

# Behaviour Management Procedures

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## PRINCIPLES

At St Dunstan's we believe that pupils' actions, and the choices that lead to them, have consequences that can be of benefit to individuals and the community, or the reverse. Pupils are actively encouraged to understand and abide by the *College Rules* and *College Code of Conduct*, which seek to shape positive behaviour in all contexts to reflect the values of the College and the spirit of the College community. Where actions and choices are of benefit to individuals or the College, we seek to reward, and where they are harmful, we sanction and correct.

Consistency in expectations and consequences is important for both staff and pupils, and the rewards and sanctions guidance below aims to promote clarity, consistency, and responsibility.

## DEFINITIONS

The following terms are used in this guidance.

### REWARDS (listed in order of prestige):

- **Verbal Praise:** All staff are expected to regularly recognise acts of good behaviour, kindness, consideration, helpfulness, contributions to the co-curricular programme, noteworthy effort, attainment and/or progress by verbally praising the students at the time of the action.
  - **Issued by:** All staff
  - **Reported to:** none, not recorded on iSAMS
  - **Tangible:** none
- **House Points:** (Junior School from Years 1-6) Repeated or special acts of good behaviour, kindness, being a positive role model, facing a challenge positively, listening, exceptional work, making excellent progress, persevering, class participation and other areas as agree in consultation with the School Council.
  - **Issued by:** All teaching staff
  - **Reported to:** Form Teacher, recorded with stickers in the Prep Pupil Planners

- **Tangible:** House Points accumulate and are monitored by Form Teachers. Each House Point is worth one point. The accumulation of 25 points will result in a Certificate of Excellence, 50 points in a Bronze Award Certificate and badge, 100 points in a Silver Award Certificate and badge and 150 points in a Gold Certificate and Badge, to be presented during Celebration Assemblies. The weekly House Point total is also announced in the Celebration Assembly as a combined score for each House that week.
- **Commendation:** (Senior School) Repeated or special acts of good behaviour, kindness, consideration, helpfulness, contributions to the co-curricular programme, noteworthy effort, attainment and/or progress in an academic subject are recognised with a Commendation.
  - **Issued by:** All teaching staff
  - **Reported to:** Tutor, recorded on iSAMS
  - **Tangible:** Commendations accumulate on iSAMS, and are monitored by tutors. Each Commendation is worth one point. The accumulation of 15 points will result in a Bronze Award Certificate, 25 points in a Silver Award Certificate or 50 points in a Gold Award Certificate, to be presented during assemblies.
- **Middle Leader's Commendation (Senior School):** Significant and/or repeated acts of good behaviour, kindness, consideration, helpfulness, contributions to the co-curricular programme, noteworthy effort, attainment and/or progress in one or more academic subjects are recognised by Head of Year, Head of Section or Head of Department's Commendation as appropriate.
  - **Issued by:** All staff
  - **Reported to:** Tutor, Head of Year, recorded on iSAMS, email to parents
  - **Tangible:** Commendations accumulate on iSAMS, and are monitored by tutors. Each Middle Leader's Commendation is worth five points. The accumulation of 15 points will result in a Bronze Award Certificate, 25 points in a Silver Award Certificate or 50 points in a Gold Award Certificate, to be presented during assemblies.
- **Deputy Head Award (Junior School):** Significant and/or repeated acts of good behaviour, kindness, consideration, helpfulness, contributions to the co-curricular programme, noteworthy effort, attainment and/or progress are recognised by the Junior School Deputy Head (Academic or Pastoral).
  - **Issued by:** Junior School Deputy Head Pastoral or Deputy Head Academic
  - **Reported to:** Form Teacher, Section Head, recorded on iSAMS
  - **Tangible:** Awards are given as stickers to the pupils and awarded in either Celebration Assembly or Final Assembly each term. Each Deputy Head Award is worth two House Points.

