

Rougemont School

Behaviour Policy
2023-2024



Behaviour and Discipline of Pupils: Governors' Statement and 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 instil 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 code of conduct/set of values that will:

- promote self-discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others
- 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 or time from Golden/Privilege Time
- withholding participation in educational visits or sports events which are not essential to the curriculum
- fixed and permanent exclusion

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 (Appendix A).

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.

Responsibilities

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/code of conduct/values 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 must:

- promote self-discipline and proper regard for authority among pupils
 - encourage good behaviour and respect for others, ensuring that bullying behaviours are recognised, reported and dealt with in line with policy and procedure.
- ensure that the standard of behaviour is upheld, in line with policy and procedure. 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, as well as an underlying ethos of respect. 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.

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.

The rewards used by the school are:

- Prize Giving - prizes for academic and sporting success, effort and general contribution to the school
- Pupil Praise shared with parents
- The Key Stage 3 Award; Recognition Rewards for Prep School, with postcards sent to parents
- Respect stickers and lapel pins for Prep pupils
- Stars of the week certificates in Juniors
- Positive comments on pupils' work and in pupils' organisers
- Children in the Early Years receive instant rewards through the form of stickers and praise

Sanctions – See Appendices A and C

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 is used to reinforce appropriate behaviour and links towards age appropriate sanctions (loss of golden time, etc).

All staff must seek to ensure that sanctions are proportionate to the offence and should enable pupils to make reparation where possible. In the Prep School, the system of restorative justice takes place when any conflict needs to be resolved. 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 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

Involvement of Parents

We pride ourselves on our strong relationships with parents. Parents are always welcome to speak with members of staff about any concerns in school. This open-door culture underpins our school ethos.

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 Time.

Staff will also be called upon, from time to time, to identify problems that may be behind any challenging 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 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 school website for pupils, parents and staff.

Behaviour and Discipline of Pupils - *Appendix A: School Rules*

Rougemont School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Purpose of this Policy

The purpose of this policy is to ensure that all members of the Rougemont School community remain safe, and that pupils' conduct and behaviour is such that teaching and learning can flourish. Everyone must understand the legal requirement to attend School by referring to the Attendance Policy.

High standards are expected by the school. Pupils must make every effort to produce their best at all times, whether in lessons, homework tasks or extra-curricular activities. Pupils are ambassadors for the school and their behaviour and appearance should always be exemplary.

Pupils breaking any of the rules outlined in this policy, or the attendance or E-safety policies will be subjected to the appropriate sanctions.

Work Ethic

Pupils are to arrive punctually to all lessons, equipped and ready to learn. Pupils are encouraged to try their best in everything they do and allow others to do the same.

Respect for Others

Pupils must be respectful and polite to all members of the school community. Any kind of offensive or physical behaviour towards any member of the school community is unacceptable. The use of inappropriate language such as swearing is not tolerated, whether said or written down on paper or on a screen. Pupils are to treat everyone with respect, regardless of their gender, ethnicity, sexuality or belief. Bullying, of any description, will not be tolerated.

Moving Around the School

Pupils must show an awareness and respect for each other when moving around the school. This includes walking quietly and sensibly indoors, holding doors open for each other, letting staff members enter first, keeping left in busy corridors. Before entering any room where a staff member is present, pupils should knock first to seek permission to enter the room.

School Environment

Pupils must show respect for the school environment to include the school buildings both inside and outside, the outdoor playing and garden areas and other people's property. Vandalism and the dropping of litter will not be tolerated. Pupils are to keep their work areas and communal areas tidy. Where appropriate, pupils should queue sensibly in a straight line for example when waiting to enter the Dining Room.

Mobile Phones and other Internet Enabled Devices

Mobile phones are not to be used at any time in School unless a teacher has given specific permission for them to be used for educational purposes. Mobile phones must remain on silent throughout the day. Pupils must only use the school's Wi-Fi to access the internet. Pupils must not be filmed or photographed in School or when in school uniform without prior written permission. Pupils in EYFS are not allowed phones in School. Junior pupils bringing in phones must hand them in to the Junior Office. Year 7-10 pupils bringing in phones must place them in their form box at the start of morning registration and have them returned by their form tutor during 'Check In' time at the end of the day. If remaining in school for After School Prep, Years 7-10 mobile phones must be left at the LRC Welcome Desk and collected on the way out. No pupil in Years 7-10 should have possession of their phone during

the school day. Senior pupils in Year 11 and above are allowed to keep phones on them for educational purposes only, including in the LRC; however, it is not a requirement for them to have one in School. Sixth Form students are allowed to use their mobile phones in Sixth Form only areas. Nothing should be posted on the internet that brings the reputation of the school into disrepute. Pupils must not view or share any age-inappropriate material.

Out of Bounds

In the interests of safety, pupils are not allowed to enter any of the following rooms in the school without a member of staff being present: Science Laboratories, DT Workshop, Fitness Suite, Medical Room and the Kitchen (Refectory). Staff rooms, staff toilets and staff changing areas remain out of bounds at all times.

Food

Pupils are encouraged to eat healthily both in school and whilst on school trips. Pupils are only allowed to eat in the Refectory, Sixth Form Common Room and designated outdoor areas. Chewing gum is not permitted in school or in any school-related activity.

Substances

Smoking, vaping, consumption of alcohol and the possession, taking of or under the influence of any illegal substances or legal highs is forbidden in school or on any school-related activity to include educational visits, trips, tours and fixtures.

The Rougemont Way

'The Rougemont Way' underpins the Prep School expectations of conduct:

The Rougemont Way

I will always strive to be:

Ready;

Respectful;

Responsible;

My Best Self;

Kind.