

## **BEHAVIOUR POLICY**

**This policy covers all pupils from age 11 – 19 years across the Senior School.**

### **DEFINITION OF BEHAVIOUR FOR PURPOSES OF THIS POLICY:**

The way in which a pupil acts or conducts oneself, especially towards others and the impact this behaviour may have on members of the school community.

### **STATEMENT:**

Royal Russell School aims to provide a secure and supportive environment for all members of the Royal Russell School community so that each individual can achieve his/her potential.

### **AIMS:**

This policy aims to support the School's work to enhance self-discipline and self-esteem by emphasising support and reward for excellent behaviour so that all members of our community are enabled to value themselves and their achievements.

The benefit to everyone of good behaviour is that it helps to create and maintain the harmonious and beautiful surroundings in which we live, work and flourish. For individual pupils, good behaviour is acknowledged and praised by teachers and recognised more formally in different contexts by the awarding of various prizes, privileges and promotions to positions of responsibility.

The School Rules help to promote good behaviour. The School Rules refer to various School policies designed to promote good behaviour and the School's Policy on Bullying is particularly important in this regard.

The aim of sanctions (where applied) is to manage behaviour so that pupils learn to show a sense of worth for all members of the community.

- To support staff in modelling appropriate standards of behaviour to all pupils, not just those in a teacher's immediate care (See Staff Code of Conduct)
- To ensure all pupils understand the standards of behaviour expected of them at all times (See Pupil Code of Conduct)
- To reward pupils for outstanding achievement in behaviour
- Apply appropriate sanctions with compassion and consistency to manage behaviour that falls short of appropriate standards (See Detention Policy)
- Support the implementation of the Royal Russell Anti-Bullying Policy (See Policy).
- Support pupils as they move from the Junior School to the Senior School

## **SCHOOL RULES**

The School Rules and the School's supporting rules, policies, protocols and codes of conduct are designed to maintain an orderly, purposeful and happy School community in which Russellians develop and demonstrate the values of responsibility, perseverance, kindness, moral courage and open-mindedness. What follow are the general principles and rules which parents support and to which pupils are required to adhere

### **GENERAL PRINCIPLES**

- Pupils are expected to exhibit a high standard of personal behaviour and to work to the best of their abilities at all times. Any pupil who does not do so may, after warning, be required to leave the School at any time

- The School Rules are not restricted solely to School premises and term time. Conduct, including behaviour on-line, outside School term time and off School premises may be deemed to be a breach of School Rules where that conduct has a detrimental impact on the School, its reputation or the School community.
- Breaches of these School Rules or any supporting rules, policies, protocols or codes of conduct may, when necessary, result in a sanction. Any sanction should match the severity of the breach and be issued in accordance with the School's Behaviour Policy.
- Serious or persistent breaches of School Rules may result in the pupil being suspended from School for a period of time, with the suspension sometimes being accompanied by a final warning regarding their future in the School. For the most serious breaches of School Rules, or indeed any conduct of a pupil or parent which undermines the School's trust and confidence in that person's ability or willingness to abide by the School Rules, a pupil may be required to leave in the absence of a prior offence and final warning.
- Any decision to expel will normally only be taken following a meeting with the pupil's parents (and pupil if appropriate) at which they will be given the opportunity to respond to the evidence of the conduct concerned.

## **BEHAVIOUR AND RELATIONSHIPS**

- Pupils are expected to promote the happiness of the School community by being cheerful, positive and helpful in all that they do. They should always give consideration to the feelings of others and take responsibility for reporting any concerns to a member of staff.
- All pupils are expected to be honest, to act in accordance with the laws of the country and to apply common sense to all aspects of their behaviour.
- Pupils are required to act in a way that protects and promotes their own and others' safety and wellbeing. Pupils should not bring anything into School that could be harmful, either to themselves or to others. There are particular rules about drug, alcohol and tobacco use which appear in separate policies.
- Mobile computing devices must be used responsibly and in accordance with the relevant policy. In a close community it is particularly important to develop and maintain good relations with others.
- All pupils are expected to exhibit kindness, tolerance and empathy, and to show respect and care for others and their possessions. There is a separate Anti-Bullying Policy.
- Pupils are expected to take pride in their appearance and to maintain high standards in both their attire and personal grooming and follow the School dress code.
- The School's computer network and its devices must be used appropriately, in line with the School's IT Acceptable Use policy.