- **Headmaster's Commendation:** Behaviour which particularly embodies College Values or outstanding and/or repeated acts of good behaviour, kindness, consideration, helpfulness, contributions to the co-curricular programme, noteworthy effort, attainment and/or progress in one or more academic subjects are recognised by Headmaster's Commendation.
  - **Issued by:** Headmaster (upon recommendation of Tutor or Middle Leader) or Head of the Junior School
  - **Reported to:** Tutor (Senior School) Form Teacher (Junior School), Head of Year (Senior School), Section Head (Junior School) recorded on iSAMS, email to parents (Senior School)
  - **Tangible:** Headmaster's Commendations include a break-time reception in the Headmaster's office and a certificate (Senior School). Additionally, Commendations accumulate on iSAMS, and are monitored by tutors (Senior School). In the Senior School, each Headmaster's Commendation is worth ten points. The accumulation of 15 points will result in a Bronze Award Certificate, 25 points in a Silver Award Certificate or 50 points in a Gold Award Certificate, to be presented during assemblies. In the Junior School, each Headmaster's Commendation is worth three House Points and a certificate will also be given to the pupil in the final assembly of the term.
  
- **Half Colours (Senior School):** Significant contribution to and excellence in College co-curricular activities, significant contribution to the academic profile of the College and/or significant embodiment of College Values may result in Half Colours.
  - **Issued by:** Senior Leadership Team (upon recommendation of Middle Leader or Head of Co-curricular Area)
  - **Reported to:** Tutor, Head of Year, recorded on iSAMS, email to parents
  - **Tangible:** Student is given a choice of either a Half Colours tie or Half Colours badge. Half Colours are awarded at end-of-term assemblies.
  
- **College Prizes:** Outstanding and significant contribution to and excellence in College activities or outstanding, significant contribution to the academic profile of the College or to a particular Academic Subject and/or consistent embodiment of the College Values. Academic and Co-curricular prize criteria are prize-specific.
  - **Issued by:** The Headmaster (upon recommendation of a Middle Leader or Leader of Co-curricular Area) or the Head of the Junior School (upon recommendation of a Form Teacher or Section Head)
  - **Reported to:** Tutor or Head of Year in the Senior School, Form Teacher or Section Head in the Junior School; recorded on iSAMS, email to parents
  - **Tangible:** Prizes are awarded at the end-of-year Prize Giving ceremony.
  
- **Full Colours (Senior School):** Exceptional and long-standing contribution to and excellence in College co-curricular activities, exceptional and long-standing

contribution to the academic profile of the College and/or exceptional and long-standing embodiment of College Values may result in Full Colours.

- **Issued by:** Senior Leadership Team (upon recommendation of Middle Leader or Head of Co-curricular Area)
- **Reported to:** Tutor, Head of Year, recorded on iSAMS, email to parents
- **Tangible:** Full Colours blazer is awarded to student at end-of-term assembly.

### **SANCTIONS (listed in order of severity):**

- **Verbal Warning:** All staff are expected to respond directly to low level, unacceptable work, learning or other behaviour in any school context. Staff will point out to the pupil the behaviour that is unacceptable, explain why it is so, and the likely consequence if they choose to repeat it. This may also include more in-depth dialogue with pupils and non-verbal signals, if it is felt that they require further clarity as to which behaviour requires an improvement, particularly for younger pupils. Actions in this category might include (but are not limited to) distracting other pupils, talking over others, not having the appropriate equipment for a lesson, or failing to meet uniform expectations for the first ever time.
  - **Issued by:** Any member of staff
  - **Reported to:** none, not recorded on iSAMS
  - **Escalation:** Failure to heed a verbal warning will result in a call-back.
- **Call-back:** Where unacceptable pupil behaviour (learning or otherwise) has not been resolved with non-verbal signals, a verbal warning or discussion with the teacher and requires a more in-depth dialogue and explanation to resolve, the teacher should issue a call-back. This is suitable for dress code violation, poor punctuality, discourtesy and unkindness to others. Additionally, it can be used for a first instance of poor or missing work or classroom disruption. The issuing teacher assigns a time and place for the pupil to report back to them at, and the pupil notes the details down. In the Junior School, this should be as close in time to the issue of the call-back as possible (usually the next lunch time), in order that the pupil can remember and reflect upon their behaviour while it is recent. In the Senior School, this should normally be 1605 on the same day, to ensure commonality across staff, or first thing the following morning if that is not possible. At the call-back, the transgression should be discussed further to the point where the pupil understands and accepts fault and apologises. Appropriate remedial actions should be agreed where helpful. They might include repeating work and having it signed, for example, or making a formal apology to a peer or adult. Remedial actions should be completed as soon as possible, ideally during break or lunch time of the same day or the following day.
  - **Issued by:** Any member of staff
  - **Reported to:** Junior School: Form teacher, Junior School Deputy Head

