

GODOLPHIN SCHOOL

Senior School

Behaviour and Discipline Policy (Regulatory)

Reviewed August 2019
Next Review September 2020

Reviewed by Senior Deputy Head, Deputy Heads (Academic and Pastoral)

Refer also to: Equality Act (2010)
Living Together at Godolphin – Anti-Bullying policy
Living Together at Godolphin – complaints by students
Drugs and Illegal Substances
Equality and Diversity
External Parties
Online Acceptable Use Policy
Prizes and Commendations policy
SEND policy
Search Policy
Staff Code of Conduct
Student Code of Conduct



Behaviour and Discipline Policy

Aims

The aims of this policy are that all students will:

- Be tolerant and understanding of the feelings and needs of others
- Develop a responsible and independent attitude towards their roles in the community
- Develop an awareness of right and wrong and differentiate between acceptable and unacceptable behaviour
- Learn to have respect for others and to behave courteously towards them
- Contribute to a safe environment
- Develop respect for people, property and the School environment
- Be able to work in an orderly atmosphere
- Be able to understand the role of and need for discipline as a positive part of school life.

Strategies

- All members of the school community must be made aware of and agree with the expectations of behaviour. This is to be achieved through Staff Induction, regular discussion at staff meetings and inclusion in the school diary; house staff and tutors play a major role in highlighting these expectations to students
- The Student Code of Conduct will be printed in the School Calendar and Student diaries
- Parents are expected to uphold this policy in line with the parental contract
- It is the responsibility of all staff to make themselves aware of the systems operating in School (see below)
- It is the responsibility of all staff to implement the rewards and sanctions policy and cooperate fully with colleagues in this
- Staff should monitor and compare the number and frequency of rewards and sanctions given, in order to ensure that there is a shared understanding of standards and expectations in implementing the system
- In order to foster and promote good discipline, staff
 - Actively look for the positive
 - Praise, give positive feedback and reward good behaviour
 - Provide clear, consistent expectations of behaviour
 - Use tutor time to discuss and encourage good behaviour
 - Use peer leaders such as prefects, house captains, dorm leaders and others to promote good behaviour
 - Set standards of order in classrooms, houses, activities and events
 - Teach about behaviour and discipline, for example, in the units concerning Values, Rights and Responsibility or Being part of a community in PSHCEE

All members of the School community will strive to achieve the aims of this policy by:

- Respecting one another as individuals
- Contributing to a well-ordered environment in which everyone is fully aware of behavioural expectations
- Contributing to a purposeful environment in the classroom which enables learning to take place
- Encouraging, praising and rewarding good behaviour
- Not tolerating poor behaviour
- Promoting a sense of belonging to the community
- Being good role models
- Supporting one another

Student Code of Conduct

Godolphin runs on the understanding that we can trust one another to behave responsibly and thoughtfully. However, there are a few formal rules:

- Students are required to keep the law of the land at all times and behave in such a way that they do not bring themselves or the School into disrepute.
- Students are expected to behave appropriately on School trips and School transport.
- Students must arrive at School, lessons and activities on time and register punctually. Failure to register three times in a half term will result in a School detention.
- Students must wear the School uniform appropriately and look tidy at all times.
- Chewing gum is not permitted in School.
- First to Third Years are not permitted mobile phones around School without express permission; Fourth Years and above operate on a “no hear, no see” policy.
- Students must adhere to the Online Acceptable Use policy.
- Students are expected to participate actively in the classroom at all times, avoiding disruption and focussing on the tasks and instruction on hand.
- Bullying of any kind is wholly unacceptable within our community. Students must behave courteously and with respect to all other members of the School community and to stand by those who may be subjected to bullying in any form.
- Students may not smoke or be in possession of cigarettes, tobacco or e-cigarettes either in School or while out of School but in our care (eg on School expeditions, weekend excursions, in town while the School is *in loco parentis*).
- Students may not bring alcohol into School or consume it here without prior permission from the Head, one of the Deputy Heads or Head of Sixth Form on each occasion. Equally, students may not buy or consume alcohol without appropriate permission while out of School but in our care (eg on School expeditions, weekend excursions, in town while we are *in loco parentis*).
- Any student found in possession of or suspected of using, selling or buying any banned or illegal substances or weapons will be investigated and will be suspended immediately pending a full School investigation; this may lead to expulsion. This rule applies at all times girls are under School supervision and includes School trips and other off-site activities.

