

Behaviour Policy

This policy requires the co-operation of, and reinforcement, from all parents

The school expects co-operation and high standards of work and behaviour from every pupil. In our disciplined, yet fair environment pupils will thrive and achieve their best level in both pastoral and academic spheres.

Aims:

The aims of this Policy are to:

Enable the Principal to carry out his responsibilities of maintaining order and good discipline in the school

Promote good behaviour and respect for others

Use positive encouragement so that unacceptable behaviour is not a regular occurrence.

Promote Self Discipline and proper regard for authority among students.

Ensure the pupils' standard of behaviour is acceptable at all times.

Enforce the sanctions used by the School should any unacceptable behaviour be presented.

Offer support to all pupils.

This Policy authorises the school Code of Conduct and any procedures necessary for implementing it.

Code of Conduct:

The Code of Conduct is set by the Principal. The Code of Conduct is necessary:

- for the safety and well-being of everyone at the school
- for the well-being and reputation of the school community as a whole
- for the care and protection of school property and the wider environment

The Code of Conduct applies to all age groups and at all times when the pupil is:

- at school, representing the school or wearing school uniform
- travelling to and from school
- associated with the school at any time.

The Principal intends that the Code of Conduct and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the school, for example during half term and in the holidays. This will normally be where the conduct in question affects the welfare of a member or members of the school community or which brings the school into disrepute.

Pupils are expected to know and understand the Code of Conduct and to read them through it with their parents. The Code of Conduct will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

Relationships:

The relationships that exist in our community will, to a large extent, determine the behaviour of the members of the school.

In a friendly, supportive environment such as Priory School we anticipate our pupils to be settled, co-operative and hard-working, giving thought to their own well-being as well as being supportive and caring towards others.

It is important, therefore, that the example set by staff is one of high standards of dress and behaviour and that staff readily accept their responsibility as role models for the pupils.

It is also imperative that the example set by parents is one of high standards of behaviour and that parents readily accept their responsibility as role models for the students using positive encouragement to ensure that their child/ren understands fully the ethos of the school with regards to work, discipline, uniform and behaviour. Parents should always act in accordance with the law, promote good working ethics at home (e.g. with regard to homework) and support the children in a happy, comfortable, yet disciplined atmosphere.

We also expect our more senior pupils to be aware of the needs of, and protect, those who are younger and more vulnerable.

We would encourage and expect our parents to inspire a sense of belonging to the School and to give all pupils the opportunity to increase their self-esteem through praise and acknowledgement of good work and conduct and offer supportive encouragement when work or conduct needs correction.

Priory School will not tolerate bullying, harassment or unacceptable conduct of any degree from pupils to staff members or members of the public when we are on a school visit.

Everyday Standards of Behaviour:

Our school has a supportive ethos and common expectations operate in every classroom and throughout the school. This supportive ethos is also expected and encouraged at home. These common expectations are expressed in the Code of Conduct and through our classroom practice and approach to students. The classroom teacher manages pupils' behaviour as positively as possible, dealing with difficulties as they arise.

In the Classroom:

On arrival in the form room pupils are required to remove their outdoor coats, ensure that their uniform is clean and tidy, organise their equipment for the day, ensure their personal area is presentable and get their planners ready for teacher inspection (on Thursday mornings).

They are expected to listen attentively, focussing on the lesson taking place. Help is always available from their teacher in the event of a difficulty arising.

Pupils must complete their homework to the best of their ability and ensure that it is given to the relevant teachers within the deadlines set.

Around School

Pupils will move around the school building and grounds quietly and sensibly, having regard for their own health and safety and that of others. They will avoid confrontation and engaging in behaviour that breaches the Code of Conduct. They will treat other members of the school community, both adults and pupils with the utmost respect and will endeavour at all times not to interrupt the smooth running of the school.

We do not wish to squash individual characters and welcome pupils who have a 'larger than life' personality but expect polite, co-operative, acceptable and helpful behaviour at all times.

