



مدرسة أوك تري الابتدائية  
Oaktree Primary School

# BEHAVIOUR POLICY

2023-24

Principal: Ms. Shirley Atkar

## STUDENT BEHAVIOUR POLICY

**Creating a positive climate for learning where every child matters,**

**“Effective schools are demanding places, where teachers expect and ensure high standards of work and behaviour”. Professor Andy Hargreaves, Academic and Educationalist**

### **Rationale**

This policy aims to provide a framework for Oaktree Primary schools in developing their approaches to managing student behaviour. Effective behaviour management systems identify proactive strategies that reinforce positive behaviour, and expectations and seek to prevent behavioural issues. It is important that, in managing student behaviour, schools do not rely on rules and consequences for addressing negative behaviour. The aim is to change patterns of behaviour and not just to sanction students who misbehave. However, repeated breaches of school discipline cannot be tolerated, and schools should follow a graduated response when dealing with students.

This policy is aligned with school mission and vision. Student Behaviour in Dubai Schools believes that every student has the right to be educated in a safe, supportive, and orderly school environment that is free from disruptions and obstacles that impede learning.

### **Aims**

1. To promote pupil well-being and happiness.
2. To create the conditions for an orderly school community in which effective learning can take place, in which there is mutual respect between all members of that community and respect for the school environment.
3. To develop a sense of self-discipline in students and an acceptance of responsibility for their own actions.
4. To provide a fair and transparent set of procedures that ensure consistent application of sanctions for dealing with unacceptable behaviour that impacts on the smooth running of the school within the context of positive behaviour management.
5. It is the aim of Oaktree Primary school to ensure that every member of the schools' community feels valued and respected, and that each person is treated fairly and well. The behaviour policy is therefore designed to provide our students with guidance and set clear boundaries, whilst promoting positive behaviour.

### **Use of Positive Recognition and Rewards**

Oaktree Primary School recognizes that praising students, is important for promoting positive attitude in school learning and good behaviour. Staff can recognise students' positive contribution to their class or school community, their efforts with schoolwork, progress, or attainment. Positive Recognition and Rewards may take the following forms:

#### **• Verbal Recognition**

1. Verbal praise to the student(s) concerned.
2. Public praise (in class, in assembly)
3. Arranging for the student and, in some cases parents, to meet the principal.

- **Written Recognition**

1. Written comments in exercise books or on students' work
2. Positive comments in home-school communication books such as Homework Diaries or Student Planners
3. Issuing certificates or letters of appreciation
4. Students name/photograph on notice boards, e.g., 'Student of the Month'
5. Displays of student(s) work in the classroom or around the school
6. Publication of students' work in school newsletters or on the school website
7. Work shown to Principal or Senior Leadership Team
8. Merit awards and praise postcards, or similar
9. Letter/email from Form Tutor, Subject Teacher or Head of Department to the student and/or their parents
10. Principal's letter to the student and/or their parents

- **Material/Financial Recognition**

1. Academic awards and trophies
2. Sports medals and trophies for competing or winning competitions
3. Prizes, e.g., books for winning entries in a writing competition
4. Book token or voucher for winning a competition.

- **Participation in a Special Event or Activity**

Participation in school trip, award ceremony, camp, or expedition. It should be noted that wherever/whenever a student is involved in a representative role for the school or Athena Education, this should be acknowledged.

- **Behaviour for Learning**

Certain principles and practices are pre-requisites of successful learning and good behaviour:

1. Well planned lessons that are suitably differentiated to consider the age, ability and needs of the students and that plan for 'positive opportunities' to happen.
2. Lessons that are purposeful and relevant and provide challenge at an appropriate level of difficulty.
3. Learning objectives and/or outcomes made clear to students.
4. Routines of classroom practice that are familiar, agreed and understood, including a definite start to lessons, time to review and an orderly dismissal.
5. Regular and frequent assessment and feedback
6. All classrooms and learning environments should display a 'classroom rules' poster which has been shared and understood by all.

"If you want your children to improve, let them overhear the nice things you say about them to others".  
Dr. Haim Ginott, Teacher, Child Psychologist and Author.

