

# BEHAVIOUR POLICY

## Prior Park College

|   |  |  |
|---|--|--|
| <b>Policy Owner</b><br>Deputy Head Pastoral   | <b>Applies to</b><br>Prior Park College (PPC)  | <b>Superseded documents</b><br>Behaviour Policy v4   |
| <b>Associated documents</b><br>Safeguarding Policy<br>Uniform Policy<br>Mobile Device Policy<br>Exclusions Policy<br>Equal Opportunity Policy<br>Use of Restraint Policy<br>SEND Policy<br>EAL Policy | <b>Review frequency</b><br>Every two years (unless the legislation/regulations update before this time)<br><br><b>Implementation date</b><br>22 September 2024 | <b>Legal Framework</b><br>KCSIE 2024<br>Working Together to Safeguard Children 2023<br>Sharing nudes and semi-nudes: advice for education settings working with children and young people (2020)<br>Teachers Standards<br>Equality Act 2010<br>The Human Rights Act 2018 |

This policy is reviewed biennially, or more regularly as required, prior to approval by Trustees, where applicable.

|                                |   |
|--------------------------------|---|
| <b>Last reviewed by:</b>       | Deputy Head, Pastoral (Mrs I Burton)    |
| <b>Date last reviewed:</b>     | July 2024                               |
| <b>Approved by Trustees:</b>   | Approved by the Headmaster (Mr B Horan) |
| <b>Date last approved:</b>     | 22 September 2024                       |
| <b>Date for next approval:</b> | September 2026                          |

## 1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

This policy refers to expected student behaviours both in and outside of the school, and within the classroom, day houses, co-curricular and sporting activities, and in the boarding provision.

This policy is applicable to both day and boarding students.

## 2. Aims

This policy aims to give clarity about our expectations and to promote the welfare of all students and to protect them from discrimination and harassment (whether this is based on age, race, gender, disability, nationality, culture, religion or belief, sexual orientation or other factors).

We aim to promote tolerance and acceptance of the diversity essential to any successful community.

We aim to promote attitudes that will allow people to function well in the school and in the wider community. Preparing students for future life, and therefore developing the values, skills and behaviours they need. This is supported by work in Houses, in Tutor groups, through taught PSCE, the holistic approach to SMSC and FBV's and through school and sectional assemblies, all seeking to foster positive and thoughtful behaviour.

## 3. Scope

- a happy working and social atmosphere which nurtures good relations between staff and students (and which generates parental confidence)
- a stable community, resolute in its requirements for positive standards of work and behaviour

- clear guidelines known to all, so that objective and consistent decisions can be made, both in regard to positive behaviour and to breaches of school rules and regulations.
- a staged response, with rewards and sanctions appropriately allocated and recorded appropriately.
- a system capable of informed review and development.
- a clear process for appeals, available to parents and students as appropriate.

#### Overview of Expected Behaviours of Students

- Students should know the rules, and supporting the ethos of the school
- Students must respect the law of the land and observe it
- Students should be honest, trustworthy, and respect other people and property
- Students must be punctual to lessons, assemblies, clubs, and all school events
- Students must wear their uniform properly, and it should be neat, clean and tidy
- Personal relationships must be conducted in a considerate and appropriate way
- Students should only use mobile devices in accordance with our Mobile Devices policy (and as detailed below)
- Students should avoid behaviour which is anti-social or could injure themselves or others
- The routines and boundaries of the school must be respected
- Students must attend all classes, activities, fixtures and planned events
- Students must do all work on schedule and use study time effectively and appropriately

#### 4. Policy Statement

**PPC does not give or threaten corporal punishment to a child.**

PPC would not expect any physical restraint to be used by staff in routine/normal circumstances. We do not feel it wise to have any physical contact with students if this can be avoided. For further information please see the Use of Restraint Policy.

#### 5. Rewards

The School aims to develop positive behaviours beneficial to both the student and the Prior community. Our system of rewards strives to get more from students than they thought was possible, promoting self-esteem and reinforcing achievement. We should deal with students in a positive, considerate manner setting clear standards and being consistent in our approach.

Positive behaviour should always warrant **PRAISE**.

This can be a quiet word, recognising effort in class, in the house, or around the school. It can be a more public comment, delivered thoughtfully. Teachers can tell Heads of Department (HoD) of positive contribution, giving opportunities for verbal reinforcement. Work may be displayed, sensitively read aloud, and praise given in assemblies.

