



## **BEHAVIOUR POLICY including REWARDS and SANCTIONS**

This policy has been written with due regard to the advice in 'Behaviour and Discipline in Schools' 2016 and should be read in conjunction with the school's Anti-Bullying Policy and Exclusions Policy.

The Behaviour Policy, as agreed by pupils (via School Council) and staff is printed in the Student Planner. It is as follows:

Farnborough Hill is a Catholic school committed to educating the whole person in a happy, caring, Christian community. It aims to establish an expectation of high standards amongst its members with regard to habits of work and behaviour, mutual support and courtesy displayed to one another and to members of the wider community.

Good relations are fostered by:

- valuing others and their opinions, and treating them with kindness and consideration
- respecting all personal property
- looking after the school working environment, both inside and outside the classroom
- upholding the reputation of the school by doing nothing to bring it into disrepute, including when travelling to and from school, on school trips and when using the internet and e-technologies
- acting fairly and equally in relation to each other

### **Pupils' Responsibilities**

Pupils should help each other and contribute fully to the life of the school by:

- agreeing to follow school rules and the Code of Conduct, including those related to rewards and sanctions (the school rules and Code of Conduct can be found in the Student Planner)
- working hard and not preventing others from doing their work, or the teacher from teaching
- taking every opportunity to represent the school and take part in extra-curricular activities
- attending school with all the necessary equipment and being organised for lessons
- wearing their school uniform/Sixth Form dress correctly and with pride
- not participating in any kind of behaviour that is dangerous to themselves or others
- not be in possession of any items that could be misused to cause harm to self or others

### **Staff Responsibilities**

Staff should support the ethos of the school by:

- being a good role model
- safeguarding and promoting the health, safety and welfare of the pupils in their care
- treating pupils fairly, adopting a consistent approach and recognising that each girl is an individual
- giving praise and acknowledging excellent work by giving merits
- using school rules and the Code of Conduct, including those related to rewards and sanctions, clearly and consistently
- understanding their duty under the Equality Act 2010 including issues related to pupils with special educational needs or disabilities and how reasonable adjustments need to be made for these pupils
- acknowledging that some pupils require more support and guidance than others and effectively managing the transition of pupils who are new to the school

## Parents' Responsibilities

Parents should support their daughters in all that they do at school by:

- encouraging them to be independent and self-disciplined
- ensuring that they understand and follow the school rules, Code of Conduct and Behaviour Policy

This Behaviour Policy refers to the School Rules and Code of Conduct which are readily available to pupils in their Planner.

## REWARDS

Farnborough Hill aims to promote good behaviour, self-discipline and respect for others. Pupils are encouraged to adopt a positive attitude and approach towards learning. Pupils generally take pride in their work and gain intrinsic reward from their achievements.

There are various forms of extrinsic rewards including merit stickers, positive postcards and celebrations of achievement at school assemblies, and the awarding of certificates and trophies.

**Merits** are given by staff at both departmental and whole school level (in written, sticker or stamp form). Pupils typically receive merits for the following:

- excellent work
- effort

Merits that are awarded by teachers can be endorsed by the Head and other members of the SLT if pupils take their work to show them. They are encouraged to do this. Merit stickers are stuck on the allocated pages of the Student Planner or in exercise books.

## Prize Giving

Prize Giving is an opportunity to formally recognise and reward outstanding achievements. It is a highlight of the school year; all Year 11 pupils and UVI pupils and their parents are invited to attend to collect their GCSE and A level certificates. Prizes are also awarded to pupils for their achievements in subjects, for sport and for their contributions to the life of the school. Prize Giving is held in November.

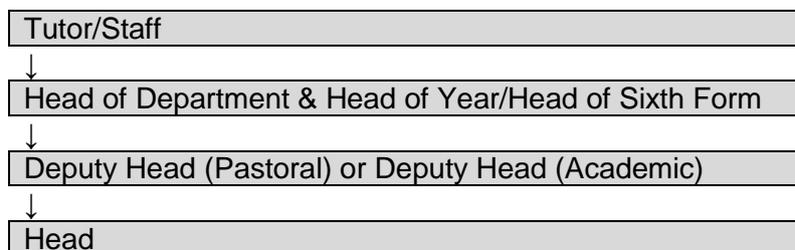
## Junior Prize Giving

Junior Prize Giving is an opportunity to recognise academic achievement, academic progress and contribution to school life in a variety of arenas (sport, music, drama, arts, DT, helpfulness and courtesy) for girls in Years 7 to 9. It takes place at the end of the summer term.

**House points** are awarded by staff Heads of House for the contribution pupils make to the work of the House including participation and success in competitions, helpfulness, and leadership.

## SANCTIONS

Most pupils at Farnborough Hill adhere willingly to the Behaviour Policy, and show kindness and consideration for others. However, sometimes sanctions are needed for inappropriate behaviour. The following members of staff help to facilitate and manage situations related to unacceptable behaviour. The arrows indicate the route for reporting and sharing this information.



Depending on the seriousness of the misdemeanour, different sanctions will apply. Once the concern has been satisfactorily dealt with, a copy is kept in the pupil's file.

Pupils who do not show the attitude and approach explicit in the Behaviour Policy, school rules and Code of Conduct may need to be directed towards that which is expected.