Despite good lessons, appropriate encouragement and support, some students will, for a variety of reasons, sometimes fail to meet acceptable standards of behaviour. Disruption cannot be tolerated since it denies other students their 'right to learn'.

Low level disruption in lessons may be the result of:

1. calling out – talking out of turn
2. lack of respect for students/staff/property
3. being off task and distracting others
4. arriving late for a lesson

Disruptive behaviour will be dealt with by the class teacher in the first instance and colleagues in phases/departments need to discuss how they will support each other. Consistency in the way disruption is dealt with is vital so that students know the boundaries within which they can work and learn.

Practical subjects will have additional codes of conduct that focus on health and safety – Physical Education, Science, and information Technology. At the start of each term, the teacher will make these codes clear to students and display them as appropriate.

It is an expectation that seating plans will be produced by class teachers for all classes, as appropriate. This gives responsibility to the teacher to decide who sits where to maximize learning and encourage positive behaviour.

### **Strategies to promote and support good behaviour in lessons.**

If a student disrupts learning, one of the following sanctions may be appropriate:

- **Using positive language** to achieve the behaviour you want “Turn around please Kabir . . . thanks” “Looking this way and listening Aziza. . . thanks”.
- **Choice** “You can choose to finish your work, or you can choose to lose 5 mins of your break time. What do you want to do?” The teacher should praise the correct choice.
- **Move** to a different place in the classroom to help the child focus.
- **Loss of play time/detention** – break time, lunch time, after-school
- **Contact with parents** by email or telephone.

Please note that parents should receive notice of a proposed after school detention.

- *Referral to the Middle Leaders* (Year Leader, Key Stage Leaders, or Head of Dept.) for further action
- **Report card**
- **Meeting with parents** to agree support from both sides.

All serious incidents should be referred to the Behavioral Committee.

### **Attendance / Authorised / Unauthorised Absences**

Good attendance and punctuality are essential to help ensure students’ acquisition of core skills and key areas of learning. Schools will use a range of age-appropriate rewards and sanctions to ensure high levels of attendance and good punctuality.

**Students are expected to attend school on every school day** as specified in the school calendar. Aligned to the UAE Federal Inspection Framework, good attendance is judged to be 94% or better of the school year. If attendance falls below 94% due to excessive unauthorized absence, the implementation of Level 2 violation sanctions will be triggered.

We expect students to arrive at school and to lessons on time. **Punctuality** to morning registration, assembly and lessons is vital and is considered a Level 1 violation if not adhered to. Tardiness will not be accepted without an acceptable excuse. Students who are continually late for registration will be managed in line with the agreed policy. Where there are adverse weather conditions, there should be some flexibility in responding to each students' circumstances and their punctuality.

### **Unauthorized Absence/Truancy**

The following absences are regarded as unauthorized:

- ❖ Shopping trips
- ❖ Unnecessary travel
- ❖ Family events (birthdays, visitors, etc.)
- ❖ Other non-essential reasons

Students are truant if they are absent from school without their Parents'/ Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization.

If a student is absent for one class or period during the day without authorization, the student is considered as truant. The respective teacher must immediately inform the students' parents of incidents of truancy and shall at an appropriate time and date meet with the parents and student to address such behaviour. Following such incidents staff will closely monitor the students' attendance and implement the behaviour sanctions as stated in the policy below.

**Unauthorized absence/truancy** is strictly prohibited and considered a Level 2 violation:

- Any unauthorized absences of 10 consecutive days or more may ultimately result in the removal of a child's place from the school permanently.
- For repeated unauthorized absences of 15 days or more during the academic year, we may either permanently exclude a student or withdraw their place for the following academic year. Schools will issue parents with a written warning following the 3rd day of unauthorized absence. Note: If a student is absent for one class or period during the day without authorisation, the student is considered as truant and will be counted as one day's unauthorised absence.
- School will issue warning letters prior to any implementation of an exclusion. The notice of expulsion will be issued by the principal, following approval by KHDA and after three warning letters to the parent of the student concerned.