**iSAMS** (Reward and Conduct Manager) should be used to enter positive comments where appropriate. Postcards and e-mails home can reinforce success.

**MERITS (R1)** can be awarded for outstanding work as judged by a teacher, relative either to the standard of a set or year group. Merits should be recorded on the work and on iSAMS by entering an R1 - Teacher Merit. Merits may be awarded in houses, or by individual members of staff, if a student's attitude and contribution to the community make this appropriate.

**SUBJECT AWARDS** are available to a HoD, reflecting recommendations from the Department. An outstanding piece of work or consistently impressive effort/attainment would warrant such an award. These commendations are particularly appropriate for use with Sixth Form students when producing good pieces of work. The HoD should enter an R2 on iSAMS and inform the student and their Tutor/HsM of the award.

**HOUSE AWARDS** are available to a HsMs. They may be awarded to students in their House making a notable contribution and the HsM will congratulate the student. Awards can be made in House Assembly. Houses also generate outings, events, and local rewards to promote positive action. Various House Competitions are rewarded with prizes. The HsM should enter an R2 on iSAMS and inform the student and their Tutor of the award.

A range of **COLOURS** and certificates are awarded for contribution to the Co-Curricular programme. These will be presented in assemblies and recorded as an R2 or R3 on iSAMS.

**HEADMASTER'S AWARDS** are given for notable academic achievement and application, including Speech Day prizes. Termly Headmaster's Assemblies recognise academic achievement, academic progress and effective contribution. The Spirit of Prior Award is presented to students from each house who have made a significant contribution to the community. These awards will be recorded as an R4 on iSAMS.

## 6. Sanctions

From time to time, students may need reminding of the appropriate behaviours expected. Pre-emptive pastoral care, clear expectations, good organisation and assertive behaviour management should reduce problems, but when they occur a clear, consistent and effective response is needed. Unacceptable behaviours must be handled appropriately, using a measured, step-by-step approach, and involving relevant colleagues. All staff are required to respond to poor behaviour, taking action to support the ethos and expectations of the school. Teachers will use professional judgement, acting as part of a team, to affect the best possible outcome.

We try to ensure fairness by investigating any issues thoroughly, listening and considering proportionate action. We keep records and communicate with parents and, if necessary, external agencies. The purpose of sanctions is to show that certain behaviours are not acceptable and to reinforce the difference between right and wrong.

We understand that for students for whom English is an additional language or those with SEND we may need to support them further including implementing behaviour and welfare plans, strategies to support learning and external guidance. However, we will continue to follow the same sanction process, as described below, and reinforce expected student behaviours. If a student is following a specific support plan and reasonable adjustments are in place, but it is felt that a student is not able to cope within the setting a formal review will be held to assess whether progression is in the student's best interests or whether a more specialised setting may be more appropriate and recommended. For more information, please see our EAL Policy and SEND Policy.

Responses will follow a staged process, but serious offences will be dealt with at the advanced steps:

**C0 - Parent Notifications-** Where a teacher feels it necessary to communicate a concern regarding academic work that does not warrant a sanction, a 'parent notification' may be issued via iSAMS.

**Level 1 (C1)** - Verbal response, correction and reprimand. Reminder of PPC expectations.

**Level 2 (C2)** - Lunchtime, centralised detention

**Level 3 (C3)** - Friday, after-school detention

**Level 4 (C4)** - Saturday morning detention

**Level 5 (C5)** - Headmaster sanction - serious issues and sanctions that may include a fixed term or permanent exclusion.

All sanctions should be logged on iSAMS (Reward & Conduct Manager) using the codes C0 - C5.

**These sanctions should apply to academic work, incorrect uniform, poor punctuality or a failure to behave to the expected standard:**

