

BEHAVIOUR POLICY

INTRODUCTION

We believe that at Northwood College effective teaching and learning can only take place in a well ordered environment. Promoting positive behaviour requires the commitment of all staff and pupils and consistency of practice is needed across the school to ensure that pupils know the standards of behaviour expected of them.

Policy Statement

- 1.1 The school's behaviour policy is discussed fully with the Governing Body and their agreement sought.
- 1.2 The school ensures that parents/carers are fully informed of the Behaviour Policy.
- 1.3 The school communicates the Behaviour Policy to all new and existing pupils through the school rules, school assemblies and the pastoral curriculum.
- 1.4 The school consults staff regularly about the policy and its implementation.
- 1.5 The school communicates the Behaviour Policy to all teaching and non-teaching staff by providing copies of the policy and through the staff training programme.

Acceptable and Unacceptable Behaviour

- 2.1 The school defines acceptable behaviour as that which promotes courtesy, co-operation and consideration from all pupils in terms of their relationships with other pupils within/outside the school, teachers and other school staff and with visitors or other persons within/outside the school premises.
- 2.2 The school has identified examples of unacceptable behaviour as that which includes rudeness, name calling, verbal abuse, threatening language or behaviour, intimidation, physical abuse, bullying and harassment, including racist, sexist and homophobic abuse. (See Anti-Bullying Policy.)
- 2.3 The school communicates regularly the standards of acceptable and unacceptable pupil behaviour to pupils and parents/carers through the school rules, school assemblies, school bulletin and letters to parents/carers.
- 2.4 The school communicates the standards of acceptable and unacceptable pupil behaviour to staff through the staff handbook and the staff training programme.

Recognition, Rewards and Sanctions

- 3.1 The school promotes good and improved behaviour by pupils through a system of recognition and reward. This includes the use of :

- Praise and positive feedback, oral and written
 - Commendations and awards
 - Letters to parents
 - Extension of school privileges
- 3.2 The school reviews the support available to individual pupils who may be at risk of disaffection, including :
- Learning support
 - Mentoring
 - Individual education planning
 - Curriculum
 - Teaching strategies
 - Study support
- 3.3 The school implements a range of strategies to deal with inappropriate behaviour by pupils, including :
- Talking individually with the pupil
 - Verbal reprimand
 - Referring matters to Form Tutor, Head of Section, Deputy Head or Head
 - Instituting pupil detentions as appropriate
 - Withdrawal of school privileges
 - Letters to parents/carers
 - Meetings with parent/carers
 - Referral to School Counsellor
 - Referral to external agencies
 - Suspension
 - Exclusion
- 3.4 The school monitors the use of rewards and sanctions to ensure that its arrangements operate with due regard to equal opportunities and anti-discrimination.

Investigating Cases

- 4.1 The school will investigate, as appropriate, reported incidents of pupil misbehaviour.
- 4.2 The school will discuss the outcome of the investigations with parents/carers.
- 4.3 The school will notify the police and other relevant bodies of incidents where it is appropriate to do so.
- 4.4 The school will complete investigations within a reasonable time scale and not normally exceeding 5 working days.
- 4.5 The school will ensure that appropriate feedback from any investigation undertaken is provided to relevant persons together with recommendations for action.

- 4.6 A copy of the results of all investigations undertaken will be held on record until such time as the pupil leaves the school.

Training and Professional Development for staff

- 5.1 The school provides for the training and development of all staff on behaviour management matters through induction training for all new staff, formal induction for newly qualified teachers and whole school INSET.
- 5.2 The school undertakes annual reviews of the continuous professional development needs of all staff.
- 5.3 The school provides opportunities for staff to develop their knowledge and skills in relation to such issues as:
- Implementing the school's Behaviour Policy
 - Logging and recording of incidents
 - Lunchtime supervision
 - Classroom management
 - Educational visits
 - Learning styles
 - Pastoral support
 - Equal opportunities and anti-discrimination
 - Techniques for promoting positive behaviour

Pupil Involvement

- 6.1 The school encourages pupils to take responsibility for their own learning and behaviour.
- 6.2 The school provides opportunities for pupils' positive involvement in the life of the school and community.

Parental/Carer Involvement

- 7.1 The school ensures that parents/carers are informed promptly of any concerns regarding their child and are given the opportunity to be involved in responding to their needs.
- 7.2 The school provides opportunities to encourage parental involvement.