### **Authorised Absence**

The following absences are regarded as authorised:

- Illness (supported by a medical certificate)
- Scheduled doctor appointments (supported by a doctor's confirmation)
- Death of a first or second degree relative
- Essential urgent family travel for matters such as medical treatment or the death of a family member (must not exceed one month during the academic year. Must be supported by medical certificate/other official documentation). Note: any absence of more than one month duration must be approved by KHDA and, in addition to providing medical certificates or documents, KHDA also requires a letter from the UAE embassy of the country they are visiting confirming the child is in their country)
- Participating in an official community task or event representing the UAE (i.e., sporting event) (supported by official documentation)
- Mandatory appearance before an official government body (supported by evidence of the appearance)

- Up to a maximum of 5 days for any reason that the school recognises and accepts upon the approval of the School Principal
- For authorised absences, Parents/Guardians who plan to have their children miss several days of school are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

### **Management of attendance and communication with parents**

- This policy will be shared with parents through the school website and will advise parents of the Academies arrangements to manage absence and promote good attendance and punctuality.
- It is part of this agreement that parents will make every effort to ensure that their children attend the Academy every school day and arrive on time for the beginning of the school day.
- Schools will maintain accurate and comprehensive daily attendance records for every student and these records will include reference to punctuality and the reasons given for absence.
- Parents should inform the school in advance of any required absence, and this should be assigned a reason code by school staff to ensure accuracy in the collation of data.
- Notification of a planned absence requires ten-day notice to the school, and this will allow staff to prepare assignments that the student may need to complete during the absence period.
- Parents are responsible for contacting the school to understand the assignments that need to be completed during any extended planned absence and the work given must be completed either before the beginning of the absence period or shortly after returning from the absence.
- Following an absence, parents are requested to send a signed note to the school indicating the reason for the student's absence.
- Ideally, parents should arrange for family vacations to take place during scheduled school holidays. When students are absent from school for some period of time, required course work or scheduled assignments set by the teachers should still be completed by the students and submitted within the given timeline.

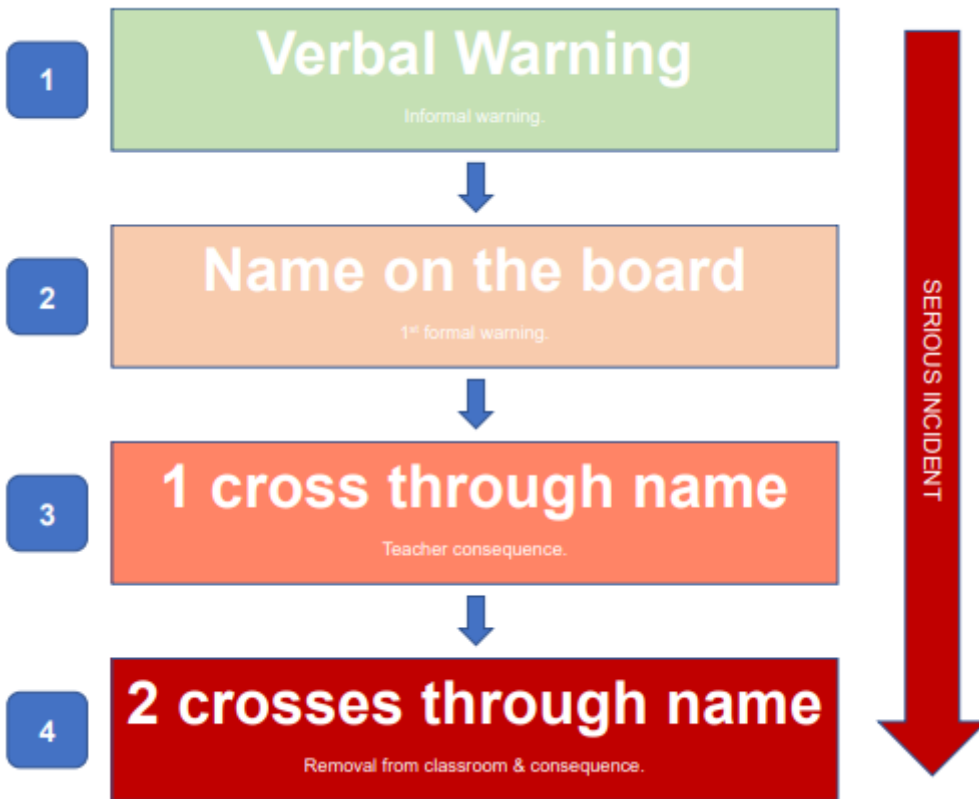
### **Behaviour In and Around the School**

Oaktree Primary School students are expected to demonstrate high standards of behaviour at all times. This includes moving around the school, in tutor time and assembly, in the social areas and on the way to and from school.

