



# St George's College

WEYBRIDGE

## ST GEORGE'S COLLEGE BEHAVIOUR POLICY

In keeping with our ethos the College has high standards of behaviour and encourages good behaviour. All members of staff are expected to promote good behaviour and respect for others, as well as the Josephite values of “**politesse**” and “**douceur**” and to apply all rewards and sanctions fairly and consistently. All staff are expected to deal appropriately with any unacceptable behaviour and that which prevents others from learning whilst making “reasonable adjustments” in considering behavioural issues involving students with Special Educational Needs or a disability.

This policy is written in accordance with the DfE's *Behaviour and discipline in schools (Jan 2016)*

### EXAMPLES OF WAYS IN WHICH THE COLLEGE PROMOTES GOOD BEHAVIOUR:

- Expectations outlined/highlighted/explored in Year and Chapel assemblies and during tutor time by pastoral leaders (through CAPAW and PSHE)
- Merits system – see below
- Staff on duty before school, during breaktime and lunchtime
- Coach reps (Sixth Form) on buses to and from school
- Prefect duties at lunchtime in the Orchard Hall and locker areas
- Communication to parents for outstanding behaviour, work or other contribution
- Library code of conduct
- Annual Support of Anti-Bullying Week in November (Blue Day in First to Third Year)
- Students sign IT Acceptable Use Policy for school network

### REWARDS: THE MERIT SYSTEM

A ‘merit’ which is known as an achievement point (AP) in SIMS can be awarded to any student at St George's College for a good effort, academic attainment or any positive act and this is in keeping with our Equal Opportunities Policy. They can be awarded within any area of College life. See *How to* guides in Firefly for instructions on how to award.

To encourage students to achieve merits there are also incentives available:

First to Third Year No. of Merits	Fourth Year to Sixth Form No. of merits	Award
50	25	SGC pen from HOY
100	45	Ruler from HM
150	75	Mug from HM

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At the end of each term vouchers will be presented within Chapel assembly. There will be awards of an Amazon Voucher (the value in 2018 £10) to two students with the most merits as an aggregate total per year group. One for academic achievement points and the other for the highest number of merits for special helpfulness.

Merits explicitly count towards House totals.

**OTHER FORMS OF REWARD** include, but are not limited to: written correspondence with parents, HM's accolades in Assembly, awarding of Colours for Sport, Music and House, positions of responsibility such as Form Captain, Georgians of the Week.

## **DISCIPLINE AND SANCTIONS**

Like all of us, children are human and get things wrong. Our role as educators is to advise and admonish before punishing. The College will ensure that there is no discrimination against students with any physical, sensory or learning disability.

Problems with silly, rude or anti-intellectual individuals in the classroom are not necessarily a reflection on the competence of the teacher. Teachers must feel able to seek help. The support is there for them, but it is inappropriate for 'management' at whatever level to interfere. Teachers must seek help, not find it imposed upon them. It is often valuable and good practice to ask to see individuals at the end of the lesson, rather than engage them in the middle of class. Colleagues must, as part of their professional responsibility, develop their own means of classroom management. They should deal appropriately with misbehaviour but make "reasonable adjustments" when considering sanctions involving students with SEND which might contribute to the misbehaviour.

Sanctions available are described below. However, our aim should be that, through consistent action **and a quiet word or caution early on**, bad behaviour is normally stopped almost before it starts.

**As a matter of policy, we do not give sanctions for purely academic reasons** (e.g. a poor test result). Failure to meet deadlines, however, becomes a disciplinary rather than an academic matter, and a punishment may be given; similarly if it is clear that a lack of effort has resulted in a low grade, then sanctions may be given. However, always be aware of the family and extra-curricular pressures which some of our students face.

**Substandard effort on curriculum work.** If a student submits work which shows a clear lack of effort, they should be made to re-do the work at the first opportunity, i.e. that lunchtime, or after school to be handed in before registration the next day. For persistent offenders, a teacher may also decide to issue a "Substandard effort" warning.

**Whole class detentions are regarded as 'unreasonable'** under the 1997 Education Act almost invariably involving innocent parties. They are therefore **not** to be given.

Staff must ensure that punishments are proportionate to the offence, as far as possible allow students to make reparation and be as constructive as possible.

