



**KELLETT SCHOOL HONG KONG**

**STUDENT BEHAVIOUR AND DISCIPLINE  
POLICY**

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## **1 AIMS**

- 1.1 To ensure a nurturing and safe environment where all students thrive and learn.
- 1.2 build the foundations for students to understand their responsibilities as members of the global community.
- 1.3 To encourage the development of self-discipline.
- 1.4 To promote the understanding and need for respect, responsibility and good relationships for all.

## **2 POLICY STATEMENT**

- 2.1 Kellett School is committed to promoting the highest standards of behaviour and to ensuring those standards of behaviour are monitored and maintained so that the aim of the school can be achieved.
- 2.2 We foster and develop an atmosphere in which students can thrive and that we create a climate in which students not only know exactly what standards of behaviour are required of them, but appreciate that it is one in which relationships are based on mutual respect.

## **3 STAFF RESPONSIBILITIES**

- 3.1 To promote and model positive behaviours and relationships.
- 3.2 All members of staff should be clear of the school rules and the standards expected of students. They are expected to apply all rewards or sanctions (See Appendix) fairly and consistently.
- 3.3 Students who display inappropriate behaviour will be managed by the teacher in charge of the class in the first instance. It is important for student perception to see the class teacher demonstrate authority in their classroom. If this continues help should be sought from a more senior teacher. Parents should be informed of repeated or more serious inappropriate behaviour on the same day where possible.
- 3.4 The School Leadership Teams support staff in the implementation of this policy to ensure consistently good behaviour across the school. Records of all reported serious or repeated inappropriate behaviours are held
- 3.5 Only a member of a School Leadership Team may authorize a fixed term exclusion for serious or repeated inappropriate behaviour.
- 3.6 Only the Principal & CEO may permanently exclude a student for serious or repeated inappropriate behaviour – see STUDENT PERMANENT EXCLUSION POLICY.

## **4 PARENTS' RESPONSIBILITIES**

- 4.1 Kellett School works closely with parents to support learning. School and parents should collaborate to ensure students receive consistent messages about acceptable behaviour.
- 4.2 Expectations of student behaviour are outlined in the parent handbook. Parents should read and support the school in applying these.
- 4.3 Parents should support the school where reasonable sanctions have been used to correct a student's behaviour. If parents have a concern, they should contact the class/subject or form teacher in the first instance. If concern remains, they should follow the Communications Flowchart.

## **5 STUDENT RESPONSIBILITIES**

- 5.1 Students should take responsibility for their behaviour and treat others with respect.
- 5.2 Students should understand that rewards and sanctions will be applied in relation to their behaviour.
- 5.3 Students should be aware that their parents work in collaboration and will be informed of repeated or serious inappropriate behaviour.

## 6 APPENDIX 1: SENIOR SCHOOL SANCTIONS

All parental contact – phone calls, emails and meetings – must be recorded.

A Kellett Student will be safe.	A Kellett Student will be prepared.	A Kellett Student will show pride and respect.
<p>We move appropriately inside School, walking calmly and quietly whilst making sure we are aware of others.</p> <p>We listen to and follow instructions from staff.</p> <p>We have positive interactions with others.</p> <p>We are sensible and show care and concern for others.</p> <p>We are kind and never act with prejudice.</p> <p>We avoid and report any dangerous, unkind or violent behaviour.</p> <p>We refrain from using or supplying illegal substances.</p> <p>We refrain from using or possessing dangerous items.</p>	<p>We are present and punctual to school, class and all other school activities.</p> <p>We complete all academic tasks to the best of our ability.</p> <p>We use lockers correctly and ensure our belongings are safe and not left around School.</p> <p>We maintain a good attendance record and ensure we catch up with any missed work.</p> <p>We act with academic honesty. Our work is our own and reflects our best efforts.</p> <p>We act with academic integrity in external assessments and examinations.</p>	<p>We support a positive learning environment for others.</p> <p>We use technology in accordance with 'the student code of conduct for the use of technology'.</p> <p>We wear the correct uniform with pride.</p> <p>We consume food and drink in appropriate areas and use appropriate bins for litter.</p> <p>We only use mobile devices in school when permitted.</p> <p>We act with honesty and integrity.</p> <p>We report damage if caused or seen.</p> <p>We respect other people's possessions and property.</p> <p>We show respect toward everyone in our community.</p> <p>We have pride in our school and commit to upholding its good name at all times.</p>

Our three school rules originated from our student body and we have a collective responsibility to support and uphold them. Incidents, where behaviour falls short of expectations, have consequences designed to be not simply punitive but also allow for a learning outcome and promote positive behaviour.

