



BEHAVIOUR POLICY

(INCORPORATING REWARDS & SANCTIONS, AND SUSPENSION & EXPULSION)

Policy reviewed: March 2020

Next review: March 2021

This document will remain valid until the end of the academic year 2020-21

This policy should be read in conjunction with the EYFS Behaviour policy and the Anti-Bullying Policy.

School Approach

Palmers Green High School takes a very positive approach towards behaviour and expects everyone, pupils, staff and volunteers alike, to show courtesy, consideration and respect to others at all times. This fully accords with the School ethos of tolerance and understanding.

AIMS

- To uphold the school motto: 'By Love Serve One Another'.
- To foster co-operation between all members of the School community in order to ensure equality of opportunity for all.
- To create an atmosphere where everyone behaves with courtesy, consideration and respect for other people, their property and the environment.
- To create an atmosphere in which the individual can strive for excellence in their academic work.
- To provide a calm and structured environment in which all individuals can live harmoniously as part of the community and develop their own self-discipline.

The older pupils at Palmers Green High School devised the following Code of Conduct (a copy of which is displayed in every form room in the Senior School and is printed in the Senior School Student Planner).

WE AGREE:

Relationships

- *To respect other people's opinions, responsibilities and cultures. 'Others' to include pupils, prefects, staff (teaching and non-teaching) and other adults in School.*
- *To treat others as we would like to be treated.*
- *To avoid excluding others.*

- *To be sensitive to other's needs.*
- *To be pleasant to each other and use appropriate language.*
- *To avoid abusing one's responsibilities.*

Learning

- *To work to the best of our ability.*
- *To strive to reach our full potential.*
- *To be organised.*
- *To complete work on time and reach all deadlines.*
- *To come to lessons prepared, with all equipment.*
- *To catch up on missed work.*
- *To listen carefully throughout each lesson.*
- *To avoid distracting others.*
- *To respect others.*
- *To produce our own work and to help others when appropriate.*
- *To participate in lessons as fully as possible.*

Safety

- *To keep rooms clean and tidy.*
- *To endeavour to keep rooms free of loose books during lesson time.*
- *To keep to the right on stairs and corridors whenever possible.*
- *To move quickly and quietly around the building.*
- *To avoid running along the corridors.*
- *To keep to one's own corridors.*
- *To be aware of others in the playground.*
- *To be aware of the fire instructions.*
- *To use and wear appropriate equipment and clothing.*

Possessions

- *To have responsibility for our own possessions at all times.*
- *To avoid leaving belongings in cloakrooms.*
- *To leave valuables at home or hand in to the School Office.*
- *To avoid moving or borrowing other people's possessions.*

Environment

- *To avoid defacing School or other people's property.*
- *To leave the changing room and toilets clean and tidy.*
- *To avoid eating in the classrooms unless given permission.*
- *To report any damages.*
- *To avoid dropping litter.*
- *To avoid chewing gum.*

Implementation and Objectives:

- Responsibility for pupils' good behaviour is a whole School duty.
- Behaviour expected from all pupils is to be rewarded individually or as a Class/Form Group.
- A Code of Conduct is clearly visible in all Senior School form rooms and printed in the Student Planners used in the Senior School.
- Communication with Lower School parents is via homework diaries, email, telephone call, face to face (before or after school), by letter or in more serious incidents asking the parent to attend a meeting with staff in School.
- Communication with Senior School parents is via the Student Planner, email, telephone call, face to face, by letter or in more serious incidents, asking the parent to attend a meeting with staff in School.
- The Behaviour policy is understood and accepted by all members of staff (teaching and non-teaching) and for pupils this is formalised in form time and through PSHEE lessons.
- The Behaviour policy extends to times when pupils are outside of School. For example, on a school trip, travelling to or from School or in the community in general if deemed appropriate.

Expectations of pupils:

- Pupils are expected to behave with courtesy and consideration at all times to other people: teachers, support staff, other pupils, parents and visitors.
- To take personal responsibility for their own actions, to learn from their mistakes and reflect upon their behaviour towards others in order to show initiative and contribute positively to the School community.

