



Abbots Bromley School

1.4 The Senior School Behaviour and Discipline Policy

1 Statutory Policies	1.4 Behaviour and Discipline
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This policy applies to all students at Abbots Bromley School and students who board. It has been written with reference to Department for Education Guidance, "Behaviour and Discipline in Schools, advice for Headteachers and school staff" February 2014. We acknowledge the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs.

Members of the school community do not use or threaten corporal punishment at any time. Where physical intervention takes place for the purposes of averting immediate danger of personal injury, or to manage a student's behaviour if absolutely necessary, a person will not be taken to have used corporal punishment. The school's **Physical Restraint Policy** will be followed. A record will be kept of any such occasions and parents/carers will be informed on the same day or as soon as reasonably practicable.

Aims.

We aim to create a safe, secure and happy environment, where expectations are clearly defined and explained. We believe that everyone has the right to be treated as an individual and with respect. We believe that everyone should be given an equal opportunity to achieve his/her full potential. We aim to act quickly, consistently and maintain an atmosphere of calm so that everyone can work without interruption.

Objectives.

- Students have the opportunity to develop self-discipline, respect and tolerance
- They learn to co-operate, work hard and fulfil their potential
- They understand that their achievements of every kind are valued - academic, artistic, sporting and any other personal achievements
- They are given many varied opportunities that promote enthusiasm and pleasure in their learning
- They are given clear boundaries for their behaviour and understand that there are expectations which they must fulfil

The overriding expectation is that everyone will act with courtesy and consideration towards each other at all times. Everyone has a choice - if they choose to follow the codes for behaviour and for learning they will receive praise and be rewarded. If they choose not to follow the codes for behaviour and learning then a sanction will follow. Senior School students have these codes in their planners and sign a declaration to agree to follow them. Students in all years have copies of the codes displayed in their classrooms. If at any point it is deemed necessary to search a student or his/her belongings the school's **Search and Confiscation Policy** will be followed and a record of the search logged by the Headmaster. Students will be made aware that, when they are in the wider community, particularly when wearing school uniform, they can be identified as students of the school and are expected to behave in an appropriate manner. Any breaches of the code in the wider community, including school visits, will incur the same sanctions as a breach of the code within the school environment.

Staff will always work with other local agencies to assess the needs of students who may display continuous disruptive behaviour and will recognise that a student with particular needs may need extra support and consideration in following certain aspects of the codes. There is an independent school counsellor (from YESS, Youth Emotional Support Services) and students from Year 5 and above have access to this support. Staff at Abbots Bromley school also have a **Staff Code of Conduct** which they are expected to follow at all times.

Boarders

The management of the behaviour and discipline of boarders outside of the school day is the responsibility of the Head of Boarding and they will be kept informed of any difficulties that boarders may be facing by day staff. Boarders are particularly alerted to the 'PDA' (public displays of affection) code. Our boarding community is our boarders' second home and sanctions are what may be expected in any loving family. Discussion about and recognition of poor behaviour is the first stage and boarders who experience difficulty will be monitored closely. Sanctions may include 'grounding' or a withdrawal of privilege if poor behaviour persists. Day staff will not necessarily be informed of misdemeanours in the boarding houses, just as parents may not necessarily inform school of their child's behaviour, but the Head of Boarding is part of the SLT and so regular boarding reports will alert staff to any relevant concerns about the students in their care. The Head of Boarding maintains good contact with boarders' parents and will always alert them to any difficulties that boarders may find themselves experiencing.

The Code of Conduct

All students at Abbots Bromley School have clear indications of the behaviour expected. We have age-related Codes of Conduct which are clearly set out for students to understand.

For Senior School students (Year 7 to Year 13) the Code of Conduct is:

1. Treat everyone with kindness, courtesy and respect. Behave in a manner that allows everyone to learn, following the Code for Learning. If you are a boarder play your part in the boarding community.
2. Use appropriate language in your communication with each other, do not swear or use language which others will find offensive or hurtful. Follow the protocol for personal relationships (**Public Displays of Affection** protocol, Appendix 1)
3. Look after the school environment and do not take anyone else's property without permission or damage anything which belongs to another person or the school.
4. Be proud to wear your uniform. Dress appropriately for school, with neat clothes and appropriate hair styles. Make-up should not be worn in Years 7 - 10. A watch and a small stud earring in each ear lobe are the only 'jewellery' to be worn, and they should be removed for PE, Dance, Equestrian and other physical activities. No visible tattoos should be displayed and boys should be clean-shaven. Be aware that you represent school within the wider community when wearing your uniform and always behave in an exemplary manner.
5. Walk quietly and sensibly around the school buildings, hold doors open for those who might be following, wait in an orderly fashion before entering a room and enter classrooms quietly and sensibly. Settle down quickly in preparation for the lesson.
6. Recognise that the procedures for signing in and out of school are important, follow them at all times. Never allow anyone else to use your key fob. Always be welcoming to visitors to school but remember that we do not let people into school unless you accompany them to the reception desk so that they may be signed in.

