



LONDON INTERNATIONAL STUDY CENTRE BEHAVIOUR POLICY

The study centre aims to ensure its policies are applied fairly and consistently. We believe that a positive ethos and mutual respect ensures the highest standards in behaviour and work.

It is central to the philosophy of the study centre that all staff and tutors should be very positive at all times towards the students, towards each other and towards the study centre. Any serious issues or problems arising with students, other members of staff, tutors or parents should be discussed in private with one of the Principals.. The passing of negative comments about parents, other staff, tutors or students is not acceptable in any form.

Students need to make the most of their education in a safe and secure environment. Students learn from the examples set by people working around them. We aim to show the students, through our working practice and through our relationships with the families within the group, the codes of acceptable behaviour for both adults and students. In order for this to happen all staff and tutors in the Centre will work closely with parents/guardians to:

- ✓ Encourage a positive, calm and purposeful atmosphere where students can learn to the best of their abilities.
- ✓ Create an atmosphere where all students feel valued and treat all others with respect.
- ✓ Encourage students to take responsibility for their behaviour.
- ✓ Encourage students to sort out difficulties in constructive and peaceful ways.
- ✓ Praise and reward students when they are doing well and trying hard.
- ✓ Help and support students who are having problems.

This Code of Conduct is designed to ensure that all students can feel safe and know what is expected from them in the Centre.

LISC'S EXPECTATIONS OF STUDENTS

LISC expects students

- ✓ to treat others with respect and consideration
- ✓ to follow instructions from members of staff and tutors the first time
- ✓ to listen to others when it is their turn to talk
- ✓ to be polite when talking to adults and other students
- ✓ to look after equipment and the study centre building
- ✓ to be a good friend to other students and never fight
- ✓ to be safe in school and never run in the building
- ✓ to be on time in the morning and get to study centre before the start of lessons
- ✓ to ask for help if required
- ✓ to do one's best and let others learn.

REWARDS

LISC strives to reward students regularly for their efforts, positive attitude and care for others. Rewards may be given in the following ways:

- ✓ verbal and written praise
- ✓ stickers/stamps, smiley faces (for younger students)
- ✓ one-to-one meetings with staff members to review achievements
- ✓ “good news” letters or phone calls home/to agent
- ✓ allowing a student to do a ‘responsible’ job
- ✓ written merit cards given to students and included in student’s file and passed on to parents
- ✓ high grades
- ✓ certificates presented at end of stay
- ✓ book prizes at the end of stay

BEHAVIOUR

We expect all students to be courteous, respectful and well prepared for their lessons. Our Golden Rule is: “treat others the way you would like to be treated yourself”.

Students are not allowed to use their mobile phones whenever on the premises. Should you at any time have a problem with any of the students, please notify the Pastoral Head or (in his absence), the other Principal or Vice-Principal or a member of the academic or pastoral team.

We actively represent and manifest as unacceptable:

- ✓ spitting, biting, swearing, kicking, hitting or any other form of physical, aggressive behaviour
- ✓ racial and verbal abuse
- ✓ any form of anti-social behaviour and dangerous play
- ✓ any form of bullying.

Important things for students to remember in the classroom

- ✓ To know and follow class rules (displayed in classrooms)
- ✓ To know the consequences of actions
- ✓ To know the school policy on rewards and sanctions

Class Rules

- ✓ Follow instructions first time
- ✓ Put up your hand for attention
- ✓ Enable others to work in peace
- ✓ Be kind and considerate to each other: observe the Golden Rule

Important things for students to remember around the Centre:

In the corridor

- ✓ always walk quietly
- ✓ respect displays of work
- ✓ In the kitchen/common room
- ✓ always move slowly and carefully
- ✓ be careful not to drop food
- ✓ wash dishes used, clean the surfaces and dispose of unwanted items in the bins provided

- ✓ consume hot food ONLY in the kitchen (not the common room, classrooms, corridor, toilets)
- ✓ be polite to all adults and to each other

In general

- ✓ always behave safely
- ✓ be friendly to others
- ✓ always listen carefully to staff members and teachers
- ✓ speak to a member of staff or a teacher if you have questions, concerns or problems
- ✓ observe the Golden Rule

Sanctions

Discussions will take place with the students about their need to behave in a manner that is conducive to the harmony of the group. Should a problem continue then staff will hold discussions with the parents/carers to resolve it. There should be no sarcastic or humiliating comments either to a student or within a student's hearing or behind a student's back

All staff and tutors are encouraged to use the following informal sanctions, before applying one of the official school sanctions:

- ✓ verbal reprimand
- ✓ re-doing inadequate work
- ✓ reporting back for work at break or lunch time
- ✓ reporting back to the Academic Co-ordinator who will report to the Pastoral Head and make a record

For more serious infringements, the student may be assigned a detention (detention cards to be issued by a tutor or an authorised member of staff), or if need be, the Principal (usually the Pastoral Head) alerted to have a meeting with the student. All detention slips are passed by the Pastoral Head

The use of behaviour conferences

At London Study Centre we believe that students attend the study centre to be educated and that they have the right to learn.

If unacceptable behaviour takes place in the classroom, teachers should take the following action:

Step 1: remind the student of the rule and give a warning

Step 2: give the student time out within class time

Step 3: make the student miss part of a break time and have a behaviour conference with the teacher

Step 4: send the student to the Principal (usually the Pastoral Head)

It is intended that students will take notice of their teacher a long time before the serious Step 4 sanction is required. Sanctions applied thereafter will be decided by the Principal (usually the Pastoral Head)

Extreme forms of misbehaviour

On rare occasions students engage in misbehaviour which is extreme. This behaviour may be disruptive to learning and can be dangerous, hurtful and a serious risk to the health and safety of the school community. Some extreme behaviours include:

- ✓ swearing loudly and repeatedly
- ✓ seriously damaging property
- ✓ threatening behaviour
- ✓ racial/sexual harassment
- ✓ stealing property, refusing to return it
- ✓ serious fighting (any fighting that is not play fighting)
- ✓ taking unauthorised substances
- ✓ violent, intimidating, offensive, reckless behaviour in or around the Centre
- ✓ consumption of alcohol or smoking on LISC premises

Such serious misdemeanour will result in immediate referral to the Principal (fast tracking).

The use of illegal drugs is not permitted at any time whilst enrolled at LISC. Any student found taking illegal drugs may face immediate expulsion. Any use of alcohol or smoking by underage students is also deemed as a serious contravention of rules and may result in immediate expulsion.

When a student engages in this type of behaviour a Record of Formal Sanction will be completed, the 'fast track' section will be marked and the student sent directly to the Principal. The incident will be investigated. The parent will be contacted and asked to come to the Centre, if at all possible. The Principal will decide on what further actions will be taken. Any of the above behaviour may result in a student's suspension or exclusion.

Bullying

LISC is committed to providing a caring, friendly and safe environment for all of its students so they can learn in a relaxed and secure atmosphere. LISC has a zero-tolerance policy towards bullying, which is outlined in our anti-bullying policy.

Suspensions

Suspensions may be given by the Principal for either repeated acts of indiscipline or for a single serious breach of study centre rules. A student suspended will be sent home for a specified period of time. Students may also be required to serve suspension at LISC under supervision.

Expulsion

A student may be expelled if the student's conduct (whether on or off the school premises or in or out of term time) has been in grave contravention of study centre rules or discipline, has caused danger or distress to others (including bullying) or has caused damage to the study centre reputation. Expulsion may also result from repetitive contravention of LISC rules, guidance or requirements.

Any student expelled will not be able to have any payments refunded.