

POSITIVE BEHAVIOUR POLICY

Value Statement

This policy has been created by the Board of Governors of the school following consultation with pupils, parents and staff. Through it the school seeks to create a safe and caring environment for all pupils and staff in which effective teaching and learning can take place and all pupils are given the opportunity to develop to their full potential. The school continues to promote a positive community spirit based on Christian values, as outlined in its Mission Statement. It realises that the behaviour of pupils affects, not only themselves, but also others and insists on acceptable standards of behaviour from them at all times.

In the policy the "Vice Principal" refers in the first instance to the Vice Principal responsible for Pastoral Care and Discipline but also covers, in the event that he/she is not available, the other Vice Principal.

Aims of the Policy

- to create a positive, well-ordered environment within which each pupil feels valued and respected and effective learning and teaching can take place;
- to promote pupils' confidence and self-esteem;
- to encourage pupils to value one another and to promote mutual respect between staff and pupils;
- to encourage pupils to contribute positively to their own development, to the development of others and to the life of the school;
- to promote among pupils self-discipline and a healthy respect for authority.

Objectives of the Policy

- to promote a sense of collective responsibility for pupils' behaviour among all staff and a commitment to the school by pupils and their parents;
- to ensure that all staff, pupils and parents are aware of the behaviour expected of pupils and to give guidance on appropriate rewards and sanctions to promote such behaviour;
- to promote consistency among all staff in the implementation of school policies and procedures, including the Code of Discipline contained in this policy, and the awards and sanctions associated with them;

- to ensure close liaison among subject teachers, tutors, Year Heads, Heads of Department and Vice Principals in promoting pupils' positive behaviour.

Links to Other School Policies/Documents

The policy is linked to the school's Pastoral Care, Anti-Bullying, Child Protection, Health and Safety policies and Behaviour Code Outside and Inside the classroom.

Counsellors

One of the strategies used to promote positive behaviour is to refer students whose behaviour is persistently unacceptable to the counselling service in school or to the school chaplain.

Code of Discipline

The primary responsibility for good behaviour and discipline lies with the pupils. The Code of Discipline creates a framework within which they are supported and encouraged to contribute in a positive way to their own development and to that of the school community.

In implementing the Code of Discipline staff recognise that pupils can learn valuable lessons from their mistakes. They encourage pupils to develop independence by accepting the need for self-discipline and self-control and by taking responsibility for their own behaviour. They encourage them, likewise, to develop their interpersonal skills and their ability to work cooperatively with others to resolve problems and potential or actual conflict.

NB The rules, rewards, sanctions, breaches of discipline and procedures outlined in the Code of Discipline are not exhaustive but give guidance to pupils, parents and staff.

Rules

The following rules apply to pupils when they are:

- in school;
- on their way to and from school;
- in school uniform;
- representing the school.

Personal Image

- School uniform is compulsory. It must be neat and kept in good condition.

- Hair must be clean, tidy and of an acceptable colour and style. Shaven hairstyles for boys are not acceptable.
- The only jewellery allowed is a watch, a ring and a pair of stud earrings, one in each ear.
- The only make-up allowed is light foundation cream which may be worn from Year 11 upwards.

Attendance and Punctuality

- Pupils must attend school each day throughout the academic year.
- Pupils must arrive in school punctually each day and attend tutor group/assembly promptly at 9.00 a.m.
- Pupils must arrive punctually at each class/study period throughout the day.
- Pupils must never leave school without permission.
- Pupils must comply with school procedures concerning absences.
- Parents must ensure that appointments, for example, medical or dental, are arranged for outside school hours and, where this is not possible, for example, orthodontic or hospital appointments, that pupils are absent only for the duration of the appointment. Parents must not book family holidays during term time.
- Parents must comply with school procedures concerning absences.

Academic Development

- Pupils must take responsibility for their own learning, pay full attention in class and contribute positively to each lesson.
- Pupils must complete all homework on time, including written, learning, research and preparation work.
- Pupils must complete all coursework for public examinations and hand it in on time.

Social Development

- While in class pupils must respect the classroom code and cooperate fully with their peers and teachers, whether engaged in individual, group or whole class activities.
- Outside class pupils must respect the code of behaviour for outside the classroom, treat their peers with respect and cooperate fully with teachers, support staff and supervisors.

- At all times pupils must be courteous and cooperative with one another and with staff and must refrain from all anti-social behaviour, including insolence, bullying, harassment and assault.

Health, Safety, Environment

- Pupils must never endanger the health of those who suffer from a severe nut allergy by bringing nuts or any product containing traces of nuts into school.
- Pupils must never endanger their own or their peers' health by possessing, using or supplying illegal drugs.
- Pupils must never possess, use or supply alcohol or cigarettes/e-cigarettes.
- Pupils must never bring any dangerous materials or objects into school.
- Pupils must not bring a motor vehicle or motorbike to school unless they have received special permission to do so.
- Pupils must respect the equipment, property, buildings, grounds and environment of the school. They must not engage in any form of vandalism and must put all litter into the bins provided.
- Pupils must not chew chewing gum at any time in school.
- Pupils must never run on corridors or stairs and must ensure that all their personal belongings, including schoolbags and sports bags, are stowed away safely when not in use.
- Pupils must follow the 'One-way System'.
- Pupils must not enter any area that is out of bounds at any time during or after the school day.
- Pupils must not enter the school premises or grounds outside school hours, without permission.

Modern Technologies

- All mobile phones must be switched off from 8.45 a.m. until 3.30 p.m. Pupils are not permitted to make or receive calls or texts for any reason during the school day. Pupils wishing to contact home must go to the General Office.
- Pupils are never to take or display an image of another pupil or a member of staff without their permission, using, for example, a mobile phone or an Internet site.

- Pupils must not take into examination rooms any digital equipment, electronic communication/storage devices, including mobile phones, ipods, MP3/4 players, smart watches or any other products with text/digital facilities. Possession of unauthorized material is breaking examination rules and the offender will be subject to penalty and possible disqualification.

Public Image

Outside school all pupils must contribute positively to the public image and reputation of the school by:

- wearing their uniform with pride;
- behaving with courtesy and respect to one another and to members of the public;
- appropriate use of social media;
- They may not use the school name, badge or motto for personal purposes without permission.

Rewards

Teachers are encouraged to reinforce pupils' positive behaviour by appropriate rewards. Rewards take many forms, including praise, congratulations, positive feedback on work well done, positive comments on Lesson Monitor, display of pupils' work in the classroom and in public areas of the school, recognition of achievements within the class, at year group assemblies, in the school magazine, at whole school functions and on the annual speech day, use of school reports to comment favourably on academic work, behaviour, attitude and involvement in the life of the school.

Rewards may be made by the class teacher, tutor, Head of Department, Year Head, a Vice Principal or the Principal. On special occasions guest speakers may be invited to join the school community to celebrate pupils' achievements.

Sanctions

Teachers are encouraged to correct any negative behaviour on the part of pupils by applying appropriate sanctions in a consistent and fair manner. Sanctions may be informal or formal, depending on the nature and/or the persistence of the behaviour.

Informal Sanctions

Informal Sanctions may be applied by all teachers for minor breaches of discipline, for example, minor infringement of uniform regulations, lack of punctuality, attention or concentration, failing to do homework, lack of cooperation, courtesy or respect, running on corridors or stairways, failing to stow schoolbags or sports bags away safely when not in use and lack of care for school equipment, property or the environment.

Informal sanctions include:

- talking privately to the offending pupil, insisting on a higher standard of attention, application, homework, respect or courtesy;
- reprimand;
- withdrawal of privileges;
- giving extra homework (not lines);
- informal detention at lunchtime, supervised by the teacher concerned;
- reporting offending behaviour to parents, either by telephone or at interview.

Formal Sanctions

Formal Sanctions may be applied only by Year Heads or the Vice Principal – for unacceptable behaviour which occurs in school and in some circumstances outside school. They are used for major breaches of discipline, for example, flouting uniform regulations, disruptive behaviour, truancy, failure to complete and hand in coursework, insolence towards a member of staff, bullying, harassment, assault, theft, vandalism, smoking, chewing gum, bringing a dangerous material or object into school, bringing a motor vehicle into school without permission, entering an area that is out of bounds, entering school premises or grounds outside school hours without permission, using the school name, badge or motto for personal purposes outside school without permission and bringing the school into disrepute. They may also be applied for persistent minor breaches of discipline.

Formal sanctions include:

- formal reprimand and/or warning;
- formal withdrawal of privileges;
- formal detention after school, after notifying parents;
- reporting offending behaviour to parents at interview;
- putting pupils on report, after notifying parents.

Suspension

Only the Principal may suspend a pupil from school. Suspension is used for extremely serious breaches of discipline, for example, gross insolence towards a member of staff, persistent bullying or harassment, serious assault, theft or vandalism, smoking cigarettes including e-cigarettes, possessing, using or supplying illegal drugs or alcohol, inappropriate use of social media/Internet, flouting regulations relating to health and safety, using the school name, badge or motto for inappropriate purposes outside school and bringing the school into serious disrepute. Suspension may also be used for persistent flouting of school rules in spite of appropriate sanctions having been applied.

Expulsion

Only the Board of Governors may expel a pupil/recommend to the appropriate expelling authority that a pupil be expelled from school. Expulsion is reserved for extremely serious breaches of discipline including the possession, use or supply of illegal drugs or alcohol and serious assault.

Procedures

Class Teachers, Tutors, Heads of Department

If a pupil is guilty of a minor breach of discipline the class teacher applies informal sanctions. If there is no improvement over a period of time the teacher refers the pupil to the tutor or Head of Department who in turn applies informal sanctions. If such sanctions prove to be ineffective the pupil is referred to the Year Head.

Year Heads

If a pupil is guilty of persistent minor or of a major breach of discipline he/she is referred to the Year Head who applies formal sanctions. The Year Head may, likewise, after consulting the pupil, his/her parents and the Vice Principal, refer the pupil to a school counsellor or an external support agency. If such measures prove to be ineffective the pupil is referred back to the Vice Principal.

The Vice-Principal

If a pupil is guilty of persistent major or of an extremely serious breach of discipline he/she is referred to the Vice Principal who applies formal sanctions. The Vice Principal may, likewise, after consulting the pupil and his/her parents, refer the pupil to a school counsellor or an external support agency. If such measures prove to be ineffective the pupil is referred to the Principal.

The Principal

If a pupil is referred to the Principal, the Principal may, with or without prior warning, suspend him/her from school in accordance with the school's Procedures for the Suspension and Expulsion of Pupils and may, in addition, recommend to the Board of Governors that steps be taken to expel the pupil.

The Board of Governors

If, following suspension, a pupil is referred to the Board of Governors for expulsion, the Board of Governors may take steps to expel the pupil/have the pupil expelled in accordance with the school's Procedures for the Suspension and Expulsion of Pupils.

Monitoring and Review of Policy

The Board of Governors will keep this policy under review and will monitor its implementation.