

LYCÉE INTERNATIONAL DE LONDRES WINSTON CHURCHILL

("the School")

Policy #8: Behaviour and Discipline

Mission

Through a rigorous, bilingual programme and innovative methods, we educate students to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are: Excellence, Creativity, Integrity, Awareness and Community.

In support of these values we are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop their full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed and an orderly atmosphere. All pupils should care for and support each other.

Introduction

The School 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.

The School is an inclusive community. We welcome students from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual, and aim to develop the whole person, and equip them to take their place in the modern world.

The School has put in place a number of rules. It is the aim of this policy to define the principles of good behaviour between students, and to promote good relationships between members of the School, so that everyone can work and learn in a calm and orderly atmosphere.

This policy aims to help students grow and learn in a safe and secure environment, and to become active, responsible, and increasingly independent members of the School community.

Code of Conduct

The School's community of Governors, staff, students, parents and carers adhere to an established routine and Code of Conduct. The Conseil d'Etablissement is invited to participate in the creation and update of the Code of Conduct, which is then approved by the Head of School and the Board of Governors. The Class Team Leader (Professeur principal) supported by the Head of Year uses the "heure de vie de classe/ Personal, social health and economic education" to be sure that students know and understand the School's values and procedures.

Early Years/Cycle 1 Code of Conduct

Primary Code of Conduct

Secondary Code of Conduct

We expect students to treat staff and each other with consideration and good manners, and to respond positively to the opportunities and demands of school life. They should follow the School's rules and regulations, and understand what is expected of them and why disciplinary measures may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at the School, particularly the more vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying Policy is on our website. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation, physical or learning difficulty.

We expect students to attend school and lessons punctually, and to follow the School's Attendance and Absence Policy and the Code of Conduct. They should care for the buildings, equipment and furniture. The School expects students to behave

at all times, including online, in a manner that reflects the best interests of the whole community.

From the return to school after the February break, Terminale students who have met required academic and behavioural expectations will be allowed to leave site for lunch.

THE ROLE OF THE BOARD

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

THE ROLE OF THE HEAD OF SCHOOL

It is the responsibility of the Head of School to implement this policy and to define in detail the School's disciplinary rules. The Head of School reports to the Board on the effectiveness of this policy. The Head of School is also responsible for the learning progress, health, safety and welfare of all students and staff in the School.

The Head of School supports the staff when they implement this policy.

The Head of School 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 student, affecting his or her work, the case is referred to the Head of School by the Head of SectionYear (Secondary or Primary).

The Head of School is assisted in this role by the Head of Pastoral Care, Deputy Head Pastoral, the Heads of years and the pastoral team. Their role is to facilitate the coordination between the Head of School, class teachers, students, parents and carers to ensure that each party involved has the necessary support and dialogue to successfully implement a climate of mutual respect and discipline.

THE ROLE OF THE TEACHERS

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

Teachers expect students to comply with the Behaviour and Discipline Policy. Teachers, supported by the Class Team Leader (CTL) ,Head of Pastoral Care, Deputy Head Pastoral care and the Heads of years and the pastoral team must ensure that each student works to the best of their ability. In cases where a student does not have satisfactory school results, after finding out the reasons, the teacher(s), together with the CTL will decide on appropriate measures. In the first instance, the teacher deals with incidents.

If a student misbehaves repeatedly, the Head of Year keeps a record of all such incidents. However, if misbehaviour continues, the teacher must seek advice from the Head of Pastoral Care, Deputy Head Pastoral care who may then share this information with the Head of:Sections.

All instances of physical or verbal abuse between students must follow the code of and a report must be filed.

A teacher may discuss the needs of a student with other appropriate staff-or the School's Designated Safeguarding Lead (DSL).

Teachers inform parents and carers of the progress of each student in their class, in line with the school policy.

Staff will contact a parent and carers if there are concerns about the behaviour, learning progress, or welfare of their child.

THE ROLE OF PARENTS AND CARERS

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

The School's Codes of Conduct students define the School's specific rules. They are approved by the Head of School. The School expects parents and carers to read the Code of Conduct, and, by signing it, confirm that they will abide by it.

The School expects parents / carers to support their child's learning, and to cooperate with the School. It seeks to build a supportive dialogue between home and school, which is being done for the Secondary students through Pronote, and

for Primary students through reporting to parents / carers (see Student Assessment Policy).