Appropriate action will be taken by the school against any student whose behaviour is unacceptable and undermines the good discipline or reputation of the school.

## Monitoring Student Behaviour

In class behaviour management is done in the following order:



Positive conduct: It is expected for all students to have positive behaviour without violations. A score of 80 per cent for positive conduct will be allocated automatically to each student at the beginning of every term. In case of committing a violation, the proper procedure will be taken, and penalty points will be deducted from that score according to the type of violation. • Excellent conduct: It reflects great practices made by the student. A score of 20 per cent is allocated for excellent conduct. This will be awarded by the Pastoral Team.

Currently, each school has their own system for recording incidents of misbehaviour including the Engage System – Day Book / Incident and Behaviour Log.

This aims to have a structured approach to behaviour management which both staff and students understand and always follow.

It is important that there is regular communication between staff, where individual students are discussed and monitored. Students giving cause for concern should be discussed at pastoral meetings. The meeting is used also to identify students for intervention and support as well as those who may need to be referred to the Inclusion department for behaviour or learning support.

## **Bullying**

Bullying is defined as “the wilful, conscious desire to hurt, threaten, upset or frighten someone”. It is rarely a ‘one-off incident’ but a course of action that is sustained over a period - 2-3 days or 2-3 months.

School takes a zero-tolerance approach to all forms of bullying. Any student(s) who bully another student will be dealt with and be made to apologize for their actions.

Bullying could be:

- **verbal** (e.g. comments intended to upset the receiver or the receiver’s family)
- **physical** (e.g. pushing or hitting another student)
- **emotional** (e.g. excluding a student from a friendship group or not inviting someone to an outing/event)
- **racist** (e.g. comments about ethnicity)
- **cyber bullying** (e.g. inappropriate comments sent by text messaging, email or social networking sites such as Facebook).

The following sanctions could apply depending on the nature of the bullying incident:

- ✓ Verbal warning and contact with parents
- ✓ Loss of play time/detention – break time, after-school

Please note that parents should receive notice of a proposed after school detention

- ✓ Isolation or reflection time
- ✓ Restorative justice
- ✓ Temporary ban from attending school

**Also refer to the School’s Anti-Bullying Policy.**

## **Mobile Phones**

Mobile phones are permitted to be used strictly for learning activities only on instruction of the teacher during the school time.

Any student found using a mobile phone whilst on school property during school hours will be in breach of school discipline (classified as a Level 2 violation). As a result, the following actions will be taken:

- 1st time - Verbal Warning - device would be given back by the end of the day.
- 2nd time - Parent will be called to meet the Year/KS Leader.
- 3rd time - Device will be confiscated.
- the incident will be recorded on the student file
- a formal letter will be sent to the parent from the school
- repeat violations will be escalated to a Level 3 violation and ultimately may result in a child being suspended or excluded from school

In case of an emergency, students will be able to use school telephone facilities to contact home. Where parents need to contact their child, they should follow standard procedures and contact the School Reception.



## **Serious Breaches of School Discipline**

Serious breaches of school discipline will not be tolerated, and serious incidents will be dealt with by the School Behaviour Committee in accordance with Athena's discipline procedures. Examples of serious breaches of school discipline could include:

- Fighting/assault
- Serious and persistent cases of bullying
- Serious and persistent disruption to learning.
- Deliberately setting off the fire alarm causing mass evacuation of the building, disruption to teaching and learning and potential harm to students with physical disabilities
- Any incidents in line with Level 3 violations
- Incidents of repeated Level 2 violations within an academic year
- Any incidents deemed to be serious by the principal.
- In such cases, the student may be suspended from lessons and placed in isolation for reflection time or to work under staff supervision.

Alternatively, depending on the severity of the incident, he/she may be temporarily banned from attending school for a fixed time but not more than 5 days. KHDA must be notified of any serious incident and/or decision to suspend a student from school.

