

Queenswood



# Pupil Behaviour Policy

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## PUPIL BEHAVIOUR POLICY

### *Policy Statement*

Queenswood is committed to the promotion and encouragement of good behaviour by pupils, parents, staff and governors. Respect and consideration for other people and their property is inculcated regardless of race, gender, age or disability. A setting where good relations, good manners, courtesy, integrity and mutual trust prevail, is essential to the creation of a safe and happy learning environment in which intellectually-curious pupils may flourish and develop into life-long learners.

We are committed to a culture of praise to encourage each girl to fulfil her potential. We have high expectations of behaviour which are based on respect, consideration, courtesy, encouragement and positive reinforcement. We recognise and celebrate effort and progress as well as attainment and achievement. We believe that rewards and recognition contribute to a girl's personal development and fulfilment. The rewards and sanctions system is communicated to every member of the school community.

### *Aims and objectives*

- To implement a code of conduct which is supported by the whole school community: pupils, parents, staff and governors based on shared values.
- To maintain a caring and positive atmosphere within the School, which enables individual pupils to fulfil their potential in all areas without infringing the freedoms of others.
- To encourage pupils to appreciate the importance of self-discipline and consideration for others in society at large.
- To teach, through the school curriculum, values and attitudes as well as knowledge and skills.
- To promote responsible and self-disciplined behaviour.
- To maintain the good reputation of Queenswood.
- To maintain the highest values and standards of behaviour both inside and outside the classroom, as well as outside the School and in any written or electronic communication.

It is essential for everyone to recognize that good standards of behaviour should be achieved, as far as possible, by positive means of encouragement such as the use of private or public expressions of praise. Sanctions will, of course, occasionally be necessary but criticism must always be constructive and punishments entirely appropriate to the misdemeanour.

### *Roles and responsibilities*

Every member of the Queenswood community has a role to play in the maintenance of good behaviour, both through personal example and by ensuring that appropriate and immediate attention is drawn to any shortcomings in standards.

All members of staff are responsible for maintaining good behaviour by effective classroom management and throughout the School at all times and for applying rules with consistency and professionalism. Where necessary staff will be offered suitable INSET to help them in this. The Deputy Head Pastoral has overall responsibility for discipline within the School, in conjunction

with the Assistant Heads and Head of Year and is supported by strong school leadership from the Senior Executive Team.

Parents also have a key supporting role to play by respecting this Behaviour policy and the disciplinary authority of School staff as written in the Queenswood Parent Contract. They are expected to support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, co-curricular activities and homework/private study.

Parents will also be contacted routinely by the School whenever there is any particular concern raised regarding the behaviour of their daughters.

The School liaises with parents and other agencies where appropriate.

### *Behaviour*

To encourage good behaviour, Queenswood has the Queenswood Code, a Code of Conduct and the School Rules.

#### **Queenswood Code**

- We respect the privacy, property, culture and religious beliefs of everyone in the community.
- We value and respect each other as individuals, regardless of age and status.
- We accept responsibility for our environment, in order to enjoy and maintain it for the future.
- We uphold the rules of the community in promoting the safety, happiness and well-being of us all.

### *Code of Conduct*

Queenswood expects that girls will abide by the Queenswood Code and will behave in a considerate, co-operative and courteous way. Good manners and high standards of thoughtful behaviour are expected. Respectful behaviour is to be shown to all people regardless of race, gender, age or disability. We consider that setting and developing high standards of behaviour is an important aspect of education.

In their behaviour, girls are expected to take responsibility for themselves and their own actions. All girls are expected to:

- Be polite and courteous to others: staff, all visitors and girls; hold doors open, queue in an orderly fashion; stand to one side in the corridor; become quiet when a member of staff walks into a room; raise a hand in class rather than calling out an answer.
- Want to learn: be punctual to lessons, attentive, disciplined in listening, diligent in work and supportive of one another's learning, contribute to a working and purposeful learning environment, not copy work, hand in work on time.
- Be organized: arrive at school, lessons and activities punctually and prepared.
- Be respectful of other people and property: look after their own property, make sure that all clothes and equipment are named, not 'borrow' without permission; avoid unnecessary wasteful use of resources.

