

<b>9a Behaviour Policy</b>		<b>Implementation Date</b>	4 Sep 2019	
<b>Author</b>	Deputy Head	<b>Reviewer</b>	Head	

## INTRODUCTION

This policy is applicable to all children in Thetford Grammar School ('the School') including those in the Early Years Foundation Stage and aims to promote good behaviour, self-discipline, self-respect and respect for others.

This policy applies when pupils are at the School, travelling to and from the School and otherwise representing the School or in some other way identifiable as a pupil of the School. It applies when pupil's misbehaviour:

- poses a threat to members of the School community and/or the public;
- may result in repercussions for the orderly running of the School; and/or
- adversely affects the School's reputation.

The School acknowledges its legal duties in respect of safeguarding and its obligations under the Equality Act 2010. The School will make reasonable adjustments for managing misbehaviour which is related to a pupil's disability. Any genuine religious or belief requirements which may affect a pupil, for example, when being able to present their case, will also be considered.

This policy should be read in conjunction with the School's Anti-Bullying Policy, Safeguarding Policy, Boarding Handbook, School Handbook and the EYFS Behaviour Policy.

## SCHOOL EXPECTATIONS

The School has the highest expectations of behaviour and expects all pupils to act with courtesy and consideration for others in and out of school. The School believes that in order to enable effective teaching and learning, it is essential to promote and maintain the highest standards of behaviour. In order to achieve this aim, it is important to establish and maintain good teacher/pupil relationships throughout the School. Much of this is achieved through sound and effective teaching in the classroom, as well as opportunities afforded in pastoral work in tutoring, PSHE, assemblies and support from Year 13 Prefects.

The School's rich and varied co-curricular programme also helps to promote high standards of behaviour and positive working and social relationships within and outside the School community. The School acknowledges and rewards the good work and behaviour of pupils and seeks to create a caring, safe and happy learning environment in school by:

1. Encouraging all members of the School community to show consideration for others;
2. Encouraging pupils to be honest, acquire self-discipline, and take responsibility for their own actions and choices;
3. Encouraging pupils to respect and uphold the customs and rules of the School; and
4. Fostering a set of shared values among staff, pupils, parents and the wider community.

The School will endeavour to:

1. Ensure that the School's policy on promoting good behaviour and system of rewards, punishment and pastoral provision are understood by staff, pupils and parents
2. Encourage staff to recognise and praise good behaviour as well as manage poor behaviour
3. Ensure that when sanctions are applied, they are appropriate and applied in a fair and consistent manner.

## **ROLES AND RESPONSIBILITIES**

**The School Proprietor** The School Proprietor will establish in consultation with the Head, the policy for the promotion of good behaviour and sanctions to be adopted in the event of pupil misbehaviour and will keep it under review. The School Proprietor, in conjunction with the CEO, will ensure this policy is communicated to staff, pupils and parents and will support the Head in maintaining high standards of behaviour throughout the School.

**Head** The Head will be responsible for ensuring the implementation and day-to-day management of this policy.

**Boarding Head of House** The boarding Head of house is responsible for the behaviour of the pupils during the hours considered as 'Boarding time'. These hours are from 1800 each evening until 0800 each morning during the week, and during the weekends. The standards and behaviours outlined in this document should be adhered to during these times.

**Staff** All teaching and non-teaching staff will be responsible for ensuring that behaviour is managed in accordance with this policy, and that this policy is consistently and fairly applied.

Staff have a key role in advising the Head on the effectiveness of this policy in practice. They also have responsibility, with the support of the Head, for creating a high-quality learning environment, promoting good behaviour and implementing the agreed policy and procedures consistently.

**Parents** The School expects all parents to support the School in managing their child's behaviour and expects them to work with the School in the interests of all pupils to encourage strict adherence to the school rules on behaviour, conduct and attendance. Parents are responsible for the behaviour of their child both inside and outside the School. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both in and out of school. This includes pupil conduct on the way to and from school e.g. when on buses and on expeditions away from School during term time or in the holidays.

