



SHERBORNE QATAR
SCHOOL FOR GIRLS

Culture and Ethos Policy

Policy Owner:	Deputy Head Seniors Pastoral
Policy Agreed on:	1 st September 2024
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Policy Owner	Deputy Head Seniors Pastoral
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Next Review Date	
Linked Documents and Policies	<ol style="list-style-type: none"> 1. Attendance and Punctuality Policy 2. ICT Acceptable (years 1-3 and Years 4-12) 3. Home-School Agreement 4. Safeguarding and Child Protection Policy 5. Uniform Policy 6. Healthy Eating policy

Version	Date	Comments	Author
1.0	1 st Sept 2024	Whole document update; content and format.	Munazza Mukhtar

Important Information:
1 – The English document should be seen as the correct and true original version.
2-Once this document is downloaded or printed it is an uncontrolled document. Please refer to the school website for the up-to-date correct version.
3 -Sherborne Qatar School for Girls reserves the right to amend and update this policy at any time.

Be A Shirburnian – Culture and Ethos Policy

Sherborne Qatar School for Girls strives to provide a safe, happy and aspirational educational setting for pupils, parents, staff and our Sherborne Community. For us to be able to fulfill our school's aim, vision and mission statement, we understand that we must set high expectations of pupils and staff. Our Shirburnian values: Teamwork, Respect, Honest, Kindness, Perseverance and Responsibility, are reflected in all our policies, and form the basis of making sure SQSFG is committed to safeguarding our pupils and staff. All our policies, procedures and processes have this commitment to safeguarding as the fundamental, underlying principle.

Be a Shirburnian - Behaviour and Discipline Policy, aims to ensure that there is an effective learning environment for all pupils, where the Shirburnian character is expressed in all that we do.

Our Shirburnian values: Teamwork, Respect, Honest, Kindness, Perseverance and Responsibility act as our moral compass and help to create a tangible understanding of right and wrong. On the occasions where pupils may need reminders regarding their behaviour, this will be with the intention of allowing our pupils the opportunity to reflect on and correct their behaviour. Pupils who choose not to follow behavioural expectations or fulfil their stated responsibilities will receive Learning Reminders on how to improve their behaviour. It is with this in mind that the Be A Shirburnian Policy acts as a reminder and guide to pupils, parents and staff of what we aim to represent - Shirburnian Values.

As a British international private school in Qatar, our Shirburnian Values are aligned with the religious and cultural traditions of Qatar therefore SQSFG is sincerely committed to upholding the values of this country.

Be A Shirburnian

Teamwork	Respect	Honesty	Kindness	Perseverance	Responsibility
The collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way.	To show regard and consideration for others, yourself and everything that is around you. To give due regard to the feelings, wishes and rights of others.	The quality of being fair and truthful. Straightforwardness of conduct and sincerity	The quality of being generous, helpful, and caring about other people, or an act showing this quality.	A behaviour or a purposeful action, to pursue a goal or task, despite all obstacles. Persistence in doing something despite difficulty or delay in achieving success	Something that it is your job or duty to do. A form of trustworthiness; the trait of being answerable to someone for something or being responsible for one's conduct
This means you can:	This means you can:	This means you can:	This means you can:	This means you can:	This means you can:
Work well with others	Actively listen to others	Speak the truth	Be well-mannered and friendly to all	Work hard to the best of your ability	Be positive and optimistic
Work well in new situations with new people	Speak to others in a respectful way	Speak kindly about others and not participate in gossip/rumour spreading	Help others	Keep trying and putting in 100% effort	Accept that you can make a difference to the outcomes that affect you and affect others
Communicate needs effectively to others and to understand their needs	Treat people equally and fairly and consider their feelings and rights	Trust others including staff and parents	Use kind, thoughtful language when speaking to others and consider their feelings	Be prepared to take risks and challenge yourself to be successful	Look for opportunities to demonstrate your commitment to school
Deal with disagreements in a sensible manner	Communicate in a calm voice especially if feeling upset or angry	Admit when you make a mistake and would like to correct it	Express kindness in non-verbal communication (body language) and tone of voice	Be determined	Actively participate and engage in school activities
Accept that we are not all the same but we can exist together	Look after your own property and the property of others including school property	Choose to do the right thing	Think positively about others	Show resilience and patience when faced with challenging situations	Understand that your actions have consequences
Be self-motivated and actively motivate others				Ask for help and support from staff or family	

Home-School Agreement:

The school will make every effort to give every pupil the opportunity to realise their full potential and to achieve this a partnership between home and school is vital and necessary which forms our Home-School Agreement.

The school endeavours to:

- provide a secure, happy and stimulating learning environment in which we encourage all pupils to do their best in all situations.
- ensure staff and pupils embody Shirburnian Values; **Teamwork, Respect, Honesty, Kindness, Perseverance and Responsibility**. These core values are at the heart of everything we do.
- provide a broad and balanced curriculum that challenges pupils to achieve their potential and to contact parents/carers if there are any academic or behaviour concerns that we have.
- provide weekly updates on pupil's attendance in line with our Attendance Policy especially with regards to absences (authorised and unauthorised), lates, early leave and will notify parents of absence days that have been accumulated due to lates and early leaves.
- keep parents/carers informed about what the school intends to teach the children each term.
- encourage pupils to show friendship towards and respect for others, and to abide by school policies.
- ensure that if pupils need to be reprimanded for any reason, it is in accordance to our policies, procedures and the MOEHE Code of Ethics, with the intention of allowing pupils the opportunity to reflect and correct their behaviour.
- encourage pupils to develop a good level of spoken and written English.
- set appropriate homework for pupils.
- make parents/carers feel welcome when they visit the school and respond to enquiries or concerns in a timely fashion.
- keep parents/carers informed about activities and events through Parents' Notices, letters and messages
- as members of the Outstanding Schools' Programme, we are committed to delivering the requirements of the Ministry of Education's three core subjects.

