

MORE HOUSE SCHOOL

POLICY ON BEHAVIOUR AND DISCIPLINE

The aims of More House School are:-

To establish an environment where pupils and staff are valued and supported as individuals and where their rights and dignity are maintained;

To foster an ethos of spiritual growth, not only for those within the Roman Catholic Church, but also for those who adhere to other Christian traditions and other faiths;

To develop the spiritual, academic and cultural potential of each pupil to the full at every stage of her school career in such a way that this development will continue throughout her life;

To encourage intellectual curiosity and pride in achievement.

The School expects all its members to act with integrity, to display a concern for justice and to be sensitive to the needs of other people.

In accordance with the School aims the Governors expect the school to be a place where:

- all individuals are respected and their individuality valued
- where pupils are encouraged to achieve
- where self-discipline is promoted and good behaviour is the norm
- where rewards and sanctions are applied fairly and consistently

At More House, Christian faith is seen as a life within the School and not solely as a subject in the curriculum. Serious breaches of discipline are rare at More House.

Responsibilities

The Headmaster

The Headmaster's role is to determine the detail of the standard of behaviour acceptable to the school. The Headmaster has the day-to-day responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

The Headmaster is expected to:

- promote self discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others, and to prevent all forms of bullying among pupils
- secure that the standard of behaviour is acceptable
- otherwise regulate the conduct of pupils

The Deputy Head and the Senior Teachers

The relevant Senior Teacher will initially be the first port of call if it is thought that a transgression warrants the intervention of senior management. They will keep the Deputy Head informed of investigations and sanction who will, in turn, keep the Headmaster informed. It may be decided that the Deputy Head will deal with the matter herself. The Senior Teacher who deputises for the Deputy will be involved if the Deputy Head is unavailable. All correspondence concerning an incident must be shown to the Headmaster before being sent to parents or other agencies.

All Staff

All Staff are expected to encourage good behaviour and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline. Heads of Department are charged with using their best endeavours to ensure that programmes of study and the methodology used in the Department are well thought out and of a consistently high standard. Form Staff are responsible for maintaining an oversight of the behaviour of the members of their Forms.

STANDARDS OF BEHAVIOUR

The school has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a child enters the school.

All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

Punctual attendance at school and lessons is required. The 'Code of Conduct' (Appendix 1), the 'Home School Agreement' (Appendix 2) and 'School Rules' (Appendix 3) all of which are in the homework diary, give outlines of daily expectations of good behaviour. The 'School Rules' and 'Home School Agreement' are sent to parents as part of the starting pack.

All absence from lessons must be explained and unexplained absence will be followed up by the Form teachers in the first instance and then by the Deputy

Head when she has been informed of the continuing lack of explanation from home.

It is understood that there will be variations in staff acceptance and tolerance of pupils' behaviour in class depending on the nature of the class and content of the lesson, but behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

Through regular discussions at weekly and termly staff meetings the school endeavours to ensure that staff apply all standards consistently and fairly.

REWARDS AND SANCTIONS

All rewards and sanctions must be applied fairly and consistently.

Rewards

Staff should not underestimate the reward of well deserved praise and where relevant and appropriate staff should use their own reward systems to encourage good behaviour.

The rewards used by the school include

- the awarding of House credits
- showing selected work to the Headmaster and recommending work for a Headmaster's Credit
- Honours Cards
- The Honours Book
- presentation of work throughout the school
- mention in the weekly newsletter
- prizes at the annual Prizegiving

Sanctions

Sanctions should be applied when rewards have failed, or where it is necessary in the circumstances to show appropriate disapproval.

All staff must seek to ensure that punishments are proportionate to the offence, and should enable pupils to make reparation where possible. As far as possible the sanction applied should be as constructive as possible.

The following sanctions may be used in the school in appropriate cases:

- completion of work at home or extra work (in school or at home)
- carrying out useful tasks to help the school
- A House debit

- detention in school hours such as breaktime or lunchtime or up until 15 minutes after the end of school, as stated in the Home School Agreement. Detention outside these times requires parents to be notified at least 24 hours previously.
- "on report" . If there is a consistency of inadequate effort across various subjects girls are put "on report" where a comment is given by subject teachers at the end of every lesson. The report is seen daily by the Form teacher and at the end of the week by the Deputy Head or the Headmaster. Parents are informed by letter that the girl concerned has been placed on report and are sent a copy of the weekly comment sheet. Girls can be "on report" for just, say, homework or behaviour or for a combination of factors.
- removal from the group/class or particular lesson and sent to the relevant Senior Teacher, the Deputy Head or Headmaster
- withdrawal of break or lunchtime privileges
- withholding participation in educational visits or sports events which are not essential to the curriculum
- fixed exclusions (internal or external
- permanent exclusion

EXCLUSIONS

Only the Headmaster can exclude a pupil. Recommendations for exclusion can only be made by the Deputy Head or Senior Teacher.

Pupils may be excluded for one or more fixed periods or permanently as outlined in the Exclusions Policy.

Fixed Periods

For serious but relatively minor breaches of the school's behaviour/discipline policies, pupils can be excluded for one or more fixed term periods. This exclusions may be internal or, more commonly, external.

A decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional 'one-off' offence has been committed, e.g.:

- violence, actual or threatened, against a pupil or member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon

Drug-related Exclusions

Any decision to exclude in a drug-related case will be based on the criteria in the School's drug policy.

Alternatives

Before resorting to external exclusion (fixed or permanent) the School will normally try alternative solutions:

For example:

- a restorative justice process – whereby the harm caused to the 'victim' can be redressed;
- internal exclusion (removal from class)

Parental Co-operation

Parental co-operation forms part of the contract between the School and all parents of pupils at the school. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

Appeals

Parents are entitled to appeal to the Governing Body against any exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Governing Body at the school. See the More House Expulsion Appeal Procedure for details.

The Governors' decision is final.

CORPORAL PUNISHMENT AND RESTRAINT

In accordance with the law there is no corporal punishment at More House School. However, if authorised by the Headmaster, or if in their own judgement the seriousness of the situation requires it, a teacher, or other member of staff, may use 'reasonable force' to prevent a pupil from:

- committing an offence
- causing personal injury or damage (including to themselves)

INVOLVEMENT OF PARENTS

Parents will be involved in discipline cases as appropriate. Individual staff should not involve parents in discipline issues without first informing the Headmaster or Deputy Head.

Parents are also encouraged to support good behaviour and positive habits in their children through the School's 'Home-School Agreement', at Parents' Evenings and through their positive support of all aspects of school life.

INVOLVEMENT OF STAFF

The working of the School's policies and procedures will be discussed as needed at Staff meetings. Staff will also be involved in discussions with pupils in Form time and PSHE lessons. Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action.

INVOLVEMENT OF PUPILS

Article 12 of the UN Convention on the Rights of the Child allows children who are capable of forming views the right to express those views. The Government's Circular 10/99 also suggests that pupils can help to reinforce behaviour policies by contributing to them.

The School Forum will be involved in reviewing the School's anti-bullying policies and procedures and in the School's programmes to reinforce self-discipline and positive work and behaviour patterns. The School Officers will be consulted on all relevant policies.

Discussions in Form time and PSHE lessons will inform the deliberations of the School Forum as reported back by the Form Representatives.

CONSULTATION

The Head will seek the widest possible agreement for this policy, and will report at least annually to the Governing Body on its implementation.

EQUAL OPPORTUNITIES

All rewards and sanctions must be applied fairly and consistently and in accordance with the school's equal opportunities policy.

Next Review due: December 2011