The communication between parents and the School is vital: parents will be informed of any disciplinary action taken against their child. The School operates an 'open door' policy whereby parents are encouraged to raise and discuss any matter of concern with staff.

**Pupils** Pupils are expected to take responsibility for their own behaviour to enable staff to teach and promote learning without interruption or harassment. They will be made fully aware of the School policy, procedure and expectations. Pupils also have a responsibility to ensure that any incidents of poor behaviour such as disruption, violence, bullying and any form of harassment are reported promptly to staff. This includes any poor behaviour which takes places online, such as cyber-bullying.

## **MANAGING PUPIL'S TRANSITION**

The School will ensure all new pupils are fully aware of the standards of behaviour expected and

there will be opportunities to discuss the School's expectations of behaviour during, for example, in PSHE.

All new pupils in the School are encouraged to attend an Induction Day. The School needs to be informed of any concerns by parents before enrolment. The School will endeavour to assist all pupils to acclimatise to the new routines and arrangements. New pupils are 'buddied' for the first period in school (typically two weeks). Form Tutors will arrange an initial meeting with parents and the pupil after two weeks at the School to review any settling in issues e.g. friendships, routines, homework, class work, etc.

All new parents to the School are invited to attend a New Parent Induction lead by the Head and other senior members of staff.

## **REWARDS**

The School will acknowledge effort and good behaviour and will praise and celebrate pupils in their curricular and co-curricular achievements. Rewards, acknowledgements and praise may include:

- Verbal praise. A word of praise or encouragement can help to improve the performance and self-esteem of all pupils and should be given as reinforcement of good behaviour or good work
- Written praise. This can include positive comments on pupil work
- Reports on positive behaviour and attitude in sports, trips and other activities can be acknowledged in whole school assemblies
- House points. House points can be awarded in a variety of situations such as for good work, an improvement in work/attitude and helpfulness
- Notable academic and extra-curricular achievements can be celebrated by announcements in assembly. Colours, certificates and trophies are also awarded in the presence of the whole school
- Achievements noted in Press releases, the School Magazine, School Highlights, Head's Newsletters, website and display areas in school
- Letters home to parents from Heads of Section to recognise notable academic achievement or improvement
- Endeavour certificates are awarded in the Prep School at the end of each half-term for either

significant progress or academic achievement. Letters of commendation are awarded by the Head for similar achievement or effort each half-term in the Senior School

- Presentation of certificates or awards for school and outside activities in Prep School and whole school assemblies
- On Speech Day prizes, cups and certificates are awarded for effort and achievement, contribution to school life and service

## SANCTIONS

The School does not use or threaten corporal punishment.

It is hoped that pupils will respond to positive encouragement, rewards and high expectations. If pupils fall short of the expected standards of behaviour, the School may try to first address the behaviour by:

- Reminding pupils of the School's expectations of behaviour and giving pupils the chance to improve
- Allowing a pupil time to 'calm down'
- Giving time to listen and asking what could have been done instead to help the pupil understand the consequences of their actions and behaviour

However, some sanctions will be required from time to time for conduct which falls below the standard which could reasonably be expected of pupils. All sanctions will be reasonable and proportionate to the circumstances of each case, taking into account the severity of the poor behaviour, the pupil's age, any SEN or disability the pupil may have and any religious requirements affecting them. The pupil's previous record and any extenuating circumstances may also be taken into account.

The Head may prescribe and authorise the following sanctions. The following examples are not meant to be prescriptive but should serve to give some indication of when a particular sanction might be used. These will include:

Name	Set by	Description/Nature	Reasons/Examples
Reprimand	All staff		<ul style="list-style-type: none"><li>• Uniform/appearance</li><li>• Running in corridors</li></ul>

