inform you that (your child – insert pupil name here) received a Gold Behaviour Card today in (insert subject here) for going above and beyond as well as exceeding our expectations. Your child has (enter reason for receiving card).

Keep up the wonderful work (insert pupil name here)!

Best regards,  
Teacher's name

### Silver email suggested text:

Dear Parent,

We hope this email finds you well.

Congratulations! We are delighted to inform you that (your child – insert pupil name here) received a Silver Behaviour Card today for exceeding our Green Positive Behaviour Expectations Your child has (enter reason for receiving card). Well done!

Best regards,  
Teacher's name

### Yellow email suggested text:

Dear Parent,

We hope this email finds you well.

Please be informed that your child (insert pupil name here) has received a yellow zone behaviour card today and some Reflection Time has been issued during break. This is due to (enter reason here).

Please support us by talking to your child about making the correct choices. We will surely encourage your child to make better choices in the future.

We firmly believe when we work in partnership to support our young people, we achieve the best outcomes.

Best regards,  
Teacher's name

**Amber email suggested text:**

Dear Parent,

We hope this email finds you well.

Please be informed that your child (insert pupil name here) has received an amber zone behaviour card today and some Reflection Time has been issued during break. This is due to (enter reason here).

Please support us by talking to your child about making the correct choices. We will surely encourage your child to make better choices in the future.

We firmly believe when we work in partnership to support our young people, we achieve the best outcomes.

Best regards,  
Teacher's name

**Red behaviour email suggested text:**

Dear Parent,

We hope this email finds you well.

Please be informed that your child (insert pupil name here) has received a red zone behaviour card today and some Reflection Time has been issued during break. This is due to (enter reason here).

Please support us by talking to your child about making the correct choices. We will surely encourage your child to make better choices in the future.

We firmly believe when we work in partnership to support our young people, we achieve the best outcomes.

Best regards,  
Teacher's name

*For more serious behaviours, an ASR/IRT or ERT letter is sent to parents explaining more serious consequences. Kindly refer to the following pages for further information.*

## **Investigations**

### **Investigation Procedure**

In any investigation that is required following an issue, steps will be taken to ensure that the investigation is conducted in an impartial and objective manner. The BSE SLT will be responsible for overseeing this process, if delegated to a member of the Pastoral Team, the SLT will still be involved throughout to oversee. All Steps detailed below are specific to investigations and follow an issue that has been raised by students, teachers or parents:

#### **Step 1:**

A written statement will be taken from the student(s) who were involved in the issue. This helps to establish a picture of the complaint from all perspectives. This will provide the investigator a framework from which next steps can be determined.

It is advised in Step 1 to review any CCTV or video footage of the incident, or to request evidence be reviewed that has been presented, e.g. Screenshots, recordings or printed copies. This will allow in Step 2 for the interview to be focussed and directed at addressing any concerns raised.

#### **Step 2:**

A written statement will be taken from additional people who may be able to add to the 'wider perspective'. Taking additional statements will allow the investigator to cross reference both accounts and highlight any discrepancies. Steps 1 or 2 are interchangeable to minimise disruption for both parties.

#### **Step 3:**

Discrepancies in written accounts will be investigated further. If there are any discrepancies in the written statements the investigator may seek further clarification from either party. This is to ensure that the investigator fully understands both accounts and is able to draw their conclusions as to appropriate action.

This is also an opportunity to interview witnesses. Witness statements must be recorded and completed on the formal The BSE witness statement forms. It is important that witness views are balanced and are not designed to favour one 'side or the other'. Every effort should be made to avoid presenting statements from witnesses that may have a biased perspective on the outcome.

#### **N.B.**

As sometimes statements may change after the school day has ended, please note that the school does not consider investigations made by children or parents outside of school grounds.

## **Fault, Retaliation & Blame**

A student that retaliates against another student's verbal or physical actions, intimidation, bullying or any sort of threatening physical behaviour directed towards them is not innocent and free of blame in the resulting issue.