Staff should, in the first instance, issue a **verbal caution** for:

- unacceptable behaviour
- a minor infringement of the Behaviour Policy, school rules/Code of Conduct
- failure to complete work on time
- lateness

### **Detentions**

If the verbal warnings have not been effective in stopping unacceptable behaviour then detentions will be given. Detentions will take place within departments for academic reasons, or with Heads of Year for behavioural reasons, at a time and venue decided by the member of staff issuing the detention, usually at lunchtime. On rare occasions, detentions for more serious offences may take place after school, once the Head has been informed. Uniform detentions take place after school on one day per week. Parents must be informed in writing a week in advance of any detention scheduled after school.

Any teaching staff can issue detentions for the following:

- repeated failure to complete homework on time
- repeated lateness which is the pupil's own fault
- repeated disruption of lessons
- wearing uniform incorrectly. Staff email the names of pupils who are wearing their uniform incorrectly to the Deputy Head (Pastoral). Girls in Years 7 – 10 attend an after school detention. Girls in Year 11 do not attend a detention but their parents are written to and asked to ensure that their daughters attend school in correct uniform.

In the case of a pupil's continued non-compliance, there will be liaison with parents and (if appropriate) other agencies.

### **On Report**

The Head of Year can, after discussions with the relevant staff and, on approval of either the Deputy Head (Academic) or Deputy Head (Pastoral), place a pupil on report whereby the pupil carries a Report Form with her to each lesson for completion by the subject teacher. This action is usually for a specific period of time e.g. a week, and is reviewed regularly. In the Sixth Form, if a pupil is causing concern in terms of effort and/or progress, the privilege of going off-site during study lessons may be withdrawn and supervised study put in its place.

### **Sanctions Record**

A Discipline Log containing a record of sanctions for serious disciplinary offences is kept by the Head and it includes the following:

- Pupil's name and year group
- Nature and date of offence
- Sanction imposed

These offences and sanctions will also be the subject of a discussion between the Head and the pupil's parents before any action is taken. The Discipline Log will be reviewed termly by the Head and the Deputy Heads.

### **Exclusions**

For very serious incidents a pupil might be excluded either temporarily or permanently. A pupil will not be permanently excluded without grave cause. The circumstances which may lead to exclusion include: the supply, possession or use of certain drugs, solvents, alcohol and tobacco; theft, blackmail, physical violence, intimidation, racism and/or persistent bullying; vandalism and/or serious computer misuse; use of mobile phones for taking inappropriate photographs at school that are put on websites such as YouTube and other social networking sites; persistent attitudes or behaviour which are inconsistent with the school's ethos; the making of a malicious accusation against a member of staff; other serious misconduct towards a member of the school community or which brings the school into disrepute on or off the school premises. A complaint which could lead to permanent exclusion will be investigated thoroughly and fairly. In such cases parents are contacted as soon as reasonably practicable.

### **Corporal Punishment**

Corporal punishment is strictly forbidden and deemed to be abhorrent. This applies to all members of staff.

### **USE OF PHYSICAL INTERVENTION OR RESTRAINT**

This section of the policy is in accordance with the following document:

*Use of reasonable force: Advice for head teachers, staff and governing bodies (DfE July 2013)*

Staff are expected to encourage a climate of calm discussion between pupils, or pupils and staff, in conflict. At Farnborough Hill, fighting between pupils is virtually unknown but if it happens, staff need to intervene appropriately.

In managing pupil behaviour, staff should be aware of the above document which clarifies the position about the use of physical intervention for staff. The law forbids a teacher to use any degree of physical contact which is deliberately intended to punish a pupil or which is primarily intended to cause pain, injury or humiliation. That said, everyone has the right to defend himself or herself against attack provided they do not use a disproportionate degree of force to do so.

If a pupil is at immediate risk of injury or on the point of inflicting injury on someone else, any member of staff would be entitled to intervene.

Before physical intervention, a teacher should:

- adopt a calm and measured approach
- tell the pupil who is misbehaving to stop
- continue to talk to the pupil throughout
- be aware that the shoulder and upper arms are the most suitable areas for the application of restraint
- make it clear that physical contact or restraint will stop as soon as it ceases to be necessary

A restrained child should feel safe, even if also furious/angry/upset. If the teacher believes she/he may be at risk of injury themselves, they should not intervene without additional help.

### **Reporting incidents of physical restraint**

Immediately following any such incident when physical intervention or restraint is used, the member of staff concerned should tell the Head and provide a written report. This should give

all appropriate details, names, witnesses and the outcome. The report must be signed and dated.

Staff are expected to reinforce the Behaviour Policy (including Rewards and Sanctions), the school rules and the Code of Conduct through all aspects of school life.

The general **discipline** of the school is the responsibility of each and every member of staff both inside and outside the classroom. During lesson time, teachers should have high expectations of pupil behaviour and insist on the following:

- Being punctual for lessons
- Being courteous and industrious in lessons
- Standing up when they enter the room (optional)
- Saying 'Good Morning' and 'Good Afternoon'
- Addressing members of staff by their full titles and surnames (Mr, Mrs, Dr)
- Opening and closing doors for staff
- Being punctual in handing in written homework
- Wearing full, correct school uniform
- Treating other pupils in a positive, thoughtful, respectful way

This policy is reviewed annually by the Deputy Head (Pastoral) and Heads of Year.

The next review is due in January 2018.