



STUDENT BEHAVIOUR POLICY

(See also Student Acceptable Use Policy, Counter Bullying Policy, Safeguarding and Child Protection Policy)

This policy which applies to the whole school, inclusive of boarding, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

INTRODUCTION

Woldingham School aims to be a caring and supportive Christian community.

CODE OF CONDUCT

The Woldingham School Community of Governors, staff

We will always telephone home on the first day of an explained absence in order to make sure that the student concerned is safe and has not suffered an accident.

Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

INVOLVEMENT OF STUDENTS

At Woldingham we listen to our students and encourage constructive suggestions from them, e.g. via the School Council called Woldingham Pupil Voice which meets regularly.

SCHOOL CODE OF CONDUCT

The School's Code of Conduct is designed to encourage positive behaviour. The Code of Conduct is set out in the Parent and Pupil Handbook and may change from time to time. The code of conduct is reinforced in assemblies, Wellbeing/PSHEE/Thrive and at other appropriate occasions.

Staff are expected to apply sanctions fairly, and, where appropriate, after due investigation has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Examples of sanctions include detention before or after school, withdrawal of privileges, assistance with appropriate domestic tasks, suspension for a specified period, removal or permanent exclusion. The school's policy on Rewards and Sanctions is set out in the Pupil Handbook.

TEACHING AND LEARNING

Woldingham School aims to raise the aspirations of all its students and encourage them to take responsibility.

A system has been established to reward Effort, Achievement and Service in five areas, reflecting the goals of Sacred Heart Education. The key elements of this system, which are intended to be exclusive, are:

- Frequent reminders in staff meetings of the importance of celebrating successful verbal and written praise and encouragement.
- School prizes and awards for all kinds of achievement.
- The award of merits in Years 7 to 9, leading to the presentation of Bronze, Silver, Gold a Gold Star badges, certificates, school shop or general vouchers.
- The award of merits in Years 10 and 11, leading to the presentation of Merit or Distinction awards, certificates, school shop vouchers or general vouchers.
- Individual departmental awards such as Player of the Match award in school and house events.
- Public recognition from the Head on the award of a Gold, Gold Star or Distinction award.
- Announcements in House, Year and Whole School assemblies.
- The House Merit Cup is awarded annually to the House achieving the most merits. Monthly totals are announced in House Meetings.

eu.5 (The Individual Merit Cup is awarded to the 3 divisions in each of the 3 most merits following an 40% of the

Corporal punishment is illegal and is prohibited at Woldingham School. This prohibition includes the administration of corporal punishment to a student during any activity, whether or not within the school premises and applies to all members of staff, including those acting in a capacity such as unpaid volunteer supervisors.

Physical intervention may be used to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person including the student herself. (See also Policy 2.5: Use of Reasonable Force)

The School will always consider the context and motive of a student's misbehaviour and consider whether it raises any concerns for the welfare of the student. Any member of staff who reasonably suspects that a student may be suffering, or likely to suffer significant harm, must follow the procedures set out in the Safeguarding and Child Protection Policy and discuss with the Designated Safeguarding Lead (DSL) or a Deputy DSL.

The School will make reasonable adjustments for managing behaviour which is related to a pupil's disability and will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the student's parents accordingly. Where exclusion needs to be considered, the School will ensure that a disabled student is able to present their case fully where their disability might hinder this.

When there is reasonable suspicion that a student is in possession of tobacco, tobacco products and cigarette papers, fireworks, offensive weapons or images, alcohol and any controlled drugs, the school reserves the right to search their property. Any item which has been, or is likely to be used to commit an offence or cause personal injury or damage to the property of any person, including the student themselves, will come into this category. The right to search also applies if there is reasonable suspicion that a student is in possession of stolen property. The extent and nature of the search should be proportionate to the value of or "risk factor" of the item sought. If it is necessary to search a student's possessions, this will (where possible) be done with the student present and two members of staff. Any search of boarders' personal belongings should be carried out in accordance with section 550ZA of the Education Act 1996 and with regard to any guidance issued by the Secretary of State. If it is deemed necessary to search rooms, then the student will be present while the member of staff searches the room. If a typical search of a student is required, this will be done as a last resort and the student having the opportunity to turn up pockets etc. It will be carried out with dignity in such a manner as to minimise any embarrassment or distress. There will be two members of staff present, both female.