Rules governing pupil behaviour:

Pupils should abide by the School Rules/Regulations and such other guidance as published from time to time e.g. in Student Planners, Parent Handbooks and the weekly Newsletter. Particular attention should be given to the following:

- Pupils should abide by the rules regarding uniform and mobile devices.
- Pupils should walk along corridors without posing any inconvenience, obstruction or danger to others.
- Pupils should only eat in the dining room or outside the building at break times and should remember to tidy away their own rubbish. (Year 11 may be granted the privilege of eating in their form room.)
- Pupils should not chew gum at any time.
- Pupils should enter and leave assembly in silence. Pupils should not talk when listening to assembly presentations.

Guidelines for staff

- Staff should promote or reward positive behaviour in accordance with the Rewards and Sanctions Policy.
- Staff should be courteous and show respect to each other, pupils and visitors.
- Staff must be consistent in their approach to behaviour management throughout the School and this extends to behaviour of pupils on school trips.
- Poor behaviour by pupils on the way to or from School or in the community in general will be dealt with by the School if deemed appropriate.
- Staff should keep a record of the sanctions imposed upon pupils for misbehaviour e.g. by entering on SchoolBase.
- **The School does not believe in or use corporal punishment.**
- Under no circumstances will staff use physical force as a punishment; however, they are allowed to use justifiable restraint in order to prevent an offence or injury. Any such circumstances must be reported immediately to the Headmistress, or in her absence to the Deputy Head.

REWARDS AND SANCTIONS POLICY

Aims:

- To maintain a positive ethos of achievement and co-operation within the School, while providing support to staff in disciplining pupils if necessary.
- To ensure that all rewards and sanctions are administered consistently by all members of staff.
- To pay due regard to the Equality Act 2010 in respect of pupils with special educational needs or disability and with respect to safeguarding.

Rewards

- The Prep Department and Junior School have weekly assemblies to celebrate success.
- House Points (Junior School) and Commendations (Senior School) are awarded for very good work, marked progress, particularly considerate behaviour and special contribution to the life of the School. At the end of each term, pupils are awarded a Bronze, Silver or Gold certificate depending on the number of House Points/Commendations they have collected.
- Positive Daybook entries are used in the Senior School for improvement/good behaviour/helpfulness. The Headmistress reads out all entries to form groups on a weekly basis.
- Staff may send pupils to a member of the Senior Management Team with folders and exercise books exhibiting work of an exceptionally high standard.
- Each department may have its own departmental policy with regard to subject rewards e.g. a "bon point" in French.
- Prizes for overall achievement, contribution and progress are awarded at the annual Prize Giving for pupils in both the Junior and Senior School.
- The House Point Cup is presented each term to the House with the most points in the Junior School.
- The Newbury Cup is presented each term to the form in the Senior School that has shown co-operation, enthusiasm and hard work.

Sanctions

- Verbal reprimand.
- Redoing or improving a piece of work.
- On report card.
- Confiscation of unauthorised jewellery, scarves, mobile phones, i-pods, smart watches etc. These should be handed to the Deputy Head for safekeeping. Appropriate punishment will be in the form of a misconduct mark/Daybook entry/detention.
- Misconduct marks are used in the Junior School – see below for more information.

- Daybook entries are used in the Senior School - three negative entries in any one term leads to a lunch time detention with the Headmistress.
- After school detentions are used in the Senior School. The Headmistress/Deputy Head informs parents, by letter or email with at least 24 hours' notice that their daughter is in an after-school detention.
- Internal suspension by the Headmistress, or in her absence the Deputy Head who must consult with the Chair of Governors or the Vice Chair of Governors.
- External suspension by the Headmistress, or in her absence the Deputy Head, in consultation with the Chair of Governors or the Vice Chair of Governors.

Misconduct marks in the Junior School

- Any member of staff may issue misconduct marks.
- Process:
 - a pupil usually receives a misconduct mark after 2 minor warning marks, which are given at the discretion of the Class Teacher.
 - if the nature of the misdemeanour merits it, a Junior pupil may receive a misconduct mark immediately without minor warning marks.
 - the PE department issues misconduct marks for forgotten PE kit.
 - when a misconduct mark is issued, the staff member concerned must record this in SchoolBase and email the record to the Deputy Head and the relevant Class Teacher.
 - if a pupil receives 3 misconduct marks, within one term, the Deputy Head will see them and subsequently contact their parents about their behaviour.