Record Keeping

- 8.1 The prompt and accurate reporting of incidents is considered particularly important to the effectiveness of the school's Behaviour Policy.

Monitoring and Evaluation

- 9.1 The school monitors behaviour incidents in order to identify issues and trends.
- 9.2 Staff receive individual and collective feedback on behaviour management issues, trends and the outcome of referrals.
- 9.3 The school assures appropriate levels of confidentiality within its monitoring and reporting arrangements.
- 9.4 The school ensures that behaviour issues are discussed with all parents/carers as part of the annual parents' meeting.

MOBILE PHONE POLICY FOR UPPER AND LOWER SCHOOL PUPILS

Mobile phones are allowed in College but they remain the responsibility of the individual pupil. They must be stored in lockers and never left unattended in bags, cloakrooms or changing rooms. The College cannot be held accountable for loss, or damage to, such equipment. Mobile phones must be switched off between 8.15 am and 4.00 pm.

If mobile phones are switched on during school hours, the College will confiscate them until the end of the school day and a detention will be given. Persistent offenders will be referred to their Head of Year and parents may be requested to collect the phone on their daughter's behalf.

On school trips, girls are allowed to take mobile phones for emergency use only. They must ask permission from a member of staff before using them.

Examination board regulations state that mobile phones are not allowed in any examination area. Even if they are switched off, a candidate's marks will still be cancelled. We operate this policy for all our internal and external examinations.

Identical rules apply for music players and all other electronic entertainment and communications equipment.

Girls are reminded that they must take great care when using any of these items of equipment inside or outside school and should appreciate that their awareness of their surroundings may be impaired. In particular, girls must be especially vigilant when crossing roads or driveways.

JUNIOR SCHOOL CODE OF CONDUCT

The Junior School (Nursery to Year 6) accepts and supports the Northwood College Behavioural Policy.

The Junior School Code of Conduct is to help staff, pupils and parents ensure that all girls can learn and develop in a well-ordered, caring environment.

- I will be helpful, polite and respectful at all times to staff, other pupils and visitors;
- I will support and encourage other girls and I understand that bullying of any kind will not be tolerated;
- I may only enter the buildings after 8.15 a.m., with an adult's permission, unless I am having breakfast when I may enter the dining room after 8.00a.m.;
- I must be punctual and be on the playground before 8.30a.m. so that lessons can begin promptly following registration;
- I understand that I must stay within the College grounds at all times and will be collected from either Vincent House playground/Junior Terrace by the adult meeting me. I will return to the Junior building if I am not collected (Year 3 - 6);
- I understand that the Sports Hall, swimming pool area, Back Field and the car park are out of bounds unless I am with an adult;
- I will move around the buildings and grounds quietly. I will keep to the left on the stairs and the hallways;
- I may bring fresh fruit/vegetables and a small sports style bottle of water for break. I know that any other items of food, sweets or drink are not allowed;
- I will not eat or drink near the school whilst in uniform;
- I will have all the necessary items for each day with me. I will not borrow any property without an adult's or the owner's permission;
- When I go to Matron I will take a permission slip from a member of staff (Years 3-6). I will be taken to Matron by a member of staff (Reception-Year 2);
- I may wear a small neat watch (Years 3 – 6 only). If I have to wear a small religious token I will wear this under my uniform and will for safety reasons remove it for PE;
- I will not wear jewellery to school, including earrings, studs or any form of retainer. I will not bring valuables to school;
- I will not bring a mobile phone to school without permission of the Head of Junior School;
- I will wear the correct uniform each day and look smart and tidy. My hair will be tied or clipped back. I will wear my coat/blazer/school hat to and from school, unless I am given permission by a member of staff not to;
- I will behave in a way that brings pride to myself, my friends and the College, when in school and on visits and on residential trips.

I understand the Code of Conduct and will do my best to follow it.

Name.....Form/Year

Signed: Date.....

I/We, have read the Code of Conduct with my/our daughter and will help her to follow it. I/we understand that I/we may be contacted by the Head of Junior School if serious misdemeanours occur.

Signed:.....Parent/Guardian Date:

INFORMATION FOR PUPILS YEARS 7 – 11 CODE OF CONDUCT FOR ALL PUPILS OF NORTHWOOD COLLEGE

This Code of Conduct is designed to ensure the safety and well being of all members of our school community. Central to the code is that we all treat each other with respect at all times.

