



Behaviour Policy Secondary Section

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ALOHA COLLEGE MARBELLA
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Authorised by:
Board of Trustees



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Behaviour Policy

Secondary Section

Policy Leaders:	Checked by:	Authorised by:
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Distribution List

✓	1	Board of Governors
✓	2	Headteachers
✓	3	Academic Team
✓	4	Pastoral Team
✓	5	Administrative Staff
✓	6	Support staff
✓	7	Parents

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At Aloha College Marbella, we aim to ensure that:

- The provision outlined in this policy considers the varied individual needs and expectations of all stakeholders.
- Everyone has equal access to this provision regardless of race, ethnic origin, language, gender, disability, age, sexuality, nationality, religious or non-religious beliefs, family background or any other individual characteristics.
- All stakeholders also share these values.

We believe that:

- Teaching students the core values of the College: effort, respect, honesty, care and resilience is a vital part of the curriculum. Without these core values our academic and social objectives cannot be achieved. By working together with parents, we will achieve our goals and ensure these values are learnt.
- Everyone in school has the right to be treated as an individual and with respect.

Good relationships are crucial to the successful working of a school. We value achievements of every kind, academic and non-academic, and everyone has equal opportunities to achieve their potential.

- Young people respond well to high expectations. At Aloha College Marbella we expect everyone to work hard and give their best.

This policy aims to:

- Foster positive, caring attitudes towards everyone where all students feel valued and treat others with respect.
- Value achievements at all levels.
- Encourage independence and self-discipline so that each student learns to accept responsibility for their own behaviour.
- Apply a consistent approach to behaviour throughout the school with parental cooperation and involvement.
- Raise student self-esteem.
- Encourage a calm, purposeful and happy atmosphere within school.
- Provide clear boundaries for acceptable behaviour to ensure physical and emotional safety.
- Help students, staff and parents have a sense of direction and a feeling of common purpose.

Aloha College Marbella expects that all students will:

- be tolerant of and caring towards others.
- be polite and respectful to every member of the school community.
- be responsible for their own behaviour.
- aim to fulfill their potential and allow others to do the same.
- value and take care of the school environment.
- follow the appropriate dress code.
- behave in a safe manner.
- use social media responsibly and respectfully.

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PROCEDURE AND PRACTICE

The following rules will be promoted via a consistent set of rewards and sanctions. Rewards and sanctions will be recorded using iSAMS.

Classroom expectations

1. Staff will meet, greet and dismiss students promptly in a positive and friendly manner.
2. Learning objectives will be shared with students.
3. Register will be taken promptly.
4. Students will be in the correct uniform at all times.
5. Students will be sat in a seating plan.
6. All lessons should be structured, using a range of teaching and learning strategies.
7. Homework diaries will be placed on desks at the beginning of all lessons for KS3 and KS4.
8. Positive dialogue will be prevalent and used throughout the lesson.
9. Staff will create and maintain a positive learning environment.
10. Pupils will wait for their teacher quietly outside the classroom.

Code of Conduct in the Classroom

Be Respectful

- 1.1 Listen when others are speaking.
- 1.2 Put your hand up for help or attention.
- 1.3 Do not answer back or interrupt.
- 1.4 Do not chew, eat or drink in class without permission.
- 1.5 Work with honesty and integrity.

2. Help Others and Be Kind

- 2.1 Help younger students and your classmates.
- 2.2 Share when appropriate.
- 2.3 Be thoughtful and considerate.
- 2.4 Always show respect; to yourself, peers, teachers and towards everyone in the school community.

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3. Be Prepared

- 3.1 Bring the right books and equipment required.
- 3.2 Have everything ready to start the lesson. Diaries must be placed on the desk at the start of the lesson.
- 3.3 Hand homework in on time and meet deadlines.
- 3.4 Manage your homework diary correctly. It must be signed each week by both your Tutor and a Parent/Guardian.
- 3.5 Do not bring a mobile phone into the College.
- 3.6 Do not use personal headphones to listen to music when in the College.
- 3.7 Wear the correct uniform at all times.
- 3.8 Be punctual.

4. Respect the Environment

- 4.1 Leave classrooms tidy and litter-free.
- 4.2 Place your chair under the desk at the end of the lesson.
- 4.3 Never put graffiti anywhere.
- 4.4 Keep to the right on stairs and in the corridors.
- 4.5 Do not eat or drink in College buildings unless you are in the Dining Hall or other designated areas.
- 4.6 Do not chew gum when on the College premises.

REWARDS

The school uses rewards to promote and celebrate good behaviour and work.

A system of rewards is in place that supports both students' achievement and encourages them to become better members of our community.