Responding to another student with any form of inappropriate behaviour - either verbal or physical that is outside of the expectations of students at The BSE will be treated as unwanted behaviour and sanctioned according to the violations tables that are included on subsequent pages.

The student that 'starts' the issue will remain primarily at fault, however, in the cases where students respond with inappropriate behaviour (verbal or physical) because of the actions of another, they will be sanctioned in line with policy. It is important for students to recognise that their behaviour is not excused by the actions of another who has also misbehaved.

The suggestion or defence that any inappropriate behaviour is the result of 'joking' or 'playing' or only done because 'we are friends' is also not acceptable. Behaviour that was intended as a 'joke' whether physical or verbal is still unacceptable and inappropriate and not in line with the expectations of pupils at The BSE and will be sanctioned in line with the violations tables outlined below.

## **Inciting/Inflaming a situation or aggravating an issue with inappropriate behaviour**

At times when issues occur between individuals, innocent bystanders or 'third parties' that are not involved have choices to make that will influence their role in the issue or violation. Inflaming a situation by shouting, pushing, cheering, screaming will often only incite the initial parties to act and misbehave more. Students who choose to act inappropriately and are deemed to have encouraged, incited or inflamed any situation will be sanctioned according to the violation tables below and the incident will be treated as a second level violation of disruptive behaviour or aggressive behaviour.

## **Acceptance and Agreement**

The system and guidance that is included above outlines the steps that are taken in the application of any sanction. The definitions and examples that are included in the violation tables are provided to add extra clarity and definition of offences.

Students and Parents must understand that when sanctions are applied it is with the benefit of having all available information. No sanctions are applied based on one person's account or version of events. It is understandable that parents wish to defend the actions of their children at certain times, however all are encouraged to trust The BSE, the staff involved in the process and the process itself to guarantee that the the application of sanctions and the outcome is fair and consistent.

## Violations of The BSE Expectation & Policy

### Yellow/Amber (First Zone Violations / Behaviours)

Violation	1st Incident	2nd Incident	3rd Incident
<b>Morning lateness to school.</b>	<p>Parents are advised to read the guidance that is updated every year on Start and End of Year Procedures.</p> <p>Gates are closed at 8:00am. Students are not allowed entry to school after 8:20 am. Exceptions are made due to weather conditions or emergencies.</p> <p>Children arriving between 8-8:20 am after classes have begun do not enter the first lesson so as to minimise class disruptions.</p> <p>Lateness is recorded in all cases.</p>	<p>Student and parent sign agreement of no repeat. Students are not allowed entry to school after 8:20 am.</p>	<p>Up to 5 days ERT. Students are not allowed entry to school after 8:20 am.</p>
<b>Lateness to Class</b>	<p>Students stay with their Teacher during break time for the amount of time missed from the lesson. (Up to 15 mins).</p> <p>Parent informed and Behaviour Card issued via email by Teacher.</p> <p>If the time exceeds 15 mins, DH/HoP issues an IRT letter.</p>	<p>Parent meeting conducted by DH/HoP.</p> <p>Student is placed on a punctuality report by YGC and IRT is issued by DH/HoP.</p>	<p>Up to 3 days ERT for KS2 students by DH/HoP.</p> <p>1 day ERT for KS1 students DH/HoP.</p> <p>The student and parent sign a behaviour agreement to ensure no repeat.</p>
<b>Skipping Class</b>	<p>Skipping class is considered after 15 mins have been missed from the lesson.</p> <p>Issue is investigated and the student is sent an IRT letter by the DH/HoP.</p> <p>KS1: half day IRT KS2: full day IRT</p>	<p>1 day ERT issued for KS2 students.</p> <p>1 day IRT issued for KS1 students.</p> <p>Parents are notified.</p> <p>Student is placed on a punctuality report.</p>	<p>Up to 5 days ERT for KS2 students.</p> <p>Up to 3 days ERT for KS1 students.</p> <p>Parent meeting conducted upon the student's return.</p> <p>The student and parent sign a behaviour agreement to ensure no repeat.</p>