Sanctions are applied following a staged process that distinguishes poor behaviour from a poor attitude to academic work.

LEVEL 1

If a student continues to exhibit minor classroom or school misbehaviour the teacher should, after giving an appropriate warning, move the student within the classroom. Sending a student out of the classroom for a short time is acceptable but the door must be kept open. Keeping a student during break or other time is also acceptable. Heads of Department are encouraged to become involved in supporting members of the department having problems with individual students or groups, and

teachers should consult Heads of Department for advice when needed and send students to see the Head of Department where support is required.

On the occasion of students submitting unacceptable work, they should be asked to re-submit the work to a tight deadline.

Informing the Tutor/ Head of Year/Housemistress adds to the effectiveness of the sanction.

In Boarding Houses, Heads of Year/Housemistresses will provide clear warnings to students and will describe the consequences of failing to moderate their behaviour, in accordance with their House rules.

LEVEL 2 DEPARTMENTAL DETENTION/ PASTORAL DETENTION

This level would be applied for more serious offences or for persistent bad work or behaviour.

At this level, students may be placed in a Departmental Detention at a time of the Head of Department's choosing. The classroom teacher will record the detention in the database on the network and send an email to the student's Tutor/ Head of Year/Housemistress and Parent/Guardian.

If a student in the Sixth Form fails to complete work to the required standard, the teacher should inform the Tutor and Head of Sixth Form, and the Sixth Former can expect to be asked to repeat the work in a Sixth Form Detention. These detentions are held on Fridays from 4.15pm to 5.15pm, supervised by the Head of Sixth Form.

In Boarding Houses, Heads of Year/Housemistresses can in some instances apply a community service charge, withdraw privileges, confiscate property that is being misused. Whether the student(s) in question are boarders or day pupils, a certain degree of flexibility is to be expected as to the exact nature and timing of the sanction applied but the Head of Year/Housemistress will keep a written record of any imposed at this level and parents will be informed.

Tutors/Heads of Year will run Pastoral Detentions when required for uniform and punctuality infractions. These will be recorded in the school database and parents informed as required.

LEVEL 3 SLT DETENTION

On Fridays from 4.15pm to 5.15pm the Senior Leadership Team (SLT) Detention will be held, supervised by a member of the SLT. A student attending an SLT Detention must wear her full school uniform. Students receiving three Departmental/Pastoral Detentions will automatically receive an SLT Detention, but this sanction has no effect on the student's record.

A student missing a timetabled lesson without authorisation could be sanctioned by the Head of Year and usually placed in the next available SLT detention.

A student found to have committed an act of plagiarism should also expect to receive an SLT detention at the discretion of the Head of Year.

In Houses, Head of Year/Housemistress will again be allowed a degree of flexibility, but the sanctions could include the withdrawal of a student from a school activity such as a school social, extra community duties, or the withdrawal of other privileges. When withdrawing a student from a school activity, it is important to consider the effect on other students involved in the activity, such as a sports team or an orchestra, and the teacher in charge of the school activity must always be consulted. A weekend gating is an effective sanction, the offence should be reported to the Head of Boarding and Senior Deputy Head. An appropriate behaviour monitoring plan may be agreed with the Tutor, and the Head of Year/Housemistress will inform the parents.

LEVEL 4 INTERVIEW WITH SLT AND PARENTS

Upon receiving three SLT detentions or three similar sanctions at Level 3, parents will usually be invited to an interview with a member of the SLT. It is hoped that the interview will establish an agreed contract on future behaviour or attitude. The outcome of the interview will be recorded and kept on file. Depending on the circumstances which led to the SLT detentions, a student may be suspended at level 4.

