



# Behaviour of Pupils: Governors' Statement & School Policy\*

## Governors' Statement of General Principles

### General

The governing body is charged with the duty to set the framework of the school's policy by providing a written statement of general principles relating to discipline, taking into account the needs of all pupils.

### 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.

### The School's Moral Code

The governors expect the Head to instill the highest moral standards in the school, and to take appropriate action to see that such standards are maintained. In particular, the governors expect the Head to take firm action to deal with any cases of bullying or other anti-social behaviour.

### School Rules

The Head will draw up and review annually a set of school rules that will:

- promote self-discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others, and prevent all forms of bullying among pupils
- ensure pupils' standard of behaviour is acceptable
- regulate pupils' conduct

### Rewards and Sanctions

None of the school's punishments must be degrading or humiliating.

The governors expect all rewards and sanctions to be applied fairly and consistently.

The governing body agrees that the following sanctions may be used in the school in appropriate cases:

- completion of work at home or extra work (in school or at home)
- carrying out useful tasks to help the school
- detention (in school hours or outside school hours, except that detention outside school hours requires notice in writing to be given to the pupil's parent or guardian at least twenty-four hours before the detention)
- removal from the group/class or particular lesson
- withdrawal of break or lunchtime privileges
- withholding participation in educational visits or sports events which are not essential to the curriculum
- fixed and permanent exclusion

### Responsibilities of the Head

The Head's role is to determine the detail of the standard of behaviour acceptable to the school, to the extent that this has not been determined by 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 has 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



## School Discipline Policy

### General

This policy puts into effect the governors' statement above.

### Responsibilities

#### The Head

The Head's role is to determine the detail of the standard of behaviour acceptable to the school, to the extent that this has not been determined by 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 has the authority to delegate responsibility for the enforcement of school rules to members of the school's teaching staff.

#### The Head has 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** 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. Heads of Departments are charged with using their best endeavours to ensure that programmes of study and the methodology used in the Department are well thought out and of a consistently high standard.

### Standards of Behaviour

The school will set high standards of behaviour and endeavour to encourage good habits of work and behaviour from the moment a child enters 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 must be explained and unexplained absence will be followed up.

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 must ensure that such behaviour is not tolerated.

Through regular discussions at staff and school council meetings we shall endeavour to ensure that staff apply all standards consistently and fairly.

### Rewards

Wherever possible staff should use their own reward systems to encourage good behaviour. The Infants, Junior and Senior Schools will have their own reward systems appropriate to the ages of their pupils. Golden Time and Privilege Time reward both at the end of each week.



The rewards used by the school are:

- Prizegiving - prizes for academic and sporting success, effort and general contribution to the school
- The Key Stage 3 Award
- Recognition Rewards for Prep School
- Positive comments on pupils' work and in pupils' organisers

## **Punishments**

Sanctions should be applied when rewards have failed, or where it is necessary in the circumstances to show appropriate disapproval. 'The Rougemont Way' underpins Prep School values and feeds into Golden/Privilege Time. See Appendix.

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.

The sanctions allowed by the governing body are:

- completion of work at home or extra work (in school or at home)
- carrying out useful tasks to help the school
- detention (in school hours or outside school hours, except that detention outside school hours requires notice in writing to be given to the pupil's parent or guardian at least forty eight hours before the detention)
- removal from the group/class or particular lesson
- withdrawal of break or lunchtime privileges
- withholding participation in educational visits or sports events which are not essential to the curriculum
- fixed and permanent exclusion

## **Involvement of Parents**

Parents will be involved in disciplinary cases as appropriate.

Parents are encouraged to support good behaviour and positive habits in their children.

## **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 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**

The School Council will be involved in reviewing the school's anti-bullying policies and procedures and in 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.

## **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**

The Head will publish the policy on the website for pupils, parents and staff.

The Policy should be read alongside the following:

- School Rules
- Anti-bullying Policy
- Complaints Policy
- Staff Code of Conduct



## Behaviour Policy – addendum to apply during the Covid-19 Phased Reopening of School (22 Feb 21)

From 22 February 2021, pupils in the Infant Department are returning to School. Pupils who are either vulnerable, or children of workers critical to the COVID-19 response in Juniors, or Seniors, may also attend School.

This temporary addendum to the Behaviour Policy contains specific details of how we will maintain good conduct during the phased re-opening as per Government guidelines. The amendments are designed to minimise risk to everyone in our community.

### Minimum Equipment for Lessons

*Every student is expected to attend school with the correct equipment. The adjusted equipment required is listed below:*

- Pen
- Pencil
- Ruler
- All online codes/passwords
- Planner or notebook
- School bag/carrier bag (for equipment and coat)
- A full water bottle (as water fountains will not be in use)

*Pupils must not share equipment or books/resources with their peers.*

### School Uniform Expectations

*Pupils are not expected to wear school uniform. Prep pupils are to wear PE kit; Senior pupils are to wear sensible clothing suitable for school that can be easily washed on return home.*

- Coats/jackets/outer layer of clothing that cannot be washed daily must be placed in school bags on arrival to school.
- Appropriate footwear such as trainers/pumps are advised. Please wear the same footwear to school each day to reduce transmission of the virus.
- Students should wear clothes which can be easily washed and dried as the virus can survive on clothes for extended lengths of time.
- Jewellery, nail varnish and make up are still not permitted. Students may wear a watch and up to one earring in each ear.
- Sportswear and the school PE kit are recommended to ease the laundry burden at home.
- Long hair must be tied back at all times and washed regularly after face to face sessions in school.