7. Remain within the school bounds at all times and use the pedestrian crossing when moving between the main school site and the St Mary's site (St Mary's, swimming pool, sports hall & sports fields). Acknowledge drivers who stop to allow you to cross the road with a polite wave.
8. Remember that food and drink should only be eaten in the dining room at break and lunchtime. Never take any food or drink into the Guild Library or bring chewing gum into school.
9. Remember to put litter into bins and keep the school environment tidy, including the boarding areas if you are a boarder.
10. Students in Years 7 – 10 are not permitted to bring a mobile phone to school unless using the bus service. The phone must be handed into Reception each morning and collected at the end of the day. Students in Y11 and above can appreciate being able to carry a mobile phone during the school day but understand that it must be switched off during lessons. Never photograph or film anyone in school without permission and do not load photos or videos taken in school onto any social networking site. Failure to conform to these rules will lead to phones being confiscated. This also includes boarders during the evenings and at weekends.
11. If you make any malicious or false accusations against your peers or members of staff this will be treated as a serious breach of the Code of Conduct. Your parents will be informed, and this may result in a fixed-term exclusion or result in you being asked to leave the school.
12. Cigarettes, alcohol, recreational drugs, pornographic images and weapons are all prohibited within school. Understand that if you don't comply with this it may result in a fixed-term exclusion or result in you being asked to leave the school. In the case of illegal items or weapons, it will involve the police.

The Code of Behaviour for Learning

As a school we understand that good behaviour and discipline will result in effective learning and we set out a clear age-related Code of Behaviour for Learning for all students.

The Code of Behaviour for Learning for Senior Students (Year 7 to Year 13);

1. Follow the Code of Conduct, it will impact positively on your learning.
2. Take responsibility for your own learning and organisation and strive to become an independent, life-long learner.
3. See your teachers as 'critical guides' who are there to advise and help you through your learning.
4. Be resilient when things do not go as planned and remember that mistakes help us to learn.
5. Contribute to activities and learning in lessons. Endeavour to try all activities and do not give up.
6. Approach your learning with enthusiasm and a positive attitude.
7. Focus on learning activities in lessons and be prepared to put effort into these activities.
8. Be organised and come to lessons, on time, with the correct equipment for your learning activities.

9. Meet deadlines and hand work in on time. When this is not possible, communicate this to your teachers and be prepared to negotiate a deadline which is mutually acceptable. Meet the new deadline always.
10. If you need help, tell someone; and always be a supportive learner to your peers.

Rewards for Senior Students (Year 7 to Year 11).

Students are allocated to one of four Houses, St. Mary, St. Anne, St. Chad and St. Gregory. We believe that sustained hard work and outstanding achievement should be rewarded.

We operate a merit system for all students.

Merits are given for:

- several pieces of shorter work of an exceptionally high standard
- an individual piece of longer work of an exceptionally high standard
- a sustained improvement in work
- sustained effort
- a particular act of kindness or service to the school

Merits are totalled up by form tutors at the end of each term and the House Merit Cup is awarded to the House achieving the most merits. In addition, individual certificates are awarded at the end of the summer term.

BRONZE	40 merits
SILVER	60 merits
GOLD	80 merits
MERIT	100+ merits

There is a school prize for the student who achieves the most merits in the academic year.

In Years 12-13 we operate a **commendation** system. At the end of each half term, subject staff will give commendations to those students who have produced a high standard of work over that half term. These are totalled at the end of each term and count towards a Senior House Commendation Cup awarded to the House that achieves the most commendations. The Headmaster will also give special commendations to pupils in any year group as an acknowledgement of a particular achievement.

Sanctions for Senior Students (Year 7 to Year 13)

Students who are having difficulty in following the expected standards of behaviour are, initially, spoken to by the person observing that behaviour. This should normally be all that is required.

Sanctions are recorded in the Sanctions File, which is held by the Headmaster. If there remains any concerns about the behaviour of a student then they will be asked to see the Key Stage Co-ordinator who may also involve the Deputy Head.

In extreme cases of unacceptable behaviour an exclusion may be imposed, either fixed term or permanent, according to the school's Exclusion Policy.

