

## **CLASSROOM BEHAVIOUR**

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Pupils are expected to know and follow the Code of Behaviour and the Everyday Rules. Girls expect teaching staff to enforce these.

There are also basic expectations that must be met by everyone if day-to-day school life is to run smoothly.

### **Registration**

- Girls and staff must be punctual to both morning and afternoon registration.
- Girls must sit in silence during taking of register and reading of notices.
- If there is an assembly, girls go to the hall in silence and in time for assembly to start at 8:45am.
- During other activities such as uniform checks, planner checks etc girls must be attentive to the form teacher's requests.
- Form teachers are expected to check regularly (perhaps while the girls are walking to assembly) that the girls are wearing their uniform correctly. Particularly check that there are no patterned tights, rolled over skirts, turned up collars, coloured nail varnish, and obvious make-up. Check that proper shoes are worn, long hair is tied back and buttons are fastened on blouses. Repeated offences should be dealt with as for other disciplinary issues.

### **Expectations in the classroom**

- Girls and staff are punctual to lessons and girls arriving late must apologise and explain themselves.
- Girls bring required equipment to lessons and organise themselves to be ready to start work when the teacher arrives.
- There should be a clear beginning and end to the lesson and the girls should recognise these.
- Quick visual checks should be carried out that uniform is worn correctly (see above).
- At the end of the lesson, girls should not pack their things away without the consent of the teacher, and they should leave the room tidy for the next class.
- Girls must pay attention in class, not talking to friends about things other than the work. If the teacher requests silence, the girls must comply.
- Pupils must not do anything that will distract other girls from their work or disrupt the lesson
- Hands are raised for offering answers to questions or asking questions. Girls do not call out unless the activity requires it.
- Pupils concentrate on the task set. If unable to complete the work, they should raise a hand or seek help in another appropriate manner.
- Girls remain seated unless the activity requires movement around the classroom.
- Pupils needing to leave the classroom for a music lesson or medical appointment should excuse themselves in advance
- Girls should arrange to go to the toilet during breaks to avoid disruption to lessons.

To ensure that these principles are adhered to by all girls a consistent approach is needed by all teaching staff. Please follow the steps listed below if the expectations listed above are not met. These steps are not meant to provide a routine for every situation but will cover a great many of the low level incidents that can become tiresome.

1. Tell the girl that her behaviour is not acceptable, stating explicitly what the unacceptable behaviour is.
  - a) If necessary ask her to come to see you at break or lunchtime so that you can discuss her behaviour and possibly set targets for the next lesson.
  - b) If she has difficulty coping emotionally with a situation ask her to stand outside the classroom door for no more than five minutes.
  - c) If the misdemeanour was serious complete a yellow behaviour report form and put into form teacher's pigeonhole.
  - d) For failing to meet the expectations listed on page 1, warn her that a repeat of the behaviour will result in a red comment in her planner.
2. If her behaviour improves, reward by giving praise. If there is a repeat of the unacceptable behaviour write a red comment in the planner and warn the pupil that next time you will give her a lunchtime detention. (Reminder: if the girl does not have a planner complete a red slip and pass to form teacher.)
3. If the pupil's behaviour then improves, give praise and write in the planner so that her parents know. If she misbehaves again give her a lunchtime detention, writing it in her planner in the space for the day she has to do it. This informs the parents and the form teacher and acts as a reminder to the pupil. HoYs and RB check the detention book regularly so the matter will come to their attention at this point, if not before. Don't forget to set her work for the detention.
4. If the poor behaviour continues, or if she fails to attend the lunchtime detention, report the problem to the appropriate HoY. The girl may then be given an after school detention and may be put on monitoring or other action taken as appropriate for the individual.

Pupils who are disruptive and who do not respond to these measures must not be allowed to have an adverse effect on the learning of others. It may be appropriate for individual pupils to be excluded from classes as in points 5 and 6 below.

5. For a fixed period of time, the pupil sits in a class taken by the Head of Department or other member of the same department working on tasks set by their usual teacher. The HoY must be informed and the parents notified by letter.
6. By arrangement with SMT, individual girls who frequently cause problems can be removed from your class by the following process
  - a) If the girl is disruptive, send her to reception with a note saying what time she was sent out of the classroom and that she is to report to SM or RB.
  - b) The receptionist will then contact whichever one is free or seat the girl in VAD's waiting room if neither is free.
  - c) If a girl has reached this stage she will need an individual behaviour management programme, such as daily monitoring, and regular talks with her HoY or whoever is monitoring her.