



# Student Good Behaviour Policy

## General Good Behaviour Policy Statement

At Churchill House we are committed to educational excellence, student engagement, safety and welfare. In order to enact these values, we expect and encourage our students to display high standards of behaviour as per our student code of conduct.

Our staff promote good behaviour among pupils and appropriately support them at all times. We are committed to liaise with parents, group leaders, agents, host families and other agencies as appropriate to create and maintain a safe environment for our students.

Students are made aware that their behaviour is a significant factor in the smooth and safe running of the school and our summer centres, and are clear about expectations. Students are familiarized with the Student Code of Conduct during induction, and are made aware of the disciplinary policy, which is displayed on the student notice board.

## Purpose of Policy:

The purpose of the Good Behaviour Policy is to:

- have clear expectations of good behaviour and conduct; encapsulated in the Student Code of Conduct
- encourage best practice on the part of staff in developing and maintaining good behaviour amongst students
- promote a positive atmosphere in and around the school based on shared values;
- maintain a healthy balance between rewards and sanctions
- tackle instances of bad behaviour in an appropriate and clear manner following the student disciplinary guidelines
- ensure that a written record is kept of serious sanctions imposed on students

## Staff responsibilities

The Staff at Churchill House have an important responsibility to model high standards of behaviour, both in their dealings with the students and with each other, as their example has an important influence on the pupils.

Churchill House Staff should aim to:

- emphasise the importance of being valued as an individual within the group
- promote, through example, honesty and courtesy
- provide a positive, caring and effective learning environment
- encourage relationships based on kindness, respect and understanding of the needs of others
- ensure fair treatment for all regardless of age, gender, race, ability and disability
- show appreciation of the efforts and contribution of all
- avoid sanctions that could jeopardise the health, safety or dignity of pupils

## Pupil obligations

Pupils are expected to adhere the Student Code of Conduct. Disciplinary action may be taken against pupils who are found to have breached the Student Code of Conduct. Upon arriving at the centre/school, all students are made aware of the student code of conduct, and sign an acknowledgement to follow these rules in their first lesson with Churchill House.

## Communication:

- Induction is a key time when expectations about behaviour at Churchill House are outlined, during the induction students are asked to sign the Student Code of Conduct. This information is also available in the student handbook and on student notice boards.
- Assemblies, lessons and activities are all seen as key channels for promoting and maintaining an ethos of responsibility, positive behaviour and school values.
- Where the behaviour of a student is giving cause for concern it is important that all those working with the student in the centre/school, including the Group Leader or patents if applicable, are aware of those concerns, and of the steps being taken in response.
- The Centre Manager or for non-summer groups Social/Academic Coordinator/DSL must be kept fully informed on all issues relating to concerns about student behaviour and an incident report should be filled to keep clear records
  - For Non-Summer Groups a system is in place to ensure that the Social/Academic Coordinator and the DSL communicate information
- Early warning of concerns should be communicated by any staff or Group Leader to the Centre Manager/Social Coordinator so strategies can be discussed and agreed between appropriate individuals, before more formal steps are required. If the concern is more serious the staff/Group Leader will be required to fill in an incident report to maintain a written record of the issue.
- A positive partnership between teachers, activity leaders, group leaders and management is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems.

## Rewards:

- Rewards have a motivational role helping students to see that achievement and good behaviour is valued. The commonest reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as particularly noteworthy achievements.

## Sanctions:

- The student disciplinary policy is in place outlining appropriate sanctions and actions to be taken depending on the student's transgression.
- It is especially important that, when reporting on poor student behaviour, staff are able to demonstrate consistent use of interventions to hold them to account and incentivise improvements. Pupils should, as far as possible, have the sense that they are being treated fairly in comparison with their peers and in accordance with policy.

- Under no circumstances are corporal punishment or other physical sanctions to be used.



