

## BEHAVIOUR AND SANCTIONS POLICY

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The behaviour of girls is governed by two documents (Everyday Rules and the Code of Behaviour) which girls are reminded of at the start of each term and which are permanently displayed in each classroom. The Code of Behaviour was created in consultation with the School Council and is reviewed regularly. It is founded on a basic premise of respect for others, common courtesy and the efficient running of the school. Good behaviour is expected of all the girls but is encouraged by the School's rewards system

The main areas covered by the Code of Behaviour (the Code) are:

- Treating others as girls would expect to be treated themselves
- Recognising bullying and what to do if a girl is subject to it
- How staff should treat girls
- How girls should treat staff (teaching and non-teaching) and sixth-formers on duty
- How girls behave in the wider community

The main areas covered by the Everyday Rules (the Rules) are:

- Punctuality
- Procedures for leaving school during the day
- Uniform
- Jewellery
- Hair
- Use of ICT and Mobile phones
- Keeping belongings safe
- Respect for belongings of others
- Handing in homework on time
- Respect for classrooms and school environment
- Chewing gum
- Behaviour at break and lunchtime

All the staff take responsibility for upholding behaviour in the School and girls are challenged whenever they break the Rules or Code.

Where girls break the Code or Rules, in the first instance they are reminded why their behaviour contravenes the Code or Rules. It is only when the behaviour continues that the school disciplinary procedures are then put in place. To ensure that staff are consistent and that any misbehaviour is recorded, a girl's Planner is used to record the misbehaviour. Additionally a central record is kept electronically of any misbehaviours outside the classroom.

In the classroom, the following procedure is used by staff to deal with inappropriate behaviour:

1. In the first instance a girl is told of unacceptable behaviour and warned that a repeat will result in a red comment in her Planner
2. As the behaviour improves the girl is praised. If there is a repeat then a red comment is written in the Planner and the girl warned that a further repeat will result in a lunchtime detention.
3. If the behaviour persists beyond this warning, the girl is given a lunchtime detention which is recorded in her Planner.
4. If these sanctions are ineffective in a lesson, the girl is removed from the lesson and sent to the Deputy Head or Head of Pastoral Care.

Outside the classroom, the following procedure is used by staff:

1. The girl is told of the unacceptable behaviour and it is recorded electronically in the SIMS Behaviour Module or sent straight to the Deputy Head or Head of Pastoral Care for serious breaches.
2. On the third instant of inappropriate behaviour around school the girl is given a lunchtime detention where the girl is reminded of the Code and Rules and undertakes to improve her behaviour. This is part of the 'Blue Book' process.

3. Lunchtime Detentions supervised by a HoD are the standard sanction for missing 2 homeworks in a subject. They may also be used by Heads of Years when girls have missed a number of homeworks across a range of subjects.

#### Particular examples of behaviour issues

- In the event of a physical incident involving 2 pupils, staff may intervene in accordance with guidance given in the Safeguarding booklet issued to all staff.
- In the case of bullying, guidance is given in the Anti-Bullying Policy and the full range of sanctions is available to deal with this misbehaviour
- The possession, use or supply of drugs is dealt with under the school's Drug Policy and the full range of sanctions is available to deal with such incidents
- Where the misbehaviour is exhibited by a pupil who is on the school's SEN register, the Head of Pastoral Care will liaise with those staff concerned to ensure that reasonable adjustments are made for these pupils if appropriate

#### Sanctions

The following sanctions are used by the School in instances of inappropriate behaviour:

SIMS Behaviour Module	This is used for recording minor infringements of school rules. Running totals are kept for individuals and action taken on the third offence. Repeated infringements are referred to the Head of Pastoral Care and result in the removal of free time.
Writing in a girl's Planner	This is used to inform parents of minor problems as well as instances when a girl is given a lunchtime detention.
Lunchtime detentions	These are given if a girl breaks the Code or Rules on a number of occasions, particularly in light of work-related issues.
After-school detentions	These can only be given by a Head of Year or member of the Senior Management Team. A letter is sent to parents informing them of the reason as well as the time and date of the detention.
Exclusion	A pupil may be excluded for a fixed period of time and/or permanently excluded for: (i) serious breach of the Rules; (ii) non-payment of fees; (iii) when there have been repeated minor breaches of the Rules where a pupil has not responded to other sanctions or pastoral support; or (iv) if in the Headmistress' considered opinion, the behaviour of parents is unreasonable and is likely to affect adversely the pupil or other pupils or staff or to bring the School or Trust into disrepute.

Exclusions may be internal (where the pupil is excluded from lessons and works under the supervision of a member of SMT) or, for more serious offences, exclusion from school.

Such Fixed Period of Permanent Exclusion will be in accordance with the Trust's published procedure, a copy of which can be obtained from the School Office.

In all cases of Fixed Period or Permanent Exclusion full fees will remain payable for the term in which it occurs.

In line with the School Standards and Framework Act 1998, corporal punishment is not used.

This Policy is intended to apply both on and outside school premises to the extent that the behaviour has an impact on the school or wider community or any member thereof.

*Reviewed January 2011*