



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

GEMS
EDUCATION



مدرسة جيمس متروبول
GEMS Metropole School

BEHAVIOUR SUPPORT SERVICES HANDBOOK

Discover
LEADERSHIP



GEMS Metropole School

Behaviour Support Service Handbook

Introduction:

Welcome to GEMS Metropole School's Behaviour Support Service Handbook. This guide is tailored to support students with behavioural challenges, reflecting the ethos of our school. We are dedicated to creating a positive learning environment where everyone can excel and grow as individuals.

This handbook covers key aspects, such as the behaviour team, management stages, counselling services, and staff support, ensuring that our students receive comprehensive and fair treatment. Our guidelines emphasise respect, responsibility, and safety, allowing everyone to learn and be recognised for their efforts. By working with staff, parents, and professionals, we strive to equip students with the skills to succeed academically, socially, and emotionally; building a supportive and thriving school community.

Behaviour Support Services at GEMS Metropole School

At GEMS Metropole School, our specialist teaching team is dedicated to supporting students facing consistent behavioural challenges. The behaviour team, comprises of 1 Behaviour Support Manager, 2 Behaviour Support Lead, 1 Behaviour Support Assistant, and 3 School Counselors.

They will maintain a positive school environment and support student well-being. As the team grows, more Behaviour Support Leads will be added. The initial plan involves setting up the team, defining roles, developing policies, and holding regular meetings, with future adjustments as needed.

Our Behaviour Specialists conduct thorough assessments and develop personalised Behaviour Intervention Plans (BIP) to address individual needs. They provide ongoing counselling and closely monitor progress to ensure effectiveness. Additionally, we support students with significant behaviour issues (B4-B5), providing guidance and assistance to ensure they receive the education they deserve. Through programs like mentoring, we aim to help students overcome challenges and thrive both academically and socially.





Behaviour Support Services Team

Tahir Ali

Behaviour Support Manager

Maria Pouney

Behaviour Support Lead

Manpreet Singh

Behaviour Support Lead

Nabil Mohammed

School Counsellor

Shahla Maqbool

School Counsellor

Sanna Bashir

School Counsellor

Jehan Rahman

Behaviour Support Assistant

Location: 1st Floor, next to the HOY Offices.



Key Components of Behaviour Services at GEMS Metropole School

1. Behaviour Correction:

Behaviour correction involves implementing strategies to address and modify inappropriate student behaviour. The focus is on promoting positive behaviour through clear expectations, consistent consequences, and reinforcement of good conduct. Teachers and staff will employ a range of techniques such as positive reinforcement, restorative practices, and setting clear rules to guide students towards appropriate behaviour.

2. Counselling Services

Counseling services are available to support students in managing their behaviour and emotional well-being. Our school counselors provide a safe and confidential environment for students to discuss any issues they may face. They offer individual and group sessions, conflict resolution strategies, and coping mechanisms to help students thrive both academically and personally.

For more details, see page 9.

3. Professional Development

Professional development for teachers is crucial for maintaining an effective behaviour management system. Teachers will participate in ongoing training sessions that cover classroom management techniques, positive behaviour interventions, and strategies to support students with behavioural challenges. These sessions ensure that teachers are well-equipped to create a supportive and structured learning environment.

For further details, see page 8.

4. School Managed Move

If a student's behaviour continues to cause issues within GEMS Metropole School, a school-managed move to another GEMS school may be considered. This process involves a thorough review of the student's behaviour and the implementation of a transition plan, developed with family agreement and cooperation, to ensure the student's needs are met in a new environment. The goal is to provide the student with a fresh start and the opportunity to succeed in a different setting while maintaining their educational continuity within the GEMS network.



Professional Development

Professional development (PD) in behaviour management is crucial for supporting school teachers and maintaining a positive learning environment for children. PD equips teachers with the skills to manage classroom behaviour, reduce disruptive behaviours, and create a supportive atmosphere. This not only enhances the educational experience but also promotes a positive school culture.

