

ST. EDWARD'S SCHOOL

DISCIPLINE & BEHAVIOUR POLICY

The Trustees expect all members of the school to behave in a manner that will enable the school to operate in an efficient and cooperative way for the good of all its pupils and staff.

Unreasonable behaviour will not be tolerated and will be dealt with in accordance with procedures set out in the school implementation statements.

THIS DOCUMENT provides a framework for the creation of a happy, secure and orderly environment in which pupils can learn and develop as caring and responsible people.

It is written for the benefit of all members of the school community, to allow each one to understand the policy of the school and to apply it consistently and fairly.

IMPLEMENTATION AND PROCEDURES

At St. Edward's School we expect high standards of behaviour. We encourage pupils to take responsibility for their own actions, both in and out of school, and to consider their impact upon others.

However, we recognise the need for a range of carefully measured sanctions to reinforce our expectations when pupils let themselves down. These are detailed in associated documents. Any sanctions are applied fairly and with the pupil understanding the reason for its imposition. Records are kept of pupil visits to the Sorting Room to record sanctions marks.

A record is also kept of sanctions for **serious disciplinary offences**. This record includes the pupil's name and year group. The nature and date of the offence and the sanction imposed. This record is centralized, being kept in the office of the Deputy Headmaster.

Sanction for serious offences include:

1. Exclusions (see separate Exclusion Policy)
2. Suspensions
3. Disciplinary meetings involving parents
4. School detentions

It is equally important that **good behaviour is recognised**. A system of rewards is operated, also detailed in associated documents. Good behaviour might further be recognized in other ways, eg. via sports awards.

Everyone in the school has a part to play in maintaining high personal standards of behaviour:

- Pupils must follow the 'Behaviour Code'
- Subject Staff must endeavour to create an environment in which all have the opportunity to achieve their potential.
- Heads of Department have responsibility for pupils' work related problems within the department.
- Form Tutors monitor the academic and social progress of their pupils.

- Heads of Section are a point of contact between parents, school and other agencies and are responsible for the overall development of pupils in their charge.
- Poor behaviour may result in a student being put on report, and hence having to carry a Report Card to each lesson. It may also result in Sanction Marks, leading to detentions.

Behaviour Code

- Pupils are expected to be well behaved and courteous at all times.
- All behaviour inside school buildings should be orderly and quiet. Pupils should walk on the left of the corridors and stairs, and there should be no running or pushing. OUT OF BOUNDS areas must be avoided at all times.
- Chewing gum or similar types of sweets are not allowed in school.
- Smoking is not allowed in school or on a school trip or whenever a pupil is in school uniform. Cigarettes, alcohol or any similar substances are strictly forbidden to be brought on to the school premises. Parents will be informed if any pupil breaks this rule and any repeat offence may lead to suspension.
- The possession or use of any drugs/illegal substances, will lead to suspension, and possible expulsion. The school **Drugs Policy** (see Section B) includes use of testing where appropriate.
- Pupils using the Library must obey the rules of the Library and comply with any instructions given by the Librarian or her helpers. Food must not be taken into the Library.
- Whenever a member of staff or a visitor enters a room, pupils are expected to stand quietly until permission is given to sit and continue their work. The teacher should remind the class of this if necessary.
- When entering a classroom or an office, pupils should knock first and then wait until asked before opening the door and entering.
- Those travelling on buses and coaches need to be mindful of other passengers; courtesy and orderly behaviour is required when lining up for departure from either Moorend Road or Cirencester Road.

Appendix A to Behaviour Policy

Rewards:

Years 7, 8 and 9

A structured system of **rewards** and **incentives** in Years 7, 8 and 9 ensures tangible acknowledgement of good work and effort.

- House Points**
These are awarded as an everyday reward for very good work, effort and behaviour, and are an incentive for all students to strive for their best. The diligent student would hope to receive House Points regularly. House Points are recorded weekly and parents are informed periodically of their child's House Points total, along with the year average.
- Commendation Card**

This is awarded for an outstanding individual piece of work or service to the school, or for maintaining a consistently high standard of work in a given subject over a period of time. The awarding tutor signs it.

c. **Certificate of Merit**

Just before each half term, staff meet to discuss each student's progress, grading according to effort in each subject. The top few students in each year are awarded a Certificate of Merit for excellent effort, signed by the Year Head.

Years 10 - 11

Star Awards are issued to students. These lead to bronze, silver and gold certificates signed by the Headmaster. Section Head and Section Deputy Head.