Pastoral/Academic, Section Head, Parents, Recorded on iSAMS

Senior School: Tutor, recorded on iSAMS

- **Escalation:** Junior School: Two call-backs in one week or three call-backs in a half-term will result in an Academic or Conduct Report being issued and a meeting with the parents of the pupil.

Senior School: Failure to attend a call-back will result in an Academic or Conduct Detention. Two call-backs in one week or four call-backs in a half-term will result in an Academic or Conduct Detention. Further call-backs will result in a Saturday Detention or more serious sanction.

- **Conduct Report:** This is issued for ongoing concerns over conduct. Target cards/booklets for pupils to have 'signed-off' at various times of the day. In the Senior School, this can be for dress and appearance or a general signing card.

- **Issued by:** Junior School: Deputy Head Pastoral

Senior School: Tutor, Head of Section or Head of Year

- **Reported to:** Junior School: Form Teacher, Section Head, Parents, Recorded on iSAMS

Senior School: Tutor, HoY/HoS, Parents, Recorded on iSAMS

- **Escalation:** Junior School: Should the issue addressed by the report not improve, the Junior School Deputy Head Pastoral may request a review meeting with the pupil and parents for further action and may also issue a Conduct Detention.

Senior School: Failure to bring the card at the appropriate time will result in a Conduct Detention.

- **Academic Report:** This is issued for consistently poor or less than expected output in lessons and/or repeated missing of deadlines. In the Senior School, Academic Reports may be issued for poor Learning Scores. This report is signed after every lesson in the Senior School or at appropriate points in the day in the Junior School and presented to the tutor or Junior School Deputy Head Academic at agreed times. NB: Academic Report is a sanction rather than an intervention. For example, students who have earned low attainment scores on Benchmark or Trial exams may require some sort of target-based report card, but these should not have 'Report' in their name and should be linked to the STARS system.

- **Issued by:** Junior School: Junior School Deputy Head Academic

Senior School: Head of Section or Head of Year

- **Reported to:** Junior School: Section Head, Form Teacher, Subject

Teachers, Parents, Recorded on iSAMS

Senior School: Tutor, Subject Teachers, HoS/HoY, Parents, recorded on iSAMS

- **Escalation:** Junior School: Failure to maintain the report or to submit it to the Junior School Deputy Head Academic at the agreed time will result in an Academic Detention. Should the issue addressed by the report not improve, the Junior School Deputy Head Academic may request a meeting with the pupil and parents for further action and may also issue an Academic Detention.

Senior School: Failure to maintain the report or to submit it to the tutor at the agreed time will result in an Academic Detention and an interview with the Head of Section or Head of Year. Should the issue addressed by the report not improve, the Head of Year and/or Deputy Head Academic may request a meeting with the pupil and parents for further action.

- **Academic Detention:**

Junior School: A pupil can be called back to extend, catch up on, or repeat work. Academic Detentions are held on Mondays or Wednesdays from 1545 - 1630. The actual detention is a sanction, and is held in addition to any subject-specific help sessions arranged by teaching staff, which are support interventions rather than sanctions. The detention time should include some form of remedial action, such as completing or re-doing work.

Senior School: When a pupil displays consistent poor learning behaviours, for example repeat failure to hand in work or consistent disruption of lessons, a teacher can assign an Academic Detention. Academic Detentions are held on Thursdays from 1615-1715, and are supervised on a rotation by academic departments. The issuing teacher should provide the pupil with work to extend, catch up on or repeat (it is helpful to email the supervising Head of Department this work as well). The actual detention is a sanction, and is held in addition to the subject-specific clinics or drop-in sessions arranged through individual departments, which are support sessions rather than sanctions. Pupils are to meet the supervising teacher in the College Foyer by 1615. The supervising teacher then escorts the students to 121 serve the detention.

