

Behaviour Policy

NURSERY & PRIMARY

MARCH 2021



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Introduction and Aims

The European School Frankfurt seeks to enable each child to develop his/her potential in a caring environment where the talents of each child are nurtured and valued.

Our behavior policy reflects the vision of the child at the centre of the learning process and we hope to ensure that each child is provided with experiences that are relevant and age appropriate to his/her needs in a disruptive free environment. The school climate and atmosphere are created by the actions and behaviour of everyone in the school.

The behaviour of adults in a child's life, including parents and teachers, is a significant influence on how a child acts. The code will be most effective where there is a high level of openness and co-operation between staff, parents and pupils. A clear understanding among all the partners of the standards of behaviour required and the procedures to be adopted where there are breaches of the code also helps ensure a harmonious environment where all can work effectively.

The aim is to create an orderly environment in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development.

The code of conduct describes the school's expectations about how each member of the school community will help to make the school a good place for teaching and learning. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The success of this policy is also dependent on the full and consistent co-operation of all parents.

The over-riding aims are:

- To ensure an educational environment that is guided by the general aims of the European Schools: to foster tolerance, co-operation, communication and concern for others throughout the school community and beyond.
- To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences;
- To create an atmosphere of respect, tolerance and consideration of others;
- To enhance the learning environment and allow the school to function in an orderly way where children can make progress in all aspects of their development;
- To ensure the safety and well-being of all members of the school community;
- To assist the parents and children in understanding the systems and procedures that form part of the Policy and to seek their co-operation in the application of these procedures;
- To ensure rules are implemented in a fair and consistent manner throughout the school.

Our Golden Rules

- **Be gentle, helpful and friendly.**

We talk and behave in a polite and respectful manner to everyone.

- **Listen to others.**

We listen carefully to others and carry out instructions sensibly.

- **Be honest and fair.**

We behave in a way which allows everyone to work and play in harmony.

- **Stay safe.**

We move quietly and sensibly around school. We are always aware of others.

- **Look after property.**

We take care of our school and personal property, work and displays.

Harmonised Golden Rules

At the European school of Frankfurt, we believe these five golden rules are significant. The golden rules should be followed by all pupils throughout school and implemented by staff. Certain parts of the school require specific guidance.

	Be gentle, helpful and friendly.	Listen to others.	Be honest and fair.	Stay safe.	Look after property.
Classroom	-Try your best. -Follow instructions.	-Listen to your teacher. -Listen to your peers.	-Tell the truth.	-Walk inside the classroom. -Sit on your chair properly.	-Respect classroom property.
Playground (Stay in your classroom during indoor break times.)	-Allow others to join in your games. -Tidy away the playground equipment. -Keep your hands and feet to yourself.	-Follow instructions. -Listen and talk to others respectfully.	-Allow everyone to play in harmony.	-Use all the playground equipment sensibly. -Be aware of others. -Only play where you are allowed.	-Keep the playground clean and tidy by putting rubbish in the bin. -Take care of your own and other people's belongings.
Corridors, stairs and foyer	-Step back to let other people pass.	-Use a quiet voice when walking around the school.	-Wait your turn.	-Walk sensibly around school. -Always walk on the right. -Use the handrails correctly.	-Be careful of other people's belongings. -Respect the displays around the school.
Canteen	-Help others when needed. -Leave your place clean and tidy.	-Use a quiet voice. -Follow adult instructions.	-Wait your turn in line.	-Always walk when in the canteen. -Stay seated until you have finished.	-Handle cutlery and crockery carefully.
Toilets	-Respect the privacy of others.		-Try to use the toilet at break time. -Flush the toilet after you have used it.	-Use the toilet sensibly. -Wash and dry your hands.	-Don't waste the toilet paper/paper towels. -Only toilet paper should be thrown in the toilet.
Sports Halls	-Put your water bottles in a sensible place.	-Follow adult instructions.	-Wait for your turn.	-Wear the correct clothes and footwear. -Tie long hair back and no jewellery.	-Use gym equipment properly. -Return equipment to its rightful place.
Library	-Share and take turns.	-Use a quiet voice.	-Remember to return your books on time. -Always check out a book before you leave the library.		-No food and drink in the library. -Take good care of library books. -Put the books back in the right place.

Code of Conduct

Our code of conduct sets out in simple terms, examples of behaviours that we expect to see if the children are following the golden rules in every aspect of everyday life.