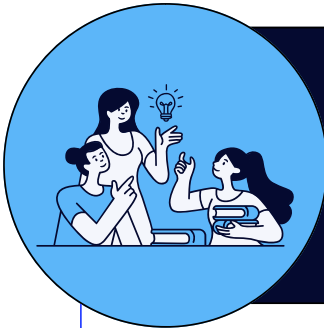
Key components of effective PD include understanding student behaviour, preventative strategies, and interventions.

Term	Professional Development	Dates
Term 1	In Term 1, the Behaviour Support Manager will provide professional development focused on effective classroom management techniques. This training will cover strategies for setting clear expectations, implementing consistent consequences, and using positive reinforcement to encourage appropriate behaviour. Teachers will learn practical methods to create a structured and supportive classroom environment.	<i>To be confirmed in alignment with other professional development sessions.</i>
Term 2	In Term 2, the school counsellors will lead a session on understanding and addressing the emotional and social needs of students. This professional development will help teachers recognise signs of emotional distress, manage conflict, and support students with coping mechanisms. The aim is to equip teachers with the skills to create a nurturing and empathetic classroom atmosphere.	<i>To be confirmed in alignment with other professional development sessions.</i>
Term 3	In Term 3, an external speaker with expertise in behaviour management will be invited to provide fresh perspectives and advanced strategies. This session will introduce innovative approaches to behaviour intervention, including restorative practices and data-driven techniques. Teachers will gain insights into the latest research and best practices in the field of behaviour management, enhancing their ability to support all students effectively.	<i>To be confirmed in alignment with other professional development sessions.</i>

MTS Behaviour Management Stages

At GEMS Metropole School, we have implemented a thorough strategy for student behaviour management, centered around four essential stages:

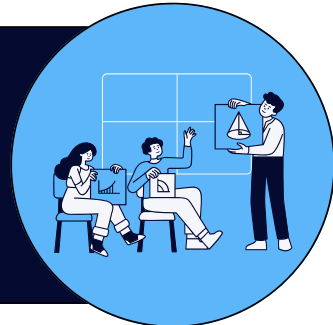
01. TEACHER INTERVENTION



- Address behaviour promptly with warnings and redirection.
- Engage discussion with the student to understand the behaviour.
- Implement proactive classroom management techniques such as positive reinforcement and clear expectations.

02. REFERRAL TO BEHAVIOUR SUPPORT TEAM

- Submit a behavior referral form when students consistently reach B4 and B5 in response to sanctions.
- Attend collaborative meetings with behaviour support team.
- Involve parents/guardians in planning and decision-making.



