

POLAM HALL SCHOOL

POLICY FOR BEHAVIOUR Including Discipline, Rewards and Sanctions (part of SAFEGUARDING & WELFARE Policy Suite)

In approving this policy the Governing Body has consulted the Head, staff, parents and pupils at the school. It will be reviewed annually, or earlier if necessary.

School Ethos

The Governors expect the School to be a place where:

- all individuals are respected and their individuality valued
- where pupils are encouraged to achieve
- where self-discipline is promoted and good behaviour is the norm
- where good behaviour is encouraged rather than simply punishing poor behaviour
- where rewards and sanctions are understood and applied fairly and consistently

The School's Moral Code

The School's policies reflect the highest moral standards, and in particular will not tolerate bullying or other anti-social behaviour.

RESPONSIBILITIES

The Head

The Head's role is to determine the detail of the standard of behaviour acceptable to the school in consultation with the governing body. The Head has the day-to-day responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

The Head is expected to:

- promote self discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others, and to prevent all forms of bullying among pupils
- secure that the standard of behaviour is acceptable
- otherwise regulate the conduct of pupils

All Staff

All staff are expected to encourage good behaviour and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline.

STANDARDS OF BEHAVIOUR

The school has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a pupil enters the school. We also encourage

pupils to be aware that they represent the school at all times and most especially when wearing school uniform on their journeys to and from the school.

All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

Punctual attendance at school and lessons is required.

All absence from lessons must be explained. Unexplained absence will be followed up by the classroom teacher in conjunction with the Form Tutor.

It is understood that there will be variations in staff acceptance and tolerance of pupils' behaviour in class depending on the nature of the class and content of the lesson, but behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

Through regular discussions at PHSCE, HODs, Staff and School Council meetings the school endeavours to ensure that staff apply all standards consistently and fairly.

REWARDS AND SANCTIONS (Senior School)

(see also CODE OF CONDUCT documents)

All rewards and sanctions must be applied fairly and consistently. None of the school's punishments will be degrading or humiliating.

Rewards

Wherever possible staff should give positive feedback, using the school reward system of Housepoints to encourage good behaviour and work habits.

Housepoints

- Housepoints are awarded to individuals for good work, courteous behaviour and willingness to help. They count towards the House Points Cup.
- Departments should decide their own policy for their allocation of awards for term work.
 - Housepoints are awarded for examinations as detailed below. These housepoints are recorded on sheets provided in the staff workroom.
Housepoint slips are not issued to individuals nor are they recorded in the housepoint record book for examination housepoints. Housepoint slips are available from pigeon holes in Staff Room. These are completed by staff and given to girls. The girls then take to their Form Tutors for initialling.
- Staff must record housepoints awarded using a housepoint slip in the housepoint record book found on the notice board in the staffroom.

HOUSE POINT ALLOCATIONS

ONLY ONE HOUSE POINT TO BE AWARDED FOR THE FOLLOWING:

- Guidelines for progress/achievement in a subject at the discretion of Heads of Department (suggestion of 3 consecutive very good results or sustained/continued effort for pupils up to L5; differing criteria for upper school due to coursework, etc.)
- Examination results:
 - Internal: 1 house point for top attainment grade
 - External: 1 house point for each subject awarded a pass grade.

Sanctions

Sanctions should be applied where it is necessary in the circumstances to show appropriate disapproval.

All staff must seek to ensure that punishments are proportionate to the offence, and should enable pupils to make reparation where possible
As far as possible the sanction applied should be as constructive as possible.

In many cases discussion with a pupil and an agreement about a better course of conduct is sufficient. Staff will use their own judgement as to whether that discussion should take place with an individual member of staff, with the Form Tutor, the House Mistress, Personal Tutor, Deputy Head or the Head. Similarly staff will use their own judgement regarding the use of minor and immediate sanctions such as:

- removal from the group / class or particular lesson
- withdrawal of break or lunchtime privileges
- Lunchtime Study Session – normally takes place in Mounsey, Room 1 at lunch-time. This is normally appropriate for difficulties with completing homework, work not done with sufficient care; failure to attend a lesson on time etc.

