

D.4 Student Behaviour Policy (including Rewards and Sanctions)

This policy should be read in conjunction with the *College Anti-Bullying Policy (Manual Section D.6)*.

Rationale

It is a primary aim of the College that every member of the College community feels valued and respected, and that each individual is treated fairly. College values are built on mutual trust and respect for all.

This behaviour policy is:

- designed to support the way in which all members of the College can live together in a supportive and safe way
- to promote good behaviour, self-discipline and respect rather than merely deter anti-social behaviour
- to prevent bullying

The College acknowledges its legal duties under the Equality Act 2010 to safeguard students with special educational needs (SEN). For further information see *Manual Section D.2 Student Equal Opportunities*.

It is expected that all students follow the rules set out by the College and that all staff apply this policy in a fair, consistent and proportionate way.

Behaviour Management:

Expectations for Students – the Bishopstrow College Five virtues:

Students are expected to behave with good sense and good manners in every situation, whether or not it is covered by a written rule or regulation. The following Bishopstrow College Five Virtues outline the expectations that the College sets for its students to ensure a safe and inclusive environment:

KIND – Do you look after other students and make sure no one is left out?

POLITE – Are you respectful to all staff and other students?

ORGANISED – Are you punctual and ready to start, with all materials needed?

HARD WORKING – Do you try your best during lessons, activities and sport?

TEAM PLAYER – Do you co-operate with other students?

Promoting Good Behaviour

The following strategies reflect the College’s rationale to promote positive behaviour amongst the students:

- we encourage students to take responsibility for their own learning and behaviour and how their actions affect others
- we encourage students to understand the value of education

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- we use peer and self assessment techniques to increase students’ involvement in their learning and good behaviour
- we highlight and praise positive aspects of students’ behaviour
- we recognise patterns and triggers which may lead to inappropriate behavioural responses and take appropriate action to pre-empt problems.
- we encourage and support students to consider the impact of their behaviour on others, themselves and their environment
- we support students with behavioural difficulties to identify and agree on ways in which they might change or manage their behaviour
- we support students in a manner which is likely to make them feel valued and respected
- we encourage and support students to review their own behaviour, attitude and achievements
- we work with outside agencies to provide additional support to students who require help managing their behaviour
- We encourage older students to set an example

Appropriate behaviour

Students should:

- be dressed in the correct uniform
- arrive promptly for assembly, lessons, meals and activities
- line up outside the classroom before lessons.
- be ready and organised with their books and other materials for every lesson
- greet their teacher in an appropriate manner
- not call out during lessons (unless required to do so)
- leave the classroom neat and tidy after each lesson
- walk, not run, when moving around the College buildings or on the paths
- ensure bags and belongings do not obstruct movement
- Say ‘please’ and ‘thank you’
- Respect the property of others and not interfere with it
- only borrow with the consent of the owner
- open doors for adults and for fellow students where appropriate
- not use electronics during the working day without staff permission
- show good table manners
- only eat in the dining room or the common room.

Health & Safety

Students are expected to:

- treat the facilities of the College with respect so that the community as a whole may benefit from them
- report any damage to College property to a member of staff immediately
- keep their personal items tidy and not to leave bags or clothing on the floor where they could block exits or cause a trip hazard.
- know and observe safety and fire regulations.

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Accidents, Illness & Medications

- all accidents must be reported to a member of staff at once
- students must observe College procedures in the case of illness
- students must hand in all medications to a member of staff on arrival and are not permitted to have medications in their possession unless authorised by a matron

Out of Bounds

The following areas are out of bounds to students unless they have specific permission from an accompanying member of staff:

- any area which is out of view of Barrow House (the main house), including the front drive, garden sheds, workshops and bin area
- laundry room
- server room
- staff kitchen
- staff accommodation
- kitchen
- college office
- Director of Studies’ Office, Assistant Director of Studies’ office, boarding office, Head of Maintenance office
- staff room
- any area with a ‘No Entry’ sign displayed
- staff toilets
- the classroom block, other than for lessons and prep, unless supervised by a member of staff.
- medical room

On Trips and In the Community

Students are expected to:

- listen to instructions and respond to requests
- behave sensibly at all times
- not leave litter and use bins provided
- be aware of others, especially when walking in the street and do not obstruct pavements.
- be polite and well mannered
- take responsibility for their belongings

Warminster

Middle and Senior students may, at the discretion of the Principal, be allowed into Warminster in the company of other students.

The following are out of bounds to students in Warminster: the park, betting shops, pubs and bars and off licences.

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Money

Students should hand in all pocket money on arrival to the College and should not have more than £20 in cash in their possession. Students are responsible for collecting their pocket money on pocket money issuing day/s. Students can hand in any excess pocket money to the office at any time.

Students are forbidden from lending each other sums of money.

Appropriate Behaviour and Contact between Students

As a College we seek to encourage normal friendships between students. We strongly discourage any romantic relationships between students.

All students and staff should expect to feel comfortable, safe and relaxed in the school environment. Students engaging in inappropriate contact jeopardise this and detract from the purposeful and businesslike learning environment which the College strives to promote.

