



Behaviour Policy



All teachers are expected to help pupils achieve the highest possible standards in both their work and behaviour. Our aim is to promote an ethos which will help individual pupils to adopt attitudes and values that will make them valued members of the school community and will contribute positively to their own personal development. Pupils will be encouraged to make appropriate choices by the consistent and fair application of rewards and sanctions.

The following **School Rules** are printed in the pupil's school planners and should be clearly displayed on Form Room notice boards:-

- Have respect for all members of staff, other pupils and visitors to the school
- Retain a smart appearance at all times
- Be punctual at all times
- Always try to do your best in all that you do at school
- Remember that you are an ambassador for your school wherever you are
- Help other members of the school whenever possible
- Play your part to keep the school clean and tidy and report situations where improvements could be made
- Represent the school if selected or asked to do so
- Look after your belongings at all times
- Make sure that your parents are fully informed of school events

The **Behaviour Policy** aims to promote good behaviour amongst pupils and to set out the sanctions to be used in the event of misbehaviour.

To promote good behaviour, colleagues are encouraged to use **Commendations** (see policy below) and, where appropriate, award **School Colours** (see policy below).

In the event of misbehaviour, the sanctions to be used depend on the circumstances. Guidance on appropriate sanctions is outlined in the **Discipline Policy** (see below).

1) Commendations Policy

Outstanding academic work or a noteworthy contribution to wider school life can lead to the award of a commendation. This can be given for a wide variety of reasons including:-

- Improved academic performance
- A particularly high level of commitment to studies (especially when the pupil finds the work difficult)
- Impressive efforts to deal with an academic weakness
- A special contribution to an extra-curricular activity
- Volunteering to help the school in a significant way
- Overcoming particular personal problems and still achieving at school
- Particularly high levels of academic achievement

Commendations may be awarded by any member of staff and are recorded by the Form Teacher in the pupils' planners using the stamps provided.

The accumulation of commendations is recognised by a system of certificates (Bronze for 5 commendations, Silver for 10 commendations and Gold for 20 commendations). Bronze and Silver certificates are awarded in Year Assemblies. Gold certificates are awarded by the Headmaster and are accompanied by the award of a gift token. When a certificate is awarded to a pupil, a letter is sent home by the HoY.

Colleagues are urged to make full use of the commendation system recognising that praise in various forms is likely to lead to high levels of motivation and the full participation of pupils in wider school life.

2) School Colours Policy

School colours are awarded for a variety of activities when pupils represent the school, in sport, music and drama. Awards are given at the discretion of the teacher in charge of the activity. When recommending that a pupil should be awarded colours, the member of staff in charge of the activity should take into account commitment as well as achievement.

Junior colours are awarded to pupils in the First to Fourth Years, and **Senior half colours and full colours** to pupils in the Fifth Year and above.

The following three designs of tie are available:

- Junior colours- stripes on tie
- Senior half colours - black and red stripes
- Senior full colours - black, silver and red tie

Pupils in the Second, Third and Fourth Years who have been re-awarded colours have the right to purchase and wear a lapel pin badge, indicating the activity that they have been awarded for (i.e. Sport, Music or Drama).

Full colours may be awarded for the following sports:

Cricket, Rugby, Cross country, Rowing, Swimming, Badminton, Tennis, Netball, Table tennis and Hockey

Half colours may be awarded for any of the above and also:

Golf, Rounders, Athletics and Squash

Sport: colours will be awarded to a pupil who has represented the school with distinction and has trained with commitment. At all levels the Director of Sport will liaise with the member of staff in charge of each team.

Music : Junior colours will be awarded to a pupil who is a committed member of at least one extra-curricular group, and has passed Grade 5 in an instrument or voice.

Senior half colours will be awarded to a pupil who is a committed member of at least two extra-curricular groups, and has passed Grade 6 in an instrument or voice.

Senior full colours will be awarded to a pupil who has made an exceptional contribution to the musical life of the school, is a committed member of at least two extra-curricular groups and has passed grade 8 in instrument or voice.

