

BEHAVIOUR POLICY

The maintenance of good discipline is of paramount importance for the growth, welfare and development of pupils. The School encourages pupils to develop the capacity for self-discipline, to learn to act with consideration for others and to discover what is acceptable behaviour in School and as a member of the wider community.

A commitment to the School and respect for the rules underpin effective discipline and behaviour. All staff share responsibility for implementing the School Rules which are published in the termly Calendar, and for maintaining standards of courtesy, behaviour and appearance.

The school expects pupils, at all times, to behave sensibly and show courtesy, consideration and respect for others. School Rules apply to day pupils from the time they leave home to the time they return home at the end of the school day. The School Rules also apply at all other times when in School Uniform or taking part in School activities. The Rules therefore apply on trips or outings conducted under the School's auspices. The Rules also apply to boarders throughout the school term.

The School Expectations

Pupils are expected to:

- treat others with courtesy and consideration at all times.
- be on time for lessons and school activities; to have the necessary books and equipment for each class.
- contribute to the learning atmosphere in class by taking an active part, concentrating, asking intelligent questions, getting work completed on time and not behaving in a disruptive manner, listening to their peers as well as the teacher.
- respect School property and the property of fellow pupil.
- avoid bad language.
- behave properly on all school occasions, e.g. when visiting other schools, when hosting visitors, when listening to speakers, when out on a school trip.
- help keep the school campus free of litter.
- observe the School Rules, including those regarding uniform and appearance. A high standard of personal appearance is expected and it is the duty of all staff to ensure that pupils observe these requirements. Regulations can be found in the termly Calendar.
- signs of affection: we rely on the good sense of pupils to behave decorously, and on the good sense of staff to encourage such behaviour. Overt displays of affection such as kissing or holding hands are not acceptable.

Strategies

Rewards, sanctions and pupil support should always be fairly and consistently applied, without regard to race, gender or seniority, and should be consistent from person to person and from occasion to occasion as far as possible.

The purpose of rewards is to recognise and reward endeavour or excellence and reinforce positive behaviour.

The purpose of sanctions is to emphasise the importance of effort and standards; in some cases pupil support measures are more appropriate. Such are the high standards set by the majority of pupils here that we expect more rewards than sanctions to be issued by teaching staff.

Comments to Tutors

Please keep Tutors fully informed. If using email or ISAMS please copy to the relevant Divisional Head.

Rewards

Staff should give praise and encouragement for pupils' efforts and achievements, being as positive as possible. These can take the form of verbal or written comments for particularly good work.

In Years 7, 8, and 9, pupils are awarded **Merits**, and in **Years 10, 11, Lower Sixth and Upper Sixth Distinctions**, for: a single piece of outstanding work; for consistently good work or a significant improvement in standard of work; for clear improvement in approach and attitude to work; for endeavour over a certain period.

Within one academic year following the award of the first three Merits a £5 book token is awarded to Year 7, 8 and 9 pupils. Following the award of the next four Merits the same award is given; of the next five, and so on. Similarly, following the award of the first three Distinctions to Year 10 and 11 pupils, a £5 W H Smith token will be awarded. Following the award of the next four Distinctions to Year 10 and 11 pupils, the same award is given; of the next five, and so on. This will be reviewed 2010 – 2011.

Merits and Distinctions can be awarded through the ISAMS, but preferably recorded with a signature in school diaries. If the latter, pupils need to show the diary to their tutor and Divisional Head.

Prizes

Prizes are awarded annually at Founder's Day. It is the responsibility of Heads of Departments and those in charge of the appropriate activities to award the prizes. In Y7 – Y9 there are also merit prizes given out in assemblies close to Founder's Day.

Colours

1. Service Colours (green/silver tie)

Awarded, usually to Sixth Formers, for outstanding service to the School (outside academic or sporting spheres) over about a year or more, e.g. in Art, VSU, Groundforce, a Club or Society, including MUN. Organised by Div Heads.

