

## **3.4 Behaviour and Sanctions Policy**

### **3.4.1 Discipline**

An atmosphere of good discipline is essential for the successful running of the school and for the boys to reach their full academic potential. Good attention and control should result from the interest and respect of the pupils and not from the continual resorting to sanctions which will be seen by pupils as a weakness in the member of staff. In the event of unacceptable behaviour the Deputy Headmaster will endeavour to draw something constructive from the matter; the opportunity should be taken for the pupil to learn from his mistakes. A boy's relationship with his Form teacher is a key element in the school's discipline and pastoral management, both as a reference for good behaviour and as a guide / support in the event of misbehaviour.

Whilst a good standard of conduct is expected from all boys it is acknowledged that pupils with Specific Needs may require reasonable adjustment to be made in how the school's codes are applied. This needs to be handled carefully in order that discipline is maintained without unfair focus on behaviours that are not intentionally mischievous.

### **3.4.2 School Code of Conduct**

The Code of Conduct is printed in the School Calendar and outlines the manner in which the boys are expected to behave.

#### **Code of Conduct**

##### **The Community**

Courtesy and consideration for others are essential for a happy community. Every positive act is a positive contribution towards the community. Other people's points of view should be respected.

Members of the school should make it easy for everyone to learn and for the staff to teach.

Pupils must not put themselves or others in danger.

Boys should walk on the left hand side of staircases and corridors and not run within the building.

Eating in the corridors and on the stairs is not allowed. Chewing gum is not allowed.

Litter must not be dropped on the floor.

No financial transactions should take place at school.

Expensive items and electronic gadgets should not be brought to school unnecessarily.

Mobile telephones may only be brought to school with permission, and must be handed to the School Office on arrival.

Misuse of the internet is unacceptable.

Dangerous implements (including knives) are not allowed.

No-one should leave the building without permission.

The school buildings are for the benefit and enjoyment of members of the school and should be treated with care.

Desks and lockers should be kept tidy.

Any damages should be reported to a member of staff.

Boys should arrive in good time for Assembly and for Church.

### **Academic**

Details of preps should be entered carefully in prep books and the prep book should be signed daily.

Work must be handed in on time.

### **Dress**

The school uniform is worn during school hours and to and from school.

Shirts should be tucked in and ties worn neatly.

All boys should wear conventional black lace-up shoes.

### **Games**

Correct clothing and equipment is required for Games.

Games clothing and equipment should be clearly marked.

If a boy is 'off games' he must provide a note of confirmation from home in his prep book. Boys who are 'off games' join the 'off games' group and return home at the normal time.

### **3.4.3 Responsibility for Discipline**

The Headmaster deals with serious breaches of discipline.

The Deputy Headmaster deals with individual breaches of discipline, boys are referred to him by staff etc. and he ensures that disciplinary systems are working. Whilst the school takes any complaints from students 'in good faith', it should be noted that if such complaints are found to be malicious and unsubstantiated, then the pupil in question will himself be subject to the disciplinary process.

#### **3.4.3.1 Sanctions available**

- **Warning**

- **The Stripe System**

Misbehaviour of a mild to moderate level is addressed by the use of 'stripes' and 'half-stripes'. Lesser matters, such as

- persistent disruption in lessons,
- disrespectful conduct to a member of staff,
- verbal abuse of another student

and similar incidents would merit a half stripe. In the case of disruptive behaviour the boy should be warned that his conduct will earn a half-stripe, and the award made only if the warning is ignored.

More serious matters may result in a full stripe. These include such things as:

- physical violence,
- deliberate damage to property

- theft.

For both half and full stripes boys are sent to the Deputy Headmaster, who acts to ensure consistent calibration of the system. It may be necessary to downgrade a full stripe to a half, or to hold a half stripe as a 'floating half stripe' if there are extenuating pastoral considerations or if the award is not felt to be in line with similar historical incidents.

If a boy earns two half stripes they are combined to make a full stripe. Full stripes are recorded on a boy's end of term report and his parents will be contacted to inform them of the circumstances of the award.