- **Issued by:** Junior School: Junior School Deputy Head Academic  
Senior School: Subject Teacher or Head of Department
- **Reported to:** Junior School: Section Head, Form Teacher, Parents, Recorded on iSAMS

Senior School: Tutor, HoS/HoY, HoD, Parents and recorded on iSAMS

- **Escalation:** Junior School: Earning three Academic and/or Conduct

Detentions during one term will result in a Head of Junior School Detention

Senior School: Failure to attend an Academic Detention will result in a new detention being issued. Failure to attend the rescheduled detention will result in a Saturday Detention. Earning three Academic and/or Conduct Detentions during one half-term will result in a Saturday Detention.

- **Conduct Detention:**

Junior School: This is issued for repeated infringements and other aspects of poor behaviour. Conduct Detentions are held on Mondays or Wednesdays from 1545 - 1630. The detention time should include some form of restorative justice, e.g. writing an apology letter.

Senior School: For repeated minor infringements/callbacks and absenteeism as well as other aspects of poor behaviour. Conduct detentions are held on Tuesdays from 1615-1715 and are supervised on a rotation by Pastoral Leaders. The detention time should include some form of restorative justice, e.g. writing an apology letter. The teacher assigning the conduct detention should make provide some work for the student to do (in the way of restorative action), and should email the supervising Pastoral Leader this work in advance of the detention. Students are to meet the supervising teacher in the College Foyer by 1615. The supervising teacher then escorts the students to 121 to serve the detention.

- **Issued by:** Junior School: Junior School Deputy Head Pastoral  
Senior School: Tutor, Teacher, Head of Section or Head of Year
- **Reported to:** Junior School: Section Head, Form Teacher, Parents, Recorded on iSAMS  
Senior School: Tutor, HoY, Deputy Head Pastoral, Parents, Recorded on iSAMS
- **Escalation:** Junior School: Earning three Academic and/or Conduct Detentions during one term will result in a Head of Junior School Detention  
Senior School: Failure to attend a Conduct Detention will result in a new detention being issued. Failure to attend the rescheduled detention will result in a Saturday Detention. Earning three Academic and/or Conduct Detentions during one half-term will result in a Saturday Detention.

- **Head of Junior School Detention:** (Junior School only) This is issued as an additional sanction should a pupil receive three conduct and/or academic detentions during one term or as a result of escalation of the sanctions process due to non-compliance.

- **Issued by:** Head of Junior School
- **Reported to:** Junior School Deputy Heads, Section Head, Form Teacher, Parents, Recorded on iSAMS
- **Escalation:** Temporary internal or external exclusion
- **Saturday Detention:** (Senior School only) This is issued as an additional sanction should a pupil receive three conduct and/or academic detentions during one half-term or as a result of escalation of the sanctions process due to non-compliance. Saturday detentions take place on Saturdays from 0830 – 1030, and are supervised on rotation by members of the Senior Leadership Team. Students are to meet the supervising teacher in the College Foyer by 0830. The supervising teacher then escorts the students to the classroom of their choice to serve the detention.
  - **Issued by:** Head of Section or Deputy Head
  - **Reported to:** Tutor, HoY and HoS, Deputy Head Pastoral, Parents, Recorded on iSAMS
  - **Escalation:** Failure to attend Saturday Detention will result in an interview with a Deputy Head (with or without parents) and either a second Saturday Detention or possibly a temporary internal or external exclusion.
- **Gating:** (Senior School only) Gating may be used for first time Serious Offences or as an escalation following persistent poor conduct or academic irresponsibility. Gating may include a signing card/report and loss of privileges such as Forder, sports or other activities and will also likely include a Saturday Detention. Pupil to meet with Deputy Head Pastoral at the end of the period of Gating to present and discuss a letter outlining their reflections on the behaviour that resulted in the Gating, and the commitments they will make to ensure it is never repeated.
  - **Issued by:** Deputy Head or Headmaster
  - **Reported to:** Tutor, HoY, Parents, Recorded on iSAMS
  - **Escalation:** Violation of Gating will likely result in a temporary internal or external exclusion
- **Temporary Exclusion - Internal or External:** For Serious Offences or for repeated offences of a more minor nature that compromise the College's ability to trust the pupil. A fixed period of exclusion from College life. The decision as to the duration of the exclusion and whether it is served on-site (internal) or off-site (external) will be made by the Head of the Junior School or Deputy Head of the Senior School based on the circumstances and the best interests of the pupil and the College. For internal exclusions, the pupil remains at school but is isolated during lessons with work provided for them to complete. They will also be escorted into lunch, and may not participate in the Forder co-curricular programme. For temporary external exclusions, work will be provided for the pupil to complete at home. In both instances, the exclusion ends with a meeting with a Head of the Junior School and the parents of the pupil or Deputy Head of the Senior School at which the pupil presents and discusses their reflections on the exclusion (in the form of a letter in the