Drama: colours will be awarded to a pupil who has been a committed member of the cast or backstage team for a school production, both in rehearsal and performance. Full colours will be reserved for involvement in a senior play.

The Director of Sport, Director of Music or Head of Drama will meet with the Assistant Head (Pastoral) annually to ensure consistency of standards. Junior colours will be presented in Year Assemblies; Senior colours will be presented in main assembly by the Headmaster.

3) Discipline Policy

All pupils have the right to work in a calm, supportive and purposeful environment. Pupils should clearly understand the standards of work and behaviour expected of them. These standards will be applied consistently over time and from pupil to pupil. Disciplinary procedures are needed when work is late or behaviour is poor. A range of sanctions is available but corporal punishment must never be used. (This prohibition applies to all members of Staff including those acting *in loco parentis*, such as unpaid, volunteer supervisors.)

Members of Staff may find it helpful to decide in advance where pupils are going to sit in class. This is often an effective way of improving pupil behaviour and enhancing learning. The setting of lines is always inappropriate as sanctions should involve activities of a constructive nature. Whole class detentions should be avoided. Colleagues should be sympathetic towards pupils who are upset, distressed or behaving out of character. In these cases, it will be advisable to speak to the Form Teacher, School Nurse or Head of Year before disciplinary sanctions are applied.

Teachers may only use physical intervention to avert immediate danger of personal injury to, or immediate danger to the property of, a person (including the child himself). Should the need arise for the use of physical intervention, a detailed report of the incident must be produced and the relevant Head of Year, Assistant Head (pastoral) and Deputy Head informed.

There may be rare occasions when a pupil has to be removed from the classroom because of poor behaviour. It will be important to seek the help and support of the Head of Year as pupils must never be left unsupervised. Any teacher wishing to alert the Form Teacher to a pupil's unsatisfactory behaviour can do so by means of the orange "Formal Warning" slip.

Misbehaving pupils must be taken to the Head of Year room or Assistant Head (pastoral) or any member of the SMT if necessary. Pupils must not be left unsupervised outside a classroom from which they have been sent out.

Formal warnings:

Any teacher wishing to alert the Form Teacher to a pupil's unsatisfactory behaviour can do so by means of the orange "Formal Warning" slip. The Form-Teacher will interview the pupil and make it clear that further misbehaviour of a similar sort will be punished with a Monday evening detention. Form-teachers should retain the formal warning slips for future reference.

Detentions:

A supervised **homework detention** is available at lunchtimes (except on Wednesdays) for a pupil who fails to complete homework on time or to an acceptable standard. Such a detention takes priority over any other lunchtime commitment, although there is a right of appeal to the subject teacher giving the detention, or to the Head of Year or to the Assistant Head (Pastoral).

A subject teacher should ensure that the pupil knows that he/she has been given a homework detention and when it is to be taken. Ideally the subject teacher will inform the pupil directly but, if this is not possible, the pupil could be contacted via the Form Teacher. The subject teacher should also inform the Head of Years Secretary (by using a green homework detention form, or by telephone or email). Work set for the pupil should be given to the HoY Secretary who will place it in the homework detention register. The supervising teacher should ensure that work is handed to the pupil, and that the completed work is collected in. The HoY Secretary will then pass this work back to the appropriate subject teacher.

A homework detention given to a pupil in the morning should be taken the same day; a homework detention given in the afternoon will be taken on the next available occasion.

Pupils should report to the Head of Years Room at 12.25pm for a detention lasting 40 minutes (and not less). If they finish the homework task they have been set for the detention, they may do other academic work for the duration of the detention.

The HoY Secretary will provide Form Teachers and Heads of Year with the names of those given homework detentions on a regular basis. If a pupil is given more than three homework detentions during the course of any half term, the Form Teacher or HoY may decide to award a Monday evening detention. The subject teacher or Form Teacher may also choose to inform parents of any homework failings by using the pupil's planner to record the detention.

