

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

### **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 (See also Manual Section D.6 *Anti-Bullying Policy*.)

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 behaviour guidelines 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 policy or regulation. The 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
- we use peer and self-assessment techniques to increase students’ involvement in their learning and good behaviour

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- we highlight and praise positive aspects of students’ behaviour; the significance of staff noticing and commenting positively should not be underestimated
- the system of stars (see *Rewards and Sanctions* below) adds to the informal recognition of praise and these help emphasise the Five Virtues
- 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 a positive example

### Appropriate behaviour

As examples of appropriate behaviour, students should:

- be dressed in the correct uniform
- arrive promptly for assembly, lessons, meals and activities
- be ready and organised with their books and other materials for every lesson
- greet their teacher in an appropriate manner
- 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
- 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 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

- report all accidents must be reported to a member of staff immediately
- observe College procedures in the case of illness
- hand in all medications to a member of staff on arrival
- not have medication in their possession unless authorised by the Head of Boarding

## 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 not obstruct pavements
- be polite and well mannered
- take responsibility for their own belongings

## 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
- the laundry room
- the server room
- the staff kitchen
- staff accommodation
- the kitchen
- the College office
- Directors of Studies Offices, Boarding Office, Head of Maintenance Office
- the 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
- the medical room
- the boarding houses and corridors of members of the opposite sex

## 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 should hand in any excess pocket money to the office at any time.

Students are forbidden from lending each other money.

## Appropriate Behaviour and Contact between Students

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 exhaustive 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 behaviour 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 members of 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 designated to students of the opposite sex then it may result in a permanent exclusion, at the discretion of the Principal.

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

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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 *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
- smart watches are not permitted

Failure to use electronics in accordance with College rules may result in the 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 activities

### **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 a Director of Studies
- students should only post photos online if they have consent from all the people in the picture

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## Banned and Prohibited Items

The list of banned and prohibited items is published in the Student Handbook and Manual Section D.13 *Searching & Confiscation* policy.

The College reserves the right to search a student or their possessions for any banned or prohibited items.

## 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 is applied in a fair and consistent manner to promote good behaviour in all aspects of College life:

The College has a rewards system where ‘Stars’ are awarded as House Points:

- any member of staff can award stars
- stars are recorded on Engage
- at the end of each week the stars are tallied and the Senior, Middle and Primary student with the most stars is awarded ‘Student of the Week’
- each week the student with the greatest number of blue stars is awarded ‘Lexicographer of the Week’
- on occasions Heads of House are permitted to award stars to encourage participation in house activities

**Stars** are given as a reward for good behaviour, good work in the classroom and during the rest of the College day. Stars are given for demonstrating one of the Five Virtues. 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
- displaying good attitude
- displaying helpfulness/good manners
- showing respect to others
- making a good contribution or effort to other extra- curricular activities
- a good performance in sporting activity etc.

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

### **Student End of Term Awards**

Teachers of each subject at the end of term present an award to a student in each age group classes who demonstrated a significant level of dedication to the subject.

### **Student of the Term**

The Senior, Middle and Primary student who accrues the most stars in one term is awarded Student of the Term at the End of Term assembly.

### **House of the Term**

At the end of term, the House with the greatest 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 Head of House may also be rewarded with that position of responsibility. (See Manual Section D.12 *Student Positions of Responsibility*)

### **Sanctions**

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
- staff will use a range of strategies to deal with inappropriate behaviour.
- 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 Engage 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.

Sanctions reflect the nature of the misdemeanour and might take the form of a loss of privilege. Sanctions will vary according to the age of the student.

### **Detention**

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

### **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.

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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 Engage, and then is reported to the Principal.
2. The incident will be thoroughly investigated by staff as directed by the Principal. If there is found to be a serious case to answer, the Principal 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.

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### 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.

Examples of behaviour that might lead to suspension or expulsion are:

- Possession of prohibited items
- Sexual activity
- Drug use, in or out of College/ term- time
- Making malicious accusations
- Prolonged misbehaviour or repeated instances of unacceptable behaviour

Please see Appendix 1 'Actions for Poor Behaviour' for further information.