## Student Code of Conduct

	
In Class:	In Class:
Attend all your classes and be on time.	Do not be late for class or late coming back from breaks.
Listen to the teacher.	No chewing gum in class.
During class speak in English and not your own language.	Only use your mobile phone when your teacher allows.
Ask questions, complete the work and have fun learning!	No eating or drinking in class, except for water (you can bring a bottle of water)
On Site:	On Site:
Be on time and always attend registration for activities.	Never leave the Centre without a Group Leader or Churchill House Staff.
Stay with the activity group until the break.	Only return to accommodation with an adult.
Queue for your meals patiently, and do not push in; enjoy your food :)	Do not drop rubbish on the floor, please use the bins and keep the school tidy,
On Excursions:	On Excursions:
Be on time for the excursion and at the meeting point after free time.	Do not shout or be too loud on the coach, the driver needs to concentrate.
You must wear your seat belt on the coach.	You must not stand up on the coach.
Check you have all your belongings and don't forget anything on the coach.	Never go off by yourself, for your safety, always be with two or three friends.
Listen to your Excursion Leader and soak in the culture.	Do not cause disturbances in the place you are visiting, be respectful to the public.
In your accommodation:	In your accommodation:
Make your bed in the mornings.	Do not jump on the beds or run indoors.
Lock any valuables in your suitcase or bring them to the office safe.	Remember boys and girls are not allowed in each other's rooms/corridors.
Respect your roommates and others in the building.	Do not make loud noise and do not disturb others at night.
Keep your room and home away from home tidy.	Do not leave the accommodation at night.
<b>You must wear your lanyard with your student badge all day.</b>	

I ..... in Group ..... agree to follow these rules and understand that if I do not then disciplinary action according to the student disciplinary policy will be taken.  
Date.....

## Student Disciplinary Policy

All students must follow school rules. If you break the school rules you may be disciplined according to this policy.

<p><b><i>Minor Offences/Misdemeanours</i></b></p> <ul style="list-style-type: none"> <li>• Being late to lessons or activities</li> <li>• Being disruptive in class or on activities</li> <li>• Causing damage or disturbances</li> <li>• Leaving an activity without permission</li> <li>• Causing minor accidental damage</li> <li>• Being rude to a staff member or fellow student</li> </ul>	<p><b><i>Possible actions available to the Centre Manager or School Staff</i></b></p> <ul style="list-style-type: none"> <li>• A verbal warning</li> <li>• The student may have to do extra work (e.g. grammar exercises) or chores around the school (e.g. picking up litter) during activities</li> <li>• Any damage to be paid for by the student</li> <li>• We may call the student's parents to inform them of the disruptive behaviour</li> </ul>
<p><b><i>Serious Offences</i></b></p> <ul style="list-style-type: none"> <li>• Repeatedly/constantly causing disruption</li> <li>• Found guilty of stealing from other students and/or shop theft</li> <li>• Blatant disregard to others safety</li> <li>• Bullying</li> <li>• Repeatedly going into out of bounds areas (could be boys going into girls houses or vice versa)</li> <li>• Verbal abuse directed at staff members or other individuals</li> <li>• Physical abuse</li> <li>• Leaving campus/excursions unaccompanied or unauthorised</li> </ul>	<p>All these offences will be investigated by the centre manager or head office and possible sanctions include:</p> <ul style="list-style-type: none"> <li>• Informing parents</li> <li>• A written warning</li> <li>• A final warning</li> <li>• Expulsion from the course, where parents will be required to pay to remove the student</li> </ul>
<p><b><i>Offences that may lead to the student being sent home</i></b></p> <ul style="list-style-type: none"> <li>• Repeated and wilful breaches of school rules</li> <li>• Smoking in school buildings</li> <li>• Bringing and drinking alcohol into the centre</li> <li>• Bringing and using narcotics into the centre</li> <li>• Serious bullying; sexual or racial harassment</li> </ul>	<p>If a student is asked to leave the centre/school early their parents will be asked to cover all costs, and no refund will be given.</p> <p>Churchill House operates schools at a guest venue, who have the right to remove anyone from site if they break their rules.</p>