Inappropriate contact includes the following type of behaviour but this should not be seen as an exclusive list:

- holding hands
- hugging
- kissing
- touching inappropriate areas of others' bodies
- any behavior that disrespects the College environment and/or makes others feel uncomfortable or embarrassed

If staff are subjected to students displaying inappropriate behaviour it is their responsibility to tell the students to stop whatever they are doing. This should then be reported to the Director of Studies, Head of Boarding and the Principal using the College MiS system, Engage so that the College can maintain an overview of the student behaviour and then decide on any additional follow-up. If staff perceive any behavior as particularly serious they should also alert senior staff directly.

There are, of course, occasions when a hug or holding hands can be necessary to console someone who is upset, frightened, hurt or disturbed in some other emotional or physical sense or as a sign of affection among platonic friends. The interpretation of this should be at the discretion of staff.

Boarding houses and corridors are out of bounds to the opposite sex of that house or corridor. If students are caught in a house or corridor which is out of bounds to them then they can normally expect a suspension. If they are found in a room belonging to a student of the opposite sex then it may result in a permanent exclusion, at the discretion of the Principal.

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Students engaging in any form of sexual activity should normally expect a permanent exclusion.

Students are forbidden from buying expensive gifts (i.e. anything costing £20 or more) or unsuitable gifts (e.g. a 16-year-old student buying a DVD or game rated '15' for a 14-year-old student) for each other as we believe these to be inappropriate.

Drugs, Alcohol and Smoking - See *Manual Section D.14 Drugs Policy*

ICT (See Also *Online Safety Manual Section D.8*)

The College's ICT facilities are for educational purposes only. Any abuse of these facilities - e.g. the sending of obscene e-mail messages or visiting inappropriate web sites - will result in sanctions for any students involved.

Electronics

Students are allowed to bring a laptop and phone to the College, however we recognise that there is potential for the misuse of electronic items by students and therefore the College has strict rules in place to avoid this.

- students must declare all electronic items to the boarding staff so that a log can be kept
- students must store all electronic items overnight as directed by staff - no electronics are to be used after lights out
- students are banned from using or bringing to the College any electronic device that may alter the College computing equipment or network.
- electronic items are to be used during the school day as directed by staff

Failure to use electronics in accordance with College rules may result in confiscation of the student's electronics.

Mobile phones

We encourage students to keep in close contact with their parents and families. For many the easiest method is by mobile phone.

- students can only use mobile phones at permitted times
- phones are not to be brought into class or activity
- students must not use 'personal hotspots' to access the internet

Cameras/ Camera phones

- students must not use cameras in bedrooms or bathrooms – this also applies to the camera function on mobile phones
- cameras may only be used in free time and must not be used in class unless this has been approved by the teacher

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- students should only post photos online if they have consent from all the people in the picture

Banned and Prohibited Items

The list of banned and prohibited items is published in the Student Handbook and below. Refer to the College’s Searching and Confiscation policy.

The College reserves the right to search a student or their possessions for any of the items listed below.

List of banned items:

Students must not bring the following items into the College, and should expect to receive sanctions if found in possession (see *Manual Section D.13 Searching & Confiscation policy*) of any of the following:

- chewing gum
- hair dye
- cigarette lighters, lighter fluid or matches
- inappropriate DVDs or Games e.g. rated 18 or rated 15 found in the possession of students aged 17/14 or younger
- posters/pictures (including electronic images) which have explicit nudity/ language/ violence, weaponry or drug subject matter
- permanent marker pens
- medication - unless the Head of Boarding or Matron has permitted the student to self-medicate
- superglue
- wireless routers, dongles or any device used to alter College computing equipment
- laser pointers
- any item with logos or slogans which are offensive or which advertise drugs or alcohol
- caffeinated and sports drinks such as Red Bull and PowerAde
- plug Adaptors that do not meet HSE guidance
- electrical goods such as heaters, electric blankets, rice cookers

List of prohibited items:

Students found in possession of any of the following items should expect suspension or a permanent exclusion

- knives or weapons including Swiss army or pen knives
- alcohol
- illegal drugs or ‘legal highs’
- stolen items

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- tobacco or nicotine inhaling products (including e-cigarettes and e-juice/liquid e.g. vaping paraphernalia) and cigarette papers. Nicotine free e cigarettes are also prohibited.
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student)

Malicious Accusations

Any student found to have made malicious accusations (either verbally or in writing) against a member of the College staff or student body should expect to be either suspended or permanently excluded.

Rewards and Sanctions

The Five Virtues outline the expectations that the College sets for its students to ensure a safe and inclusive environment. The reward system is based around these core virtues and applied in a fair and consistent manner to promote good behaviour in all aspects of College life:

The College has a rewards system called ‘Stars’:

- any member of staff can administer stars
- stars are recorded on Engage
- at the end of each week the stars are tallied and added to a running total and the senior, middle and junior student with the most stars is awarded with a ‘Student of the Week’ certificate.
- each week the student with the greatest number of blue stars is awarded ‘Lexicographer of the week’

Stars are given as a reward for good behaviour and good work in the classroom and during the rest of the College day. Examples include but are not limited to:

- continuous positive attitude in boarding
- regular willingness to help the boarding community
- good manners
- initiative shown to enhance the boarding experience
- positive contribution to a boarding activity
- good homework / classwork
- good effort in lesson or homework
- good attitude
- helpfulness/good manners
- showing respect to others
- good contribution or effort to other extra- curricular activity

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- good performance in sporting activity etc.

