



Policy on Behaviour & Discipline 2021-2022

Author:

D. Reid

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**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

Introduction

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Policy Statement

The aim of More House School is to establish an environment where pupils and staff are valued and supported as individuals and where their rights and dignity are maintained.

We are a community of faith and learning which has high standards of behaviour. We endeavour 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 model acceptable behaviour at all times.

Our community should work together to establish a well ordered, stimulating and secure learning environment. As a community we must ensure that the unique nature, worth and development of the individual is respected. We should challenge and support each other to achieve our full potential and act with integrity at all times.

See Appendix 1 for further information on School Rules

Covid-19 Update to Policy

During remote learning and partial and full re-opening of the school, as necessary, the guidance provided in this policy (and in the related policies listed below) remains in force and relevant and should be adhered to by all staff, parents and pupils. It has been supplemented by guidance contained in Appendix 8.

List of related policies (which can be viewed on the school website):

- Section C2 - Pastoral Care - No 2 Home School Agreement
- Section C2 - Pastoral Care - No 6 Absence Policy
- Section C2 - Pastoral Care - No 7 Expulsion Appeals Procedure
- Section C1 - Safeguarding - No 1 Safeguarding and Child Protection Policy
- Section C1 - Safeguarding - No 6 E-Safety Policy
- Section D2 - Health and Safety - No 10 Policy on School Outings and Visits
- Section C1 - Safeguarding - No 6 Policy on School's Sexual Violence and Sexual Harassment

- Section C1 - Safeguarding - No 6 E-Safety Policy
- Section C1 - Safeguarding - No 5 Policy on Restraint and Corporal Punishment
- Section C1 - Safeguarding - No 4 Drugs Policy

Safeguarding

Any matters that relate to safeguarding or child protection, including any allegations made by one pupil about another pupil, should be referred to the DSL (Designated Safeguarding Lead), DDSL (Deputy Designated Safeguard Lead). The matter will be dealt with according to the procedure outlined in the Safeguarding and Child Protection Policy and associated policies.

Responsibilities

Head

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

The Head 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
- ensure that the standard of behaviour is acceptable
- otherwise regulate the conduct of pupils

Director of Pastoral Care (DSL) and Deputy DSL/Associate Head

The Director of Pastoral Care and DDSL/Associate Head will be first port of call if it is thought that a transgression warrants the intervention of senior management. The DOPC/DSL and DDSL will keep the Head informed of the progress of the investigation and of any sanctions that have been awarded and also keep a written record of the incident and any intervention or correspondence. In some cases, it may be decided that the Head will deal with the matter directly.

The DOPC will provide regular updates to staff on pupils of concern by way of staff briefings, pastoral meetings and emails.

Senior Teacher Pastoral

The Senior Teacher (Pastoral & PSHE) will work closely with Form Tutors to manage concerns that the Tutor is unable to address and/or remedy themselves. The Senior Teacher will provide regular updates to the DOPC and should the issue require further intervention, will escalate it to the DOPC/DSL as appropriate.

Form Tutors

Form Tutors are responsible for maintaining an oversight of the behaviour of the members of their form. They will manage concerns relating to their form in the first instance and keep the Senior Teacher (Pastoral & PSHE) informed. Should any issues need to be escalated, the Senior Teacher and Form Tutor will refer to the DOPC (or

DSL if a safeguarding concern). The Form Tutors are the main unit of pastoral care in the school. Matters of personal appearance (uniform, jewellery etc.) are also dealt with by Form Tutors. They will also liaise closely with the parents of their tutees.

All Staff

All Staff are expected to encourage and model good behaviour and respect for others including amongst pupils and in keeping with the Anti-Bullying policy. All staff and classroom teachers will apply rewards and sanctions fairly and consistently with regards to pupils' behaviours and attitudes. There are many issues where all staff need to be informed, especially where family circumstances and other such factors play a part. A key part of the school's policy is the importance of awareness of girls' problems, whether personal or academic, and the need for all staff to be aware of these. At full staff meetings, weekly briefings and pastoral meetings *Pupils of Concern* is a regular agenda item.