Half stripes subtract five points from a boy's House total for the term, and full stripes subtract ten.

- **For missing work**

For incomplete or missing work a boy may be issued with a 'Home Detention Form', which details the work required and must be signed by a parent once the work is complete. The form is returned to and retained by the Deputy Headmaster.

- **Sent to Deputy Headmaster**

For serious offences falling within or outside the above protocols.

- **Sent to Headmaster**

The Deputy Headmaster should refer very serious cases to the Headmaster.

- **Missing morning break (or other activity)**

Boys may be made to spend the Morning Break outside the study of the Deputy Headmaster for disruptions, time-wasting in lessons etc. They should be sent there once in the first instance but attendance can be repeated if there is no improvement.

- **Suspension**

Boys are given a Red Form when they are suspended from the school by the Headmaster for repeated anti-social behaviour. This form clarifies the reasons for their suspension. Except in very serious cases, there will have been prior warning to the pupil. This is a very serious deterrent and is rarely used. Parents are immediately informed and requested to remove their son for a prescribed period. Repetition of the behaviour could result in Expulsion.

- *Lines should not be set*

- Notes in Homework Notebooks

Critical notes complaining of a boy's behaviour or performance should not be written in the Homework Notebook without checking with the Deputy Headmaster.

### **3.4.4 Corporal Punishment**

There is no corporal punishment and other unusual, humiliating punishments which would contravene the Children Act must be avoided.

Note that corporal punishment should not be confused with use of 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the child himself), as described under subsection 548(5) of the Education Act 1996.

### **3.4.5 Incentives for Good Behaviour**

Stars are awarded by members of staff to boys who achieve high marks in their work, to those who work hard and for any positive contribution for the school including any particularly helpful acts that assist the school community. They are designed to reward boys but also to encourage those who are working hard at a subject that they find difficult. The Stars are entered on a board in the school by the relevant members of staff. At the end of each term they are added up and the totals entered into the Report. Each Star gains a point for the boy's House in the 'Cock House' competition (see Houses).

### **3.4.6 Detention**

A Home Detention Form is issued for failure to produce prep (usually after a warning) or serious lack of work within a lesson (always after a warning). The form is issued by teaching staff in consultation with the Deputy Headmaster. The missing work is completed at home under supervision and the form is signed to confirm this. Detentions are noted in term reports.

### **3.4.7 Report Cards**

Report cards are issued by the Deputy Headmaster for pupils with ongoing concentration, organisational or behavioural problems in class. Comments are entered by staff members and the card is checked daily by the form teacher and weekly by the Deputy Headmaster who will take the boy off the card when appropriate.

### **3.4.8 Confiscation**

Boys are not permitted to carry mobile Telephones, electronic gadgets and other unsuitable items during the school day and these should be confiscated and the Deputy Headmaster notified.

### **3.4.9 Expulsion – (Permanent Exclusion)**

The procedure to be followed:

- In the event of a pupil being reported to the Headmaster for a serious offence, the Headmaster shall interview the pupil.
- Having heard the facts of the case and if he considers that the seriousness of the case merits it, the Headmaster may then decide to call in the pupil's parents with a view to suspension or to permanent exclusion.
- The Headmaster shall fully consider the case before deciding whether to exclude the pupil permanently; he shall also consider any representations from the parents and the pupil.
- If the Headmaster decides to exclude a pupil permanently, he shall inform the parents of this decision.
- The parents have the right to appeal against this decision. If they wish to appeal, they should write to the Chairman of the Governors within 7 days of receipt of the Headmaster's letter confirming permanent exclusion.
- The Chairman of Governors will set up a panel to hear the appeal.
- The Panel shall hear the Headmaster's case for the permanent exclusion and any representations from other interested parties, especially the parents and the pupil. Having considered the matter carefully, the panel of Governors will give their decision on the appeal.
- Fees in lieu of notice will not be charged but all outstanding fees will be payable in full.
- A pupil who has been withdrawn, excluded, suspended, removed or expelled from the school has no right to enter school premises without the written permission of the Headmaster.