## **ACADEMIC**

- All pupils are expected to work to the best of their ability and be committed to their studies and beyond: through wider reading and further enquiry, working beyond formal academic requirements, pupils should seek to pursue intellectual stimulation. Thereby, pupils might lay the foundations to become lifelong learners and, through good example, promote an environment in which everyone can flourish academically.
- Everyone within the community has a responsibility to promote academic excellence and the love of lifelong learning: nothing should be done to undermine such an intent. Within the School community we expect from all respectful behaviour.
- The highest standards of behaviour and courtesy are always expected, including punctuality and cooperation.
- It is the responsibility of the pupil to catch up with any work that has been missed.
- Pupils should keep abreast of their studies, completing work to the very best of their ability in a timely fashion.
- Care should be taken over academic materials, such as iPads, books from the library, text books and files: pupils should demonstrate pride in the pleasure of academic study.
- Academic honesty is a requirement of all pupils: to do anything other than this is to be disrespectful of the work of others. Malpractice in all its forms is forbidden, and care should be taken to avoid plagiarism, collusion, disobedience or in any way seeking to gain an unfair advantage over others.
- Committing a serious act of malpractice may result in suspension and, in the case of malpractice in public examinations (including coursework and controlled assessments), any such infraction may lead to disqualification by the examination board.

## **HOUSE**

- A pupil's Housemaster or Housemistress have particular responsibility for their safety and welfare while they are at School. All pupils are required to ensure that the House staff on duty knows of their whereabouts at all times.
- Separate rules are published regarding times for being out of House for boarders, including visits to other Houses, to local towns and to go home at weekends.

## **ENVIRONMENT**

- The School grounds and buildings are for the use and enjoyment of all members of the School community. All pupils, parents and members of staff are expected to care for them so that future generations will benefit from them too. Enjoyment of the School's grounds and buildings should not be at the cost of anyone else's enjoyment of them. Excessive or offensive noise should be avoided; litter should be placed in the bins provided; books, kit and other belongings should not be discarded but taken back to day or boarding houses.

- Any accidental damage should be reported as appropriate. Houses, Departments, sports and activities may have their own rules, policies, protocols and codes of conduct which must also be known and observed.

## **SPECIFIC AREAS OF RESPONSIBILITIES:**

### **Headmaster**

The Headmaster is responsible for the implementation of this policy and for supporting the staff who are dealing with challenging behaviour.

### **Deputy Heads**

The Deputy Heads (with the Housemasters/mistresses) are responsible for the day-to-day implementation of this policy and for supporting teachers faced with challenging behaviour. The Deputy Heads will make training in promoting positive behaviour available for Newly Qualified Teachers (NQTs) and other teachers in need of such support.

### **Housemasters/mistresses and Heads of Year**

They are responsible for the day-to-day implementation of this policy and work closely with the pupils and parents/guardians of their House to ensure a fair and consistent approach to behaviour and discipline. In particular they should ensure that all Year 7 pupils understand expectations by explaining this policy.

### **Staff**

This category includes teaching and support staff. Staff members are responsible for ensuring they understand this policy and apply it fairly and consistently. Staff should also support each other in maintaining high standards of behaviour. Staff should also report to the Deputy Heads aspects of this policy that require amendment in the light of day-to-day experience.

### **Parents, Guardians and Carers**

Parents, guardians and carers have ultimate responsibility for the behaviour of their children, most particularly outside the school premises. They are asked to support the School in maintaining high standards of behaviour and draw the School's attention to any issues arising from the operation of this policy.

### **Pupils**

Pupils are responsible for their own self-discipline within the aspirations of this policy. Pupils are also responsible for reporting inappropriate behaviour to members of staff.

## **EXPECTATIONS:**

All members of staff communicate expectations of behaviour in their attitudes to the whole community. The Headmaster communicates expectations to parents/guardians and the wider community through correspondence with the home, and through the School Council /Sixth Form Committee in school.