For pupils in general this means:

- Always try to understand the other person's point of view.
- Make it as easy as possible for everyone to learn and for the teacher to teach. This means prompt arrival at lessons with all the correct equipment as well as sensible co-operative behaviour in lessons.
- Speak to everyone courteously.
- Be sensitive to the feelings of others – moderate your language and behaviour accordingly.
- Keep the school tidy so that it is a welcoming environment. This means putting all litter in bins and keeping walls and furniture clean and unmarked.
- As you go to and from school remember that the public will judge all members of the school on your behaviour.

In more specific terms we expect the following:-

Arrival Each Morning

- Please do not enter buildings before 8.15 a.m. We expect you in your form rooms by 8.35 a.m.
- Remember to bring a note explaining absence on the day you return and inform your tutor in advance of any planned absence.
- Please do not leave school before 4.00 p.m. without permission.

Courtesy

- Remember the importance of "please", "thank you" and table manners.
- Look behind you and hold doors open for those who are following.
- Respect the rights of others and their property.
- Show consideration in everything you do, particularly in crowded places. In school and out of school, please do not engage in loud, thoughtless behaviour.

Respect for the School Environment

- Look after our equipment, furniture and resources. Show respect for the work of others.
- After each lesson and break, leave the room clean and tidy with tables and chairs arranged in an orderly fashion and litter having been disposed of carefully.
- Any damage to property, including graffiti should be reported immediately to a teacher.
- Remember that chewing gum is not permitted in school and that you should not eat or drink in form rooms.

Moving Around the Buildings

- As a general rule, please keep to the left.
- Please carry your bags in a considerate manner.

- Never run in corridors or on the stairs as this is potentially very dangerous.
- Observe the “Up” and “Down” notices on the Upper School stairs.

Behaviour in Lessons

- Punctuality is very important – late arrival is discourteous and can disrupt the lesson.
- All homework must be handed in on time and other deadlines must be adhered to.
- After absence, it is your responsibility to make up work missed and hand in all work that is outstanding. Your teacher will be happy to help and advise you.

Harassment

- If you are bullied or harassed in any way, tell a teacher. We want everyone to feel happy and supported at Northwood College and bullying will never be tolerated. See Anti-Bullying Policy.

Break and Lunch Time

- You may stay in your form room provided it is left clean and tidy. This is a form responsibility and all members of the class are expected to play their part in ensuring the room is left ready for the next lesson. Failure to do this, or to behave sensibly in the room may result in the loss of the privilege.
- You should consume food and drink in the Dining Room or in the school grounds – **not** in corridors or form rooms, cloakrooms, Assembly Hall, Sports Complex or Library.
- Please do not do any written homework during break and lunch times unless you have written permission to do so from a member of staff.
- Please do not misuse the furniture. Do not sit on tables or stand on chairs.

Appearance: Uniform and Jewellery

- Please do not wear any jewellery. The only exceptions are a pair of small gold or silver (or diamond – Y9 upwards) stud earrings and a religious symbol under your uniform.
- Please remember – no make-up or nail varnish.
- Please tie back long hair with blue, black or brown hair bands. This is particularly important in practical lessons. No extreme hair colour is allowed.
- For details of uniform, please refer to and adhere to the uniform list.

Telephones

- Please remember that we will enforce the school policy on mobile telephones at all time and that they should NOT be switched on between 8.15 a.m. and 4.00 p.m. We will confiscate telephones used inappropriately. See Mobile Phone Policy on page 4.

Prohibited Items

The following may not be brought to school OR taken on school trips:

- Any material related to smoking, including matches and lighters.
- Any illegal substances.
- Any weapon.
- Alcohol.
- Chewing or bubble gum.

- Correction fluid.

Stealing

- Fortunately, stealing in our community is rare. To protect your possessions ensure that all property is named. Please leave valuables at home and do not bring large quantities of money to school. Keep your possessions locked in your lockers.
- In the event of suspected theft tell a member of staff. We may inform the Police and ask them to help us take the appropriate action.
- Stealing is taking other people's possessions without their permission. A thief may be excluded temporarily or permanently from Northwood College.

Drugs, Alcohol, Solvents, Tobacco

- The use of these substances is strictly forbidden and they should not be brought into school for any reason. If you disregard this rule you may be excluded temporarily or permanently from Northwood College.
- Medicines prescribed by a doctor are allowed, but must be left with Matron.

CODE OF CONDUCT FOR SIXTH FORM

BEHAVIOUR IN THE SIXTH FORM

At Northwood College we aim to create an environment in which all members of the school feel safe, valued and respected and are able to develop to their full potential.