<p><b>Unexcused Absence (more than twice a month)</b></p>	<p>Warning to students.  The parent and student are invited to sign an agreement.</p>	<p>Student may be moved to a different class by the Protection Committee.</p>	<p>Student may be moved to a different school by the Protection Committee.</p>
<p><b>Disruptive behaviour low level disruption</b> - talking in class, not following classroom expectations, out of seat repeatedly for no reason and generally causing disruption to learning for self and/or others.</p>	<p>Student is issued a Yellow or Amber behaviour card by the Class Teacher or Specialist Teacher and stays in Break time with the Class Teacher or Specialist Teacher or Co-teacher for 10-15 mins.</p>	<p>Student is issued a Yellow or Amber behaviour card by the Class Teacher or Specialist Teacher and stays in Break time with YGC.</p>	<p>Students are placed on behaviour report Report by SLT after a Round Robin report is conducted.</p>
<p><b>Academic Neglect - forgetting equipment, not presenting class work or homework.</b></p>	<p>Teacher sends an email to parents and breaktime reflection issued to work on unfinished tasks. If a student doesn't have their books, they use paper to finish their tasks. Parents may request deadline extension for appropriate reasons such as illness, family commitments, sports competitions etc.</p>	<p>Year Group or department led After School Reflection to work on unfinished tasks, until 3:30 pm. This is applied for Years 4,5,6 only. Parents must be informed 24 hours prior to arrange transportation. If a student doesn't have their books, they use a paper to finish their tasks.</p>	<p>Student loss of grades and percentages for attitude to learning and effort in reports (with YGC).</p>

**Amber/Red (Second Zone Violations / Behaviours)**

<b>Violation</b>	<b>1st Incident</b>	<b>2nd Incident</b>	<b>3rd Incident</b>
<b>Bothering others and similar behaviour (poking, pushing, slapping, neck-slaps)</b>	<p>Teacher sends an email to parents (second level violation email) and breaktime reflection is issued with Teacher or Specialist teacher (if the behaviour occurred in a specialist lesson). If the incident occurred during breaktime, the Class Teacher or Specialist Teacher sends the appropriate email.</p> <p>For more serious incidents where bothering others has caused or has the potential to cause physical harm, the DH/HoP sends an IRT notice after an investigation has been conducted.</p>	<p>Up to 3 days of IRT issued by DH/ HoP.</p> <p>The Behaviour Committee decides if a pupil must be moved to a different class.</p>	7 days of ERT as issued by the school's Protection Committee.
<b>Misbehaviour in After School Activities (ASAs) (e.g. play fighting, fighting, misuse of materials, disrespecting teacher/others).</b>	<p>Teacher leading the ASAs emails parents.</p> <p>Pupil is banned from ASAs for the remainder of the sessions that were signed up for by HoD, HoP. No refunds will be applied if ASAs have payments with external providers.</p>	If a student's behaviour improved and they were allowed into another round of ASAs and are still not meeting expectations, they will be banned for a whole term/year depending on the behaviour.	N/A
<b>Aggressive/dangerous/ reckless behaviour that may cause harm to others (e.g. reckless or rough play or similar). Intentional or unintentional.</b>	Students receive IRT or 1-3 days ERT (depending on the behaviour) after an investigation has been conducted.	<p>Up to one week ERT by DH/HoP.</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to</p>	<p>Up to two weeks of ERT by DH/HoP.</p> <p>Student's papers are sent to the Educational Administration - Ministry of Education.</p>

