

POLICY TO PROMOTE GOOD BEHAVIOUR (SENIOR SCHOOL)

Owner: KES/HGH
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1 Introduction

1.1 Aims

- To establish a stable, secure, happy and purposeful atmosphere in which the pupils can thrive academically, socially, personally and spiritually.
- To encourage respect and tolerance for all, valuing differences and recognising the rights and needs of others.
- To develop an understanding of the benefits of co-operation.
- To develop pupils' self-discipline and honesty.
- To encourage pupils to contribute positively towards finding solutions in cases of disagreement or conflict.
- To give the pupils an appropriate experience of posts of responsibility to improve their self-esteem and sense of responsibility.

2 Procedures on Promoting Good Behaviour

2.1 The aims referred to above are reinforced and developed through the following:

- The LEH Values and School Rules (see Appendix A)
- PSHE
- Assemblies
- Form Time
- Positions of Responsibility
- School Council
- Involvement in schemes which emphasise social responsibility e.g., Service Volunteers, Duke of Edinburgh, Charity Committee, Model United Nations, Amnesty International, the AQA Baccalaureate
- Opportunities provided by team-building projects e.g., participation in sports/ house teams, Sixth Form Leadership Weekends, U4 and L5 Team Building Day
- The Code of Conduct for Working with Children and Young Adults for all staff who work at LEH (as set out in Appendix 4 of the Safeguarding (Child Protection) Policy)

- 2.2 School Rules are not intended to be comprehensive; pupils are expected to behave courteously, considerately and with common sense at all times and particularly in their interactions with others, whether face to face or online. Everyone has a right to feel secure and to be treated with respect; harassment and bullying in any form (including cyberbullying, prejudice-based and discriminatory bullying) will not be tolerated (see Anti-Bullying Policy).
- 2.3 In general terms, these aims are reinforced through opportunities to represent the school at home and abroad, through the high expectations set by staff, through encouragement and positive reinforcement, and through the examples set by staff and older pupils such as the Head Girl and Deputies.
- 2.4 The natural expectation in the Senior School is that pupils behave very well and there is a culture of praise, encouragement and support, all of which 'reward' good behaviour. Academic effort and progress, outstanding work and exemplary conduct can be rewarded with Achievement points logged on SIMS. Positive attitudes and exceptional contributions to the community and achievements that go beyond the normal high standard may achieve further recognition and reward in the following ways: celebration in whole school and year assemblies, on the website, in newsletters and on the plasma screens, house points, awards and colours; sports colours; 'pupils for praise' in department minutes; individual departmental systems of recognition; school prizes; effort grades on reports; leadership roles and responsibilities within the school, houses and forms.

3 Sanctions in the event of Misbehaviour

- 3.1 Failures to meet the school's expectations of behaviour are dealt with on an individual basis and any necessary sanctions that are applied are designed to fit the particular situation and pupil, rather than accord to a rigid schedule, and this is part of the ethos of the school.
- 3.2 The school will consider whether a pupil's behaviour gives cause to suspect that the pupil or another child is suffering, or is likely to suffer, significant harm and/or whether the behaviour amounts to peer-on-peer abuse. The school will take action in accordance with the Safeguarding (Child Protection) Policy as required; incidents of peer-on-peer abuse must be reported to the DSL in accordance with the Safeguarding (Child Protection) Policy. Any pupil who has experienced unacceptable behaviour or has witnessed unacceptable behaviour from other pupil(s) or pupil(s) at a different school should report this to their Form Tutor. The school will take all reports very seriously and will investigate and act as appropriate and according to its processes. This includes allegations that have taken place away from school or online.
- 3.3 Special circumstances will be taken into account; these include specific learning difficulties and disabilities. Misdemeanours are discussed with the pupil concerned, by a member of staff with appropriate seniority.
- 3.3 Minor disciplinary matters are not routinely reported to parents, unless the misbehaviour is persistent. In the majority of cases, this is sufficient for pupils to understand the issues and address their behaviour. In the event of persistent minor matters, or more serious disciplinary matters which do not result in suspension or exclusion, normally the parents will be contacted by telephone or e mail so that they are aware of what has happened and how the school has dealt with it. Wherever

possible, where more than one pupil is involved, parents will be informed on the same day, and by the same means.