- Be good ambassadors for the School: take pride in their school, dress smartly and appropriately, adhering to the correct dress code; celebrate the success of others.
- Be considerate and considered in word and action: all members of the community should be sensitive to the damage caused by gossip, rumour and malicious conversations (spoken and electronic); be supportive and forgiving.
- Be prepared to be quiet and to listen: be quiet in the Chapel, Library, and Assembly.

### *School rules*

The School rules are designed to reflect the Queenswood Code. Rules exist to ensure the smooth running of the School, the good of the community and to protect individuals from harm. All girls are expected to adhere to them, in School, on School visits, and travelling to and from School. School will take very seriously poor behaviour outside School which brings the School into disrepute or which may adversely affect the School community.

The School rules are displayed in all boarding houses and support the code of conduct. The code of conduct is printed in the school planner provided to girls and displayed in all boarding houses.

The following are strictly forbidden:

1. Bullying, including all forms of cyber bullying.
2. Misconduct of a sexual nature.
3. The possession, use or procurement for sale of drugs or harmful abuse of solvents (see School policy).
4. The possession or use of cigarettes, including e-cigarettes.
5. The possession or consumption of alcohol without permission.
6. Stealing and theft.
7. Vandalism and wilful damage or misuse of the School's or other people's property.
8. Leaving the site or breaking bounds without permission.
9. Receiving visitors without permission.
10. Any breach of the School's driving policy.
11. Any breach of the School's IT Users' contract.
12. Rudeness, foul language and deliberately malicious behaviour.

There will be disciplinary action against pupils who are found to have made malicious accusations against staff.

### *Rewards and Sanctions*

Rewards and Sanctions must be used consistently and be appropriate to the needs of the individual girl and situation. They are detailed in a separate document: Rewards and Sanctions Policy.

In summary:

#### **Rewards**

Queenswood is committed to a culture of praise to encourage each girl to fulfil her potential. We have high expectations of behaviour which are based on respect, consideration, courtesy, encouragement and positive reinforcement.

We recognise and celebrate effort and progress as well as attainment and achievement. We believe that rewards and recognition contribute to a girl's personal development and fulfilment.

The Rewards and Sanctions system is communicated to every member of the School community.

### *Our Rewards System*

- Celebrates success and rewards individual achievements
- Builds House spirit
- Encourages consistent effort
- Encourages a positive attitude towards academic work and co-curricular activities
- Nurtures self-esteem
- Encourages independence

### *Possible Rewards:*

- Verbal praise and positive feedback
- House Points
- Praise on a Postcard
- Colours and badges
- Being invited to see the Principal or Deputy Head Academic for exceptional work
- Certificates
- House Reward Systems

### **The House Points System**

House points can be awarded to any girl in the School. Every member of staff may award House points which are recorded by the awarding member of staff on iSAMS. One point would be the normal award; in exceptional cases two may be awarded. The two girls in each House who gain the most House points per term will be congratulated by the Principal in the end of term Assembly. The term's total for each House will be announced, and a cup awarded to the winning House, in the end of term Assembly.

Heads of Year will contact parents if their daughter gains a significant number.

House points are awarded for:

- a) Service – showing consideration for the welfare of others, showing initiative and commitment, making a positive contribution to School and House life. Two House Points can be awarded for participation in Tour mornings by the department involved.
- b) Attitude to work – making a positive contribution in lessons, producing work of a higher standard than usually expected, making progress, having a good attitude towards the whole learning experience.
- c) Producing consistently good work or an outstanding piece of work

- d) Participation in House Competitions – as a team or cast member, or as an active spectator. (These will be awarded by the Head of House).

### **3. House Colours**

House Colours will be awarded to girls at the end of each year. The detailed criteria of how girls can earn their House Colours is currently under review. Further information will be provided when the review is completed.

### **4. House of the Year**

At the Final Assembly of the school year, the Rothnie Cup will be awarded to the House which has gained the highest average points per girl for success in Drama, Music and Sports competitions, and for gaining the greatest number of House points overall (i.e. throughout the entire year). This will also be published on the Portal.

### **5. Praise on a Postcard**

Written by any teacher and sent home, via the Principal.