<p><b>Staff reserve the right to physically interfere to protect students.</b></p>	<p>In some cases, students may be sent immediately to IRT pending investigations.</p> <p>Parents are informed via phone/ email by DH/HoP.</p> <p>KS1: half day IRT KS2: full day IRT ERT: depending on the behaviour for all ages</p>	<p>ensure no repeat with DH/HoP.</p>	
<p><b>Vandalism (breaking, damaging or graffitiing school property)</b></p>	<p>Guidance and written warning by the YGC.</p> <p>YGC to include the Finance department in the email sent to parents.</p> <p>Parent pays the cost of replacement or repair. <i>It is recommended that the student pays for the item from their allowance.</i></p>	<p>Up to 3-5 days of ERT by DH/HoP.</p> <p>DH/HoP to include the Finance department in the email sent to parents.</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to ensure no repeat.</p> <p>Parent pays the cost of replacement or repair. <i>It is recommended that the student pays for the item from their allowance.</i></p>	<p>Up to 7 days of ERT by DH/HoP.</p> <p>Parent cost of replacement or repair. <i>It is recommended that the student pays for the item from their allowance.</i></p> <p>If repeated, student may receive 14 days of ERT.</p>
<p><b>Damage to school environment - littering, water waste, throwing resources.</b></p>	<p>Guidance and written warning by YGC.</p> <p>Students correct in case of littering. Parents pay the cost of replacement or repair, if applicable. <i>It is recommended that the student pays for the item from their allowance</i></p>	<p>Up to 3-5 days of ERT by DH/HoP.</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to ensure no repeat incidents.</p> <p>Parents pay the cost of replacement or repair, if applicable. <i>It is recommended that the student pays for the item from their allowance.</i></p>	<p>Up to 7 days of ERT by DH/HoP.</p> <p>Parent cost of replacement or repair. <i>It is recommended that the student pays for the item from their allowance.</i></p> <p>If repeated, students may receive 14 days of ERT.</p>
<p><b>Not wearing the correct uniform</b></p>	<p>Students are sent home to change into the correct uniform.</p> <p>If student is unable to</p>	<p>N/A</p>	<p>N/A</p>

	<p>go home to change: Students remain in the IRT room until the correct uniform is sent.</p> <p>Parents are advised to purchase more than one item for uniform, so as to avoid wearing the incorrect uniform if clothes are being washed for example.</p> <p>Parents are contacted via the PS office.</p>		
<p><b>Use of Technology (mobile phones, laser pens, smart watches, airpods, any device with internet connection, etc...)</b></p>	<p>Confiscation of item for 24 hours - Parent informed via the PS office.</p>	<p>Confiscation of item for one week.</p> <p>Parents are informed via the PS office.</p>	<p>Confiscation of item until the end of a half term.</p> <p>Parents are informed via the PS office.</p>
<p><b>Disruptive behaviour (high level disruptions) (physical contact, pushing tables or chairs, throwing dangerous items or any item on someone, yelling in class, using bad language etc)</b></p> <p><i>Staff reserve the right to physically interfere to protect students.</i></p>	<p>Depending on the behaviour shown, the teacher issues a Red card.</p> <p>If the behaviour is more serious, students receive IRT/ERT the next day or as per IRT schedule, after an investigation has been conducted.</p> <p>In some cases, students may be sent immediately to IRT pending investigations.</p> <p>Parents are informed via phone/ email by DH/HoP.</p> <p>KS1: half day IRT KS2: full day IRT ERT: depending on the behaviour for all ages</p> <p>Parents are informed via email.</p>	<p>1-3 days ERT by DH/HoP.</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to ensure no repeat incidents.</p>	<p>3-5 days ERT ERT by DH/HoP.</p>