Senior school students are given clear guidelines for what happens if they do not follow the code of conduct and code of behaviour for learning.

What happens if you don't follow the Code of Conduct?

1. You will be spoken to by the teacher observing your behaviour and you will be given an opportunity to discuss your behaviour and given strategies and support to help you to follow the Code of Conduct. You will be given 'time out' for an appropriate length of time, such as remaining behind in a classroom under supervision, reporting to the teacher imposing the sanction at an arranged time during lunchtime, or sent to work under supervision elsewhere if your behaviour is disrupting a lesson. If you have been using your mobile phone at inappropriate times it will be confiscated for the rest of the day, or longer if it is used inappropriately or repeatedly.
2. Persistent and deliberate offences will incur the following sanctions: a detention, the withdrawal of a certain privilege or the student being put on a Report Card. In all these circumstances the decision will be at the discretion of the Key Stage Co-ordinator.
3. If the breach of the code continues, you will then be required to discuss your behaviour with the Deputy Head. You will be given strategies and extra support to help you change your behaviour - you will also be put on the Deputy Head's Report Card for a stipulated period of time. As part of this process, you will report to the Deputy Head on a daily basis (08.30 and 17.05) for a stipulated length of time. Your parents will be notified and be kept informed of your progress. If you are a boarder then the Head of Boarding will also be kept informed.
4. If your breach of the code of conduct is serious you will discuss your behaviour with the Headmaster and your parents. You could face a fixed-term exclusion according to the school's policy on Exclusions.
5. You will face permanent exclusion only as a last resort and the School will consider other alternatives first, including fixed term exclusions. A decision to permanently exclude you will be made by the Headmaster. The Headmaster will only make this decision to permanently exclude you after discussion with your parent(s) and/or guardian.

What happens if you don't follow the Code of Behaviour for Learning?

1. If a piece of work is not of the correct standard or is still outstanding despite a new deadline having been negotiated, you will then be required to complete the work under supervision of the academic faculty who raised a concern.
2. If this happens frequently you will be put on 'academic report'. Your Academic Tutor will talk to you, to try to find out if there is a reason why you are finding things difficult. You will be given help and strategies to try to put things right. You will be monitored and supported.
3. If more than one teacher raises concerns over your academic progress, your Key Stage Co-ordinator will discuss your difficulties with you initially, and then with your parents and/or The Head of Boarding, so that more support can be put into place. Your learning will be reviewed regularly so that you continue to achieve of your very best.

Home School Communication

At Abbots Bromley School we value the partnership that we have with both parents and students. We will always aim to keep parents informed about their child's behaviour and highlight any difficulties at an early stage so that intervention can be swift and effective. The Senior students' codes are published in their planners, with a declaration for both parents and pupils to sign. The PDA guidelines are in Appendix 1. This policy is published on the school website and updated annually.

Appendix 1

Personal Relationships - within the Code of Behaviour for both Day and Boarding Students – a protocol.

It is perfectly normal and appropriate that students at Abbots Bromley School will form close relationships with either members of the opposite or same sex. The PDA Policy will apply throughout the course of the teaching day. **No PDA.**

P = Public

D = Displays of

A = Affection

Students of course may embrace fellow students or shake their hand in congratulation and or greeting, however romantic displays of affection are not acceptable during the working day of Abbots Bromley School. Abbots Bromley School is a place of learning and should be treated as such. The PDA Policy is also helpful for students when reminding them to keep their working relationships formal at Abbots Bromley School.

P = Polite

D = Distance

A = Apart

For boarders, flexi boarders and those students staying in Abbots Bromley School and beyond the constraints of the school day, the following format is easy to follow

- a) Should boarding students wish to walk around the site during recreation time (after school hours i.e. 5.05 pm) and hold hands and **discreetly** communicate romantically, that would be deemed acceptable by the staff and similarly in communal areas of the boarding facilities, provided it is not making other students feel uncomfortable.
- b) As the school is 'in loco parentis' the usual Sex Education Policy will be adhered to and students who need any advice or support in this regard should visit the Medical Centre and speak with the Nurses on duty. The advice the Nurses offer will be strictly confidential and not shared with any of the teaching or boarding staff.
- c) Students engaging in sexual relationships should conduct their relationships off site from Abbots Bromley School where they fall under the responsibility of their parents and guardians.
- d) Staff will be tolerant of young people and their relationship – this needs and discretion by all parties when making judgements.

It is important that all students understand that we are here for their welfare and safety. As a result, we will always adopt a more formal approach than what might be permitted at home. Finally, the accessing of dormitories/rooms on either the male or female side of the houses will result in immediate exclusion. These are single sex only zones.