

# Behaviour Policy

## 2021-2022

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Policy written by:	Sandra Young
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## BEHAVIOUR

At The Grey Coat Hospital we believe that our high standards of behaviour are at the heart of our effective teaching, learning and achievement. We believe that through promoting high standards of behaviour and our Christian values including Generosity, Courtesy and Honesty, we prepare our students for a successful future.

It is very important in maintaining discipline and effective learning that staff speak with 'one voice'. The standards expected and penalties imposed should be consistent and seen to be just by the students.

## BEHAVIOUR POLICY

### *Rights and Responsibilities*

We believe that every member of the school community has the right to be safe and happy so that every student can achieve her or his full potential (boys are admitted in the Sixth Form). We all have a responsibility to do everything we can to ensure that right for others, and to look out for and protect each other. We expect everyone to behave in ways which support others. Our policy applies to all young people and adults who work in the school, including visitors.

### *Responsibilities for all of us:*

To:

- respect each other;
- respect everyone's right to be safe;
- celebrate each other's successes;
- look after our environment;
- avoid behaving in a way which is threatening, rude, hurtful or humiliating.

### *Responsibilities of all staff:*

To:

- respect each individual student and recognise his or her needs;
- praise and encourage whenever possible;
- make sure rules and expectations are clear;
- be fair and consistent in expectations and application of rules;
- supervise carefully to ensure safety;
- listen to students who express concerns.

### *Responsibilities of teachers:*

To:

- offer lessons which are stimulating and appropriate for each child;
- give opportunities for success in as many ways as possible, in and out of lessons;
- give praise and reward wherever possible, including for good behaviour;
- communicate with parents as outlined in the home-school agreement.

### *Responsibilities of students:*

To:

- take responsibility for their own actions at all times;
- follow rules in all situations;
- work hard;
- take action when something is wrong (i.e. tell an adult or the School Council as appropriate);
- avoid behaviour which hurts, disturbs or interrupts learning;
- act as ambassadors of the school at all times.

### *School rules*

- Follow instructions given by staff;
- come to school on time, and with a smart appearance, in correct school uniform and with the appropriate equipment for lessons;
- treat everyone with consideration and courtesy;
- do not hit, threaten, shout at, abuse or bully others in any way.

### *Expectations*

Lesson procedures:

- move to lessons quietly and directly;
- enter the room quietly when invited to do so;
- be silent during registration;
- listen to, and follow, instructions;
- put up a hand to speak and / or wait to be asked;
- listen and concentrate when someone else is talking;
- explain lateness or the need to leave politely and quietly (e.g. appointment, music lesson);
- leave the room tidy and move quietly when asked.

*Out of lessons:*

- be courteous and caring towards others;
- keep noise down to a reasonable level;
- keep to a walking pace in corridors or on the stairs;
- put litter in bins;
- take care of the building and equipment;
- report any damage as soon as you see it;
- go to designated areas at break or lunchtime;
- leave the building only when given permission to do so;
- when travelling to and from school buildings, behave in the way expected in school and act as ambassadors to the school.

## **HOME-SCHOOL AGREEMENT**

**The School will:**

- Offer all pupils the opportunity to achieve success be it academic, creative or personal by providing the best possible education within a Christian ethos;
- Encourage independent learning so that all pupils fulfil their maximum potential and provide all the praise, advice, effective teaching methods and constructive assessment that is necessary to achieve this aim;
- Maintain a structured and caring community where tolerance, confidence and co-operation are encouraged and where any form of anti-social behaviour such as bullying is not tolerated;
- Keep parents informed of their child's progress through parents' evenings, tracking reports and the homework diary;
- Keep parents informed about school activities and events through regular letters home and the newsletter;
- Inform parents about any concerns or problems that affect their child's work or behaviour and ensure that parents are aware of the proper channels of communication if they need to contact the school.

**The Family will:**

- Support the Christian ethos of the school;
- Support the school's policies and guidelines for behaviour;
- Make every effort to ensure that their child attends school every day and immediately inform the school of any unavoidable absence;
- Ensure that their child attends school punctually, in the correct school uniform and with the correct equipment;

- Inform the school of any change in circumstances including change of address or contact numbers;
- Avoid taking their child on holiday during the school term and make every effort to arrange medical appointments outside school hours;
- Attend parents' evenings and discussions about their child's progress;
- Let the school know about any concerns or problems that might affect their child's work or behaviour and work actively with the school and outside agencies to solve any problems that their child might encounter;
- Support their child at home by providing a suitable environment and the time for completing homework;
- Sign their child's homework diary on a weekly basis and return immediately any forms or tear-off slips.

**The Pupil will:**

- Undertake to share in the Christian ethos of the school;
- Behave at all times in a considerate, polite and helpful manner;
- Treat all other pupils with respect, actively condemn any anti-social behaviour such as bullying and report any such incidents to the appropriate teacher;
- Attend school regularly and on time;
- Wear correct school uniform and with bring appropriate equipment to lessons;
- Complete all classwork and homework conscientiously and punctually;
- Maintain an attractive environment by keeping the school free of chewing gum, litter and graffiti;
- Follow the school's guidelines on the use of the Internet.

