



BEHAVIOUR MANAGEMENT POLICY
(Senior and Junior Schools)
Updated July 2024

Introduction

The school operates a behaviour code that summarises the values and norms of behaviour that the school expects from all members of the school and issues every pupil with a set of school rules in their homework diaries. Together the behaviour code and the school rules aim to promote a safe and orderly environment in which learning can take place effectively.

The school sanctions system is derived from the behaviour code and the school rules, and operates at different levels depending upon the nature of unacceptable behaviour. For the most serious incidents of unacceptable behaviour, the Head may on occasion suspend pupils from school temporarily or permanently. In the latter instance, the school operates a review procedure for exclusion.

The School does not use Corporal Punishment under any circumstances.

School Behaviour Management

See Praise Rewards and Sanctions Policy

Section A - Behaviour Code

In every classroom and dormitory the school behaviour code is prominently displayed as an A4 poster and within every senior pupil planner. Regular reference to the behaviour code is made in Tutor meetings, individual classes, school assemblies, PSHCE classes and boarding meetings.

BEHAVIOUR CODE

Recognition and Rewards – SJIS promotes good behaviour through a system of recognition and reward

Environment – We want to work in a school that is clean, pleasant and safe.

Self-Discipline – We should take responsibility for our behaviour, appearance, organisation and belongings.

Partnership – There is a strong partnership between home, school and the community and between our international friends.

Expectations – We have high expectations of our pupils and will provide a challenging, relevant, appropriate and interesting curriculum.

Consistency – All pupils will be treated fairly. Rules and sanctions will be used clearly and consistently.

Treat others as you would be treated – Treat one another with politeness, courtesy and respect.



MY LEARNING BEHAVIOUR

Junior Learning Behaviour

Unacceptable	Expected	Good	Great
I do not try my best	I always work to the best of my ability.	I challenge myself.	I go beyond what is expected and take initiatives.
I distract others through my actions.	I do what I am asked without distracting others	I contribute honestly and with care.	I always try to play a principled and caring role.
My work is not presented to the best I can do.	My work is presented to the best that I can do.	I present my work to a high standard all the time.	I am creative and make choices as to how to present my work.
I do not work hard and do not challenge myself.	I work hard to improve.	I take responsibility for my own development and myself.	I am ambitious and take risks to achieve all that I am capable of.
I do not accept help on how to make my work better.	I accept help when it is given.	I ask when I am uncertain or need help.	I ask questions and ask others what they think of my work.
I do not listen and I am not polite.	I am polite and listen so that I contribute.	I am positive and take part in all areas of school life.	I show open-mindedness, empathy and accept viewpoints other than my own.



Section B The School Rules

At all times pupils must behave courteously, in language and action, and in such a manner as not to bring discredit to the school. A high standard of conduct is expected both in school and at all school functions.

School rules apply at all times in school, on trips, when representing the school elsewhere, (including abroad), when travelling to and from school and at all other times when a pupil's actions might affect the well-being of others in the school community or the reputation of the school.

CONDUCT

1. Bullying, of any description, is unacceptable. Pupils found guilty of bullying might face temporary or permanent exclusion.
2. Theft is regarded as a very serious offence. Any pupil found guilty of theft will lose the right to be a member of the school.
3. Any damage to property should be reported immediately. Deliberate damage must be paid for by those who caused the damage.
4. Property that is borrowed and then lost must be replaced or paid for by the pupil who lost it.
5. Pupils must not conduct private business in school.
6. The following items are banned in school and on school related events:
 - Cigarettes and any smoking materials including E-Cigarettes.
 - Alcohol, unless it is authorised by the Head and supervised by staff at an official function
 - Controlled drugs and any harmful substances. Any pupil found in possession of illegal or harmful substances loses the right to be in school – see Drugs, Alcohol and Smoking Policy
 - All types of offensive weapons
 - Pornographic material
 - Fireworks and laser pens
 - Chewing gum
7. Pupils in possession of prescribed drugs must hand them to Matron.
8. Mobile telephones must be left with the school secretary throughout the school day. Boarder's mobile telephones will be held by the Boarding House during the school day.
9. No pupil should take a photograph or video a member of the school community without first obtaining the consent of the intended subject.



10. No pupil should post anything on a social networking site that affects the well-being of another pupil, or member of the school. Nothing should be posted that brings the reputation of the school into disrepute.

