

# St Bede's School

## Behaviour Policy (including exclusion protocol)

### **1 Introductory Statements**

- 1.1 We aim is to provide a supportive and stimulating independent education that prepares confident young people for the opportunities of the adult world.
- 1.2 We do this through promoting core values of participation, respect and excellence.
- 1.3 This policy also applies to the Early Years Foundation Stage (EYFS).

### **2 Promoting Positive Behaviour**

- 2.1 We believe that at the core of a happy school are happy and fulfilled pupils, who feel safe. One of our main objectives is to promote positive behaviour.
- 2.2 This policy aims to give defined boundaries, offering examples of sanctions for those who do not remain within these boundaries, alongside guidance to help improve unacceptable behaviour.

### **3 Pastoral Care**

- 3.1 The Headmaster is responsible for setting down and maintaining rewards and sanction systems, in collaboration with the Director of Studies and other members of staff.
- 3.2 The Headmaster liaises with staff, and parents if appropriate, to provide support to pupils whenever they encounter difficulties outside the academic sphere.
- 3.3 All staff are responsible for monitoring behaviour and following systems.

### **4 Form Teachers**

- 4.1 These members of staff are at the forefront of promoting a positive community spirit. They usually have direct every-day contact with each pupil and are generally the first in line for offering support, a listening ear, a word of caution or congratulations.
- 4.2 The more secure a pupil feels with their Form Teacher, the more likely they are to respond well to praise or reprimand, and to tell their Form Teacher of any concerns they may have.
- 4.3 The Form Teacher will also usually provide the first point of contact with parents, working in partnership with them to help their child progress academically and socially.

### **5 Reward Systems**

- 5.1 At St Bede's School we acknowledge that it is important to have in place specific recognition time, which help promote a positive attitude to work and to citizenship.
- 5.2 Post-lunch is a time where academic, citizenship values, sporting, musical and other achievements are given recognition before the whole school. Certificates for effort or exceptional work may be given out at this time.
- 5.3 Other systems include use of individual credit cards, and the collection of points which go towards the identification of the highest attaining house (Campion, Fisher, More and Southworth) within the structure of the School.

- 5.4 Marking and the use of stickers/stars is also seen as a very useful way to maintain behaviour through praise and congratulation of attainment, achievement and behaviour.

## 6 Management of Behaviour

6.1 The School has standards of behaviour at the core of our community. All children will have their personal, social and emotional development promoted and will be helped to explore the values and beliefs which influence individuals and their relationships with others and the wider world.

6.2 These standards encourage respect for other people, paying due regard for the nine protected characteristics set out in the 2010 Equality Act: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

6.3 All pupils are made aware of the 'school motto' (also seen as the School Rule) which is displayed in classrooms: God first, Others next, Self last. This links with our Christian tenet of learning how to treat God and our neighbour, neighbour meaning any other member of the human race. Other more specific rules include:

- The Bounds
  - No child may leave the school grounds, on his or her own, or with any other person, without the permission of the Headmaster and with the knowledge of the member of staff on duty. The following places are ALWAYS out of bounds:
    - The road in front of the house
    - The cricket pitches
    - The riding area
    - The laboratory
    - The kitchen gardens
    - The swimming pool house or the Boiler house
    - The scout hut
    - The props hut
    - The workshops
    - The boiler rooms
    - The front lawn
    - The fountain lawn
    - The Wysteria House lawn
    - The woods behind the tennis courts
  - Inside the house itself, these places are out of bounds:
    - Matron's room
    - The linen rooms
    - The kitchen
    - The laundry and any boiler rooms
    - The girls are not allowed onto the boys floor or into any of their dormitories
    - The boys are not allowed onto the girls floor or into any of their dormitories
    - The Staffroom
    - The School office
    - The Headmasters office
    - The Drawing Room
- **Children are NEVER to cross the road without being supervised by a grown-up.**
- **Children are NEVER allowed to go into the private bedroom or accommodation of any member of the staff – for any reason whatsoever.**
- General safety rules
  - Children are not allowed to run in the house and they must also take great care to behave themselves properly in any public area such as the Hall or the Common Room.
  - Children must never run out of the house into the car park area.
- Dress and uniform

- All pupils should arrive at school and depart correctly dressed, in their jumper or cardigan and tie where appropriate.
- School uniform is to be worn throughout every day, except for those boarding over the weekend, when “home clothes” may be worn.
- For “outings”, such as to away matches, visits to museums, theatres or concerts, etc. “Sunday Bundles” should be worn.
- Girls with long hair should wear red hair-bands or clips. Earrings should not be worn during P.E. or games. Jewellery, apart from crucifixes, may not be worn with uniform.
- Children should not bring non-school uniform into school, parents and children must try to ensure that their uniform is bought from the correct suppliers so that it matches everyone else.
- Classes and Preps
  - As a sign of respect children are expected to stand up when an adult enters a room and they should also stand to one side to allow an adult to pass.
  - They must NEVER push a grown up out of the way. The teachers and other staff in the school will always try to treat you with respect therefore you should treat them with respect too.