In the Sixth Form, pupils have more freedom and enhanced privileges. Students and their teachers recognise that with the greater freedom comes greater responsibility. Sixth formers are expected to set an example to the rest of the school and to undertake their formal responsibilities in a reliable, helpful and efficient manner.

In the Sixth Form, as in the other sections of the school, we encourage all students to consider the feelings of others, accept personal responsibility for their actions, and to treat all property with due care. We do not accept any behaviour which undermines the aims or ethos of the College. Hence bullying, bad language, rudeness, vandalism or theft will not be tolerated.

In the event that a student's behaviour is considered to be unacceptable, a range of sanctions may be applied. The sanction chosen will reflect the severity of the offence, or in the case of minor offences, their frequency and the degree of disobedience involved in their repetition.

Classroom Management : Guidance for Staff

THIS OUTLINE OF GOOD PRACTICE IS DESIGNED TO HELP ALL OF US. ACCEPTABLE STANDARDS OF BEHAVIOUR, WORK AND RESPECT DEPEND ON THE EXAMPLE OF US ALL.

Good Order	<ul style="list-style-type: none"> ○ has to be worked for: it does not just happen ○ set high standards ○ apply rules firmly and fairly
Most Important	<ul style="list-style-type: none"> ○ expect to give and receive respect ○ respect every person ○ treat everyone as an individual
Relationships	<ul style="list-style-type: none"> ○ greet and be greeted ○ speak and be spoken to ○ smile and relate ○ communicate
Problems	<ul style="list-style-type: none"> ○ are normal where children are learning and testing boundaries of acceptable behaviour
Success	<ul style="list-style-type: none"> ○ is tested not by the absence of problems but the way you deal with them
Do not over react	<ul style="list-style-type: none"> ○ avoid confrontation ○ listen ○ establish the facts ○ judge only when certain ○ use punishment sparingly

AROUND SCHOOL

All informal contact contributes to standards of behaviour. Take the initiative on every occasion.

- Deal with all misbehaviour. To ignore it is to condone it.
- Set high standards of speech, manner and dress.
- Enjoy relating to students.

IN THE CLASSROOM

- Arrive before the class and begin on time.
- Be prepared for the lesson.

- Keep everyone occupied and interested.
- Extend and motivate all pupils.
- Mark all work promptly and constructively.
- Set homework regularly according to the schedule.
- Encourage creative dialogue.
- Keep an attractive, tidy classroom.
- Create and maintain interesting wall displays.

DO ALL YOU CAN TO AVOID

- Humiliating
- Shouting
- Over-reacting
- Blanket punishments
- Over-punishment
- Sarcasm

MAKE SURE YOU

- Ensure that your behaviour and actions do not place pupils or yourself at risk of harm or of allegations of harm to a pupil (e.g. in one to one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil) – see Safeguarding Policy.
- Keep calm
- Listen
- Use humour to build bridges.
- Be positive and build relationships.
- Know your students as individuals.
- Carry out any threats you have made.
- Be consistent
- Apply school rules positively.
- Follow up problems to their conclusion.
- Separate the problem from the person.

REWARDS

We all respond to praise. Children respond better to systems that reward them for doing what has been asked of them. It is important therefore that we recognise and reward not only good work but good behaviour.

There is a wide range of ways in which pupils can be encouraged in a positive way.

- Praise and encouragement in lessons should be used by all teachers as much as possible.
- Students may be commended publicly for good work or behaviour.

- Recognition can be given to success of different kinds in form time, either by tutor or Head of Year.
- Students' work should be displayed as much as possible – it has an impact on motivation.
- Students can be commended on their work, not only by the mark, but by the tone and quality of the teacher comment.
- Special commendations can be sent home for good work, exceptional behaviour.
- Quiet praise from the teacher to a student who demonstrates improvement from an unacceptable basis can be a powerful motivator.

LEARNING CODE

At Northwood College, we believe that effective teaching and learning can only take place in a well ordered environment. We have defined acceptable and unacceptable behaviour in the Behaviour Policy and in the school rules which support it. This Learning Code focuses on what you will be expected to do in order to reach your potential as a learner.

As you progress through the school, you will be expected to take increasing responsibility for decisions about your own learning both in terms of which subjects you study and also how you study. Learning is an active process. Hence, throughout the school you will be expected to contribute purposely and positively to all the lessons and all the activities in which you take part and show a commitment to your learning and the courses and activities you undertake. Experience has shown that successful pupils display certain characteristics. These are described in the 15 'Thinking and Learning Dispositions at Northwood College'. You will see these in your classrooms and around the school. You will be given every opportunity and encouragement to develop these.