03. SUPPORT TEAM INTERVENTION

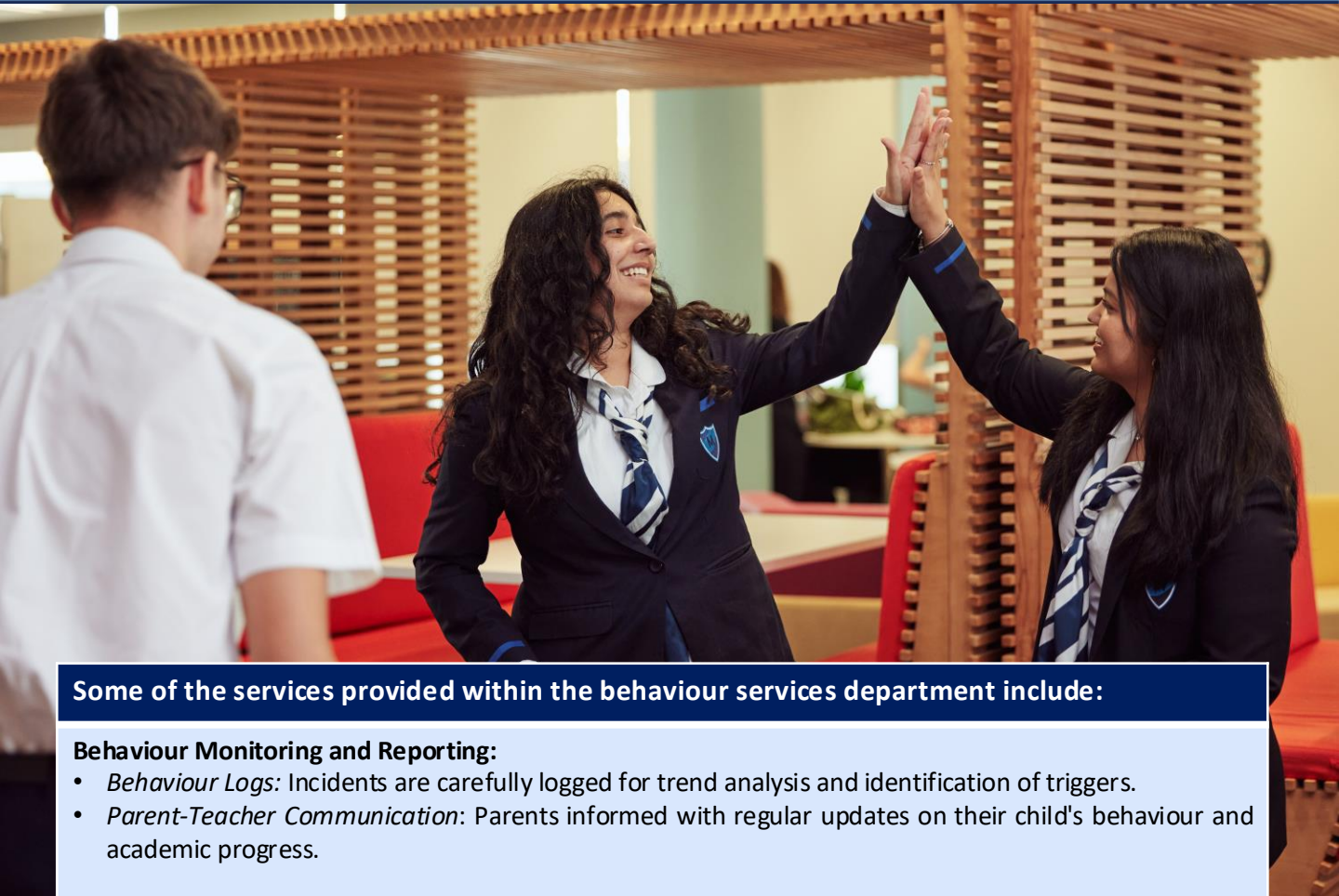


- Conduct thorough behaviour assessment.
- Develop individualised behaviour intervention plan (BIP).
- Provide ongoing support, including counseling and skill-building sessions.

04. REVIEW AND REINTEGRATION

- Hold periodic review meetings.
- Reintegrate student into classroom with continued support.
- Maintain open communication for long-term monitoring and support.





Some of the services provided within the behaviour services department include:

Behaviour Monitoring and Reporting:

- *Behaviour Logs:* Incidents are carefully logged for trend analysis and identification of triggers.
- *Parent-Teacher Communication:* Parents informed with regular updates on their child's behaviour and academic progress.

Interventions and Support:

- *Counselling Services:* Counselors provide emotional and psychological support.
- *Behaviour Intervention Plans (BIP):* Tailored plans offer specific strategies for students with persistent challenges.
- *Restorative Practices:* Techniques like restorative circles and mediation promote accountability and resolve conflicts

Positive Reinforcement and Recognition:

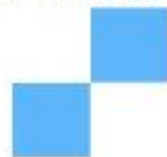
- *Acknowledgment and Rewards:* Students displaying positive behaviour are rewarded, creating a positive atmosphere.
- *Peer Support Programs:* Initiatives encourage peer support and mentorship, promoting inclusivity.
- *Community Engagement:* We involve the school community to promote positive behaviour, fostering belonging and shared responsibility

Conflict Resolution Programs:

- Train students in conflict resolution through workshops.
- *Peer Mediation:* Involve peers in conflict resolution.
- *Skill Development:* Teach communication, empathy, and problem-solving.



Behaviour Sanctions and Strategies 2024/5



B1

B1 – Negative Behaviour:

- Includes minor behaviours like being uncooperative, persistent chatting, off-task behavior, minor arguments, and using unkind language.
- Addressed through teachable moments and reminders of correct behavior and expectations.

