

THE BRITISH SCHOOL OF EGYPT



Crossing the boundaries of excellence...

TEACHING STAFF: JUNIOR SCHOOL BEHAVIOUR POLICY

This document is for teaching staff within the school community. It outlines a set of general principles on behavior and discipline, the values to which the school subscribes. The school behavior policy sets out the rewarding systems as well as the disciplinary sanctions implemented.

This policy might be amended throughout the year to update procedures and develop best practise



THE BEHAVIOUR POLICY

Rationale

The primary aim of The BSE Behaviour Policy is that everyone in our BSE community feels valued and respected. We are a caring community, whose values of **Respect, Loyalty, Faith, Compassion** and **Integrity (see Appendix 1)** are exemplified by all members of our community. These values help us to promote self-discipline, trust, fairness and respect. We nurture in our pupils these values so that when they graduate as **BSEians (See Appendix 2)** they are equipped and ready to face the world as inspirational citizens, possessing BSEian characteristics.

Staff endeavour to create and sustain a positive, supportive and safe environment. Good classroom management and stimulating teaching promotes good responses from pupils.

The school behaviour policy is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn and interact positively and effectively. We apply this behaviour policy in a consistent manner throughout the school community to encourage children to become positive, responsible and increasingly independent.

Everyone associated with the school is involved in promoting high standards of behaviour across the whole school. By working together, we will ensure that our aims are met.

Aims

At The BSE, we aim to implement and develop school behaviour by:

- Developing in all BSEians an awareness of the responsibility they have for their own behaviour.
- Maintaining an ethos of acceptable behaviour.
- Assisting BSEians in understanding that they must display appropriate and acceptable behaviour both within the school and wider community.
- Guiding BSEians in making good choices that display positive behaviour
- Ensuring that BSEians are aware that their actions and behaviour choices have positive or negative consequences
- Using appropriate rewards where necessary in order to motivate and encourage BSEians to display and promote positive behaviour
- Using appropriate methods of getting BSEians to acknowledge their inappropriate or unacceptable behaviour, rehabilitating BSEians for their poor behaviour, in order to avoid this behaviour in future.

Expectations of Behaviour

Our expectations of positive behaviour are related directly to the following four areas:

Respect

Everyone should show respect through: their speech, their actions, their consideration of others, their belongings and our environment.

Punctuality

Everyone should be on time at the start of the day and to lessons.

Peace & Quiet and Movement

Movement around the school should show consideration for others. We walk in a quiet orderly manner at **ALL** times on the left side of corridors and holding banisters on the stairs. Special care is needed in travelling to and from classrooms.

Presentation

Everyone should show pride in their work and appearance. Uniform should be worn at all times (From F1-Year 6). The uniform list outlined in **Appendix 3** displays contents of the summer and winter uniform.

Everyone must also complete their work to the best of their ability taking care with their presentation, putting maximum effort into their work.

Teamwork

Everyone is expected to be part and work as part of a team. BSEians are encouraged to be proud of their class team and must display skills of collegueship, friendship and camaraderie. Opportunities to exercise this are outlined in the section on **"The Class Diary"** of this policy document.

School Golden Rules

At the beginning of each new school year, every class teacher shares the **School Golden Rules (see Appendix 4)** with his/her class. These rules must be displayed in every classroom, when BSEians visit specialists for the first time these rules must also be shared with them. **See Appendix 5 for Golden Rule Clipart Templates** for use in your classrooms. You can enlarge these as you wish.

Each BSEian is asked to sign their agreement of the rules in order to denote their acceptance of the rules. Their signature is displayed as a reminder of their contract.

Staff must refer to the School Rules during lessons and throughout the academic year.

These School Golden Rules are directly related to **"Golden Time"**. For more information regarding "Golden Time", please refer to the section on Golden Time in this policy document.

Rewarding BSEians

Whenever there is an opportunity to reward BSEians, teachers do so. BSEians should receive positive praise for both behaviour and work. This may be communicated through:

Positive Re-inforcement Behaviour (PRB) Chart			
No.	Type of Praise	Staff Responsible	Key Stage
1	Verbal/Written Praise	Class Teachers/ Specialists	All Key Stages
2	House Points	All Staff	F2, KS1 & KS2
3	Quality work Shared	Junior School Head (JSH) Head of Key Stage(HoK) Head of Department (HoD)	All Key Stages
4	Stickers/Stamps	All Staff	All Key Stages
5	Positive Weekly Comment (PWC)	Class Teachers	All Key Stages
6	Value Medal Badges	Junior School Head (JSH)	KS2
7	Value Medal Positive Phone Call	Junior School Head (JSH)	KS2
8	Gold Slip/Gold Seal	Junior School Head (JSH)	All Key Stages
9	The Golden Class/ Golden Greats	All Staff	All Key Stages
10	Golden Time	Class Teachers	All Key Stages
11	Best Progress Award (BPA)	All Staff	All Key Stages
12	Star of The Year (SoY)	All Staff	All Key Stages
13	10 Step Ladder	Class Teachers	EYFS only
14	Honourable Homework	Class Teachers & HoK	KS1 & KS2
15	Mystery Judge/Mr. Monkey	Head of Key Stage(HoK)	KS1 and KS2
16	Line Legend	All Staff	KS1 and KS2
17	Special Certificates of Merit	All Staff	All Key Stages

It is unacceptable to give BSEians sweets/chocolates as a reward.