Successful pupils also adopt particular work habits and you will be expected to demonstrate these. You should therefore:

- **Take all reasonable steps to minimise absence** and to adhere to the attendance policy.
- **Arrive on time** to lessons, activities and appointments, moving swiftly and efficiently through the school.
- Ensure that you arrive **fully equipped** to all lessons and activities.
- **Persist** when faced with a challenge or difficulty.
- **Focus on what you are achieving** and how you can improve and less on unhelpful comparisons with others.
- **Reflect upon the advice** your teachers give you in your work and act upon it.
- **Approach your learning positively** and always work to the best of your ability.
- **Take maximum advantage of the learning opportunities and resources**, for example, assemblies, the library, clubs and extracurricular activities, school visits, guest speakers, made available to you.
- **Work co-operatively** with others.
- Be aware of the uniform regulations and to wear **correct uniform** on all occasions.
- **Show respect** for others at all times with regard to their welfare, belongings, feelings and ideas.

- **Listen** when another person is speaking, be it pupil or teacher, without interruption.
- **Take responsibility** for your own learning and be prepared to work independently.
- **Admit your mistakes** and see them as things from which you can learn.
- **Use time productively.**
- **Follow staff instructions** without argument or delay.
- **Meet all academic and pastoral deadlines.**
- **Make up any work missed through absence** as soon as possible and ask your teacher if you do not understand any aspect of the work missed.
- **Behave responsibly and safely** at all times.
- **Show respect and care for equipment**, buildings and other people's property.
- **Specialist areas** – certain departments have further guidelines to which you must adhere. You will receive further information on these from your teachers.

TEACHING CODE

At Northwood College, we acknowledge that teachers have a key role to play in pupils' learning, and believe that effective teaching and learning can only take place in a well ordered environment. We have defined acceptable and unacceptable behaviour in the Behaviour Policy and in the school rules which support it. The expectations of pupils are set out in the Learning Code. This Teaching Code focuses on what teachers are expected to do in order to assist pupils in reaching their potential as learners.

In order to create a positive learning environment we recognise that it is incumbent upon teachers to:

- Act as role models.
- Act professionally at all times.
- Have high expectations.
- Be firm but fair.
- Structure their teaching in order that pupils progress and are able to take increasing responsibility for decisions about their own learning.
- Be prepared to admit lack of knowledge or awareness on the odd occasion when this may arise.
- Recognise learning as an active process and assist pupils in becoming effective learners.
- Believe that challenging situations, problems and tasks are a key to effective learning.
- Recognise that pupils need to have the skills to ask for help and that the ethos of the school and the classroom environment must encourage this.
- Understand the different learning styles that pupils possess.
- Use their professional skills to encourage, motivate, challenge and inspire learners.
- Establish a classroom ethos of trust and belief in everyone's ability to achieve.
- Acknowledge that effort can lead to success and that everyone has the capacity to learn and improve
- Be willing to work collaboratively and co-operatively with others
- Support the needs and development of the individual learner
- Set tasks and tests which inform pupils about their learning

- Ensure that pupils are aware of and understand assessment criteria
- Monitor the effectiveness of learning and provide accurate, constructive and timely feedback to pupils, parents and colleagues
- Take into account feedback received from pupils, parents, colleagues and others
- Have a professional commitment to pupil success, praising pupils and celebrating success whenever possible
- Be committed to personal learning and professional development
- Plan courses and lessons using all relevant information including base-line data

The Performance Management document, the Behaviour Policy and other supplementary documents which will be produced in the future set out in more detail the expectations concerning teaching staff.

MERITS, COMMENDATIONS, SPECIAL COMMENDATIONS

It is in keeping with the ethos of Northwood College that we reward the good work and behaviour of our pupils. Such rewards are at the discretion of each member of staff but departmental guidelines on the use of Merits and Commendations may be useful.

Merits: For good work, effort, behaviour. Subject teacher should sign and date the section headed "Merits" in the homework diary.

When 3 Merits have been given the Form Tutor should award a commendation. The colour of the commendation slips changes each term and cannot be carried forward, so girls are encouraged to make sure they hand them in before the end of term.

