

THE SENIOR SCHOOL BEHAVIOUR MANAGEMENT POLICY

This document should be read in conjunction with the School's Code of Conduct (copy in school planner) and the Positive Discipline Procedures Handbook. Students who fail to follow the Code of Conduct will be subject to the sanctions outlined in this policy. We insist on high standards of behaviour and discipline and expect all members of the school community to conform to this policy.

Principles

- We seek to promote behaviour for learning with an emphasis on a managed learning environment.
- Our aim is to foster responsibility and self-discipline in each pupil, allowing the development of the individual to take place within the bounds of consideration for others.
- We support a positive approach to behaviour management using assertive discipline and positive reinforcement.
- We value all members of our school community and promote inclusion and equal opportunities for all.

Expectations

1. We expect students to respect each other, and all other members of the school community and their property, beliefs and cultures.
2. We aim to give opportunities for classes, year groups and the student council to discuss and make recommendations about behaviour, including bullying and the effectiveness of rewards and sanctions.
3. We do not tolerate or condone anti-social or offensive behaviour, such as bullying, violence, racism, or drug-abuse, nor do we tolerate students encouraging others to participate in this sort of behaviour.
4. We regard rudeness to staff, or a refusal to carry out a reasonable instruction, as unacceptable behaviour.
5. We expect students to respect the environment of the school, taking care not to cause damage or leave litter.

6. We feel the ordered atmosphere of the school is the responsibility of every member of the school, and students have a duty to ensure that incidents are reported to a member of staff.
7. We expect students to conform to the dress code.
8. We expect the same high standards of behaviour from students on school premises, on school trips, in the school's surroundings, and when travelling to and from school.

Our expectations are set out in our Code of Conduct and Positive Discipline Procedures Handbook, as well as being displayed in school planners and around the school.

Roles and Responsibilities

Students will:

- Support staff members and other students by promoting good behaviour.
- Take responsibility for their behaviour and actions.

Parents will:

- Take responsibility for their child's behaviour.
- Work in partnership with the School to maintain high standards of behaviour.

Staff will:

- Ensure the policy is consistently and fairly applied.
- Set the high standards of behaviour expected from students.
- Give each other mutual support in implementing the policy.
- Review the School's behaviour policy on a regular basis.
- Give students support in implementing the policy.
- Make reasonable adjustments in both expectations and sanctions for children with special educational needs and disabilities.

All members of the School community will:

- Abide by this Policy as well as the Home/School Agreement, the Code of Conduct and Positive Discipline Procedures.

Rewards and Sanctions

Good behaviour will be positively reinforced, recognised and rewarded. Please refer to the separate policy.

Poor behaviour at all Key Stages will be dealt with in the following ways:

A: In the Classroom

- Students are directed to observe the school's Code of Conduct and other guidelines in their planners.
- Students who fail to follow guidelines will be dealt with in a phased approach through the Positive Discipline Procedures. Sanctions will include warnings, detentions and referrals to Key Stage Coordinators. For serious breaches of the Behaviour Policy and Code of Conduct students will be removed from classrooms to another room. Students may face internal or external exclusion.

Classroom Management Practices: Please also refer to The Senior School's Teaching and Learning Policy.

Staff should make use of the following practices to ensure an orderly classroom environment:

- An orderly and quiet entry into the classroom, greeting pupils and checking uniform as they enter;
- A prompt start to lessons;
- Display and reinforcement of the Code of Conduct and Positive Discipline procedures (Pyramids);
- Using positive behaviour management strategies;
- Taking the register at the beginning of the lesson;
- Having a pre-arranged seating plan;
- Gaining silence before addressing the class;
- And having students stand behind desks in silence at the end of lessons, dismissing a small group at a time.

B: Outside the Classroom

- (a) Personal Property: Any personal property that is not allowed in school will be confiscated and returned at a later date. The school reserves the right to ask a pupil to empty out the contents of his/her bag or pockets after informing the parents if a Senior Staff Member suspects that a theft has taken place or the pupil is in possession of alcohol, cigarettes, drugs, weapons or any other illegal or dangerous substances. If a parent objects to this then the police will be called to carry out the search. The search will be carried out by a Senior Staff Member nominated by

the Principal, along with one other member of staff of the same gender as the pupil. The search will be carried out in an office or room away from other pupils. In addition, from time to time the School might require pupils to open their bags for spot checks. Parents will not be informed when general spot checks take place.