2. Sports Colours

Pupils awarded these in the Lower and Middle School get a certificate. In the Sixth Form there is a red/silver tie. Organised by Sports department.

3. Creatives Colours (purple/silver tie)

Awarded for outstanding service to Music, Drama, Art or Design over a sustained period of time. (Sixth Formers only.) Organised by Deputy Head Co-Curriculum.

4. Tutor and House Colours (school tie with acorns)

These are awarded by the House Tutor or BHM in recognition of achievements or services specifically to the Tutor Group or Boarding House, over and above the normal call of duty. If Officials have fulfilled their responsibilities effectively and efficiently house colours may be awarded at the end of their term in office. If individuals have especially distinguished themselves in raising money for their houses in Charity Week or led the organisation of a very good assembly, for example, and perhaps have made a further contribution to the well being of the Tutor Group or Boarding House, colours may also be awarded.

Colours may be awarded also to those who have already been awarded Service or Sports colours, but Tutors/BHMs may feel sufficient recognition of their achievements has already been given.

Great endeavour, as distinguishable from achievement, in the academic area may also be rewarded with colours, though significant contributions in the co-curricular area may also be expected. At present this is recognised by a tie provided by the school. Generally one would only expect to give two per year (depending upon size of tutor group and age group).

Representative Sports Awards

The sports to be included are those which are offered at representative level and play regular fixtures in the designated season.

Representative Sports:

Michaelmas Term: Hockey, Rugby, Badminton, Squash (Seniors), Basketball

Lent Term: Football (boys and girls), Swimming (as a 2 term sport), Cross Country (as a 2 term sport), Netball, Sailing, Shooting, Squash (Middle School)

Summer Term: Tennis, Athletics, Rounders, Cricket

Staff in charge of Sports will make the award nominations in consultation with the Physical Education Department. Head of Girls' and Boys' Games and ultimately the Director of Sport have the final decision on awards. All awards will be announced on the same day on the noticeboards in the Sennocke Centre. Staff must not inform students prior to the release date. The date will normally be the penultimate week of the season and will be in the calendar.

1. Senior School Sports Awards

Senior School awards will be awarded for each representative sport and to students who have achieved all of the criteria for 2 years (the exception being Summer Term sports, which will be after 1 - 2 years participation but awarded in Year 13).

Full Colours: (Certificate and Full Colours tie)

- **Excellence:**
The student has achieved very high standards in the performance of a sport at senior first team level. (Individual sports notes for performance criteria guidance notes are available).
- **Conduct:**
The student has shown an exemplary conduct within their chosen sport on and off the field of play.
- **Commitment and Dedication:**
The student has been a regular and committed member of the senior team. He/she has attended both training and matches as required, and is always willing to volunteer his/her services to help the sport.
- **Representation:**
The student has represented the School regularly at Senior First team level in tournaments and fixtures.
- **Sportsmanship:**
The student has exhibited a positive sportsman like attitude whenever engaged in their sport. This includes readily accepting referee's decisions and showing respect for fellow players.

To receive a Full Colour the student must satisfy all of the above criteria with very high standards in performance. It is possible to be awarded Full Colours more than once based upon 2 years' performance at the highest level for the Senior First Team. This will be a very special award, signifying sports performance, commitment and dedication at the highest level and the name of recipient will be honoured on the achievements board in the Sennocke Centre

Half Colours: (Certificate and Half Colours tie)

The student has achieved high standards of performance at first or second team level in whilst displaying good conduct, commitment and dedication, representation and sportsmanship.

Club Colours: (Certificate only)

These are awarded to students in the senior teams who have achieved good standards in performance whilst displaying good conduct, commitment and dedication, representation and sportsmanship.

Player of the Year Award

All representative sports at a senior level will nominate a player of the year award and this can be engraved on Player of the Year Honours Board in the Sennocke Centre

2. Lower and Middle School Sports Awards

Lower School awards will be awarded for each representative sport to students who have achieved all of the criteria for 2 years.