1. Verbal / Written Praise – All Staff

We praise and reward BSEians in a variety of ways:

- Using positive language verbally or in writing
- Giving positive feedback in exercise books or when marking BSEians' work
- Setting up reward charts for BSEians in class, whereby they can be praised for their behaviour/academic performance, For example, marble jars, traffic light systems, where pupils are moving up and down a behaviour/merit chart in accordance with the effort/behaviour/work they display.

Rewarding BSEians *continued 1*

2. House Points – All Staff

This is a whole school initiative from F2 upwards. Each BSEian at the beginning of the Year is placed in a house and BSEians strive to collect house points for their house. They also strive to collect a number of house points for themselves.

The four houses at The BSE are:



Buckingham



Balmoral



Kensington



Windsor

Staff can award house points for the following:

No.	Reason	Maximum number of house points (hp) per child
1	Work that meets the expected learning outcome	1 hp
2	Behaviour that meets expectations	1 hp
3	Work that exceeds the expected learning outcome	2 hp
4	Behaviour that exceeds expectations	2 hp
5	Good teamwork skills displayed	5 hp
6	Gold Slip Awarded	10 hp
7	Gold Seal Awarded	50hp
8	Mystery Judge/Mr Monkey award (during assemblies)	2 hp
9	Walking Around the school quietly and tidily	1hp
10	Gifted and Talented Winners in events (Excluding Playoffs)	50hp
11	Line Legend	5hp

Staff must adhere to the house point quantities outlined above

Awarding Housepoints F2-Y6

Class Teachers tally house points given to BSEians in their classroom next to each shield. See **Appendix 6** for **The House Shield Templates** of each house and see **Appendix 7** for **The House Class Tally Template**. Each template must be used and enlarged to A3 for your classroom use.

Rewarding BSEians *continued 2*

Specialists award BSEians house points by giving them a house point token, which BSEians take back to class and place in their Housepoint Envelope. Housepoint Envelopes are kept in class with the Class Teacher and Co-Teacher.

In F2 there are no House Envelopes. Class Teachers keep a tally in class and Specialists award pupils with a House point Token, which is then tallied in class.

Pupils in F2 have their house points collected by their class Teacher who then informs the Housemasters/Housemistresses of the points collected for each house. This is done on the 3rd Thursday of the month.

House Meetings (for pupils from Y1 to 6 and F2 in the 3rd Term only)

There are four Housemasters and Housemistresses in total in every house. These are members of staff who volunteer to take up this responsibility. These will usually be a teacher/ Co-Teacher/ Specialist Teacher.

There is a House Meeting on the third Thursday of the month, during Golden Time. BSEians can come to school in their PE kits wearing their house t-shirts if they wish to.

On the third Wednesday of the month, the Teacher/ Form Tutor Co-Teacher tally's the number of Housepoints achieved by each BSEian and gives the BSEian tokens for the number of Housepoints they achieved in class. These tokens are placed in their Housepoint Envelope.

Housemasters and Housemistresses will be waiting for members of their house on the Junior School football pitch, waiting to escort them to the House Meeting locations.

House Meetings take place in one of the following locations:

1. **Assembly Hall 1:** Balmoral
2. **Atrium:** Windsor
3. **JS Cafeteria:** Buckingham
4. **Gymnasium:** Kensington

During House Meetings BSEians will get the opportunity to celebrate achievements of pupils in that house. Pupils will also get the opportunity to prepare for upcoming house events. Housemasters and Housemistresses also get the opportunity to reiterate BSE Values as well as discuss fundraising opportunities.

BSEians take their Housepoint Envelopes to their house meeting, where they meet other house members from their house.

There are also six House Treasurers who count up and record the number of Housepoints, each child has accumulated.

Rewarding BSEians *continued 3*

BSEians hand over their house envelope to the House Treasurers. The House Treasurers record each BSEians number of Housepoint tokens in the BSEians' House File (BHF). The Housepoint Treasurers will give BSEians Housepoint Stickers for their homework diaries, in exchange for their Housepoint tokens.