## GOOD PRACTICE IN THE CLASSROOM

Please bear the following principles in mind;

### CERTAINTY IS MORE EFFECTIVE THAN SEVERITY ALWAYS FOLLOW UP AND FOLLOW THROUGH

A generally agreed standard aids enables colleagues to support one another and encourages students to see fair play within the school. Our students respond well to clear routines and consistently applied boundaries. Staff are asked to observe the following procedures:

#### **Start and End of Lessons:**

An orderly start is expected to every lesson and will be best obtained if staff arrive, if possible, in advance of the students. A high standard of punctuality is expected morning and afternoon and staff are asked to take the lead in establishing this standard. **Students should be asked to stand at the beginning to greet the teacher.** Registers must be taken IN SILENCE at the beginning of every lesson. **The lesson should be formally closed at the end:** the class leaving the room should have desks in the correct places, chairs pushed in, no rubbish on the floor or elsewhere. Students should stand and again exchange a greeting with the teacher before being dismissed. Classes should lead out of the room in orderly fashion and the whiteboards be left clean. Staff should only leave the room after the last pupil has gone.

The whole school has adopted a seating plan approach for all classes in Years 7 to 13. Please think about who works best with whom, and encourage students to work with a range of partners, by changing your seating plan from time to time.

## STANDARDS OF BEHAVIOUR IN THE CLASSROOM

- Students are expected to be in correct school uniform and looking smart at all times. Please check for rings, jewellery and make-up. No student is allowed to wear gloves, coats or scarves in the classroom. (Exceptions may be made to this rule in extreme conditions, but only on direction of the deputy head.)
- Students are either expected to put up their hands to ask questions or to be nominated to speak by the teacher. Shouting out should not be allowed. Students should be polite to staff and their peers at all times and any bad language immediately reported to a more senior member of staff.
- Students are allowed to drink bottled water - not juices etc. - during lessons as dehydration can hamper progress. However, no water - or any food or drink - is allowed into the Computer rooms for Health and Safety reasons.

- No eating or chewing is allowed in classrooms at any time (although in very inclement weather this rule is sometimes suspended temporarily during break and lunchtime).
- No food or drink is allowed in the computer room at any time.
- No student should be allowed out of lessons to get water
- Chewing gum is forbidden everywhere at all times and all members of staff are asked to be vigilant in preventing its use.
- Please do not allow students to leave the classroom to visit the toilet unless they have a note in their diary saying that they have permission to do so. Students with genuine medical reasons for frequent trips to the toilet will have a covering note in their diary.
- Please **DO NOT** allow students to wear scarves in the building.
- Please do not allow students to use tippex to correct work.

Standards are best enforced by praising good behaviour whenever possible. Aim to give out at least three times as much praise as criticism. Look for the good but do not be afraid of challenging bad behaviour; senior staff are always willing to give support in cases of persistent discipline problems.

## **SANCTIONS INFORMATION FOR STAFF**

Detentions are given for non-completion of homework, lateness and unacceptable behaviour. You can keep a child for 10 minutes after school without warning the parents. If you wish to keep them any longer then you should give the parents 24 hours' notice either by sending a detention letter home (a copy of which should be in your departmental handbook) or putting a note in the child's diary. Parents no longer have the legal right to object to the school keeping a pupil on detention as long as the length of the detention is reasonable and the detention is a reasonable punishment for the offence. Nevertheless, if a parent refuses permission you should refer the matter to a member of senior management and not insist on administering the detention.

A Head of Year may decide to put a student on report if she is in need of general discipline because of consistent lateness, casual truancy, poor attitude to work etc. Students occasionally request to be put voluntarily on report. The parents are always informed, together with the reason why this action is necessary.

Pupils who continue to behave in an unacceptable way may be excluded from school. This always happens in cases of physical violence, other serious abuse such as obscene language, or defiance of the Headteacher. The sanction of exclusion, however, can only be applied by the Head Teacher or, in her absence, by a Deputy Head Teacher.

No member of staff should ever use the threat of exclusion as a means of attempting to control a student's behaviour.

### **Misdemeanours during Lessons**

Teachers should adopt a zero-tolerance approach to the disruption of learning. The table in 7.6 outlines the strategies at the teacher's disposal to challenge unacceptable behaviour. In addition to warnings, sanctions and / or referral to your Head or second in Department, you may send the pupil out of the class for a brief cooling-off period followed by a private talk with the student outside the classroom. This prevents confrontation in front of the other students, as there is unlikely to be much progress in front of an audience. Pupils should be sent out individually and not be left outside for more than 5 minutes.

### **Procedures in the Event Serious Misdemeanours during Lessons**

For more serious misdemeanours, it is recommended that you avoid a confrontation and immediately send the student to the head of department. If no one else is available, send a responsible pupil to a member of senior management in the building. Any incident of this kind should be recorded by sending a discipline e-mail. You will be informed of the outcome of the incident.

