

Student Name & Surname: _____

Student Signature: _____

Kindness Policy

The Learning Studio aims to be an inclusive organisation which treats all people with kindness and respect.

The parents and students' signature confirms that they are aware of and have familiarised themselves with the contents of this policy.

We are guided by the following principles in all our dealings with people, whether students, parents or teachers.

Compassion

Showing consideration for others, understanding that each person has a background we know nothing about.

Flexibility

Knowing when to stick to a rule, and when making an exception is the kinder and more productive thing to do.

Patience

Challenging unacceptable behaviour respectfully and with kindness.

Positivity

Understanding that our own attitudes can affect those around us.

Respect

Having respect for students and teachers and respecting other people's personal property

Honesty

Admitting when we are struggling or having an off day. Taking responsibility when we make a mistake, expecting to be treated with kindness and respect in return.

Generosity

Giving people extra support that goes beyond the norm if required.

Confidentiality

Respecting people's, property, boundaries and their right to privacy.

Connection

Embracing individuality, and treating everyone with dignity and respect.

Parent Name & Surname: _____

Parent Signature: _____

Student Name & Surname: _____

Student Signature: _____

Self-Regulation

Know that it is okay to feel negative emotions but it is important to remember how acting out that negative emotion will impact the people around us. Meaning if we cannot be kind or compassionate or patient or positive, that I should then rather be quiet. That it is okay to dislike someone, disagree with someone or feel anger toward someone, but it is never okay to be unkind. In all of these instances it's best to be quiet.

Kindness is not a weakness, it is an absolute superpower!

1. Always Put Yourself In The Other Person's Shoes.

Before you react, consider the other person's point of view. Why are they acting the way that they are? It will help you understand their motivations and respond in a kinder way.

2. Act Selflessly, Not Selfishly.

Don't trample over others to get what you want. Do the right thing and good things will come your way. People remember those who treated them with kindness.

3. Do At Least One Kind Thing For Yourself Or Someone Else Each Day.

Treating yourself kindly is just as important as treating others the same way. Even if it's as small and simple as holding the door for the person behind you, your kind act will have a positive ripple effect.

4. Treat Others The Way You Want To Be Treated.

Be kind to everyone; show them how you treat people and how you expect to be treated as well

5. Manners Cost Nothing But Mean Everything.

A 'thank you' and a smile can make someone's day, because manners are a lot rarer today than they should be. Be sure to always say 'please' and 'thank you', just as you'd expect people to use manners when interacting with you.

Parent Name & Surname: _____

Parent Signature: _____

Student Name & Surname: _____

Student Signature: _____

6. Encourage Others To Succeed.

Sometimes we all need a push to succeed. An encouraging word can do wonders for someone's self-belief, and help them become even more successful.

7. Celebrate Wins, Even If They Aren't Your Own.

When you're kind, you're happy for others' success - and you show it. Congratulate someone on a job well done, and put more positivity out into the world.

8. Remember That Even The Smallest Act Can Make A Big Difference.

One kind word or smile can turn someone's whole day around. Never underestimate the power of the little things.

9. Have The Courage To Be Kind To Yourself.

It's not always easy to show ourselves the same kindness that we show others. It takes bravery to be nice to yourself, and it gets easier the more you do it.

10. Look After Yourself First, So That You Can Do More For Others.

Even the kindest among us can get burnt out from being kind if they don't take time out for themselves. Invest in yourself and your happiness so that you can spread it to others.

11. Always Be Respectful.

Unless someone has done something drastic to lose your respect, this is a basic level of kindness that we should all employ.

12. Reach Out To Those Who Are Struggling.

Simply taking the time to ask someone if they are okay is a kind act that could have a big impact

Parent Name & Surname: _____

Parent Signature: _____

Student Name & Surname: _____

Student Signature: _____

The Learning Studio considers bullying and or harassment as unacceptable behaviour and it will not be tolerated under any circumstances. Reports of bullying and or harassment will be investigated promptly and confidentially. This policy is applicable to The Learning Studio and all its employees, students and parents.