Parents will endeavour to:

- having chosen Sherborne Qatar School for Girls for their daughter, accept the school's aims and values and positively support the school.
- embody Shirburnian Values; **Teamwork, Respect, Honesty, Kindness, Perseverance and Responsibility**.

- treat all staff members at the school with respect, verbally and in writing, in person or not.
- abide by and cooperate with the school's rules policies, procedures and operating protocols (designed to treat everyone fairly and to ensure the safety of our pupils) and the MOEHE Code of Ethics, including wearing the correct school uniform (with lanyard for pupils in Years 7-12). Please see the Uniform Policy for further details.
- ensure that their daughter attends school punctually every day the school is in session, unless there is a good reason for absence (for example, illness). The expected attendance is above 90% which is 162 of 180 school days in the academic year, in line with Ministry of Education expectations; Parents will familiarise themselves with the Attendance Policy especially with regards to absences (authorised and unauthorised), lates, early leave and understand that absence days will be accumulated due to lates and early leaves.
- note that a pupil whose attendance drops below 90% for the year may be entered on the Ministry of Education's records system as having failed the year, particularly if absences are unauthorised or unexplained and accompanied by poor punctuality and effort. Consequently, that pupil would be required to repeat the year.
- note that leave of absence must be applied for in advance, with a valid and good reason. It is entirely at the school's discretion whether this leave is granted and whether the status of any absence is 'authorised' or 'unauthorised'.
- in the event of absence, notify the school by phone or email, with the reason given.
- support the school's policies on learning, behaviour, uniform, mobile phones, ICT use and healthy eating.
- attend Parents' Meetings to discuss their daughter's progress held throughout the school year as well as any meetings prompted by staff for academic or behaviour concerns.
- promptly inform the school of any matters that may affect your daughter's learning, behaviour or happiness in school.
- not make negative comments about the school on social media (including WhatsApp groups) and note that this behaviour may result in the parents being asked to withdraw their daughter. If parents have an issue, they should immediately bring it to the school's attention.
- approach senior leaders in the school first before they go to the MOEHE with any concerns and complete the schools complaints form so that they concern can be addressed by SLT.
- familiarise themselves with how to access school policies on the website and have read the Behaviour, Attendance, Uniform, Mobile Phone and Healthy Eating Policy and understand the policies and procedures are in place to keep their daughter and other pupils safe at all times.
- Provide their daughter with healthy food to eat during the school day along or provide her with a topped-up canteen card to purchase food to stay nourished and healthy during the school day.

- Collect their daughter, or make arrangements for her collection, on time every day and understand that if late collection occurs on a reoccurring basis the school may take action.
- Accept that bag and locker searches will take place throughout the school year whenever it is deemed necessary by the school SLT and that this is not solely dependent upon suspicion of unauthorised items being in the pupil's possession and may or may not take place with the pupil being present. The school has the right to use an electronic scanner to scan pupils and their bags. In cases of safeguarding where a physical search of a pupil needs to take place, parents will be notified and there will be at least 2 members of staff present.
- accept that, as you have chosen a British curriculum school, you agree that your children should always speak English except in other language lessons and in designated areas such as the Prayer Room.

Pupils will endeavour to:

- always try her best in everything she does in school.
- always aim to be in school every day on time and be punctual to all lessons.
- take pride in her school and wear her correct uniform (with lanyard -Years 7-12) with pride.
- acknowledge our school values and conduct herself according to Shirburnian Values – Teamwork, Respect, Honesty, Kindness, Perseverance and Responsibility and reflect Shirburnian Values in everything she does.
- actively participate and engage in all aspects of school life including extracurricular activities.
- always speak English except in other language lessons and in designated areas such as the Prayer Room.
- become familiar with the school rules, practices and procedures and ensure she always follow and abide by them.
- accept the sanctions that are applied if she has not abided by the school rules, policies, procedures and the MOEHE Code of Ethics.
- show respect for all her fellow pupils and all school staff (teachers, teaching assistants, administrative staff and support staff) at Sherborne Qatar School for Girls.
- not create unnecessary distractions ensuring she always allows others pupils to learn.
- bring the correct equipment to school every day including her Windows device and respect others and the school's property.
- complete any homework set to the best of her ability.
- always speak with a member of staff if she feels afraid, confused, sad or unsure of anything.
- find out who is available for her to speak to if she has any concerns.

- Use her Windows device in the correct and appropriate way so not to cause any harm to other pupils, staff or herself.
- accept that bag and locker searches will take place throughout the school year whenever it is deemed necessary by the school SLT and that this is not solely dependent upon suspicion of unauthorised items being in the pupil's possession and may or may not take place with her present. The school has the right to use an electronic scanner to scan pupils and their bags. In cases of safeguarding where a physical search of a pupil needs to take place, parents will be notified and there will be at least 2 members of staff present.

Routines to be followed in Prep

Routines in Prep	
Reading Corners	<ul style="list-style-type: none"> ▪ Exchange books regularly in the library to promote a love for reading ▪ Have prompts / reading domains stuck on the wall to remind the girls about skills that they're building
Class	<ul style="list-style-type: none"> • Always line up according to the fire register • Tables- Numbered heads per child 1-6 and use for example number 1's collect books • Lollipops for names for hands up kept on teacher desk • Secret student behaviour management • Table points • 100 square reward chart • Waiting room- pick a number until ready and continue to work • "I'm finished what do I do now?" display in all classrooms • Happy mail sent home to parents regularly • "Today we are focusing on" display.. each day the children pick out a desired behaviour/learning objective
Enquiry / STEM	<ul style="list-style-type: none"> ▪ Consider what is displayed around your classroom that showcases the topic(s) for Enquiry and STEM ▪ Corridor displays should be used for this so that the topic for each year group is evident even before entering the classroom ▪ Windows inside and in the corridors can be used as display space ▪ Have photographs of the girls showcasing the skills
General tidiness	<ul style="list-style-type: none"> ▪ Pupils' tables should not be cluttered with too many items – they should only have what's needed for that lesson. ▪ Units and other surfaces should be tidy at all times ▪ Items should not be stored on top of cupboards or bookshelves ▪ Bags must be stored in cubbies, and these should be emptied daily ▪ Trays should all be labelled: large ones for resources and smaller ones with pupils' names ▪ The teacher's desk, as well as the space around it, should be tidy and free of clutter