Individual subject teachers may apply their own disciplinary sanctions such as "private" lunchtime detentions but the Form Teacher must be informed, and pupils must not be kept back after school without both the prior consent of both their parents and the Head of Year.

Should a large number of pupils be given a homework detention from the same teacher for the same offence, they may be asked to supervise the pupils concerned as the normal homework detention class may be full.

A **Monday evening detention** is given for more serious offences involving either academic work or poor behaviour. Members of staff wishing to use this sanction with any pupil should complete the red formal detention notice and give it to the Form Teacher. A detention interview will then take place with the Head of Year and a letter will be sent home (giving at least 24 hours notice of the detention). These detentions are given for offences such as smoking, insolence, absence from lessons without permission, truancy, fighting, bullying or a seriously poor work record (including repeated homework offences). Where the detention is for poor work, the subject teacher will set the work that is to be done.

Where no work is set, a pupil will be permitted to do normal academic work (including homework).

Pupils whose work or behaviour persistently falls short of expected standards may be put on **report** for a period of up to one month. At the end of every lesson, subject teachers make a note of work and behaviour in the pupil's report book. The Head of Year and the Form Teacher together monitor the pupil's progress.

For pupils whose work and behaviour is a cause of concern over a long period, the four stage process of supervision outlined in the **Difficult Pupils Policy** (see below) will be employed.

The **Exclusions Policy** (see below) sets out the circumstances in which a pupil may be temporarily or permanently excluded from school.

4) Difficult Pupils Policy

In addition to the systems outlined above, there is also a policy for the small number of pupils who are a regular cause of concern in terms of their standards of behaviour and/or poor academic work. The **Difficult Pupils Policy** has been formed in response to the following concerns:

- There can be inconsistencies in the way difficult pupils are dealt with depending on the year group they are in.
- Colleagues are sometimes uncertain what happens to persistent offenders when our existing range of measures has been used without apparent success.

After extensive discussion at Head of Year level, it has been recognised that it is important to have a clearly understood system which will try to deal with the persistently difficult pupil. This system has a series of stages to the school's response increasing in severity. The accompanying strategies are aimed at helping to improve the pupil's behaviour and avoiding the use of the ultimate sanction.

STAGE 1: If concerns have been raised with the FT/HoY regarding a pupil's under-achievement and/or persistent misbehaviour:

Response

FT and HoY gather information from subject teachers
Letter home to inform parents of our concern
Memo sent to colleagues identifying areas of concern
Colleagues report to FT or HoY all matters of concern
Name logged on AHP notice board
Pupil meets with FT and HoY to set targets and discuss strategies

Strategies

Daily planner check by FT and weekly by HoY
Meeting with FT to discuss progress
Parents to sign planner daily
Weekly telephone call to home to report
Progress - FT or HoY

STAGE 2: If, following Stage 1, there has been no significant improvement:

Response

Pupil is placed on report with specific targets set involving academic work and/or behaviour
Subject teachers informed of targets by HoY
Parents informed by letter of stage 2 procedures
Name on AHP notice board identifying areas of concern

Strategies

Parents to sign planner daily
Daily report book check by FT
Weekly report book check by HoY
Weekly written report to parents
Individual tutorials arranged with subjectteachers as necessary

STAGE 3: If, after being on Report, there is felt to have been insufficient sustained improvement:

Response

Meeting with parents, pupil, FT, HoY and AHP
Formal commitment to improve standards of work or behaviour to be signed by pupil, parents, HoY and AHP
Weekly or more frequent report to parents
Name on AHP notice board identifying areas of concern

Strategies

Subject teachers report work/behaviour.
Failings reported to AHP asap
Case conference of subject teachers/ FT/HoY/AHP
Targets reaffirmed and/or additional targets set
Daily meeting of pupil with HoY to assess performance/progress of previous day.
Weekly meeting of pupil with AHP and letter home

STAGE 4: If there continues to be failure to achieve and sustain an improvement in the specified areas:

Response

Interview with the Headmaster

Pupil's future within school will be in question.