THE LEARNING STUDIO COMMITMENT

The Learning Studio is responsible for creating a culture that encourages kindness and compassion and recognizes bullying and or harassment as unacceptable behavior. As such, The Learning Studio is committed to:

- Ensuring a supportive, comfortable and productive learning environment free of bullying and harassment
- Providing information, instruction, training and supervision to employees and students where necessary
- Ensuring that students are aware of the acceptable standard of behaviour
- Ensuring that students are aware of their rights and responsibilities regarding bullying and harassment
- Taking early action to deal with behaviour which may be offensive or intimidatory
- Intervening if student conduct creates an intimidating, hostile or offensive learning environment; adversely affects an individual's learning performance, health; or if student actions result in the bullied student withdrawing from The Learning Studio.
- Handling complaints immediately, seriously and confidentially with due sensitivity
- Preventing any form of retaliation against an individual who submits a bullying or harassment complaint

STUDENT COMMITMENT

The Learning Studio aims to foster a culture of gratitude, teamwork and respect among all of its students. To further this aim, The Learning Studio requires all students to:

- Treat their teachers and fellow students with respect and dignity
- Ensure their behaviour does not constitute bullying or harassment or condone circumstances that may allow such to happen
- Ensure other individuals do not suffer from bullying or harassment

Parent Name & Surname: _____

Parent Signature: _____

Student Name & Surname: _____

Student Signature: _____

- Ensure they do not act in an inappropriate manner towards teachers and students and visitors or any member of the public
- Report all known or observed bullying or harassment to a teacher
- Actively contribute to a bully-free and harassment-free learning environment

PROCEDURES

- Any observed contravention of this policy should be immediately reported to the principal.
- All reports of bullying or harassment will be kept confidential to the full extent possible and investigated without delay.
- When appropriate, a conciliation process between the relevant parties may be initiated.
- Any student found to have been the cause of bullying or harassment can expect to face disciplinary action up to and including permanent expulsion of the student.

DEFINITIONS

Harassment

Any form of behavior that:

- Is uninvited or unwelcome
- Involves abuse of power
- Jeopardizes any individual's physical or emotional well-being
- Ridicules any individual for cultural differences
- Is likely to cause hostility or discomfort by humiliating, offending or intimidating someone
- Ridicules any individual for cultural differences - **the negative behavior is based on a student's race, color, religion, sex, age, disability, or national origin.**
- For example, bullying behavior meets the threshold of harassment when a student is being verbally bullied with demeaning language about their disability.

Bullying

Is repeatedly and intentionally:

- seeking to harm, intimidate, or coerce (someone perceived as vulnerable)
- an ongoing and deliberate misuse of power in relationships
- verbal, physical and/or social behaviour that intends to cause harm
- Calling someone names
- Making things up to get someone into trouble
- Hitting, pinching, biting, pushing and shoving
- Taking things from someone that doesn't belong to you

Parent Name & Surname: _____

Parent Signature: _____

Student Name & Surname: _____

Student Signature: _____

- Damaging someones belongings
- Stealing someone's money
- Taking someones friends away from them
- Spreading rumours
- Threats and intimidation

What bullying is not

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. They often fit the definition of someone who is just being **mean, rude or they were having a bad day**.

What to do if you are being bullied

You have to tell someone. You may not want to do this because it means showing that you are vulnerable, that you are letting someone get the better of you. But really, it is very important to tell someone otherwise, it may not stop. Speak to a friend, parent, brother or sister, uncle or aunt and most importantly, if it happens at school, speak to your teacher.

In the meantime..

If you see anyone else being bullied, please tell someone about it. But don't get into trouble with the bullies, do it without anyone noticing. Tell a teacher when you get a chance and there isn't anyone else around. People who are being bullied need friends so if you can help someone who is unhappy please do so.

If you are a bully

You could be a bully because someone is bullying you.

Are you bullying because it makes you feel powerful? Are you the kingpin because you are liked or because people are scared of you? If you are bullying, think about how it would make you feel if people were making fun of you, harassing you or stealing your lunch money? I am sure that it would make you feel awful – afraid and alone. You are probably already aware that what you are doing is wrong. If that is true, then take the first step to stopping your behaviour.

Ask yourself:

What made me start bullying?

Parent Name & Surname: _____

Parent Signature: _____

Student Name & Surname:

Student Signature:

Why do I pick on people?

How does it make me feel when I am bullying somebody?

If I want to, how do I stop?

If you are uncertain about what happens after you stop bullying, then speak to someone a parent, a friend, a teacher someone you trust not to judge you.

Remember that this behaviour is UNACCEPTABLE but everyone is entitled to a SECOND CHANCE.

Parent Name & Surname:

Parent Signature:
