

Behaviour and Discipline

General Policy

Discipline should not be viewed as a separate entity, but as a cultural expectation to which all members of the community subscribe. The most important criterion must be that every member of the Common Room is responsible for setting agreed expectations of behaviour and for reacting in an appropriate way when the required standard is not upheld by our pupils. Pupils must understand that all teachers act within a common disciplinary framework and that transgression of the rules will have the same consequences with one teacher as with another. All teachers are, therefore, responsible for discipline since it is much better that they gain respect from pupils because of their own standing rather than that of more senior colleagues.

General Values of Discipline

The guiding values at Culford School are those of fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration. We also attach great importance to manners, good discipline, service to others and to caring for the School and external environment. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the Culford School community. Culford's Methodist tradition, a strong and clear feature of school life, provides a religious ethos which is tolerant, affording all pupils the opportunity to feel accepted and valued. The Governing Body is keen to maintain the School's traditions of openness, tolerance and understanding, and appropriate religious observance at Culford is regarded as integral to the stated aims and objectives of the School.

The principles that make up this School policy are addressed to each pupil. Some of them necessarily apply also to parents. Compliance with this Policy and each new edition of it is a condition of membership of the School. Parents are asked to read through this Policy with their son or daughter from time to time.

Culford School believes in promoting fundamental British values: democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. This is done through Learning for Life lessons, Collective Worship, Assemblies and the way we conduct ourselves as staff and pupils as global citizens.

Self-Respect

Appearance, behaviour and dress: School uniform must be worn to and from School each day, during school hours and for other school activities. Your behaviour must be a credit to yourself and to the School, whether at School or elsewhere. Always consider the consequences of your words and actions. Never do something you feel is wrong. You must be smartly turned out and in all other respects conform to the School's dress regulations.

Commitment: You represent the School in and out of uniform. We hope you will take pride in your membership of the School, be our ambassador on all occasions and enjoy your time here. You are expected to take pride in your conduct and personal appearance, show commitment to your academic, sporting and leisure activities, and always to do your best. You must attend all lessons and other School activities punctually. Always arrive well in advance for all your commitments.

Honesty: The School community relies on each pupil being honest and truthful and showing a good example to others. Never cheat, steal or tell lies and remember that being found untruthful usually carries the greatest disgrace of all. If you find, or in some other way, come into possession of money or property that does not belong to you, ensure that it is given back or handed to a member of staff as soon as possible.

Respect for Others

Behaviour: Pupil behaviour should never disrupt learning and teaching or bring the School into disrepute, on or off the School site, during or outside term time. All pupils must complete and hand in all Prep to deadline as requested by the Common Room. All pupils must behave in a cooperative and constructive manner that enables learning and teaching to take place in a pleasant and focused atmosphere.

Senior Education Policies

Bullying and fighting: Threats, physical attack, name-calling, mocking, harassment, racism, sexism and all forms of victimisation are bullying. Bullying will not be tolerated and will not be excused on grounds of it being part of a game. You must not bully others and if others bully you, or you see someone else being bullied, you should inform a member of the Common Room or your parents immediately.

Courtesy: From time to time members of the Common Room, parents, visitors or other pupils may need assistance. Please always be ready to offer help, even if doing so causes inconvenience. The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons it is forbidden.

Effort: At this School, we look for fulfilment and enjoyment. We respect and encourage each other as individuals and as members of teams. We also encourage inquiry, hard work, high standards and competition. We take pleasure in each other's achievements and we never mock each other's effort or failure. Each pupil has the responsibility to contribute to this ethos.

Sportsmanship: Whether you are competing or spectating at team events or taking part in some other competitive activity, you are expected to behave with good manners and always to set an example that reflects well on the School. Play to the rules; play hard; play fairly; do your best; enjoy the game and never cheat; be equally gracious in victory as in defeat.

Respect for the Environment

Accidental damage: You must report any damage you cause to property which is not your own to a member of the Common Room. You or your parents may be asked to pay for the damage.

Litter and Vandalism: Take pride in your School environment and help keep it tidy. If you find litter, pick it up and dispose of it securely. Vandalism on School premises and elsewhere is regarded as a serious breach of School discipline.

Other people's property: You must not interfere with other people's property. If someone has lent property to you it must normally be returned immediately on request. You must not borrow someone else's property, books, notes or projects without their previous permission. You must be strictly honest with regard to money or property that does not belong to you or that you find. It is forbidden to borrow items from pupils in younger year groups.

Sanctions

In addition to this section, please refer to the section on Sanctions for Sixth Form, as Sixth Form has a different framework to Fourth and Fifth Forms.

All teachers take responsibility for pupil behaviour. Minor issues of discipline will be dealt with on the spot. Sanctions such as making pupils stay behind, report in break, or do extra work will be used as appropriate, being reported on the Non-Satis report in due course.

The Deputy Head oversees the Non-Satis, Catch-up and Detention framework, runs a Deputy Head Detention every Saturday afternoon, and in consultation with the Assistant Head (Pastoral and Boarding) and/or Head of Sixth Form, make recommendations to the Head regarding suspension level offences.

Non-Satis Report: records dissatisfaction with work, behaviour, dress, attendance or punctuality. Teachers should also take appropriate action. The report, submitted on ISAMS, goes to a pupil's Housemaster/mistress, tutor, Head of Department, Assistant and Deputy Head.

Academic Catch-up: Held daily from 16:10-17:00 when the pupil does work for the subject which has requested this via ISAMS. Parents are notified via ISAMS.

Academic Detention: Held daily from 15:35-16:05 when the pupil does work for the subject which has requested detention, or a Deputy Head reflective essay. Parents are notified via ISAMS.

