



BELVEDERE INTERNATIONAL SCHOOL

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# **DISTANCE LEARNING BEHAVIOUR, DISCIPLINE AND PASTORAL CARE STUDENT POLICY**

**2023 - 2024**

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Hili, Al Ain, United Arab Emirates

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**Policy applicable from FS2 to Year 8**

**CELEBRATE ETHOS OF SCHOOL WHILST DISTANCE LEARNING LIVE/ ONLINE**

**Celebrate:**

- Care, Happiness and Tolerance
- Success
- Tradition and Global values
- Celebrate achievement

### **PASTORAL STRUCTURE WHILST DISTANCE LEARNING**

**You can contact any member of staff to help you:**

- Your first point of Contact for FS2 is your Class Teacher
- Your first point of Contact for Prep is your Class Teacher in Years 1-6
- Your first point of Contact for Senior is your Form Tutor in Years 7-8


### **FOSTERING THE HIGHEST STANDARDS OF EFFORT, BEHAVIOUR, DISCIPLINE AND PASTORAL CARE**


**During Online or Live lessons:**


- We want to inspire, support, celebrate and praise your successes
- We want all students to be an online role-model to classmates
- Continue to behave well online
- Continue to have high expectations doing online work

**Push for your successes to be recognised by Class Teachers/ Form Tutors via Rewards such as:**

- Receiving verbal, online praise, positive written comments, emails home
- Receiving Weekly House Points
- Receiving Weekly Principal Awards
- Recognition in Weekly Assemblies for Phase on Sunday and Whole School on Thursday for achievements

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### DISTANCE LEARNING ETIQUETTE

- Attendance of Registration at 8am each day
- Attendance of all Distance learning lessons and activities during the school day
- Daily clarity and consistency of your expectations and your teachers' expectations
- Positive behaviour from you working with staff and your parents
- Regular Communication between you, as a student and the staff (via Google Teams, Classroom and Hangouts)
- Consistent completion of Distance learning classwork and homework

### DISTANCE LEARNING CONSEQUENCES

- There are Consequences for poor behaviour online
- We all make mistakes and understand but we should have high expectations
- The situation will be taken into account - Circumstances related to Distance learning situation or home
- Praise other students live in your class who are getting it right is commendable
- Students contact Class Teacher/ Form Tutor re. problems via Google/ Email
- Class Teacher/ Form Tutor will, in turn communicate via Google/ Email and liaise with the student and parents

POOR BEHAVIOUR TO AVOID ONLINE	EXAMPLES OF CONSEQUENCES live or online
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<p><b>Level 1</b></p> <ul style="list-style-type: none"> <li>• Low level disruption in Google Classroom</li> <li>• Cause harm or distress to other through thoughtfulness “live” or online</li> <li>• Lack of respect for others “live” or online</li> <li>• Provoking others “live” or online</li> <li>• Inappropriate behaviour/contact with other students “live” or online</li> <li>• Inappropriate language “live” or online</li> <li>• Lateness to lessons “live” or online</li> <li>• Inappropriate use of ICT “live” or online</li> <li>• Disobedience / defiance “live” or online</li> </ul>	<p><b>Level 1</b></p> <ul style="list-style-type: none"> <li>• Consequences will be dealt with by the Class Teacher/ Form Tutor/ SLT/ parents involved</li> <li>• Live talk/ Explanation with the Class Teacher/ Form Tutor</li> <li>• Apology Email from student</li> <li>• Check in regularly (e.g. report online every break to Form Tutor)</li> <li>• A restorative conversation live with the Class Teacher/ Form Tutor</li> </ul>
<p><b>LEVEL 2</b></p> <ul style="list-style-type: none"> <li>• Serious disobedience / defiance “live” or online</li> <li>• Seriously provoking others “live” or online Serious inappropriate use of ICT “live” or online</li> <li>• Seriously inappropriate behaviour/ contact with other students “live” or online</li> <li>• Serious unkindness “live” or online Dangerous behaviour “live” or online</li> <li>• Off line without permission</li> <li>• Rudeness to staff live or online</li> <li>• Serious bad language</li> <li>• Unauthorised absence from online lessons</li> <li>• Student needing to be removed from the Google Classroom</li> </ul>	<p><b>LEVEL 2</b></p> <ul style="list-style-type: none"> <li>• Consequences will be dealt with by Head of Phase (working with Class Teacher/ Form Tutor) and will always involve parents who will have been informed first by Class Teacher/ Form Tutor</li> <li>• Check in regularly (e.g. report online every 60 minutes to Form Tutor)</li> <li>• A restorative conversation with Head of Phase</li> <li>• Introduction of a Pastoral Staff Mentor</li> </ul>

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<b>Level 3</b> <ul style="list-style-type: none"> <li>• Inciting to fight live or online</li> <li>• Bullying live or online</li> <li>• Repeated serious bad language live or online</li> </ul>	<b>Level 3</b> <ul style="list-style-type: none"> <li>• Consequences will be dealt with by Vice Principal (working with Head of Phase and class tutor, Form Tutor)</li> <li>• Parents will be fully up-to-date from Head of Phase/ Class teacher/ Form Tutor</li> <li>• Head of Phase online DETENTION plus live formal meeting with parents followed up by formal email to parents warning of next steps (suspension followed by exclusion)</li> <li>• Check in regularly (e.g. report online every 60 minutes to Head of Phase)</li> <li>• A restorative conversation with VP</li> <li>• Online/ live suspension for a day</li> </ul>
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### INSUFFICIENT ONLINE CLASSWORK OR HOMEWORK