- **Level 1 (C1)** - Instances of inadequate work, poor behaviour or uniform should be entered on iSAMS by the teacher using C1. Tutors will be informed of this sanction and will address with students.
- **Level 2 (C2)** - Persistent poor behaviour, a failure to complete work or persistent lateness or poor uniform should lead to a centralised lunchtime detention (supervised by SLT). This will be logged on iSAMS as a C2 by the teacher and the student must be clear on the reason for this detention. Tutors and HsMs will be informed of the sanction. The detention will be scheduled by Reception for the following day.
- **Level 3 (C3)**- Numerous incidents of poor behaviour or an incident of poor behaviour. HsMs will conduct a weekly review of students' behaviour. If a student has persistently be entered for Level 2 sanctions - typically two or more in a week - the HsM will escalate this to a Friday after-school detention (16.45-17.45 in Academy Hall). HsMs should inform the students and parents of this detention. HsMs will enter this as a C3 on iSAMS. / A Friday detention takes precedence over all other school activities.
- **Level 4 (C4)**- If a student continues to behave below expectation or a significant incident of poor behaviour may lead to a Saturday morning detention (10.00 - 12.00). This will be decided by the Deputy Head Pastoral and supervised by a member of SLT. This will be recorded as a C4 on iSAMS. A Saturday Detention takes precedence over all other school activities.
- **Level 5 (C5)**- For a serious breach of our behaviour policy or persistent poor behaviour, a student may receive a Headmaster's sanction. This will typically be a serious sanction, fixed-term exclusion or permanent exclusion. In all cases HsMs will be involved and the Headmaster will meet with parents and the student to explain the decision. A C5 will be recorded on iSAMS.

## **On Report**

Where academic progress becomes a considerable concern, it may be decided to place a student 'on report.' Students will meet regularly with a designated member of staff to discuss and monitor their progress against specific targets and teaching staff will be asked to record details of their effort and attainment in each lesson. These comments will be visible to parents via the iSAMS Parent Portal.

## **Mobile Phone Sanctions**

Students in L3 to U5 will hand in mobile phones each day. These will be collected by tutors at 8:30am (Monday to Friday) and handed back after the school day at 4:30pm. For this reason, students are encouraged, where possible, to leave their phones at home.

For L6 and U6, phones should not be visible around school between 8.30 - 16.30 and there is no requirement for students to use their mobile phones during the day. Similarly, if we have an academic concern relating to effort for a student in L6 and U6, we will ask that their phones be handed in to us as an initial intervention measure.

A student using their mobile phone without permission in L3-U5 can expect to have their device confiscated and handed to Reception; this can be collected at 16.30. In L3-U5, failure to hand in a phone or attempts to avoid handing in the phone will result in an immediate Friday (HSM) detention in the first instance. More persistent misuse will be dealt with in line with this policy and escalated as necessary.

## **7. Management of Behaviour Beyond the Classroom**

All teachers must correct misbehaviour beyond the classroom. For example, bad uniform, rowdiness, rudeness, running in corridors, misuse of mobile phones, vandalism, and pushing/shoving in corridors demand intervention.

School standards also indicate behaviour beyond school remains the concern of the school and students and staff must act to respect the Law and to avoid bringing the school into disrepute.

## **8. Teamwork and support of colleagues**

### **a. The Department**

The Head of Department is a crucial support to members of a department. Department meetings must include academic progress of students and their behaviour. When necessary HoDs meet with students and reinforce standards, ensuring that improvement is taking place. Teachers/HoD should write a note on Day Book which will inform the House Tutor and a phone call home to parents is encouraged who need to be kept aware of the situation.

### **b. Tutor and HsM**

The pastoral team gives vital support. Tutors and HsMs can take the initiative when they see a situation arising which is potentially likely to affect behaviour or performance, pre-empting possible problems. Tutors should regularly review their tutees iSAMS reward and conduct entries to check for patterns of behaviour and reinforce any punishment.

The House team meets regularly and will discuss students causing concern. The House collates information received from a variety of sources. In consultation with HsMs, Tutors will offer disciplinary support to the teacher. Tutors and HsMs review progress regularly and will act to support colleagues by counselling students on work practices and good behaviour. House teams can help students prioritise, manage time, and grasp points made by Staff. They can liaise with parents as appropriate.

### **c. Gating**

Gating only applies to boarders and can be issued by Boarding House Parents or SLT. This would be an appropriate sanction when a student is causing concern and failing to meet expectations. A Gating is designed to avoid a problem escalating and further poor judgement taking place. A Gating will see a student restricted to the campus or even the house area for a period of time.

House Parents will inform students and parents of this sanction and record in the Boarding House records. Gatings will not be recorded on iSAMS.