At the start of each academic year, teachers will discuss the code of conduct with the class. Each child in primary will be asked to bring a copy of the code of behaviour home with them, sign the contract along with a parent and return the signed contract to the class teacher.

Golden Rules	Examples of Behaviour
Be gentle, helpful and friendly.	<ul style="list-style-type: none">• Respect self, peers, teachers and other adults.• Respect people from other cultures and nationalities.• Take action when help is needed.• Be friendly and co-operative.• Use pleasant and appropriate language.
Listen to others.	<ul style="list-style-type: none">• Follow instructions from teachers and all school staff.• Listen carefully to your friends and peers and respect their wishes.
Be honest and fair.	<ul style="list-style-type: none">• Show tolerance towards others.• Take responsibility for your own words and actions.• Deal with problems by talking to each other.
Stay safe.	<ul style="list-style-type: none">• Move around the school sensibly and carefully.• Always walk when inside a building.• Stay on the right side when walking on a staircase.• In case of emergency, always follow teachers' instructions.• Line up quietly and sensibly.
Look after property.	<ul style="list-style-type: none">• Look after your own equipment (pencil case, sport clothes etc.)• Respect your own and others peoples' property.• Take care and show responsibility for your school.

The following behaviour is unacceptable:

- physical violence/verbal violence,
- vandalism,
- bullying, threatening behaviour,
- using/ bringing dangerous items (like matches, sharp things such as a knife etc.),
- using a mobile phone/smart watch during school hours. If brought to school these must be switched off and kept in the child's bag during the school day.

Behaviour Management System

When children are unable to follow the Golden Rules, the school aims to take consistent and fair action, across all language sections; so that appropriate action can be taken, incidents are divided up into five stages. These stages are defined below, but it is not possible for the examples given to be exhaustive. Teachers may develop their own systems in class for promoting positive behaviour, but the following framework for how problems are dealt with should be applied consistently. The list of stages does not mean that they can be imposed only in the order given. For serious breaches of the code of conduct the actions of stage 4 or 5 may immediately be implemented.

Behaviour	Action
<p>Stage 1 Making it difficult for everyone in the class to learn and for the teacher to teach Not using good manners (unkind words, pushing) Moving noisily and irresponsibly around the school (e.g. running) Not respecting the property of others (including the school) Behaving in a way that is dangerous Not staying focused on learning in class Showing no respect for others</p>	<p>Child is reminded of the signed Golden Rules. Child is given verbal warning (identify the behaviour, say what you want to improve). Child may also need additional time for reflection or discussion with the teacher. Child may be moved in class so that they complete their written work on their own, not sitting with their peers.</p>
<p>Stage 2 A child has already been given a Stage 1 warning, but continues to use similar unacceptable behaviour. A more serious incident occurs that leads to greater disruption in the classroom or playground. Deliberately hurting another child through actions or name calling. A Kiva intervention may be required for repeated incidents. A child uses bad language or insults in front of peers, teachers or other staff.</p>	<p>The teacher holds a one to one talk with the child. The child is asked to make an apology and to guarantee not to do the same again. The child completes a reflection form to consider behaviour more closely. This is kept on file. An email is sent to the parents informing them, together with a copy of the reflection form. The child may be asked to leave the class and work for a fixed period in a neighbouring class, with the teacher's consent (work must be set). The child may lose some playtime and be asked to complete an activity that benefits the school community.</p>
<p>Stage 3 A child has received a Stage 2 warning but continues to exhibit similar unacceptable behaviour.</p>	<p>The child, together with the class teacher, reflects on the last written reflection form to consider their behaviour more closely. Targets for improvement are discussed. If necessary, a new reflection form will be completed. A copy will be kept on file. The child may be excluded from some activities or recreation time.</p>

<p>Stage 4 A child has received a Stage 3 warning but continues to persistently disrupt school life.</p>	<p>The parents are asked to school to meet with the teacher and/or the deputy director/assistant deputy director to discuss the behaviour and to agree on targets for improvement.</p> <p>The targets will be kept on file in the class + the deputy head will be informed.</p> <p>The school psychologist will be informed and asked for support where appropriate.</p>
<p>Stage 5 A child has received a Stage 4 warning but continues to persistently disrupt school life.</p> <p>OR</p> <p>The child is violent or acts in a dangerous way. The child is abusive or threatening. The child makes a discriminatory remark. Any other incident at the discretion of school director/deputy director</p>	<p>Parents are advised of the incident by email from the deputy director.</p> <p>A meeting is held with the presence of parents, teacher, school psychologist and deputy director/assistant deputy director to discuss the situation.</p> <p>In an extreme case a discipline council may be called. Possible temporary exclusion from school.</p> <p>A copy of the email is sent to the school director and a copy is kept on the child's class and school file for reference.</p>

