Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

Positive Behaviour Policy

Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence, whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and dare to make mistakes.

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and improving.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard.

Introduction

Maria International chooses to take a positive approach towards teaching, learning and behaviour. It is well documented that students, staff and the whole school community thrives when working in an environment where standards and expectations for behaviour are high and positive attitudes are the norm. However, this is compromised when behaviour and attitudes are incompatible or inconsistent with the school's values and expectations.

At Maria International, we encourage high standards of behaviour and positive attitudes through the promotion of shared values, expectations and respect combined with self-discipline and an empathetic and educational approach rather than regularly imposed authoritative punishments.

However, this doesn't mean that Maria International has no sanctions for misbehaviour or not following the school rules, values and expectations set. Rather, students are taught to have high standards of behaviour, politeness and consideration and these are modelled by the staff at Maria International as well. Our aim is to use positive reinforcement when possible and to ensure that the positive praise outweighs the negative admonishments.
Maria International believes that it is important for a child to feel good about themselves and feel supported and cared for in order for them to best access their learning.

This Positive Behaviour Policy outlines the practices used at Maria International to meet the high standards and expectations and also the disciplinary procedures we use when necessary. This policy should be used in consideration with other school policies and key documents such as:

- Maria International Mission, Values and Vision
- Maria International Anti-Bullying Policy
- Maria International Staff Handbook
- Maria International Student Handbook
- Maria International Complaints and Concerns Policy
- Maria International Terms and Conditions

Aims

Maria International aims to:

- Promote high standards of behaviour for all the Maria International community members in order to create an atmosphere where all feel encouraged, motivated and cared for
- Ensure that the environment in school is one in which students, staff and visitors feel safe, secure and respected, and an environment where effective learning can take place and is seen as important
- Develop a moral framework for our staff and students to operate within which puts an emphasis on integrity, empathy, responsibility, initiative and mutual respect
- Enable all to develop a positive sense of self-worth, self-respect, as well as respect and tolerance for others.
- Develop a deep understanding of the English, Romanian and other foreign languages
- Develop an intercultural understanding and respect for by recognising, learning and celebrating the different ethnic, religious, cultural and linguistic diversity that is in the Maria International community and throughout the world.
- Encourage all to try their best, which will be different for every person, in all of school and life's aspects and to not negatively compare with others.

In order to reach and maintain these aims Maria International relies on the cooperation of all members of the Maria International community, a clear code of conduct that staff, students and

parents/guardians have to follow and model. Our expectations for the managing and maintaining of positive behaviour are framed by the following principles:

- The purpose of sanctions that are carried out are to require an element of reflection and understanding of the impact of inappropriate behaviour or attitudes with a view to ensuring that a repeat of the offence is unlikely
- The offender must understand why they are being disciplined and what for
- The disciplinary procedures to be carried out must be done so as quickly as possible after the offence
- The disciplinary procedure should be appropriate to the offence
- Staff, using their professional judgement, discretion and experience, should utilise a broad range of behaviour-management and classroom management strategies as possible, as appropriate to the age and circumstances of the students being taught.
- Authoritarian, corporal and militaristic methods of behaviour management, sanctions and disciplinary procedures are explicitly banned from Maria International and are not seen as acceptable under any circumstances
- Humiliating punishments must never be used at Maria International
- Sanctions should always be given and taken respectfully and calmly
- Any appeals about the sanctions to be issued should be discussed in private and not disrupt the learning or work of others

Conduct and Expectations

At Maria International we expect all members of the Maria International community to share a collective responsibility for the promotion of values and positive behaviour expected by Maria International.