Middle School awards will be awarded for each representative sport to students who have achieved all of the criteria for 3 years (the exception being Summer Term sports, which will be after 2 years participation but awarded in Year 11 when they participate before leaving the school).

Middle School pupils can receive Full/Half/Club Colours if they have played for the senior teams prior to moving into the Sixth Form (this only applies to sports that have teams in Middle School and Senior School). This will be an exception, for highly talented sports performers.

Certificate of Excellence

The student has achieved very high standards in the performance of a sport at senior first team level and has shown good commitment and dedication, representation, sportsmanship and conduct.

Certificate of Achievement

The student has achieved high standards in the performance of sport and has shown good commitment and dedication, representation, sportsmanship and conduct.

Performing Arts Awards

A scheme similar to the Sports Awards is under review.

Sanctions or Other Support Measures

We should always aim to motivate pupils by reward and encouragement, but sanctions may sometimes be necessary. In many cases simply speaking to the young person will be sufficient, but the Tutor and Divisional Head should be informed so possible patterns of behaviour can be identified.

Sanctions should take place as soon as possible, be appropriate to the offence and to the individual pupil and the particular circumstances. Nuisance punishments, such as lines, are not used.

For a small number of pupils (including those with SEN) sanctions prove to be ineffective, even counterproductive; it is essential that Tutors and Divisional Heads are kept informed so if necessary they can use alternative strategies.

Issue Identified	Action Steps
Use of mobile phone, ipod etc in lesson	Confiscate the item, return at the end of the lesson or leave on reception. E-mail the tutor.
Poor/late work	<p>Pupil should request an extension. Subject teacher to negotiate an extension, but must inform the Tutor via ISAMS.</p> <p>If work still poor/not forthcoming: In consultation with HoD, arrange for the pupil to do the work in the library in next available lunch/after school slot or if the pupil needs help offer a departmental clinic when practical (Fridays after school are clear of most co-curricular activities). Inform the Tutor and Div Head.</p> <p>If the work is still not forthcoming inform the relevant tutor and Div Head.</p>
Poor performance in L6 summer exam	Record Book & SPS, meet parents, contact staff as appropriate
Repeated poor/late work which has failed to respond to departmental (above) or a problem that affects more than one subject	<p>Tutor discusses with Div Head and decides appropriate response, one or more of following:</p> <ul style="list-style-type: none"> ▪ Inform parents ▪ Target setting ▪ Tutor's detention ▪ Involve learning support ▪ Use homework diary for Y7 - 11 to monitor and communicate with parents/boarding staff ▪ Record Book for 6th Form (feedback on lessons and work) including SPS ▪ Record Book for Lower and Middle School (feedback on behaviour in lessons)
<p>Minor incidents of poor behaviour, including Lateness, chewing gum, eating in town, illegal road crossing and breaking of uniform regulations.</p>	Inform Tutor using ISAMS
<p>Poor Behaviour in Lessons¹ For low level behaviour a simple telling off may be sufficient. Sometimes the teacher may wish to send the pupil outside for a short cooling-off period. For more serious disruptions:</p>	<ol style="list-style-type: none"> 1. The pupil should be sent to the HoD. 2. On a second occasion the pupil should be sent to CH to TMH's office. If TMH is unavailable they will be directed to another Deputy by MET/RMB. A register will be kept. <p>Pupils sent to their HoD or CH will be awarded a Tutor's Detention or Div Heads' respectively, and a letter sent home.</p> <p>Since poor behaviour can be symptomatic of underlying learning support needs, a case conference of relevant subject teachers may be appropriate.</p>