### **6. Progress Checks**

Good Progress Checks are rewarded by:

- a) Gold Certificates - these are awarded to any girl who achieves an overall outstanding effort in a Progress Check. In normal circumstances it might be expected that about 5 girls in each Year group might receive a Gold Certificate, but it is awarded at the discretion of the Head of Year. A Gold Certificate earns five House points which is then recorded on iSAMS by the Head of Year.
- b) Gold Bar – this is awarded, in the end of year Assembly, to any girl who has gained two Gold Certificates.
- c) Academic Colours which are awarded at the end of the Summer Term to girls who achieve an overall outstanding achievement in their Progress Checks throughout the year. In normal circumstances it might be expected that about 5 girls in each Year group might receive Academic Colours, but it is awarded at the discretion of the Assistant Head. It excludes PE, Drama and Music as these have colours which are awarded separately.

### **7. Colours and badges**

These are awarded in many areas for service and contribution to school life.

## **8. Exceptional Work**

Girls may be invited to see the Deputy Head Academic or Principal for exceptional work. The Deputy Head Academic or Principal will then contact parents. Praise on a Postcard is then issued by the teacher as above.

## **9. Certificates**

Departments may also award certificates.

## **10. House Reward Systems**

Individual Boarding Houses also encourage and reward good behaviour in House.

## **Sanctions**

At Queenswood, we are committed to enabling girls to develop their self-discipline, self-knowledge and self-esteem. Every girl is encouraged to distinguish between right and wrong, and to take responsibility for her actions. On the occasions when a girl's behaviour is not appropriate, sanctions are applied.

Where sanctions are given, girls are encouraged to see how they may learn from the incident which brought the sanction. Sanctions are delivered within a supportive and clear framework where the focus is on helping the girl to learn from the experience and move on. A firm, fair and proportionate response to inappropriate behaviour plays a valuable part in a girl's self-development.

### *Possible sanctions*

- Warnings recording on iSAMS
- Report card
- Detention
- Weekend School Community Service

In the case of the most serious misdemeanours, a girl may be suspended or excluded.

Under the Equality Act (2010), reasonable adjustments are made for those with special educational needs and disabilities.

## **Warnings**

There are two categories of formal warning, which will normally be preceded by a verbal reminder.

- i) Academic Warning
- ii) Conduct Warning

These can be issued by any staff. Warnings are emailed to girls via iSAMS along with their Tutor, Head of Year and Housemistress/Houseparent (as appropriate). They should be discussed in department meetings.

There are drop down boxes for speed:

#### Academic Warning

- Unsatisfactory work\*
- Late work\*
- Incomplete work\*
- Poor attitude to learning
- Late to class
- Lack of equipment
- Talking in class/low level disruption
- Missed Lesson without good reason. The Head of Year should check and issue a Detention

\*Staff should insist the work is done/redone by a new deadline, or may supervise it being done.

#### Conduct Warning

- Inappropriate behaviour (outside of lessons)
- Uniform worn incorrectly
- Non-attendance at activity without reason
- Not completing a duty
- Chewing gum
- Missing a registration
- Prefect warning – Assistant Head only
- Phone confiscation 1
- Phone confiscation 2
- Phone confiscation 3

## 2. Detention

The next level is a detention. These are issued in a number of circumstances:

#### *Academic/Conduct Detention*

1. By HoDs or HMs/HPs for one serious issue
2. For three academic or three conduct warnings. The PA to the Deputy Head Academic collates this information weekly and enters a detention sanction on ISAMS for any girl who falls into this category. Detentions are communicated to girls via iSAMS email. The slate is wiped clean each term. The Tutor will write to parents.

Detentions are supervised centrally on a rota in S7/S8 on Friday lunchtimes from 13:40 – 14:10. A series of tasks in a box file are kept with the PA to the Deputy Head Academic in S7/S8. Work would be hand written. This takes priority over everything else, except in exceptional circumstances.

#### *Head of Year and Assistant Head Detention*

Heads of Year may give a Head of Year Detention for up to an hour after school Monday to Thursday. These will be arranged by the Head of Year. The Detention will have priority over all activities, excluding paid activities and major events. This is at the discretion of the Head of Year. The Head of Year will e-mail home and will record it on iSAMS and may also discuss the issue in further detail with the parents. Again the nature of the detention will reflect the reason a girl is in a detention.

If the matter is deemed more serious the Assistant Head Pupils or Head of Sixth Form will conduct a detention and contact parents.