Parents

Parents will be involved in discipline cases as appropriate. Individual staff should not involve parents in discipline issues without first informing Director of Pastoral Care and/or the Head.

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

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 Council is 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 are consulted on all relevant policies.

REWARDS AND SANCTIONS

Teachers should follow the learning ladder to award rewards and sanctions fairly and consistently. (Appendix 7)

Rewards

The rewards used by the school include:

- The awarding of Credits (see below)
- The awarding of House Bronze, Silver, Gold or Platinum badges for achieving multiple credits.
- Showing selected work to the Head
- Commendation to parents via postcard
- Presentation of work throughout the school
- Mention in the weekly School Newsletter or other social media
- Prizes at the annual Prize Giving
- Pupil of the week
- Pupil of the term
- Form of the term
- Outstanding effort and contribution to BYOD

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 in line with this policy.

The sanctions used by the school include, but are not limited to:

- Debits (see below)
- Break time Detention
- Academic Detention
- 20 minute after school detention
- 1 hour Friday Senior Detention after school
- Saturday Detention with a member of the SLT
- Support Card which contains targets to encourage improvement and is presented to the subject staff at the end of each lesson for evaluation of those targets.
- Report Card. 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. Girls can be “on report” for homework or behaviour or for a combination of factors.
- Removal from the group/class or particular lesson and sent to the Director of Pastoral Care.
- 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

Late To School:

If pupils are late to School they are automatically placed in a Breaktime detention which will be overseen by a member of SLT.

Exclusions

Only the Head can exclude a pupil. Recommendations for exclusion can only be made by the SLT.

Pupils may be excluded for one or more fixed periods or permanently.

Fixed Periods

For serious breaches of the school's behaviour/discipline policies, pupils can be excluded for one or more fixed term periods. This exclusion 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 (Section C1 Safeguarding No. 4)

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 Cooperation

Parental cooperation 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 (Section C2 no.7). 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 Head, 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)

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 policies.

Appendix 1: SCHOOL RULES and ROUTINES (as they appear in the homework diary)

1. Do no harm
2. Behave in a way that always reflects credit upon you and is in line with the aims of the school
3. Behave in a way that does not bring you or the School into disrepute
4. Act at all times towards others as you would have them act towards you

FORBIDDEN at SCHOOL:

Correcting fluid, aerosols, cigarettes (including e-cigarettes), lighters/matches and chewing-gum.

MOBILE PHONES

Years 7-11: Must hand them in at the start of the school day and collect them at the end of the School day.

Sixth Form: Phones may be brought to school but must only be used in the common room.

Illness and Accidents

If you are ill or have an accident at school, tell a member of staff; they will refer you to the school office. If necessary, your parents will be contacted and asked to collect you. You must not make your own arrangements - the office staff will do it for you.

If you need to take medicine during the school day, leave it with the school office. Do not carry it around with you. You should also bring a note from your parents about it.

School Routine

Girls who arrive after 8.30 am will be given a break detention on the same day.

- 3 lates in a per half term will result in a Friday Senior Detention
- 9 lates per half term will result in a meeting between parents and the Director and Director of Pastoral Care to discuss further support and actions.

Money over £10 must be handed into the office for safe keeping.

On the stairs (except between the basement/ground and 3rd floor/4th floor), go **up** the red stairs and **down** the main staircase. Never block passages or stairs with bags and do not run in school.

The intercom system must *not* be used by girls, apart from those on lunch duty.

If you wish to speak to a member of staff during At break and/or lunchtime, you should approach the staff on duty. Do not knock at the staff room door unless there is an emergency. Wait until a member of staff is going in or out.

Before pinning up a notice or poster, you must obtain permission from a senior member of staff.

All electrical equipment, pianos, drama equipment, sports equipment and marker board pens and wipers must not be touched unless you have specific staff permission.