Commendations: For very good work, effort, behaviour and a variety of other reasons. Subject teacher should either:-

- a) sign the piece of work and write "Commendation" **or** if work is not portable
- b) issue a commendation slip and give it to the pupil.

The girl will then take the piece of work or slip to the Head, who will ensure it is logged on the school's management information system. At the end of each term, the list of commendations for each pupil will be passed to Tutors, Heads of Year and House Captains.

Head Mistress's Commendation:

10 commendations in one term – certificate for pupil and letter of congratulations to parents from the Head.

20 commendations in one term – certificate for pupil and letter of congratulations to parents from the Head.

30 commendations in one term – book token and letter from the Head.

House Points: At the end of term in final assembly House Captains will read out the names of girls who have been awarded 10 or more commendations.



BEHAVIOUR POLICY RETURN SLIP

I confirm I have read the Northwood College Behaviour Policy and agree to abide by it.

Signed: (Parent/Guardian)

Print Name:

Signed: (Daughter)

Print Name: Form/Year Group:

Date of Birth:

Please return to Mrs Jemma Davidson, Registrar with the Acceptance Form



**STAFF GUIDELINES TO SUPPORT THE BEHAVIOUR POLICY
LOWER AND UPPER SCHOOL – YEARS 7 – 11**

The table given below is for guidance only and is not to be regarded as a set of rules. Staff will exercise their professional judgement and use their discretion when deciding upon a course of action.

OFFENCE	POSSIBLE INITIAL ACTION	POSSIBLE FURTHER ACTION
<ul style="list-style-type: none"> • Talking in class and disrupting the learning of others. 	<ul style="list-style-type: none"> • Verbal reprimand. • Pupil should be moved to another seat. 	<ul style="list-style-type: none"> • Inform Tutor. • Repeated offence – lunch time detention.
<ul style="list-style-type: none"> • Chewing gum at any time. • Eating in lessons. • Writing notes, doing homework, reading magazines/books unconnected with lesson. 	<ul style="list-style-type: none">)) Challenge behaviour.)) 	<ul style="list-style-type: none"> • Lunch time detention. • Repeated offence – after school detention.
<ul style="list-style-type: none"> • Incorrect uniform. 	<ul style="list-style-type: none"> • Check for explanatory note. If none, challenge and inform tutor. 	<ul style="list-style-type: none"> • Letter sent home. • Repeated offence – meet with parents. • Possible detention depending on outcome.
<ul style="list-style-type: none"> • Wearing jewellery or make-up. 	<ul style="list-style-type: none"> • Ask pupil to remove jewellery or make-up. • Jewellery may be confiscated. 	<ul style="list-style-type: none"> • Item removed. • Confiscation of item until the end of that half term.
<ul style="list-style-type: none"> • Lateness to lessons 	<ul style="list-style-type: none"> • Investigate reason. • Consult form tutor as this may be part of a pattern. 	<ul style="list-style-type: none"> • Pupil placed on report. • Repeated offence – lunch time detention.



OFFENCE	POSSIBLE INITIAL ACTION	POSSIBLE FURTHER ACTION
<ul style="list-style-type: none"> • Lateness to registration 	<ul style="list-style-type: none"> • Investigate reason. 	<ul style="list-style-type: none"> • If late for a.m. registration, telephone parents. • Repeated offence – lunch time detention.
<ul style="list-style-type: none"> • Textbooks/equipment not brought to lessons. 	<ul style="list-style-type: none"> • Subject teacher to challenge and keep log. • Inform tutor, using Tutor Notification Slips. 	<ul style="list-style-type: none"> • Tutor interview to assist with organisation. • Repeated offence – lunch time detention.
<ul style="list-style-type: none"> • Failure to hand in work on time. 	<ul style="list-style-type: none"> • Subject teacher to challenge and investigate reason. • Inform tutor, using Tutor Notification Slips. 	<ul style="list-style-type: none"> • Lunch time detention. • Repeated offence – after school detention.
<ul style="list-style-type: none"> • Bullying 	<ul style="list-style-type: none"> • Implement the Anti-Bullying Policy, completing appropriate paperwork. 	
<ul style="list-style-type: none"> • Swearing 	<ul style="list-style-type: none"> • Verbal reprimand. 	<ul style="list-style-type: none"> • Lunch time detention. • Repeated offence – after school detention.
<ul style="list-style-type: none"> • Rudeness to staff/disobedience 	<ul style="list-style-type: none"> • Challenge behaviour. 	<ul style="list-style-type: none"> • Lunch time detention. • Repeated offence – after school detention.
<ul style="list-style-type: none"> • Using Reception phone during registration, assembly or lesson time. 	<ul style="list-style-type: none"> • Clarify if permission given. • Verbal reprimand if no permission. 	<ul style="list-style-type: none"> • Lunch time detention. • Repeated offence – after school detention.
<ul style="list-style-type: none"> • Misuse of mobile phone. 	<ul style="list-style-type: none"> • Challenge behaviour. • Implement Mobile Phone Policy. 	<ul style="list-style-type: none"> • Confiscation of phone until end of school day. • Lunch time detention. • Repeated offence – after school detention.



