

Behaviour and Discipline Policy

Collège Français Bilingue de Londres (The "School")

Introduction

CFBL considers that every member of the School should feel valued and respected, and that each person should be treated fairly and well. The School's values are built on mutual trust and respect for all, consideration, non-violence, loyalty and a sense of responsibility.

CFBL is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world.

CFBL has put in place a number of rules. It is the aim of this policy to define the principles of good behaviour between pupils. This policy aims to help children grow and learn in a safe and secure environment, and to become active, responsible, and increasingly independent members of the School community.

Under the Education (Independent School standards) 2014, the proprietors of an independent school (the school Board) have a duty to safeguard and promote the welfare of pupils and to ensure that a written policy to promote good behaviour among pupils is drawn up and implemented. The Policy must set out the disciplinary sanctions to be adopted if a pupil misbehaves. The School follows the advice: of the [DfE: Behaviour and discipline in schools](#), advice for teachers and school staff (January 2016) and, for the secondary section, of the French Ministry of Education Nationale [Decree no. 2000-620 du 13 juillet 2000](#) on disciplinary procedures (The "French Decree").

The School acknowledges its duties under the Equality Act 2010 in respect of safeguarding and in respect of pupils with special educational needs and makes reasonable adjustments for pupils with special educational needs or disabilities (please refer to CFBL's Accessibility Plan).

In this Policy the expression "Parents" means parents or persons responsible for a child.

School Rules ("*Règlements intérieurs*")

CFBL's community of governors, staff, parents and pupils adhere to an established routine and code of conduct set out in the School Rules (*règlement Intérieur for the primary and règlement interieur for the secondary* which are published on the School's website. School Rules are adopted by the School Council each year and complement this Policy.

Parents agree, when signing the Parents' Contract (CFBL's T&C) that their child will comply with the School Rules and undertake to support the authority of the Headteacher in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole. We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. Pupils should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at CFBL particularly the vulnerable. Harassment and bullying will not be tolerated. CFBL Anti-Bullying Policy is published on its website and is communicated to staff and pupils.

We expect pupils to attend school and lessons punctually and follow CFBL Attendance and Absence Policy and the School Rules. They should care for the buildings, equipment and furniture. The School expects pupils to behave at all times in a manner that reflects the best interests of the whole community.

The role of the Board

The Board has the responsibility of defining general principles of discipline and behaviour of the School. It is the responsibility of the Headteacher to draft this Behaviour and Discipline Policy and submit it for Board approval. The Board supports the Headteacher in adhering to these guidelines.

The role of the Headteacher

It is the responsibility of the Headteacher to implement this policy and to define in details the Schools' disciplinary rules. The Headteacher reports to the Board on the effectiveness of this policy. The Headteacher is also responsible for the learning progress, health, safety, welfare and safeguarding of all pupils and staff in the School.

The Headteacher supports the staff when they implement this Policy.

The Headteacher ensures that appropriate records of all reported serious incidents of misbehaviour and disrespect are kept in a central record. In the case of particularly serious misbehaviour by a child, affecting his or her work, his or her case may be referred to the Headteacher.

The Headteacher can suspend a child for a fixed period (up to 8 days) for serious acts of misbehaviour.

The Headteacher is assisted in his role by the Head of Primary and by the CPE (*Conseiller Principal d'Education*) for the secondary section. Their role is to facilitate the co-ordination between the Headteacher, class teachers, pupils and parents to ensure that each party involved has the necessary support and dialogue needed to successfully implement a climate of mutual respect and discipline.

The role of the Disciplinary Council (Conseil de discipline)

In the secondary section, a Disciplinary Council hears more serious discipline cases. Its role is explained in the *règlement interieur* for the secondary. The *Conseil de discipline* has the power to impose sanctions and to permanently exclude a child.

In accordance with the French Decree on discipline procedures, the Disciplinary Council is comprised of the Headteacher, as chair, the CPE, the Head of Finance and Administration, and staff and pupils' representatives.

The role of teachers and pupils 'supervisors

Teachers have a statutory authority to discipline pupils whose behaviour is unacceptable or who break the school rules or fail to follow a reasonable instruction. The power also applies to all paid staff with responsibility for children.

It is the responsibility of teachers to ensure that the School Rules are enforced and an atmosphere of mutual respect is established in their classes. Teachers treat all children fairly, with respect and understanding.

In the Secondary Section, the CPE leads the *vie scolaire* team of pupils' supervisors, who are in charge of pupils' safety and welfare when they are not in class.

Teachers and pupils' supervisors expect children to comply with the School Rules. Teachers must ensure that each child works to the best of his or her abilities. In cases where a child does not have satisfactory school results, after finding out the reasons, the teacher will decide appropriate measures.