Blue Stars are given to students who use vocabulary and record vocabulary well.

Student End of Term Awards

Every teacher at the end of term presents an award to a student in each of their classes who has demonstrated a significant level of dedication to the subject.

Student of the Term

The senior, middle and junior student who accrues the most stars in one term is awarded Student of the Terms at the End of term assembly.

House of the Term

At the end of term the house with the most number of stars achieved in the term is presented with the House of the Term award.

Positions of Responsibility

Students who demonstrate the attitude to fulfil the duties of Prefect/ Head of House may also be rewarded with a position of responsibility such as Prefect or Head of House. (See also *Manual Section D.12*)

Sanctions

Sanctions reflect the nature of the misdemeanour and take the form of a loss of privilege. Staff will use a range of strategies to deal with inappropriate behaviour. Sanctions will also vary according to the age of the student.

When giving out sanctions staff should remember that:

- this section is to be read in conjunction with rewards; positive behaviour management is the bedrock, not sanctions
- for minor transgressions a verbal reminder is appropriate and in the vast majority of cases, that is all that is needed
- good behaviour is everyone's responsibility to ensure and encourage, and passing the buck by too rapid escalation is not acceptable
- all sanctions and related incidents must be recorded on the communication log (or in the welfare file if necessary) so that if escalation does eventually bring us to a serious situation, we have a record of what led up to it and what already has been done.

Detention

Detention takes place to catch up on work that is repeatedly not being done to the right standard. It is arranged by the Director of Studies and Assistant Director of Studies.

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Tidy Teams

Students will join a ‘tidy team’ if they are needing help to get organised, or if they need practice at contributing as a team player to the community.

Target Cards

A Target Card will be used to monitor a student’s behaviour in class when a student has demonstrated persistent poor behaviour. The College aims to help students understand and correct their own behaviour and therefore the student will set their own targets which will be commented on by their teacher in every lesson and by the Director of Studies daily.

Example Targets include:

1. I will focus on my class work and not be distracted by other students.
2. I will listen to the teacher and follow instructions.
3. I will not disturb other members of the class when they are working.

There are 2 stages to the target card. Stage 1 is an agreement between the student and the Director of Studies that he or she will complete the target card every day for a week. Success is judged on how well the targets have been achieved throughout the week, and summarised on the back page of the card. If this is unsuccessful and the student does not meet a satisfactory number of targets (more than 60%) over 3 of the 5 days, then the student is referred to stage 2.

At Stage 2 the Director of Studies will involve the student’s parents including a discussion with the parents and student regarding the targets that have been set and the ways in which these targets can be met. The Director of Studies will communicate the student’s progress daily to the parents.

Failure to succeed in stage 2 will result in the parents meeting with the Principal and the Director of Studies to discuss the student’s future at the College and, if applicable, the need to employ the services of a support specialist or other strategies to help the child meet the behavioural targets.

Formal Warning

A formal warning will be issued to students who have demonstrated persistent poor behaviour, or for a single more serious incident of misbehaviour.

Procedure:

Stage 1

1. The incident(s) is logged on the communication log, and then is reported to the Principal.

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2. The incident will be thoroughly investigated by staff as directed by the Principal. If these is found to be a serious case to answer, they will also make preliminary contact with the parents.

After the investigation has been carried out, where required, this will then be progressed onto stage 2:

Stage 2

1. The student will meet formally with the Principal where the formal warning will be issued. The student's behaviour will then be discussed and the conditions of the warning will be made clear to the student.
2. The Principal will contact the student's parents or agent to inform them of the reasons for the warning and any conditions that have been made.
3. A record will be kept on the student's file.

Suspension/ Expulsion

Serious acts of misbehaviour against any member of the College community will not be tolerated and may lead to the student being suspended or excluded from the College. The decision to suspend or exclude a student will only be taken by the Principal, Directors or a person deputising for the Principal or Directors.

Procedure:

1. A senior member of staff will initially speak to the student's agent, guardian or parent and liaise as necessary
2. Careful investigation will take place and be written up
3. The Principal (or delegated deputy) will review and may meet with the student
4. The Principal will send a letter detailing the nature of the offence and the appropriate course of action/ sanction
5. Sanctions will be recorded in the 'Sanctions Log', which is kept on Engage.
6. Following a period of exclusion from the College, the Principal will agree and confirm arrangements for the re-integration of the student and an action plan to address the recommended changes to be put in place for the student's return.

This policy has been updated in accordance with current DfE guidance: *Behaviour and Discipline in Schools: Advice for headteachers and school staff (2016)* and *Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies (2018)*

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