In all cases, parents will be invited into school to discuss their son/daughter's behaviour. Following isolation, the student may be placed on behaviour tracker their return to normal schooling managed on a 'phased return' basis. In the case of fixed term exclusions, a managed return may include a Behaviour Agreement signed by the student and his/her parents.

In severe cases where, despite support from the school, a student's behaviour does not change, the case will be dealt with by Oaktree Primary School Disciplinary committee and parents may be asked to remove their child from the school permanently. Alternatively, the school will seek KHDA approval and support to permanently expel the child.

## **Student of Determination (SoD)**

The school behaviour management committee shall liaise with the Inclusion department at the school for the students categorized under the SoD violates the code of conduct.

The Inclusion team shall advise the committee in case the violation is caused because of the students' specific need and then decision is made in light of the following:

- If the violation is not because of the student's specific need, the below levels shall apply, like mainstream students.
- If the violation is because of the specific need of the student, the following shall apply:
  - Develop and implement a behaviour modification plan (BMP) as per the level and type of the violation.
  - In case a BMP is existing, the school shall revise and modify that plan in accordance to managing the new behavior that led to the violation.
  - If the behaviour continues, for those students who do the offences because of their specific needs, regardless of the SBP, the school shall continue to support and integrate the child.

- If it has been agreed between the school and family that the former has no capacity to accommodate the needs of the child, the family will have to transfer the child to another school, or liaise with the educational regulatory authority to provide a different educational setting that will be more suitable to the specific need/s.

### Violation Levels and Sanctions – Students

Violation Level	Examples of misbehavior	Consequences in Oaktree Primary School
<p><b>Level 1 (simple risk)</b></p> <p>Behaviour that causes disruption of teaching and learning</p>	<p>Behaviours may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Tardiness/lateness</li> <li>• Unexplained absences</li> <li>• Incorrect school uniform</li> <li>• Not bringing the necessary books, equipment, etc.</li> <li>• Disruptive classroom and/or school behaviour</li> <li>• Breaking classroom rules</li> <li>• Defying school authority and staff members</li> <li>• Entering class or going out of class without permission or not attending class or school activities without acceptable excuse.</li> <li>• Sleeping during the class or school activities (medical case cleared)</li> <li>• Eating during the classes or the morning assembly (Medical case cleared)</li> <li>• Failure to submit homework and assignment on time.</li> <li>• Bringing communication devices such as mobile telephones</li> <li>• Misuse of electronic digital devices during the class including playing electronic games and wearing mobile headsets.</li> <li>• All incidents that can be categorised under any of the above as decided by the Academic Committee</li> </ul>	<p><b>First Occurrence</b></p> <ul style="list-style-type: none"> <li>• Teacher speaks to child about his/her behaviour</li> <li>• Incident recorded in orison behaviour log.</li> <li>• Form Tutor speaks to student</li> </ul> <p><b>Repeated misbehavior</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Loss of play time or Secondary Detention</li> </ul> <p><b>Continued Level 1 misbehaviour</b></p> <ul style="list-style-type: none"> <li>• Meeting with parents</li> <li>• Meeting with School Counsellor</li> <li>• Moving to Level 2 as behaviour causes significant disruption to be teaching and learning.</li> </ul>
<p><b>Level 2 (Medium Risk)</b></p> <p>Behaviour that causes greater disruption of teaching and learning than what is described in</p>	<ul style="list-style-type: none"> <li>• Any behaviour that results in increased or serious disruption of the teaching and learning environment or that may cause physical and/or mental injury to self or others. For Level 2</li> </ul>	<p><b>First Occurrence</b></p> <ul style="list-style-type: none"> <li>• A first offence may carry a verbal warning – teacher uses professional judgement</li> <li>• Child works in isolation, away from the group.</li> <li>• Parents informed by letter</li> </ul>