#### *Deputy Head Detention*

For ongoing Pastoral and Academic issues, a Deputy Head will supervise a Friday after School Detention from 16:40 – 18:00. Parents will be given a week's notice.

#### *Principal's Detention*

If matters still do not improve and three further conduct warnings are received within a term, the girl will sit a Principal's Detention on a Saturday from 09:00 – 11:00. Parents will be given a week's notice.

#### *School Code of Conduct*

If a pupil breaks a School rule, she will be sanctioned in line with the policy. This may involve weekend community service, suspension or even, her right to attend the School.

#### **Being 'On Report'**

The aim of being 'On Report' is to provide an opportunity to focus on improving behaviour, work or attitude as appropriate. It gives clear 'targets' within a short term reporting period. It is not expected that the girl will remain 'On Report' indefinitely. When a girl is placed 'On Report' a record should always be made on iSAMS with appropriate notes. A Punctuality/ Uniform Card or a general Report Card will be issued by a Head of Year for ongoing issues and the Head of Year will discuss reasons for placing a girl 'On Report' and will be clear about the ways in which she should aim to improve. The Head of Year will liaise with others and parents, as needed.

### *Sanctions for inappropriate uniform*

Sanctions to be logged by the Housemistress/Houseparent if a boarder and tutor if a day girl. After three offences, the Tutor will write home if a day girl and HM/HP if a boarder. Further sanctions will trigger the sanctions policy.

House staff and tutors to check uniform every morning before chapel/lessons.

If a girl arrives at a lesson or school event in inappropriate or incomplete uniform, the subject teacher or adult in charge must challenge this and email the tutor. The Tutor or Housemistress/Houseparent (if a boarder) will then log a sanction if a warning has already been given. This will trigger the sanctions policy and parents will be written to on the third offence.

If a pupil in Year 7 to 11 is wearing nail varnish or make-up, she will be asked to remove it at the next break. Tutor to be emailed. If nails are acrylic or gel, Tutor/Housemistress/Houseparent to email home and allow 5 days for them to be removed. If this deadline is not met, the pupil should be sent to her Head of Year.

Skirt length - if a member of staff is unsure about a pupil's skirt length, they should email the Deputy Head Pastoral, who will see the pupil and contact home, if necessary. Staff should not enter into a conversation about skirt length unless they feel comfortable doing so.

Smart watches – if used inappropriately, should be confiscated in line with the mobile phone and technology policy and given to the Tutor or Housemistress/Houseparent. They cannot be worn during examination periods.

### *Sanctions for inappropriate use of technology*

First offence: the device will be confiscated and put in the relevant Head of Year pigeon hole. It will then be returned to the pupil at the end of the *following* day – 18:00 (or 16:30 if leaving school at this time). This will be recorded by the Head of Year as a sanction on iSAMS. The parent/guardian will also be contacted by the Tutor or House staff.

Second Offence: the device will be confiscated and put in the relevant Head of Year pigeon hole. It will then be returned to the pupil at the end of the second working day following confiscation– i.e. a minimum of 48 hours' later. The sanction will be recorded on iSAMS by the Head of Year. The parent/guardian will be contacted by the Head of Year.

Third offence: the device will be confiscated and put in the relevant Head of Year pigeon hole. The parent/guardian will be contacted by the Deputy Head Pastoral and the pupil's right to have a phone in school will be reviewed. The device will be returned following the outcome of this review which is likely to be a minimum of seven days. This sanction will be recorded on iSAMS by the Deputy Head Pastoral and the pupil will sit a Deputy Head's detention.

Further sanctions may be applied if the use causes embarrassment or discomfort to someone else. Girls may face disciplinary action as sanctioned by the Principal or Deputy Head Pastoral.

Please note: if a phone is confiscated on a Friday, it will be given back to the pupil at the end of the day but they will be required to hand it back in to staff on Monday morning (or when they return to school). It will then be returned once the sanction has been completed in line with the guidelines above (taking Friday into account).

### *Sanctions linked to smoking (tobacco), drugs and alcohol*

These are detailed in the Smoking (tobacco), Drugs and Alcohol Policy.

### *Communication*

Good and clear communication is of utmost importance in order for the system to be effective, clear and purposeful. The desired outcome of all sanctions given is that the pupils respond and amend. In order to help her to do this, we aim to communicate effectively and in a timely manner.