6.4 Subject specific programmes of study can be found within curriculum areas of PSHE, Citizenship, General Studies, Religious Studies and SRE (Sex and Relationships Education).

6.5 There are expectations of behaviour and consequences when pupils fall short of the School’s standards of behaviour. It is important for pupils and staff to know that discipline will be applied fairly and will be appropriate to the situation.

6.6 The following is intended to show examples of problems that may arise and possible sanctions for staff to use. It is not comprehensive, but is designed to be a reference. The professional judgement of the individual member of staff in any situation will always be of paramount importance.

6.7 No unacceptable, excessive or idiosyncratic punishments will be used, including:

- punishments intended to cause pain, anxiety or humiliation
- corporal punishment
- deprivation of access to food or drink
- enforced eating or drinking
- prevention of contact with parents, independent listeners or helplines
- requirement to wear distinctive clothing as a punishment
- use or withholding of medical, optical or dental treatment
- deprivation of sleep
- being locked in a room or area of a building

6.7 Reasonable adjustments may be made for SEND pupils in accordance with the school’s SEND policy.

6.8 The school may use external agencies such as the Police to help promote positive behaviour. It may also be deemed necessary to refer pupils for further support (eg Educational Psychologist, Child Psychologist etc) and/or work in conjunction with professional bodies/agencies in the creation of an EHA (Early Help Assessment) to help support the child and family.

6.9 Sanctions of suspension and exclusion will be included in the records sent to next schools as part of the transition process.

6.10 Physical Intervention: please see the separate policy. However, it is important to note that we will inform parents on the same day or as soon as reasonably possible if physical restraint has occurred.

## **7 On-the-spot Procedure**

7.1 Minor misdemeanours may be dealt with by a member of staff at the time.

7.2 These incidents may include:

- not raising hand to speak in class
- failure to settle and/or poor work rate
- rocking back unsafely on chair
- answering back inappropriately

7.3 Available sanctions include:

- a reprimand and/or name on board
- removal of individual pupil to front of class/desk on their own
- withdrawal of privilege (e.g. not being allowed to join in game in order to complete work)
- loss of free time / job to do (e.g. tidying/sorting)

## **8 Serious Misdemeanours**

8.1 These may include:

- persistent minor misdemeanours continuing despite sanctions in class
- disruptive behaviour where teaching and learning is affected
- bullying (see Anti-bullying Policy)
- stealing and/or serious deliberate damage to someone else's property
- swearing or deliberate use of bad language
- telling a series of deliberate lies
- intimidation and/or threatening behaviour
- deliberate damage to property or fabric of the School
- physical and forceful fighting

8.2 Available sanctions include:

- pupil may be banned from a particular area where the problem occurred
- pupil's movements may be restricted to a particular area or by remaining with staff
- detention may be given up to 30 minutes in duration and take place during the school day
- a Report Card may be drawn up to be signed by staff after each session

8.3 The Headmaster must be made aware of the situation, and he will record any sanction imposed on pupils for serious misbehaviour in order to monitor and identify significant patterns and/or trends. Parents may be contacted if deemed appropriate. The problem should also be raised at the next general staff meeting if applicable, and members of staff are encouraged to discuss matters.

8.4 Cumulative minor unacceptable behaviour will be dealt with by the Headmaster, in consultation with the relevant members of staff. Weekly staff meetings allow staff to raise pupil concerns.

8.5 Where class-based sanctions and staff intervention have not improved the behaviour of the pupil concerned, the child will be sent to the bell-hall to be seen by the Headmaster.

8.6 Parents may be asked to come into School for a meeting with the Headmaster, and a Behavioural Contract may be structured and agreed with the pupil and parents.

8.7 Where class time is severely disrupted, or a pupil's safety is at risk from their behaviour, and other class-based methods have failed, a pupil may be removed by sending for the Director of Studies or Headmaster, or placed in another classroom with other staff.

8.8 If at all possible, the pupil being excluded from the lesson should take work appropriate to the lesson, otherwise they will be given a task fitting the situation (e.g. writing a letter of apology or a list of reasons why their behaviour was unacceptable).

8.9 The Director of Studies or Headmaster may follow up with a separate pupil interview after a suitable 'cooling-off' period. It may be necessary for a pupil to report to the SMT regularly for a period of time. At such a meeting, targets for improvement should be set, support from the school agreed, and consequences for failure to make the necessary improvement should be made clear.

8.10 An outcome of such a meeting may be the withdrawal of privileges and positions of responsibility such as representing a school team, involvement in a school trip or losing a tie of office.

8.11 The issue of theft or ownership of inappropriate materials may result in arrangements being made to search pupils and/or their possessions.

