



SENIOR SCHOOL BEHAVIOUR MANAGEMENT

It is vital that all staff use a consistent approach for every student, and that all pupils are treated in the same way. All pupils are expected to follow the same rules and must therefore receive the same warnings/sanctions.

Many issues of poor attitude or behaviour can be dealt with via good classroom management by teachers. Should the need for a verbal warning or sanction arise, these are clearly outlined in the School's *Building Better Behaviour Policy*. An extract of the Amber and Red sanctions from the policy can be found in this document and staff are expected to use the sanctions prescribed in the list, always remembering that **consistency is key**.

Maria McConnell, Pastoral and Welfare Manager, is also responsible for Rewards and Sanctions. She will be available to deal with day to day situations as required, and will monitor pupils via iSAMS. She can be called upon at any time should support be required.

Uniform/Appearance

Any student not adhering to the uniform/appearance rules should be sent straight to Maria McConnell at registration. All pupils should come to registration wearing full school uniform. They should change for PE, even if it is their first lesson. Pupils may remain in PE/ballet/academy kit if they have sessions both before and after break or lunch.

Removing a pupil from your lesson

Should a pupil need to be removed from a lesson, for any reason, they should be sent to Maria McConnell or she should be called to your classroom. She will deal with the situation and pupils will always be returned to normal timetable as quickly as possible.

- Pupils should not be sent to work in a colleague's classroom, unless directed by Maria McConnell, Sarah Booth or Deborah Frost.
- You should not accept a pupil into your classroom from another class, unless directed by Maria McConnell, Sarah Booth or Deborah Frost. If stray pupils arrive in your classroom they should be sent back to their original class, or Maria McConnell called.
- Should pupils need to be directed to other classes, for example if Charlie Jackson or Karen Orr are away at a fixture, then you will receive prior notification and this will appear on the iSAMS bulletin board.

Detention

Where a detention is given, this should be recorded on iSAMS so that the student can attend the next available detention.

Mobile Phones

All pupils are to hand in mobile phones during morning registration. The Form Teacher will place phone in pupil's envelope and complete tick sheet. Maria McConnell to collect phone boxes during registration, check and store safely in her office during the day.

MMC will return phone boxes to the classroom for the last lesson each day. P6 teacher to return phones to children at the end of the lesson.

If a pupil is caught with a mobile phone which has not been handed in:

- Boarders – phone to be immediately confiscated and given to boarding staff, returned the next day.
- Day pupils - phone to be immediately confiscated and given to MMC. To be returned at the end of the next day, unless parents are able to collect from her on the day.

Rewards

Pupils will receive a tuck shop token from Maria McConnell when they have achieved three merits on iSAMS. At the end of each term, the pupil with the highest number of merits in each form will receive a gift voucher.