If a child misbehaves, the teacher deals with incidents him/herself. However, if the misbehaviour continues, the teacher should make a note of the incident and if he/she cannot deal with the child's behaviour, the teacher should seek advice from the Head of Primary or the CPE.

The teacher may discuss the needs of a child with the other teachers, the Head of Primary (who is also the School's Designated Safeguarding Lead for the primary), the CPE (who is also the School's Designated Safeguarding Lead for the secondary), the Headteacher, the School's educational psychologist, or other professional.

The teacher informs parents of the progress of each child in their class, in line with school policy.

The teacher must contact a parent if there are concerns about the behaviour, learning progress or welfare of a child.

The role of parents

Parents or guardians who accept a place for their child at CFBL undertake to uphold this Policy and School Rules when they sign the School's Terms & Conditions. Copies of the School Rules and of this Policy are communicated to parents and pupils and are published on the School's website.

The School collaborates actively with parents, so that children receive coherent messages about how to behave at home and at School.

CFBL expects parents to support their child's learning and to cooperate with the School. It seeks to build a supportive dialogue between the home and the school, which is being done for the secondary pupils through the *carnet de correspondance*.

In the event of any behaviour issue, the School will liaise with parents (and if relevant other support agencies) .

Behaviour and sanctions

The School applies both [DfE advice](#) and, in the secondary, the French on disciplinary procedures. The sanctions are set out in the School Rules and include the following:

- If a child is disruptive in class, the teacher verbally reprimands him or her.
- If, in spite of a verbal reprimand, he or she continues to misbehave , the child can be withdrawn from the class (in most cases, the pupil will be sent (accompanied by a classmate) to the Head of Primary or to the *vie scolaire*).
- Extra school work
- Withdrawal from a school trip or school event
- School based "community service" (such as picking litter, tidying classroom, helping clear refectory, etc)
- The setting of written tasks as punishment (for example the pupils is asked to complete a reflexion sheet)
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher requests help from a member of the teaching staff.
- Missing break time. A child cannot miss the totality of break time
- If a child threatens, hurts or bullies another child, the teacher, the CPE or a pupil's supervisor records the incident and the child is punished accordingly. If a child repeatedly acts in a way that annoys or disrupts others and the usual disciplinary measures have proven ineffective, a member of the teaching staff, the Head of Primary or the CPE will contact the child's parents.
- Detentions are organised at the start or at the end of the school day. Exceptionally, they can be organised on a Saturday morning by the Headteacher.
- CFBL does not place pupils in an area of isolation (seclusion or isolation room)

Teachers, the Head of Primary and the CPE regularly present, explain and discuss the various aspects of the School Rules with the pupils.

CFBL does not tolerate bullying of any kind. If a member of staff discovers that an act of bullying or intimidation

has taken place, he or she will act immediately and intervene in accordance with the School's Anti-Bullying Policy.

Under the French Decree, a teacher cannot lower a pupil's mark by reason of his or her behaviour or unauthorised absence. Lines or "zero de conduite" are not permitted sanctions.

Corporate punishment is illegal in all circumstances.

Teachers and the *vie scolaire* staff can discipline pupils for misbehaving outside the school premises (for example while sports facilities or on pavement outside school or on the way to sports facilities, or during a school trip)

Serious Misbehaviour

Examples of serious breaches of the School Rules which may result in serious sanctions include:

- Drug abuse;
- Alcohol and tobacco abuse;
- Theft;
- Bullying;
- Physical assault/ threatening behaviour;
- Fighting;
- Peer-on-peer abuse;
- Sexual harassment;
- Racist or sexist abuse;
- Sexual misconduct;
- Damage to property; or
- Persistent disruptive behaviour.

Serious sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/ or warnings.

Suspension and permanent exclusion

Suspension:

CFBL does not wish to suspend or exclude any child, but sometimes this may be necessary.

A teacher or the CPE will inform parents if there is concern about their child's behaviour and a dialogue will be opened with a view to improve the child's behaviour. Taking the child's age into account, appropriate sanctions may be taken. These are explained in more details in the School Rules.

Only the Headteacher has the power to suspend a child (up to a maximum of 8 days).

As explained above, in the Secondary, sanctions relating to more serious breaches of discipline are decided by the Disciplinary Council (*Conseil de discipline*).

Exclusion:

In the Primary, if a child's behaviour is affecting the wellbeing of other pupils, the Headteacher will consult with the child's parents who can decide to withdraw their child from the School.

In the Secondary, only the Conseil de discipline has the power to exclude a child.

If the Disciplinary Council is convened, parents will be informed immediately. Parents will be informed of the reasons for the suspension or the exclusion and that they can, if they wish, appeal against the decision to the Chair of the Board.

The Headteacher informs the Board and the *conseiller culturel* of the French Embassy about any suspension beyond eight days in any one term or any permanent exclusion.