KiVa

In our school bullying is not accepted. Therefore, we have been implementing a special anti-bullying programme called KiVa since February 2016. The programme aims to foster tolerance, co-operation, communication and concern for others throughout the school community.

Each school year, primary pupils receive special KiVa lessons. Lessons normally begin with Kick Off Events and each school year concludes with special KiVa Happenings organised by the KiVa team.

A number of teachers are a part of a special KiVa team whose task is, together with the classroom teacher, to tackle any cases of bullying that come to light. The KiVa team works closely with all the primary school teachers, the school psychologist and the school direction.

If you suspect that your child is being subjected to bullying or have reason to believe that he/she is bullying others, do not be afraid to contact the school so that the matter can be dealt with as quickly and effectively as possible. You can either contact your child's class teacher or the KiVa team directly: List-frf-kiva-pri@eursc.eu.

Once you have contacted the class teacher, he/she will inform the KiVa team immediately. It is then the KiVa team's responsibility to tackle the possible bullying case with the support of the class teacher. The team will also inform the parents of students involved about further actions. Please refrain from taking further action outside your home by contacting other parents or students involved. Experience has shown this form of involvement is unproductive or even counterproductive.

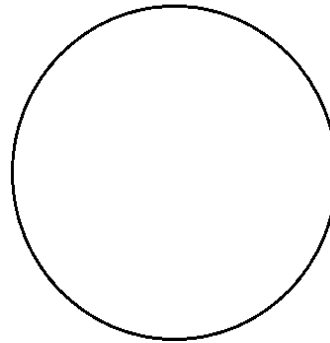
A Parents' Guide to the KiVa programme is available in English on the KiVa website: www.kivaprogram.net by clicking on 'parents'. If you have any questions or concerns, please do not hesitate to contact the KiVa team.

Nursery Reflection Form

Nursery Reflection Form

Name: _____

How do I feel:



Teacher comments:

Class:

Date:

P1/P2 Reflection Form

My Name: _____

My Class: _____

This is what happened:

This is how I feel:



Next time will be different, I will:

Teachers' signature: _____

Date: _____

P3-P5 Reflection Form

Name: _____

Class: _____

What happened? _____

Why did it happen? _____

Were your actions appropriate? _____

How do you feel now? Circle



Do you find your behaviour acceptable? Yes / No (Circle one)

Explain the school rule which applies in this case: _____

How will you make this situation better? _____

I apologised/rectified the situation on: _____

Pupil's signature: _____

Teachers' signature: _____

Date: _____

Code of Conduct

Our code of conduct sets out in simple terms, examples of behaviours that we expect to see if the children are following the golden rules in every aspect of everyday life.

Golden Rules	Examples of Behaviour
Be gentle, helpful and friendly.	<ul style="list-style-type: none">• Respect self, peers, teachers and other adults.• Respect people from other cultures and nationalities.• Take action when help is needed.• Be friendly and co-operative.• Use pleasant and appropriate language.
Listen to others.	<ul style="list-style-type: none">• Follow instructions from teachers and all school staff.• Listen carefully to your friends and peers and respect their wishes.
Be honest and fair.	<ul style="list-style-type: none">• Show tolerance towards others.• Take responsibility for your own words and actions.• Deal with problems by talking to each other.
Stay safe.	<ul style="list-style-type: none">• Move around the school sensibly and carefully.• Always walk when inside a building.• Stay on the right side when walking on a staircase.• In case of emergency, always follow teachers' instructions.• Line up quietly and sensibly.
Look after property.	<ul style="list-style-type: none">• Look after your own equipment (pencil case, sport clothes etc.)• Respect your own and others peoples' property.• Take care and show responsibility for your school.

Code of Conduct Contract

I, _____, have read the code of conduct and will try my best to follow the Golden Rules.

Signatures:

Teacher: _____

Parent: _____

Child: _____

Date: _____