Sanctions for Years 7-11:

Sanction Marks

Sanction Marks may be given to students by members of staff for failure to produce homework on time, or for minor disciplinary infringements such as inappropriate classroom behaviour, poor punctuality or sub-standard uniform. The member of staff must record the sanction mark in the student's planner and also (for a homework infringement) make an entry in the Sorting Room log book, located in its own pigeonhole in the Staff Room. An accumulation of 5 Sanction Marks over the course of a half-term period will automatically trigger a 45-minute after school detention, with a senior member of staff, and a letter home, Sanction Marks are wiped after every half term. These arrangements, and the number of Sanction Marks required to trigger a detention, may change – and indeed may be different for different Key Stages

The Sorting Room

A student that incurs a Sanction Mark for homework must report to the Sorting Room (Room 124) to catch up at 1.20pm at the next available opportunity. The Sorting Room is manned by a member of staff on a rota basis. The member of staff on duty should take the log book to Room 124 and fill it in, according to the instructions on the outside of the log book. Notice of any absences should be passed on to the appropriate HOS. Further details may be found in the logbook.

On Report

Students whose work falls well below what is considered reasonable for their ability are liable to be placed On Report. Such action is most likely to follow the half-termly assessments where low effort grades are achieved for several subjects. A student may be placed on a Specific Subject Report or a General Report. A report card will be graded, with comments, by relevant Subject tutors, usually for a period of two weeks. A Homework Report may be applied, with parental co-operation, to students who are persistently slack with homework. The emphasis of placing On Report is the positive promotion of good habits and attitudes to work, rather than punishment.

The Special Educational Needs and learning difficulties of a student will be taken into consideration by the Head of Section when he/she is dealing with regular Sanction Marks or putting a student on Report.

**Reprimands should be given for the following breaches of school expectations.
Sanction marks should be given on the second offence:**

Appearance:

a) Uniform

- Collar undone
- Shirt/Blouse hanging out
- No Blazer - around school, during lesson times
- Coloured laces/brown shoes (not black)
- Multi-coloured socks
- Multi-coloured hair bands/slides
- Overcoats not regulation plain dark blue or black (6th Form)

b) Jewellery Years 7-11

- Finger/Thumb rings
- Bangles/Bracelets/Necklace (**Crucifix** allowed)
- More than one pair of small STUDS or EARRINGS (girls only)

c) Make-up (Years 7-11)

- Lipstick/ face powder/blusher/eye make-up/mascara etc
- Nail varnish (clear/coloured)
- Hair: girls' long hair - not tied back; boys' hair longer than collar length
- Girls' and Boys' Hair: dyed and unnatural colour

Sixth Form

The following Punishment and Reward System is operated by the Head of Sixth Form:

First offence – Yellow Card

- Examples: late
Incorrect uniform
Poor lesson punctuality

Second offence – Red Card

Sanctions for *one week*:

- 1 Red = Level 1 – Grounded at Lunchtime
- 2 Reds = Level 2 – Grounded and Library all frees
- 3 Reds = Level 3 – grounded all frees and lunchtime under supervision.

And where the offence relates to work, in direct consultation with the relevant HoD:

- Attendance in the Library for **all** free time until the level of work returns to the required standard
- Ultimately, exclusion from the relevant course, if work is not produced and the HoD feels that it is inappropriate to continue. This will be the Headmaster's decision.

Parents will be informed and involved in our efforts to resolve any problems of a pastoral or academic nature.

A **Green Card** may be given for positive action:

- Punctuality
- Appearance
- Contribution to the School
- Excellent work

- Etc etc
- + 1 Green Card = Refectory Vouchers, or
= 1 Late Start or Early Finish (a student may choose to start school at 10.15am or finish at 1.15pm on a mutually convenient day)
- NB: A Green Card may cancel out a Yellow Card.

School Trips

A student may be excluded from a school trip if their behaviour at school or on a previous trip has been inappropriate. This will be left to the discretion of the SMT.

Associated documents:

1. Student Planner – The Twelve Classroom Rules; Behaviour; Property; Detentions, Rewards etc.
2. New Entrants Information Booklet for Parents pp.17-22: School Rules
3. Staff Handbook Section A pp.A.12-A17: Pupil Standards and Codes of Behaviour
4. Drugs (including Alcohol and Tobacco) Policy, p.B.12
5. Complaints Policy, p.B.11
6. Conditions of Acceptance for Entry into Saint Edward's School

Updated	December 2011
By whom	Headmaster & Deputy Headmaster
To be Reviewed	As appropriate
Endorsed by	Curriculum Committee