			<ul style="list-style-type: none"> <li>• Use of mobile phone/music devices at an inappropriate time</li> </ul>
Detention	All staff	15-30 minutes	<ul style="list-style-type: none"> <li>• Late to lesson/registration</li> <li>• Poor work/effort in class</li> <li>• One off failure to produce a homework</li> </ul>
Departmental Detention	Heads of Department	40-60 minutes	<ul style="list-style-type: none"> <li>• Persistent failure to produce homework</li> <li>• Missing internal coursework deadlines</li> <li>• Persistent poor behaviour/attitude in lessons</li> <li>• Failure to attend detention</li> </ul>
Daily Report	Tutors/Heads of Section	Report card signed off by staff	<ul style="list-style-type: none"> <li>• Persistent work or organisational issues</li> <li>• Concerns about pupil's attitude toward learning</li> </ul>
Internal Suspension of Privileges	Heads of Section	Loss of breaktime and lunchtime Supervised by Head of Section	<ul style="list-style-type: none"> <li>• Serious misuse of classrooms/Sixth Form Centre/School</li> <li>• Being sent out of lessons</li> <li>• Persistent work/behaviour issues</li> <li>• Lying to a member of staff</li> </ul>
After School Detention	Heads of Section	1600-1730 Supervised by SLT	<ul style="list-style-type: none"> <li>• Persistent lack of work/inappropriate behaviour</li> </ul>
Internal Suspension	Heads of Section	Removal from lessons 0840-1600 Supervised by SLT	<ul style="list-style-type: none"> <li>• Persistent lack of work/inappropriate behaviour</li> <li>• Causing persistent/serious disruption to the learning of other pupils</li> </ul>
Saturday Detention (Boarders only)	Head	0900-1200 Saturday	<p>Serious breaches of the School's Behaviour Policy, which may include:</p> <ul style="list-style-type: none"> <li>• Missing lessons</li> <li>• Smoking</li> <li>• Deliberate and serious damage</li> </ul>

			to school property Persistent issues of punctuality/work/behaviour
Suspension	Deputy Head/Head of Prep School/Head	Supervised by Headmaster	Serious breaches of the school's Behaviour Policy which may include: <ul style="list-style-type: none"> <li>● Swearing at a member of staff</li> <li>● Violent or abusive behaviour</li> <li>● Persistent defiance</li> <li>● Bullying (including cyber-bullying)</li> <li>● Behaviour which jeopardises the safety of others</li> <li>● Vandalism</li> <li>● Serious breaches of the school's AUP and Mobile technology Usage Policy</li> <li>● Conduct which brings the school into disrepute.</li> </ul>
Permanent Exclusion	Head		<ul style="list-style-type: none"> <li>● Repeated serious breaches of the School's Behaviour Policy.</li> </ul> <p>In exceptional circumstances it is appropriate to permanently exclude a pupil for a first offence or 'one off' offence, such as:</p> <ul style="list-style-type: none"> <li>● Serious or threatened violence/misconduct against another member of the School into disrepute (single or repeated episodes)</li> <li>● Misconduct of a sexual nature; sexual abuse or assault; supply and/or possession of pornography</li> <li>● Supply/possession/use of certain drugs and or solvents or their paraphernalia or substances intended to resemble them, alcohol and</li> </ul>

			<p>tobacco</p> <ul style="list-style-type: none"> <li>● Possession or use of unauthorised firearms or offensive weapons</li> <li>● Persistent attitudes or behaviours which are consistent with the ethos of the School.</li> </ul>
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A number of other strategies are available to the pastoral team, such as, a daily report, counselling and temporary removal from a class.

Rewards and Sanctions that are only relevant to the Boarding pupils can be found in the Boarding Handbook

### **Prep School**

In the Prep School minor indiscretions should be dealt with in the classroom by the class teacher. Where children from more than one class are involved, the class teachers should liaise over the matter and the Head of Prep School should be informed.

Where Year 12 Prefects note a misdemeanour, they **MUST** report the incident to the Form Tutor or Head of Prep School without delay.

In most cases, when an instance of misbehaviour occurs, it is best dealt with immediately by the member of staff at hand or the duty teacher. However, where follow-up is required, it is important to use the disciplinary ladder:

1. Duty Teacher Form Teacher
2. Head of Prep School or Head of Section Deputy Head
3. Head

For serious misbehaviour, it may be necessary to short circuit the discipline ladder and refer straight to the Head of Prep School or the Deputy Head or Head.