Senior members of staff communicate expectations at Assemblies/Chapel. Expectations are communicated and reinforced by Tutors and subject teachers in tutor time and in lessons. Peer reinforcement is communicated through presentations at Assemblies and by mentors.

## **PROMOTION OF GOOD BEHAVIOUR**

Royal Russell School seeks to affirm pupils in excellent behaviour so that all members of the community can recognise when it is modelled. Recommended procedures include:

### **Praise:**

Positive examples of effort, attitude, behaviour, and achievement should be praised openly and publicly both during a lesson and at year and school Assemblies. 'Merits' and Commendations may be awarded (*See Pupil & Staff Handbooks*).

### **House Events:**

A tangible means of reinforcing day-to-day examples of good behaviour.

### **Sports Colours:**

Reinforce the positive contribution made by pupils.

### **Positions of Responsibility:**

Reinforce the positive contribution made by pupils.

### **School Reports:**

Housemasters/mistresses/Tutor reports/subject and class teachers communicate to parents the pupils' effort, behaviour, attitude and achievements across all areas of school life over the academic year.

### **Assemblies and Royal Russell Day**

End of term award Assemblies and Royal Russell Day.

Victory Cup award awarded at each Assembly.

## **SANCTIONS**

At all levels of sanction, it must be made clear that it is the behaviour that is unwelcome, not the pupil.

Physical contact with a pupil is not acceptable in any circumstance other than administering First Aid.

Before applying sanctions, best practice requires consideration of any extant information relating to the pupil's situation, most particularly with reference to the SEND Register and consultation with House staff. Where conduct is deemed to fall short of the expected standard the following procedure is recommended:

### **Immediate Response: Appendix 1**

- L1 will be allocated for low level disruption
- More serious incidents require one-to-one support describing what was wrong and how to remedy it
- If a lesson is being seriously affected then a short period of time outside the classroom may be necessary
- Lunchtime Detention can be arranged and supervised within departments.
- Escape room is detention taken during lunchtime for inappropriate behaviour outside the classroom

### **Persistent Problems:**

Referred to the Housemasters/mistresses/subject and class teachers who may follow similar procedures to those described above but additionally can:

- Inform parents/guardians and seek their support
- Place the pupil on a report card to gain insight into a pupil's conduct and show them their behaviour is being monitored
- Give a descriptive comment about the pupil's demeanour during their lesson
- Detain the pupil either at lunch or after school (House / School detention)

An after school formal Friday Detention is given if there is no improvement in a situation such as:

- Continual failure to complete homework or an important piece of coursework (the Head of Department should be copied in)
- Repeated departmental Detention.
- Inappropriate behaviour in School persistent lateness to class

### **And:**

For serious matters at the discretion of the Housemasters/mistresses:

- Where behaviour affects work detrimentally -the subject teacher should log the Detention and inform the Head of Department.
- The Headmaster's detention which takes place for a duration of 3 hours on Saturday morning

The Behaviour Coordinator may follow similar procedures to those described above but additionally can:

- Take an overview of the pupil's situation from the perspective of both confidential and public information
- Liaise with House staff and parents/guardians
- Involve a Deputy Head if appropriate
- Issue Headmaster's Detentions
- Suggest counselling to the pupil (including the Chaplain) to support them through any confidential problems affecting their behaviour.

In cases of **serious misbehaviour**, (which could include malicious accusations against staff) the Deputy Heads or Headmaster, in consultation with senior staff, parents/guardians and governors (as

appropriate) may authorise internal or external exclusion. This is if the behaviour of the pupil in question is judged to be sufficiently serious in terms of its disruption of teaching and learning, wilful defiance of school rules and expectations, or offence/hurt caused to other members of the school community. In some circumstances, an internal suspension may be imposed. Where a pupil is found guilty of bullying another member of the School it is entirely likely that a suspension will be imposed; however, if the bullying is judged serious/persistence enough, the Headmaster reserves the right to enforce permanent exclusion.

Suspension is a serious step, not to be taken lightly. The aim of a suspension, is to provide time for the pupil to reflect on their behaviour and for the School to agree and implement measures to support the pupil on their return.

