



Behaviour Policy

2019-20

Hollygirt School encourages a nurturing and supportive atmosphere and has a high expectation of good behaviour, courtesy, common sense and smart appearance both in school and in the community. It fulfils its duties under the Equality Act 2010, including issues relating to pupils with SEND and relates to advice offered in 'Behaviour and Discipline in Schools (January 2016).

The rules are based on self-respect and respect for others.

This policy aims to:

- promote self-discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others
- prevent all forms of bullying among pupils
- outline rewards and sanctions
- define serious breaches of discipline and outline procedures for dealing with such issues.

This policy applies to all pupils at Hollygirt School.

Relationship with other Policies

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Cyberbullying Policy
- Drugs Policy
- Safeguarding Policy
- ICT Code of Conduct
- Racism Policy
- Removal of a Pupil from School
- School Rules, which cover aspects of appearance; manners, behaviour, school routines and health and safety.

All policies are available to view on the school's website and hard copies can be obtained from the school office.

Behaviour Pathway - Seniors

1. Low level behaviour issues are dealt with by the Class Teacher and monitored (such as quality of work, homework, low level disruption, continual lateness, lack of equipment, attitude to learning, talking over the teacher, chewing gum).
2. Class Teachers to seek assistance of Head of Department (where applicable).
3. Continuous low level behaviour issues are reported in briefing, possible order marks are given and recorded in T:\Order Marks\2019-20 and the Class Teacher starts to work with the Form Tutor.
4. Form Tutor picks up the issue with the Class Teacher, pupil and home (if deemed necessary at this point). If no improvement is made pupil is placed on tutor report (green).

5. Form Tutor monitors report daily. Discussion held with Senior Teacher (Pastoral). If no improvement made pupil moves onto Senior Teacher (Pastoral) report (amber). Contact with home is made at this point to discuss issue. Order marks and detentions used.
6. Senior Teacher (Pastoral) monitors report daily. If no improvement pupil moves onto Deputy Head report (red). Parental meeting arranged. Consequences of future behaviour explained. Senior detentions and fixed term exclusions used.
7. If no improvement, the Headmistress calls a parental meeting to discuss pupil's future at Hollygirt.

Behaviour Pathway - Juniors

The Junior School (Years 1-6) will also have a traffic light system. All children will start each week on green.

In order to clarify behaviour management in the Junior School, the pathway below has been formalised – please write all actions on PASS.

1. Missed homework with no note of explanation results in the child missing 10 minutes of playtime; the homework is expected to be completed that evening.

Playground behaviour may result in sitting out for a period of playtime; this is usually dealt with by playground staff and reported to FORM TEACHERS who will take further action if necessary.

Low level behaviour (such as quality of work, low level disruption, lack of equipment, attitude to learning, talking over the teacher) is dealt with by CLASS TEACHERS (and passed onto Form Teachers) but repetition of this may result in a minus one.

Children would stay on green if this is not repeated.

Repeated behaviour or missed homework results in a minus one.

Three kit marks result in a minus one.

Kit marks and minus ones are logged T:\Junior School\Minus Ones\2019-20 by Form Teachers so they need to be informed of this by class teachers.

These behaviours would result in a child moving onto amber.

2. Three minus ones or an isolated more serious issue are reported to the JUNIOR DEPUTY HEAD. Behaviour recorded on log. Suitable sanctions are discussed and actioned. At this point, there may be a formal discussion with parents.

At this point, a child would move onto red.

3. If no improvement, the JUNIOR HEAD picks up the issue and pupil placed on report / target sheet. The JUNIOR DEPUTY HEAD (and in some cases the JUNIOR HEAD) will have a further meeting with parents to discuss next steps. Behaviour recorded on Behaviour Log.
4. If no improvement after report is reviewed, JUNIOR HEAD and HEADMISTRESS call a parental meeting. Behaviour recorded on Behaviour Log. Further sanctions will be discussed.

For serious behaviour, even as an isolated incident, for example but not exclusively, physical violence, theft, abusive language or racism, pupils may enter the pathway at Step 3 or 4.

Although formal discussions with parents are initiated at Step 2, Form Teachers may mention low level behaviour to parents as part of their start and end of day discussions.

Minus one means a child loses a house point.

Kit marks are awarded for forgetting part or entire PE kits or for not having the correct uniform on, including not having a blazer in School.

EYFS do not have house points so will not receive minus ones and behaviour will be dealt with in an age appropriate way.

Reasonable adjustments will be made for children with diagnosed special educational needs.

Traffic Light System

Children who have remained on green all week will receive green tokens. These can be exchanged for items from the School tuck shop once a half term.

Amber and red tokens will all be issued. Amber tokens are worth 1 point and red, 3 points. At the end of each half term, 5 points would mean a missed class treat.

Staff with Key Responsibility

Teaching staff are responsible for discipline within the classroom, and all staff for behaviour around the school and its immediate environment. Form tutors/class teachers deal with all minor disciplinary issues. Persistent transgression from the expectations will be referred to the Head of Juniors (Junior School) or to the Deputy Head (Senior School). All serious breaches of discipline will be dealt with by the Headmistress.