<p>Level 1 behaviour. This level covers student behaviours that may lead to physical and mental harm to another person or may lead to property damage.</p>	<p>offences that involve vandalism, parents may be held responsible for paying part/all the costs of the damage.</p> <ul style="list-style-type: none"> <li>• Behaviours may include, but are not limited to:</li> <li>• Fighting with and/or bullying other students</li> <li>• Theft</li> <li>• Trespassing</li> <li>• Vandalism</li> <li>• Smoking on campus</li> <li>• Leaving school without permission</li> <li>• Unauthorized absence/truancy</li> <li>• Cheating in exams or assignments</li> <li>• Providing false documents (e.g. signing letters without the permission or knowledge of parents)</li> <li>• All forms of discrimination</li> <li>• Abusive or inappropriate language toward peers and teachers</li> <li>• Provoking/ Instigation of fights, or threatening or frightening school mates</li> <li>• Any action that violates the general rules or directives of the school or the UAE Society such as acting in a gender conflicting manner in terms of haircuts, or attire or using make-ups, etc</li> <li>• Photographing, keeping or publishing photographs of school staff or students without authorization</li> <li>• Repetition of Level 1 incidents over an academic year. Such behaviours may be escalated to Level 2, at the discretion of the principal or committee.</li> <li>• Violation of physical space</li> </ul>	<p>from the Year leader signed by Key stage leader.</p> <ul style="list-style-type: none"> <li>• In the case of vandalism or damage, parents are invoiced for the cost of the repair/ replacement</li> <li>• Cheating in exams in line with Honesty Policy</li> </ul> <p><b>Repeated misbehaviour</b></p> <ul style="list-style-type: none"> <li>• Parents called into a meeting</li> <li>• Behaviour Agreement</li> <li>• Inclusion involvement to identify any underlying issues</li> </ul> <p><b>Continued Level 2 misbehaviour</b></p> <ul style="list-style-type: none"> <li>• Meeting with parents</li> <li>• Behaviour Improvement Plan drawn up and a Behaviour Contract is signed by all parties</li> <li>• Principal Reflection time/one day suspension</li> <li>• Meeting School Counsellor</li> </ul>
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<p><b><u>Level 3 (High Risk)</u></b> Behaviour that endangers or otherwise threatens the safety of fellow students, school staff and/or other people. Behaviours in Level 3 are, at times, also violations of UAE Laws.</p>	<p>Any behaviour that results in physical endangerment of fellow students, school staff, and/or other people.</p> <p>Behaviours in Level 3 may, at times, be violating UAE laws. For Level 3 offences that involve vandalism, parents may be held responsible for paying part/all the costs of the damage.</p> <p>Behaviours may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Fighting with other students which causes injury requiring medical treatment</li> <li>• Assault which causes injury requiring medical treatment</li> <li>• Possessing, selling, or consuming illegal substances</li> <li>• Possessing and/or selling weapons or explosives</li> <li>• Committing major actions contradictory to Islamic values and morality</li> <li>• Deliberately setting off the fire alarm and so putting staff and students at risk</li> <li>• Committing acts of public indecency in school</li> <li>• Bringing, possessing, displaying and promoting in any type; physical, electronic or on the media that are for unauthorized or are not culturally sensitive, conflict with the values and general rules of the society.</li> <li>• Defaming of staff or school mates on any of the social media tools.</li> <li>• Sexual harassment inside the school.</li> <li>• Physically assaulting schoolmates or staff (Bullying)</li> <li>• Stealing or covering up thefts.</li> <li>• Vandalism of/ to or unauthorized acquisition of the school equipment or facilities.</li> </ul>	<p><b>First Occurrence</b></p> <ul style="list-style-type: none"> <li>• Child is sent to the Principal/Committee</li> <li>• Parents contacted and asked to come into school</li> <li>• Written warning signed by all parties / one day suspension – professional judgement</li> <li>• In the case of serious damage to property, parents are invoiced for the cost of the repair or replacement and students may carry out community service</li> <li>• Social Police Involvement</li> </ul> <p><b>Repeated misbehaviour</b></p> <ul style="list-style-type: none"> <li>• Review meeting with parents</li> <li>• Behaviour Improvement Plan drawn up and a Behaviour Contract is signed by all parties</li> <li>• Temporary ban from attending school (up to 5 days) – KHDA informed</li> </ul>
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	<ul style="list-style-type: none"> <li>• Insult of/ to religions or instigating sectarianism at school</li> <li>• Tampering or vandalism of school buses or causing harm to road users.</li> <li>• Repetition of Level 2 incidents over an academic year. Such behaviours may be escalated to Level 3, at the discretion of the Principal and Committee</li> </ul>	
<p><b><u>Level 4 (V High Risk)</u></b></p>	<ul style="list-style-type: none"> <li>• Third repetition of any level 3 offence</li> <li>• Bringing or possessing any firearm or non-firearm or any of the alike to and in school.</li> <li>• Sexual assaults inside the school premises or facilities</li> <li>• Physical assaults that may lead to physical injuries of schoolmates or staff.</li> <li>• Leaking exams/ tests or participating in it at any level.</li> <li>• Causing fires at school or setting school building or facilities on fire</li> <li>• Unauthorized impersonation of others for any school transactions or forging any school specific documents.</li> <li>• Disrespect to any of the UAE political, religious, or social icons / idols</li> <li>• Possession, supply, promotion and use of substance (drugs), narcotic drugs and psychotropic substances, or appearing under the influence of drugs or narcotic drugs and psychotropic substances.</li> <li>• Broadcasting or promotion of ideologies or beliefs that support extremism or atheism that are anti- political or anti-social to the UAE.</li> <li>• All incidents that can be categorised under any of the above as decided by the Behavior Management Committee.</li> </ul>	<p><b>On Occurrence</b></p> <ul style="list-style-type: none"> <li>• Call the parents for an immediate meeting.</li> <li>• Take all immediate actions including calling for help of relevant entities.</li> <li>• Call the disciplinary committee to meet to issue a decision with a notification to relevant divisions at the education regulatory authority</li> <li>• The student and parent/s shall bear all the responsibility, including financial cost, for any damages caused by the offence.</li> <li>• Communicate with KHDA for further actions including suspension from schools and enrollment in rehabilitation centers, etc.</li> </ul>