Typically, if a pupil commits a second suspension-level offence within a year of the first or, after repeated warnings, does not improve in terms of conduct/effort, the Deputy Head Pastoral will review that pupil's record and will inform the Headmaster.

Severe misbehaviour (such as theft or the use of illegal substances whilst at school) may lead to the Headmaster permanently excluding the pupil.

The Headmaster reserves the right in his absolute discretion to exclude from the School any pupil whose behaviour, attendance or attitude to learning is unsatisfactory.

For detailed procedures for exclusion of a pupil, see the Exclusion Policy.

Serious incidents may require more accelerated progression along the line of discipline, possibly omitting some stages.

#### **Structure for action for inappropriate behaviour by pupils:**

Irrespective of the behaviour displayed, corporal punishment is not used or threatened. Under Section 131 of the School Standards and Framework Acts 1998, corporal punishment is prohibited for all students at Royal Russell School. The prohibition includes the administration of corporal punishments to a student during any activity, whether or not within the school premises. The prohibition applies to all members of the school community.

If there is a requirement to search a pupil or their belongings, the Search Policy will apply.

#### **Use of reasonable force:**

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with DfE guidance Use of Reasonable Force July 2013 and Keeping Children safe in Education 2018 and only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property, including their own
- Engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Any use of physical intervention is recorded by the member of staff on the day and parents are informed the same day or as soon as reasonably practical. Physical action is never used as a form of punishment.

In accordance with National Minimum Standards for Boarding Schools 12, the School has a policy for searching boarders, day students and their possessions.

**Recording of sanctions:**

Minor offences are recorded in the School's pupil management system (ISAMS) and Notification emails will be sent to parents/guardians. For more severe inappropriate behavioural issues the Housemasters/Housemistress or Deputy Heads will be in direct contact with the Parents and Guardians. A record of sanctions for serious misbehaviour is held by the Headmaster.

Rewards are also recorded on iSAMS and the information is disseminated in the same way.

**LINKS:**

In order for this policy to be applied effectively, it must be read and understood in conjunction with other school policies, most particularly:

- Mission Statement
- Safeguarding (Including Child Protection) Policies and Procedures
- Equal Opportunities
- LLDD (Learning Difficulties and Disabilities)
- Pupil Code of Conduct and Staff Code of Conduct  
Pupil and Parent Handbook, and Staff Handbook
- Health and Safety
- Anti-Bullying
- Exclusion
- Search Policy

**INVOLVEMENT OF OUTSIDE AGENCIES:**

Royal Russell School recognises that behavioural difficulties can be caused by factors arising outside the School and, therefore, outside the teacher's control. The support of outside agencies may be necessary in circumstances judged appropriate by the Deputy Heads with reference to other school policies.

**REVIEW**

This policy is reviewed annually.

|                                 |              |                     |
|---------------------------------|--------------|---------------------|
| <b>Reviewed and approved by</b> | <b>Board</b> | <b>June 2018</b>    |
| <b>Reviewed and approved by</b> | <b>EWC</b>   | <b>October 2018</b> |
| <b>Reviewed and approved</b>    | <b>EWC</b>   | <b>May 2019</b>     |
| <b>Reviewed and approved</b>    | <b>Board</b> |                     |
| <b>Next review due</b>          |              | <b>May 2020</b>     |

Appendix 1

**Behaviour Flow Chart**

|                                |   |
|--------------------------------|---|
| L1                             | First verbal warning to pupil.  |
| L2                             | Department detention (lunchtime – 12.50pm – 1.30pm) and same day if possible.<br>Departments to rotate duty.<br>Escape room Detention (Lunchtime - 1250pm - 1.30pm) Inappropriate behaviour outside the classroom |
| L3                             | 3 department detentions (in any half term) – A HODs Detention<br>House detention  |
| L4                             | Further misbehaviour will result in a Friday detention and a letter home to parents.  |
| Headmaster's detention         | Serious offences (please see Appendix 2) – This will be allocated by Housemaster and Housemistresses  |
| Internal Suspension            | Serious offences. This will be coordinated between the Housemasters/housemistresses and the Deputy Head Pastoral  |
| External Suspension (1/2 days) | Serious offence: This will be coordinated and administered between the Housemaster/Housemistresses and the Deputy Head Pastoral   |
| External Suspension (+2 days)  | Serious offence: This will be coordinated and administered by the Deputy Head Pastoral in agreement with the Headmaster   |
| Permanent Exclusion            | Serious offence: This will be lead by the Headmaster and co-ordinated by the Deputy Head Pastoral   |