Academic Expectations

- Punctual attendance at school and lessons is required.
- All absence must be explained. Unexplained absence will be followed up by the relevant member of staff.
- Pupils must take responsibility for organising themselves.
- Pupils stand when the Headmistress enters the room.
- In lessons pupils:
 - listen to instructions from teachers
 - listen to other pupils' contributions and respect others' points of view
 - speak clearly and appropriately to staff and pupils
 - leave lessons in an orderly manner
 - must note and meet class work and homework deadlines

It is understood that there will be variations in teaching and learning situations, but behaviour which does not allow constructive teaching and learning is totally unacceptable.

Behaviour around the School

Pupils should:

- Dress in accordance with the School Rules/Uniform List
- Move around buildings in an orderly way
- Keep thoroughfares clear and classrooms tidy
- Follow specific rules relating to safety in various parts of the school
- Stay on school premises unless moving from one building to another
- Sign in/out at Reception if arriving late or leaving early for an appointment
- Keep the school graffiti free
- Put litter in bins

- Never bring chewing gum into school
- Treat all people and property with respect (including personal property, that belonging to other pupils, staff or school)
- Hand in their mobile phones

Rewards

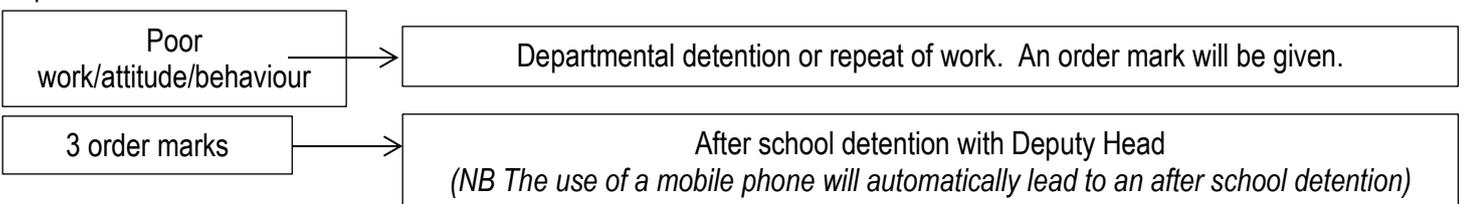
Praise and positive reinforcement are the most frequent rewards for good classroom behaviour and attitude. Staff use their own reward systems to encourage good behaviour including stickers and postcards. Merit marks and commendations can be earned which count towards an annual House trophy. Junior School awards the achievement of house points with merit badges at the end of the term. Once pupils have collected a certain amount of house points they receive bronze, silver or gold certificates during assembly. Merits and commendations in Senior School accumulate to the award of bronze, silver, gold, platinum and Headmistress certificates, which are presented in assembly.

Sanctions

Punishments are proportionate to the offence and should enable pupils to make reparation where possible. Sanctions include:

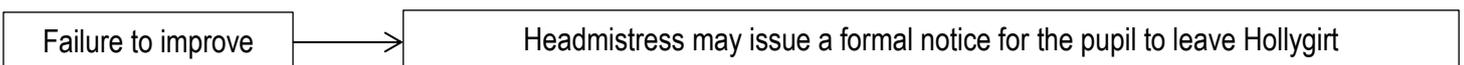
- Verbal reprimand
- Minus ones for Years 1 to 6
- Order marks from Year 7 to 11
- Completion of extra work (in school or at home)
- Carrying out useful tasks to help the school
- Detention
- Removal from the group/class/lesson
- Withdrawal of break or lunchtime privileges
- Withholding participation in education visits or sports event which are not essential to the curriculum
- Monitored by being placed 'On Report' – there are three levels; Tutor, Senior Teacher (Pastoral) and Deputy Head in Senior School. In Junior School there is a behavioural chart. Junior pupils can be placed on report.

In Senior School the following outlines the process followed for minor infringements of the School Rules and/or departmental issues:



When an after school detention is given, parents will be informed by letter giving notice to ensure appropriate travel arrangements can be made.

If a second after school detention is earned a letter is sent home from the Headmistress and a meeting with parents is arranged to reinforce our expectations and give a formal warning. Future poor behaviour will result in a fixed term suspension.



Corporal Punishment

Corporal punishment will not be used or threatened by any member of staff.

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on him/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Headmistress who will decide what to do next. Where this relates to the school's EYFS

setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

Mobile Phones and Personal Devices

Any Senior School pupil bringing a mobile phone or personal device into school **must** hand it in during tutor time. Each pupil will have an individually named envelope which will be handed back to them at the end of the day. The sanction for not following this rule will result in the mobile phone being confiscated (and handed back at the end of the day) and the pupil receiving an automatic detention. This policy is aimed at maximising pupils' concentration on school work during the school day and avoiding unnecessary outside distractions. Junior School pupils hand in their phones to their class teachers in the morning.

ICT

Pupils must not post anything on social networking sites or send any electronic communications which brings the school into disrepute or which causes hurt or offence to anyone associated with the school. All such matters will be investigated and disciplinary sanctions may apply.