- Any student making malicious allegations against fellow students or staff will be subject to School sanctions and, if appropriate, legal procedures.

Rewards

Commendations

Commendations may be given by individual teachers to students in the First to Fifth Years inclusive (not to Sixth Formers). They are awarded in curriculum subjects for outstanding work, consistently good work or consistent effort. They are not to be awarded in multiples: a student can receive only one commendation per piece of work. Commendations are recorded by tutors who also record them on reports. At the end of each term a Commendations Cup is awarded to the House receiving the highest number of commendations in that term.

School prefects may also commend to tutors students who merit a Commendation for good behaviour, such as students who help organise an activity; who assist around the school; who are kind and caring to others.

Commendation Certificates

A student receiving 15 commendations will receive a Bronze Certificate, awarded by her Head of Year; a student receiving 30 commendations will receive a Silver Certificate, awarded by her Head of Year; a student receiving 50 commendations will receive a Gold Certificate, awarded by the Head.

Head's Commendation

Exceptional work may be commended to the Head by teachers or tutors. The Head will then personally congratulate the student concerned, who receives a Head's Commendation certificate. Her tutor informs her parents and the commendation is recorded on her report.

Spirit of Godolphin Award

The Spirit of Godolphin award has been created to acknowledge and affirm the values and character traits that we believe are important at Godolphin. As a School we foster and embody the values of excellence, integrity, open communication, respect for one's self and others and service to the community. The award holder will be recognised as someone who has been considerate and kind hearted, consistently supportive of others, shown genuine community spirit and maintained a positive outlook and approach. The award will be bestowed on a student from each year group from First to Fifth Year on an annual basis. Girls will be nominated by tutors and Heads of Year will make the final selection in conjunction with the Head.

Prizes

At the end of each term, informal year prizes in the form of book tokens are awarded to students in all Years for effort and achievement in academic work.

We also have a formal prize giving as part of our Speech Day each year, in which contributions for effort and achievement can be given to up to three recipients in First to Fourth Years. Prizes in curriculum subjects are awarded to students in the Fourth or Fifth Year and the Sixth Form. In addition, there are a number of special awards in recognition, for example, of outstanding service to the community, also awarded on Speech Day.



Sanctions

Teachers, tutors and housestaff are all responsible for the discipline in their own areas.

Sanctions are applied 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 should enable students to make reparation where possible. As far as possible the sanction applied should be as constructive as possible.

When determining the particular sanction a student should receive, any special educational or emotional needs that the student has will be brought into consideration. Where a student displays continuous disruptive behaviour, the School will consider making a referral to Social Services for multi-agency assessment and support. In all cases, the School will proceed in line with the requirements of the Equality Act (2010) and avoid unfair discrimination on the grounds of the protected characteristics.

Following a warning to the student, breaches of discipline will be dealt with in line with the following scale:

- Level 1: department detention of 10 minutes duration to be served the same day, where possible;
- Level 2: School detention; the tutor will notify the parents;
- Level 3: gating or Saturday detention; the Deputy Head will notify the parents.

Examples of misdemeanours are:

- Level 1: inappropriate uniform, prep missing, being late to a lesson or talking out of turn;
- Level 2: significant disruption to a lesson; removal from a lesson; a third 10-minute detention in a half-term;
- Level 3: significant rudeness to staff; being absent without leave; serious misconduct; a third school detention in a term.

Depending on what she has done, a student may pass, for example, straight to Level 2, above.

School Prefects are also expected to help staff uphold the discipline in School and to pass on any concerns to the Head or Senior Deputy Head. They may ask a teacher to consider issuing a School or Department Detention for misdemeanours such as: misbehaviour in lunch or other places around School or not signing in at prep. Prefects may issue a **Prefects' Caution** for misdemeanours such as failure to bring a hymnbook or late arrival to prep.

Department Detention

These may be given by any member of staff for lateness, lack of equipment, poor behaviour in a lesson or incomplete or inadequate work. Each department organises the detentions which take precedence over other school activities.

Three department detentions lead to a School Detention. The Department still administers the third department detention, but in addition the student has to go to a School Detention, following the procedure below.

Failure to turn up to a department detention results in the detention being sat at a different time and logged as a further department detention.