	<ul style="list-style-type: none"> ▪ Boards should be cleaned after each lesson ▪ Rubbish must go in the bin – train the girls to tidy up after themselves ▪ Charging cables should be put away at the end of the day. If a device is being charged then the pupils should sit near the mains switch so that the cable is not stretching across, creating a hazard ▪ Water bottles should not be on tables – have a dedicated place for them
Start and end of the day	<ul style="list-style-type: none"> ▪ Upon arrival or at dismissal time, the girls should not be sitting in the corridors to pack their bags – train them to come into the room to pack / unpack their bags.

Routines to be followed in Seniors

Routines in Seniors	
Start of the day Form Time	<ul style="list-style-type: none"> ▪ Pupils must arrive promptly at school between 06.45-07.00 and should enter the school by allocated doors for their year group and head straight to lockers and then form rooms ▪ Pupils must wear the correct uniform, including lanyards ▪ Pupils should place their bags and abayas in lockers and only carry their shayla and items needed for lesson 1-3 ▪ Pupils arrive in form by 07.00 any pupil arriving after 07.00 will be late and should report to the reception desk immediately so they can be registered on iSAMS ▪ Pupils to be reminded of having their belongings needed for lessons 1-3 with them as they cannot visit their locker again until break time
Movement around school for lessons, break, lunch, assembly etc	<ul style="list-style-type: none"> ▪ Pupils should be walking in single file on the right side of the corridor ▪ Pupils should use the main stairs by art and the library for moving downstairs ▪ Pupils should use the side stairs for moving upstairs ▪ Pupils should not be using the Prep area stairs either on the ground, first or second floor (unless accompanied by a teacher who is taking her class to that side of school eg small hall for assembly/PE) ▪ Pupils should be walking quietly to where they need to be, using the correct stairs, on the right side of corridors/stairs
Lockers	<ul style="list-style-type: none"> ▪ Pupils can only visit their lockers at the stated times below to ensure punctuality to lessons: before lesson 1, Break time 09.10-09.25, Lunch time 11.25-11.55, the end of the school day 13.45 ▪ Pupils should keep their key safe as a replacement will cost 20 QAR ▪ Pupils should keep their bags, abayas and food in their lockers ▪ Lockers may be searched as part of safeguarding – 2 members of staff will be present and the key will be requested from the pupil if the locker is locked. If unlocked, two members of staff may proceed to search the locker ▪ If lockers and the rules of using lockers are abused pupils may no longer be allowed the use of the locker for a limited time or indefinitely and parents will be informed of the school decision

Lesson times	<ul style="list-style-type: none"> ▪ Pupils should have all the items they need with them for lessons 1-3, then 4-6 and then 7-9 only visiting their lockers at the allocated times ▪ Pupils should arrive at their lesson and line up outside the lesson until the teacher allows them to enter ▪ There will be a 'Do Now' task on the board for pupils to complete upon entering the class ▪ Registers should be completed within the first 5 minutes of the lesson. ▪ Missing pupils should be reported to the secondary staff email group. ▪ Pupils should raise their hand and ask permission for anything they may need (tissue, visiting the bin etc) ▪ Pupils will be seated according to the teacher's seating plan ▪ Pupils will be reminded of Being A Shirburnian and Values Reminder steps should be followed and if a Values Reminder is given the teacher should explain to the pupil that it has been entered and the reason why should be clear ▪ Rewards should be clearly acknowledged and awarded and the pupil should be told that a reward will be/has been entered ▪ At the end of the lesson teachers and pupils should ensure the classroom is tidy and clean – rubbish in the bin, equipment put away correctly, books collected and stacked neatly where they should be.
End of the Day Form time Period 9	<ul style="list-style-type: none"> ▪ Form time activities should be ready and displayed on the board for pupils ▪ For assembly, pupils should place their belongings on their desk prior, line up and be led by the form tutor in single file quietly to the assembly venue ▪ Pupils should tidy up their room before dismissal ▪ Pupils can visit their lockers at 13.45 to collect their belongings and come back to their form room ▪ Those pupils who have ECA's should be directed to their room at 13.45 ▪ For dismissal, pupils should line up with their abayas and shayla on, bag packed, and be led down to the sports hall by the form tutor ▪ Pupils who have not been picked up should follow their form tutor to the canteen where the security will supervise
ECA's	<ul style="list-style-type: none"> ▪ Pupils should be at their ECA venue on time ▪ Pupils should actively participate and engage with their ECA ▪ Pupils should leave the venue tidy and clean at the end of the ECA ▪ Pupils should be accompanied to the dismissal point by their ECA teacher and should leave promptly

Equipment List

Pupils should have the following equipment to support their learning everyday:

Pencil case with all relevant stationary, including white board pens, green and purple pens, fx-99 series Casio calculator, mini whiteboards.

Positive Discipline

The emphasis of positive discipline is on reward to reinforce and promote positive behaviour. Rewards have a motivational effect, helping pupils to see that good behaviour is rewarded. The most common reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as by particularly noteworthy achievements. Praise can take the form of phone calls to parents, Class Dojo messages, emails and praise postcards sent home to parents. The reward system should allow parents to be informed of the reward received by their child and enlist parental support in the positive reinforcement process.