**IRT/ERT Purple (Third Zone Violations / Behaviours)**

<b>Violation</b>	<b>1st Incident</b>	<b>2nd Incident</b>	<b>3rd Incident</b>
<p><b>Violence &amp; Aggression (physical fights, dangerous physical contact, tantrum-like behaviour). Including retaliation and self-defence.</b></p> <p><i>Staff reserve the right to physically interfere to protect students.</i></p> <p><i>For tantrum-like behaviours, staff follow the tantrum procedures and steps which may include class evacuation.</i></p>	<p>1-3 days ERT with DH/HoP.</p> <p>Restorative sessions for students involved if applicable.</p> <p>Parent and student sign a behaviour agreement to ensure no repeat.</p>	<p>Up to 1 week of ERT with DH/HoP.</p> <p>Restorative sessions for students involved.</p>	<p>Up to two weeks of ERT with DH/HoP.</p> <p>Restorative sessions for students involved.</p>
<b>Theft</b>	<p>Parent informed</p> <p>IRT (at discretion of DH/HoP).</p>	<p>Up to 3 days ERT with HoP.</p> <p>Parent and student sign a behaviour agreement to ensure no repeat.</p>	<p>Student case is referred to SLT and the Ministry of Education for legal examination.</p>
<p><b>Verbal disrespect or any form of threatening behaviour towards staff members by student or parent, this includes nannies, security, supervisor, technicians.</b></p>	<p>1-3 days ERT by DH/HoP.</p> <p>Student apologises to the staff member.</p> <p>Parent and student sign a behaviour agreement to ensure no repeat</p>	<p>7-10 days ERT by DH/HoP</p> <p>Student apologises to the staff member.</p> <p>Ministry of Education informed.</p>	<p>Up to 15 days of ERT at discretion of SLT.</p> <p>Student case referred to Ministry. Student may be moved to a different school.</p>
<p><b>Physical contact or threatening physical behaviour with a member of staff by student or parent not limited to teachers - this includes nannies, security, supervisor, technicians etc.</b></p> <p><i>Staff reserve the right to physically interfere to protect students.</i></p>	<p>7-14 days of ERT by DH/HoP.</p> <p>The student could be moved to a different class.</p> <p>Parent and student sign a behaviour agreement to ensure no repeat.</p>	<p>Up to 14 days of ERT at discretion of SLT.</p> <p>Ministry of Education informed.</p>	<p>1-2 months ERT for Primary students.</p> <p>Student case referred to Ministry. Student may be moved to a different school.</p>
<p><b>Verbal disrespect or any form of threatening behaviour from a parent to another child (not their own child) on campus.</b></p>	<p>Parents banned from entering the campus for an academic term. This includes any parent meetings which will be conducted online.</p>	<p>Parents banned from entering the campus for the remainder of the academic year. This includes any parent meetings which will be</p>	N/A.

	<p>Ban notice is sent to parents by the Principal.</p> <p>Police report may be filed.</p>	<p>conducted online.</p> <p>Ban notice is sent to parents by the Executive Principal.</p> <p>Ministry of Education informed.</p> <p>Police report may be filed.</p>	
<p><b>Contempt for National Sovereignty (refusal to salute the flag or associated misbehaviour)</b></p>	<p>Verbal warning and guidance by teacher available in morning lines.</p> <p>Parent contacted via phone/email.</p>	<p>3-5 days ERT by DH/HoP.</p> <p>Student instructed on the value of national pride.</p>	<p>Up to 7 days ERT by DH/HoP.</p>
<p><b>Cheating &amp; Copying during assessments</b></p>	<p>Parent informed via YGC.</p> <p>Student receives zero for copied questions or 60% loss of assessment grade at discretion of HoD.</p>	<p>Student and parent sign an agreement to ensure no repeat.</p> <p>Student receives zero for whole assessment at discretion of DH/HoP.</p> <p>Student warned s/he will be deprived of remaining assessments.</p>	<p>Student deprived of remaining assessments.</p>
<p><b>Any form of disrespect to others (This includes any form of bullying, any form of sexual depiction or personal or sexual innuendos, all use of offensive language, harassment, including sexual harassment or inappropriate behaviour or unwanted physical contact, forging parent signature possessing inappropriate photos, possessing a weapon etc...)</b></p> <p><b>It is not acceptable or defensible to repeat inappropriate words, statements or phrases and deny that their 'meaning' was unknown.</b></p> <p><b>Staff reserve the right to physically interfere to protect students.</b></p>	<p>Up to 3 days of IRT or up to 3 days of ERT depending on the behaviour shown.</p> <p>IRT or ERT issued by DH/HoP.</p> <p>Restorative sessions for students involved.</p> <p>Student and parents sign an agreement to ensure no repeat incidents.</p>	<p>3-5 days ERT by DH/HoP.</p> <p>Restorative sessions for students involved.</p> <p>Student and parents sign an agreement to ensure no repeat incidents.</p> <p>Student may receive counselling sessions after being assessed by the school counsellor.</p>	<p>Student's papers to be sent to the Ministry of Education/ Education Administration in Sheikh Zayed for further decisions such as moving the pupil to a different school.</p>