Maria International Staff

We expect that all Maria International staff:

- Have high expectations of student achievement, attendance, behaviour and challenge them when necessary
- Actively model the type of acceptable behaviour and attitude in all settings
- Always be alert to signs of bullying, abuse, and discrimination. Dealing swiftly and firmly with such issues
- Deal sensitively with children who are in, or showing signs of, distress by empathetic listening to them and dealing with any incidents appropriately
- Actively build and maintain positive relationships with other staff, students, parents/guardians and the wider Maria International community
- Recognise student achievements regardless of the nature of degree of these achievements

- Provide opportunities for growth and demonstration of their responsibility and other positive attitudes and behaviours
- Maintain a professional approach to conversations involving students, staff, parents/guardians and the wider Maria International community

Maria International Students

Maria International students and prospective students are expected to:

- Be respectful to others and their property
- Honest
- Caring, empathetic and kind
- Helpful
- Sensible and safe
- Hard-working
- Tolerant of others despite their similarities and differences
- Proud to be a member of the Maria International community

In order to meet these expectations and also the values of Maria International, students are encouraged to:

- Conduct themselves in a manner that is safe, sensible and with regard for others and the space they are in
- Be polite, courteous and well-behaved at all times
- Treat others the way they wish to be positively treated themselves, including showing and expecting mutual respect
- Follow the Maria International values and school rules
- Accept responsibility for their own words and actions
- Try their best at all times
- Participate in lessons, assemblies, work, homework and other activities
- Take opportunities presented to them to educate and promote the academics, and diversity of themselves and others
- Foster a sense of pride in the Maria International community and acknowledge the achievements of those in the Maria International community
- Look after and be responsible for their own belongings and school property. MISB is not responsible for any outside property brought into school and any loss or damage to outside property is not the responsibility of MISB.
- Be prepared for lessons and activities they are involved in
- Be aware of who they can and should talk to if they are upset, concerned or have anything they wish to discuss
- Understand that rewards and sanctions are given for specific reasons and are equally applicable to others

Maria International Parents/Guardians

We at Maria International believe that the cooperation of parents and guardians is essential to the promotion and maintenance of the positive environment, behaviour and attitudes expected as a member of the Maria International community.
We consider liaison and mutual cooperation important and we encourage parents/guardians to:

- Work actively and in partnership with Maria International staff
- Follow Maria International school rules, expectations and policies
- Ensure that students come to school punctually, appropriately dressed and with the correct resources and attitude needed to access learning.
- Respond promptly to any concerns raised by Maria International staff
- Promptly inform relevant Maria International staff of any distress or changes of circumstances that may affect their child's performance or behaviour at school
- Promptly inform relevant Maria International staff of any behaviour difficulties or other difficulties that they may be experiencing in the home environment

Managing Unreasonable Behaviour

Unacceptable Behaviours

Maria International deems the following behaviours to be unacceptable and sanctionable:

- Persistent lateness, absence or misbehaviour
- Not wearing the appropriate school uniform, without reasons being given by parents/guardians
- Leaving the school without authorisation
- Acting defiantly, uncooperatively or disrespectfully with Maria International staff, parents/guardians, or peers
- Using inappropriate and offensive language
- Inappropriate use of technology and accessing inappropriate websites and media

Maria International considers the following as being 'serious' breaches and unacceptable behaviours:

- Dishonesty (including cheating and plagiarism)
- Making offensive, disparaging or insulting comments or gestures
- Being intentionally confrontational, rude, aggressive or argumentative
- Intimidating or bullying others
- The threat or use of violence
- Stealing or damaging others' property or school property
- Any action that may bring Maria International into disrepute

Process and Sanctions

When a student's behaviour is deemed to not have met the expected Maria International standards then sanctions may be used to correct this. Infringements of the Maria International rules, values and standards are dealt with on a progressive scale:

First Offence

It is the responsibility of the classroom teacher to deal with any minor infractions or misbehaviour that takes place in the classroom using their own personal behaviour and classroom management strategies. However, teachers should always ensure that they are calmly cautioning students that should their negative attitude and/or behaviour continue then they will face official warnings and sanctions.

All cases other than 'serious' offences should be presented with an opportunity for the student to first reflect on their actions and the impact they had on others.

