



## Behaviour Policy

### 1. Aims and Expectations

It is the primary aim of Westonbirt is that every member of the school feels valued and respected and that each person is treated well and able to develop a high level of self esteem. Westonbirt is a caring school whose values are built on mutual trust and respect for all. This policy is designed to support the way in which all pupils, staff and volunteers can live and work together in a supportive way.

The aims of this policy encourages

- Pupils to have respect for other races, cultures, religions, abilities and gender
- Teachers and House staff to reinforce positive behavior
- Pupils to take pride in themselves, their appearance and their positions
- Teachers and House staff give pupils responsibility to promote maturity and independence
- Pupils to show respect for other people's property and their environment

The ethos of Westonbirt School and the planning of the broad curriculum, promotes the attitudes and values necessary for individual pupils to contribute positively to their own personal development and to that of the School. These attitudes and values are reinforced through a system of rewards and sanctions.

### 2. Guidelines and Principles

- 2.1 All pupils have a right to work in a calm, supportive and purposeful atmosphere, and to attend school without the fear of being bullied.
- 2.2 At the beginning of each school year all pupils should understand what behaviour is expected in the classroom; there is a clear, reasoned code of conduct in the student planner issued to all pupils. These rules prepare them for their eventual position in a place of work where procedures have to be followed.
- 2.3 Details of pupils' individual needs are available for all teachers to identify quickly and resolve problem areas. Staff meetings provide an important opportunity for staff to share problems that they have with specific pupils; this includes information about the pupils and strategies for dealing with the specific problem/individual.

### 3. Organisation

- 3.1 The class teacher has a responsibility for pastoral care. This includes:
  - watching out for pupils who are behaving out of character;
  - looking for signs of distress and upset;
  - giving rewards and sanctions.

#### 4. Rewards Scheme

4.1 Rewards are a very powerful tool for teachers to use. The general practice of classroom management involves many rewards being given to pupils on a daily basis. These include:

- verbal praise and written remarks about good work;
- awarding a blue COMMENDATION card for good work, politeness, helpfulness;
- awarding a gold DISTINCTION card for exceptional performance;
- progress reports, which are also seen as a vehicle for constructive criticism and praise.

#### 5. Sanctions Scheme

5.1 Although it is the intention of the school to promote good behavior at all times, if a pupil is performing or behaving badly, she will be formally warned and one or more of the following may be implemented:-

- talking the matter over with her;
- talking to other staff and pupils;
- discussing the problem with parents;
- moving the pupil to another seat to facilitate learning/good behaviour;
- working in another classroom away from the usual group for a cooling off period;
- withdrawing the pupil from participating in practical work for a period of time to safeguard the welfare of the majority of pupils;
- removing the girl from the classroom and sending her to the Head of Department;
- inform the Sixth Form Housemistress of any Sixth Former who repeatedly fails to meet set deadlines; she will liaise, as appropriate, with the Deputy Head who may decide to set a weekend detention;
- awarding the pupil a RED or ORANGE card, or a detention, as set out in the Staff Handbook;

The School's approach to discipline is based on a clear understanding of the rules of the School, including the standards of behaviour required. Consistency of approach in managing behaviour is a fundamental element of the policy.

#### 6. The Disciplinary System

6.1 In most cases of discipline problems within the classroom environment, the class teacher should deal with the problem, exercising professional skills and judgment. It is only in a situation where the class teacher feels unable to deal with the situation that further help should be sought, in consultation with the Discipline Procedure in the Staff Handbook:

- 1st line of action: individual member of staff informs the Tutor and/or Housemistress
- 2nd line of action: refer to Head of Department or MMT
- Further lines of action: A member of MMT may pass the issue directly to the Deputy Head if the problem is thought to warrant such action

6.2 Exclusions: The Head may at her discretion require parents to remove or may suspend or expel the pupil from the School if she considers that the pupil's attendance, progress or behaviour, (including behaviour outside school), is seriously unsatisfactory and in the

reasonable opinion of the Head the removal is in the School's best interests or those of the pupil or other pupils.