Being sent out of a lesson

Following a warning, if a student's misbehaviour is such that the class is being significantly disrupted, the teacher may send her out of the lesson for a short time or, if the girl continues to disrupt the lesson, send her with her work to the office of the Deputy Heads' PA; she will be seen by a member of the Senior Management Team, given her work to do and, in addition, given a School detention or, if the situation merits, a Saturday detention.

Sanctions will be recorded by the teacher giving the sanction on the Day Book on Schoolbase, so that tutors are aware and can support teachers, speak with and guide their tutees and so that parents can be notified.

Supervised work through departments

Students may be required to repeat or to catch up with work or repeat work that has been done poorly under supervision and this will be arranged through departments at an appropriate time.

School Detention

These may be given by staff to a student at any level of the School for poor work or unsatisfactory behaviour. The detention is held on Fridays, 4.15 - 5.10 pm in the designated classroom and is supervised in rotation by a member of staff. Work is set by the staff member who gives the detention. A student will receive 24 hours' notice of her detention in order to allow her to re-arrange other commitments as best as possible; however, detention normally takes priority over other activities.

The tutor or Head of Year may give a student a detention for consistent lateness to Registration. Multiple School Detentions could give rise to a Saturday Detention.

Saturday Detention

A Saturday Detention is given after a series of School Detentions, or as a major punishment, given by the Senior Deputy Head, for a serious breach of School discipline. It is administered by a member of the Senior Management Team for two hours on Saturday morning. Students are warned that a further disciplinary offence could render them liable to suspension.

Being on Report / Recorded Study / Supervised Study

Students in the First to Fifth Years may be placed on report by the Head of Year if their academic performance is persistently unsatisfactory. Placing a student on Report is to be a supportive strategy, monitored daily by the tutor, in order to guide the student and help her focus and direct her work and time adequately. It has the aim of getting the student back on track and becoming independent and self-monitored. Being on Report normally lasts two weeks to allow for sustained improvement. If, however, the student does not improve sufficiently, she will remain on report but will be monitored daily by the Head of Year. Failure to improve will mean she continues on Report, monitored daily by a member of the School Senior Management Team.

In the Sixth Form, if a girl is late in handing in work or produces work that her subject teacher deems is not of a satisfactory standard, that teacher can put her on recorded study or supervised study. Neither is perceived as a punishment but both are a support mechanism to enable students to get back on track academically. They function as follows:

Recorded Study: the student will need to work downstairs in the computer room in either School House or Jerred Resource Centre during her study periods and record in the Recorded Study file in the room what work she has completed in each study period.

Supervised Study: the student has to work downstairs in her House during Session 1 and/or Session 2 when she will report to the Sixth Form tutor on duty that day, handing the work assigned to them to the tutor at the end of the relevant session.

Community Service

Work will be given which benefits the community. Examples may be cleaning areas of the boarding house, such as the kitchen; removing dried chewing gum; clearing pathways of leaves and litter. This may be given for misbehaviour which affects the cleanliness or wellbeing of the School community.

Gating

Gating involves a loss of freedom and is usually a response to an abuse of freedom. The parameters are decided in consultation with the appropriate staff and, in the case of Sarums, with the Head of Year, but will generally be of one or two weeks' duration.

Exclusions (suspensions or expulsions)

Exclusions are obviously very serious penalties, given by the Head in consultation with and with the agreement of the Chair of Governors (or in his absence the Vice-Chair). Suspensions are temporary exclusions from School, although in certain circumstances the Head may choose to impose an internal suspension, that is, when the student is in school at a time when attendance at School is not required. Expulsion is the ultimate penalty and remains on the student's record. The School will deal with exclusions according to the principles of natural justice and the duty to act fairly. It will therefore ensure that:

- the student and her parents have a proper opportunity to be heard
- the procedures are as fair as possible
- all investigations that appear necessary are carried out
- the evidence is sufficient
- in the case of an expulsion, that the student and her parents are informed of an appeal or complaints mechanism
- the incident is properly recorded

Offences likely to lead to exclusion, including expulsion, include:

- bringing the School into disrepute
- possession, use or supply of illegal and banned substances, including alcohol or weapons, or repeated offences involving tobacco
- theft and blackmail
- physical violence or intimidation against another pupil or member of staff and/or persistent bullying
- offences of a sexual nature
- supply and possession of pornography and unauthorised firearms
- vandalism and computer hacking
- Inciting others into, or engaging in, acts of terrorism / violence
- tampering with fire safety devices
- other serious misconduct towards a member of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises or on School trips.