Sanctions in the Senior School

Minor behaviour issues including:

- Homework problems, for example, failure to hand in homework/inadequate standard of work
- Behaviour in lessons, minor, for example not bringing book to lesson, not paying attention in lesson
- Poor test result – pupil asked to retake test
- Poor homework – pupil asked to redo homework
- Falling behind with coursework or internal deadline for submission missed - teacher to speak to pupil and arrange time for a lunchtime departmental catch up session
- Lack of preparation for controlled assessment - teacher to speak to pupil and arrange time for a lunchtime departmental catch up session

Additional support for all of the above will be provided by the Head of Department. The teacher will enter their concern in Daybook indicating the concern raised and the action taken. Some of the above will count towards the 'three strike' rule for lunchtime detentions.

Repeated or more serious problems, for example:

- Further homework problems, for example repeated failure to hand in homework without good reason
- Lack of progress in the subject due to lack of effort and/or application
- Falling behind with coursework, more than one deadline missed
- Failure to catch up on work missed through absence after reasonable time allowed
- Misbehaviour in lessons, for example repeated disturbance to lesson
- Persistent failure to bring books and equipment to lesson
- Persistent failure to complete outstanding work.

Additional support for all of the above will be provided by the Head of Department. The teacher will enter their concern in Daybook indicating the concern raised and the action taken. All of the above will count towards the 'three strike' rule for lunchtime detentions or a pupil may be placed into lunchtime detention immediately for any one of the above at the discretion of the Headmistress.

Other behaviour issues

Unresolved or persistent behaviour issues including but not limited to:

- Chewing gum – automatic detention
- Deliberately missing a lesson
- Friendship problems
- Improper use of school IT network.
- Repeatedly not adhering to the dress code
- Rudeness or insolence to a member of staff

A meeting with the Deputy Head is appropriate for the above; sanctions used will vary depending on the circumstances but will include supervised lunchtime sessions, lunchtime detention and after school detention. The Deputy Head will record the incident and sanction applied in Daybook.

Serious behaviour issues, for example:

- Bullying
- Cheating in examinations
- Consumption of alcohol or smoking
- Drugs offences
- Possession of other 'prohibited items'
- Truancy from School

A meeting with the Headmistress is appropriate for the above; sanctions used will vary depending on the circumstances but will include supervised lunchtime sessions, lunchtime detention and after school detention. The Headmistress will record the incident and sanction applied in Daybook, and, where necessary, in the SMT Behaviour Log.

SUSPENSION AND EXPULSION POLICY

Suspension is the penultimate sanction. Parents may be required to remove their daughter from School for a fixed period, which has been determined by the Headmistress and the Chair of Governors (or in their absence the Vice Chair). For lesser offences, pupils may be internally suspended which entails being supervised outside of lesson time/being removed from and supervised during lesson time by a member of SMT.

Expulsion can result from an accumulation of offences for which, individually, suspension was appropriate, or from a more serious single incident. Palmers Green High School does not have a fixed set of penalties and there are no automatic sanctions for set offences.

The list of offences for which suspension/expulsion will be considered includes, but is not limited, to:

- Violent behaviour
- Bullying
- Theft (including access to unauthorised material on a computer)
- Open disobedience to reasonable instructions from a member of staff
- Immoral behaviour (including access to immoral material on digital devices/computers)
- Cheating in examinations
- Damage to property (including damage to material held on a computer)
- Interfering with any safety equipment (fire safety etc.)
- Smoking
- Consumption of alcohol
- Involvement with drugs
- Malicious allegations against staff
- Any other activity generally considered illegal.

Factors taken into account in arriving at a decision as to whether to suspend/expel a pupil include but are not limited to:

- The pupil's previous record of behaviour
- The honesty of the pupil in admitting the offence

- The degree of remorse shown by the pupil/acceptance that they were in the wrong
- The extent to which the offence had an impact on other pupils or staff.

The Headmistress (after informing the Chair of Governors) will contact the parents before suspending a pupil. In the absence of the Headmistress, the Deputy Head will contact the Chair of Governors or the Vice-Chair of Governors before suspending a pupil. (If the Chairman and Vice-Chair of Governors are unavailable then the Deputy Head must consult with two other members of the School Council of Governors.)

The Headmistress must consult with Chair of Governors (or Vice Chair of Governors) before expelling a pupil. (If the Chairman and Vice Chairman are unavailable then the Headmistress must consult with two other members of the School Council of Governors.)

Related Policies:

Anti-bullying policy
Child Protection and Safeguarding policy
EYFS Behaviour policy
Use of Reasonable Force

Additional resources:

[Behaviour and Discipline in schools \(2016\)](#)
[Searching, screening and confiscation \(2018\)](#)