

BEHAVIOUR POLICY – Senior School

Reviewed by KJD May 2017
Next review date: May 2019



(Refer to Pupil Code of Conduct for Senior School, School and Classroom Codes for Junior School and Golden Rules for Fiveways)

This policy sets out the standards of behaviour required of pupils and outlines both the rewards used to encourage good behaviour and the sanctions adopted in the event of misbehaviour. It reflects the School's commitment to safeguard and promote the welfare of pupils in our care. In order to achieve this, the atmosphere in school must support the teaching and learning that takes place, thus enabling all pupils to realise their potential and thrive.

This policy acknowledges the value of the **Department of Education Guidance for Heads and School Staff on Behaviour and Discipline (July 2013 and January 2016)** and covers the following areas:

- Rewards
- Sanctions
- Senior School Code of Conduct
- Alcohol
- Drug Misuse
- Removal and Expulsion

The School also has the following related policies that are used in conjunction with this policy in guiding the behaviour of pupils.

- Child Protection and Safeguarding Policy
- ICT Acceptable Use Agreement for Pupils

a) Rewards

The School recognises the importance of praise and rewards in promoting good behaviour. We aim to reward good behaviour informally and also to acknowledge and praise achievements throughout the school. All achievements are logged on the School's database.

The School's system of rewards varies in the three sections.

1. Fiveways

Reference is drawn to the Golden Rules which can be found in the Parent Handbook.

2. Junior School

House Points

These are awarded for praiseworthy achievements and/or efforts in any area of school life.

Ut Prosim Certificates

These are awarded for excellent service.

Head Teacher's Commendation

These are awarded for an outstanding achievement.

Colours

These are awarded for extra-curricular achievement. Reference is made to the Procedure for awarding Colours in the Junior School which states the criteria for which they are awarded.

Prizes

Prizes are awarded for all-round excellence including the highest plus points total during that year, service, or for a particular subject. These prizes are presented to the pupil at the Junior School's Speech Day.

3. Senior School

House Points

These are awarded for praiseworthy achievements and/or efforts in any area of school life.

Commendation Post Cards

These are posted to pupils/parents by Heads of Year to recognise special effort, a special piece of work or a special contribution to school life.

Star Awards (Years 7 – 11)

Each half term teachers nominate one pupil for a 'Star Award' for each class they teach. Awards are based upon positive attitude, hard work and determination. Collated results are tracked across the year with four levels of achievement being recognised: Bronze = 5, Silver = 10, Gold = 20 and Platinum = 30. Prizes will be awarded annually for the pupils with the highest Star Award totals.

Commendations and Certificates

The accumulation of plus points, merits and distinctions result in the pupil recognition. Pupils will receive certificates from the form tutor at 30 points and from the Head of Year at 75 plus points. Commendation badges are awarded at 100, 250 and 500 plus points. The bronze commendation is awarded for 100 plus points and is presented in the Year Assembly whilst silver award for 250 and gold for 500 are presented by the Headmaster in the school assembly.

Prizes

Prizes are also awarded for all-round excellence including the highest plus points total during that year, service, or for a particular subject. Older pupils are awarded prizes for their contribution to the School or for success in public examinations. These prizes are presented to the pupil at the School's Speech Day.

b) Sanctions

Poor work, negative or aggressive attitudes and breaches of school rules are dealt with by taking into account the context and reasons for the occurrence. Appropriate support with parents and the pupil and resultant action is then taken by the School as appropriate.

In dealing with any situation it is important that the punishment is proportionate. In determining whether a punishment is reasonable, Section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the pupil's age, any special educational needs or disability they may have and any religious requirements affecting them.

The system of sanctions varies in the three sections of the School.

1. Fiveways

Reference is drawn to the Golden Rules found in the Parent Handbook

2. Junior School

In the case of minor disciplinary issues a teacher might deal with them himself/herself without using formal sanctions: examples would be with a verbal reprimand or by requiring unacceptable work be repeated, etc. An issue of this nature may also result in the issuing of a minus point.