Maria International staff should avoid the use of aggressive and loud language, commands and directions when communicating with students, where possible. Use conversations with students as an opportunity to make a choice to be better and be involved. Unless there is a serious health and safety risk or other dangerous situation is being posed communication should be calm and focused on student acknowledgement and positive reinforcement rather than shouting, blame and negative focuses.

Repeated Offences

Whilst we at Maria International try to approach every day and lesson, where possible, as a 'fresh start' for students, repeated offences will result in sanctions being imposed by the teacher or staff member, appropriate to the offence being repeatedly committed. Teachers and staff will clearly communicate the appropriate words that demonstrate they have been given an official warning and reached the first official stage of the 'behaviour tracker'.

Early Years Foundation Stage/Reception

At Maria International, we prioritize positive reinforcement to encourage good behavior in our Early Years students and strive to minimize reprimands. However, when necessary, our Early Years Foundation staff use age-appropriate methods and discussions to help the child understand their actions and why they were not appropriate. If a child's behavior escalates or does not improve, parents may be contacted to work together in supporting the child's development.

KS1/KS2

Stage	**Description**	**Notes/Guidance**
Step 1	Clearly state to the student that this is the last chance they have to change their behaviour and/or attitude before more serious and undesirable sanctions are imposed. Remind the student that they should think of the others in class, and the negative impact they are having.	Record in the behavior tracker which is used with parents approval. Remain calm and help them to understand the negative impact they are having and that they wouldn't appreciate it. Further misbehaviour will result in the loss of time at break or lunch play time.
Step 2	Make it clear that they will now lose a period of time during their break or lunch time to instead spend time reflecting on their behaviour and writing an apology for their behaviour, explaining the ways their behaviour impacted negatively on their learning and the learning of others.	Explain that any more repeated misbehaviour is not acceptable. Record it in the behaviour tracker and inform parents.
Step 3	The student should be removed from the lesson, and will be working at a desk just outside of the classroom, in view of a teacher. The student will lose a period of their play time that and/or the next day.	The classroom teacher should first send out the student and his/her materials to a desk outside of the classroom and speak to the student as soon as possible, explaining calmly as to why they have been removed from the classroom, the work they are to complete and the other consequences of their actions. Record on the behavior tracker and contact the parents/guardians of the student as soon as possible

In school suspension	Students are sent to the Headteacher or Deputy Headteacher to discuss their behaviour and will spend their time reflecting on their behaviour, its impact and investigation as to why the behaviour escalated to this stage. Students will lose multiple periods of their break and lunch play times for that week and also lose golden time on a Friday.	Contact the Headteacher and Deputy Headteacher to collect the child or ask a nearby free member of staff to escort the child to the Headteacher or Deputy Teacher, with the student's work to be completed. An investigation should be carried out by the Headteacher or Deputy Headteaher as to how and why the child reached this stage of the tracker. Loss of golden time will be supervised by the Headteacher or Deputy Headteaher, with classwork and reflection to be completed instead. Record in behaviour tracker and the Headteacher or Deputy Teacher will arrange a meeting with parents/guardians.

Additional Notes

At every stage, the student should be encouraged to reflect on their behaviour and what they should have done and had been doing instead.

There is to be a fresh start in lessons and focus on the positive behaviour of others in the class rather than regarding the attention of the student misbehaving.

Homeroom teachers are expected to check and track the number of infractions that a student in their homeroom has each week and contact home after 5 of either step 1 or step 3 that have been given that week.

If there is a serious offence committed then step 1 and step 3 do not have to be given but the Maria International leadership team should be notified as soon as possible and also contact the parent's/guardian's of the student as soon as possible

Continued and/or Serious Offences

In serious cases of misbehaviour or continued misbehaviour and the sanction to be given is suspension or exclusion a written statement/apology letter should be done by the student beforehand, highlighting what they did, who was involved and why they are being suspended or excluded.
The teacher(s) involved should also write a statement and contact the parents/guardians of the student(s) involved.