Rewards take the form of:

- Star of the Week (Primary)
- Rewards on iSAMS
- End of term awards (subject specific and for Shirburnian of the term)
- End of Year Awards at the end of year Commemoration Ceremony (attainment, progress, effort and school citizen)
- Headteachers Award

Rewards on ISAMS

Rewards are awarded for significant achievements. Their purpose is to celebrate and reward positive behaviour and efforts and build self-esteem.

Rewards can be awarded for achievement in lessons and / or for contributions to extra-curricular activities etc.

Rewards should also be recorded on iSAMS. They will be monitored by form tutors who will complete a rewards chart showing the total number of rewards awarded to each pupil in the form. These should be updated every week.

Each form tutor and Head of Year will display a poster each week on the form and year group notice board showing the cumulative rewards achieved by the form group in the previous week.

Student House Leaders/Prefects/Class monitors will also monitor the progress of pupils in their houses and they give names to the Houses Leaders to prepare certificates for presentation.

All merits contribute to the Inter House Cup, which runs throughout the year and incorporates all the house competitions. The Inter House Cup is presented at the Commemoration ceremony and the winning house is recorded on the House Cup Honours Board.

The certificate levels are:

Bronze certificates	50 Rewards	Certificate presentation in assembly
Silver certificates	100 Rewards	Rewards Breakfast occurs termly
Gold certificates	150 Rewards	Reward Trip occurs termly
Platinum certificates	200 Rewards	Reward Prize Drawer occurs at the end of the year
Diamond certificates	300+ Rewards	Reward plaque occurs at the end of the year

Criteria for awarding Rewards on iSAMS:

One reward should be awarded at a time. Those achieving or contributing significantly more can earn two (e.g. raising staff help in an emergency), and, exceptionally, three (e.g. honesty – handing in lost money), etc.

iSAMS can be awarded according to the Shirburnian Value that has been demonstrated. Examples include:

- a. **Teamwork** - A good, consistent standard of work / involvement/ participation in group work over several lessons or weeks
- b. **Respect** - A very good single piece of work / performance / contribution
- c. **Honesty**-Handing in lost money
- d. **Kindness** – Supporting a friend during lesson/break time
- e. **Perseverance** - A significant improvement in standards of work.
- f. **Responsibility** – Going above and beyond usual expectations

The success of the system depends on the sensible and even-handed award of merits by all staff.

The accumulation of Values Reminders (see below) will have a negative impact on the number of Rewards a pupil achieves, as an aggregate total will be calculated. E.g. a pupil who has 5 Rewards and 2 Values Reminders will have a total of 3 Rewards.

Behavioural Expectations

We recognise that there are occasions when there is a need for Values Reminders to register disapproval of pupils not following the ethos of Be A Shirburnian as well as to ensure safety and stability in the school. Some forms of severe behaviour or disruption must always be dealt with promptly. It must be made clear what change in behaviour is required and a Values Reminder must only be applied to those directly involved in the unacceptable behaviour. The unacceptable behaviour should be the element on which attention is focused and the pupil spoken to in a calm manner (not shouting).

Values Reminders will serve as a means of tracking pupil behaviour across the school both in and out of lessons. A Reflection may be issued which can take place at lunchtime for a duration of 15 minutes maximum, or a 30-minute Reflection conducted by the Head of Department or Head of Year once parents have been informed by a phone call. If the actions are deemed more serious, the pupil may be issued an 30-minute Reflection afterschool which will be conducted by the Head of Year, or a 45-minute Reflection afterschool conducted by the Deputy Head.

The accumulation of Values Reminders will have a negative impact on the number of Rewards a pupil achieves, as an aggregate total will be calculated. E.g. a pupil who has 5 Rewards and 2 Values Reminders will have a total of 3 Rewards.

When considering any behaviour concern or incident, the school follows a level of response and responsibility framework as outlined below. The safety of all pupils and school community being the highest priority when considered any required intervention and/or response. The school reserves the right to consider an appropriate level entry point and response from level 1 to 3. Dependent upon the severity of the behaviour concern and/or incident, any response from level 1 to 3 may be considered and implemented without a staged approach being applied.

N.B. Please note that this framework is not exhaustive and will require teacher judgment as to a suitable response and resolution to a concern or incident, with pupil safety and wellbeing being the main consideration and priority.

Qatar's Cybercrime Law

Pupils must use their school approved devices in a safe and responsible manner, both in and out of school. Any use of prohibited or unauthorised devices will be dealt with by the procedures outlined in the school's policies. This includes the use of devices to take photos or record videos within school.

Pupils must not take photos or videos or recordings of other students or staff. Pupils should not contact staff by using the staff's personal phone number, unless given specific permission to do so, e.g. on an overnight field trip. Pupils, parents and staff should not be communicating using any social media or other unofficial means of

communication. Official communication is defined as: Class Dojo, school phone numbers and school email addresses.

Breaches of these rules are not only a serious matter under the school's policies, but could also breach Qatari legislation such as the Qatar Cybercrime Law which defines illegal activities, which includes the following:

- To violate any social values or principles, or publish news, pictures, audio or video recordings related to the personal or family life of individuals – even if it is true (penalty: up to a year in prison and/or a maximum fine of QR100,000);
- To libel or slander another person online or by using IT equipment (penalty: up to a year in prison and/or a maximum fine of QR100,000).

Any reported actions which are in contravention of Qatari legislation, may be reported to the relevant authorities. SQSFG cannot be held responsible for the reporting of incidents involving pupils or staff, to the legal authorities, by any third parties.

Truancy

As part of our safeguarding procedures, the register is taken within 5 minutes of each lesson starting. Any cases of pupils that are identified as being present in school but not present in the current lesson need to be followed up to ensure the safety of the pupil as the first concern as well as the academic effects resulting from missed learning.