- Searches, unless directed otherwise by the Headmaster, will be carried out in the presence of the pupil and at least one other member of staff.
- Consent of the child should always be sought, unless an immediate search would definitely prevent a child or member of staff from being subject to significant harm.
- We are aware of the need for balancing the rights of pupils' privacy with the need for the school to search children and/or their possessions.

## **9 Suspending Pupils**

- 9.1 If circumstances require it, the Headmaster may decide to suspend a pupil for a specified length of time, either immediately following a very serious incident, or if the pupil persists in their unacceptable conduct, despite the sanctions outlined above.
- 9.2 This may be internal full/half day temporary suspension, or in more serious cases, a temporary external suspension of up to one week after a meeting with parents. This may also include a malicious accusation by a pupil against a member of staff which was proved to be false. This is taken very seriously by the school and could result in the exclusion of the pupil (see below).
- 9.3 A period of internal suspension for a maximum of 2 days may be instigated, involving the child being removed from lessons and peers and working in isolation with a member of the SMT or other staff. Dependent on the nature of offences and misbehaviour, this intervention is based on circumstance and availability of relevant members of staff to deal with matters swiftly.
- 9.4 If a pupil does not respond to the sanction of suspension, it may be necessary to move towards exclusion (see below). This is the ultimate sanction, but is only considered as a last resort. The School will take great pains to try to help a pupil improve their inappropriate behaviour, as part of its duty of care and its responsibility to educate. However, it must be clear that we have standards and expectations, which are important and not to be ignored.
- 9.5 Suspension may be the result of:
- violent and vicious bullying (see Anti-bullying Policy)
  - theft or deliberate damage to school equipment and premises
  - extreme rudeness and insolence to school staff or visitors to the school

## **10 Exclusion Protocol**

- 10.1 St Bede's School aims to provide a caring and supportive environment. Due to the nature of the school, all will be done to try to reinforce positive behaviour, rather than just punish negative acts. Using exclusion is seen as a last resort by the school and will only be utilised if a serious breach of the school's expected standards of behaviour is involved, or where a continuous pattern of poor behaviour/attendance or work has not been remedied despite efforts on the part of the school.
- 10.2 The Proprietors/Directors, through the actions of the Headmaster, reserves the right to request the removal of any pupil who persistently fails to conform to school rules, and may require the removal of a pupil if, in the opinion of the Headmaster, satisfactory standards of work or conduct are not maintained or if the pupil's presence in the school is undesirable.
- 10.3 The Headmaster, in consultation with the Proprietors/Directors, has final authority to permanently exclude a pupil. In the case of permanent exclusion, Proprietors/Directors will have to be satisfied that all reasonable strategies to improve a pupil's behaviour have been tried and have failed.
- 10.4 In the normal course of events there will be a final warning coupled with suspension for one day up to one week for more serious matters before the final sanction of permanent exclusion takes place. This final warning will, however, not be offered in the case of serious disciplinary matters.
- 10.5 Following a fixed term suspension, pupils will be provided with mentor support by a designated adult who will provide pastoral support in addition to that given by the Form Teacher if applicable.
- 10.6 Permanent exclusion will take place at a meeting.
- Those present will normally be:
    - The Headmaster and any relevant member of school staff who may be needed to attend in order to secure a fair outcome
    - The Pupil, together with Parents and, if they wish, either a member of the school staff who is willing to speak on the pupil's behalf or accompanied by a parental friend
    - A Scribe to keep a written record of the main points of the meeting
  - The meeting will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn.
  - The meeting will be conducted so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment.
  - Everyone is expected to show courtesy, restraint and good manners.

- Requirements of justice will apply. If for any reason the pupil or parents are dissatisfied with any aspect they must ask the Scribe to note their dissatisfaction and the reasons for it.
  - Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.
  - When all issues have been sufficiently discussed, a final decision must be reached.
  - Exclusion will be confirmed in writing which will indicate reasons for exclusion and:
    - details of events that have led to the exclusion, together with steps taken to try to avoid it
    - parents' right to make representations/appeal to the Proprietors/Directors and the latest date by which written representations must be made (14 days from the date of exclusion)
    - details of the LA to whom parents should make application for an immediate vacant place
- 10.7 A consistent accumulation of excessive and extreme disciplinary matters and sanctions will always result in the child's permanent exclusion, provided that the Headmaster and Proprietors/Directors are in agreement that all other steps above have been attempted to remedy the behaviour.
- 10.8 If a serious breach of school discipline occurs, a permanent exclusion may be considered without any of the above steps being considered necessary. These may include:
- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, including alcohol and tobacco
  - misconduct of a sexual nature, including supply and possession of pornography
  - possession or use of unauthorised firearms or other such weapons
  - extreme misconduct which brings St Bede's School into disrepute on or off premises
- 10.9 Any pupil who is permanently excluded is barred from the premises and deemed a trespasser.

Headmaster  
February 2016

Director of Studies  
February 2016