The Junior School operates a three card system for sanctions:

Yellow Card – for poor behaviour

White Card – for poor academic performance.

A pupil issued with a yellow or white card reports to the Senior Teacher at break time. The Senior Teacher will decide on a suitable sanction which may involve completing a reflective worksheet. The Senior Teacher will decide whether to inform parents.

Red Card – for serious poor behaviour or academic performance.

A pupil issued with a red card reports to the Head Teacher after school. Parents are informed.

3. Senior School

In the case of minor disciplinary issues a teacher might deal with them himself/herself without using formal sanctions: examples would be with a verbal reprimand or by requiring unacceptable work be repeated, etc. An issue of this nature may also result in the issuing of a minus point for the younger year groups, whilst a loss of privileges may be more appropriate for the older age groups. However, it is important that appropriate use is made of the official School detention system, with reference to Form Tutors and Heads of Year. The following formal sanctions may be used as a punishment for misbehaviour:

Departmental Detention

These usually take place at lunchtimes and are at the discretion of the department or individual teacher. These detentions are typically given for a single prep or behaviour offence.

Community Detention

Held at lunchtime, community detentions and are typically given for offences such as litter or graffiti. The Head of Year will be informed and the pupils will be given community tasks/duties as required by the School Marshal, who will supervise the detention along with prefects.

After School – Head of Year Detention

A Head of Year detention is given either for repeated prep, behaviour or uniform offences. This detention can also be given for a single, more serious disciplinary offence. The detention is held after school on Friday and lasts for an hour. Parents will be informed of the detention by letter from the Head of Year.

House Gating

The Director of Boarding/Houseparent may 'gate' a pupil for a period of time for a variety of reasons including frequent lack of adherence to rules or for being off-site without permission/outside of allotted times, etc. This will result in the pupil being confined to the boarding house with a removal of privileges.

Headmaster's Detention

This detention takes place on Saturday morning and is accompanied by a letter to parents from the Second Master. These detentions are reserved for either for very serious offences, e.g. smoking, truancy etc. or for a number of

disciplinary offences which together constitute an unacceptable pattern of behaviour. The relevant Head of Year will consult with the Second Master if he/she feels that an incident reported to them might warrant a Headmaster's Detention. This detention will be supervised by a senior member of staff.

Whole School Sanctions

Gating

This sanction will be given for incidents of a serious nature e.g. repeated HM detentions, persistent disruption of lessons. This sanction involves the pupil reporting to the Second Master (Senior School) or member of SMT before school, at morning break and lunchtime. They will be supervised at morning break and at lunchtime between (1.00 and 1.30pm). In certain circumstances it may involve working in isolation and parents will be informed via a letter from the Headmaster.

Suspension

A pupil may be suspended from School for a very serious breach of the School Rules or for an unacceptable pattern of behaviour, often evidenced by a very concerning accumulation of sanctions. This sanction indicates to pupils and parents the extreme seriousness with which the School views the offence.

Removal at the Request of the School

Parents may be required, during or at the end of a term, to remove a pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Head is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head, is unwilling or unable to profit from the educational opportunities offered. The Acceptance Deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

Expulsion

A pupil may be expelled at any time if the Head is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School or to the safety of other pupils. The Head will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion (and all unpaid fees must be paid). The Acceptance Deposit will not be returned or credited, but fees in lieu of notice will not be charged.

Discretion of Head

The decision to exclude (e.g. for non-payment of fees), suspend or require removal or expel a pupil and the manner and form of any announcement shall be in the sole discretion of the Head. In no circumstances shall the School or its staff be required to divulge to parent/s or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion, or which the Head has acquired during the investigation.

Review

In the event of expulsion or of a pupil's removal being required, the Head will advise parents of the procedure (of which copies are available on request) under which a written application for a review of the decision may be made.

Access

A pupil who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter school premises without the written permission of the Head.