At the end of the House Meeting, the Housemasters and Housemistresses will put all Housepoint tokens for their house in the Housepoint Boxes by the Housepoint Display, in the Junior School corridor.

BSEians will then take their Housepoint stickers and place them in their homework diary. These stickers will contribute to the following awards:

	Type of Award	Number of house points	Prize
1	BRONZE	125	Bronze Certificate
2	SILVER	250	Silver Certificate nomination for Star of the Term
3	GOLD	350	Gold Certificate Nomination for Star of the Year

See **Appendix 8** for Gold/Silver/Bronze house point certificates.

On the last Wednesday of each month house points are taken from the Housepoint Display by a nominated House Treasurer. House Treasurers must complete their Housepoint results in the **Housepoint Results Book (HRB)** please see **Appendix 9** for a sample.

BSEians are given the results and celebrate that month's house leaders during the Heads Assembly on the last Thursday of the month. The House cup is displayed by the House Point Display and will display the winning house's colour sash. All house point results will also be displayed on the House Point Display.

At the end of the year the house with the most accumulated house points wins the **House Cup** and will have their house name engraved on a plaque on the House Cup.

3. Quality Work– All Heads

If a child produces a piece of work that surpasses their expected level, they can visit one of the Heads mentioned in the PRB Chart on pg. 3. Class Teachers and Specialists should seek to share quality work with the Heads who are their respective HoK/HoD.

The HoD/HoK will complete a **Quality Work Certificate** which is then placed in the BSEian's Homework Diary/Channel Book, see **Appendix 10**.

Rewarding BSEians *continued 4*

Teachers and Specialists must agree with their respective HoD or HoK when it is an appropriate time to share this Quality Work with them.

4. Stickers/ Stamps- All Staff

In The EYFS and KS1 stickers and stamps are encouraged on a daily and weekly basis. Stickers and stamps are an optional rewarding method in Key Stage 2.

5. Positive Weekly Comment (PWC)- Class Teachers

Throughout the week Class Teachers must ensure that they send parents one positive observation they have made about their child that week. This could range from “*Ali enjoyed playing outdoors today he had a lot of fun on the trampoline!*” to “*Sara has shown outstanding creativity when designing her photo frame*”. Please remember that the comment must be very personalised, comments such as “Ali was excellent this week” or “Sara did very well in Maths” are too vague.

This comment must be written on a **PWC Slip (see Appendix 11)**. This is then transferred to the BSEian’s EYFS channel book (for children in the EYFS) or Homework Diary (For pupils in Years 1-6).

Class Teachers must complete this every week, starting from the first week of the year and ending on the last week of the summer term.

If there is a 2 or three day week teachers are not expected to complete the positive weekly comment

6. Value Medal Badges- Headmistress

This is a Key Stage 2 initiative.

BSEians who have shown exemplary behaviour that reflects The BSE Values will be awarded a Value Medal Badge which will be presented during The Heads Assembly on the last Thursday of every month.

Class Teachers/Co Teachers/Specialists/Heads write the BSEian’s name in **The Celebration Book**. Please see **Appendix 12** for a sample. The Celebration book will be kept near the Junior School Celebration Display.

The Head will choose a BSEian who has shown exemplary behaviour which reflects the BSE Values and this BSEian will be awarded a Value Medal Badge which will be presented to them during Assembly and worn during the duration of that month. All Pupils who have been mentioned in the Celebration book will receive a **Value Medal Certificate**, see **Appendix 13**.

Rewarding BSEians *continued ... 5*

7. Value Medal Badge Positive Phone Call – Headmistress

The Junior School Head will make a positive phone call to parents whose child has been awarded a Value Medal Badge.

8. Gold Slips and Gold Seals (KS2 Only)- Heads

A gold slip is the most significant academic accolade at the school.

Gold Slips (**See appendix 26**) are issued by The Junior School Headmistress, Head of Key Stage and Heads of Department. Pupils who have shown innovative or outstanding achievement, “crossing the boundaries of excellence...” academically.

The Head who awards this Gold Slip will recognise and award the BSEian with this slip in class. Ideally, this should be carried out during Golden Time.

Gold Slips are shared with the Key Stage during the subsequent Thursday Assembly. The KS2 HoK & person who granted the Gold Slip will award this BSEian with 10 Housepoints, during the Thursday Assembly.

Achieving 5 Gold slips will result in the awarding of a Gold Seal. The Gold Seal is celebrated in the Head’s Assembly on the last Thursday of the month. The Head will award this pupil with 50 Housepoints during the Head’s Assembly. Please see **Appendix 27** for the Gold Seal.

Teachers or Specialists who feel that certain pupils should receive a Gold slip should notify the Head of Key Stage or Head of department.