Members of staff reward students by giving House Points using iSAMS. Additionally, staff recognise students' achievement and effort in:

- key Stage assemblies.
- sports and curriculum enrichment weeks assemblies.
- communication with parents: e-mail and weekly newsletters.
- graduation and awards ceremony.
- end of term reports.

House System

All pupils are placed in one of the houses of Aloha College Marbella: Cordoba, Granada and Sevilla. House points are awarded for good work, effort or displaying the College Core values. Points are also earned through the various House Competitions run over the three terms. At the end of the academic year, points are counted. The winning team is awarded a House Trophy on Graduation and Awards Ceremony.

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House Points

Staff can award house points for:

- * Excellent pieces of work.
- * Good results in a test or assessment.
- * Work that is above normal standard.
- * Moving up a level or grade since last assessment.
- * Demonstrating the qualities shown in the pupil profile (see page 6).

House Points **will not** be issued for things that would normally be expected such as:

- * Turning up to school, lessons and assemblies on time.
- * Bringing the correct equipment.
- * Wearing the correct uniform.
- * Good behaviour.

House Points for PUPIL PROFILE

As an International School that expects all of our students to become well rounded independent learners and key members of the school community, we have developed our pupil profile reward scheme.

Teachers already award house points when students demonstrate one of the key qualities that we expect from them. The boxes below illustrate this. **Pupil Profile** points are given for the extra-special things that you do: practising these will empower you to succeed in school and in your life beyond.

When students are given 5 **Pupil Profile** points in one of the puzzle categories, then their Form Tutor will stamp that category to show it is achieved.

Once every section has been stamped or signed, students will be given a special certificate.

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SANCTIONS

Members of staff will respond to students who fail to follow the code of conduct. Class Teachers and Heads of Departments will take the lead role in tackling poor behaviour in the classroom.

Poor behaviour during unstructured times, such as Break or Lunch will be monitored by all staff on duty, SLT and the Head of Pastoral Care.

Staff and students are issued with guidance on what constitutes poor behaviour, what levels of sanction exist and when sanctions will be issued.

A sanction ladder (see below) is in place to support staff in this process. This is intended as a guide to dealing with poor in-class behaviour.

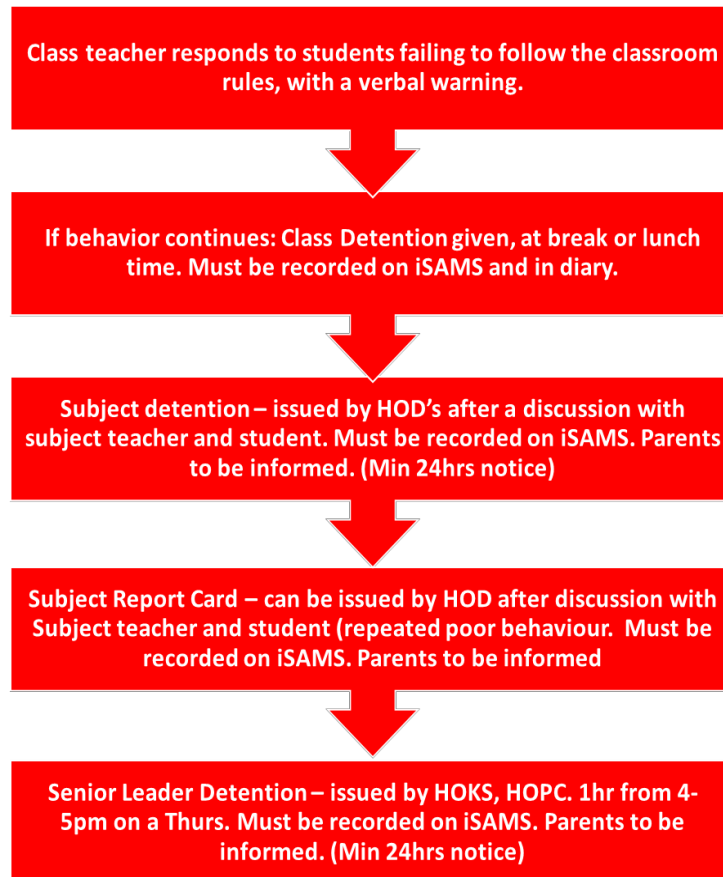
SANCTIONS LADDER

All in-class incidents of poor behaviour will be dealt with following the sanctions ladder in the first instance by the class teacher and class detentions should be set before subject and senior leader detentions.

Students will be given the opportunity, wherever appropriate, to redeem themselves before the end of the lesson and will always be given a fresh start for the next lesson.