The School expects the support of parents / carers. If parents / carers have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head of Year. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented (as set out in the School's Complaints Policy).

REWARDS AND PUNISHMENTS

The School encourages the efforts and achievements of all students as described in the Code of conduct.

Parents are informed after a disciplinary action has been decided. The disciplinary action is notified by the member of staff.

The details of daily rules and the list of disciplinary measures in use at the School are communicated to students and parents / carers in the Code of Conduct, which they must read and sign at the beginning of the academic year. This document is reviewed and updated annually and made public on the website as an annexe of the present policy and is visible in all classrooms.

The school staff expect that students use their best efforts in all activities.

- If a student is disruptive in class, the teacher reprimands him or her. If a student misbehaves repeatedly, the teacher may isolate the student from the class and contact the Head of year.
- The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the class teacher requests help from a member of the teaching staff.
- A student cannot be isolated for the totality of playtime.
- If a student threatens, hurts or bullies another student, the staff member records the incident on CPOMS and the student is disciplined. If a student repeatedly acts in a way that annoys or disrupts others, and if the usual disciplinary measures have proven ineffective, the Head of Secondary / Primary, the Head of School or a member of the teaching staff will contact the student's parents / carers.
- Staff will follow the anti bullying process (see anti-bullying policy)

The class teacher and the HoY present, explain and discuss the various aspects of the School's rules with the students.

The School does not tolerate bullying of any kind. If any employee 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. For any serious misdemeanour, an incident report (available to staff electronically or at the School Office) must be completed by the witness / person responsible.

Drug and alcohol-related incidents

It is strictly forbidden for anyone, adult or student, to bring illegal drugs onto school premises, including vapes. Any student who is found to have brought any type of illegal substance to school will face a temporary suspension. The student will not be readmitted to the School until one of their parents / carers has discussed the seriousness of the incident with the Head of School, or Heads of Section

If the offence is repeated, the student will be permanently expelled.

If a student is found to have deliberately brought illegal substances onto school premises, and is found to be distributing these to other students for money, the student will be permanently expelled. The police, social services, and the SCAC of the French Embassy may be informed.



Level I behavioural issues

- Dress code violation; inappropriate use/lack of ID card
- Persistent lates
- Failure to complete class or homework
- Chewing gum at school
- Littering or low-level damage to school property
- Being in a prohibited location in the school
- Physical pushing or shoving
- Any form of inappropriate language or behaviour
- Disrupting others' ability to learn or the school environment
- Unauthorised use of phone/device

This list is not exhaustive.

Level I issues are usually handled immediately through a conversation with the teacher and/or Pastoral staff.

Consequences for minor infractions could include:

- *A written reflection and apology from the student*
- *A parental/guardian notification*
- *Students make amends as appropriate*

This list is not exhaustive.



Level II behavioural issues

- Repeated violation of Level I behavioural issues
- Breach of academic integrity, cheating, plagiarism
- Lying or other breach of integrity
- Damage to school or personal property
- Disrespectful language or behaviour towards any member of the community
- Repeated unauthorised use of phone/device/technology and technology policy violations
- Truancy/school refusal, repeated unexplained absences.

This list is not exhaustive.

Level II issues are referred to the Head of Year. They will meet with the student and staff involved to investigate the concern.

Consequences for Level II issues could include:

- *Meeting with parent/guardian*
- *The family must cover the cost of damage to school or personal property*
- *Formal written warnings*
- *After-school detention*
- *In- or out-of-school suspension*
- *Community service such as canteen, library, dress code, pastoral duties, IT support, maintenance, etc*
- *Self-reflection and apology will be required*
- *External counselling may be recommended or required*

This list is not exhaustive.



Level III behavioural issues

- Repeated violation of Level II behavioural issues
- Theft of or intentional damage to school or personal property: the family must cover the costs involved.
- Endangering the welfare or the safety of other students
- Use of any form of racist or discriminatory expression or material
- Sexual misconduct including sharing of photos, materials, messaging or social media content
- Any form of harassment, hazing and bullying, including on social media
- Physical assault or fighting, hitting, kicking, etc.
- On-campus possession or use or transmission of any illegal or banned substance, alcoholic beverage, e-cigarette, intoxicant of any kind, or related paraphernalia
- On-campus possession or use or transmission of dangerous instrument or weapon of any kind (any knife, firearm, including replica (fake) weapons) regardless of the intention

This list is not exhaustive.