Name on AHP notice board identifying areas of concern

Daily telephone call to home - AHP

Strategies

Subject teachers report work/behaviour failings to AHP.

Daily meeting with AHP

Final warning and targets restated for final time

The first stages should last no more than for 3 weeks of term-time. A persistent offender could go through all stages in perhaps 2 terms but flexibility will be needed. At any time, the Form Tutor could refer a pupil to the HoY or AHP if there is no response to Responses/Strategies outlined.

[FT – Form Teacher: HoY – Head of Year: AHP – Assistant Head (Pastoral)]

5) Exclusions Policy

There are a range of sanctions available when a pupil's behaviour falls short of expected standards (see the Discipline policy). When a serious breach of discipline takes place, it will be necessary to exclude a pupil from class or school.

The following list, which is not exhaustive, gives examples of poor behaviour that would warrant exclusion:-

- Theft
- Breaches of the school's policy on drugs
- Bullying
- Unacceptable conduct towards a member of staff.
- Consistently poor work over an extended period of time (and only after all other options have been explored and only after close liaison with the parents). This is only likely to be applied to sixth form students.

Under no circumstances should any member of school possess, in School or on the journey to and from school, any material unsuitable for children or schools. This includes anything of a violent, dangerous, racist or inappropriate sexual nature, stored in any format including on mobile phones or other electronic devices.

Temporary exclusions will last for a maximum period of one week. The decision to exclude a pupil will be taken by a member of the SMT in conjunction with the Head of Year. Their parents will be contacted and asked to collect the pupil from school. Re-admittance will take place after an interview with the Headmaster or Deputy Head which the parent(s) will be required to attend. A final written warning will be sent home making it clear that the pupil's place at BGS is in jeopardy and that a second offence of a serious nature is very likely to lead to permanent exclusion.

In certain circumstances, it may be possible to arrange for temporary exclusion to take place within school. The pupil will be given work to complete in supervised private study in the Heads of Year room.

A pupil will be permanently excluded from the school if the offence is sufficiently serious. The Headmaster will make this decision after consultation with the Head of Year, Assistant Head (Pastoral) and Deputy Head.

6) Policy for the Acceptable Use of ICT

Pupils must agree in writing to observe the following regulations that govern the use of the school's ICT facilities:-

- The Internet must only be used for schoolwork based research. Private use of the Internet is not allowed.
- No pupil should use the ICT facilities for computer games.
- Under no circumstances should a pupil upload or download any material unsuitable for children or schools. This includes any material of a violent, dangerous, racist or inappropriate sexual content.
- Pupils must not upload or download or use any copyright material without the permission of the owner.
- Users are responsible for all the email that they send and for contacts that may result in an email being opened. Pupils should be polite and appreciate that other users may have views different to their own. Strong or aggressive language or swearing is not allowed. Nothing should be stated that could be interpreted as libel.
- The posting of anonymous messages or the forwarding chain letters is not allowed.
- Pupils must always respect the privacy of others and should not open the files of other pupils or staff.
- Pupils must not disclose any password or login name that they have been given.
- The addresses/telephone numbers/fax numbers of members of staff or pupils should not be given to anyone.
- Any activity that threatens the integrity of the school's ICT systems or which corrupts other systems will be treated as a serious disciplinary offence.
- Sixth Form pupils must not take food or drink into the unsupervised Sixth Form ICT room or tamper with its security camera or air conditioning system.
- Fifth Form pupils and below can only use the Internet with the prior written consent of their parents, and a teacher must always be present when they use the school's ICT facilities.
- It is understood that the Director of ICT may, at any time, view the material that a pupil has stored on the school's system. This includes material transferred by a pupil on to external media such as a disk.

The school reserves the right to monitor all Internet and email traffic passing through the school's servers so that those guilty of breaking this code of conduct can be traced and held to account.