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Guidance on in-class sanctions

All members of staff are responsible for student discipline. The referral of students to more senior members of staff is for serious misconduct. Initially, staff should:

- challenge poor behavior with a look, change of tone of voice or even a silence. This process is summarised in the Sanctions Ladder on page 6.

All detentions must be logged in iSAMS (including a description of the incident) and in diaries. For KS5, an e-mail should be sent home to inform parents/guardians.

Three subjects detentions will automatically result in a senior leader detention. This will be managed by the Head of Pastoral Care.

Detentions

Class Detention: held at break, lunch times and at the end of the day. Issued by the class teacher/form tutor for:

- Failure to follow the Code of Conduct.
- Minor disruption to the learning of others.
- Not completing homework.

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- Incomplete class work.

Subject Detention: 1 hour held from 4-5pm on Wednesdays. At least 24 hours notice will be given for this detention. Issued by Heads of department for:

- Repeated failure to follow the Code of Conduct.
- Repeated non completion of homework.
- Poor quality class work/home work.
- Sent out of the lesson.
- Serious disruption to the learning of others.
- Failure to complete a Class Detention.
- Disrespectful behaviour.
- Persistent failure to wear correct uniform.
- Breach of the academic honesty policy, category 1.

Senior Leadership Detention: 1 hour held from 4-5pm on Thursdays. At least 24 hours notice will be given for this detention. Issued by Senior Leaders for:

- Persistent failure to follow the Code of Conduct.
- Aggressive behaviour.
- Disrespectful behaviour.
- Significant disruption to the learning of others.
- Use of mobile, first instance.
- Failure to complete a Subject Detention.
- Breach of the academic honesty policy, category 2.

IMPORTANT:

- 1- Students are not allowed to do their homework while in detention.
- 2- Work must be set by the teacher who put students on detention.
- 3- The Head of Section has the right to omit the Detention Sanction and implement an exclusion if deemed appropriate.

Report cards

A report card communicates a student's performance academically or in terms of behaviour. Report cards contain a section for teachers to record individual comments about the student's work and behavior. At Aloha College Marbella students can be issued with three types of reports:

1. Subject report: This is issued by Heads of Department when there are repeated concerns about the student's performance in a particular subject. Students are on subject reports over a period of 5 days. The HOD will review the report at the end of the week. A Key Stage report will be recommended if targets set in the subject report have not been met.
2. Behaviour report: This is issued by Heads of Department or members of the SLT when there are repeated concerns about students' behaviour in a specific area. Students must be on

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behaviour reports during 5 days. The HOD will review the report at the end of the week. A Key Stage report will be recommended if targets set in the behaviour report have not been met.

3. Key Stage report: This is issued by Key Stage leaders when there are repeated concerns about students' general academic performance and/or behaviour in different areas. Students must be on Key Stage reports for two weeks. During this time, the student must report to the Head of Key Stage every day at 16:00.

Important: Report cards must be issued when class/subject detentions have not reached the desired outcomes. Parents must be informed before the report starts and after completion.

Internal Exclusion

Internal Exclusions serves as a serious sanction directly below an External Exclusion but above sanctions such as detention. Internal Exclusions are issued when the sanctions above have not produced sufficient improvement in behavior or following a particularly serious incident.

Only members of SLT may recommend a student for Internal Exclusion. The Head of Section must ratify this recommendation and issue the internal exclusion. Parents must be informed in writing and students are supervised throughout the day, including during break and lunch times. Staff must set work when internal inclusions have been issued.

Internal Exclusions will not last more than five school days, and will often be imposed for 1 or 2 days. Isolation will be held on the next available opportunity after the incident. Issued by the Head of Section.

Issued for incidents such as:

- Fighting/Inciting physical violence.
- Theft.
- Aggressive behaviour.
- Poor behaviour in school trips.
- Verbal abuse that is prejudiced (racist, homophobic, transphobic or sexist) and/or foul mouthed in nature.
- Truanting.
- Bringing the school into disrepute.
- Endangering Self or Others.
- Vandalism or Graffiti.
- Repeated poor behaviour in and out of the classroom.
- Showing disrespect to members of staff or other pupils.
- Defiance.
- Inappropriate use of social media.
- Not following the mobile phone policy.
- Academic dishonesty (refer to separate Academic honesty policy)

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IMPORTANT: This is not an exhaustive list and there may be other situations where the Head of Section and Principal make the judgement that a more severe punishment is an appropriate sanction. Some of the behaviours listed above may carry an External Exclusion, should the nature or frequency of the incident require it. Each case will always be assessed individually with a final decision made by the Head of Section.