LEVEL 5 SUSPENSION (TEMPORARY AND INTERNAL)

The Head may at her or his discretion suspend a student from the school if the student's attendance, progress or behaviour (including behaviour outside the School) is seriously unsatisfactory and if in her or his reasonable opinion the removal is in

unreasonable circumstances

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The Head will write a letter to the parents, which might include a formal warning and will see the student with parents/guardian on her return to school following the suspension.

LEVEL 6 PERMANENT EXCLUSION

If a student faces her third suspension, the Head will discuss her long term future at the school with her parents.

For permanent exclusion a distinction is made between expulsion and requirement to leave. A student is liable to expulsion for a grave breach of school discipline, for example a criminal offence or some wilful act calculated to cause serious damage to the school community or any of its members. Formal expulsion means that the student's name will be removed from the School roll and reference to the facts and circumstances will be made in response to every request for a reference. A student may be subject to expulsion, without having moved through levels 1-5, for a serious breach of school rules. For a breach of school discipline falling short of one for which expulsion is necessary, the student may be required to leave permanently. In such circumstances reasonable assistance will be given in helping the student to make a fresh start at another school. A boarder may also be required to leave the boarding house without necessarily being required to leave school. In any circumstances where permanent exclusion is being considered, the Head is required to act fairly and in accordance with the principles of natural justice. The Head will use every reasonable endeavour to contact parents before any final decision is taken.

All records of suspensions will be kept in the Head's Office and must be notified to the Chairman of Governors. The procedure for appealing against a permanent exclusion is set out in the Complaints Policy to be found on the School website or can be viewed at School upon request.

For all permanent exclusions, a Tier 4 check is required. This is to ensure the school is compliant with their responsibility of the Tier 4 Visa and what is expected if a Tier 4 student is excluded.

Sanctions Policy (for during the school day and any other regulated activities)

Level	Poor Behaviour	Poor attitude to work	Sanctions
1	First few instances of low-level disruption and, or impoliteness and lack of regard for others	First instance in a term of late or very poor-quality study (where the teacher uses reasonable	

2	Repeated low level disruption or a first instance of more serious disruption or rudeness	Repeated (i.e. twice or more) late, missing, or poor quality work	Poor behaviour in lessons Departmental Detention (at time of HoD's choosing) with work set
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3	<p>As an automatic result of three Departmental / Pastoral Detentions (whether behavioural or work-related in origin) or truancy from a timetabled lesson</p> <p>Or as a result of any very serious or disruptive behaviour (e.g. intimidating another student or rudeness to a member of staff)</p>	See previous column	<p>SLT detention. Parents informed by Head of Year/Housemistress and provided with at least 24 hours' notice. Heads of Year to record detention on database and liaise with SLT.</p> <p>Where appropriate, a progress monitoring plan agreed between DM/SDH/Head of Year/Tutor.</p>
4	As an automatic result of 3 SLT detentions	As an automatic result of 3 SLT detentions	Interview with SLT member(s) and parents.
5	<p>Continuation of poor behaviour after Level 4 has been reached</p> <p>Or any exceptionally serious breach of behavioural rules</p>	Continuation of poor attitude to work after Level 4 has been reached	<p>Probable suspension, at the reasonable discretion of the Head</p> <p>Records kept in Head's office.</p>
6	<p>Continuation of poor behaviour after two suspensions</p> <p>Or any extreme breach of behavioural rules</p>	Continuation of poor attitude to work after two suspensions	<p>Probable permanent exclusion, at the reasonable discretion of the Head.</p> <p>Record kept in Head's office.</p>

Sanctions Policy (outside the school day/regulated activities)

Level	BEHAVIOR	SANCTION
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1 First instance of low level disruption poor behaviour, or impoliteness or lack of regard for others

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5 Continuation of poorbehaviour after Level
4 has been reached

Or