OFFENCE	POSSIBLE INITIAL ACTION	POSSIBLE FURTHER ACTION
<ul style="list-style-type: none"> Doing homework in school. 	<ul style="list-style-type: none"> Request slip granting permission. If none, warning or punishment given. 	<ul style="list-style-type: none"> Lunch time detention. Repeated offence – after school detention.
<ul style="list-style-type: none"> Copying homework. 	<ul style="list-style-type: none"> Challenge pupils involved. 	<ul style="list-style-type: none"> After school detention.
<ul style="list-style-type: none"> Cheating in exams. 	<ul style="list-style-type: none"> Inform HoY and DH who will conduct an investigation. 	<ul style="list-style-type: none"> If proven, meet with parents. Suspension for fixed period.
<ul style="list-style-type: none"> Smoking 	<ul style="list-style-type: none"> If a pupil has been seen smoking in school, or out of school in NC uniform, or has tobacco or cigarettes in her possession, refer immediately to HoY and DH. 	<ul style="list-style-type: none"> Tobacco/cigarettes will be confiscated. Suspension for a fixed term. Letter home and meeting with parents.
<ul style="list-style-type: none"> Stealing 	<ul style="list-style-type: none"> Staff to make written account of incident, including evidence – where, when, what, who was involved. Inform tutor and HoY who may take the investigation further. 	<ul style="list-style-type: none"> If proven, parents informed. Suspension for fixed term.
<ul style="list-style-type: none"> Leaving school between 8.40 a.m. and 4.00 p.m. without permission. 	<ul style="list-style-type: none"> Check form register and lesson registers. Inform tutor and check if red chit has been given. 	<ul style="list-style-type: none"> If proven, suspension for fixed term.
<ul style="list-style-type: none"> Pupil in possession of alcohol or solvents. 	<ul style="list-style-type: none"> Staff to make written record of incident. Inform Tutor, HoY and DH. 	<ul style="list-style-type: none"> Confiscation of substance. Meeting with parents. Possible suspension.



OFFENCE	POSSIBLE INITIAL ACTION	POSSIBLE FURTHER ACTION
<ul style="list-style-type: none">Abuse by one or more pupils against another pupil.	<ul style="list-style-type: none">If bullying incident – implement Anti-Bullying Policy.If safeguarding incident – inform DH immediately.	<ul style="list-style-type: none">Implementation of Policy.
<ul style="list-style-type: none">Pupil in possession of drugs.	<ul style="list-style-type: none">Implement Drugs Policy of the College.	<ul style="list-style-type: none">If proven, permanent exclusion.
<ul style="list-style-type: none">Pupil dealing in drugs.	<ul style="list-style-type: none">Implement Drugs Policy of the College.	<ul style="list-style-type: none">If proven, permanent exclusion.

A period of In School Service may also be used as a sanction in many of the above examples.

It is also possible in extreme cases of rudeness or provocative behaviour to ask a pupil to leave the classroom and report to the Deputy Head or Head, but this should be a very rare occurrence with the Head or Deputy warned in advance.

Detentions will carry the penalty of the loss of House Points.

EXCLUSIONS

Circumstances in which temporary or permanent exclusion may be appropriate include:

- a) **Criminal offences.**
- b) **Offences which put, or threaten to put, pupils or staff at risk.**
- c) **Offences which actually, or potentially, damage the good name and reputation of the School.**
- d) **Pupil's failure to meet specified academic targets for progression.**

Exclusion may be temporary, normally for a fixed period up to 45 days in one academic year or 15 days in one term, or permanent.

Procedure for dealing with cases where exclusion (temporary or permanent) may result.