In some cases, however, further sanctions may be necessary. The following may be used:

- **Community Service** – carrying out useful tasks to help the school. This is normally appropriate for very poor behaviour and agreed in conjunction with the Deputy Head or Head of Sixth Form.
- **Formal Detention** – this will be given by the member of staff teaching the pupil following particularly bad or incomplete work. This takes place after school at the member of staff's convenience and is supervised by that member of staff. Forms are available in the Staff Room so that the pupil's parents and House Mistress can be appropriately informed.
- **Gating** – this is usually appropriate for boarding girls who have failed to abide by the boarding rules. For one or two weeks, occasionally more, a girl will not be allowed to leave the school premises except as part of an educational visit. The Head will inform a girl's parents of this.
- **Removal from School Visits or Events** – it may be deemed appropriate to deny a pupil participation in a school visit or event that is not essential to the curriculum.
- **Suspension/temporary exclusion(see below)**

- **Permanent Exclusion (see below)**

EXCLUSIONS

Fixed Periods

This can only be given by the Head or in her absence the Deputy Head, and is for a serious misdemeanour, for example smoking, or for a series of more minor misdemeanours which have not responded to any other sanction. Parents will always be informed. Pupils can be excluded for one or more fixed term periods not exceeding 45 school days in any one school year.

Permanent Exclusion

When all else has failed the Head will consider permanently excluding a pupil. A decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional ‘one-off’ offence has been committed, eg:

- serious violence, actual or threatened, against a pupil or member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon

Staff must realise that this step can only be taken if the Governors agree and if it appears that natural justice has been contravened in so doing.

Drug-related Exclusions

Any decision to exclude in a drug-related case will be based on the criteria spelled out in the School’s Drug Policy.

Alternatives

Before resorting to exclusion the school will normally try alternative solutions:

For example:

- a restorative justice process – whereby the harm caused to the ‘victim’ can be redressed;
- internal exclusion (removal from class, but not the site)

Inappropriate Exclusion

The school does not see exclusion as normally appropriate in the following cases:

- minor breaches of discipline
- poor academic performance
- truancy or lateness
- non-compliance with uniform regulations

Parental Co-operation

Parental co-operation forms part of the contract between the school and all parents of pupils at the school. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

Appeals

Parents are entitled to an interview before the Head makes a firm decision to expel and then to appeal to the governing body against any exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Governing Body at the school. A hearing will be set up as quickly as possible, but within 10 working days at the latest. The governors' decision is final.

Continuing Education

The School will continue to provide education for a pupil who remains on roll and in the case of an exclusion of more than 15 days, the school will consider:

- how the pupil's education will continue
- how his/her problems might be addressed in the interim
- reintegration post-exclusion

CORPORAL PUNISHMENT AND RESTRAINT

In accordance with the law there is no corporal punishment allowed by the school. However, if authorised by the Head, a teacher, or other member of staff, may use 'reasonable force' to prevent a pupil from:

- committing an offence
- causing personal injury or damage (including to themselves)
- engaging in any activity prejudicial to the maintenance of good order, whether during a lesson or at any other time

The Head has authorised all teaching staff to use reasonable force in the above circumstances.

BEHAVIOUR SUPPORT SYSTEMS

The school has a number of programmes and techniques for supporting behaviour management. These are:

- PHSCE Curriculum
- Informal 'On Report' system, weekly or daily
- Weekly Interim report
- One-to-one individual support programmes
- Buddy system

INVOLVEMENT OF PARENTS

Parents are essential in supporting good behaviour and positive habits in their children. Parents will be involved in discipline cases as appropriate. Individual staff are encouraged to involve parents in minor discipline issues as appropriate, always completing a Parent Contact Sheet. More serious matters should be referred to the appropriate member of the SMT.

INVOLVEMENT OF STAFF

The working of the school's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with pupils in form/tutor group time.

Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. Training in behaviour management will be provided from time to time.

INVOLVEMENT OF PUPILS

Article 12 of the UN Convention on the Rights of the Child allows children who are capable of forming views the right to express those views.

The School Council will be involved in reviewing the school's programmes to reinforce self-discipline and positive work and behaviour patterns. Discussions in Form/Tutor group time will inform the deliberations of the School Council.

The Deputy Head is responsible for ensuring the positive contribution of pupils. In particular the Head and Deputy Head in collaboration with The SENCO will ensure that the needs of SEN pupils are properly taken into account, and their participation in the consultation process is assured.

CONSULTATION

The Head will seek the widest possible agreement for this policy, and will report at least annually to the governing body on its implementation.

EQUAL OPPORTUNITIES

All rewards and sanctions must be applied fairly and consistently and in accordance with the school's equal opportunities policy.

PUBLICATION

A copy of the policy will be available to all parents and prospective parents of pupils at the school. It will also be made accessible to parents whose first language is not English. The school will consider translating the policy as appropriate.

LINKS WITH OTHER POLICIES

The Policy should be read alongside the following:

- the School's statement of ethos and aims
- the School Development Plan
- the Drugs Policy
- the Anti-bullying Policy
- the Complaints Policy
- the School's policy on 'justifiable restraint'

Signed:

Chair of Governors

Head

Last reviewed: September 2009
Next review: September 2010