Public Displays of Affection (PDAs)

a) **Things You Should Know about Public Displays of Affection (PDA)**

- Public displays of affection (PDA) include things like hugging, kissing, and hand-holding in public spaces.
- Small, affectionate gestures like hugging and holding hands are generally acceptable in public, especially if you're greeting someone.
- More intimate forms of PDA are often seen as especially inappropriate in formal or crowded settings or when you're with family.

b) **Public displays of affection are acts of physical intimacy done in a public space.**

Things like hugging, kissing, hand-holding, cuddling, and other kinds of intimate touching, when done in a public space (i.e., a restaurant, bar, public park, etc...), are examples of PDA. With public displays of affection, you're taking your intimate moments outside of the privacy of your own home and are making them more public for others to see.

c) **It's normal to be extra affectionate when you're greeting someone.**

Hellos and goodbyes can be pretty emotional. Other people are more than aware of this, so they're more understanding of two people hugging in public places like airports or train stations where these kinds of greetings are common. Examples include:

- Greeting your partner with a kiss at the airport after they've been away on a business trip
- Hugging a friend you haven't seen in a long time
- Hugging and kissing family members who are coming to visit for the holidays

d) **Small acts of affection, like hand-holding, are generally acceptable.**

Things like hugging and hand-holding are more common in American society. These acts of affection are associated both with close friends and romantic partners, so they're more acceptable even if they're done in a public space. They're also usually more readily accepted when included in social media posts and photos. Some examples of these milder versions of PDA include:

- Walking hand-in-hand with your partner or friend
- Giving your friend a big hug



- Posting a picture of you giving your friend a kiss on the cheek

e) **More explicit forms of PDA in front of peers will be frowned upon.**

In some cases, the school might consider such intimate acts to be disrespectful and inappropriate. Just be aware that certain actions might make others uncomfortable and remember to be respectful of them. Here are some examples of things that we see as being unacceptable:

- Kissing in front of others
- Holding hands to the exclusion of others (when in a relationship)
- Hugging (or arms around) each other in public other than to greet or say farewell
- Getting too touchy with your significant other
- Being overly handsy when hugging
- If you're not sure what others may deem to be appropriate, refrain from PDA in general just to play it safe. In this case, less is best.

f) **PDA is less acceptable in formal and family-friendly settings.**

As a general rule of thumb, the more formal or public the setting is, the less acceptable it is to engage in PDA. There's an expectation to remain professional in these kinds of settings. Also, public spaces will likely have peers, parents (current and prospective) and staff present, and PDA is frowned upon when it's done in front of children.

g) **Some people might find such affectionate gestures to be sweet.**

Seeing someone hug or watching two people reunite after a long time apart can be quite heartwarming. It's important to remember that not all forms of PDA are inappropriate. As long as you're being mindful of other people and not taking things too far, being affectionate with friends and family certainly isn't a bad thing.

h) **Other people might feel embarrassed or uncomfortable.**

In British society, many people often view gestures that go beyond a friendly hug or something simple like holding hands in a somewhat sexual context. Therefore, more extreme forms of PDA can make people around you very uncomfortable. This is why PDA is usually seen in a more negative light.

i) **Lots of PDA can make other people feel lonely.**



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If you're single, seeing two people be all lovey-dovey with one another might not be something you care to see. For some people, PDA can be an unwanted reminder of their own single status and make them feel all the more lonely. This goes for both displays of affection out in public spaces and on social media.

j) **Sanctions in relation to PDAs**

Staff, in liaison with the Head of School and/or School Leads, will decide (on a case-by-case basis, and depending on the severity of the PDA) what the sanction should be.

DRESS

1. School uniform must be worn by all pupils when travelling to and from school and at all times of the school day. Uniform is published in the Parents' Handbook.
2. All pupils must maintain a clean and tidy appearance. Hair should be sensibly managed and should be worn at a reasonable length, and at the discretion of the Head. Hair should retain a natural colour. Pupils who dye their hair will be asked to remove the dye. Facial hair must not be grown unless specific permission has been obtained from the Head.
3. Any request to wear jewellery on religious grounds must be submitted to the Head for consideration.

ATTENDANCE

1. All pupils should attend registration between 0810 and 0830. The school day ends at 4:00pm (Mon & Fri) and 5.00pm (Tues, Wed & Thurs)
2. All pupils should attend school functions. Permission to miss any function should be sought, in writing, from the Head.
3. Prior permission to be absent from school must be obtained from the Head in all cases other than illness.
4. Pupils selected for team games are required to attend. Permission to miss school games must be made in advance to the Head.
5. The School Office must be notified by letter, telephone or email if a pupil is going to miss registration in the morning.
6. Pupils arriving late must report to the school office. Persistent lateness will be viewed as a disciplinary matter if there are no convincing reasons.
7. Pupils should not leave the school during the day without permission. All pupils leaving the school during the day must sign out and, if they return, they must sign in.



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Out of Bounds

All new pupils are inducted to the areas where they are permitted and advised of areas which are out of bounds. New boarding pupils are inducted to adhere to the additional requirements in boarding. See Boarders' Induction Checklist.

Section C: Rewards and Sanctions

See Praise, Rewards and Sanctions Policy.

Restraint/Physical Intervention: Please refer to the Restraint Policy



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