**The following sanctions may be used at College in appropriate cases:**

- Completion of work at home or extra work

- Carrying out useful tasks to help the school
- Written tasks
- Detention in school hours (break and lunchtimes) or outside school with the necessary 24 hour minimum notice to parents (Friday pm)
- Regular reporting, e.g. daily, including a Report Card (but not a *Support Card*)
- Removal from the group or part/class lesson for a short periods (see below)
- Preventing participation in educational visits /sports events which are not essential to the curriculum
- Fixed term and permanent exclusion

## **SENDING A STUDENT OUT OF THE CLASSROOM**

As a general rule students should not be sent out of a classroom. In the event of a student being disruptive, it can be useful to send him/her out of the room for **no more than 5 minutes** as a cooling off process. It is important to bring the student back in after a short time. A stern word may be enough to end the matter, or a formal punishment might still be needed.

A student who has been sent out must be required to stand outside the door within the teacher's vision, not allowed to roam the corridor(s). There should never be more than one student in any corridor. Be aware that it creates a poor image to prospective parents touring the school.

If the student is being particularly difficult, it may not be suitable to have him/her outside the classroom. In such cases he/she should be taken to the Head of Department, if available; if the HoD is unavailable, the student could be supervised by another member of the Department in the departmental office. At the earliest opportunity, the HoD will find the teacher concerned, hear the full story and decide together what action should be taken, informing Group Tutor.

## **REASONABLE FORCE**

Corporal punishment is illegal.

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. A written record must be kept of such interventions and the DSL informed immediately.

## **DETENTIONS**

In accordance with *Behaviour and discipline in schools (Jan 2016)*, parental consent is not required for detentions. However, it is best practice to inform parents of a detention, both lunchtime and after school.

With lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet; however, a detention should not facilitate an early lunch for the student - for those students who take a school lunch, the Orchard Hall continues to serve lunch until 2pm.

Staff should not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.

## CONFISCATION OF INAPPROPRIATE ITEMS

What the law allows:

1. A member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.
2. Power to search without consent for "prohibited items" including:
  - knives and weapons
  - alcohol
  - illegal drugs
  - stolen items
  - tobacco and cigarette papers
  - fireworks
  - pornographic images
  - any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
  - any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

It is good practice to conduct such searches with the student present, and with another member of staff. It is preferable to seek the student's consent prior to conducting a search.

## EXCLUSIONS POLICY

Only the Head or a deputising member of the Senior Leadership Team can permanently exclude a student from the College. The Deputy Heads may temporarily suspend a student for serious indiscipline or where repeated sanctions have proved ineffective. If the suspension proves ineffective the College may require him/her to leave the College permanently.

A decision to exclude a student permanently will only be taken when a wide range of strategies for dealing with disciplinary offences to no avail **or when an exceptionally serious offence has been committed. For example:**

- Serious violence, or threat of violence against another student or member of staff
- Taking or supplying an illegal drug in school (this includes legal highs)\*
- Openly carrying or using an offensive weapon

\* **Drug-Related Exclusion** A decision to permanently exclude a student in a drug-related case will be based on the criteria outlined in the College's Substance Abuse policy; use of drugs away from the school campus may still result in permanent exclusion.