- 3.2 Handing in work late or failing to hand in work is monitored with work communication points logged on SIMS. These are addressed with the pupil by Tutors in the first instance and overseen by Heads of Year/Heads of Section.
- 3.3 Where it is found appropriate, the school may liaise with external agencies, or may suggest that the pupil concerned sees the school counsellor or attends regular meetings with the relevant Head of Year/Head of Section.
- 3.4 The school will take very seriously any accusation against staff made by a pupil or pupils, which is proved to be malicious, and will enforce appropriate sanctions. See allegations against staff in the Safeguarding (Child Protection) Policy.
- 3.5 In dealing with poor behaviour, the school may:
 - withdraw pupils from particular activities
 - place them on report
 - log behaviour points on SIMS for misbehaviour, uniform contravention, poor punctuality and device misuse
 - require them to carry out a period of service to the school community
 - place them in a Head of Year Detention at lunchtime
 - place them in a Head Mistress's Detention on Friday between 4.00pm - 5.00pm
 - place them in a Head Mistress's Detention on Friday between 4.00pm - 6.00pm.
 - internally exclude pupils, withdrawing them from normal routine.
- 3.6 If a pupil misbehaves on a school trip, and must be sent home, the leader of the trip will liaise with the Head Mistress and contact the parents directly to make arrangements. A meeting between the parents and the Head Mistress will normally be arranged as soon as practical.
- 3.7 In exceptionally serious cases and as described both in the Parent Contract and in the Policy on Discipline and Exclusions (which is incorporated into Appendix B to this document), the school may suspend or expel pupils).
- 3.8 The school keeps a log of sanctions imposed upon pupils for misbehaviour on CPOMS.
- 3.9 The school prohibits the use of corporal punishment by any member of staff and volunteer helpers during any activity, on or off school premises. The Code of Conduct for Working with Children and Young Adults which applies to all Staff who work for LEH sets out the circumstances when physical intervention may be permissible.

4 Other

- 4.1 It is acknowledged that pupils joining the school may find the transition particularly stressful, which may result in atypical behaviours being exhibited. The school takes great care to nurture pupils through this transition, with support including:
 - Year 10 'Buddy Families' for those in Year 7
 - Sixth Form mentors for each Year 7 Form
 - Form 'buddies' for those filling occasional vacancies in other year groups.
 - Tutor Group 'buddies' for those joining in Year 12 or filling occasional vacancies in other year groups.

- 4.2 Should any concerns regarding behaviour be related to safeguarding matters, the school's Safeguarding (Child Protection) Policy will be followed.

Related Policies

Safeguarding (Child Protection) Policy

The Code of Conduct for Working with Children and Young Adults (Appendix 4 of the Safeguarding Policy)

Anti-Bullying Policy and Anti-Bullying Guidance for Senior School Pupils

Complaints Procedure

Link to "Behaviour and Discipline" in Schools:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf

APPENDIX A
LEH Values and School Rules

LEH Values

1. Be polite, helpful and considerate at all times.
2. Be welcoming and approachable to each other and to visitors, and inclusive and kind in our behaviour.
3. Show courtesy to all members of the school community.
4. Have communal responsibility for our surroundings, the environment and others' property.
5. Be conscious that we are members of the school and wider community, and consider how we can best contribute to it.
6. Do our best to be punctual in arriving for lessons.
7. Respect and listen to the opinions, beliefs and cultures of others.
8. When travelling to and from school, be mindful of others around us and aim to create a good impression of the school.
9. Unite in celebrating the achievements of others.
10. Take pride in our appearance and wear correct uniform/dress code at all times.

School Rules

General

- 1 It is not intended that these rules should be comprehensive. Courtesy, common sense, honesty and proper consideration for person and property are expected of all pupils.
- 2 All school rules, including regarding school uniform/dress code, apply throughout school hours and on the way to and from school and on any organised school trip or when involved in any school or sporting activity.
- 3 Smoking, vaping, alcoholic drinks, drugs or any other dangerous substances are forbidden.
- 4 The Head Mistress may require the removal, at any time, of any pupil who does not comply with these rules.