## 7. Examples of Who Deals with Disciplinary Offences

Smoking; Alcohol; Drugs; Vandalism

In School hours: Deputy Head

Outside School hours: Housemistress

Off School premises without permission:

In School hours: Tutor (or member of MMT)

Outside School hours: Housemistress

Missing practices or prep

Tutor/MMT

Missing lessons

Tutor (who should inform Deputy Head)

Missing Church

Weekday - Tutor

Sunday – Housemistress

Missing lunch: Housemistress

Rudeness: Head of Department (during lessons) Tutor (outside lessons)

Uniform: Housemistress

Lateness for lessons: Tutor

## 8. Sanctions for Serious Offences

### 8.1 Smoking

Smoking is strictly forbidden on school premises. In all cases if girls are suspected of smoking either by association with a group or by smelling of cigarette smoke, parents will be informed. Where girls have been found to be smoking, parents will be informed of the offence and the following penalties will apply:

1<sup>st</sup> offence – £25 donation to a cancer charity, a letter home and a weekend detention

2<sup>nd</sup> offence – suspension

Weekly boarders and day girls will be placed in detention at the weekends.

Further offences will have cumulative sanctions and all exclusions will be implemented at the discretion of the Head.

Anyone found smoking inside a building will face automatic exclusion because of the dangers to other people's lives and to the school property. It is also a requirement of the school's insurers that there is no smoking within the buildings.

## 8.2 Unauthorised Possession or Consumption of Alcoholic Drinks

1st offence: Immediate Suspension  
2nd offence: Immediate Suspension  
3rd offence: Immediate Suspension and discussion as to whether pupil should be removed from the School

## 8.3 Possession or Use of Banned Substances/Drugs

Police will be called, searches will be undertaken, and urine tests will take place. Anyone found in possession of drugs or banned substances, or known to be bringing them into School, is likely to be expelled.

## 9. Sanctions for Less Serious Offences

### 9.1 Red Cards

A red card is given for poor behaviour, lateness, missed prep, lack of equipment etc. It may also be appropriate to give a suitable warning and then issue a red card. If the use of red cards does not modify the pupil's behaviour, she should be placed in weekday detention.

Red cards must be named, signed and dated and given directly to the Tutor. One red card negates one commendation. A pupil who accumulates 5 red cards is sent to the Head of Lower or Upper School as appropriate. Parents may also be informed at this stage if appropriate.

Red cards are entered on the end of term report. When 10 red cards have been given to a pupil, she will be sent to the Deputy Head. The Deputy Head may write to the parents requesting them to come and discuss relevant issues.

### 9.2 Orange Cards

An orange card is given when a pupil is incorrectly dressed. It is named, signed and dated and given directly to the Housemistress. Boarders who refuse to conform will not be allowed into lessons. Day girls will be sent home.

### 9.3 Detentions

#### *Weekday Detention (Monday & Wednesday; 1.30 – 2.00pm)*

Weekday detentions are given for catching up on missed prep, repeated inappropriate behaviour and in extreme circumstances such as gross rudeness or defiance outside lesson time. These detentions are run by a member of MMT or a Head of Department. Staff setting a detention must fill in a detention slip and pass it to the person taking the detention, by break on the relevant Monday or Wednesday. The pupil's name should be written in the detention diary. The teacher setting the detention should ensure that sufficient work is set for the thirty minute period.

*Saturday Detentions (1.00-2.00 pm)*

Saturday detentions are given by the Deputy Head for severe misdemeanours such as a girl absenting herself from a lesson without good cause. A Saturday detention overrides all other activities during this time. When a Saturday detention is given, a letter may be sent to parents. The teacher setting the detention should ensure that sufficient work is set for the sixty minute period.

Detentions will not normally be deferred for any reason but if a girl has a real problem she must see the Deputy Head as soon as possible before the detention session. Detentions missed without permission will lead to two further sessions being worked.

#### 9.4 Exclusion from a Lesson

This should only be done as a last resort. The pupil should be sent to the Head of Department or to MMT if there is no Head of Department. Always inform the tutor, Housemistress and MMT if you have had to exclude a pupil from your lesson. All exclusions from class result in attending the next weekday detention. If the same pupil has to be excluded on further occasions, send her to MMT, who will refer her to the Deputy Head when it is deemed necessary.

This policy operates in conjunction with the anti-bullying policy which details the sanctions given for confirmed cases of bullying. This policy should be read in conjunction with the following policies:

- Anti-bullying
- Equal opportunities
- Code of Conduct

**N.B.** A complaints procedure for pupils is in the Student Handbook and available on the intranet.