Senior Education Policies

Pastoral Detention: Held daily from 15:35-14:05 when the pupil completes a suitable written task, set by the teacher who requested the detention, or a Deputy Head reflective essay. Parents are notified via ISAMS.

Satisfecit Report: Report Cards for one or two weeks are given by Housemasters/mistresses, in consultation with Tutors, following poor Reports or Grades or other major academic problems.

Gating: The pupil is not allowed to leave the School site, including Boarding Houses and grounds, for a period of time specified by their Housemaster/mistress, unless they have direct permission. Parents may be contacted by the Housemaster/mistress about the gating.

Deputy Head's Detention: Held on a Saturday, usually from 12:30 to 13:30, when the pupil will write an essay reflecting on the behaviour that led to the Detention. Pupils will have up to a week's notice and parents receive written notice from the Assistant Head (Pastoral and Boarding) or Deputy Head. Permission will not be granted to postpone except for a School commitment.

Suspension: A pupil will be required to go home immediately. Parents usually receive a telephone call from the Housemaster/mistress at the time and an appointment will be arranged to see the Assistant Head (Pastoral and Boarding), Deputy Head or Head.

Withdrawal: In the event of a single act of gross misconduct or a repeated series of breaches of discipline, parents may be asked to withdraw a pupil from the School if the Head judges it to be in the best interests of the School or the child.

Sanctions must be used consistently. A record of detentions is kept on ISAMS. A record must be made of all sanctions given; Housemasters/mistresses also keep a House care file. Major offences are recorded in the pupils' files. A pupil must always be informed by a teacher when and why a sanction is imposed. The most important sanctions used are listed elsewhere in this handbook.

Classroom discipline is primarily the responsibility of the teacher, backed in the first instance by the Head of Department. Tutors and Housemasters/mistresses must always be kept informed. House discipline is primarily the responsibility of the Housemaster/mistress and tutor team. Whilst Houses do not need to have precisely the same rules, there must be reasonable consistency of approach. Issues involving pupils from more than one House are always referred to the Assistant Head (Pastoral and Boarding).

In all other areas, individual teachers are expected to deal with issues, apply necessary sanctions, and record all incidents through the Non-Satis system. Major problems should be referred to the Housemasters/mistresses, for action.

Housemasters/mistresses will always refer matters to the Deputy Head where the incident involves: breaking the law; alcohol; tobacco; drugs; sexual behaviour; weapons; fireworks; violence; bullying; or injury. They will also do so when it involves pupils from more than one House or when in their opinion it seems to warrant a Deputy Head Detention.

Investigation of Incidents

Major incidents in the first instance are dealt with by the Assistant Head (Pastoral and Boarding), or the Head of Sixth Form and take the following form, and a similar approach recommends itself to Housemasters/mistresses at a lower level.

Pupils will be separated as soon as reasonably possible to prevent collusion or intimidation and detailed written statements will be taken from all pupils and teachers concerned. Pupils will be interviewed separately by the Assistant Head (Pastoral and Boarding), or on occasions by Housestaff. The interview will take place in front of a supporting teacher, usually the pupil's tutor or Housemaster/mistress. The Assistant Head (Pastoral and Boarding) will seek to elucidate the matter through appropriate questioning with reference to any written statements taken, and will take careful notes with regard to answers given orally. The Assistant Head (Pastoral and Boarding) will ensure that the pupil has all due chance to put their side of the matter clearly and fairly and without unreasonable pressure. The supporting teacher will

Senior Education Policies

listen as an impartial witness, not taking part in the interview. When invited, they may ask any questions they feel will benefit the pupil.

The Assistant Head (Pastoral and Boarding) will collate or type up all notes and copy them to the Head, Deputy Head and Housemaster/mistress concerned. The Assistant Head (Pastoral and Boarding) will consult with the Housemaster/mistress concerned, then the Deputy Head, and the Assistant Head (Pastoral and Boarding) and Deputy Head will agree a recommendation for the Head if any sanction deemed appropriate.

Where it is necessary to search pupils' rooms, pupil permission will normally be sought and the pupil will normally be present during such a search. The School does, however, reserve the right to search a pupil's room in their absence should circumstances suggest that this is the best course of action. A written record will be kept of any such searches and the reasons for them.

Communication with Parents

For incidents that lead to a Deputy Head Detention, communication with parents will be by letter from the Assistant Head (Pastoral and Boarding), or Deputy Head informing them of the incident and the sanction. The Housemaster/mistress of the pupil concerned may, however, also wish to speak with the parents in person or on the telephone.

For more serious incidents that lead to suspension, the Housemaster/mistress must make direct contact with the parents involved to arrange for their son or daughter to leave the School as quickly as is reasonably possible. During the conversation the parents may be asked to make an appointment to see the Head, Deputy Head or Assistant Head (Pastoral and Boarding). They should be given to understand that pupils do not usually return from suspension until such a meeting has taken place. The Deputy Head, or Assistant Head (Pastoral and Boarding) in consultation with the Deputy Head, may suspend a pupil, having been first given authority to do so by the Head, or in the Head's absence.

Incidents leading to expulsion or withdrawal of the pupil will normally be dealt with as suspensions in the first instance. **Only the Head may decide upon expulsions or withdrawals and no other member of the Common Room may prejudice her eventual decision by entering into discussion about such possibilities with the parents.** In the absence of the Head, the Deputy Head may suspend a pupil. The final decision about expulsion or withdrawal must await the return of the Head.

All such incidents are recorded in the Incidents File, kept in the Head's Office. The Assistant Head (Pastoral and Boarding) is responsible for preparation of a pack summarising the incident and including notes, letters and other relevant documents. This file will be reviewed on the occasion of each new incident by the Deputy Head and Assistant Head (Pastoral and Boarding) to look for patterns.