AMBER SANCTIONS

PREP	
<ul style="list-style-type: none"> Late or not handed in Inadequate work 	<ul style="list-style-type: none"> Verbal warning from staff; reminder to hand in the next day or to re-do and hand in the next day. Pupil missing two preps per week (in any combination of subjects) to receive a detention. Staff missing the second prep to put on iSAMS.
CLASSROOM ETIQUETTE	
<ul style="list-style-type: none"> Untidy or careless work Lack of cooperation in class Defacing or damaging school property Failure to listen or obey instructions Inappropriate use of internet Inappropriate behaviour in school toilets Poor behaviour in changing rooms 	<ul style="list-style-type: none"> Classroom management by teacher Verbal warning from teacher Depending on incident, further sanctions include: <ul style="list-style-type: none"> Demerit on iSAMS (teacher) Loss of breaks or lunches (MMC) Detention Parental contact (MMC)
SCHOOL RULES	
<p>Uniform</p> <ul style="list-style-type: none"> Correct uniform must be worn. 	<ul style="list-style-type: none"> Students wearing incorrect uniform to be sent straight to MMC from registration. Uniform demerit will be recorded on iSAMS. Parents will be advised.
<p>Appearance</p> <ul style="list-style-type: none"> Make up – minimal make up may be worn by those from Y10 upwards only. No make up for KS3. No false tan. Earrings – single pair of studs only (for girls). Clear studs permitted if absolutely necessary. 	<ul style="list-style-type: none"> Students to be sent straight to MMC from registration. <ul style="list-style-type: none"> Tights/clear studs will be handed out where necessary. Make up to be removed with wipes and student sent home if they refuse. Parents will be advised. Demerit recorded on iSAMS.
<p>Chewing Gum</p> <p>Strictly not permitted on the school site.</p>	<ul style="list-style-type: none"> Students caught with gum to be placed in immediate detention (to be recorded on iSAMS).
<p>Mobile Phones</p> <p>All pupils to hand in mobile phones during morning registration.</p>	<ul style="list-style-type: none"> If a pupil is found to have a mobile phone which has not been handed in: <ul style="list-style-type: none"> Boarders – phone to be immediately confiscated and given to boarding staff, returned the next day. Day pupils - phone to be immediately confiscated and given to MMC. To be returned at the end of the next day, unless parents are able to collect from her on the day.
BEHAVIOUR	
<p>Swearing and use of inappropriate language</p> <p>Strictly not permitted on the school site.</p>	<ul style="list-style-type: none"> If a child is heard swearing in conversation with another student, an immediate verbal warning is given and recorded on iSAMS. If a repeated pattern of behavior is observed, then MMC will contact parents. If language used is felt to be more aggressive/malicious then student to be sent to MMC immediately. If a child is heard swearing or behaving aggressively towards another student, offender to be sent to MMC immediately. Sanctions to be agreed with Headteacher/Deputy Headteacher and may include: detention, suspension or exclusion.
<p>Inappropriate behaviour on school bus</p>	<ul style="list-style-type: none"> Bus driver to report any incidents of inappropriate behavior to School Office, who will advise MMC. Sanction given and recorded on iSAMS.

Poor behaviour in playground or dining room	<ol style="list-style-type: none"> 1. Verbal warning 2. Demerit Issued 3. Detention Issued
Low level bullying such as name calling, and 'horse play', use of inappropriate 'banter'	<ol style="list-style-type: none"> 1. Verbal warning 2. Demerit issued/refer to MMC 3. Demerit & Detention/Parents informed
Defacing or damaging school property or property of others	<ol style="list-style-type: none"> 1. Demerit issued – Charged for repair/replacement 2. Detention issued – Charged for repair/replacement 3. Headteacher to decide sanction and communicate this to parents.
Out of bounds	<ol style="list-style-type: none"> 1. Reminder of appropriate and sanctioned areas 2. Demerit issued 3. Demerit & Detention issued
Inappropriate use of internet including social media and phone apps	<ol style="list-style-type: none"> 1. Demerit & detention, parental involvement and loss of device for 1 week 2. Demerit & detention, parental involvement and loss of device for 2 week 3. Loss of device for the term, banned from bring it back into school, parental involvement, and suspension and permanent exclusion also considered

RED SANCTIONS

RED SANCTIONS	
Smoking inside a school building or dorm	First Offence: Two week Suspension leading to probable expulsion.
Smoking in the school grounds	First Offence: Three-day Suspension Second Offence: One-month Suspension Third Offence: Instant Expulsion
Caught smoking outside of the school grounds	First Offence: Letter home, and banned from leaving school site for 2 weeks. Subsequent Offences: Subsequent sanctions to be communicated to parents and child concerned after committing the first offence.
Cigarettes. Matches or lighter found	First Offence: Written warning; parents notified and a one week ban from leaving site. Subsequent Offences: Subsequent sanctions to be communicated to parents and child concerned on committing the first offence.
The supply of a class B drug	First Offence: Instant Expulsion
Caught using a class B drug	First Offence: One-month Suspension Second Offence: Instant Expulsion
Caught in the possession of a class B drug	First Offence: Two-week Suspension Second Offence: Instant Expulsion
In possession; supplying or using a class A drug	First Offence: Instant Expulsion
Theft, stealing monies and personal items	First Offence: Three-day Suspension Second Offence: Instant Expulsion
Alcohol, being intoxicated and bringing, consuming alcohol on the school site	First Offence: Two-day Suspension Second Offence: One-week Suspension Third Offence: Instant Expulsion
Arson & Interference with Fire Prevention Equipment	First Offence: An Instant Expulsion or Suspension maybe considered depending on the offence Second Offence: Suspension for a minimum of one week Third Offence: Instant Expulsion
Fighting – Students seriously hurt	First Offence: One-week Suspension, although school reserves the right to go straight to an Expulsion Second Offence: Instant Expulsion

