



Policy	Tenby International Secondary School Behaviour Policy			
Review Date:	January 2025	Next review:	January 2026	
Review Cycle:	12 months			
Scope	Whole Group	<input type="checkbox"/>	Whole School	<input type="checkbox"/>
	International Primary	<input type="checkbox"/>	National Primary	<input type="checkbox"/>
	International Secondary	✓	National Secondary	<input type="checkbox"/>
Ownership:	Head of School	Approved by:	Campus Principal	

**TENBY SCHOOLS SETIA ECO GARDENS**

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Bahru, Johor, Malaysia  
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# TISS Behaviour Policy

## Purpose

The purpose of this policy is to inform Tenby International Secondary School (TISS) teachers and staff who are specifically designated to the TISS school of the procedures and systems regarding behaviour management related to students in TISS. This policy outlines the systems and procedures that should be followed to encourage a standardized approach across TISS and enable effective, positive, and fair behaviour management with the aim of sanctioning misbehaviour and educating students to make good choices and become valuable members of society.

**Note:** Tenby International School SEG does not condone or accept corporal punishment (physical punishment or reprimand). The use of physical punishment in any form is against our safeguarding policy and should not be used. The use of such measure is considered a breach of our safeguarding policy and a dismissible offense.

## Definitions

Misbehaviour – overall term for any inappropriate behaviour by a student or students.

Sanction – a measure taken to encourage students to understand that actions have appropriate consequences

Inappropriate behaviour .vs Bullying – Bullying is any act of physical or psychological harm that is intentional and repetitive, real or perceived. Inappropriate behaviour is all other behaviour that does not align with our high expectations for students.

### **TISS staff responsibilities:**

1. All staff are responsible for maintain high behavioural expectations across the school for every student
2. Staff should act and resolve misbehaviour in a timely manner
3. Staff should communicate their actions with all relevant stakeholders in the following priority (HOS, Tutor, Parent, Student)
4. Staff should set and communicate their behavioural expectations to students at an early stage
5. Staff should use positive framing strategies in the first instance

### **Tutor responsibilities:**

1. Support other staff who are managing the misbehaviour of students in their tutor group
2. Aid in communicating with relevant parents
3. Provide support with follow-up and monitoring

### **HOS/DHOS responsibilities:**

1. Oversee all behaviour management actions
2. Support staff who are managing the misbehaviour of students
3. Attend meetings with parents/guardians or other stakeholders as required and dependant on the level of misbehaviour
4. Determine and implement Tier 3 or higher misbehaviour sanctions (see Tier list)

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### Levels of misbehaviour and appropriate sanctions

**Note:** misbehaviour can occur in many forms and contexts. This list gives examples of misbehaviour and appropriate sanctions but is not definitive. Staff members should determine an appropriate sanctions dependant on the situation, context, and prior behavioural record of the student(s) involved.