B2

B2 – Negative Behaviour:

- Covers behaviours such as persistent B1 actions, refusal to participate, and failure to follow instructions.
- Requires a clear verbal warning, consideration of preventative measures, and parent notification.

B3

B3 – Negative Behaviour:

- Involves chronic poor behaviour, disrespect towards staff or peers, and repeated incomplete homework.
- Results in a 15-minute reflection period, parental contact, and item confiscation as necessary.

*** B4**

B4 – Incident: Behaviour Services support included

- Deals with serious incidents like aggression, full standards card violations, and internal truancy.
- Requires isolation during investigation, parental contact, and a 60-minute after-school reflection with senior staff.

*** B5**

B5 – Incident: Behaviour Services support included

- Addresses severe actions including fighting, theft, and social media misuse.
- Response escalates from warnings to external exclusion, involving meetings with parents and school leadership.

Counselling Services

At GEMS Metropole, our counsellors play a pivotal role in supporting students' well-being and development. They provide confidential guidance to help students navigate academic challenges, personal issues, and social interactions. Our services include individual counseling sessions, group discussions, and close collaboration with teachers and parents to ensure comprehensive support. Whether students require assistance with stress, academic concerns or emotional health, our counsellors are committed to fostering a positive and nurturing environment for every student to thrive.

Recognising the vital importance of student well-being, the school offers support when pastoral issues impact learning and mental health. This service helps students develop strategies, skills, and attitudes to address academic, social, or emotional difficulties. By fostering a supportive environment for counselling, Gems Metropole School aims to tackle current and potential future behavioural, social, or academic concerns for its students.

Aim and Objectives:

The school counselling department aims to provide students with access to appropriate support when faced with problems and challenges, offering a safe place where students are treated with respect and dignity.

The counselling department intends to establish a calm and comfortable environment where students can express themselves, ensure that each student's dignity and individuality are respected, and help develop strategies for managing emotions.

Additionally, it seeks to train and equip teachers with strategies for dealing with challenging behaviour and provide students with social, emotional, and academic support based on a 'person-centred' approach with multi-agency involvement.

Please scan the below for the 2024/5 Counselling Policy at GEMS Metropole School.





Behaviour Referral Form

Student Information:

Name:
Class:

Teacher Information:

Name:
Date:

Reason for Referral (B4-B5):

Actions Taken by Teacher:

- Discussion with Student: Yes / No
- Passed on to HOY/HOD: Yes / No
- Parent Contact: Yes / No
- Other (Please specify):

Additional Comments:

Suggested Next Steps:

- Behaviour Team Intervention
- Counselling
- Parent Meeting
- Detention

1

Behaviour Intervention Plan

A Behaviour Intervention Plan (BIP) at Gems Metropole School is a personalised strategy to help students manage and improve their behaviour at school.

It includes specific interventions and supports tailored to address behavioural challenges, creating a positive and inclusive environment where all students can thrive academically and socially.

Behaviour Referral Form

Staff are required to complete the Behaviour Referral Form and submit it to the Behaviour Team upon issuing a B4/B5 sanction.

The Behaviour Team will then review the form and follow established protocols to provide support and assistance to the child, ensuring appropriate intervention and care.

Behavior Intervention Plan (BIP)

Student Name and Class:

Date:

Target Behavior: [Describe the behavior that needs intervention]

Behavior Goal: [Specify the desired behavior or outcome]

Intervention Strategies:

1. Strategy 1: Positive Reinforcement

- Description: Provide verbal praise and rewards for positive behavior.
- Implementation: Class teachers to implement daily during specified periods.
- Monitoring: Track behavior using behavior logs and weekly progress reports.

2. Strategy 2: Individual Counseling

- Description: Provide counseling sessions to address underlying issues.
- Implementation: School counselor to conduct bi-weekly sessions.
- Monitoring: Assess emotional well-being and behavior changes.

Support Team:

- Class Teachers:
- School Counselor:
- Parents/Guardians:

Review Date: [Specify when the BIP will be reviewed, e.g., every 4 weeks]

Additional Notes:

1



Honsho Rd. Motor City, Dubai, United Arab Emirates



+971 4 550 7200



registrar_mts@gemsedu.com



gemsmetropoleschool-dubai.com