Pupils who have their name written down in the Class Diary’s “outstanding work” column (See Appendix 28 for a sample of the class Diary Page) more than 10 times must be awarded a Gold slip.

9. The Golden Class- All Staff (KS1 & KS2)

What is The Golden Class?

The Golden Class is a whole school initiative from KS1. The initiative is in place to encourage each child in each class to ensure that they are:

1. Behaving to an acceptable standard which will in turn cause minimum disruption to their learning
2. Academically focused and that outstanding academic achievement is constantly monitored and noted.
3. Putting maximum effort into their learning
4. Working as a team to develop both their behaviour and learning.

Rewarding BSEians *continued ... 6*

How is it Monitored?

Each class has Class Diary. This Diary travels from one lesson to the next with one BSEian who is the “**Class Diary Monitor**”. At the beginning of each lesson the Class Diary Monitor will give the Class Diary to the Teacher/Specialist who is teaching them for that lesson.

Teachers/Specialists score and assess the class on their academic, behaviour and effort performance. Teachers/Specialists fill out every column during and at the end of the lessons they teach. **Please see Appendix 28 for the Class Diary Page for Years 1 to 4 and for Year 5 & 6** and below for the Class Diary Score Rubric. Teachers/ Specialists will also complete the “Outstanding achievement” and “Poor Behaviour” columns in the diary by writing the names/s of BSEians that must be highlighted.

Teachers/Specialists must sign the final column at the end of their lesson.

At the end of the lesson, Teachers/ Specialists let pupils know how they did that lesson as a class and also pupils who have been highlighted in either of the columns mentioned above, must be praised/ reminded of their unacceptable behaviour.

If a class teacher notices that pupils have been placed in the “Poor Behaviour” column more than 3 times that week they must be sent to the HoK immediately, additionally, the Class Teacher/ Form Tutor completes a BMI (Behaviour Management Intervention) Report and informs the child’s parents.

If a child has more than 3 BMI Reports related to the Homework Diary, a contract is written up by the Head of Key Stage to be placed on the child’s file. This contract is sent to the JS office for filing.

The Class Diary Monitor will collect the Class Diary and take it to the next lesson.

For KS1 On Sundays, by 2:00pm, Co- Teachers must collate and add the number of points that their class has achieved inform the HoK of their class’s results.

For KS2 On Wednesdays, by 2:00pm, Co- Teachers must collate and add the number of points that their class has achieved inform the HoK of their class’s results.

The Golden Class will be announced during Thursday Assemblies and The Golden Class will receive a **Golden Class Certificate**, please see **Appendix 18 for a sample certificate**, which is to be displayed in their classroom.

For KS1 & KS2 the Class Diary must be sent to The Head of Key Stage (HoK) on Wednesdays by 2:20pm. The HoK will monitor the progress of each class. The Hok will monitor the progress of each class, every two weeks.

Rewarding BSEians *continued 7*

At the end of the month Teachers must calculate all weekly results accumulatively. The RRB must be sent to the JS office on the last Monday of the month by 11:00am in order for that month's Golden Class to be identified. The class with the highest score will be announced as the **"Golden Greats"**, please see **Appendix 21 for a sample trophy certificate**.

The Golden Class Greats will also receive a special reward from The Headmistress or Deputy Head and the respective HoK, which will be carried out during the subsequent Golden Time.

At the end of every month BSEians who have been outlined in the "Poor Behaviour" column **more than 8 times in total by more than one teacher, will have their names placed in The Junior School Headmistress's "Black Book"**. They will stay behind in The Head's Assembly to have their name placed in the book and for the Head to speak to them. **If a pupil's name is in the black Book more than twice, The HoK will fill out a BMI Report, and inform their parents that they are internally suspended for 3 days.**

What is the Expectation?

A class in **Y1 to Y4** must achieve an average of **28 (70%) or more points a day for in the "Class Performance"** column, in total - **140 points per week**.

They must also achieve a score of at **least 11 or more per day for the "Effort" score**, in total- **38 points per week**.

In Year 5 & 6 a class must achieve an average of **39 (70%) or more points a day or more in the "Class Performance"** column, in total - **195 points per week**.

They must also achieve a score of at **least 15 or more per day for the "Effort" score**, in total- **52 points per week**.

If Class Teachers/Form tutors notice that their class is not achieving the totals above they must immediately inform their YGC who will in turn speak to the pupils about their behaviour motivating them to improve their conduct.

If the problem persists the YGC will involve the HoK. The class may then be placed on a Class Diary Contract, whereby parents are informed of the class's conduct.

How Does Scoring Work?

Find below the rubric for each "Class Performance" score and "Class Effort" achievement

Class Performance Score Rubric

All Staff MUST use this rubric in order to ensure there is standardisation.