In the case of violation of UK Law, the school has a duty to inform the police where required.

Level III issues are referred to the Head of School who will meet with the student and the relevant staff member.

- Student may be suspended immediately
- Student may be temporarily suspended and given a probationary period
- Student may be removed from school
- permanently or not be reinvited to the school
- Parents and student are expected to engage with external support agencies as required.

This list is not exhaustive.

Temporary and permanent expulsions

The School does not wish to expel any student, but sometimes this may be necessary. A class teacher will inform parents / carers if there are serious concerns about their child's behaviour, with a view to improve the student's behaviour. Taking the student's age into account, appropriate disciplinary action may be taken.

The Head of School or Heads of Section, can suspend a student for a fixed period for serious misdemeanours.

The Head of School may permanently expel a student after consultation with the student's parents and carers, for serious acts of violence, repeated serious misdemeanours, or if the Head believes that the safety of other students is compromised in any way.

Only the Head of School has the power to expel a student, whether temporarily or permanently.

The Chairman of the Board must be notified of every expulsion. In the case of a permanent expulsion, the Head of School also informs the COCAC of the French Embassy in London.

The Chairman of the Board can neither expel a student, nor can they extend or modify the expulsion period decided by the Head of School.

The parents/carers of the concerned student may make an appeal to the Chairman of the Board. On appeal, the panel will consider the circumstances in which the student was expelled, and any representation by the parents and carers. The panel will rule whether or not the student should be reinstated. The Head of School must comply with this ruling.

Corporal punishment

Under section 131 of the School Standards and Framework Act (1998), corporal punishment is prohibited for all students in independent and maintained schools, and it is never to be used at the School.

PROPERTY AND SECURITY

All students' property must be clearly marked with their name. Valuables should not be brought to school. Breakage, damage or loss of school property (including library books and tablets devices on loan) will incur charges to the student's parents / carers for a replacement.

The School is not responsible for any loss of a student's personal property (including lost or damaged clothes). Lockers are available for students, but their belongings must be removed at the end of each day.

Lost and found property is cleared twice a year, and items are given to charity.

Bringing any dangerous objects such as knives, blunt instruments or any offensive weapons, lighters, matches or fireworks into school is strictly prohibited, and may result in permanent expulsion.

The Education Act 2011 introduced new provisions into the Education Act 1996 [section 550Z] which give school staff the power to search a student or a student's possessions, if they believe them to be carrying any prohibited item which the staff member reasonably suspects has been, or is likely to be:

- used to commit a criminal offence;
- to cause personal injury to, or damage the property of, any person;
- any other item which the school rules identify as an item for which a search may be made.

Staff are given the power to search a student even if they are under the age of criminal responsibility, and likewise staff of the opposite sex may still search a student if they believe the risk of serious harm is too great to wait to find a member of staff of the same sex for searching the student.

There are particular rules relating to electronic devices, which allow such devices to be seized and examined for relevant data or files which might be against the law or school rules. Section 550Z provides for the return of such devices to the student but also deals with any offending data or files which may be erased from the device if the staff member believes there are good reasons for doing so.

COMPLAINTS

The School hopes that parents and carers will not feel the need to complain about the operation of its behaviour management policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Policy is on our website. We undertake to investigate all complaints and to notify parents and carers of the outcome of the investigation within 28 days. We keep records of complaints for three years after your child has left the School.

MONITORING AND REVIEW

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

The School keeps a variety of records concerning incidents and misdemeanours with level 2 and level 3 incidents recorded on a centralised system(CPOMS).

The Head of School keeps a record of any student who is temporarily suspended or permanently expelled.

It is the responsibility of the Board to monitor the rate of suspensions and expulsions, 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 policy has taken into account the Sexual violence and sexual harassment between children in schools and colleges Advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads as detailed in [Keeping Children Safe in Education 2022](#), part 5.

[Sharing nudes and semi-nudes advice for education settings working with children and young people 2020](#)

[Behaviour in schools 2022](#)

[Searching, screening and confiscation 2022](#)

Policy created in 2015.

Policy reviewed:

- March 2023
- Nov 2022
- Dec 2019
- Feb 2019
- September 2018 LB
- March 2018
- August 2016
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