<p><b>Disrespect to another pupil, their family members or using words terminology and language that is regarded as inappropriate, politically incorrect and that goes against the school values.</b></p>	<p>Up to 3 days ERT by DH/HoP.</p> <p>Restorative sessions for students involved.</p> <p>Student and parent sign an agreement to ensure no repeat of incidents.</p>	<p>Up to 5 days ERT by DH/HoP.</p> <p>Restorative sessions for students involved.</p> <p>Student may receive counselling sessions after being assessed by the school counsellor.</p>	<p>Up to 15 days ERT by DH/HoP.</p> <p>Student may receive the recommendation to attend external counselling sessions after being assessed by the counsellor.</p>
<p><b>Parents or students spreading rumours or publishing false information about the school or school staff, or devaluing the school or school staff or slander towards the school staff or school on social media or any platform.</b></p>	<p>Up to one week of ERT by Principal.</p> <p>Conducting assemblies/lessons for awareness.</p> <p>Parent signs an agreement to ensure no repeat incidents.</p>	<p>Student moved to another class. Student file is sent to Social Worker (MoE).</p> <p>Public apology from parent/student posted online.</p>	<p>Student's papers to be sent to Ministry of Education for further decisions.</p> <p>Up to 2 weeks of ERT by Principal and student moves to a different school.</p>
<p><b>Cyberbullying which happened within the school term (which has an impact at school or has been reported directly to the school). This includes Year Groups Whatsapp or Class Groups Whatsapp.</b></p>	<p>Up to 3 days IRT by DH/ HoP.</p> <p>Restorative sessions for students involved.</p> <p>Case may be reported to Egyptian Cyber Authorities - Cyberbullying is illegal and punishable by law.</p>	<p>Up to 3 days ERT by DH/HoP.</p> <p>Restorative sessions for students involved.</p> <p>Case may be reported to Egyptian Cyber Authorities - Cyberbullying is illegal and punishable by law.</p>	<p>Up to one week ERT by DH/HoP.</p> <p>Restorative sessions for students involved.</p> <p>Case may be reported to Egyptian Cyber Authorities - Cyberbullying is illegal and punishable by law.</p>
<p><b>Unauthorised Selling of items (food, toys, drinks, reward cards etc.)</b></p>	<p>Sold item and purchase money confiscated and returned to parents of seller.</p> <p>Written warning sent by YGC.</p>	<p>One day of IRT issued by DH/HoP.</p> <p>Parents of both students to be informed but the sold item(s) and the purchase money will be confiscated, not returned. Money will be used in charitable events.</p>	<p>1-3 days ERT by DH/HoP.</p>
<p><b>Using makeup at school (this includes fake nails)</b></p>	<p>Items are confiscated and returned to parents only.</p> <p>Girls should wash/remove any makeup worn off their</p>	<p>Student will not be allowed entry to campus.</p>	<p>Student will not be allowed entry to campus.</p>

