



BEHAVIOUR POLICY

(INCORPORATING REWARDS & SANCTIONS, AND SUSPENSION & EXPULSION)

Policy reviewed: June 2021

Next review: June 2022

This document will remain valid until the end of the academic year 2021-22

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 work-related 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. On investigation, the incident may be treated at a higher level, see sanctions below.

Repeated or more serious work-related 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. On investigation, the incident may be treated at a higher level, see sanctions below.

Other behaviour issues

One off, persistent or unresolved behaviour issues including but not limited to:

- Chewing gum – automatic detention
- Deliberately missing a lesson
- Friendship problems
- Improper use of school IT network.
- Improper use of mobile devices
- Not respecting other pupils' belongings
- 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. On investigation, the incident may be treated at a higher level, see sanctions below.

Serious behaviour issues include, for example:

- Bullying (including cyberbullying)
- Cheating in examinations

- Refusal to obey a reasonable instruction from a member of staff
- Reputational damage
- Truancy from School
- Verbal abuse and swearing

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. On investigation, the incident may be treated at a higher level, see sanctions below.

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. PGHS 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:

- Alcohol offences
- Drugs offences
- Damage to property (including damage to material held on a computer)
- Immoral behaviour (including access to immoral material on digital devices/computers)
- Interfering with any safety equipment (fire safety etc.)
- Malicious allegations against staff
- Possession of dangerous items
- Theft (including access to unauthorised material on a computer)
- Smoking or vaping
- Violent behaviour
- Unreasonable parental behaviour – Appendix 1
- Any other activity generally considered illegal

Malicious allegations against a member of staff

If there is an allegation against a member of staff, the School will follow the statutory guidance detailed in *Keeping Children Safe in Education*. Where an allegation is proven to be false, the Headmistress or DSL may consult with social services to determine whether a child needs special care, or to help understand if they are being abused elsewhere. If the allegation is found to be intentionally malicious, the Headmistress will decide what the proper sanction will be for the pupil who made the false allegation. The School has the power to suspend or expel pupils who make false claims.

Factors considered 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.

Fixed Term Exclusion (Suspension)

A pupil may be suspended for up to 5 days as a sanction in its own right or whilst a complaint is investigated. 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 Chair and the Vice Chair of Governors are unavailable then the Deputy Head must consult with two other members of the School Council of Governors.)

Requirement to Remove

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where:

- the pupil's attendance or progress is unsatisfactory and, in the reasonable opinion of the Headmistress, the removal is in the School's best interests and/or those of the child or other children; or
- the pupil has committed a breach or breaches of the School Regulations or discipline for which removal is the appropriate sanction.

Subject to payment of all outstanding fees, the pupil will be given reasonable assistance in making a fresh start at another school. Parents will be invited to a meeting with the Headmistress before a pupil is required to leave the School. No

pupil will be asked to leave without prior consultation with the Chair of Governors, or if the former is unavailable, the Vice Chair of the Governors.

Expulsion

A pupil is liable to expulsion for a serious breach of School discipline, for example, persistent failure to comply with the School conduct standards, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its property or any of its members. Expulsion may also be imposed by the School as a sanction for a series of minor misdemeanours.

Upon expulsion the pupil's name will be removed from the roll of the School and a reference to the circumstances and the facts will be made available in response to all reference requests. All outstanding fees, up to and including the term of expulsion, shall be payable. Parents will be invited to a meeting with the Headmistress before expulsion takes place. The Headmistress must consult with Chair of Governors (or Vice Chair of Governors) before expelling a pupil. (If the Chair and Vice Chair are unavailable then the Headmistress must consult with two other members of the School Council of Governors.)

Investigation Procedure

The Headmistress for their part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in their child being expelled or otherwise required to be removed.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime on School premises.

Prior to any decision being taken by the Headmistress to expel or require a pupil to be removed, the Headmistress will meet with their parents.

If the Headmistress considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the parents.

Following the conclusion of the meeting, the Headmistress will reach their decision on the balance of probabilities. The Headmistress will communicate their decision in writing within 5 working days from the meeting.

Appeals

An appeal against expulsion or the requirement to be removed will be dealt with under Stage 3 of the School's Complaints Procedure. Parents should make their appeal in writing to the Clerk to the Governors within 5 working days of notification of the pupil's expulsion or requirement to be removed. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

There will be no right to an appeal of other sanctions but a pupil who feels aggrieved may ask their Class Teacher or Form Tutor to take up their concerns with the member of staff who imposed the sanctions.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and monitoring

Where the sanction imposed is expulsion, requirement to be removed or suspension, the written report on the investigation will be placed on the pupil's file.

Related Policies:

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

Additional resources:

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

Appendix 1

Requirement to be Removed - as a consequence of parental behaviour

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Headmistress considers in their discretion that the behaviour or conduct of a parent is unreasonable.

A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds of unreasonable parental behaviour includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community;
- behaving in a manner which brings (or is likely to bring) the School into disrepute;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) a pupil's progress at the School; and
- breaching the School's Terms and Conditions (Parent Contract).

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School, School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Investigation Procedure

The Headmistress for their part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being required to be removed.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure.

Prior to any decision being taken by the Headmistress to require the removal of the pupil on the grounds of parental unreasonable behaviour, the Headmistress will meet with the parents.

If the Headmistress considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the parents.

Following the conclusion of the meeting the Headmistress will reach their decision on the balance of probabilities. The Headmistress will communicate their decision in writing within 5 working days from the meeting.