If a student is defiant and refuses point blank to obey an instruction you should ask: "Are you refusing to follow my instructions?" Should the student respond positively, this should still be followed up with a discipline email and consequence. Should they persist with defiance, again immediately send the student to the head of department. If no one else is available, send a responsible pupil to a member of the senior leadership team in the building.

Please be observant and take steps to prevent or report bullying without necessarily expecting the victim to report it.



## CLASSROOM RULES (STANDARDS OF BEHAVIOUR)

Staff responsible	Good Behaviour and Work	Praise	Unacceptable Behaviour	Discipline
Class Teacher and/or Form Tutor (FT)	Good work or behaviour	Praise Merits Note in Homework diary Phone call (check with FT or HOY)  Good News Postcards Praise email	Avoidance of work Late work Late to lessons Interrupting Disturbing others Low level Disruption Continuation of above	Reminder about appropriate behaviour Name noted 10 minute detention Recorded in Homework Diary Student sent out for 5 minutes to calm down Sent to work at the back of another class Possibly ring home (check with HoY or FT first) Discipline email
Head of Department (HoD)	Very good work or behaviour or other achievement	Letter home (copy to file) Monthly subject award certificates Prize on Prize Day	More serious disruption, aggression or rudeness–	Department report card Department detention Letter home Phone call home (check with HoY or FT first)
Head of Year (HoY)	Very good work or behaviour. Very positive contribution to the community.	Year assembly Merit certificates Bronze Silver Gold Community stars	Continuing problems across more than one subject  Any sort or any other incident deemed serious	Report card Green -> Amber -> Red Arrange meeting with parents / guardians Learning Mentor / Connexions PA Counsellor SEN PSP
Senior Leadership Team (SLT)	Outstanding Achievement	Commendation in Assembly Article in Newsletter Show work to Head for a special merit	Serious incidents Fighting, swearing, bullying, abuse of any sort or any other incident deemed very serious, such as persistent defiance.	Possible internal exclusion decided by Deputy Head Possible fixed term or permanent exclusion at the Head's discretion

## REWARDS AND SANCTIONS

All staff will be given a number of merit stickers each term from their Head of Department. Students will collect these in the Homework Diaries. If a student does not have their diary on them then they cannot get the merit sticker. If you have any concerns about this please see a member of the Leadership Team. Bronze, Silver and Gold Certificates will be given out by the Heads of Year.

KS4: For students in Year 10 and 11 the merit system is replaced by KS4 certificates. Each department has their own set of certificates that can be part of a department reward system. In the students' homework diary it sets out how students can receive bronze, silver and gold

If you achieve well, make progress or put in extra effort you will be given a merit.	
If you gain...	We will give you ...
25 merits to be gained from 3 different subjects and a punctuality certificate	A Bronze certificate
50 merits to be gained from 6 different subjects, 1 extra-curricular, and a punctuality certificate	A Silver Certificate
100 merits to be gained 9 different subjects 2 extra-curricular 1 special merit and a punctuality certificate	A Gold Certificate
If you do something extra special in school we will send a 'Good News' postcard home to celebrate your achievement.	

certificates if they are awarded fifteen certificates or more.

## USING EMAIL TO RECORD PRAISE / DISCIPLINE

### Instructions to staff

When writing either a 'praise' or a 'discipline' e-mail the author must send the e-mail to his/her **Head of Department** by using the 'to' command and 'cc' the e-mail to the relevant praise or discipline Year address .

As the 'cc' address box contains all the form tutors, HOY and the designated members of the SLT (who monitor all of these e-mails for all of the Years) this system allows for a cross school bridging of any possible pastoral/academic divide.

As a result the Head of Department is able to note significant acts of positive or negative endeavour / behaviour, give praise or support as necessary whilst allowing the Pastoral and SLT team to monitor and record these e-mails.

The form tutors and HOYs are then able to track their charges keeping a paperless, up to date computer file on all students who get 'logged'.

Our aim is that each subject area celebrates/responds to any significant (in both a positive or negative sense) student endeavour/behaviour, which has necessitated a 'log-in' in that curriculum area. In the meantime the pastoral staff can 'act as the eyes in the sky' noting, recording and monitoring and if necessary also celebrating / reacting to any behavioural trends that a student may be exhibiting across the School.

Hence praise e-mails are celebrated whilst discipline e-mails enable the pastoral staff to prevent further decline in a student who is getting negatively logged across the School. In the latter case, the student can have his/her parents contacted or be placed on a relevant target card - even though they may well have been punished by different subject areas.

All discipline e-mails need to be split into 'Report' (what happened) and 'Action' (what punishment you are giving or support you are seeking from your Head of Department).

It is expected that all Heads of Departments reply to any praise or discipline e-mails - a simple 'thank you' is sufficient!

*It is important to note that 'log- ins' (praise or discipline) will be shown if necessary to parents (under the Freedom of Information Act 2000 parents have a right to see them) or placed on the public praise e-mail ' star wall' - so please keep comments factual, brief and objective.*

Please use the structure outlined below:

Incident: Keep the email factual do not show any personal frustration.  
Action: Note what action was taken. This may include deferring the situation on to the HOY or SLT. If no action is needed write 'No action needed'.