Notice by the School

If it is in the opinion of the Headmaster that the conduct of a pupil is consistently unsatisfactory or that they are unable or unwilling to profit from the educational opportunities offered, the Headmaster may then give notice that the pupil

should be removed. Normally a term's notice will be given, although in exceptional circumstances notice might be given in the middle of the term.

c) Use of Reasonable Force

Reference is made to Department of Education Document: Use of Reasonable Force. Advice for head teachers, staff and governing bodies. July 2013.

The School follows the advice given in the document. All members of School staff will be supported in their use of reasonable force to prevent pupils from hurting themselves or others, from damaging property or from causing disorder.

Reference is drawn to the School Procedure: Restraint and Physical Intervention Procedure.

d) Grievance Procedure

In the event of distress or concern over any aspect of school life, in case of the need to share an anxiety, state a grievance or register a complaint, then pupils may speak to any member of staff. The usual lines of communication are Form Tutor, Head of Year or Head of Pastoral Care. It is to be hoped and expected that this sequential chain of referral will enable the great majority of concerns to be dealt with in a swift, effective and informal manner. Very occasionally, however, it may be that a pupil feels the need to make a formal written complaint. Pupils who wish to make a formal complaint should approach a member of staff of their own choice (tutor, subject teacher, Matron, Head of Year, Deputy Head, Chaplain, counsellor) or an Independent Listener. They will normally be advised to consult their parents before proceeding, but should they be unable or unwilling to do so, the member of staff will assist them in preparing their written complaint and, if they so desire, will accompany them to any meeting or interview with the Headmaster to act as their supporter and advocate. Any complaint that involves an allegation of serious abuse will be dealt with under the child protection procedures as set out in the Child Protection and Safeguarding Policy.

e) Corporal Punishment

Under Section 131 of the Schools Standards and Framework Act 1998, corporal punishment is prohibited for all pupils in independent schools, including at Ryde School.

f) Pupil Code of Conduct (Senior School)

The Pupil Code of Conduct is set out in the pupil planners which are distributed to pupils at the start of the school year and a copy is included in the handbook sent to all parents at the start of each academic year. It is also reproduced in other documents and can be found on the School website. Pupils are expected to have read the rules and are expected to abide by its rules and guidelines. The Code of Conduct rules and guidelines aim to ensure all pupils have the ability to work in surroundings which are calm, orderly and safe. They protect the reputation of the school community as a whole and protect school property and the wider environment. The Code of Conduct applies to all pupils when they are on the School premises, or in the care of the School, or wearing School uniform, or are otherwise representing or associated with the School in any way; on journeys to and from School, on school trips or during school-related activities at any time; during online activities associated with the school; it includes conduct that may occur away from School that affects the welfare of a member or members of the School community or which brings the School into disrepute.

g) Personal / Sexual Relationships

Open hearted friendliness is encouraged as being at the centre of a good community. The guiding principle on personal relationships for the whole community must be respect for others at all times. This includes respecting those who have different values and opinions. It also includes behaving in a considerate manner which considers the feelings of all: for this reason excessive displays of affection are not allowed. During the School day pupils are expected to behave in a manner that reflects a professional/working environment.

It is expected that boarders may form relationships and reasonable displays of affection will be tolerated at the discretion of the Director of Boarding.

Sexual relationships of any sort or sexually rude behaviour between pupils are forbidden in any circumstances. Those who overstep the boundaries can expect to be excluded from the School.

h) Smoking, Drinking, Illegal and Controlled Substances

It is important that young people understand the dangers of smoking, alcohol and controlled illegal or harmful drugs and other substances. The School promotes awareness of these dangers through its Personal Development programme. Smoking materials, alcohol and controlled, illegal or harmful substances are banned from the School premises. Their use, even when allowed by law, is prohibited during the School day, during School activities and while travelling to and from School activities.