	<p>face.</p> <p>Girls sent home to remove items such as fake nails.</p>		
<p><b>Disorderly Behaviour (such as disrespect to any staff member, group misbehaviour in class or corridors, ganging up on someone, hooliganism, etc. )</b></p> <p><i>Staff reserve the right to physically interfere to protect students.</i></p>	<p>Up to 3 days ERT by DH/HP.</p> <p>Parent and student sign an agreement of no repeat incidents.</p>	<p>Up to 10 days ERT DH/HoP.</p>	<p>Possibility of temporary dismissal at administration's discretion from a few days up to whole half-term/term</p> <p>*Application of legal procedures.</p>
<p><b>Possession and/or use of Tobacco Products or any smoking device or related products (Cigarettes, lighter chewable tobacco, IQOS, vape, RELX etc.)</b></p>	<p>Confiscation of item.</p> <p>1-3 days ERT by DH/HoP.</p> <p>Parent meetings conducted by DH/HoP and student and parent sign a behaviour agreement to ensure no repeat.</p>	<p>Confiscation of item.</p> <p>ERT duration at the discretion of SLT.</p>	<p>Confiscation of item.</p> <p>ERT duration at the discretion of SLT.</p>
<p><b>Lying, Forgery (forging notes from teachers, clinic staff or office slips) or Deception including examination malpractice</b></p>	<p>IRT or ERT duration at the discretion of SLT.</p>		
<p><b>Substance Abuse</b></p>	<p>Selling, purchasing, possession or consumption of drugs or alcohol on campus:</p> <ol style="list-style-type: none"> <li>1. Students receive immediate ERT and school reserves the right to expel.</li> <li>2. The school reserves the right to require further tests at any random date(s).</li> </ol>		
<p><b>Violation of Computer Technology &amp; Internet Use</b></p>	<p>Playing games, searching the Internet without teacher's permission, unauthorised downloads, installing or using unauthorised software, vandalising computer software, changing passwords or permissions, hacking or attempting to hack any of our school systems: At discretion of SLT and inline with school E-Safety &amp; AUP.</p> <p>Students will pay for any damages rendered in sum or in kind.</p>		



## **The Power to Discipline Beyond the School Gate**

The Executive Principal has the right to discipline pupils beyond the school gate when non-criminal negative behaviour, bullying or cyber-bullying occurs anywhere offsite and is witnessed by a member of staff or reported to the school.

The Executive Principal in dealing with the incident outside school will consider the following:

- If the misbehaviour has repercussions for the orderly running of the school.
- If the misbehaviour poses as a threat to another pupil, staff member or member of the public.
- If the misbehaviour could adversely affect the reputation of the school.

The Executive Principal will also consider and notify the Ministry or the Police of the actions taken against the pupil, if they feel it is appropriate. If the Executive Principal feels the misbehaviour is linked to the child suffering then the school's safeguarding policy will be followed.

## **Use of Reasonable Force**

The school reserves the right to use reasonable force with a pupil should the need arise. This will be undertaken in line with the school's Policy and Guidance.

## **Screening and Searching Pupils**

The school reserves the right to screen and search pupils randomly for property and dangerous weapons should the need arise. This will be done respectfully and in accordance with the guidance set down to the teaching staff by the school's policy and SLT. When a pupil is searched at least two members of staff will be present. Pupils will be searched by a staff member of the same sex. Parents will be notified that their son/ daughter has been searched and the reasons as to why this was undertaken.

## The BSE Behaviour Committee:

The BSE Behaviour Committee is responsible for maintaining the well-being of all students and teachers. The Committee is responsible for major decisions.

The BSE Behaviour Committee consists of:

- Principal
- Student Affairs Officers
- Nominated teacher
- Social worker
- Head of Pastoral & Behaviour (School Counsellor)
- Head of Security

## School Trips:

**The BSE has the right to exclude students from school trips.**

This helps students to understand that inappropriate behaviour is a reflection upon themselves as well as our school community. Students are aware that if they are unable to display the correct behaviour and attitude that they risk missing out on opportunities such as attending school trips or representing the school at sporting or community events.