If a pupil is identified as not being present in class, but is present in school the class teacher should:

- Check staff email in case of notification/explanation from any member of staff (e.g. the previous lesson's teacher, school nurse)
- Check the *Out Of School* tab on iSAMS in case of early leave from school
- If there is still no explanation for the missing pupil, an email should be sent to Secondary staff email group. The email should include: Full name of Pupil, Room number. If the pupil arrives, a follow up email should be sent to confirm and follow up by the class teacher according to the table below.
- The email will alert these persons to locate the missing pupil and either return her to your class, or let you know the reason why she won't be returning to class.
- Follow up to truancy will be according to the actions in the table below.
- Staff who are available to check for the missing pupil includes middle leaders not teaching at the time, teaching staff not teaching at the time, site team including security. Staff should check the following locations (this is not an

exhaustive list): Toilets, empty classrooms, canteen, astro, music area, storage rooms/cupboards.

- Once truancy from lesson is confirmed, this should be reported to the Head of Year. Parents should be informed and pupils should receive a Values Reminder and a Reflection at lunch time. Repeated truancy as tracked by the Head of Year will result in the pupil having a Values Reminder Action Plan issued.

Bag, locker, pupil search protocol

If a pupil is suspected of prohibited items in school which can include; mobile phone, unauthorised device, food, drink or any other item deemed prohibited by the school management (including dangerous and illegal items) in school, the school has the right to search the pupil's bag and locker and anywhere else where the pupil may have stored their possessions.

Pupils and parents should be aware that bag and locker searches will take place throughout the school year whenever it is deemed necessary by the school SLT and that this is not solely dependent upon suspicion of unauthorised items being in the pupil's possession. The school has the right to use an electronic scanner to scan pupils and their bags

The pupil may or may not be present at the time of searching by two members of staff. Confiscated items will be labelled and stored in a safe place and returned to the pupil at the end of the school day once the adult has come to collect her if the item is not deemed dangerous. If the item is a mobile phone, unauthorised device or other dangerous or illegal items, they will not be returned to the pupil, the parent must attend a meeting in school with the HOY or SLT and further sanctions as per the behaviour policy may be issued.

In the instance where a pupil needs to be searched, this will be due to the safety of all pupils and school community being the highest priority. This is also the highest priority when any searches need to be carried out and the required intervention and/or response is deemed necessary. Two members of staff will be present and the search will be carried out in an area out of view of other pupils and staff where possible. The school will notify the parents in the instance of a pupil search having taken place.

Actions not in keeping with Be a Shirburnian

Pupils are expected to speak in English at all times as the common language, except in designated Arabic medium lessons and activities.

Level 1 Actions	During Lessons <small>responsibility with Class teacher supported by Head of Department</small>	Around School <small>responsibility with Form tutor to monitor supported by Head of Year</small>																
<ul style="list-style-type: none"> Late to lessons Bad language Lying (in minor cases) Not following the Learning Modes Repeated failure to complete set work to an appropriate standard (including homework) Not following instructions or paying attention Repeatedly not bringing in the correct equipment Repeated interference with the work of other pupils Interrupting teaching and learning Inappropriate use of locker at incorrect time Misuse of device Misbehaviour around school including corridors, locker area, stairs, canteen Minor damage to school/others property 	<p>Class teacher will remind pupils of Being A Shirburnian and follow the Values Reminder steps.</p> <p>The class teacher should contact home via email or phone call if this occurs for a second time.</p> <table border="1" data-bbox="730 792 1272 1133"> <tr> <td>RETHINK</td> <td>First warning</td> </tr> <tr> <td>REDIRECTION</td> <td>Second warning</td> </tr> <tr> <td>REMINDER</td> <td>Values Reminder – Logged on iSAMS</td> </tr> <tr> <td>REFELCTION*</td> <td>Logged on iSAMS maximum 15 mins at lunchtime</td> </tr> </table> <p>Pupil must attend the Reflection with the class teacher at lunchtime.</p> <p><small>*If needed the pupil will be removed from the lesson and placed in a different classroom for the rest of the lesson</small></p>	RETHINK	First warning	REDIRECTION	Second warning	REMINDER	Values Reminder – Logged on iSAMS	REFELCTION*	Logged on iSAMS maximum 15 mins at lunchtime	<p>Witnessing staff will remind pupils of Being A Shirburnian and will follow the Values Reminder steps. If a Reflection is needed an email should be sent to the form tutor and Head of Year once issued.</p> <p>The form teacher should contact home via email or phone call if this occurs for a second time.</p> <table border="1" data-bbox="1302 881 1871 1222"> <tr> <td>RETHINK</td> <td>First warning</td> </tr> <tr> <td>REDIRECTION</td> <td>Second warning</td> </tr> <tr> <td>REMINDER</td> <td>Values Reminder – Logged on iSAMS</td> </tr> <tr> <td>REFELCTION*</td> <td>Logged on iSAMS maximum 15 mins at lunchtime</td> </tr> </table> <p>Pupil must attend the Reflection with the Head of Year at lunchtime. <small>*If needed the pupil will be asked to see the Head of Year</small></p>	RETHINK	First warning	REDIRECTION	Second warning	REMINDER	Values Reminder – Logged on iSAMS	REFELCTION*	Logged on iSAMS maximum 15 mins at lunchtime
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REFELCTION*	Logged on iSAMS maximum 15 mins at lunchtime																	