# BEHAVIOUR MANAGEMENT 2018-19

## First to Fifth Year Sanctions

STEPS	SANCTIONS	
	Behaviour	Organisation
<p><b>Informal</b></p>	<p><b>Verbal caution(s)</b> issued by member of staff.</p> <p>Teachers may choose to issue verbal cautions at any stage throughout this process, rather than a formal <i>warning</i>, which is recorded in SIMS.</p>	
<p><b>1</b></p>	<p>Warning given by staff member <b>and registered on SIMS</b> with a clear reason given. The member of staff must discuss the warning with the student at the first opportunity.</p> <p>Warning noted in specific category: <b>Significantly disrupting the learning of others - Poor behaviour outside lesson time - Organisation - Uniform – Substandard effort - Other</b></p> <p><b>Organisation</b> may include missing homework deadlines, punctuality, repeatedly not having the correct equipment.</p> <p><b>Other</b> may include poor attitude which does not affect others. Poor effort in non-curricular work/activity.</p> <p>Where a warning is given for a missed deadline, the subject teacher must set a new deadline.</p> <p>Warnings categorised as <b>Other</b> may be included in the totals below, at the discretion of the Tutor and/or HoY.</p>	
<p><b>2</b></p>	<p>At the <b>3rd</b> warning for <b>Significantly disrupting the learning of others, Substandard effort</b> and/or <b>Poor behaviour outside lesson time</b> and/or <b>Uniform</b>, the Tutor is to place student in <b>lunchtime detention</b> which is recorded on SIMS – staffed on a rota by Heads of Year. Tutor to contact parents and inform them of warnings and detention.</p>	<p>At the <b>6<sup>th</sup></b> warning for <b>Organisation</b>, the <b>Tutor is to put steps in place to support the student</b>, so that their organisation improves, e.g. daily meeting with Tutor, buddy within the class. NB if the organisation is predominantly in one subject, then the subject teacher will do this. The Tutor will also inform parents.</p>
	<p>At the <b>6<sup>th</sup></b> warning for <b>Significantly disrupting the learning of others, Substandard effort</b> and/or <b>Poor behaviour outside lesson time</b> and/or <b>Uniform</b>, the Tutor* is to place student in <b>lunchtime detention</b> which is recorded on SIMS – staffed on a rota by Heads of Year. Tutor to contact parents and inform them of warnings and detention.</p> <p>* If the Tutor identifies that warnings are coming predominantly from one subject, then</p>	
		<p>At the <b>12<sup>th</sup></b> warning for <b>Organisation</b>, the Tutor* will place the student on a <b>Support Card</b> (green) for two weeks, with an organisation specific target. The Tutor will also inform parents.</p> <p>* If the Tutor identifies that warnings are coming predominantly from one subject, then they should discuss with the HoY and HoD and the Support</p>

	<p>they should discuss with the HoY and HoD and the detention should be issued by the subject teacher.</p> <p>After this point <b>every subsequent uniform warning will result in a lunchtime detention logged in SIMS by the Tutor</b>; HoY to monitor and discuss with DHP</p>	<p>Card should be issued by the subject teacher.</p>
3	<p>At the <b>10<sup>th</sup></b> warning for <b><i>Significantly disrupting the learning of others, Substandard effort and/or Poor behaviour outside lesson time:</i></b></p> <p>the Tutor* is to place student in an <b>after school Friday detention</b> which is recorded on SIMS – staffed on a rota by teaching staff. Tutor to contact parents and inform them of the detention.</p>	<p>At the <b>18<sup>th</sup></b> warning for <b><i>Organisation:</i></b></p>
4	<p>At the <b>12<sup>th</sup></b> warning for <b><i>Significantly disrupting the learning of others, Substandard effort and/or Poor behaviour outside lesson time:</i></b></p> <p>Tutor to advise Head of Year. <b>Parents invited in for a meeting with Tutor &amp; Head of Year.</b> Student to be placed on Report Card (orange) for two weeks, reporting to Head of Year.</p>	<p>At the <b>21<sup>st</sup></b> for <b><i>Organisation:</i></b></p>
5	<p>At the <b>16<sup>th</sup></b> warning for <b><i>Significantly disrupting the learning of others, Substandard effort and/or Poor behaviour outside lesson time:</i></b></p> <p style="text-align: center;"><b>FINAL WARNING PERIOD</b></p> <p>Head of Year informs parents and refers student to Deputy Head. Parents invited in for a meeting and target setting occurs between Deputy Head, Parents and student.</p> <p><b>Student is given final warning by either Academic /Pastoral Deputy Head and monitoring of work and behaviour commences.</b></p> <p>Weekly meetings between Tutor, Student and Deputy Head occur with progress report from teachers discussed and sent home to parents by Deputy Head.</p>	<p>At the <b>24<sup>th</sup></b> warning for <b><i>Organisation:</i></b></p>
6	<p>Any offences occurring during the Final Warning period will lead to <b>a recommendation being made by the Deputy Head to the Headmistress, for the student to be asked to leave the College/likelihood of permanent exclusion.</b> Parents will be asked to attend a meeting.</p>	