In the neighbourhood and travelling to and from school

In these situations pupils need to recognise that they are ambassadors for the school. Their behaviour at all time must be tolerant, courteous and co-operative. They must avoid endangering the health and safety of other members of the school and wider community.

Rewarding good behaviour:

The school understands that rewards can be more effective than punishment in motivating pupils. The school is committed to promoting and rewarding good behaviour, and may do so in some of the following ways:

- Verbal congratulations.
- Positive comments on work.
- Positive comments in the planner / homework diary.
- Pupils' works displayed around school.
- Merit Marks (age dependent)
- Recognition in an Assembly.
- Commendation award / Prize at End of Term assembly.
- Letter/phone call to parents.

Breaches of school discipline:

The school operates a range of sanctions. All sanctions are based on the aim of helping the pupil to find the conduct appropriate to their stage in life.

Our school ethos is based on the assumption that behaviour *will* be acceptable at all times. Sanctions are invoked in order to protect this ethos, and to enable the pupil to learn and grow from the experience.

The overriding principle is that all pupils have the right to come to school and to study free from fear and anxiety. The purpose of the school is "the studies of good learning" to quote the founding documents of Winchester College. Whatever distracts from that is not acceptable. The Prospectus specifically states:

"We will not tolerate bullying, harassment or unacceptable conduct of any degree from pupils".

In order to allow a swift and clear understanding by pupils, parents and staff, the disciplinary procedure may be summarised as follows:

All conduct at first instance is under the supervision of the class or form or year teacher as appropriate. Sanctions may include a verbal reprimand, placing a pupil on report, sending a letter home or, for senior pupils, placing the pupil on detention.

The first stage of the formal disciplinary procedure consists of a **FORMAL WARNING**. An additional sanction may be imposed in conjunction with the formal warning.

If the inappropriate conduct continues, this may be followed by **SUSPENSION**

In the most serious cases, persistent inappropriate behaviour, or a serious breach of school discipline, may then result in **EXPULSION**. This is an action of "last resort" and may only be actioned by the Principal.

The Principal reserves the right to alter this disciplinary procedure if required to enable the school to effectively sanction behaviour. In cases of serious breaches of school discipline or persistent

inappropriate behaviour, the school may expel or suspend a pupil without having previously followed the earlier stages of the procedure.

Examples of behaviour for which expulsion or suspension may be imposed include bullying, possession, use or supply of drugs or substances, obscenities, threats or violence.

All of the above formal steps will be taken by the Principal in consultation with the Heads of School and Senior Teachers. Letters will be sent to parents at each stage, unless the seriousness of the behaviour merits one or more of the formal stages being simultaneous.

The Principal may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote observance of the Code of Conduct.

An investigation will be carried out into misconduct which falls under the formal disciplinary procedure. The school may suspend a pupil pending the outcome of an investigation for a reasonable amount of time. In all cases of suspension, work will be set for the pupil to complete at home for the duration of the suspension.

Use of restraint:

Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere

Where restraint is used by staff, this is recorded in writing.

Disciplinary powers of prefects:

The powers exercised by Prefects are delegated powers, mentored and discussed at each weekly Prefects meeting with Principal & Heads of School. These meetings are minuted; and both general and individual policies and actions are discussed and approved or followed up.

Prefects are presented to school at assemblies each term; wear a distinctive tie and badge; and are identified by photographs on the school notice board.

Records:

Administration of major punishments are recorded in a suitable file retained by the Principal along with copies of the formal notices as laid out in this procedure, sent to the parents/guardians.

Appeals:

A pupil or his/her parents may request a Panel Hearing of the Principal's decision to expel, or where a decision has been made to suspend a pupil, or where suspension would prevent the pupil from taking a public

examination. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

There will be no right to a Panel Hearing of other sanctions but a pupil who feels aggrieved may ask the Principal to take up his/her concerns with the member of staff who imposed the sanction.