

BEHAVIOURAL POLICY

- (a) **Detention Policy**
- (b) **Bullying and Victimisation Policy**

(A) DETENTION POLICY

INTRODUCTION

We, the teachers and parents, are unanimously in favour of fostering a bully-free environment, “and our school’s ideal is to strengthen and nurture each child’s individuality, whilst encouraging healthy social responsibility that they may become proactive members integrated into their greater community.”

In our environment we expect all members of the community to

- Be courteous, polite and respect the dignity and self-worth of themselves and others.
- Behave honestly and conduct themselves with integrity.
- Behave responsibly and not endanger the safety and welfare of others.
- Take responsibility for our learning, work and behaviour at school.

Infringements of these expectations include:

- being rude, disrespectful or abusive towards others at school
- being disruptive in class
- throwing objects, especially acorns and stones, at others
- breaking and/or defacing school property
- detention for unfinished class work or homework (at the teacher’s discretion)
- bullying others (see ‘Bullying Policy’)

Discipline Procedure

1. In class discipline (alert slips)
2. Repeated/severe behaviour will result in the child attending detention class for 1 hour outside of school hours. Parents will receive a letter notifying them of the detention and will be required to sign that they understand the reason for the detention.

Detention Class (applicable to Class 4 up)

- **First detention class:**
Parents receive a detention slip notifying them of the reason for the detention. This serves as a first warning.
- **Second detention class:**
Parents receive a second warning letter and will be called to have a meeting with the class teacher.
- **Third detention class:**
Parents and child will attend a meeting with a disciplinary committee consisting of the class teacher and members of the College executive, which may result in the child being suspended or even expelled from school.
- **Detention classes attended will be recorded in the child’s records.**

(B) BULLYING AND VICTIMISATION POLICY

For the purpose of this policy, 'bullying' is defined as:

Any abuse of power, physical or psychological, intended to:

- tease
- put down
- undermine
- threaten
- frighten
- injure or
- hurt

another person, who is then intimidated and disempowered to the extent that they feel unable to manage the situation on their own.

POLICY CONTENT

1. Zero Tolerance
2. Disciplinary Steps and Corrective Punishment
3. Monitoring, Reporting and Record-keeping of Incidents
(a book will be kept in the office & checked weekly by a teacher)
4. Disciplinary Committee
5. Support Process
6. Parent/Teacher Cooperation
7. Parent Support

1. ZERO TOLERANCE

Stellenbosch Waldorf School has a 'zero tolerance' policy on bullying behaviour.

2. DISCIPLINARY STEPS AND CORRECTIVE PUNISHMENT

Such steps could follow either a serious one-off incident or an accumulation of incidents.

Step 1

Class teachers will deal with the witnessed or reported incident. All children involved will be heard, with mediation where necessary. 'Corrective punishment' will be given to allow the child to remedy his/her action. Parents will be informed by way of a letter outlining the seriousness in which the school views such an incident.

Step 2

A second incident will be treated in the same manner as the first. Parents will also be called to a meeting with the class teacher and the Disciplinary Committee. With this, a letter of warning will be issued, which has to be signed by the parents. A child may be required to receive professional counselling. If family counselling is recommended, it is compulsory that this step be taken.

Step 3

Further incidents may, at the discretion of the Disciplinary Committee, result in a recommendation to the College of Teachers that the child be suspended or permanently excluded from the school.

'CORRECTIVE PUNISHMENT'

This constitutes a visible verbal or written apology; and an action or service, which educationally seeks to balance the bullying incident in a meaningful and responsible way that allows the perpetrator to 'feel' their wrongdoing.

3. MONITORING, REPORTING AND RECORD-KEEPING OF INCIDENTS

(a) Monitoring

Parents and teachers co-own the ethos of self-respect for others and respect for the school property. While parents are not responsible for carrying out the processes, it is up to parents to use their discretion when witnessing a bullying incident. It is not acceptable for parents to take it upon themselves to avenge or 'sort out' bullying of their own children by approaching or accosting (physically or verbally) other children at school. This constitutes a severe breach of our Code of Conduct and could result in direct exclusion.

(b) Reporting

- Children are to report incidents to their class teacher or another teacher.
- Teachers are to report to the class teacher of the children concerned.
- Parents are to report to the class teacher, another teacher, the administrative staff or the college of Teachers.

(c) Record-keeping

1. Reports of each negative behaviour incident will be recorded by the class teacher or in the break time or aftercare incident book. Reports will be dated and include all information relevant to the incident. Each report will remain on file, even after the incident has been dealt with.
2. Minutes will be taken of all meetings held between involved children and their relevant teachers.

4. DISCIPLINARY COMMITTEE

This group will meet within 48 hours of an incident being reported. The Disciplinary Committee consists of a class teacher and two college members. (Members will rotate from time to time.)

All meetings will be minuted and filed.

Parents may be called to such meetings. Children involved will also be met with.

Once the Disciplinary Committee has reached a resolution procedure it will need to be acknowledged by parents in the form of a signed document. (Please see steps 2 and 3 above.)

5. SUPPORT PROCESS

The Disciplinary Committee will also serve to work in a manner that assists and strengthens the 'bullied' child. Such children and their parents will be advised of steps taken in the disciplinary procedure.

Professional counselling may be required, at the cost of parents.

6. PARENT/TEACHER COOPERATION

In the Waldorf school environment it is essential that the parent and teacher work co-operatively in the best interests of the child. If this relationship is compromised and cannot be resolved through a process of reconciliation, then the College Executive reserves the right to recommend that the family withdraw from our school.

7. PARENT SUPPORT

This Code of Conduct document has been compiled by teachers of the school and, in the spirit of a safe, healthy and secure educational environment at Stellenbosch Waldorf School, it is essential that you trust and support our school ethos.

Please sign below:

Date

Parents

Children

Signature
