






Behaviour Policy

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King's International School Behavior policy:

Consistent monitoring should be held at all times in all areas of expectations and standards.

Clear standards must be devised, understood and followed strictly. Each person(s) responsible must be informed of policies, guidelines and procedures and agreed upon.

Uniform:

Van users should have their full school uniform on, including blazers before they are allowed onto the van. If they do not have their uniform, they will come to school and we will deal with this issue internally.

If students are arriving by car, they need to have their full school uniform on, including blazers before they go through the gate. It is the responsibility of the duty teacher to check their uniform before they pass the entrance. If they are in the wrong uniform, then they are kept at entrance until registration. They will then be sent to the office and their names noted. A text message will be sent to parents.

If this is their first time without the correct uniform, they will be given a warning. If the reason that the student is not wearing the correct uniform is because their parents need to buy the missing item, the child then needs to bring a note from home until the item is replaced. However there will be a time limit on this grace period.

If it is the second time, the student is not wearing the right uniform, they will miss their break. Another text message will be sent to parents.

If it is the third time, the student will miss both break time and lunch time. A phone call will be made to the parent, warning them of the consequences of next time.

If it is the fourth time, the student is going home. Once their uniform has been restored, the student can then return to school.

This uniform policy will roll out throughout the year. So if a student has got up to the third sanction by the end of term 1 and then they come to school again with another piece of uniform missing in Term 2, or 3, the fourth sanction will still be applied.

Lateness and time management:

A policy must be given to parents and children of our time management rules and expectations with an agreement signature to acknowledge they agree and will to follow our policy.

Arrival time in the morning: Children must arrive on time everyday to be ready to go into class by 8:00am. Any child that arrives later than 8am should report to the office to sign in and explain why they are late.

1st offence: caution/parents notified by text

2nd offence: break-time detention/parents notified by text

3rd offence: break-time & lunchtime detention parents notified by text

Late to class: All children must be in class by the start of the lesson. Anyone who is late to class must sign in the late book and the child must give an account for being late.

1st offence: caution

2nd offence: break-time detention

3rd offence: break-time & lunchtime detention

School/Lesson time management must be recorded throughout the term and recorded in their school reports if there is a consistent issue.

Serious incidents:

Children should be aware and reminded regularly that they are to report any serious incident to an adult.

If the incident happens in the classroom, the child should report the incident to their responsible teacher. If it happens outside of the classroom, the children should report the incident to the teacher(s) on duty. The duty leader must report it in the incident book, and inform the class teacher that they may be aware. The duty leader must report it to the point person on the management team. The point person must report it to the head of the management team.

The incident must be addressed consistently, an account must be given by the child(ren) involved and the child(ren) who witnessed. The incident must be analysed and understood clearly in order to respond fairly and justly. If the incident is larger than the person responsible feels they can deal with, the point person on the management team should be brought in to help support the issue. It is encouraged to seek other staff support to keep accountability.

If, during the incident a child(ren) should be disciplined, the disciplinary procedure should be followed. An incident sheet should be filled and sent home with the child.

Disciplinary Issues:

In the event of an offence, every child must be considered as an individual child and dealt with according to the background and situation at the time. No situation or child is the same and that should be acknowledged at all times.

Each issue should be dealt with according to the level of an incident. 3 steps should be taken when dealing with the child, unless the incident is considerably over the line. The 3 steps are: 1. Caution, 2. second caution with a consequence 3. Third offence, the child(ren) should be removed from the classroom. Offences should be noted for accountability when reporting to the management team & parent(s).

When an offence has occurred that cannot be addressed in the area at that time, children must be taken out of the area where the offence was caused and taken to a delegated room. If where the offence has taken place has not enough adult supervision, an adult must be called immediately to help bring stability to the situation.

Procedure process:

Child(ren) must give an account of event

Witnesses must also be found and they must also give an account of events.

Teacher/Adult responsible must give account of the incident

The recorded information must be taken to the disciplinary team.

The Disciplinary team must devise together and give a consequence according to offence.

Incident must be recorded in incident book

An incident sheet must be filled. A copy must be filed and a copy sent to the parent.

Disruptive behavior:

All teachers are responsible to hold an outstanding level of behaviour within their class and children around the school.

Children must be informed of the teachers? School standards daily. These must be reinforced practically and consistently.

It is the teachers responsibility to know and follow the schools, standards and expectations. The schools vision & values.

In the classroom and on duty, teachers should represent a high level of respect to the schools values, expectations and standards. Teachers should follow consistently the schools values and Vision when dealing with the Management team, colleagues, children and parents. Reinforcing these at all times.

Policy

Disruptive behaviour should be acknowledged and dealt with immediately.

A Process of 3 steps should be followed throughout a lesson or duty time. 1. Caution 2. Caution and consequence 3. Child removed from the class or area.

To note: Untolerated Disruptive behaviour are highlighted at the end of document

School/Personal Property:

All property, either school or personal, should be respected and handled with utmost care at all times.

It is the responsibility of every staff member to reinforce a high level of respect and care at all times.

Children must be guided and reminded consistently on how to handle property.

If a child or adult is seen mishandling property, the incident must be addressed immediately.

Books should be looked after properly, stationary, resources and equipment.

Furniture should be handled with care at all times. No writing on furniture. No one should be heavy handed, no swinging on chairs, no standing on tables. Displays should be respected and not touched.

Graffiti must not be tolerated at any time.

Graffiti, breakages or damages must be addressed immediately.

The child/adult must be held responsible.

Person responsible must give an account

Witnesses must give an account

Offense must be recorded and submitted to disciplinary team for a consequence

An incident form must be written and one copy filed and another copy sent to the parent(s)

School behaviour- expected standards.

Children must be eager to learn

children must take responsibility of their learning journey by following each procedure, policy and guideline with respect and consistency.

Children must carry all their belongings needed for the day learning

Children must wear the correct and complete uniform at the right time for the right lesson.

Children must be willing to follow every adults guidelines and rules at all times.

Children must have the correct stationary, resources and books for each lesson or activity

Children must at all times hold a high level respect for everyone's values & beliefs and interests.

Children are responsible for the choices or words and actions they take and every choice has a consequence.

Children should be in the right place at the right time consistently.

School boundaries should be acknowledged and respected at all time.

Children must walk around the school, not run. Should keep a good level of respect in communication. No shouting or cursing. No disrespectful words or names should be spoken at any time.

Children should not argue or fight

Children should not provoke any other person

Children should always communicate a high level of respect in tone and words

Children should always use integrity and honour.

Boundaries and Monitoring

Children should never move around the school without any teachers authority

It is the teacher's responsibility to monitor the children that they are responsible for at all times

Children should use the toilet, drink water at break-times only.

It is the teachers responsibility to guide the children in using their time correctly. Reminding them when to use the toilet and drink water.

If a child needs the toilet or to get a drink during lesson time, the teacher must monitor their movements strictly.

A child must be given a pass and no more than one child must move out of the class at a time.

Classrooms should always be kept in an organised manner. Clean and tidy.

Children should leave the classroom with the chairs and tables put in the correct place, rubbish put in the bin and surfaces and resources left in an orderly manner.

Children should line-up or walk orderly to and fro the classroom.

Policy

It is the responsibility of the duty team on duty to give each duty member responsibilities of how the duties are to be carried out. Each member should know their responsibilities and carry them out consistently.

Policy