Snacks may be eaten in form tutor rooms at break only and all rubbish must be cleared away. Girls are required to bring in a water bottle. In addition, small quantities of drink may be brought into school (e.g. cartons of juice) but glass bottles and cans are *not* allowed. **Nuts or products containing nuts should not be brought into school.** More House School aims to be a NUT-FREE school.

The Science Laboratories are out of bounds to pupils unless accompanied by a member of staff.

Other than members of the sixth form, all girls must eat school lunch in the dining room. No food is to be taken out of the dining room. You should take only **one** main course and **one** pudding or fruit or yoghurt or cheese and biscuits.

Pupils and staff are required to use the RED stairs to ascend and main staircase to descend between the ground and third floors. The stairs to the fourth floor on the Library side are out of bounds to pupils in for Years 7-11, unless girls are seeing the School Counsellor or attending a music lesson.

Medical appointments should not be made during the school day, unless in an emergency.

If you have to go out of School during the day, your parents must contact the school or you must bring a note to explain the reason, sign the **Signing IN/OUT book** in the Office when leaving and cross your name off when you return.

Always cross Pont Street or Sloane Street at the lights and only when the green man is showing.

Appendix 2: BYOD/Online Behaviour

In accordance with the E-Safety policy, the Online User Agreement which all pupils and parent must sign, and the Anti-Bullying policy, it is the responsibility of pupils to:

- Follow the instructions of classroom teachers at all times and to use and access the online sites/materials and resources that teachers have authorised the pupils to access and use. Pupils agree to engage in age appropriate e-Safety education opportunities;
- read and adhere to the acceptable use policies;
- always be respectful, kind and considerate and to uphold each person's dignity both on and offline;
- Understand that **any** form of bullying including cyber bullying, prejudice-based, discriminatory bullying, peer on peer abuse, sexual violence and/or sexual harassment, physical abuse such as hitting or kicking, **will not be tolerated**;
- take responsibility for keeping themselves and others safe online;
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the School community are advised to take steps to protect their devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- Pupils in Years 7-11 are only allowed to use their BYOD during lessons. The only exception to this rule is if pupils wish to work in the **library during break and/or lunchtime. Members of staff will be on duty during break and lunchtime to monitor this rule.** Pupils must ensure their personal devices and/or School devices are either in lockers or in their School bags during break and lunch.
- Pupils are encouraged to report any concerns that they may have relating to online activity. Any such concerns will be taken seriously and acted upon by staff in a timely manner.

Expectations regarding the use of BYOD/devices

Students will be expected to follow a strict code of conduct for the privilege of using their devices in classes.

1. Students will arrive at school each morning with their devices fully charged.
2. Students agree to have a set of school-approved apps downloaded onto their devices.
3. Students agree to ensure that their devices and apps are up-to-date at least once a week.
4. Students will ensure that they are signed into Chrome whenever they are using their devices at school.
5. Students will ensure that they sign in to websites using Google wherever possible
6. Students will not share their passwords or login information with anyone else.
7. Students will turn on and log into their devices at the start of each lesson and will then wait, with their screens half closed - or closed in the case of MacBooks - for instructions to use the device from their teachers.
8. Whenever students are not actively completing work on their devices - on instruction from their teachers - they will keep their devices half-closed - or closed in the case of MacBooks - to ensure that their full attention is on the explanations, instructions and teaching that their teachers are providing at that time.

9. Students may not message each other on any platform during lessons unless given permission by their teachers for the purposes of collaboration directly related to the lesson.
10. Students may only use their devices before school, at break time, during lunch and after school in the school library and only for the purposes of completing schoolwork.
11. Students may not use their devices to access any streaming services at school, even when making use of their own hotspots, during school hours unless this forms part of a specific lesson.
12. Students will not copy and paste information from any website straight into a document that is being used for schoolwork. They will ensure that they summarise, paraphrase and then reference any information that they use from any online source.
13. Students will make use of the Chrome extension citethisforme to reference any information they use from other websites.
14. Students will ensure that work with a due date is handed in through Google Classroom. If work is not handed in using the Hand in work button in Google Classroom, it will not be considered complete.
15. Students will make use of acceptable email etiquette when emailing their teachers. This includes an appropriate salutation, use of correct grammar, appropriate register and a suitable sign off.
16. Students will not access any websites that may be deemed inappropriate, including pornography, age-restricted content or any content that encourages extremist views or goes against the British democratic values.