The School follows a set of procedures (as set out in the staff handbook) carefully drawn up to ensure natural justice, consistency and fairness when handling all disciplinary matters. In the case of incidents involving illegal or controlled substances various factors may be considered, including the seriousness of the offence, the influence on others, the dangers to the community, and the reputation of the School. Mitigating factors will be taken into account.

Nevertheless, any pupil in possession of, or under the influence of illegal, controlled or harmful substances on the School premises, during school time, travelling to or from school or on a school trip or activity is likely to lose his or her place at Ryde School. This extends to include the use or possession or arranged purchase or sale of legal substances that replicate the effects of illegal drugs. If it is suspected that a pupil is under the influence of alcohol and controlled, illegal or harmful substances, then the School reserves the right to test a pupil. Such action would be taken in the interests of the safety and well-being of that pupil. Parents will be kept informed as far as practicable.

Further, any pupil guilty of involvement with such substances out of school at any time may well lose her or his place at the School should it be decided after due consideration of the facts that there was a threat to the welfare of others, or a danger to the community or to the reputation of the School. Alternative sanctions, depending on all the circumstances including the pupil's degree of involvement, are at the sole discretion of the Headmaster after consultation with the Chairman of Governors. They may include a suspension or a serious warning and will almost certainly require random testing as a condition of return to school.

Our policy at Ryde School is to encourage pupils to discuss their anxieties about drugs or substances in confidence with a member of staff or other responsible adult. Matters brought into counselling in this way in circumstances that are genuine will not be the subject of disciplinary sanctions or adverse report.

Parents likewise are asked to inform the Headmaster/Head of Junior School if they have any reason to think that their son/daughter may have been involved with drugs or other substances during the school holidays or at school. It is important that parents should not feel they have a conflict of interests in this respect.

Similarly, the School recognises the value of working in partnership with parents in relation to the education and welfare of young people. We aim to maintain effective communication at all times and will involve outside agencies (including the police), for support and advice, where appropriate.

Reference is to drawn to the School's Drugs Procedure; Smoking and Alcohol Procedure.

Alcohol

It is school practice that at a school dinner or dance for sixth formers, there should be no alcohol available prior to assembly at the venue of the event, that all drinks should be served and not freely available on tables and that there must be no unrestricted access to a bar, even if pupils are over 18.

i) Use of the Internet, e-mail and other forms of digital technology

The School views very seriously any use of the Internet, e-mail and any other digital media or technology so as to conflict in any way with the School Rules, to bring the School's name into disrepute, to cause hurt or distress to others (cyber bullying), or to have a negative impact on the School community in any way. Any pupil found to have misused the above technology in such a manner faces sanctions as set out in the sanctions section of this policy and may face losing their place at Ryde School. The School's view applies whether or not a pupil is on the School premises, in the care of the School, wearing School uniform, on a school activity, and whether it is during or outside the school day.

Bring Your Own Device (BYOD)

Pupils bringing to school mobile phones, smart phones, iPads or other tablet computers, portable music and games

systems or any other electronic equipment do so at their own risk. The School does not accept responsibility for any such items that are brought in. They are therefore advised to keep the device in a personal locker during games and activities together with any other valuables and to not to leave them unattended. Pupils are only allowed to use the devices in lessons with the explicit permission of the teacher. A failure to observe these rules may attract a sanction along with the device being confiscated. Further breaches of the code may result in an extension to this confiscation or a requirement for the parents of the pupil concerned to prevent their son or daughter bringing a mobile into school.

Social media and networking sites

The School does not discourage pupils' use of social networking sites, providing this is done safely and with consideration for others, themselves and the School. Advice is periodically given to pupils on this subject via Personal Development lessons, assemblies and outside speakers. No pupil should post photos, video clips or comments that could in any way be considered as harassment or an invasion of privacy, or which are embarrassing and hurtful. In general, pupils should always ensure that they have secured the permission of anyone about whom they intend to post material. Equally, they should not post anything that could in any way conflict with the ethos and aims of the School or that brings the School into disrepute. Public access websites are occasionally monitored for content by the School.