Tobacco and Alcohol Education

Hollygirt provides a comprehensive and planned taught curriculum on issues of smoking and alcohol. We aim to:

- Enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- To provide accurate information about tobacco and alcohol and to increase understanding about the implications and possible consequences of use and misuse.
- To enable pupils to identify sources of appropriate personal support.

Teaching these issues occurs across the curriculum, through Science, English, Issues lessons and Conference Days, but additional opportunities to reinforce learning will occur in other parts of the teaching programme.

Year 5 and 6 pupils take part in the DARE programme.

The taught curriculum for tobacco and alcohol will be reviewed annually.

Rules applying to Tobacco and Alcohol

- *Pupils must not bring alcohol onto school premises
- Alcoholic drinks should not be offered to or consumed by any pupil while they are in the care of the school or while they are wearing school uniform.
- Smoking is not allowed on school premises or whilst pupils are in the care of the school or while they are wearing school uniform.
- Cigarettes, e-cigarettes, matches, lighters and other smoking paraphernalia must not be brought into school.

** Parents/guardians who donate alcohol for raffles or charity tombolas must bring these donations into school in person. Likewise any pupil who wins such a prize will be asked to leave it at Reception for a parent/guardian to collect.*

Standards Expected Outside of School

This policy applies to all pupils when:

- They are taking part in school-organised or school-related activities.
- Travelling to or from school
- Wearing school uniform or is identifiable as a pupil at the school

and

- At any other time when the misbehaviour:
 - Could have repercussions for the orderly running of the school
 - Poses a threat to another pupils or member of the public or
 - Adversely affects the reputation of the school

Buses Policy

Many pupils travel to school on private buses that are organised by Nottingham High School for children at independent schools in Nottingham. Most of these buses load and unload on Baker Street just near the Nottingham Girls' High School. At the end of the day the buses leave at 4.10pm. Methods of payment vary between bus companies and routes cover all parts of the county.

At the end of the day a link bus takes Hollygirt pupils to Baker Street. This service does not run in the mornings.

Pupils walking to/from Baker Street to Hollygirt are required to walk in groups of two or more. They must cross Mansfield Road using the pedestrian crossing.

Pupils in the Junior School who are catching buses will be collected from After School Club by their Senior School 'buddy'. This also applies to pupils going home with their elder siblings who are then collected by parents or make their way home by themselves. No junior pupil is allowed to make his/her way home alone unless a note giving permission has been received from the parent.

Pupils using school buses:

1. Must not move around the bus when it is in motion.
2. Must not distract the bus driver's attention in any way during the journey.
3. Must not throw objects around the bus, including paper, and must take all litter home with them.
4. Must not block the aisle with bags.
5. Must behave, and speak, in a courteous and appropriate manner, respectful of other people. This will include keeping noise to an acceptable level, and it may include giving up seats to adult passengers when the bus is used by the general public.

Pupils using school buses must sign a form agreeing to abide by the Code of Conduct.

Hollygirt has no control over the bus services, including the link bus and any concerns, issues or complaints with the school bus service should be directed to **Mrs J Boulton at Nottingham High School on 0115 845 2217.**

Procedure for all other Serious Breaches of Discipline

Serious breaches of discipline include (this is not an exhaustive list):

- Physical / sexual assault
 - Theft
 - Cheating
 - Threatening or abusive behaviour
 - Bullying / Cyberbullying *
 - Racism *
 - Substance possession or misuse (cigarettes, alcohol, solvents * or controlled drugs *)
 - Vandalism
- * See separate policies*

When a member of staff considers a matter to be a serious breach of discipline it should be reported without delay to the Headmistress or Deputy Head.

Power to Search

The school reserves the right to search without consent if there is a suspicion that a pupil has on their person knives and weapons; alcohol; illegal drugs; stolen items; tobacco; fireworks; pornographic images; or any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

In such cases, two members of staff will be present. Prohibited items found as a result will be confiscated and may be handed to the police. Confiscated items will be returned to the pupil or their parent/guardian as appropriate once any ensuing internal investigations are complete.

Parents will be informed as soon as possible. The senior member of staff will conduct a fair and thorough investigation, considering each case individually. The pupil will have the opportunity to provide his/her version of events. On completion of the investigation the pupil and parents will be asked to attend a disciplinary meeting at which the circumstances of the complaint and investigation will be explained. The pupil and their parents will have the opportunity to state their side of the case. The Chairman of the Trustees will be informed at this stage.

If the complaint has been proved the Headmistress/Deputy Head will outline the disciplinary action appropriate, taking into account the previous record of the pupil.

Sanctions

- Fixed term suspension (1 to 5 days)
- Permanent exclusion

Once 5 days fixed term suspension has been reached, permanent exclusion is likely. Parents will receive written notification of the sanction, a copy will be kept on the pupil's file and sent to the Trustees.

Grievance

Parents have the right to appeal against the decision to permanently exclude. Please refer to the Removal of a Pupil from the School Policy.

Policy Review

This policy will be reviewed annually.