Please also read the **EYFS Behaviour Policy**

## **PASTORAL SUPPORT PROGRAMME**

If there are incidents of poor manners, behaviour, attitude or work ethic and a verbal rebuke is considered insufficient, teachers will record their concerns and the action they have taken on a blue feedback slip. Form Tutors may contact parents if a number of blue feedback slips are received in a short space of time. All major and persisting concerns are passed to the Head of Section who will keep a record of any further action taken and the Deputy Head and Head will be informed.

Pupils with emerging behaviour concerns or at risk of permanent exclusion from the School will be placed on a Pastoral Support Programme which may include mentoring/support. A plan will be agreed between the School, the pupil and the parents.

There will be occasions when external agencies are consulted. For example, the police may be involved where the School suspects the law has been broken or a pupil may be in danger of immediate harm. Sensitivity and discretion will be deployed at all times by staff involved and parents will be kept fully informed (subject to where informing parents puts the child at risk – see the School’s Safeguarding Policy).

Where an issue of pupil behaviour or bullying gives ‘reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm’, the School’s Safeguarding Policy procedures will be followed rather than this and the School’s Anti-Bullying policy. The School will also consider whether any disruptive behaviour might be the result of unmet educational or other needs and whether a multi-agency assessment is necessary.

## **SUSPENSION AND PERMANENT EXCLUSION**

Parents will be informed in writing where their child is suspended or excluded from the School together with reasons for the suspension or permanent exclusion. The CEO will also be informed.

An internal suspension from lessons means that the pupil has to work outside the Deputy Head’s Office or other designated area from 8.40am until 4.00pm.

## CONFISCATION

Staff have the right to confiscate inappropriate items. This may include when:

- an item is a danger to others e.g. laser pen
- an item disrupts teaching and learning e.g. an MP3 player/mobile phone
- an item is against school uniform rules/dress code e.g. jewellery and non-uniform items
- an item poses a health and safety threat e.g. neck chain worn during P.E
- an item which is illegal for a child to have e.g. pornographic material

When an item is confiscated a record will be made by the member of staff involved and a copy kept on the pupil's file. Items of obvious value will be labelled and stored in the School's safe until they are returned to the pupil. In most cases confiscation is a sufficient sanction, and return of the item at the end of the lesson or school day is adequate time to reinforce the school rule. If the School chooses not to return an item at the end of the School day, parents will be informed in writing. In some cases, parents may be asked to retrieve the item.

Other items which the pupil should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the School to an external agency for disposal or further action as necessary. This will be followed by a letter to the parents confirming that this has taken place and the reasons for such action.

## SEARCH POWERS

If there are sufficient grounds to believe that a pupil is in breach of school discipline, a pupil can be searched for any item with the pupil's consent. The grounds for a search will vary but may, for example, be based on a suspicion of a pupil being in contradiction of the School rules on drug, alcohol or smoking. It may also be an allegation of theft. A search will normally be carried out in the presence of another member of staff.

Only the Head and authorised members of staff can search a pupil's belongings without the

pupil's consent and only where there are reasonable grounds for suspecting that a pupil is in possession of a "prohibited item". Prohibited items are knives or weapons, alcohol, illegal drugs and stolen items; tobacco and cigarette papers, fireworks and 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 property; and any item banned by the school rules which has been identified in the rules as an item which may be searched for. Any 'without consent' search will be carried out by a member of staff of the same sex as the pupil being searched; and there will be a witness present (also a staff member) who, if at all possible, is the same sex as the pupil being searched. The School will only carry out a 'without consent' search by a member of staff of the opposite sex and without a witness present, if the School reasonably believes there is a risk that serious harm will be caused to a person if the School does not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

A search may include a search of a pupil's outer clothing but the pupil will first be given the opportunity to 'empty their pockets'. Any such search will be done in the presence of another member of staff and only outer clothing will be requested to be removed. Only the Police can carry out an intimate search.

Any evidence that may be uncovered may then be used in any disciplinary proceedings that ensue as a consequence. Parents will also be informed of such searches and the reasons why.