Sanctions relating to the use of devices:

1. Debit awarded if laptop runs out of charge in a lesson
2. If a student arrives with a laptop needing charging, they will be able to make use of a charging cupboard before lessons.
3. If the laptop is forgotten at home, a debit is awarded in lesson 1 after the student has collected a loan device from IT support.

Using technology inappropriately is a serious offense and any of the following will warrant the issuing of a **Senior Friday Detention**.

1. Using a device before school, at break time, during lunch and after school outside of the library.
2. Using a personal hotspot to access the Internet or accessing any online content without logging on through the school wi-fi.
3. Using a device to access any streaming at school unless this forms part of a specific lesson.
4. Copying and pasting information from any website straight into a document that is being used for schoolwork.
5. Sharing passwords with others or logging in using another's password.
6. This list is not exhaustive.

Any safeguarding issues relating to the inappropriate use of devices (including, but not limited to: accessing and/or sharing inappropriate content; messaging others on any platform during lessons; and any form of cyber bullying) will be referred to the DSL and procedures followed in line with our published policies.

Appendix 3: UNIFORM RULES

Years 7-11

All uniform clothes must be marked clearly with the owner's name

Dress:

- The skirt must be an appropriate length. If it is too short, a new one should be bought. In the interim, school trousers will be issued. Skirts may not be rolled down from the waistband. School trousers may equally be worn to School.
- Shoes must be black, leather and flat.
- Tights or socks must only be navy blue or black. Socks should not be rolled down.
- Hair can be worn up or down with plain accessories.
- The outdoor coat must be plain black or navy and/or obtained from the school uniform supplier.
- No T-shirt should be visible under school shirt
- Only regulation school sweater may be worn.

PE Kit:

- This must be purchased as a standard pack*, showing the school logo. No variation on the More House PE kit will be accepted.
 - *This includes: tracksuit (waterproof top and bottoms), shorts or skirt, polo shirt and hooded top.
- Girls should wear an athletic sports trainer (NB: Converse, Vans and other canvas type fashion shoes are not acceptable and do not provide the necessary support during physical activity).
- Socks should be white athletic socks. Coloured socks are not acceptable.
- Additionally; a winter base layer and leggings, showing the school logo, may be purchased. (NB: these are supplementary and are not to be purchased in place of the standard pack).
- PE kit and trainers should be worn on the day of Physical Education lessons and after school clubs only.
- When representing the school in fixtures, pupils must wear the More House tracksuit in addition to other playing kit.

Jewellery:

- No rings, anklets or bracelets (including numerous hair bands, friendship bands and charity bands worn around the wrist). Only House bands may be worn.

- If ears are pierced, only one small stud earring may be worn in the lobe of each ear.
- A necklace may only be worn if it holds a *small* religious icon. It should be tucked into the shirt.
- ***Infringements of these rules will result in the confiscation of the jewellery for half a term.***

Miscellaneous:

- No make-up
- No nail varnish
- No false nails or tips
- No hair dyes

SIXTH FORM DRESS

Sixth Form may wear their own clothes provided they are smart and appropriate for school. Blazers must be worn for morning assembly and for duties. No facial piercings or tattoos are allowed.