¹ Revised 13 October 2011

Issue Identified	Action Steps
<p>Missed conversation classes² At start of each year, as the timetables develop, a period of 'grace' allows first time offenders a warning only. This will run until the first Exeat weekend of the Michaelmas Term. Thereafter:</p>	<ul style="list-style-type: none"> • First missed conversation class with no good reason OR failure to respond to request to explain unauthorised absence to HoD will result in a Tutor's Detention. • Subsequent missed classes with no good reason OR failure to respond to requests – Div Head's Detention.
<p>Tutors' Detention Fri in C3 16.15 - 17.15 (one hour) (Thurs prior to half term) Set for disruption to lessons, or repeated or cumulative unacceptable behaviour (gum, lateness, poor prep, using offensive language, rudeness, eating in town, uniform, late to registration three times in a week, missing assembly without permission), dangerous road crossing or down town without a note, copying homework.</p>	<p>Staff use iSAMS to recommend to tutor. The Tutor to write to parents, copy to Div Head and main file. Use iSAMS to inform RMB, Div Head and TMH Pupils clear/tidy/switch off lights in classrooms, common rooms, campus including e.g. Duke's Meadow.</p>
<p>Divisional Heads' Detention The detention will be awarded at the final discretion of the Div. Head for, amongst others:</p> <ul style="list-style-type: none"> • cutting class, games, Tutors' Detention and other commitments; • first smoking offence, this includes those caught in the company of smokers; • contravention of school rules concerning alcohol (e.g. illicit consumption in moderation); • those given a third Tutors' Detention during the academic year; • inappropriate behaviour after warning; • minor plagiarism of e.g. homework. 	<p>Letter home from Divisional Head. To be sat at next available detention – Saturday evening 7 – 9 p.m.</p>
<p>Head's Detention This detention is awarded at the final discretion of the Head for, amongst others:</p> <ul style="list-style-type: none"> • serious contravention of school rules concerning alcohol, including, for example, bringing alcohol on to the school premises or infringing drinking rules whilst on a school trip (the latter would also incur a ban from further trips), especially if there is an immediate danger to life or health; • the breaking of the school's driving regulations, which would also incur a driving ban; • continued breaking of school rules already marked by a Div. Heads' Detention; • second smoking offences and more serious smoking offences; • serious instances of unacceptable behaviour (rudeness, lying, cheating, damage to property). • Boarders out of bounds but within grounds e.g. 12 p.m.³ <p>It may, in certain circumstances, be regarded as the sanction prior to suspension.</p>	<p>Letter from Pastoral Deputy Head. To be sat at next available detention – Saturday evening 7 – 9 p.m.</p>

² Revised 18 November 2011

³ Added November 2011

Issue Identified	Action Steps
<p>Suspensions</p> <p>For serious acts of indiscipline or gross misconduct the Head may suspend a pupil for a specific period of time. The most serious disciplinary action that could be taken is expulsion.</p> <p>Examples of offences likely to lead to suspension include possession of drugs, extremely serious breach of the alcohol policy, third smoking offence, serious breaches of trust, IT offences, theft or serious plagiarism of e.g. coursework or where the safety of the offender, or another, is endangered.</p>	<p>Length of suspension decided by Head.</p>
<p>Expulsion</p> <p>Examples of offences likely to lead to expulsion include dealing drugs, inappropriate relationships or repetition of offences already marked by suspension. This is an indicative list only, and is not binding, nor fully inclusive.</p>	
<p>Uniform Card</p> <p>For constant poor uniform.</p>	<p>Pupils have to get the card signed three times a day and it should be recorded on the Staff Portal. Cards are available in SCR and from the Deputies' secretary.</p>
<p>Games Kit</p> <p>If a pupil turns up not wearing proper games kit:</p>	<p>1st Offence: Teacher speaks to pupil; 2nd Offence: PE detention; 3rd Offence: Letter sent to parents; Tutor's detention 4th Offence: Pupil sent to Divisional Head; Div Head's detention</p>
<p>Pupil missing a lesson</p>	<p>Please check absentee list. If not on that inform the main office who will check with the medical centre and Aisher Hall and if necessary alert Tutor, Div Head and Pastoral Deputy Head.</p> <p>Normally a Divisional Heads' Detention</p>
<p>Bullying</p>	<p>Please see separate Anti-Bullying Policy.</p> <p>Concerns must <u>always</u> be passed on to the Tutor and Divisional Head.</p>