#### **d. Report Cards**

Report cards will typically be used when a student is persistently failing to meet expectation. A HsM or Tutor may make the decision for a student to go 'on report' following a number of Level 2 sanctions. Report cards should be seen a way of supporting a student and an opportunity for to monitor behaviour and recognise positive progress. Students will typically be issued with one of the following: **Uniform Report, Punctuality Report, Academic Report**

#### **e. Deputy Heads**

The Deputy Heads provide disciplinary support to Heads of Departments and Housemasters / Housemistresses. Issues of poor behaviour or pastoral concerns can be referred to the Deputy Head Pastoral, academic failings to the Deputy Head Academic, failings of attendance at activities and games to the Assistant Head, Activities. Wider failures to cooperate will be the concern of the Deputy Head Pastoral, liaising with HsMs. Issues of dress and appearance are managed at House level but will be reinforced by the Deputy Head Pastoral and other members of the Senior Leadership Team.

#### **f. Headmaster**

The Headmaster plays a role in cautioning students, assisting communication with parents when disciplinary situations are very serious. For example, the Headmaster would write a formal letter of warning if behaviour gave cause for concern and earlier actions (perhaps by HsM/Deputy Heads) had failed to effect improvement.

The Headmaster alone has the prerogative of **issuing a Serious Sanction, Fixed-Term Exclusion and Permanent Exclusion.**

These serious sanctions are reserved for serious offences or persistent flouting of school standards which challenge the standards of the school and interests of the community.

Further information can be found in our Exclusions Policy.

If a student or parent is unhappy with any aspect of this policy, they should refer to our Exclusions Policy.

### **9. Register of Serious Sanctions**

The Headmaster and Deputy Head (Pastoral) keep an up to date log of all serious sanctions given. This allows for an analysis to be completed to identify blips and trends. Termly reports of serious sanctions are provided to the Local Governance Committee to ensure the Trustees are kept up to date.

## **APPENDIX A - DETAILS OF THE MAIN RULES AND EXPECTATIONS BOTH IN AND OUT OF SCHOOL**

### **Alcohol**

Alcoholic drinks are inappropriate in school and no student may bring alcohol on to site or consume it. Alcoholic drinks may be provided by PPC at certain school occasions, but all consumption must be in line with the Law. Staff on duty will not consume alcoholic drinks.

### **Absence**

Students are expected to attend all required assemblies, classes and activities.

### **Acceptable Use Policy**

All members of the community must conform to the standards of the AUP. Unacceptable use is a serious issue. Sending 'nudes' and cyberbullying are unacceptable and may result in Police action as well as school sanctions.

### **Appearance and Dress**

Students are expected to be smart and wear the correct school uniform and sports kit.

### **Assemblies**

Students must attend all assemblies.

### **Bath City**

Boarding students must seek permission from House staff if they wish to visit Bath. Permissions will be at weekends.

### **Books, PLDs and Equipment**

Must be treated with respect stored correctly and not subject to offensive scribbles. Students from L3 to U5 must carry their books in a bag to protect them. Any files that are defaced must be replaced.

### **Bullying**

Is contrary to the spirit of the school, which is based on respect and a culture of kindness.

### **Campus**

Students are expected to stay on the school site throughout the day. Boarding Students may sign out to after 16.30. Sixth Form students may visit the village in breaks but not during class time. Sixth Form, Day Students may leave school at 16.30 if agreed with their HsMs. All other day students may request one early home per week, but otherwise will be in school for prep and activities until 17.45

### **Car Use**

Is restricted to Sixth Form, Day Students who live at a distance from the school and have a clear need to use a car. Any permission is dependent on discussion with the Deputy Head and a set of conditions must be respected. Boarders will not be able to use cars.

### **Changing Rooms**

May only be accessed for defined changing times. Possessions must be secured. Do not leave money and valuables in changing rooms.

### **Chewing Gum**

Is not allowed in school



### **Child-on-Child abuse**

No member of the PPC community should be involved in, either in school or out of school, any form of child-on-child abuse, as defined as

- serious bullying (including cyber-bullying),
- relationship abuse,
- domestic violence,
- child sexual exploitation,
- youth and serious youth violence,
- sexual violence (including sexual harassment and harmful sexual behaviour),
- gender-based violence.

### **Combe Down Village**

Can be accessed by following signing out procedures for boarding and for Senior Day Students.

### **Day Students**

A Day Student is considered to be in school from the time they arrive in the morning until the time they are collected or take the school buses home. All Day Students must register in the morning at 8.30am and in the afternoon at 14.15. A Day Student may not leave during the school day without the express knowledge and permission of their HsM. Day Students who wish to stay on campus for evening events must base themselves in the Mansion as Houses are secured from 18.00

### **Dining Hall**

Students are expected to queue in an orderly manner and to show good table manners when eating. Students must clear their tables properly and show community responsibility in the Dining Hall. Mobile phones are not to be used in the Dining Hall. All students must be properly dressed in school uniform, school tracksuit, CCF kit or appropriate casual clothes. In hot weather only shorts will be allowed, but this is not routine wear.