- (b) Punctuality: Students who are late to school more than *three times in two weeks (within a half-term)* without an adequate explanation will receive a short detention at break. Persistent lateness will be referred to the relevant pastoral leader for further action. This may involve contacting parents and after school detentions.
- (c) Smoking: The school is a non-smoking and non-vaping site (please refer to the Health and Safety Policy). Smoking in or near the school is not acceptable. Any pupil seen smoking or in possession of smoking implements including e- cigarettes or associating with another pupil who is smoking will receive an after school detention and a letter will go home to parents.
- (d) Truancy: Truancy is dealt with in the school's Attendance Policy. Pastoral leaders will inform parents and issue detentions so that the students can make up the time missed.
- (e) Serious offences: Examples of serious offences include vandalism, persistent smoking, theft, violent behaviour, offensive language, persistent truancy, and bullying. All serious offences must be referred to Pastoral Leaders or Senior Staff Members, who will decide on an appropriate sanction, and will inform the pupil's parents. Serious offences may involve fixed-term exclusions. All serious offences must be recorded by Key Stage Leaders/Heads of Year and kept with the Pastoral Deputy.

For repeated offences or for very serious 'one-off' offences – such as a violent assault, and possession of or dealing in illegal substances – permanent exclusion *may* be used. See Positive Discipline Procedures Handbook and the relevant pyramid.

Detentions

- If students are detained after school hours parents will be informed at least 24 hours beforehand and a detention slip issued. Students may also be detained at break-time.
- The member of staff dealing with a student regarding any behavioural concern is responsible for making the necessary referral according to the Positive Discipline Procedures.

Monitoring Student Behaviour

- The student planner is a key means of monitoring a pupil's behaviour and attitude to learning, through the medium of communicating with parents via notes. These notes may be utilised in

relaying both positive and negative messages. Students are expected to have their school planner with them at school at all times.

- The 'On-Report' System is a means of monitoring the behaviour of students causing concern.
- Referrals will take place according to the Positive Discipline Procedures, for either positive or negative behaviour.

Bullying and Racial Harassment

The School takes all incidents of bullying and racial harassment very seriously and will use the full range of sanctions depending on the severity of the case. Any such incidents must be recorded. Please refer to the separate Anti-Bullying Policy.

Internal Exclusion

The school may choose to internally exclude a pupil as a result of a serious breach of the behaviour Code of Conduct. The pupil will be required to work away from his or her peers for one or more days, though still on the school's premises. The pupil will not be allowed to have his/her breaks with other pupils; rather, he/she will be afforded breaks at a separate time. The pupil will have full access to toilets and drinking water. Parents will be informed of such a sanction in writing.

Fixed-Term Exclusion

This can be sanctioned only by the Principal or Headteacher and may involve a meeting of Board members.

Permanent Exclusion

Permanent exclusion can only be sanctioned by the Principal and the Board of Governors in conjunction with the Ministry of Education. If a permanent exclusion is considered, then a panel of three Board members – together with the Principal – should meet to hear the evidence for exclusion. The pupil may be represented by his/her parents.

The school reserves the right to exclude permanently any student who, for example, behaves violently towards a fellow student or member of staff, is found in possession of or dealing in any illegal substance, or demonstrates any other behaviour/s that is seen to be threatening, dangerous, illegal or accumulative over a period of time. Parents of an excluded student have the right to appeal to the Board of Governors. An appeal panel would consist of three different Board members.

After the appeal, if parents are not satisfied with the outcome, they have the right to appeal to the Ministry of Education (see Complaints Procedure).

There is no corporal punishment in this school.

Appendices

1. Positive Discipline Procedures - Handbook
2. Positive Discipline Procedures - Pyramids
3. Ministry Guidelines on Pupil Exclusion

Last updated August 2016