

## Discipline report

Date	
Time	
Place	

Teacher	
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Name of the pupil		
Description of behaviour		
Conduct contrary to the school rules		
Agreement between the pupil and the school how to improve their behaviour		
Additional notes from the teacher / Head Teacher		
Signature	Teacher	
	Parents	
	Director	

## **Disciplinary Report (Discipline Policy KG/ GSESK)**

The disciplinary report is an internal document, recording the misconduct of a pupil (KG/ GS). By means of this document the class teacher, the Primary Head Teacher, and the parents of the pupil in question, can be informed of any misconduct. For the pupil, this disciplinary report is an indication that they have broken a school rule. The disciplinary report stays in the pupil's Kindergarten and Primary file for one year and is referred to when assessing their social and behavioural progress.

Content of the disciplinary report:

- Description of the pupil's behaviour by the teacher present.
- Identification of the school rule which was not respected.
- Agreement between the pupil and the school how to improve their behaviour.
- A copy is given to the class teacher, the director and the parents.