

# BEHAVIOUR POLICY

## Principles

1. Children and adults have the right to be respected.
2. Good discipline is best promoted by purposeful learning.
3. Unacceptable behaviour can be changed.

## Aims

We aim to provide:

1. Good adult and peer role models of caring, co-operative behaviour.
2. Reinforcement of positive attitudes to expectations.
3. Celebration of a wide range of achievements.

## Code of Conduct

The basis of this code of conduct is a need for mutual respect. In our community everyone is expected to show courtesy, good manners and consideration in caring for others and for the school. Our expectations are clearly expressed as follows.

School is the place where you come to work: make sure you always do your best.

Do not prevent others from learning: listen to teachers and other pupils.

Do not use language which is abusive, offensive or rude. Do not shout, call out, interrupt or answer back.

Care for and look after the school, the site, the people in it and all equipment.

Do not drop litter.

Take care not to damage equipment.

Think about your safety and that of others.

Walk sensibly around the school and respect the gardens.

Wear your uniform as required and do not abuse our sensible code of dress.

Remember to take all equipment needed for each lesson.

Organise yourself: do not use forgetfulness as an excuse.

Be punctual to lessons and enter teaching areas when requested.

Stand up quietly whenever a member of staff or visitor enters the room.

## **DISCIPLINARY PROCEDURES**

### Minor Disciplinary Issues

1. All minor offences e.g. isolated occasion of being late for a lesson will be dealt with by the member of staff in charge at the time.
2. Academic work not completed and handed in on time will normally result in a detention.
3. A general decline in standards and unwillingness on the part of the pupil to take action will be dealt with by a report card. This will be issued for academic/vocational work or separately for boarding. The appropriate members of staff must sign the card.
4. A more serious offence e.g. leaving the school premises without permission will result in the pupil being gated (i.e. confined to the boarding area for a specified period).

### Major Disciplinary Issues

1. A serious offence or persistent unacceptable behaviour will result in the pupil being suspended from school by the Principal.
2. In instances of extreme behaviour, pupils may be suspended or expelled forthwith.
3. Suspension may be "internal" (i.e. the pupil is removed from lessons) or "external" (i.e. the pupil is sent home for a specified period).

## **THE REFERRAL SYSTEM**

1. Referrals will be for minor misdemeanours such as persistently having the wrong equipment and for minor rudeness/bad behaviour in any class or supervised situation.
2. A total of three referrals will mean an interview with the appropriate Director of Department. There can be four possible outcomes from this:
  - a) a verbal rebuke
  - b) detention
  - c) on report
  - d) referral to The Principal

These interviews and outcomes will be logged.

## **THE DETENTION SYSTEM**

All detentions will be recorded.

Pupils will attend detentions in full school uniform and have with them a pen, pencil, ruler and, if applicable, any work that has been set.

### **FOR MINOR MISDEMEANOURS**

Teacher's Detention - any weekday

This may be imposed by any member of staff.

Senior School 10.25 - 10.40 am

Junior School 3.35 - 3.50 pm / 4.25 - 4.45 pm

Misbehaviour in prep may result in an immediate detention.

### **FOR MORE SERIOUS OFFENCES**

Director's Detention - Wednesdays – 7.00 – 7.30 pm

This may be imposed by Directors or Deputy Directors.

Parents of day pupils put in Director's Detention will be informed by telephone.

### **FOR VERY SERIOUS OFFENCES**

Principal's Detention – Saturday evenings

This may be imposed by The Principal or Directors.

Day Pupils **and** Boarders

Senior School **and** Junior School 7.00 - 9.00 pm

This detention may be held for one or two hours depending on the nature of the offence.

Parents of pupils put in Principal's Detention will be informed by letter and in the case of day pupils by telephone as well.

**Boarders will not be allowed home for the weekend until they have served this detention.**

Within one term:

Three Teacher's detentions will result in a Director's Detention.

Three Director's detentions will result in a Principal's Detention.

Three Principal's detentions will result in a Suspension.