



Satit Prasarnmit International Programme

Online Behaviour Policy (updated)

Discipline Procedures

This document is to highlight new procedures that all staff members, subject teachers, tutors, administration and management should follow whilst working online. The main focus of this document is the Behaviour Policy, and how we can't be rigid with its implementation. Whilst online we have to be adaptable to the current situation, and therefore need to be more flexible with our policies.

New Demerits to be added to Schoolbase

Suggested Demerits Whilst online
Level 1 <ul style="list-style-type: none">• Unresponsive when asked a question (3 times)• Refusing to switch on camera (3 Strikes)• Not appearing on camera (3 Strikes)• Entering a Google Meet link before a teacher is present (3 times)
Level 2 <ul style="list-style-type: none">• Not completing an online activity (ample warning)• Students do not contribute or participate during group activities.
Level 3 <ul style="list-style-type: none">• Leaving class without permission, and not making contact with the teacher to excuse themselves (possible acceptable reasons being; internet went down).

Investigating Demerits for serious offences

In some situations demerits can't be administered immediately, as we have to consider the home environment of the students nor do we have direct access to the students as they are not onsite. Logically, we have to first assess as a school whether there are mitigating circumstances that we are unaware of whilst students are not onsite.

Therefore, due to the nature of online, and not having easy access to students. The subject teacher should try to investigate with the student/s, but if they can't get hold of the student/s.



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This would mean that the teacher would use the support network outlined in *Figure 1.1 Reporting Behaviour and supported by Point 2.*

2.SSWI: Report repeated behaviour to the student's Class Tutor who can speak with the student and report repeated offences to their Key Stage Leader.

It is the responsibility of a Tutor to speak with a student directly and inform their Key stage leader when a subject teacher raises a recurring issue. This act will reduce waiting time to deal with the infringement, and also create the support network that is vital in ensuring students know that we support the school's policies.

During this investigation the member of staff must attempt to analyse the situation, and circumstances leading up to the misbehaviour. The investigating staff member must then consult with the student, and advise them of the action of the school, and also inform the student of how to make improvements. The following actions can take place:

- The investigating staff member administers the demerit or advises the other staff member to put on the demerit.
- Consult with the SSW team and the subject teacher about the demerit, and whether it should stand if mitigating circumstances are present.
- Refer the issue to the SSW team to investigate, if the issue warrants further investigation due to a student's physical, social or mental wellbeing.

Behaviour Meetings

As detentions can't be administered whilst online, therefore it is suggested that students must be counselled by the Student Support and Well-Being Team in a Behaviour Meeting. These sessions or Behaviour Meetings can take place during the following times:

- Friday afternoon Tutor Time (13:00-13:30)
- Break Time (10:00-10:15)
- Lunch Time (12:30-13:00)
- SSD (Sixth Form assigned appointments)

All sessions will be scheduled using Schoolbase. Students and teachers will receive emails about the scheduled meeting. The SSW Team should discuss the students' behaviour and actions. During these sessions the SSW Team should start a dialogue and carry out the following.



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- Attempt to find out why the student is persistently misbehaving, or carrying out the infringement.
- Discuss their current home situation to attempt to find out if they have any home concerns which is distracting them from learning (refer major issues to the School Counselor)
- Set targets and goals about the appropriate behaviour (pass information onto teachers about what those goals might be).
- Discuss with the students the best course of action during online learning, and how to avoid further sanctions.
- Discuss if the demerits are a common trend such as; teaching styles, stress, exhaustion etc
- Personal issues which are affecting the student's physical, mental or social wellbeing.

After the session, the SSW Team member should minute the discussion, pass targets and goals onto the teaching staff and report any issues to the student's Tutors, Teachers and SLT.

These sessions can be group sessions, if the behaviour pattern is the same, or the students have attained the same Level of Demerit. However, this is not always advised as students may need this opportunity to discuss personal issues.

The parents need to be informed of these behaviour meetings via email. Furthermore, with guidance from SLT they should also know of the meeting's outcome.

Finally, the notes taken of the session using the [Behaviour Meeting Discussion](#) document, and then stored under the students name for later referral, or evidence.

Behaviour Meetings		
Stage	Length of Meeting	Host Staff Member
Stage 1: 5 Demerits	5 Minutes	Student's Tutor
Stage 2: 10 Demerits	5 Minutes	Key Stage Leader



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<i>Stage 3: 15 Demerits</i>	10 Minutes	Key Stage Leader
<i>Stage 4: 20 Demerits</i>	15 Minutes	School Counselor

Instant Behaviour Meetings		
<i>Level 3 Demerits</i>	5 Minutes	Key Stage Leader
<i>Level 4 Demerits</i>	10 Minutes	Key Stage Leader
<i>Level 5 Demerits</i>	15 Minutes	School Counselor