### **Drugs**

Are unacceptable. The consumption and/or possession of illegal drugs is not allowed. A breach of this rule breaches the ethos of the school and will almost always result in exclusion. Any attempt to sell illegal drugs is unacceptable. School and Police action will follow. Harmful substances must not be brought into school or used by PPC students. Students must not seek to misuse substances (such as nitrous oxide, aerosols or adhesives). Any such behaviour has a high risk and is unacceptable.

### **Exclusion**

Students must not seek to exclude others, rather seek to behave in a tolerant way to all. Any orchestrated exclusion of another student will be dealt with under the anti-bullying policy and exclusions policy as appropriate.

### **False/Fake Identification**

It is illegal to use false identification and student must not be in possession of any such documents or cards. Any false ID discovered will be given to the Police.

### **Gambling**

Is not allowed. Students are forbidden to take or place bets or engage in on-line gambling.

### **Games**

All students are expected to participate in games and to attend all sessions. If selected for a team, students must play. Any request to miss a match due to a family event should be made at least 2 weeks in advance to the Headmaster, but we would expect this to be a rare occurrence.

**Language**

Students must give thought to the register of language they use, avoiding offensive words and statements. Sexual, sexist, racist, homophobic and offensive religious/cultural terms are to be avoided.

**Litter**

All members of the community are expected not to drop litter and instead take active steps to keep the campus tidy.

**Malicious accusations**

Against school staff or students will be treated seriously and may lead to exclusion from the school.

**Mobile Phones**

Should be invisible - see above for more information and the Mobile Devices Policy.

**Pornography**

No member of the PPC community should seek to access pornography or provide it to other members of the community.

**Personal Learning Device (PLD)**

May be used in lessons as directed by a member of staff. All use of learning/electronic devices must conform to the Mobile Device Policy. All PLDs must be carried in a case to protect them.

**Possessions**

All members of the community must take sensible precautions to protect their property. Large sums of money must not be brought into school

**Public behaviour**

All members of the community are expected to behave well in public, respecting the Law and the rights of others.

**Punctuality**

Students are expected to arrive at all classes, activities, games and prep ahead of the appointed start time.

**Sexual Harassment and Sexual Violence**

No member of the PPC community should be involved in, either in school or out of school, any form of sexual harassment and/or sexual violence

- Sexual violence
- Sexual harassment
- Harmful sexual behaviour

**Smoking / Vaping**

No smoking by PPC staff and students. Electronic cigarettes are not allowed. Smoking of drugs is not allowed. Inhalation and use of dangerous substances is unacceptable.

**Theft**

Is a serious issue and students who steal must expect to face school discipline. Students should not interfere or take the items and property of others. Honesty is a key principle of the community, and we expect students to be truthful and not to take the possessions/money of others. Anyone who does this jeopardises their place at PPC.

**Weapons**

No offensive weapons of any type are allowed in school. Teachers have the legal right to confiscate any such items and to require students to be searched if they have reason to believe dangerous items are being carried or brought into school, in line with the Conducting a Student Search Policy. Dangerous items will be confiscated. If the dangerous item is illegal, it will be given to the Police.

**Unacceptable Behaviour out of school**

This remains the concern of PPC at all times.

Students are expected to conform with the Law and to adhere to school standards whenever they are off campus.

PPC will take immediate action if we become aware of a student's involvement in:

- criminal behaviour,
- behaviour which brings the school into disrepute,
- behaviour which shows overt support for the drug culture,
- bullying (including cyberbullying),
- the sharing of nudes and semi-nude photographs and misuse of social media,
- smoking and drinking underage,
- anti-social behaviour whilst travelling to and from school,
- anti-social behaviour in a public place,
- involvement in acts of violence,
- Involvement in any inappropriate acts against any protected characteristics
- involvement in acts of peer-on-peer abuse,
- involvement in acts of sexual harassment, sexual violence and/or harmful sexual behaviours

PPC takes the involvement of students in any of the above unlawful behaviours very seriously, and involvement in any one of these may lead to suspension and/or exclusion from Prior Park College.