Level 2 Actions – Responsibility with Head of Department/Head of Year

<ul style="list-style-type: none"> • Repeated level 1 behaviour causing increasing concern • Continued breach of School Values / expectations • Lying – more serious cases • Growing concern of disrespectful attitude or behaviour towards staff • damage to school/other's property/graffiti • unkindness towards others or behaviour seen as intimidating/threatening behaviour towards others including online • continued uniform violation • excessively physical behaviour • risk of harm to self or others • Petty theft • Truancy from lesson 	<p>Level 1 behaviour repeated in lessons The class teacher has conducted two Reflections logged on iSAMS but there is increasing concern regarding repeated breaches, the class teacher should refer to Head of Department.</p> <p>The Head of Department will:</p> <ul style="list-style-type: none"> • aim to meet the pupil before the end of the next working day and record the meeting notes on iSAMS • contact parents and notify them of action being taken • Reflection with the HOD for the next day 15 mins maximum at lunchtime • Parents must attend a meeting with HOD if necessary. • All details should be logged on iSAMS <p>If there are other issues that have been identified by the pupil for example other pupils' involvement or teachers involvement, the HOD should:</p> <ul style="list-style-type: none"> • Take statements from the concerned pupil, witnesses and staff involved before the end of the next working day. • Contact parents involved, on the same day of the incident to notify them that an incident is currently being investigated • Conclude the investigation within two working days and take the appropriate action. 	<p>Level 1 behaviour repeated around school The HOY will investigate to identify patterns and trends.</p> <p>Other Level 2 actions occurring in lessons or around school -</p> <p>Should be referred to the Head of Year immediately by witnessing staff and then logged on iSAMS (and CPOMS if safeguarding).</p> <p>The Head of Year will:</p> <ul style="list-style-type: none"> • Reflection with the HOY for the next day 15 mins maximum at lunchtime as required • Take statements from the concerned pupil, witnesses and staff involved before the end of the next working day. • Contact parents involved, on the same day of the incident to notify them that an incident is currently being investigated • Conclude the investigation within two working days and take the appropriate action. • If the investigation is likely to take longer than 2 days the Deputy Head should be informed. • Parents to be notified of action taken • Parents must attend a meeting if necessary. • All details should be logged on iSAMS
	<p>Incidents will be investigated and appropriate action will be taken.</p> <ul style="list-style-type: none"> • This may include: • Written or verbal apology • Reconciliation meeting with pupil or staff involved • Reflection 30 minutes lunchtime / Reflection 30 minutes after school • Parental meeting to discuss incident/concerns • Pupil placed on a Values Reminder Action Plan for a specified period of time (report card) • Verbal warning issued by Head of Year (recorded via email/letter and logged on iSAMS) 	

	<ul style="list-style-type: none"> • Referral to the School Counsellor and/or Learning Support <p>*For repeated occurrences see table below- Managing Values Reminders</p>
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Level 3 Actions – Responsibility with Head of Year and Deputy Head of School

<ul style="list-style-type: none"> • Repeated level 1 or 2 behaviour • Physical fighting • Physical bullying of other pupils including cyberbullying • Racist/sexist language and/or behaviour directed towards others • Bad language directly towards teachers • Physical assault of pupil or staff • Theft of items belonging to others or the school • Taking photos/videos of pupils or staff on an electronic device • Continued/serious disruption of teaching and learning • Repeated pattern of truancy from lessons • Truancy from school • Possession of any seriously offensive or harmful material either written or visual • Any action that could endanger the safety of themselves or others including staff • Any action or behaviour that negatively impacts the reputation of the school • Serious theft • Possession of prohibited items (drugs, alcohol, cigarettes, weapon, mobile phone, other electronic devices) • Engaging in any illegal activity as defined by Qatari law including cybercrime. 	<p>If Level 1 or 2 behaviour has been repeated – this should be referred to the Head of Department/Head of Year (as appropriate) and action taken as above all logged on iSAMS. Head of Year will collate information to analyse patterns</p> <p>*For repeated occurrences see table below - Managing Values Reminders</p> <p>Other Level 3 actions in lessons or around school- Should be referred to the Head of Year immediately by witnessing staff and then logged on iSAMS (and CPOMS if safeguarding).</p> <p>The Head of Year will investigate the incident as above and take action as appropriate or report the findings to the Deputy Head for further action.</p> <p>This may include actions listed above in Level 2 in conjunction with:</p> <ul style="list-style-type: none"> • Immediate temporary isolation for safeguarding of pupil concerned and others • Parent meeting • Internal Reflection – Half day at school • Internal Reflection – Whole day at school • Reflection at home (number of days at discretion of Deputy Head approved) • Written Warning letter issued up to a maximum of three. • Written warning letter one – issued by Head of Year • Written warning letter two – Issued by Deputy Head • Written warning letter three – issued by Deputy Head. This letter will include the fact that this is the final warning and the pupil’s school place will be revoked if another incident occurs). • Fourth and final letter of School Decision - Issued by the headmistress - informing parents that the pupil’s school place has been revoked and the pupil will not be allowed to register at the SQSFG for the next academic year).
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	<p><i>Any Level 3 incident that is deemed extremely serious may be dealt with at the discretion of the Headmistress and may result in immediate expulsion from the school.</i></p>
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Repeated actions- Managing Values Reminders

Pupil behaviour will be tracked by the number of Values Reminders issued and the reasons will be closely monitored by the form tutor and Head of Year. The steps outlined below are for escalating levels of behaviour where repeated intervention has not produced any significant impact. The school reserves the right to consider an appropriate level entry point and response as outlined above.

Behaviour patterns will be noted and discussed with the pupil. Discussions may involve parents and the School Counsellor, Learning Support, as well as the Deputy Head and Headmistress. All discussions will be restorative and reconciliatory in their approach and will aim to support all our pupils in being able to represent and uphold the Shirburnian Values. Advice, guidance and support will be offered to pupils to help reform behaviour.