The behaviour policy adopts a progressive penalties approach violation/s are documented as per their occurrence using the associated templates. All decisions relevant to Levels 3 and 4 are issued by the Oaktree Primary disciplinary committee. This committee undertakes the responsibility to officially investigate the offence, collect all the evidence and issue a verified decision. The committee is chaired by the school principal, vice-chaired by the Head of secondary / Head of primary. The Counsellor sits on the committee in the capacity of a member, 4 teachers of different subjects and the chair of the Parents' Council or similar role.

### **Fixed Term and Permanent Exclusions**

For Level 3 or Level 4 violations, it may be necessary to punish a student with a temporary suspension or, for severe breaches in school discipline, there may be no other option but to permanently exclude the student from school.

### **Fixed Term Exclusions**

- Only the School Principal has the power to temporarily exclude a student.
- Fixed term exclusions can be for a period of up to 5 days.
- Before any decision is made to temporarily exclude a student, a full investigation is undertaken by the School Behavioural Committee. This investigation may involve students and witnesses and will include consultation with the parents.

### **Permanent Exclusions**

Only the School Principal, in consultation with the Oaktree Primary School disciplinary committee and KHDA, has the power to exclude a student.

### **The Role of Parents**

- Parents are encouraged to work collaboratively with the school to ensure that students have a full understanding of Oaktree Primary school's expectations regarding student behaviour both in and outside of school.
- Parents should support disciplinary actions deemed appropriate by school leadership. To facilitate this, parents and primary and secondary students are required to sign a behaviour policy on an annual basis which clearly outlines key requirements in relation to student behaviour, the use of mobile phones, our school uniform requirements, attendance, and punctuality.
- If they wish, parents have the right to appeal against school-based disciplinary action. To register an appeal, parents are requested to complete the Parents' Appeal – Letter of Consideration template. Depending on the nature of the disciplinary action, parents may be invited to meet with School Behaviour Committee, who may investigate. If concerns remain, they may be invited to meet with a member of Oaktree Primary school's disciplinary committee.

## Appendix 2 - Forms

### Form 1

#### School- Parent Undertaking

The school shall use the school's behaviour policy as the base for any decision made with a focus on fostering positive behavior management. The aim is to enable students to develop on the cognitive, social, and personal fronts and become well-rounded characters in a safe supportive environment.