### *Use of Physical Restraint*

Corporal punishment is never used but, in exceptional circumstances, physical restraint may be used to prevent a pupil from harming either themselves, other people, or property. Minimum force would be used for the minimum length of time, in line with both the provisions contained in the Education Act 2006 and the School's Guidelines for the use of Physical Restraint.

### *Other related school policies and procedures*

- Anti-bullying Policy
- Complaints Policy and Procedure
- Expulsion, Removal and Review Policy
- Supervision Policy
- Guidelines for the use of Physical Restraint
- Uniform Policy
- Acceptable use of technology

## **Sanctions System Guidelines for Staff**

- ❖ All staff should use the sanctions system to ensure consistency across departments.
- ❖ Pupils should always be informed of a sanction and the reason why it has been given before it is entered onto iSAMS.
- ❖ Staff should remember that iSAMS automatically emails the pupil when a sanction is given and the 'reason' box must therefore be completed appropriately or left blank.

### **Forgotten equipment**

- ❖ Always give a verbal warning first but all future offences receive a recorded sanction. One sanction per lesson equipment is forgotten, not item. Slate is wiped clean each term.

### **Late to lessons**

- ❖ Verbal warning for first offence then recorded sanction given if five minutes late in the future. Slate is wiped clean each term.

### **Late work**

- ❖ Extended deadline given then a sanction recorded if this deadline is subsequently missed. Slate is wiped clean each term.

### **Managing difficult behaviour (calling out, swinging on chair, rudeness to a member of staff)**

- ❖ Verbal warning given first then sanction issued for a second offence within the lesson. If behaviour does not improve, please remove the pupil from the lesson by sending her to the HoD or a member of SMT (contacting them first).

### **Missing a lesson**

- ❖ Unless there are extenuating circumstances, pupil goes straight into detention. Logged on iSAMS as 'Missed lesson without good reason.' Slate wiped clean each term.

### **Incorrect uniform**

- ❖ Verbal warning given for first offence but record a sanction if not corrected within the same school day (Tutor/House staff to contact home if blazer is missing). Slate wiped clean each term.

### **Missing a registration**

- ❖ Verbal warning given first time but sanction issued for all subsequent occasions. Slate wiped clean each term.

### **Forgetting a House duty**

- ❖ Verbal warning given first time but sanction issued for all subsequent occasions. Slate wiped clean each term.

### **Poor behaviour in House, rudeness to staff, night time disruption**

- ❖ Verbal warning given first then sanction issued for a second offence within the same day/evening. If behaviour does not improve, please email AWA and send pupil to AWA's office for 07.20 the following morning. Slate wiped clean each term.

### **Talking in chapel**

- ❖ Verbal warning given, then record a sanction if talking does not cease within a couple of minutes. Slate wiped clean each term.

### **Monitoring the use of sanctions**

- ❖ HoDs should monitor their department's use of sanctions to ensure the system is being applied appropriately and consistently by all members of the department.
- ❖ HoY/Assistant Heads/DHP should monitor the use of the sanctions system by pastoral staff.

**This information is for guidance only and staff can use the sanctions system at their discretion, within the parameters of the guidance given.**

# QUEENSWOOD SANCTIONS

Verbal warning given (not logged on iSAMS).

Conduct/academic warning given.

Logged on iSAMS, automated email sent to: pupil/HM or HP/Tutor/HoY.

Missing a lesson without reason. Additional offence skips straight to next stage.

3 warnings accumulated over the term.

Friday 13:40 detention (takes priority over paid activities)  
Pupil seen by Tutor and parents emailed.

Missing detention without good reason (i.e. out of school). Additional offence skips straight to next stage.

3 additional warnings accumulated over the term.

Assistant Head after school detention 16:40 -17:50  
Parents contacted by Assistant Head.

3 additional warnings accumulated over the term.

Deputy Head detention  
Friday 16:40 – 18:00  
Parents to receive a week's notice from Deputy Head.

3 additional warnings accumulated over the term.

Principal's Detention  
Saturday- 09:00 -11:00  
Parents to receive a week's notice from the Principal.

3 additional warnings accumulated over the term.

School sanctions to be used at the Principal's discretion: community service, suspension etc.