Level of Behaviour	Action taken	Responsibility	Next steps
<p>Values Reminders reach 20</p>	<p>Values Reminder Action Plan 1 (report card) which will be in place for 2 weeks.</p> <p>Parents must be informed via phone call and confirmed by iSAMS email</p> <p>The action plan should have clearly defined targets for the pupil to achieve in each lesson and around school.</p>	<p>Form tutor</p> <ul style="list-style-type: none"> • Issue VRAP 1 • Monitor daily with pupil • Review with pupil if targets are not being met to find out why • Inform parents of next steps 	<p>Targets are met and behaviour has not escalated – no further action. Parents informed.</p> <p>Behaviour concerns are repeated and escalating with further Values Reminders being issued – HOY and Parents informed</p>

<p>Increasing behaviour concerns whilst on Action Plan and increased no of Values Reminders</p>	<p>Parents must be asked to attend a meeting with the form tutor and Head of Year.</p> <p>Form Tutor will issue a Values Reminder Action Plan 2 to remain in place for a further 2 weeks.</p> <p>Parents will be informed that if their daughter doesn't meet the targets of her report during the 2 weeks she may need to continue to the next report.</p> <p>Meeting notes logged on iSAMS and email confirmation to parents of meeting held.</p>	<p>Form tutor and Head of Year</p> <ul style="list-style-type: none"> • Parent meeting held, logged on iSAMS with parental communication log completed • Form tutor to issue VRAP 2 issued (2 Weeks) • Form tutor to monitor daily and review with pupil • Inform parents of next steps 	<p>Targets are met and behaviour has not escalated – no further action, parents informed</p> <p>Behaviour concerns are repeated and escalating with further Values Reminders being issued.</p>
<p>Action plan has been in place for 4 weeks in total and behaviour is escalating.</p>	<p>Head of Year will issue a Values Reminder Action Plan 3 to remain in place for 4 weeks.</p> <p>At the start of the 4-week report, parents must be asked to attend a meeting with the Head of Year.</p> <p>Possible referral to School Counsellor and/or Learning Support</p> <p>Pupil will not be permitted to represent the school in any events.</p> <p>Parents will be informed that if their daughter's behaviour continues to escalate with no improvement during this</p>	<p>Head of Year</p> <ul style="list-style-type: none"> • Meet parents • Possible referral to school counsellor and/or learning support • Head of Year Report issued VRAP 3 • Monitor pupil and meet daily or weekly as required to follow up with concerns noted by teachers • Concerns to be relayed to parents by phone call 	<p>Targets are met and behaviour has not escalated – no further action, parents informed</p> <p>Behaviour concerns are repeated and further Values Reminders are being added.</p> <p>Pupil has now been monitored for 8 weeks in total without improvement.</p> <p>First Warning to be issued.</p>

	report, she will be issued with a first warning letter by the Head of Year.	<p>followed up by iSAMS email</p> <ul style="list-style-type: none"> Escalation of behaviour monitored as well as improvements 	
Pupil has now been monitored for 8 weeks in total without improvement therefore First Warning to be issued.	<p>Parent Meeting with Head of Year - First warning letter issued</p> <p>Possible referral to School Counsellor and/or Learning Support</p> <p>Second Values Reminder Action Plan 4 issued by Head of Year to remain in place for a further 4 weeks including a meeting with School Counsellor to be logged on iSAMS.</p> <p>Pupil may have a 30-minute Reflection after school to serve as an opportunity to discuss concerns in detail with Head of Year</p> <p>Pupil will not be permitted to represent the school in any events or take part in any trips.</p> <p>Parents informed that a second warning letter may be issued if their daughter's behaviour continues to escalate and she is not responsive to intervention.</p>	<p>Head of Year –</p> <ul style="list-style-type: none"> Meet parents First written warning letter issued Further VRAP 4 agreed with parents and pupil 30 minute after school reflection Monitor pupils behaviour over 4 weeks, meeting daily/weekly as needed. Parents informed of behaviour concerns during this time that could result further intervention via this policy <p>School Counsellor –</p>	<p>Targets are met and behaviour has not escalated – no further action, parents informed</p> <p>Behaviour concerns are repeated and further Values Reminders are being added.</p> <p>Pupil has now been monitored for 12 weeks in total without improvement.</p> <p>Movement to Deputy Head report</p>

		<ul style="list-style-type: none"> • Pupil to meet School Counsellor minimum 1 session 	
<p>Behaviour has been monitored for 12 weeks in total with a First warning already issued.</p> <p>Deputy Head to monitor behaviour</p>	<p>Parent Meeting with Head of Year and Deputy Head</p> <p>Parents informed of a further a 4 week monitoring plan will be in place Values Reminder Action Plan 5 issued by Deputy Head to remain in place for 4 weeks including a meeting with School Counsellor.</p> <p>School Counsellor will meet the pupil once per week to discuss strategies to support pupil to reform behaviour. Meeting notes logged on iSAMS.</p> <p>Pupil will also attend a 30 minute after school Reflection with the Deputy Head as an opportunity to discuss the pupils behaviour</p> <p>Pupil will not be permitted to represent the school in any events or take part in any trips.</p>	<p>Deputy Head-</p> <ul style="list-style-type: none"> • Meet parents • Further VRAP 5 agreed with parents and pupil • 30 minute after school reflection • Monitor pupils behaviour over 4 weeks, meeting daily/weekly as needed. • Parents informed of behaviour concerns during this time will result in a second written warning letter issued 	<p>Targets are met and behaviour has not escalated – no further action, parents informed</p> <p>Behaviour concerns are repeated and further Values Reminders are being added.</p> <p>Pupil has now been monitored for 16 weeks in total without improvement.</p> <p>Second Warning letter from the Deputy Head will be issued and further monitoring of behaviour will take place</p>