SANCTIONS

- ***Inappropriate uniform will result in a debit and a breaktime detention in the first instance***
- ***Any girl (Yr 7-11) inappropriately dressed may be sent home to change by the Director of Pastoral Care. Any item of clothing issued on loan must be returned, cleaned, within 48 hours to avoid full charge on school bill.***

Appendix 4: House Credits and Debits

Credits

Academic Credits

- High standard of work
- Positive behaviour for learning
- Responsible and innovative use of technology
- Response to feedback
- Stretch and challenge
- Effort

Pastoral Credits

- Positive contribution to School life
- Positive and inspiring behaviour
- Responsible and innovative use of technology
- Self-improvement
- Faith in Action
- Effort

Debits

- Inappropriate behaviour
- Homework not done
- Unsatisfactory work
- Lack of equipment
- Off task on device
- Incorrect uniform

Credits and Debits will be entered onto ISAMS directly by members of staff.

All pastoral matters will be investigated and monitored by the Form Tutors, Senior Teacher for Pastoral Care and the DOPC as necessary.

Appendix 5

Academic and Pastoral Detentions

1. Break time detention
add in late details here

2. Academic Detention in school hours

Pupils can be placed in a lunchtime Academic Detention. The detention runs from 1:15pm - 1:45pm. This should be logged via iSams.

This detention may be for, but is not limited to:

Academic

- Homework not handed in the next day after a debit has already been issued

Procedure

This detention will be recorded on iSams as will the work set by the subject teacher

Girls will be reminded of their detention on the day

Girls will be registered on iSams as having attended the detention

3. 20 Minute Detention after school

Pupils may be detained for twenty minutes after school without prior notification as stated in the Home School Agreement (see Section C Pastoral Care No. 2).

This detention may be for, but is not limited to:

Pastoral

- 3 pastoral debits

4. 60 Minute Academic or Pastoral Detention after school on Friday with a Senior Teacher*

Girls may be detained on Friday from 3.15pm - 4.15pm.

This detention may be for, but is not limited to:

Academic

- 9 homework debits in a half term
- 3 academic lunchtime detentions (academic report or mentoring may also be used)
- Missing an academic lunchtime detention
- **sanctions pertaining to the use of devices (see appendix 4)**

Pastoral

- 9 lates in a half term
- 9 pastoral debits
- Chewing gum
- Misbehaviour

**Parents will be notified by email 48 hours in advance that their daughter is in a 60 mins senior teacher detention.*

Procedure

Work will be set by the Senior Teacher unless the detention is subject specific

Girls in detention are listed on iSams and will be reminded of their detention on the day

Girls should report to the Library at 3:15pm

Girls will be registered on iSams as having attended the detention

5. Saturday Detention with a member of SLT

This two-hour detention takes place on a Saturday between 1000 and 1200. Saturday detentions are given only by the SLT for more serious breaches of discipline or failure to attend 60 minute Friday detentions. Saturday detentions take place once during each half term and will be listed in the school calendar. We will endeavor to provide parents with one week's notice if their daughter is required to attend a Saturday detention.

Appendix 6

Sixth Form rewards and sanctions

Rewards

Members of the sixth form are eligible for all awards listed in the policy. In addition they may be awarded:

- **Pupil of the Half Term.**

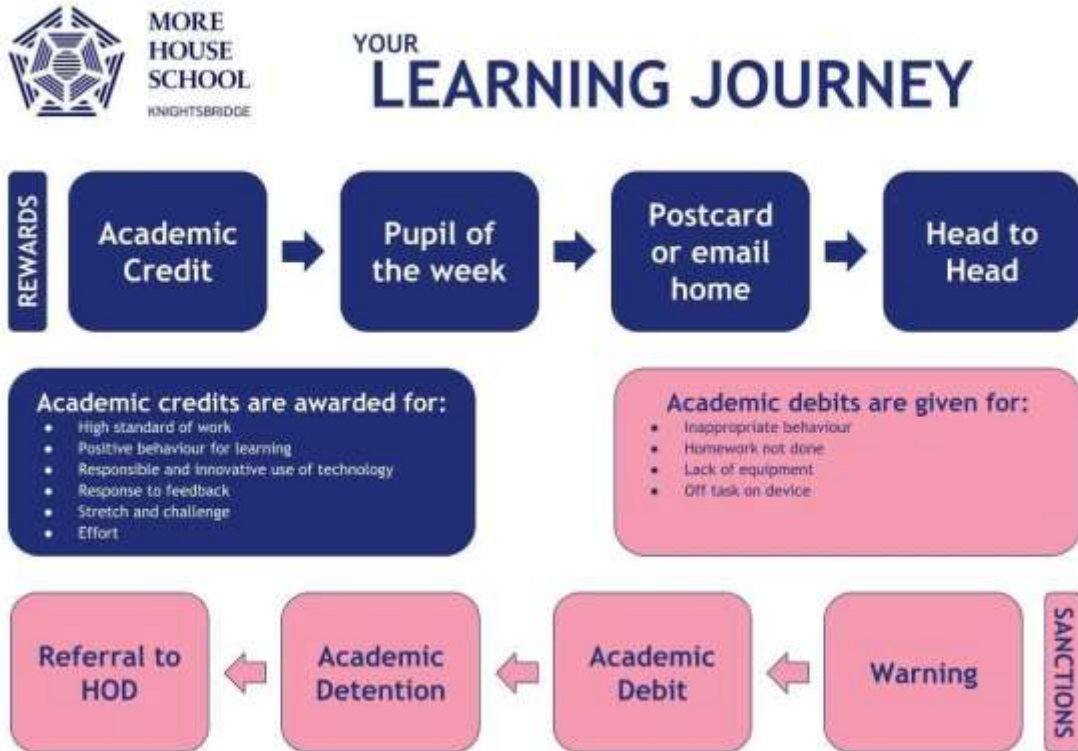
Teachers will vote on their Pupil of the Half Term, based on academic performance and contribution to the life of the school. The winner will have their photograph and a quote posted on the Senior Teacher board.

- **Awards at Prizegiving.**

Prizes, exclusive to sixth form pupils, are awarded at the annual prizegiving ceremony.

Appendix 7

Learning Journey



Appendix 8

Return to School September 2021

Version control and dissemination

This is version 3.0 of this appendix. It will be reviewed by our designated safeguarding lead (DSL) or deputy DSLs on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance and in line with our school COVID-19 risk assessments. It is available on the school website (<https://www.morehouse.org.uk/88/school-policies>) and is made available to staff in the Staff Handbook. Updates to this policy must be presented to the Covid-19 Planning and Advisory Team and are subject to governor approval.

Behaviour Policy

Whilst the school is fully open or partially open, this policy and the principles contained remain in full force and effect, including the policy statement, safeguarding information, awards, sanctions and responsibilities. All pupils must adhere to the additional government guidelines and school rules and procedures as noted below:

Rewards and Sanctions whilst pupils learn online

Rewards

Rewards will continue to be awarded in line with this policy and may include:

- Verbal praise
- Credits
- Nomination for 'pupil of the week'
- A postcard or email home
- Departmental prizes or certificates

Sanctions

In the case of Incomplete classwork or homework:

The teacher will inform the HOD who will notify parents as necessary

In the case of Behaviour not meeting our expectations including:

- not abiding by the online user agreement;
- failing to switch camera on;
- unauthorized use of mobile phone

The teacher will issue a warning; if not heeded the teacher will inform the Senior Teacher (Pastoral and PSHE)

Further sanctions may be used in as follows:

- Pupil will be excluded from lesson (and/or Google Meet) and member of SLT informed.
- Meeting with teacher and/or tutor to discuss behaviour, conducted online.
- Meeting with member of SLT to discuss behaviour with parents, conducted online.
- Monitoring of behaviour by member of SLT with parental involvement.
- Pupils may be excluded if they are found to be in direct contravention of any of the school rules which are necessary for the protection of pupils, parents and staff in line with this policy.

Online User Agreement

All pupils have signed an online user agreement (contained in E-Safety policy) which remains in force during the current academic year. Please refer to the Online User Agreement for the terms of agreement.

Exclusions

The procedures outlined in this policy remain in force.