Level of misbehaviour	Examples	Examples of appropriate sanction
Tier 1	<ul style="list-style-type: none"> <li>• Late to class</li> <li>• Talking in class</li> <li>• Incomplete homework</li> <li>• Uniform issues</li> <li>• 'Silly' behaviour</li> <li>• Name calling, jesting, pranking</li> <li>• Running inside</li> <li>• Being too loud</li> <li>• Littering</li> <li>• Etc</li> </ul>	<ul style="list-style-type: none"> <li>• Inform students of disapproval (verbal reprimand, reiterate expectations etc)</li> <li>• Note in planner to parents</li> <li>• Keep back at end of class for discussion</li> <li>• Seating planning</li> <li>• Short timeout</li> </ul>
Tier 2	<ul style="list-style-type: none"> <li>• Repeated Tier 1 behaviour</li> <li>• Posting inappropriate images, comments, messages on social media (not including sexual content see Tier 4)</li> <li>• Stealing property as a prank</li> <li>• Play fighting</li> <li>• Using mobile phones/devices inappropriately (social media, messaging, gaming in lessons, Misuse of TEAMS or applications etc)*</li> <li>• Etc</li> </ul>	<ul style="list-style-type: none"> <li>• Detention (break or lunch)</li> <li>• Confiscation of device (short term)</li> <li>• Reflection document</li> <li>• Weekly report</li> <li>• Student meeting with HOD</li> <li>• Student meeting with DHOS</li> <li>• Face-to-face meeting with parents/guardians</li> <li>• *In the event that devices, MS Teams, software, hardware, online applications are misused we will refer directly to the TISS Acceptable Use Policy. In the first instance, inappropriate use will result in an immediate suspension of the student's account for a period of time to be determined by the DHOS or HOS.</li> </ul>
Tier 3	<ul style="list-style-type: none"> <li>• Repeated Tier 2</li> <li>• Fighting/physical altercation</li> <li>• Bullying (see definition)</li> <li>• Stealing</li> </ul>	<ul style="list-style-type: none"> <li>• Face-to-face meeting with parents/guardians</li> <li>• Long term report</li> <li>• Multiple detention (no more than 3 days)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Racist comments</li> <li>• Unacceptable use of technology (hacking, circumventing online security, viruses, malware etc)</li> <li>• Leaving school grounds without permission</li> <li>• Driving in school grounds without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension of online accounts for short or long term periods set by DHOS or HOS</li> <li>• Student meeting with HOS</li> <li>• Internal suspension (1/2 day, full day, multiple days. With HOS approval)</li> <li>• External suspension (designated period of time, HOS/CP to determine)</li> <li>• Police report (HOS/CP to determine)</li> </ul>
Tier 4	<ul style="list-style-type: none"> <li>• Repeated Tier 3</li> <li>• Bringing, using, selling drugs</li> <li>• Alcohol/substance use in school</li> <li>• Weapons</li> <li>• Posting sexual content on social media</li> <li>• Etc</li> </ul>	<ul style="list-style-type: none"> <li>• Police report (HOS/CP to determine)</li> <li>• External suspension (designated period of time, HOS/CP to determine)</li> <li>• Banning of devices</li> <li>• Home study (study leave HOS/CP to determine)</li> <li>• Expulsion (CP only)</li> </ul>

### Behaviour management procedures

Our aim is to determine the cause and effect of misbehaviour, issue an appropriate sanction, and educate students to make better choices. The following steps should be followed by all staff.

**Note:** misbehaviour can take many forms. This guide is to help staff but may be adapted dependant on the situation. For further advice, staff should see their Head of Department, DHOS or HOS.

1. **Identify misbehaviour** – misbehaviour has been seen, reported, or has come to the attention of a member of staff
2. **Communicate** – inform the relevant HOS, Tutor, and parents that misbehaviour has occurred and you will act. **Note:** parents should be informed in a timely manner preferably by phone.
3. **Investigate** – written statements should be taken from all students involved. **Note:** this should be completed by student individually to reduce collaboration.
4. **Determine appropriate sanction** – decide the level of misbehaviour and an appropriate sanction. **Note:** Tutors, DHOS, HOS will support as required
5. **Communicate** – inform parents via e-mail of the sanction to be implemented, offer parents an opportunity to meet and discuss. Inform tutor and student. **Note:** for Tier 3 or higher, HOS will communicate with parents and relevant stakeholders.
6. **Follow up** – Monitor, speak to the student, and work with the relevant Tutor to follow up as required.

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**Appendix**

Sample e-mail to parents/guardian.

**Initial e-mail for student incident that has been confirmed**

Dear *parent name*,

Please be informed that *child's name* has been involved in *outline incident*. We have spoken to *him/her* and confirmed that this has taken place. Therefore, we expect *child's name* to *outline sanction*.

We request that you speak to *child's name* about this incident and hope that our sanction can help *him/her* to understand that their actions were incorrect.

Please do contact me if you would like to discuss this matter or require further information.

Best regards,

*Sign off.*

**Initial e-mail for student incident that requires investigation.**

Dear *parent name*,

On *date*, we were made aware that *outline student name and incident* occurred. We will speak to all students involved and determine what has happened. We also request that you speak to your child about this matter.

Once we have investigated the matter we will inform you of the outcome and any sanctions that will be imposed.

Please do contact me if you would like to discuss the matter or share any information regarding it.

Best regards,

*Sign off*

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