Required removal

This may be:

- because a student is not making sufficient academic progress
- on disciplinary grounds
- on medical grounds

Particular disciplinary matters

Bullying

Students and parents are referred to the relevant policy: Living Together at Godolphin – Anti-Bullying policy.

Corporal Punishment

Corporal punishment is prohibited within the School and on school activities. It may not be used in any circumstances by a member of staff or volunteer (School Standards and Framework Act 1998).

Physical Restraint

Physical restraint may only be used to avert immediate danger to a person (including the student) or to the property of a person.

Cigarettes and e-cigarettes / vaping

Students are reminded that it is illegal to purchase cigarettes and e-cigarettes when under the age of eighteen. In cases of reasonable suspicion of possession of cigarettes and other tobacco products or e-cigarettes, the School reserves the right to search students' possessions in line with the Search Policy and test in line with the testing procedures outlined in the policy 'Drugs and Illegal Substances'.

Punishments for the possession or use of banned products, including e-cigarettes, smoking or vaping, both in and out of School while in our care, will usually be as follows:

- a) For a first offence the student will be given a School detention, gated for one week, and her parents will be informed. The student will be sent to the Health Centre for advice on giving up smoking.
- b) For a second offence, the student will be given a Saturday detention, gated for two weeks, and her parents will be informed. The student will again be sent to the Health Centre for advice on giving up smoking.
- c) Any subsequent offence will be treated individually as a major disciplinary offence.

If a student is found to have been smoking inside a building, the sanctions are likely to be increased.

Any student found with another person who is smoking will be deemed to be complicit in the breaking of the rule and will face the same or similar sanctions.

Alcohol

Students are reminded it is illegal for anyone under eighteen to buy alcohol, or to drink it except as part of a proper meal in an area specifically set aside for meals.

The School possesses alcohol detection kits which may be used where there are reasonable grounds to suspect that a girl has been drinking illegally or in excess, or on a random basis

before and after social events or at weekends to encourage girls to stay within the bounds of the rules. The girls are made aware of this system by the boarding and other pastoral staff. In cases of reasonable suspicion of possession of alcohol, the School reserves the right to search students' possessions in line with the Search Policy.

Alcohol-related offences are considered very serious. Possession or use of alcohol without permission or intoxication will result in the following sanctions:

- a) For a first offence a student will be gated or suspended, depending on the severity of her offence and her parents will be informed. She will be suspended from positions of responsibility, where appropriate.
- b) For a second offence, the student will be gated or suspended, depending on the severity of her offence, will undertake two hours Community Service, and her parents will be informed. She will be suspended from positions of responsibility, where appropriate.
- c) Any subsequent offence will be treated individually as a major disciplinary offence.

Offences involving spirits or requiring medical support will be treated very seriously.

Any student found with or acting alongside another person who is in possession of or drinking alcohol will be deemed to be complicit in the breaking of the rule and will face the same or similar sanctions.

Appropriate support will always be offered to offenders and may be a condition of their remaining within the School.

Banned or illegal substances

Students are referred to the School's policy document on banned and illegal substances, including "legal highs" and misappropriated prescription drugs.

Any student found to be possessing, using or under the influence of an illegal drug will normally be excluded on a permanent basis. Where appropriate, suitable authorities, such as the police and social services, will be informed. The School will always co-operate fully with the police whether the offence was committed in or out of the School context. In cases of reasonable suspicion, the School reserves the right to test its students for drugs, under medical supervision; also to search their possessions.

Any student found with or acting alongside another person who is taking or supplying drugs will be deemed to be complicit in the breaking of the rule and will face the same or similar sanctions.

Segregation

It is sometimes necessary to segregate a student during an investigation. If this is so, she will be accompanied by a member of staff and given appropriate refreshment. An alternative, where practical and depending on the length of the investigation, could be to send the student home, which is a form of suspension. The student would be told the reason for segregation or sending home.

Monitoring

The policy will be monitored by the Senior Deputy Head and the Deputy Heads (Academic and Pastoral), taking into consideration feedback from staff and students.