Hence, the school undertakes that all teaching and administration staff shall inform students about the school's behaviour management code of conduct/ policy and shall ensure that students are aware of the expectations of the policy. Students are expected to show respect and empathy to both their teachers and schoolmates, always. They also must honor their learning and keep their school and its facilities clean and safe.

The school policy defines the roles and responsibilities of all relevant stakeholders, and it is expected that each party will adhere to them. Teaching and Administration staff are expected to adhere to the professional and ethical code of conduct and to well lead and plan the teaching and learning process and extracurricular activities.

For the statements, the student, and the parent/s (guardian/s) shall sign that they have received a copy of the school's code of conduct and shall adhere to its contents in terms of their roles and responsibilities.

**Name of the Parent (Guardian):** .....

**Name of the Student:** .....

**Registration #:** ..... **Year & Sec:** ..... **Date:** .....

**Parent's Signature:** .....

**Student's Signature:** .....



**Violation/ Offence Report**

- Verbal Warning
- Written Warning

Student's Name: \_\_\_\_\_

Year: \_\_\_\_\_

Name of the reporting teacher: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Place of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Incident: \_\_\_\_\_

Description of the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Level of the Violation**

- Level 1
- Level 2
- Level 3
- Level 4

**Frequency**

- First time
- Repetition 1
- Repetition 2
- Repetition 3

Student signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

Pastoral Lead Signature: \_\_\_\_\_

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Form 3  
**Notification Slip for parent/s (Guardian/s)**

Dear Mr. / Mrs. ....,

Parent/ Guardian of student ....., Registration #  
.....,

in year ....., Section ....., please be informed that on  
.....

*please insert day and date*, the mentioned student has violated the school code of conduct by  
.....  
.....

....., *please insert the name of the violation and description*. Please note that this is a straight violation of our school code of conduct, hence we seek your support to ensure that the student honors the policy and will not repeat the offence. The school will take progressive penalties if the student fails to adhere to the behaviour policy or repeat any of the offences as detailed in the school's behavior management policy. **Please notified that this transgression falls into level 2 violations and so will be notified to KHDA.**

**Pastoral Head (Name and Signature)** .....

**Head of secondary approval & Signature:** .....

**Acknowledgement of the student:** .....

*(Name and Signature)*

**Acknowledgment of the parent:** .....

*(Name and Signature)*

**Date:**        /        /

Form 4  
**Parent's undertaking**

I, the undersigned, (father/ Mother/ guardian) of student .....,  
Registration # ....., in year ....., Section ....., undertake that  
the mentioned student shall adhere to the school's behavior policy and all school rules inside the  
building and facilities. In case of violation to any of these rules, I shall accept all the consequences the  
student shall be held accountable for as detailed in the school code of conduct. I confirm that I have  
received a report of all these violations, which I summarize as below:

1. ....
2. ....
3. ....
4. ....

**Parent's name:** .....

**Signature:** .....

**(Depending on the Levels)** .....

Date:     /     /

Form 5  
**Temporary Suspension Decision**

Dear Mr/ Mrs ..... , parent/ Guardian of student ..... , Registration # ..... , in year ..... , Section ..... , please be informed that due to the repeated offences of the student and his negative response with all behavior modification support through the previous decisions taken as shown below:

1. ....
2. ....
3. ....

The Behavior Management Committee has decided in its meeting # ..... dated / /2021 to temporary suspend the student who will undergo a behavior modification program from .....(Day)...../(Date)..... to.....(Day)...../(Date) ..... This decision was made because of the following reasons:

1. ....
2. ....
3. ....

**Parent name and Signature:**

.....

**Acknowledgement of the student:** ..... *(Name and Signature)*

**Pastoral Lead:** .....

**Head of Secondary:** .....

**Principal:** .....

**Date:** / / 22

Form 6

**Notification- Suspension Decision until the end of the Academic Year**

Dear Mr/ Mrs ..... , parent/ Guardian of  
student ..... ,Registration #

..... ,  
in year ..... , Section ..... , please be informed that due to the repeated  
offences of the student and his negative response with all behavior modification support through the  
previous actions taken as shown below:

1. ....
2. ....
3. ....

**Parent name and Signature:**

.....

**Acknowledgement of the student:** .....

*(Name and Signature)*

**Principal:**

.....

**Date:**        /        / 20