Bullying – Deemed serious enough to move from Amber based concern. Includes cyber bullying.	<p>First Offence: Three-day suspension</p> <p>Second Offence: One to two-week suspension</p> <p>Third Offence: The school reserves the right to Instantly expel a pupil through any of these stages, should a pupil pose a risk to the happiness and welfare of others.</p>
Serious Sexualised Behaviour including contact and indecent images, boys and girls in one another’s dorms or in other unauthorised areas	<p>First Offence: An Instant Expulsion or Suspension maybe considered depending on the offence</p> <p>Second Offence: Suspension for a minimum of one week</p> <p>Third Offence: Instant Expulsion</p>
Swearing in front of Teachers, staff or visitors	<p>First Offence: Demerit, detention, parents notified</p> <p>Second Offence: 1-day Internal exclusion, parents notified</p> <p>Third Offence: 2 day Internal exclusion, parents notified</p>
Swearing directly at Teachers, staff or visitors	<p>First Offence: Internal exclusion, appropriate period to be set by SLT</p> <p>Second Offence: Suspension for a minimum of 3 days</p> <p>Third Offence: Suspension for a minimum of one week, expulsion considered</p>
Threatening Behaviour to students or members of staff	<p>First Offence: An Instant Expulsion or Suspension maybe considered depending on the offence</p> <p>Second Offence: Suspension for a minimum of one week</p> <p>Third Offence: Instant Expulsion</p>
Disruptive behaviour in class	<p>First Offence: Verbal warning</p> <p>Second Offence: Debit issued, Headteacher & parental involvement</p> <p>Third Offence: Saturday Detention, On Report & parental intervention</p>
Inappropriate use of a mobile phone in class, includes videos and images, and recording in lesson time	<p>First Offence: Phone confiscated for three days and debit issued</p> <p>Second Offence: Phone confiscated for a week, parents informed</p> <p>Third Offence: Phone confiscated until collected by parents, complete phone ban. Expulsion or Suspension maybe considered depending on the offence</p>
The carrying of dangerous items, including knives	<p>First Offence: An Instant Expulsion or Suspension may be considered depending on the offence</p> <p>Second Offence: Instant Expulsion</p>
Throwing stones or other objects that are dangerous	<p>First Offence: Demerit issued/Detention & Behaviour Report</p> <p>Second Offence: Demerit issued/Detention & Behaviour Report, parental involvement</p> <p>Third Offence: Demerit & Detention/Parents informed, suspension and or expulsion considered</p>
Dangerous behaviour on the school transport	<p>First Offence: An Instant Expulsion or Suspension maybe considered depending on the offence. However mostly likely to lead to a one-week transport ban.</p> <p>Second Offence: Instant transport ban or in extreme cases instant Expulsion</p>
Deliberate damage of school, staff or other children’s property	<p>First Offence: The school will consider their options depending on the extent and nature of the damage. Parents will be expected to pay for the damages or replacement costs.</p> <p>Second Offence: Suspension or internal exclusion for a minimum of one week</p> <p>Third Offence: Instant Expulsion considered</p>
Leaving the School Site without permission	<p>First Offence: Three-day Suspension, internal considered</p> <p>Second Offence: One-week Suspension</p> <p>Third Offence: Instant Expulsion</p>
Leaving the School Site without permission at night, Boarders	<p>First Offence: One-week Suspension, internal considered, an immediate expulsion maybe considered at any point.</p> <p>Second Offence: Two-week Suspension</p> <p>Third Offence: Instant Expulsion</p>
Leaving the Boarding House at Night without permission but remaining on the school site	<p>First Offence: Two-day internal Suspension</p> <p>Second Offence: One-week external Suspension</p> <p>Third Offence: Two-week external exclusion</p> <p>Fourth Offence: Instant Expulsion, although this will be considered at any point through this process</p>

Serious anti-social or behaviour that is against the ethos of the school.

First Offence: Three-day Suspension, internal considered, an immediate expulsion maybe considered at any point.
Second Offence: One-week Suspension
Third Offence: Two week or Instant Expulsion