Score	Definition of Score
1	You need to develop your class performance in order to achieve an adequate level of behaviour and work. You need to focus more and work harder to do so.
2	Your class performance is just good enough. You are starting to focus and are beginning to show evidence of working well as a class.
3	Your class performance is good. You are showing attainment and achievement as a class. Your level of focus is good and is affecting your class performance in a positive way.
4	Your class performance is excellent. You have reached our expectations of you. You have excelled as a team. Well done!
5	Your class performance is outstanding! You have gone beyond our expectations. You are a solid team , working together to achieve your best. Keep it up!

Class Effort Rubric

All Staff MUST use this rubric in order to ensure there is standardisation.

Effort	Definition of Effort	Score for Every Effort
Excellent	A superb level of effort that is allowing you to achieve your best.	2
Good	A satisfactory level of effort. You are trying to do your best.	1
Poor	An unacceptable level of effort. Pupils are not bothered to work or stay focused.	0

What do I write in the "Outstanding Pupils" column?

Here is where you write individual pupils who have been exemplary in their behaviour and their work, absolute role models.

What do I write in the "Pupils with Poor Behaviour" column?

Here is where you write individual pupils who have been disruptive and refuse to conform to instructions, thus affecting the progress of others' or their work.

10. Golden Time (F2-Year 6) Class Teachers only

The purpose of Golden Time at The BSE is to:

- Celebrate BSEian's success, earning Golden Time
- Work hard, adhering to the School Golden Rules (see Appendix
- Look forward to a special 'bonding time' between BSEians and their Class Teacher and Co-Teacher

What is Golden Time?

In the EYFS Golden Time takes place on Thursdays during the last lesson in the timetable. This is for 30 minutes.

From Y1- Y6 Golden Time takes place every week on a Thursday at 2:20. It is a 40-minute session. BSEians must earn their 40 minutes of Golden Time. Those who have worked hard all week and obey school rules are granted the full 40 minutes.

How does Golden Time work?

At the Beginning of the week each BSEian in each class starts with 30 minutes (in the EYFS) or 40 minutes (in Years 1-6) of Golden Time. Class Teachers remove 4 minutes (in the EYFS) or 5 minutes (In years 1-6) of Golden Time from pupils if they are not adhering to School rules or those who are breaking The School Golden Rules (see Appendix 4).

Teachers must write up a BSEian's name on their class whiteboard on The top right hand corner under **The Lost Treasure Box (See Appendix 29)** sign on the whiteboard, when they lose minutes of Golden Time with the number of minutes that child has lost e.g. Richard 10. Every time a BSEian loses a 4/5 minute block this is added to their name e.g. Richard 15. Placing the child's name on the whiteboard along with the number of minutes they have lost will enable that child and other children to realise that Golden Time is earned.

It must be said that BSEians can earn their Golden Time back by displaying the correct behaviour or following The School Golden Rules. BSEians earn their time back in 4/5 minute blocks depending on their Key stage e.g. Richard 10.

The success of Golden Time is monitored by the Teacher recording missed time and earned time.

If Teachers would like to remove 4/5 minutes from the whole Class, then this can be done by removing one of the laminated letters reading "Gold Time" (**See Appendix 30**), which is above The Lost Treasure Box. Each letter represents 5 minutes. The Class can also gain this time back.

Specialists cannot take away or add minutes to Golden Time. This is an initiative between the Class Teacher & Co Teacher and their Class.

Rewarding BSEians *continued 10*

What do BSEians do during Golden Time?

Every Sunday morning classes will draw out of a hat a **Golden Activity Card (See Appendix 31)**. This activity card states an activity that the Class Teacher and Co Teacher have decided to carry out with their class for the coming Thursday Golden Time. This is the **Golden Draw**.

BSEians work towards earning this special activity throughout the week.

What Activities can Teachers Carry out during Golden Time?

The activities written on The Golden Activity Cards must be activities that are suitable for both boys and girls. The only activity that cannot be selected is football as there is not enough space on the grounds to accommodate for several classes playing. Some of these activities may include:

- Arts and Crafts activities
- Food making
- Movie Time
- Outdoor activity e.g Dodgeball, stuck in the mud, treasure hunt
- Drama/roleplay
- Project

The Golden Time activity card must be blue tacked to the whiteboard for all to see. If a Golden Time Activity is chosen for outdoor play a teacher must inform The HoK in order to avoid any clashes between classes outdoors. In each Key Stage a maximum of 3 classes are allowed outdoors at any one time, for Golden Time

Where do Golden Time Resources Come from?

Golden Time resources can be purchased by the school if they are assets or stationary. Food items must be brought in from home by the children. Parents should be notified at the beginning of the week (on Sunday) if they are required to send food items in. No food items should be in school before Thursday.