Senior School) and the commitments they will make to restore the full trust and support of the College for their education.

- **Issued by:** Junior School: Head of Junior School  
Senior School: Deputy Head
- **Reported to:** Junior School: Junior School Deputy Heads, Section Head, Form Teacher, Parents, Recorded on iSAMS  
Senior School: Tutor, HoY, Parents, Recorded on iSAMS
- **Escalation:** Failure to maintain a positive relationship with the College following a Temporary Exclusion is likely to result in another Exclusion, Temporary or Permanent, at the Headmaster's discretion.
- **Permanent Exclusion:** A permanent exclusion from the College, for Serious Offences or persistent poor conduct or academic irresponsibility. See *Exclusion Procedures* for further details of Exclusion Procedures.
  - **Issued by:** The Headmaster
  - **Reported to:** All Staff, Parents, Governors, Local Area Authority (according to the pupil's home post code), Recorded on iSAMS

**Serious Offence:** infractions that incur the most serious sanctions. Any single act or developing pattern of behaviour may be deemed a Serious Offence at the discretion of any member of the College Leadership Team. Any offence may be deemed a 'Serious Offence' in the professional judgement of the Headmaster, Deputy Head Academic, Deputy Head Pastoral or Head of Junior School, given the circumstances and context of the offence. Serious Offences include but are not limited to:

- Drug abuse including supply, possession or use
- Alcohol abuse
- Smoking
- Theft, blackmail
- Leaving the College Site during the School Day without leave
- Wilful truancy from timetabled lessons or activities, including assemblies and registration periods
- Bullying, including cyberbullying
- Physical assault, threatening behaviour or intimidation
- Fighting, regardless of extent of physical contact or injury
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct including the supply and possession of pornography
- Wilful damage to property
- Certain violations of the College's Pupil Acceptable Use Policy for ICT or the College's Bring Your Own Device Policy
- Possession or use of unauthorised firearms or other weapons
- Cheating, including plagiarism (not limited to public examinations)
- Malicious allegations against staff

- Persistent attitudes or disruptive behaviour which are inconsistent with the College's ethos, including on social media
- Failure to adhere to an agreement made as part of an Academic or Conduct Sanction, for example a Behaviour Agreement
- Parental or pupil behaviour which, in the Headmaster's reasonable opinion leads him to believe that removal of the pupil from the College is in the best interests of the College or the pupil

## **FOLLOW UP ON SANCTIONS AND REWARDS**

Tutors in the Senior School will be made aware via email of any sanction or reward that is issued for one of their tutees. It is expected that tutors follow up each of these with a discussion with the pupil, extending congratulations or talking about how future sanctions might be avoided. A full report of sanctions and awards will be prepared for each tutor near the end of each half term. Tutors are to examine these and report positive or worrying trends to their HoY for follow-up. Follow up from HoY might include further rewards or sanctions.

If a teacher or tutor feels that sanctions aren't being properly applied, or that a sanction is disproportionate, they should speak to the appropriate HoY in the first instance or the Deputy Head Pastoral should the outcome be unsatisfactory.

<b>Behaviour Management Procedures</b>			
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<b>Date Ratified:</b>	Michaelmas 2019	<b>Next Review Date:</b>	Lent 2020
<b>Committee:</b>	N/A	<b>Clerk to the Governors</b>  <b>Signature:</b>	N/A