If the offences are committed after the above strategies have been applied the Headteacher will become the primary point of contact for the student and staff involved.
After the Headteacher has become involved, they will be involved in the consultation process regarding the sanction(s) to be imposed. The following sanctions may be imposed:

- **Individual Educational Plan** and/or a **behaviour tracker** which will be monitored by the homeroom and classroom teachers.
- Exclusion from lessons or school:
    - **Internal Suspension** between 1 and 3 days depending on the severity of the offence(s) committed. These will be monitored by either the Homeroom teacher, head of Key Stage, Deputy Headteacher or the Headteacher.
    - **External Suspension**, in more extreme cases students may be suspended and asked to stay away from school for a period of time (between 1 and 3 days). Students and parents/guardians must meet with the Headteacher before and after the external suspension.
    - **Indefinite Suspension**, is an exclusion from school for an indefinite period of time whilst an investigation into the incident is carried out.
    - **Expulsion** or **Permanent Suspension**, is the ultimate and final sanction that can be imposed by Maria International and can only be handed out by the headteacher in consultation with the Maria International Owners and Board of Governors.

The Headteacher will notify the parents/guardians by email, to inform them of the situation and will arrange a meeting with them, the student and the homeroom/classroom teacher (other support teachers may be involved if necessary). During this meeting the appropriate sanction will be explained and then subsequently implemented.

Some offences, where it is the duty of Maria International to report certain incidents, may lead to police or other institutions involvement in order to protect and safeguard the school.
Maria International will also aid the parents/guardians in finding outside counselling and support as and when necessary.

Further Offences

Further repetition of offences or an offence that is deemed to be of an extreme degree of seriousness will be dealt with directly by the Headteacher and could result in the Permanent Suspension/Exclusion of their child. This means that the student would no longer have a place at Maria International and will have to find an alternative school, possibly at short notice, in accordance with the published Maria International Terms and Conditions Policy. In such cases the Headteacher will notify the parents/guardians in person and with an official letter.

Review and Appeal

The review and appeals process for serious disciplinary matters is outlined and governed by the Maria International Complaints and Concerns Policy.

Unacceptable Sanctions and Punishments

- Corporal (physical) punishments are strictly forbidden at Maria International and its premises. It is not to be used at any time or for any circumstance. It is illegal to strike a child.
- Students are not to be humiliated, and all efforts should be made to not shout at any student. Students should in turn be discouraged from shouting, so that there is the opportunity for mutual respect and high quality communication to flourish between all members of the Maria International community.
- Class-wide sanctions should be avoided. The behaviour of individual students should be addressed instead, regardless of the number of students, rather than treating all students, some of whom may not have been involved, the same way.

Students should not be left unsupervised for more than a few minutes. If a student is sent out of the classroom they should remain in view of the classroom teacher or a teacher in the corridor.
If a teacher uses a dismissal from the classroom as an opportunity for a student to ‘cool down’ then the teacher should, as soon as possible, go out and talk quietly to the student, keeping the learners inside the classroom in view, and then invite them back into the classroom. More than one student should not be dismissed from the classroom at any one time.

Other Behaviour and Classroom Management Strategies Used at Maria International

House System

At Maria International we have developed our own House System with House Points used as rewards. Each student and staff (except the Headteacher) has been placed into one of four houses:

- Red (Dragons)
- Yellow (Unicorns)
- Blue (Hydras)
- Green (Centaurs)

Every second Friday during the afternoon house time students will meet in their house groupings to take part in house activities that will help foster a whole school spirit of competition, mentorship and fun, and can receive house points. The house points can also be given out by the classroom and homeroom teachers as rewards for students who have demonstrated one of the five school values or gone above and beyond what is expected of them in lessons. There will also be a variety of competitions held during the year where house points will be awarded.

At the end of the school year the house cup will be awarded to the house that has received the most house points over the course of the academic year.

Behavioural Report Form

Please refer to the new and updated form:
Report Form

Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 15/08/2025

Prepared/Updated by:Alice Bleiu **Date:** 10/22/2024

Approved by: Nicholette Vicol **Date**: 10/22/24

This policy is to be reviewed **annually** and updated as and when relevant changes occur.