## SIXTH FORM

STEPS	SANCTIONS
Informal	<p>Verbal caution(s) issued by member of staff.</p> <p>Teachers may choose to issue verbal cautions at any stage throughout this process, rather than a formal <i>warning</i>, which is recorded in SIMS.</p>
1	<p>Warnings (same categories as per First to Fifth Year) given by staff member and registered on SIMS.</p> <p>At the <b>3<sup>rd</sup> warning</b>: Tutor to place student in <b>lunchtime detention</b> which is recorded on SIMS.</p>
2	<p>At the <b>6<sup>th</sup> warning</b>: Tutor to place student in <b>Friday after school detention</b> which is recorded on SIMS – staffed on a rota by teaching staff. Tutor to contact parents by phone, with a confirmation email as a record of the concern, to inform them of warnings and Friday detention. Tutor to alert Head of Year.</p>
3	<p>At the <b>8<sup>th</sup> warning</b>: Tutor to place student in <b>Friday after school detention</b> which is recorded on SIMS. Tutor to arrange a <b>meeting with student, parents and HoY</b>. Student may be placed on Report/Support Card.</p>
4	<p>At the <b>10<sup>th</sup> warning</b>: Student is referred to the <b>Assistant Head, Sixth Form</b> and placed on a two week <b>Report card</b>. Meeting with parents is held between Assistant Head and Head of Year.</p>
5	<p><b>11<sup>th</sup> warning:</b></p> <p style="text-align: center;"><b>FINAL WARNING PERIOD</b></p> <p>Parents invited in for a meeting and target setting occurs between Deputy Head, Assistant Head, Parents and student.</p> <p><b>Student is given final warning by either Academic /Pastoral Deputy Head and monitoring of work and behaviour commences.</b></p> <p>Weekly meetings between Tutor, Student and Deputy Head occur with progress report from teachers discussed and sent home to parents by Deputy Head.</p>
6	<p>Any offences occurring during the Final Warning period will lead to a <b>recommendation being made by the Deputy Head to the Headmistress, for the student to be asked to leave the College/likelihood of permanent exclusion.</b> Parents will be asked to attend a meeting.</p>

## GENERAL NOTES

- A student usually starts each academic year with no warnings – this is important for the learning process and we believe that students should be given the chance to reflect and improve. There are however some exceptions to this:
  - If a student reaches Step 4 by the end of the Fourth Year, the Head of Year will decide whether the student begins the Fifth Year at Step 3 or Step 4. This is for the benefit of the student during their important GCSE year and tracking for entry into Sixth Form.
  - If the student reaches Stage 4 by the end of Lower Sixth and then reaches Stage 2 in Upper Sixth, they will be moved directly to Stage 5 (Deputy Head).
  - If a First to Fourth Year student is at Deputy Head Level (Final Warning Period) at the end of an academic year they will start the new academic year at Head of Year level for closer monitoring regardless of year group. If a student in the Lower Sixth reaches Deputy Head Level at the end of the academic year, the Deputy Head and Assistant Head Sixth Form will put in place a specific plan to support that student in the Upper Sixth.
- All staff must give a reason in SIMS for the warning as this helps to identify the best method of support that can be implemented for the student. Parents will see the reasons and so **the names of other students should not be included.**
- The warning must be recorded in SIMS within two working days of informing the student, otherwise it becomes invalid and cannot be added.
- Lunchtime detentions will take place on Tuesdays and Thursdays in K1 from 1.15 – 1.45pm.
- The structure can be fast tracked at the teacher’s discretion, but only in consultation with the Tutor for Steps 1-3.
- Before resorting to a warning, staff should use discretion and reasonable judgement: for failure to bring correct equipment, lend the student the missing equipment if possible for the first and second time.
- Teachers should be proactive in resolving persistent academic issues, e.g. insisting on a student’s attendance at a subject surgery to complete work under supervision, or contacting parents with specific detail of work owed.
- After school detentions will run from 4.15 – 5.15 pm in K1 every Friday.
- A Deputy Head detention for more serious misdemeanours runs from 5.15pm – 6.00pm in K1 on Fridays.
- If a student fails to attend a detention the reason is sought and the student is given the chance to attend again within a week. Failure to attend this detention without justifiable reason will result in an after school detention being awarded by the Head of Year.

This step system can be abbreviated at any time by the Head of Year, Head of Department, or a member of SMT e.g. truanting a lesson, supervised study or any other timetabled or organised activity will result in an after school detention.

See also the **Substance Abuse** and **Anti-bullying** policies.

**This policy should be displayed in:**

S:\ SGW Policy_and_Procedure_Index	Linked from the Parents’ section of Firefly
College Website	