This is not a decision that the school takes lightly or without significant consideration with the team. We are optimistic that following reflection your child will make better choices moving forward and be able to secure their place on trips and events in the future by meeting expectations for their behaviour.

Students will not be able to attend trips if they have received two or more IRTs or 1 ERT in a term or if the student is on a behaviour action plan. The same 'ban' will apply to ASA's / Lunchtime Football League, House Games and Sports Days. All previously mentioned bans are applied at the discretion of SLT.

## General Guidelines

School Uniform	Jackets, pants and t-shirts/polo shirts are to be completely plain without a word, picture, design or visible brand name of any size other than the school logo. Tight or torn clothing, sagging pants and other "fashion statements" are not allowed. The school uniform should be clean and ironed and in line with the designated uniform expectations for each key stage.
Personal Hygiene	Students must come to school tidy, clean and presentable. Jewellery is the sole responsibility of the student and the school holds no responsibility whatsoever for its loss or damage. No make-up is allowed. Hair is not to cover the face. No Crocs, flip-flops, slides or sandals are allowed at any time including 'dress down / non uniform day'
School Bus	The rules and regulations concerned with behaviour and attitude outlined in this Behaviour Policy also apply on the school bus. Any student who violates such outlined rules and regulations will face the possibility of being suspended from the bus for varying durations of time that may extend to the end of the year, without a refund of the bus fees.
The right to self expression	<p>The school acknowledges the right to self-expression. Students may be allowed to share their views at appropriate times and in a way that does not intentionally harm themselves, their reputation or the reputation of others.</p> <p>Freedom of expression is supported in a way that does not undermine the values of the school, the personal views or standpoints of others and does not cause intentional religious or cultural upset or sensitivity.</p>

Excused absences	Absences will be excused in the case of illness, emergency, 1 <sup>st</sup> degree family loss, religious holidays, absence or early departure situations previously approved by the school.
Cheating	Cheating is defined as including (among other examples): <ul style="list-style-type: none"> <li>• copying someone else's work, inside or outside of class, and presenting it as original work</li> <li>• failure to cite information sources when copying published research or information (including from the internet) and presenting it as original work</li> <li>• the use of unsanctioned notes (or other sources) or giving/receiving help during assessments inside or outside of class.</li> <li>• any other situation where the student attempts to gain evaluation for work that is not his/hers</li> </ul>
Student Data & Privacy	All student data will be collected, stored and shared according to legal guidelines. <ul style="list-style-type: none"> <li>• Information such as student name, address, phone number, parent name, grade level, participation in activities, photos, as well as weight and height of school team members, trophies and awards, attendance details, date and place of birth and last school attended may be shared without prior parent approval.</li> <li>• Parents who do not agree to share the above information must inform the school principal in writing within 10 days of signing the Behaviour policy.</li> <li>• Student disciplinary and academic files are separate. Accordingly, information regarding disciplinary measures is not released to universities or other educational institutions along with academic performance documents.</li> </ul>

## Process for raising objection against a disciplinary action/ sanction

Students and parents must abide by the process established by the School Board and detailed in the Concerns & Complaints Policy. This is available via the Parents section of the School Website and also via The BSE SLT.

Parents who undertake their own investigations to 'defend' their children must be aware that the school has robust systems in place and in the process of its own investigation is able to draw on statements from the students involved, 'innocent bystanders', CCTV and Video recordings and Teachers, Supervisors and Duty Staff - The school is best placed to make fair and accurate judgements and conclusions with that overview and is not reliant on one perspective.

### An objection/complaint should be directed via the following steps:

1. Complete the Concerns & Complaints Referral form. *This is available via the school website, parents section.* Parents can email the PS office.
2. The Teacher who issued the sanction or who is responsible for the student i.e. Class Teacher or Subject Teacher / Form Tutor. (Applies to lower level incidents).
3. The Year Group Coordinator or Head of Year
4. The Key Stage Head / Deputy Head / Head of EYFS / PS/ SS
5. The School Principal
6. The Executive Principal