Drug and alcohol-related incidents

It is strictly forbidden for anyone, adult or child, to bring onto the School premises illegal drugs. Any child who is found to have brought to School any type of illegal substance will be punished by a temporary exclusion. The child will not be readmitted to the School until a parent of the child has discussed the seriousness of the incident with the Headteacher.

If the offence is repeated, the Headteacher will recommend that the *Conseil de Discipline* permanently exclude the pupil.

If a pupil is found to have deliberately brought illegal substances into the School, and is found to be distributing these to other pupils (whether or not for money), the Headteacher will recommend that the *Conseil de Discipline* permanently exclude the pupil.

In the case of a primary pupil, the Headteacher may ask the *Conseil de discipline* to exclude the child.

The police and social services and the *conseiller culturel* of the French Embassy may be informed.

Property and Security

All children property must be clearly marked with his or her name. Valuables should not be brought to School. Breakage, damage or loss of School property (including library books) will be charged for a replacement.

CFBL is not responsible for any loss of personal effects of a pupil (including lost or damaged clothes)

The possession at School of any dangerous objects such as knives, blunt instrument or any offensive weapons, lighters, matches or fireworks is strictly forbidden and may also result in a permanent exclusion.

Confiscation of inappropriate items

School staff may confiscate, retain or dispose of a pupils' property as punishment as long as it is reasonable in the circumstances.

School staff have a power to **search without consent** for "prohibited items" such as:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise, it is for the teacher or CPE to decide if and when to return a confiscated item.

The Headteacher or member of staff who searches a pupil will do so in the presence of another member of staff. The member of staff doing the search will be of the same sex as the pupil searched.

Use of reasonable force

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- *"Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"*
- *"Causing personal injury to any person (including the pupil themselves)"*
- *"Causing damage to the property of any person (including the pupil themselves)"*
- *"Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise"*

The Act also defines to whom the power applies as follows:

- *"Any teacher who works at the school"*
- *"Any other person whom the head teacher has authorised to have control or charge of pupils"*

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. Their training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that are set out in the ATL's Guidance "Restraint," that include:

- *"The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used"*
- *"The chances of achieving the desired result by other means"*
- *"The relative risks associated with physical intervention compared with using other strategies"*

Every member of staff will inform the Headteacher immediately after s/he has needed to restrain a pupil physically. The school also has a confidential register within which the school includes the pupil's name and year group, the nature and date of the offence and the sanction imposed. The school will keep this register on a central file so that any patterns may be identified by the school. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the school, so that we can, if necessary, agree a protocol for managing their child's behaviour.

Complaints procedure under this Policy

If parents have any concerns about the way that their child has been treated, they should initially contact the teacher concerned. In the primary, this would be the class teacher and in the secondary it could be a subject teacher or the *professeur principal*. If the concern remains or they are not satisfied with the way the concern was dealt with by the teacher, they should contact the Head of Primary or, with respect to secondary pupils, the CPE.

Most concerns should be dealt with at this stage but if parents are not satisfied, they should write to the Headteacher

If parents apply to the Headteacher for the review of a disciplinary sanction or because they have a concern about their child, the Headteacher will review the circumstances, speak with the teacher, Head of Primary or CPE (as appropriate), he will meet with the parents concerned and may carry out further investigations.

The Headteacher will reach a decision within 5 days of receiving the parents' complaint.

Parents can appeal against a decision of the Headteacher or the Conseil de discipline by writing to the Chair of the Board Governors.

On appeal, the Chair of the Board will consider the circumstances in which the child was excluded, any representation by the parents, and whether the child should be reinstated.

If the Chair of the Board decides that a child should be reinstated, the Headteacher or the Conseil de discipline must comply with this ruling. The Chair cannot exclude a child or extend the suspension period decided by the Headteacher or the Conseil de Discipline.

Monitoring and review

The Headteacher monitors the effectiveness of this policy on a regular basis. He also reports to the Board on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

CFBL keeps a variety of records concerning incidents of misbehaviour. The teachers or CPE record minor incidents. The Headteacher records those incidents where a child is sent to him/her on account of bad behaviour. Pupils' supervisors also keep a record of any incidents that occur at breaks or lunchtimes.

The Headteacher keeps a record of any child who is suspended temporarily, or who is permanently excluded.

It is the responsibility of the Board to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly. The board will pay particular attention to principles of non-discrimination; it will seek to ensure that the School abides by the Equality Act 2010 and any non-statutory guidance thereunder.

The Board reviews this policy regularly.

* This document has been drawn under Paragraph 9, Part 1 to The Education (Independent School Standards) (England) Regulations 2014

RELATED SCHOOL POLICIES

School Rules (*règlements intérieurs*)

Admission and attendance

Anti-Bullying

Child protection and Safeguarding

Complaints

Equality of Opportunities

SEND

Accessibility Plan

Last review: 10/2016