1. A serious offence must be reported immediately to the Deputy Head (Pupil Welfare) or Head of the Junior School as appropriate, who will investigate the incident, including interviewing the pupil in the presence of at least one other member of staff: a note of the investigation should be prepared and signed. If academic progression is in question, the problem should be fully documented (including evidence of parental communication) and a report given to the Deputy Head/Head of Junior School as appropriate.
2. If the Deputy Head or Head of the Junior School considers that exclusion (temporary or permanent) may result, the Head Mistress must be informed of the circumstances without delay and a full report provided.
3. The Head Mistress, or in her absence the Deputy Head (Pupil Welfare) or Head of the Junior School, will consider the case and the evidence presented. The decision to exclude a pupil will be the Head Mistress's or that of her nominee.
4. The Head Mistress, or her nominee, will inform the Chairman of Governors of a pupil exclusion or, if he is unavailable, a Governor nominated by the Chairman to deputise for him in such circumstances.
5. The Head Mistress, or her nominee, will contact the parents/guardians to inform them of the circumstances and that they should make an appointment with the Head Mistress, or her nominee as soon as possible to discuss the situation.
6. The Head Mistress, or her nominee, (together with other staff as required) will hold a meeting with the parents/guardians to discuss the investigation and decide on the period of temporary exclusion or confirm a permanent exclusion of the pupil as appropriate.
7. The Head Mistress, or her nominee, will write to the parents/guardians to confirm the circumstances and the sanction, with a copy to the Chairman of Governors or Governor nominated by him if he is unavailable.
8. If the pupil is temporarily excluded, on her return to the School, she must first report

personally to the Deputy Head (Pupil Welfare) or Head of the Junior School.

9. If the pupil is permanently excluded, the Head Mistress, or her nominee, may offer advice to the parents/guardians on alternatives for the pupil's continuing education.

Appeals

1. If parents/guardians indicate they wish to appeal, the Head Mistress, or her nominee, should invite them to write to the Chairman of Governors within twenty-one days with full details of the grounds for the appeal.
2. If the Chairman considers there are reasonable grounds for appeal, he will refer the matter to an Appeals Committee comprising three Governors, who have no prior knowledge of the details of the case. The Chairman of Governors will appoint a Chairman of the Appeals Committee to ensure that the Clerk to the Governors communicates the result of the appeal in writing to the parents/guardians, the Principal and the Chairman of Governors.



Date

Dear Parents

In accordance with the College rules, your daughter

..... Form

has been given a detention for

Your daughter will attend the detention in school between 3.20 p.m. and 4.30 p.m. on

Friday

Please sign and return the slip below to confirm receipt of this information at the earliest opportunity.

Yours sincerely

.....

✂ -----

To be returned to Form Tutor

Name of pupil Form

I can confirm receipt of the information regarding my daughter's detention.

Signed(parent/guardian) Date



Date

Dear Parents

In accordance with College rules, your daughter,

..... Form

has been given a lunch time detention for

Your daughter will attend the detention in school during the lunch time of

.....

Yours faithfully

.....

Detention Procedure:

- Staff member completes a detention letter stored in the staff room.
- Staff member places this in “Administration” pigeon hole.
- Administration photocopies the letter twice.
- Administration addresses an envelope and posts the original to the parent, two copies are placed in the Form Tutor’s pigeon hole, one for the pupil, one for circulation.
- Form Tutor passes the copy to the HoY.
- HoY passes the copy to WS for JP and filing.
- Staff member fills in the detention register in the staff room. Separate registers will be kept for lunch time and after school detentions. The detention register can be an A4 book/sheet with one side for each Friday detention in the year with columns headed:

NAME	FORM	Detention letter completed and sent to Administration (tick)	Detention task form completed? (tick)	Initials of teacher issuing detention	Initials of detention duty teacher confirming attendance

If a pupil fails to attend, the detention duty teacher should write the girl’s name in the page for the next available detention. Detentions will carry the penalty of the loss of House Points.

Detention Task Form

Name of pupil Form

Detention date

Detail below the task to be completed during the detention or attach the task to this sheet.

.....

.....

.....

.....

Work set by (Staff member's initials)

ATTACH THE COMPLETED TASK TO THIS SHEET AND POST IN STAFF MEMBER'S PIGEON HOLE.

Detention Task Form

Name of pupil Form

Detention date

Detail below the task to be completed during the detention or attach the task to this sheet.

.....

.....

.....

.....

Work set by (Staff member's initials)

ATTACH THE COMPLETED TASK TO THIS SHEET AND POST IN STAFF MEMBER'S PIGEON HOLE.