What happens if a child loses all of their Golden Time?

In Years 1-6, if a BSEian has lost up to 30 minutes of their Golden Time they will be expected to sit and watch the activity that the whole class is partaking in.

On the rare occasion that a child loses all of their Golden Time, The Class Teacher/Co Teacher must complete **The No Golden Time Slip (See Appendix 32)**. They are sent with this slip at the start of Golden Time to the respective HoK. The HoK will then speak to the child about their slip and the child will be expected to complete their part in the slip.

Are there any Interruptions to Golden Time?

In The EYFS all classes will have their Golden Time session as usual.

Rewarding BSEians *continued 11*

In Years 1 to 6 each class will have at least 2-3 Golden Time sessions a month.

There **may be** an interruption, for the crowned Golden Greats class activity carried out by The Headmistress/ HoKs.

On one Thursday of each month there may be a birthday celebration in your class for that month's birthdays. This would disrupt your Golden Time Activity. Additionally, The House Meeting on the 3rd Thursday of the month will be an interruption to Golden Time.

12. The Best Progress Award (BPA) Criteria (KS1 & KS2)

There is no more than 1 Best Progress Award nominated child per class from each Year group in the Junior School, from Year 1 to Year 6. This is awarded at the end of the Term.

Staff must send in their nominations to the Junior School Office on or before the following dates:

Term	Date
Term 1	15 th December
Term 2	17 th April
Term 3	9 th of June

BSEians who have been nominated by more than one Teacher or Specialist will be eligible for the Best Progress Award.

There are three progress areas that teachers and specialists must consider when nominating a pupil for the BPA. The pupils must have covered all areas outlined in the three progress areas mentioned in the table below.

Academic Progress	Work Ethic Progress	Progress in Character
This BSEian has shown much progress beyond their potential or the expected progress rate	This BSEian's work in class has improved and is now completed on time and to the best of their ability	This BSEian is now expressing kindness and consideration towards others
This BSEian's participation in class has improved	This BSEian's homework has improved and is now completed on time and to the best of their ability	This BSEian is now respecting others' and school property
This BSEian's effort is always evident	This BSEian is now displaying The BSE Values and has shown great improvement in their work ethic	This BSEian is developing his/her understanding of BSE Golden Rules at all times.

Rewarding BSEians *continued 12*

13. Superstar of the Year (SoY) Criteria (KS2 only)

There is no more than 1 superstar of the Year from each Year group in the Junior School, from Year 3 to Year 6.

Staff must send in their nominations to the Junior School Office **on or before June the 1st of every year**. BSEians who have been nominated by more than one Teacher or Specialist will be legible for Superstar of the Year.

There are three areas that teachers and specialists must consider when nominating a pupil for Superstar of the Year (SoY). The pupil must have covered all areas outlined in the tree main areas of performance as stated in the table below.

Academic Performance	Work Ethic	Character
This BSEian is working beyond their potential	This BSEian's work in class is completed on time and to a very high standard	This BSEian assists others who are in need of assistance
This BSEian's participation in class is outstanding, working well in peer groups	This BSEian's homework is completed on time and to a very high standard	This BSEian expresses kindness and consideration towards others
This BSEian's effort is 100% at all times	This BSEian's attendance is more than 90% this term	This BSEian respects others' and school property
	This BSEian displays The BSE Values at all times	This BSEian upholds the BSE Golden Rules at all times

14. 10 Step Ladder (EYFS Only)

This visual reward system must be visible in all your classrooms. This is 'The 10 Step Ladder'. "The 10 Step Ladder" should enable children to climb up steps or sections for positive behaviour and good work. It should consist of 10 steps, numbered 1-10. It can be personalized to the class theme or to the children's interests. For example: The 'Winnie the Pooh' class could have a 'Winnie the Pooh' themed ladder.

The '10 step ladder' should also incorporate a sad cloud and a sun (the sun can be replaced with an object that holds the same value, such as a large honey pot). The sad cloud should be used only as a sanction when necessary. Children's names and/or pictures should be used to represent each child on "The 10 Step Ladder". Children should move up or down the ladder on a regular basis throughout the school day.

Rewarding BSEians *continued 13*

When a child reaches number 10 they should receive a reward. Rewards can consist of simple certificates, badges, medals and prizes, only if the teacher wishes to have a prize box.

If a child is misbehaving “The 10 Step Ladder” should be used. The following is a process that should be used to manage misbehaviour. Children must feel the escalation of consequences to their poor choices of behaviour.:

Step 1: Verbal Warning and Choice. ‘When you have.... then you can...’