## Appendix 2

Offences will all be addressed on a case-by-case basis by relevant staff.

| Level 1 Offence  | Punishments   |
|--|---|
| Misbehaviour in the corridors                                  | Notification or School detention                          |
| Non-submission of homework                                     | Notification and departmental detention – homework policy |
| Rudeness to fellow students                                    | Notification or School detention                          |
| Inappropriate behaviour, including public display of affection | Notification or School detention                          |
| Insolence/rudeness   | Notification or School detention                          |
| Failure to attend Departmental Detention                       | School detention  |
| MED policy violation   | See separate policy                                       |
| Chewing gum  | School detention  |
| Eating outside of the dining hall or house                     | Confiscation or House detention                           |
| Infringement of school uniform codes                           | House detention   |
| Non-attendance at meetings/house events/fixtures etc.          | House detention or School detention                       |
| Out of bounds e.g. crossing Chapel Quad, being in wrong areas  | School detention  |
| Poor behaviour in Chapel/Assembly                              | House detention   |
| Littering  | House detention   |

| Level 2 Offence   | Punishments                                |
|---|--|
| Insolence to or arguing with a member of staff                                | School detention or Headmaster's detention |
| Disobeying a reasonable request/instruction                                   | Headmaster's detention                     |
| Missing Chapel/Assembly   | Headmaster's detention                     |
| Three lates to school per half term   | House detention                            |
| Bullying/intimidation (low level)   | School detention                           |
| Physicality (play/petty)  | School detention                           |
| Cheating/plagiarism, or enabling others to plagiarise                         | Headmaster's detention                     |
| Failure to attend a School detention  | Headmaster's detention                     |
| Repeated infringement of uniform codes  | House detention or Headmaster's Detention  |
| Not using the pelican crossing  | Headmaster's detention                     |
| Truancy (including leaving lesson or school without permission)               | Headmaster's detention                     |
| Swearing  | School detention                           |
| Repetition of level 1 offences  | School detention or Headmaster's detention |
| Possession of cigarettes and/or related paraphernalia, including e-cigarettes | See policy on Smoking                      |

Level 3 offences will be reviewed by DHP/SMT

| Level 3 Offence  | Punishments  |
|--|--|
| Bringing the school into disrepute   | Headmaster's detention<br>Suspension                                 |
| Poor behaviour on a trip   | Headmaster's detention<br>Suspension<br>Possible ban on future trips |
| Driving to school without proper permission  | Headmaster's detention   |
| Graffiti or vandalism  | Headmaster's detention<br>Monetary compensation                      |
| Bullying and intimidation  | See anti-bullying policy   |
| Physicality – violent and/or premeditated  | Headmaster's detention<br>Suspension/Expulsion                       |
| Stealing   | See behaviour policy   |
| Weapon – possession, display or use  | See behaviour policy   |
| Criminal offences  | Suspension/Expulsion<br>Police intervention                          |
| Sexual harassment/misconduct   | See peer on peer abuse policy  |
| Illegal substances – possession/use/dealing  | See drugs and substance policy                                       |
| Smoking or alcohol use   | See smoking and alcohol policies                                     |
| Repetition of level 2 offences   | Headmaster's detention<br>Suspension                                 |
| Offensive use of internet/apps, including publication of unacceptable content/language | See ICT policy   |
| Unauthorised access to another student's account                                       | See ICT policy   |
| Possession, display of or dealing in pornography                                       | See ICT/peer on peer abuse policies                                  |
| Three Headmaster's detentions or failure to attend a Headmaster's detention            | Suspension   |

**House detention** – takes place at time and location in consultation with relevant HOM

**School detention** – takes place on a Friday from 4-5pm

**Headmaster's detention** – takes place on Saturdays from 9-12. Students should only be placed in a Headmaster's detention following consultation with HOD or HOM.