Pastoral Support Programme

There may be a small minority of students for whom the usual behaviour management strategies of the school are insufficient to address their difficulties. Additional steps will then need to be taken for these students.

The Head of Pastoral Care will prepare a programme with realistic and precise behaviour outcomes for the individual student and external support will be sought.

External Exclusion

An External Exclusion is completed by the student off-site. The number of days of the Exclusion is decided according to the nature of the breach of the School's Code of Conduct. External Exclusions are used as a last resort when a student has failed to respond to the above sanctions, including Internal Exclusion, or following an incident of a severe nature such as:

- Bullying.
- Physical attack on staff and/or students.
- Verbal abuse to staff and others.
- Verbal abuse to students.
- Fighting.
- Indecent behaviour.
- Damage to property.
- Theft.
- Poor behaviour on school trips.
- Aggressive behaviour.
- Racist/homophobic/transphobic comments.
- Possession of weapons.
- Bringing the school into disrepute.
- Endangering Self or Others.
- Vandalism or Graffiti.
- Repeated poor behaviour in and out of the classroom.
- Showing disrespect to members of staff or other pupils.
- Defiance.
- Inappropriate use of social media.
- Not following the mobile phone policy.
- Academic dishonesty (refer to separate Academic honesty policy)
- Unacceptable behaviour which has previously been reported and for which the School sanctions and other interventions have not been successful in modifying the student's behaviour.

This is not an exhaustive list and there may be other situations where the head of Section and Principal make the judgement that an exclusion is an appropriate sanction.

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The Head of Section or a member of SLT will write a letter to parents explaining the reasons for exclusion. A meeting between parents and Head of Pastoral Care/HOKS will take place before the student returns to school in order to discuss the incident(s) and put any necessary support into place.

IMPORTANT: Some of the behaviours listed above may carry a Permanent Exclusion, should the nature or frequency of the incident require it. Each case will always be assessed individually with a final decision made by the Head of Section. The duration of the external exclusion cannot exceed 5 school days.

Permanent exclusions

The decision to exclude a student permanently is a very serious one. There are two main types of situation in which a permanent exclusion may be considered:

1. The first is a final, formal step in a concerted process for dealing with disciplinary issues following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.

2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or "one off" offence. These might include:

- Possession of an illegal drug or inappropriate substances on school premises, school trips including pupils who are over the age of 18.
- Serious threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug or inappropriate substances.
- Carrying an offensive weapon.

Please note that the school may consider police involvement for any of the above offenses. The above instances are not exhaustive but indicate the severity of such offenses and the fact that such behaviour seriously affects the discipline and well-being of the School.

It is the school's policy to do everything possible to avoid this sanction.

When a serious offence is brought to the attention of the Head of Section, an immediate investigation will take place. Parents/Guardians will be informed that full investigation is being carried out.

The above-mentioned investigation will be conducted by the Head of Section, SLT and/or College Principal, who are responsible for compiling all the evidence

If the result of such investigation finds that the pupil is responsible for a serious offence, the action to be taken could finally be a permanent exclusion.

Permanent exclusions are only ratified by the Board of Trustees following a recommendation from the Head of Section and supported by the principal.

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Use of Personal Mobile Devices

Aloha College Marbella does not allow Phones or any other mobile devices, such as iPads, iPods and tablets. The College continues to invest in technology to be used in classrooms to encourage learning, using a range of teaching strategies.

Students may wear smart watches, to be used as a watch only. These must not be connected to any network or mobile device and must not be worn during examinations or assessments.

Mobile Devices Sanctions

- On the first infringement, the mobile device will be confiscated by the teacher and given to the Secondary Section secretary who will keep it in a secure place for a minimum of 24 hours. Your parents/guardians will be required to collect the mobile device Senior Leadership detention will be issued.
- On the second infringement, the mobile device will be confiscated by the teacher and given to the Secondary Section secretary who will keep it in a secure place for a minimum of 24 hours. Your parents/guardians will be notified and will be asked to meet with a member of the Senior Leadership Team and collect the mobile device. An external exclusion for a minimum of one day will be set.
- On the third infringement, the mobile device will be confiscated by the teacher and given to the Secondary Section secretary who will keep it in a secure place for a minimum of 24 hours. Your parents/guardians will be notified and will be asked to meet either the Head of Secondary or the College Principal. This could result in a permanent exclusion.

Bullying

Aloha College Marbella has a zero tolerance attitude towards bullying. Any incidents of bullying are investigated immediately following the procedures set out in the anti-bullying policy (see appendix 1) as well as following **the guidelines provided by the Junta de Andalucia.**

Social Media

We realise that the use of social media is an integral part of everyday life; however, we must be mindful of the risks associated with its use. Students, with parental support, need to be responsible for what information they make available online.