Attendance

- 5 The school day is from 8.45am, when pupils must be in their Form Rooms for registration, until 4pm. Breakfast is available in the main dining hall from 7.45-8.30am each morning. Pupils who are not having breakfast in school should not arrive in school before 8am. Pupils in III-UV may stay in the LRC until 5.50pm to take part in supervised homework. Sixth Formers may work until 5.50pm in the Sixth Form Library or Common Rooms. Additional arrangements will be made on days when there are events after school requiring pupil involvement for the pupils concerned.
- 6 If a pupil is unwell and cannot attend school, the parent must inform the school either by email to absence@lehs.org.uk or telephone (020 8979 1601, option 1) by 8.45am on

each day of absence. Alternatively, an absence can be reported via the Parent Portal using the 'let us know' button.

- 7 If a pupil needs to be absent from school for any part of the school day to attend a medical or other appointment, the parent should email the school at absence@lehs.org.uk at least three days in advance of the date in question, requesting permission.
- 8 For longer, or recurring, absences or lateness, due to illness, the school will ask parents to provide a statement from a medical professional.
- 9 Requests for longer absences must be obtained by emailing the Head Mistress at headmistress@lehs.org.uk.

Travel

- 10 Pupils who wish to cycle to school are advised to wear protective head gear and must park their bicycles in the bicycle shelters provided.
- 11 Pupils who wish to park cars or motorcycles in the school grounds should apply for a parking permit from the School Office.

Dress and Appearance

- 12 Pupils up to and including UV must wear the correct school uniform during school hours and when travelling to and from school. An email from a parent to the Head of Year is required if there is a legitimate reason for wearing non-uniform wear e.g. trainers, detailing how long a student will not be in correct uniform. Correct PE kit is required for all pupils in the school.
- 12 Jewellery may not be worn with school uniform, except for one small round gold or silver stud in each ear and one discreet necklace. Other than this, body piercing is not allowed. Earrings should be removed for PE.
- 13 Cosmetics, nail varnish and nail extensions are not permitted.
- 14 All clothes worn at school must be clean, neat and in good repair and suitable for school. Sixth Formers must adhere to the Sixth Form Dress Code.
- 15 In all matters of dress and appearance, the arbiters of what is acceptable are the Deputy Head (Pastoral), Section Heads or Heads of Year.

Property

- 16 All the personal property of each pupil, including uniform, PE kit and watches and mobile phones must be clearly and securely marked with the owner's name.
- 17 Large sums of money and valuable items, should not be brought to school. The school cannot accept responsibility for valuables.
- 18 Mobile phones should be left in lockable lockers during the school day and may **NOT** be used in lessons, corridors, the Dining Room or the LRC. In Middle School mobile phones may not be used at any time during the school day. Should a pupil need to phone a parent they should approach their Head of Year or the School Office.
- 19 iPads may not be used in corridors or the Dining Room. In Middle School iPads may not be used at lunchtime other than for school work in the LRC.

21 Any use of any mobile phones/iPads in School must be in accordance with the Acceptable Use of IT Policy (Senior School).

20 Breakable bottles of any kind may not be brought to school.

21 Tippex is not allowed.

22 Text books, exercise books and stationery are all the property of the school unless otherwise agreed by an individual department. All books must be labelled with the pupil's name and returned in good condition when required. It will be the responsibility of the pupil to pay for any books lost or damaged. School stationery must be used only for authorised school work.

Miscellaneous

23 Pupils should observe the OUT OF BOUNDS and SILENCE notices.

24 Rules relating to particular areas of the school are displayed in the relevant place. These include Rules for Science Laboratories, Lost Property, Dining Hall, Swimming Pool and LRC.

25 Pupils must not eat in corridors.

26 Chewing gum is not allowed in school.

APPENDIX B
Policy On Discipline And Exclusions

Part 1

The School's disciplinary procedures are designed to promote and support the maintenance of good order within the School, in accordance with its aims and ethos.

The Head Mistress may decide to suspend, expel or require a pupil to leave as set out below.