	Parents will be informed that if behaviour escalates a Second warning letter issued by the Deputy Head.		
Behaviour has been monitored for 16 weeks in total with a First warning already issued. Deputy Head to issue the second warning letter	<p>Parent Meeting with Deputy Head and second warning letter issued</p> <p>Parents must be informed that a third warning letter may be issued if their daughter does not meet the targets of her Values Reminder Action Plan 6. This warning letter will state that their daughter’s school place will be revoked and they will not be allowed to register her for the next academic year if the behaviour escalates further.</p> <p>Second Values Reminder Action Plan 6 issued by Deputy Head to remain in place for 2 weeks including a weekly meeting with School Counsellor.</p> <p>School Counsellor will meet the pupil once per week to discuss strategies and techniques to reform behaviour and attitude to meet the targets of the action plan with meeting notes logged on iSAMS.</p> <p>Pupil will also attend a 30 minute after school Reflection with the Deputy Head as</p>	<p>Deputy Head-</p> <ul style="list-style-type: none"> • Meet parents • Further VRAP 6 agreed with parents and pupil • 30 minute after school reflection • Monitor pupils behaviour over 2 weeks, meeting daily/weekly as needed. • Parents informed of behaviour concerns during this time will result in a third written warning letter issued 	<p>Targets are met and behaviour has not escalated – no further action, parents informed</p> <p>Behaviour concerns are repeated and further Values Reminders are being added.</p> <p>Pupil has now been monitored for 18 weeks in total without improvement.</p> <p>Third Warning letter from the Deputy Head will be issued and further monitoring of behaviour will take place . any further infringement will result in the pupil’s school place being revoked.</p>

	<p>an opportunity to discuss the pupils behaviour</p> <p>Pupil will not be permitted to represent the school in any events or take part in any trips.</p>		
<p>Fourth and Final Warning letter issued by Headmistress</p> <p>Pupils' school place revoked – registration for the next academic year will not be permitted.</p>			

Mobile phones and devices

- Pupils should not bring electrical goods or other expensive items to school other than their Microsoft Surface Devices.
- Mobile phones are not permitted in school. This is for all pupils from Nursery to Year 12. Pupils who have mobile devices for medical reasons will have permission to have their device near their person, to be used for medical purposes only.
- Inappropriate use of a mobile phone or any other device may be referred directly to the Deputy Head or Headmistress, depending on the seriousness and nature of the incident and will be dealt with at their discretion within the procedures outlined in this policy.
- If a pupil is found to have a mobile phone in school the following steps will be taken:

First Occasion		
Mobile Phone Confiscated by witnessing teacher and handed to Head of Year	<ul style="list-style-type: none"> • Head of Year to send email to parents – Verbal Warning 1 issued via email • Parents called by Head of Year to make them aware of the incident and the verbal warning 	<ul style="list-style-type: none"> • Mobile phone returned to adult collecting pupil at the end of the school day • Logged on iSAMS by Head of Year
Second Occasion		
Mobile Phone Confiscated by witnessing teacher and handed to Head of Year	<ul style="list-style-type: none"> • Head of Year to phone parent the same day for a meeting request 	<ul style="list-style-type: none"> • Parent must attend meeting in school with the Head of Year to sign a first written warning letter and the mobile phone returned to the parents. • Logged on iSAMS by Head of Year
Third Occasion		
Mobile Phone Confiscated by witnessing teacher and handed to Head of Year	<ul style="list-style-type: none"> • Head of Year to phone parent the same day for a meeting request 	<ul style="list-style-type: none"> • Pupil will be placed on a Values Reminder Action Plan. • Parents must attend a meeting in school with the Head of Year and School Counsellor • Parents must sign the Values Reminder Action Plan • Parents must sign a second written warning letter. This letter will state

		<p>that this is the last chance of reflection being offered to the pupil and further incidents will result in a final warning letter.</p> <ul style="list-style-type: none"> • The mobile phone will then be returned to the parents. • Logged on iSAMS by Head of Year
Fourth Occasion		
<p>Mobile Phone Confiscated by witnessing teacher and handed to Head of Year</p>	<ul style="list-style-type: none"> • Deputy Head to contact parent for a meeting the same day 	<ul style="list-style-type: none"> • A third and final warning letter will be issued which states the pupils school place will be revoked and re-registration cannot take place for the next academic year. • Parents must sign the third and final warning letter. • The mobile phone will then be returned to the parents. • Logged on iSAMS by Head of Year

Unauthorised, dangerous or illegal items (Level 3):

- MP3s and other such devices are not permitted in school.
- Ear pods/Headphones are permitted at teacher discretion when connected to a school approved device
- All school approved devices are brought at the pupils' risk and are not insured by the school. Pupils must be made aware of this by all staff.
- If a pupil is suspected of having mobile phone or any other unauthorised device, or other dangerous or illegal items in school, the school has the right to search the pupil's bag and locker and anywhere else where the pupil may have stored their possessions. The pupil may or may not be present at the time of searching by two members of staff.
- The school has the right to use an electronic scanner to scan the pupils and their bags. In cases of safeguarding where a physical search of a pupil needs to take place, parents will be notified and there will be at least 2 members of staff present.

Healthy Eating:

- Pupils must follow the Healthy Eating Policy which includes prohibited food and drinks that pupils cannot bring to school, as well as advice on what types of healthy food to bring and healthy eating habits.
- To encourage healthier food choices and reduce the consumption of sugary items, we strictly prohibit sweets, chocolate, fizzy drinks, lollypops, chewing gum and energy drinks on the school premises. It is advisable to avoid foods such as

Cheetos and Takis as they are of little nutritional benefit. We are a nut aware school, therefore, to safeguard our pupils and staff who may have allergies, no nuts or nut products are permitted in school.

- We encourage parents to provide alternative, nutritious snacks for their children. Talabat (or any other food delivery company) orders are not permitted, and parents sending food to school if their daughter has forgotten food, should not be sending Talabat orders. Fast food/takeaway food like McDonalds, Pizza Hut, KFC, Doughnuts, are not permitted and drivers will be asked to take the food items back. (please see Heath Eating Policy for further details).
- If pupils are found with prohibited food items they will be confiscated and will not be returned to the pupil. Parents may be informed to come and collect the food items immediately other wise they will be disposed of.