Be careful

- Do not share your password with anyone else.
- Do not publish, post, or release information that is confidential or private.
- Be cautious when asked to share your date of birth, address and telephone number on any website.

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- Be careful about the amount of personal information you share and avoid giving personal schedules or locations.
- Do not accept people you do not know.
- Be careful with images you post online – once they are out there, you cannot get them back.
- Be mindful of what comments you make on other peoples' pages.
- Be aware of the minimum age requirements for social platforms.

Use of social media by students must not:

- Bring the school into disrepute.
- Bully, harass, or be discriminatory in any way.
- Be defamatory or derogatory.

Action will be taken against pupils who do not use social media responsibly.

Appendix 1

Anti-Bullying Policy

Aloha College Marbella takes bullying extremely seriously and has a zero tolerance towards it. All allegations will be investigated as a matter of utmost importance. **Students are encouraged to report bullying issues to any member of staff or the Pastoral team.**

Definition of bullying

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

- **Emotional-** excluding, tormenting, humiliating, using threatening gestures, giving unpleasant looks, being deliberately unfriendly.

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- **Verbal**- name-calling, sarcasm, spreading rumours, teasing whether orally or in writing.
- **Cyber**- electronically via phone calls, silent calls, texts messages, email, website, blogs, social networking, website, etc.
- **Physical** - pushing, kicking, hitting, punching or any use of violence.
- **An invasion of privacy** - tampering with or damaging another pupil's property.
- **Racist** - racial taunts, graffiti, gestures.
- **Sexual** - unwanted physical contact or sexually abusive comments.
- **Homophobic/Biphobic/Transphobic** - because of, or focusing on the issues to do with homophobia or gender identity.
- **Against people with special educational needs**- because of, or focusing on issues of mental or physical disability.
- **Against people from a particular religion**- because of, focusing on issues of religion.
- **Against people from a particular culture** - because of, focusing on issues of culture.

Pupils who are being bullied may show changes in behaviour, such as becoming introverted and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lack of concentration or truanting from school. All Pupils are actively encouraged to report any incidents of bullying in school.

What will happen if bullying is reported?

- The victims will be spoken to along with other witnesses by the Pastoral Team.
- The accused "bully" will be spoken to, to ascertain their version of events.
- All information will be kept confidential, wherever possible. However it may be necessary to inform tutors, class teachers and duty teachers for observational purposes.
- The Pastoral team will identify the severity of the case and if necessary make a report to the Spanish authority assigned by the Department of Education of the Junta de Andalucia.
- Measures will be put in place to ensure the safety of the victim and give necessary help and support.
- The accused "bully" will also be supported.
- Families of both victim and accused "bully" will be informed of the situation.
- Wherever possible a 'mediation meeting' will be held between the pupils to try and resolve the situation.
- The situation will be monitored and observations recorded.
- All students will be made aware that bullying is not tolerated.
- Bullies will receive sanctions according to Aloha College's behaviour Policy.
- In some circumstances a formal bullying contract may be provided by the College, to be signed by the child, parents, and HOS to encourage the bully to rectify behaviour.
- In serious bullying incidents a report may be sent to the Department of Education from the Junta de Andalucia.

Pupil sanctions for bullying

Action:

- Apology given.

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- Formal meeting with parents and the Head of Section/Head of Pastoral care.
- Contract between the child, parents and head teacher, which will be monitored daily/weekly as appropriate for the pupil to modify his/her behaviour.
- Support given to both.

Further optional sanctions may be applied:

- Withdrawal from clubs.
- Withdrawal from social events.
- Withdrawal from trips.
- Official warning to cease offending.
- Exclusion from certain areas of school premises i.e. play ground.

The following disciplinary steps will be taken if bullying persists:

- **Internal suspension:** This may be for a period of one day or up to two full days where the pupil is excluded from his/her classroom environment. Parents of both parties will be informed of the action taken.
- **External exclusion:** This may be for a minimum of one day up to maximum of five school days. Parents will be notified in writing. Parents will have to personally present their children on the day of their re-entry to school. Parents of both parties will be informed of the action taken. A written warning will be given to the perpetrator(s). Work will be provided.
- **Permanent exclusion:** the pupil is excluded from school on a permanent basis. This course of action will be ratified by the Board of Trustees.

General Awareness

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHEE Programme, assemblies, drama, stories, literature, visual displays and subject areas, as appropriate, in an attempt to eradicate such behaviour focus upon reinforcing positive behaviour and learning experiences is at the very heart of everyday life at Aloha College.