Step 2: Move the pupil’s name card down on the ‘10 step ladder’ with an explanation as to why you have moved them down

Step 3: Pupil’s name card is placed on the sad cloud with an explanation. They will then start at the bottom of the visual behaviour management system when removed from the sad cloud.

Step 4: Time out. Time-Out should be dealt with within the classroom. Pre-F children will receive 3 minutes time-out. F1 pupils will receive 4 minutes time out and F2 pupils will receive 5 minutes time-out.

15. Honourable Homework (KS1 & KS2 only)

Pupils Receive the Honourable Homework certificate in the last assembly of the month, please **see Appendix 17**. When awarding this certificate, teachers must consider the following:

- The child has handed their homework in on time every time.
- The homework is to an excellent standard, considering their ability
- The pupil has demonstrated 100% effort in all the homework they are set.
- The pupil has completed all their homework independently without any help from parents (especially project work)

Only 1 Child is chosen per class.

16. Mr Monkey- (KS1)

At the beginning of Assembly, the HoK will remind BSEians that Mr Monkey, a stuffed cuddly toy, will be watching them during assembly and will let the HoK know which class has been sitting perfectly, listening well during the Assembly.

At the end of the Assembly the chosen class will take away Mr Monkey to class for the week and throughout that week Mr Monkey will be watching the class ready to tell the HoK how well they behaved on the carpet and how well they listened to their teachers.

The Class will bring Mr Monkey to The Assembly, the following Week and the process starts again.

Rewarding BSEians continued 14

Mystery Judge- (KS2)

At the beginning of Assembly, the HoK will choose a “Mystery Judge”, who will be monitoring which class is sitting perfectly, listening well during the Assembly. The pupils do not know who this judge is.

Pupils are reminded of this behaviour strategy during the assembly.

The Deputy Head Awards the winning class a certificate, which is signed then and there and is instantly awarded to the class, please **see Appendix 19** for the Mystery Judge certificate. The HoK will also give the winning “Mystery Judge Class” 2 Housepoints to each pupil.

17. Line Legend (KS1 & KS2)

This strategy is to ensure that pupils are moving around the school in a **quiet, neat and tidy fashion, on the left-hand side of the corridors and staircases**. This will minimize disturbance or disruption to other classes as well as ensure that the noise level around the school is maintained at a fairly quiet level.

Every week teachers must ensure the following:

- 2 Line Monitors are appointed at the beginning of every week, these pupils are monitoring their class line, ensuring everyone is lined up well and is not making noise around the corridors.
- As teachers and co-teachers walk around the school, it is their responsibility to ensure that this strategy is supported and that they award other classes “Line Legend Tokens” for their excellent movement around the school. Teachers must write the class on the token and give it to the Line Monitor, please **see Appendix 33** for tokens.
- “Line Legend Tokens” are then taken back to class and the Line Monitor puts the Line Legend Tokens on the class whiteboard for all to see.
- For KS1 On Sundays by 2:20pm these “Line Legend Tokens” are collected and given to the Head of Key Stage. The Head of Key stage will decide on the winners and announce them in assembly the next day.
- For KS2 On Wednesdays by 2:20pm these “Line Legend Tokens” are collected and given to the Head of Key Stage. The Head of Key stage will decide on the winners and announce them in assembly the next day.

Rewarding BSEians *continued 15*

- The class with the most line legend Tokens will be announced by the HoK as “The Line Legends”. The prizes for the Line Legend Class is:

5 Housepoints for each child

- If a class receives Line Legend status (first or second place) more than once during once during that month, they will be awarded the following:

2 times Line Legend: Treat from HoK

3 times Line Legend: Treat from Headmistress

18. Special Certificates of Merit- All Staff

There are several certificates awarded to pupils on a daily/weekly and monthly basis. Please see the table below for different certificates that can be awarded:

	Certificate	Purpose of Certificate	Awarding Frequency	Awarding Responsibility	Appendix Sample
1	Value Medal Badge Award	For exemplifying a BSE Value	Last Thursday of the month during Head's Assembly	Headmistress	Appendix 13
2	Star of The Term (SoT)	To celebrate Academic and Behaviour excellence.	Last Assembly of the Term – Special Assembly	Headmistress	Appendix 14
3	Amazing Attendance	For achieving 100% attendance during a single term	Last Assembly of the Term – Special Assembly	Headmistress	Appendix 15
4	Contribution to School Life	For dedicating time and effort to improving The BSE	Last Thursday of the month during Head's Assembly	HoK	Appendix 16
5	House Point: Gold, Silver & Bronze	For achieving 125/250/350 house points	Last Thursday of the month during Head's Assembly	Headmistress & HoK	Appendix 8
6	Honourable Homework	For completing homework on time to an excellent standard, every day	Last Thursday of the month during Head's Assembly	HoK	Appendix 17
7	Golden Greats Trophy Award	For achieving the highest number of points that month for academic excellence and effort as a class, recorded in the Class Diary by all staff who teach the class	Last Thursday of the month during Head's Assembly	Headmistress & HoK	Appendix 18
8	Mystery Judge Award	For being the most behaved class during Assembly	Thursday Assemblies	KS2 HoK	Appendix 19
9	Presentation Power	For wearing the BSE uniform proudly	Thursday Assembly	HoK	Appendix 20