In addition, the Head and members of staff authorised by the Head can use such force as is reasonable to conduct a search for the following 'prohibited items':

- Knives and Weapons
- Alcohol
- Illegal Drugs
- Stolen Items
- Tobacco and cigarette papers
- Fireworks
- Pornographic material
- Any article that has been or is likely to be used to commit an offense, cause personal injury or damage to property

Reasonable force cannot be used to search for items banned under the School Rules.

Where staff find controlled drugs, pornographic material, stolen items and any article that has been (or could be) used to commit an offence or to cause personal injury or damage to property, such items will usually be passed to the police. Any article thought to be a weapon or any pornographic image which constitutes a specified offence (i.e. it is extreme or child pornography) will be delivered to the police.

**Electronic and mobile device confiscation** The misuse of electronic and mobile phones will result in it being confiscated and passed on to the School Office where it is logged. The School may examine a seized device if there is good reason to do so. Likewise, lap-tops suspected of being used inappropriately may also be searched and sanctions may follow as a result of uncovering any material that contravenes the School's Acceptance Use Policy and school rules. Examples of inappropriate use might be abusive/offensive texts or the sending of inappropriate images. If inappropriate material is found on the device, the member of staff will decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

All school staff should be aware that behaviours linked to sexting put a child in danger and are referred to the School's Safeguarding Policy which sets out the School's approach to sexting.

## **PHYSICAL VIOLENCE**

In any incident of physical violence, a record must be kept in the file of the victim as well as in the file of the perpetrator. Parents will usually be informed of the steps taken to deal with the matter.

## **USE OF REASONABLE FORCE TO CONTROL OR RESTRAIN**

Staff may use '*such force as is reasonable*' for the purpose of preventing a pupil from:

- Committing an offence
- Causing injury to, or damage to the property of, any person (including themselves)
- Prejudicing the maintenance of good order and discipline.

The force must:

- Be reasonable and proportionate to the circumstances and the seriousness of the behaviour
- Be undertaken only by members of staff given the authority by the Head
- Take account of any disability or SEN the pupil may have
- Never be used as a punishment.

## **Application of Force**

Physical intervention can take several forms. It might involve staff:

- Physically interposing between pupils
- Blocking a pupil's path
- Holding
- Pushing
- Pulling
- Leading a pupil by the hand or arm
- Shepherding a pupil away by placing a hand in the centre of the back

In exceptional circumstances, where there is an immediate risk of injury, a member of staff may need to take any necessary action that is consistent with the concept of 'reasonable force': for example to prevent a young pupil running off a pavement onto a busy road, or to prevent a pupil hitting someone.

A detailed, contemporaneous, written report will be made of any occasion where force is used.

Where physical intervention is used in the early years setting, parents will be informed of all incidents and on the same day or as soon as reasonably practicable.

## **MALICIOUS ALLEGATIONS**

The School takes its responsibilities for safeguarding and child protection very seriously and all allegations (against staff or pupils) will be managed in accordance with the appropriate school policies and procedures, such as the School's Safeguarding Policy where there are any safeguarding concerns.

An allegation made by a pupil which is found to be malicious will be treated as serious misconduct and will be managed in accordance with this and the School's Exclusions Policy as appropriate. Malicious allegations of abuse may result in the suspension or permanent exclusion of the pupil from the School. Incidents may also be reported to the police if there are grounds for believing a criminal offence may have been committed. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of the School community will be treated with the utmost seriousness and managed in accordance with the appropriate school policies and procedures.

## COMPLAINTS PROCEDURE

Any parental complaints regarding the application of this policy should be made in accordance with the School's Complaints Procedure.

## RECORDS

The School records all sanctions for serious behaviour in the School Discipline Register. This register includes the pupil's name and year group, the nature and date of the offence, and the sanction imposed so that patterns of poor behaviour can be identified.

A record of any reported incidents will also be kept in the pupil's file. In addition, there is a centralised record of any significant sanctions.

Date	Summary of Changes	Author	Approver
Sep 2019	Reference to relevant policies	Amanda Faye	Michael Brewer
	Reference to boarding		