Appropriate consequences are listed below:

<p>Level 1: All staff</p>	<p>Discussion, confiscation, communication with parent/guardian or 5-30 minute reflection during break/lunch.</p> <p>5-60 minutes directed time to support work that is either incomplete or that does not reflect the student's best ability.</p>
<p>Level 2: All staff, supported by Tutor/ HoH/ HoD</p> <p>An incident, or repeated incidents, to the level where Parents/Guardian will be contacted.</p>	<p>Confiscation, communication with parent/guardian, 15-60 minute reflection either during or after school.</p> <p>Behaviour support card or a presentation to Form Tutor/ HoH/ HoD.</p>
<p>Level 3: All staff, supported by SLT</p> <p>Incidents which are at the level where a formal record is required.</p>	<p>Presentation to SLT, Internal exclusion with reflection, Fixed-term exclusion with re-entry support meeting.</p> <p>Permanent exclusion.</p>

## 7 APPENDIX 2 - PREP SCHOOL SANCTIONS

Within the Prep School, behaviour is managed by a sequence of individuals, depending upon its severity or persistence. While the diagram below gives an indication of how unfavourable behaviour may be managed, it is important to recognise that each case is dealt with using professional discretion and with individual personal characteristics at the very forefront of our thinking.

A Kellett Student will be safe.	A Kellett Student will be prepared.	A Kellett Student will show pride and respect.
<p>We move appropriately around the school, walking calmly and quietly whilst making sure we are aware of others.</p> <p>We listen to and follow instructions from staff.</p> <p>We have positive interactions with others.</p> <p>We are sensible and show care and concern for others.</p> <p>We are kind and treat everyone equally.</p> <p>We tell adults if we see unkind or dangerous behaviour.</p>	<p>We come to lessons on time with the correct equipment.</p> <p>We look after our own belongings and bring the correct equipment to school.</p> <p>We take care of others' belongings and school resources.</p> <p>We complete all tasks to the best of our ability.</p>	<p>We support a positive learning environment for others.</p> <p>We use technology safely in accordance with the 'Kellett School Student iPad User Agreement'.</p> <p>We wear the correct uniform with pride.</p> <p>We consume food and drink in appropriate areas and use appropriate bins for litter.</p> <p>We are honest and always tell the truth.</p> <p>We report damage if caused or seen.</p> <p>We respect other people's possessions and property.</p> <p>We show respect toward everyone in our community.</p> <p>We have pride in our school.</p>

<p style="text-align: center;"><b>Level 1</b></p> <p style="text-align: center;">Low-level behavioural concerns.</p>	<p style="text-align: center;"><b>Level 2</b></p> <p style="text-align: center;">Repeated low-level concerns.</p>	<p style="text-align: center;"><b>Level 3</b></p> <p style="text-align: center;">Moderate behavioural concerns that impact others or distract from peers learning.</p>	<p style="text-align: center;"><b>Level 4</b></p> <p style="text-align: center;">Serious repeated behavioural concerns/aggressive or urgent incidents</p>
<p>First warnings are given verbally to the student with reference to the Kellett behaviour expectations which are displayed in the classroom.</p> <p>If incident occurs outside the classroom, the class teacher will be informed.</p>	<p>Children are asked to have reflection time to think about their actions. Where necessary, individual behaviour plans will be put in place by the class teacher.</p> <p>Phase Leaders will be informed.</p> <p>When parents have been contacted, Class Teacher will report behaviour concerns on iSams.</p>	<p>Parents/guardians will be contacted via phone or email to discuss their child's choices.</p> <p>Phase Leaders will be informed, and teachers will report behaviour concerns on iSams.</p> <p>MLT and Phase Leader meeting discussion to take place.</p>	<p>A phone call will be made by the AH/DHs of school.</p> <p>Where necessary, parents will be asked to come in to school.</p> <p>All communication with parents will be logged on iSams.</p>

**The Headteacher**

The Head of School will formally record any serious behavioural incidents so that they can be passed up to senior colleagues at the point of transition.