### Moving Around School

- Students must maintain a social distance of two metres from all others whilst on site; for younger Prep pupils, some distance should be encouraged at all times.
- Students must follow one-way systems as directed or remain within designated bubbles and zones.
- Specific guidance will be provided to students regarding which entrance they may use on arrival in school.
- Students must only use the toilets identified by staff.
- During any non-contact time, students will be directed to a specific location and must not wander around school; Prep pupils will remain within bubbles with their designated teacher.



## Hand Washing

Students must adhere to handwashing expectations and as a minimum wash their hands with soap and warm water for 20 seconds on arrival at school, before and after eating, prior to departure and frequently thereafter. Students may supplement this with an alcohol-based hand sanitiser at different times during the school day.

## Mobile Phones and Devices

*The school Mobile Phone Policy remains in place with the following changes:*

- During the phased reopening, students will not have their phone confiscated.
- Repeated breaches of the school policy will result in students not being allowed to bring their mobile phone into school.
- Under the direction of their teacher, a student may look at their mobile phone for a Class Charts related issue.
- Student phones may be switched on to allow the track and trace app to be operational but must be switched to silent and out of sight. Students must not use their mobile phones within the school site without permission from a teacher. Similarly, devices may be used to access teaching materials, under supervision from the teacher.

## Dining Halls and Social Areas

Catering facilities are available to Infant pupils.

Junior and Senior pupils should bring packed lunch, snacks and filled water bottles with them; catering facilities will not be available to them.

Students must maintain social distancing whilst eating lunch. Students will use designated eating spaces. Prep pupils will remain with their bubbles and designated teacher.

Litter should be packed back into lunch bags and taken home to dispose.

All members of the school community should take care to keep the school clean, pleasant and safe.

## Behaviour in the Wider Community

The Head and other teachers have a statutory power to discipline students for misbehaving outside the School premises. This applies even if they are not wearing their school uniform. The School reserves the right, therefore, to discipline a student for misbehaviour outside School during the reopening phase, in accordance with the Behaviour Policy and when behaviour contravenes Covid-19 Government regulations.

*The above includes any misbehaviour that may take place online (in accordance with the school's e-Safety Policy).*

**To achieve proportionality, a graded system of consequences operates and a pupil who misbehaves may be sanctioned in line with the table which follows.**



| <b>Covid-19 Adjusted Consequence Chart</b> |  |   |                           |  |  |
|--|--|---|---------------------------|--|--|
| <b>LEVEL</b>                               | <b>BEHAVIOUR</b>   | <b>CONSEQUENCE</b>  | <b>RESPONSIBILITY</b>     | <b>COMMUNICATION</b>   | <b>CONSEQUENCE</b>   |
| <b>Minor Poor Behaviour</b>                | As per Behaviour Policy, not abiding by School Code of Conduct and Rougemont Way ( <i>Prep</i> ).                    | Note on paper Register and warning given  | Teacher                   | Recorded on paper register   | Restorative conversation   |
| <b>Repeated/ Persistent Poor Behaviour</b> | As per Behaviour Policy, not abiding by School Code of Conduct and Rougemont Way ( <i>Prep</i> ).<br><b>Repeated</b> | Following warning (above), parent informed at collection by teacher, reinforcing expectations | Teacher, with SLT support | Verbally to parents  | Restorative conversation with verbal discussion of contract of behaviour |
| <b>More Serious Behaviour</b>              | More persistent examples of above or more serious behaviour on an isolated occasion                                  | Immediate removal to SLT Office   | Teacher to SLT            | SLT to communicate immediately with parents                          | Pupil may be collected immediately; restorative process to be followed   |
| <b>Most Serious Behaviour</b>              | Serious Incident   | Immediate call to SLT to remove   | Head                      | SLT to communicate immediately with parents and any necessary bodies | Pupil to be removed and further actions considered.                      |

*At each stage, behaviour management works on the premise of a positive restorative approach, based on our School values.*

### **Consequences for Poor Behaviour**

Where it is deemed appropriate to do so, the appropriate sanction set out in the table above may be imposed in accordance with the Behaviour Policy during the phased reopening period.

### **Confiscation of and Search for Inappropriate Items**

Before commencing a search, staff must ensure PPE is in place; disposable gloves, apron and mask. These should be disposed of safely following the search with handwashing to follow.

### **Positive Handling**

During the Covid-19 pandemic staff must use positive handling as a last resort and should wash their hands with soap and warm water immediately following any incident.