- 1 Serious and/or persistent breaches of the rules may lead to suspension.
 - 2 The most serious and/or persistent misconduct may lead to a requirement to leave or to expulsion. In certain cases, if she considers it appropriate, the Head Mistress may decide to suspend or permanently exclude a pupil from a particular subject, activity or trip.
 - 3 The Head Mistress, after investigation, and taking any special circumstances (including specific learning difficulties and disabilities) into account, may in her discretion require parents to remove or may expel their daughter from the School, if she considers that the pupil's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory, and if in the reasonable opinion of the Head Mistress the removal is in the School's best interests or those of the pupil concerned or other pupils.
 - 4 The main categories of misconduct which may result in expulsion or removal are:
 - i) Supply/possession/use of certain drugs and solvents or their paraphernalia, or substances intended to resemble them, and alcohol and tobacco
 - ii) Theft, blackmail, threatened or actual physical violence, possession or use of unauthorised weapons, intimidation, racism and bullying
 - iii) Misconduct of a sexual nature; supply and possession of pornography
 - iv) Vandalism, computer hacking, other misuse of IT
 - v) Cheating in School or public examinations or coursework, truancy
 - vi) Persistent attitudes or behaviour inconsistent with the School's aims and ethos
 - vii) Other serious misconduct towards a member of the School community or which brings the School into disrepute on or off School premises
 - 5 A pupil may also be required to leave if, after appropriate consultation, the Head Mistress is satisfied that she has persistently failed to meet the required standard of effort in academic work and/or it is not in the best interests of the pupil, or the School, that she remains at the School.
 - 6 The Head Mistress may, at her discretion, require parents to remove or may suspend or expel a pupil if the behaviour of one or both parents is in her opinion unreasonable and affects or is likely to affect adversely their daughter's progress, the progress of other pupils or the well-being of employees of the School or to bring the School into disrepute.
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- 7 The review of sanctions imposed for disciplinary matters (excluding suspension, or the requirement to remove a pupil or expulsion) is covered by the School's Complaints Procedure.
- 8 The School's procedures for suspension, expulsion and removal, and for the review of these decisions, are set out at Part 2 of this Appendix B.

Part 2

Procedures for Suspension, Requirement to Leave and Expulsion (and review of those decisions)

In the case of very serious breaches of discipline, or persistent poor behaviour, and in accordance with the Parental Agreement, the Head Mistress may suspend or expel a pupil, or require her to leave in accordance with the procedure set out below.

- 1 In these cases, an investigation will be carried out, normally by the Deputy Head (Pastoral), in conjunction with the appropriate Head of Section, or, in the case of a Junior pupil, the Head of the Junior School. The Deputy Head (Pastoral) will then report to the Head Mistress, recommending whether or not a disciplinary meeting should be held.
- 2 The parents of the pupil concerned will be informed of the investigation and its outcome in writing. The parents will be invited to accompany their daughter to any disciplinary meeting, which will be held as soon as possible after the investigation is completed, and normally not more than 5 School days later.
- 3 The Head Mistress may suspend a pupil pending the disciplinary meeting if she deems it necessary, in the interests of the School.
- 4 At the disciplinary meeting, the Deputy Head (Pastoral) will present the results of her investigation, if appropriate, with the Section Head/ Head of Junior School. The pupil and her parents will have the opportunity to state their case. The Head Mistress will then reach her decision as to the appropriate sanction, if any. If this decision is reached at the time of the meeting, it will be communicated verbally to the pupil and her parents by the Head Mistress. The decision will be confirmed in writing.
- 5 In the case of expulsion or requirement to leave, the Head Mistress will discuss arrangements for the pupil's further education with the parents, and provide appropriate advice.
- 6 The sanctions adopted will be recorded in the pupil's file, together with any relevant notes, and in CPOMS.
- 7 Parents who wish to appeal against the Head Mistress' decision to suspend their daughter should use the School's Complaints Procedure, beginning with stage 2, i.e. make a formal complaint requiring her to review the investigation and her decision. The formal complaint should normally be lodged within seven working days of the date of the verbal or written decision by the Head Mistress as referred to at paragraph 4 above. If they remain dissatisfied with the outcome of this review, they may proceed to stage 3 of the Complaints Procedure.
- 8 Appeals against requirement to leave or expulsion will be heard directly by a panel, formed in accordance with the provisions of "Stage 3: Appeal to a Complaints Panel" in the Complaints Procedure, and following the procedure as set out in that part. An appeal against requirement to leave or expulsion must

normally be lodged within seven working days of the date of the verbal or written decision by the Head Mistress as referred to at paragraph 4 above and it is only that decision that will be considered by the Panel.