



Deutsche Samstagsschule Brighton und Hove

German Saturday School Brighton & Hove (DSSBH)

Positive Behaviour, Parent Partnership and Membership Policy

1. Purpose and Scope

German Saturday School Brighton & Hove (DSSBH) is a volunteer-led community language school, operating as an unregistered charity and unincorporated association. DSSBH aims to provide a safe, welcoming and respectful environment in which children can learn German, participate in cultural activities and build friendships.

This policy sets out the behaviour and participation expectations for children and families, the role of parents and carers, and the process DSSBH may follow where behaviour, safety concerns, lack of engagement or parent/carers conduct affects the safe and sustainable running of the school.

DSSBH is not a statutory school and does not have the staffing, specialist support or resources of a full-time educational setting. We aim to be inclusive and supportive, but we rely on cooperation, goodwill and respectful behaviour from all families.

2. Core Expectations

Children attending DSSBH are expected, with appropriate support for their age and needs, to:

- follow the reasonable instructions and guidance of teachers and volunteers;
- treat other children, teachers, volunteers, parents and property with respect;
- take part in lessons and activities to the best of their ability;
- respect the premises, equipment and security arrangements of the host school;

- avoid behaviour that puts themselves or others at risk, disrupts learning, damages property or undermines the safe running of DSSBH.

3. Inclusion and Additional Support Needs

DSSBH recognises that children have different needs, abilities, confidence levels and ways of participating. Where a child finds behaviour, participation or group learning difficult, DSSBH will seek to work constructively with parents and carers to understand the reasons and identify practical support.

Where relevant, DSSBH will consider reasonable and practical adjustments within the limits of its volunteer capacity, available space, safeguarding responsibilities and the requirements of the host school.

Parents and carers are expected to share relevant information that may help DSSBH support their child safely and appropriately. DSSBH may ask parents or carers to work with teachers and the Committee on an agreed support plan. In some circumstances, continued attendance may depend on active parental cooperation with agreed measures.

4. Parental Partnership and Engagement

DSSBH is run by volunteers. Its continued operation depends on respectful communication, shared responsibility and constructive cooperation between families, teachers, volunteers and the Committee.

Parents and carers are expected to:

- support DSSBH's rules, values and language-learning objectives;
- communicate respectfully with teachers, volunteers, Committee members, other parents and children;
- raise concerns calmly and through appropriate channels;
- follow safeguarding, security, site access and drop-off/pick-up arrangements;
- ensure children arrive and are collected on time;
- support agreed behaviour, participation or safety plans for their child;
- respect that teachers, volunteers and Committee members give their time voluntarily and cannot respond to unreasonable demands or persistent conflict.

DSSBH understands that disagreements or concerns may arise. However, aggressive, intimidating, abusive, discriminatory, harassing or persistently unreasonable behaviour towards teachers, volunteers, Committee members, children, other parents or the host school will not be accepted.

Where parent or carer conduct affects the safety, wellbeing, reputation or sustainable operation of DSSBH, the Committee may review the child's place and/or the adult member's formal membership.

5. Behavioural Stages and Intervention

Where concerns arise about a child's behaviour, participation or ability to remain safely and productively in class, DSSBH will usually follow a staged process.

- **Stage 1: Informal Discussion**

The class teacher or a Committee representative will discuss the concerns with the parents to identify the cause and agree on initial solutions.

- **Stage 2: Formal Support Plan**

If concerns continue, DSSBH may agree a short written support plan with the parent or carer. This may include practical strategies, changes to routines, parental support, additional communication, or agreed boundaries for participation. The plan will be reviewed after an agreed period.

- **Stage 3: Review of the child's place and/or the adult member's formal membership**

If the support plan is not successful, if the child's attendance cannot be managed safely within DSSBH's volunteer capacity, or if parents/carers do not engage with agreed measures, the Committee may review whether the child's place remains viable.

The Committee will aim to make decisions fairly and proportionately, taking into account the needs of the child, the welfare of other children, the safety and wellbeing of teachers and volunteers, and DSSBH's responsibilities to the host school.

6. Serious Incidents Requiring Immediate Action

In serious cases, DSSBH may suspend a child or family's attendance with immediate effect while the Committee reviews the situation. This may be necessary where there is a significant safeguarding, safety, security, property, reputational or operational concern.

Serious incidents may include, but are not limited to:

- behaviour that poses a significant risk to the safety or wellbeing of children, teachers, volunteers, parents or visitors;
- physical aggression, serious threats, intimidation, harassment or discriminatory behaviour;

- serious safeguarding concerns;
- deliberate or reckless damage to DSSBH or host school property;
- misuse of, or interference with, the host school's premises, equipment, IT systems or security arrangements;
- behaviour by a child, parent or carer that seriously risks DSSBH's relationship or agreement with the host school;
- refusal by parents or carers to follow essential safeguarding, safety or site rules.

Where immediate suspension is used, the Committee will review the matter as soon as reasonably practical and will inform the parent or carer of the outcome in writing.

7. Review of Attendance, Enrolment and Membership

DSSBH may review a child's continued attendance, enrolment or participation where the Committee concludes that attendance is no longer safe, viable, respectful or sustainable. This may arise because of a serious incident, repeated behaviour concerns, inability to meet agreed support measures, persistent non-cooperation, or parent/carers conduct that undermines the safe and effective running of the school.

Before withdrawing enrolment, DSSBH will usually:

- consider relevant information from teachers, volunteers, parents/carers and, where appropriate, the child;
- consider whether reasonable and practical support or adjustments have been explored;
- consider the impact on other children, teachers, volunteers, the wider DSSBH community and the host school relationship;
- provide the parent or carer with a written decision and brief reasons.

In exceptional cases, including serious safeguarding, safety, security or host-school concerns, the Committee may decide that immediate withdrawal of enrolment and attendance is necessary.

Where the issue concerns the conduct of an adult who is also a formal member of DSSBH under the constitution, the trustees may also consider whether that person's membership should continue. Any removal of formal membership will follow the DSSBH constitution, including the member's right to be heard by the trustees before a decision is made and to be accompanied by a friend

8. Property Damage and Financial Responsibility

Parents and carers may be asked to contribute to reasonable direct costs arising from wilful or reckless damage caused by their child to DSSBH property or the host school's property, equipment, IT systems or premises.

Any request for payment will be considered by the Committee, based on the circumstances, available evidence, insurance position and any requirements of the host school. Accidental damage will be treated differently from deliberate or reckless damage.

9. Review and Appeal

Parents or carers may request a review of a decision to withdraw a child's place or attendance by writing to the Committee within 10 working days of receiving the decision.

If the decision concerns removal of an adult's formal membership of DSSBH, the process set out in the DSSBH constitution will apply. The member will have the right to be heard by the trustees before the decision is made and may be accompanied by a friend.

Where possible, the review will be considered by Committee members who were not directly involved in the original decision. The review will consider whether the policy was followed, whether the decision was reasonable and proportionate, and whether any relevant information was overlooked.

The Committee's decision after review will be final within DSSBH's internal processes, subject to the DSSBH constitution and any applicable legal rights.

Individual behaviour, safeguarding or membership cases will be handled confidentially and will not normally be referred to an AGM.

The AGM may, however, review this policy or wider governance arrangements.

10. Review of this Policy

This policy will be reviewed periodically by the DSSBH Committee and updated where needed, including in response to changes in safeguarding requirements, host school arrangements, insurance requirements or DSSBH's constitution.

Document approved by DSSBH Committee | Date: April 2026