This policy has been updated in accordance with current DfE guidance: *Behaviour and Discipline in Schools: Advice for headteachers and school staff (2022)* and *Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies (2022)*

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**Actions for Poor Behavior**

Intervention & Restoration	Minor loss of Privilege Intervention & Restoration	Major loss of Privilege Intervention & Restoration	Formal Warning	Suspension	Expulsion
<ul style="list-style-type: none"> <li>• Lateness to class, activity or prep</li> <li>• Lack of equipment</li> <li>• Shouting out in class or talking persistently</li> <li>• Lack of effort</li> <li>• Distracting others in class or in prep</li> <li>• Inappropriate language</li> <li>• Littering</li> <li>• Eating in class, activity or prep</li> <li>• Not wearing correct uniform</li> <li>• Untidy room</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of respect towards staff</li> <li>• Lack of respect towards Heads of House</li> <li>• Lack of respect towards other students</li> <li>• Missing registration</li> <li>• Not handing in all electronics overnight</li> <li>• Being out of bed after lights out without good reason</li> <li>• Having chewing gum at the College</li> <li>• Inappropriate use of ICT</li> <li>• Persistent use of L1 Monday to Saturday</li> </ul>	<ul style="list-style-type: none"> <li>• Rudeness to staff</li> <li>• Swearing in the presence of staff</li> <li>• Sent to Director of Studies/Head of Boarding due to bad behaviour</li> <li>• Disrespectful behaviour (e.g. spitting)</li> <li>• Dangerous, irresponsible or unruly behaviour</li> <li>• Unauthorised absence from lessons</li> <li>• Disruptive behaviour after lights out</li> <li>• Not signing out</li> <li>• Ordering a take away without permission</li> <li>• Being in an out-of-bounds area</li> <li>• Homework left behind or not handed in</li> </ul>	<ul style="list-style-type: none"> <li>• Swearing at a member of staff or another adult</li> <li>• Seriously inappropriate use of ICT (e.g. pornography)</li> <li>• Bullying</li> <li>• Boys entering the girls' boarding accommodation or girls entering the boys' boarding accommodation</li> <li>• Leaving the school campus or boarding house without permission</li> <li>• Refusing to allow authorized staff to search for banned or prohibited items</li> <li>• Smoking or possession of smoking materials including vapes and vaping paraphernalia</li> </ul>	<ul style="list-style-type: none"> <li>• Stealing</li> <li>• Vandalism</li> <li>• Possession or consumption of alcohol</li> <li>• Fighting or inciting to fight</li> <li>• Malicious accusations against a member of staff or another student</li> <li>• Possession of a prohibited item</li> </ul>	<ul style="list-style-type: none"> <li>• Use or possession of drugs</li> <li>• Serious assault whether provoked or unprovoked</li> <li>• Serious vandalism or damage to property</li> <li>• Racial abuse</li> <li>• Inappropriate sexual behaviour</li> </ul>

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- This list is for guidance only - it is not comprehensive.
- It indicates only the expected response to the *first* occurrence of each sort of behaviour.
- However, more or less serious incidents *might* lead to a more or less serious response, depending upon the circumstances.
- Repeated or persistent incidents will lead to escalation – i.e. moving to the next, more serious level of action.

**Intervention & Restoration**

**Interventions by staff:** Question behaviour to understand why the student acted as they did. Identify the correct behaviour the College wants from the student and have the student explain it to you. Confirm the restorative action to be taken by the student (verbal apology, Prep done). Confirm action to be taken by staff possible referral in Academic/Boarding meeting (to consider future Target Card) or write up incident on the Communication Log.

**Restoration by student:** lunchtime Prep detention to complete Prep; get the correct equipment immediately; be polite and respectful in class; show more effort; focus and do not distract others; use appropriate language; pick up litter and put it in the bin; throw food in the bin; wear correct uniform immediately; tidy room.

**Minor loss of privilege**

**One of the following determined by staff in real-time collaboration with HoB/DoS**

Lunchtime or weekend afternoon detention (30 minutes Juniors, 45 minutes Seniors)

loss of tech/phone for one day

loss of tuck/snack for one day

Should be accompanied by some restorative action on the student's part e.g. a verbal apology.

**Major loss of privilege**

**One or more of the following determined by P/HoB/DoS in Sanctions Committee in the weekly meeting**

Lunchtime detention for up to one week, loss of phone for up to one week or more, loss of weekend exit (cancellation of leave granted)

Other relevant sanction.

Should be accompanied by some restorative action on the student's part e.g. a formal written apology.

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