Rewarding BSEians *continued 16*

	Certificate	Purpose of Certificate	Awarding Frequency	Awarding Responsibility	Appendix Sample
10	Quality Work	For an outstanding piece of work surpassing lesson objectives	Daily/weekly/ Monthly in class	Headmistress / Deputy Head / HoKs/HoDs	Appendix 10
11	Golden Class	For achieving the highest number of points that week for academic excellence and effort as a class, recorded in the Class Diary by all staff who teach the class	Thursday Assemblies	Deputy Head & HoK	Appendix 21
12	Star of The Week (SoW)	For academic improvement only	Thursday Assemblies	Head of Key Stage & Teacher	Appendix 22
13	Brilliant BSEian Behaviour (BBB)	For well-rounded/ improved behaviour	Thursday Assemblies	Teacher	Appendix 23
14	English Speaking Superhero!	For Speaking in English in the Playground. Staff members will directly contact Form Tutors.Class Teachers/Co-Teachers when they see this outside.	Thursday Assemblies	Teacher	Appendix 24
15	Rainbow Reader	For excellent reading during the week	Thursday Assemblies	Class Teacher/ English Teacher (Y6)	Appendix 25
16	Teacher/ Specialist Certificates	For a variety of purposes	Daily/weekly/ Monthly in class	Teacher/ Specialist	-

The Junior School office will deal with all of the following certificates being printed and laminated:

- Value Medal Award
- Star of The Term
- Amazing Attendance
- Golden Greats Trophy

The Junior School Office and HoKs office will print and have many copies of the following certificates:

- Housepoint
- Quality work
- Star of the Week (SoW)
- Brilliant BSEian Behaviour (BBB)
- English Speaking Superhero!
- Rainbow Reader
- Contribution to School Life
- Honourable Homework
- Mystery Judge
- Presentation Power
- Golden Class

Rewarding BSEians *continued 17*

It is the responsibility of those who wish to award these certificates to have them signed, laminated and delivered to the respective HoK in time for Assembly. The latest time that these certificates can be handed over to the HoK, to be presented in Assembly is:

- For EYFS – Wednesdays at 2:00pm
- For KS1 – Sundays at 2:00pm
- For KS2 – Wednesdays at 2:00pm

Dealing with Misbehaviour

Behaviour Management Intervention (BMI)

Each level of misbehaviour varies in its severity. Therefore, the level of **Behaviour Management Intervention (BMI)** required for dealing with each type of misbehaviour must be different.

It is important to realise that the purpose or intention of BMI is not to punish or sanction BSEians. It is to rehabilitate them in order for them to avoid this misbehaviour in future. This rehabilitation could be in the form of community service, counselling, coaching, educating or rectifying misbehaviour through an activity.

Each BMI is broken down into a series of steps that corresponds to each **Level of Misbehaviour (LM)**.

Each BMI, for each Level of Misbehaviour (LM) is broken down in a BMI Chart, which includes four steps of escalation:

- A – Action
- E - Escalation
- S - Serious Escalation
- C - Cause for Concern

Most situations will end at the Escalation phase, in very rare circumstances, escalation will reach serious escalation and cause for concern.

Teachers must make sure that they follow the escalation steps very carefully and accurately.

Dealing with Misbehaviour *continued 1*

The BMI Charts are attached as **Appendix 34** and consist of the following:

- A. Name Calling and Using Severe Language in the Playground
- B. Name Calling and Using Severe Language During Lessons
- C. Out of Uniform
- D. Talking Disrespectfully to an adult
- E. Not Completing Homework
- F. Being Mean/Provoking another child
- G. Bullying
- H. Bringing Technology into School
- I. Chewing Gum
- J. Speaking in Arabic During Lessons
- K. Accidentally Vandalising Others' or School Property
- L. Purposefully Vandalising Others' or School Property
- M. Spitting
- N. Refusing to Follow Instructions
- O. Threatening/Dangerous Behaviour
- P. Cheating
- Q. Illegal Behaviour
- R. Fighting

Pupils are not allowed to be taken out of class or removed from the classroom unless they are a danger to other children or adults. Pupils are a danger to others if they demonstrate persistent aggression or violent conduct.

In this case pupils should be removed from class and eventually escorted to The HoK's office. The HoK must be