#### SCENARIOS:

<b>1. Insufficient online Classwork or no Homework</b>	<ul style="list-style-type: none"> <li>• Individual teachers/ Relevant Class Teachers/ Form Tutors, Head of Phase involved</li> </ul>
	<b>Procedures for incomplete Homework-</b> <ul style="list-style-type: none"> <li>• Level 1 – In next day</li> <li>• Level 2 – Homework catch up sessions at end of online school day</li> <li>• Level 3 – Parents will be contacted and the child asked to do their overdue Homework</li> <li>• Level 4 – If things still remain a problem, Head of Phase and/ or Vice Principal will be involved.</li> </ul>

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<p><b>2. Insufficient work completed in class online due to bad behaviour</b></p>	<ul style="list-style-type: none"> <li>• Individual teachers/ Relevant Class Teachers/ Form Tutors, Head of Phase/ VP involved</li> <li>• Level 1 - Individual teacher takes whatever appropriate action is appropriate.</li> <li>• Individual teacher should inform Class Teacher/ Form Tutor so that online expectations are reiterated.</li> <li>• Level 2 – If continuing problems, goes to Head of Phase who will involve appropriate staff (VP) and parents</li> <li>• Level 3 – if a continuing problem then it goes to VP/ Principal.</li> </ul>
<p><b>3. Little work online in class completed or little prep completed because student genuinely found it too difficult (or for some other reason not linked to bad behaviour)</b></p>	<ul style="list-style-type: none"> <li>• Little work in class online completed or little prep completed because student genuinely found it too difficult or for some other reason not linked to behaviour.</li> <li>• Student needs to be helped by individual teacher (e.g. at Registration/ Break time/ End of day). If problems persist, need to involve EAL/ SENCO and it should not be referred to Homework catch up.</li> </ul>

### STUDENTS WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES ONLINE

Students will be contacted by Class Teachers/ Form Tutors and SENCO will re. relevant Distance learning.

### Attendance monitoring online

Students need to register daily at 8am and at the end of the school day at 2pm re. attendance.

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### CYBERBULLYING POLICY

#### Guidance for Students

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff on your safety network.

Do not answer abusive messages but save them and report them

Do not delete anything until it has been shown to your parents or a member of staff at school (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)

Do not give out personal details or contact information without the permission of a parent/guardian (personal data)

Be careful who you allow to become a friend online and think about what information you want them to see.

Protect your password. Do not share it with anyone else and change it regularly

Always log off from the computer when you have finished or if you leave the computer for any reason.

Always put the privacy filters on to the sites you use. If you are not sure how to do this, ask a teacher or your parents.

Never reply to abusive e-mails

Never reply to someone you do not know

Always stay in public areas in chat rooms

The school will deal with cyberbullying in the same way as other bullying. Do not think that because it is online it is different to other forms of bullying.

The school will deal with inappropriate use of technology in the same way as other types of inappropriate behaviour and sanctions will be given in line with the school's Behaviour Policy.

Students at Belvedere International School will be remotely contacted on a daily basis in two ways:

a. FS2/ Prep and Senior School:

- i. Students will have the opportunity for face-to-face interaction with their class or Form teachers via Google Hangout Meets/ Chats or online 730am-230pm.

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- ii. **Students will have the opportunity to meet with their Class or Form teacher on a daily basis and their Head of FS2/ Prep/ Senior on a weekly basis via prerecorded assemblies.**
  - iii. **As far as is practicable, Belvedere International School will attempt to replicate the pastoral timetable that students follow through the course of a normal school day.**
    - 1. **Teachers will be available for online assistance during their normal working hours and should communicate with students**
    - 2. **Students should be available and online 730am-230pm, if this is practical in their home location.**
  - iv. **Role of the student**
    - 1. **Students will be expected to check their school email account every day to receive notifications of the daily activities for each subject. Students to check Google Classroom and the Lesson timetable for remote learning therein**
    - 2. **Students will be able expected to carry out the tasks assigned and submit any tasks as set out by the teacher.**
    - 3. **Normal classroom expectations should apply, where applicable.**
- 2. Wellbeing and pastoral care of students during a school closure**
- a. **Whole School**
    - i. **Class Teachers/ Form Tutors (under the guidance of the SLT) will check-in regularly with their class/ form groups to monitor both academic progress and their general wellbeing. Class/ Form tutors will be expected to pass on feedback to Heads of School, particularly if there are concerns or a lack of communication.**
    - ii. **Form tutors will be available to their tutees from 0800-0815 via email or Google Hangouts Meets Sunday to Thursday. This means that Class/ Form tutors can check in with students before they start their day and be available to offer support and guidance.**

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- iii. The Principal will issue a daily update on social media platforms which will be shared with the community to flag any concerns
- iv. Prerecorded Assemblies will be sent to students:  
  
Phase Assembly on a Sunday by relevant Head of School  
  
Whole School on a Thursday by Principal
- v. Sharing links with students to articles on useful websites, such as UNICEF.
- vi. Wellbeing survey sent out to students from Y5-8
- vii. Students will be encouraged to make contact with staff if they have any concerns about themselves or others.

<b>Review Date:</b>	August 2023
<b>Next Review Date:</b>	August 2024

<b>Principal</b>		<b>Date:</b>	15/08/2023
<b>BIS Board of Governors</b>		<b>Date:</b>	15/08/2023

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