

# LCs - FTs RESPONSIBILITIES



## FTs roles and responsibilities within the Behaviour Management Policy

- FTs are the reference point for any concerns identified by guardians and /or subject teachers.
- FTs ensure that students are aware of their rights and responsibilities.
- FTs monitor their students' behavioural records and follow up accordingly.
- FTs refer to LCs any phase 4 incidents.

## LCs roles and responsibilities within the Behaviour Management Policy

- LCs consult with Form Tutors regarding any disciplinary action being taken concerning their students
- LCs follow up any concerns that are referred to him/her through the form tutors
- LCs ensure that responsible behavior is acknowledged
- LCs chair the form tutor meetings
- LCs refer to BM Team.
- LCs hold level meetings to update or inform students about their behavioural situation. Therein enforce positive behavior and encourage students to work on the areas that need improvement.

