

BEHAVIOUR POLICY SENIOR HOUSE

The starting point for this policy is the first school aim that Durham High School should be a community founded on Christian values where every individual counts.

The school operates a code of conduct which was drawn up after extensive discussion with pupils and applies to all who work within the school community. It underpins our work and relationships with each other.

The code of conduct is displayed in all the form rooms and states that all members of the school should:

- show respect, care and consideration to others;
- never cause unnecessary hurt or unhappiness to anyone else;
- be polite and helpful to others at all times;
- show consideration and tolerance for the views and beliefs of others;
- work to the best of their ability at all times;
- demonstrate high standards of appearance and behaviour;
- keep the school environment clean, tidy and free of litter;
- show respect for the property of others;
- show respect for school property;
- remember that every action outside school will reflect on the whole school community.

Pupils are also required to observe the following basic rules in the classroom:

- arrive on time with all the equipment needed for the lesson
- listen in silence when the teacher is giving instructions
- follow instructions promptly and accurately
- raise a hand to gain attention and only speak when invited
- stay in the allocated seat or workspace unless given permission to move

There are In-House Rules which are updated from time to time:

- No chewing gum in school
- In years 7-11 iPods and mobile phones must be turned off and kept in outside lockers during the school day
- Sixth Formers may use their mobiles when not in lessons, but only in the Sixth Form Block.
- No jewellery should be worn with school uniform (a small, single, silver, gold or pearl stud in lower lobe is permitted)
- Uniform must always look smart and be worn in accordance with the uniform list

- Blazers and jackets should be worn to and from school. Blazers should be worn around school (except during the summer term)
- Out of bounds rules must be adhered to
- All personal property should be named
- Members of the school community should walk on the left in the main corridor and walk in a considerate manner. There should be no running.
- KS3 pupils should be outside at break and lunchtime, unless the weather is inclement.

Implementation

Clear pathways of enforcement must be followed using the line management route below:

<p>Subject based problem Subject teacher > Head of Department/Line Manager > Section Head/HOY</p>
<p>Pastoral based problem Classroom teacher > Form Tutor > Section Head/HOY</p>
<p>Minor problem Any teacher/member of staff on duty</p>
<p>Medium problem Any teacher/member of staff on duty > Form Tutor > Section Head/HOY > Assistant Head Pastoral</p>
<p>Major problem Assistant Head Pastoral > Head Teacher</p>

Guidance on Rewards and Sanctions

Rewards

Positive reinforcement is integral to the successful management of behaviour. Incentives and rewards should be used as much as possible in order to promote the pupil's self-esteem. It is school policy to recognise, acknowledge and reward individual achievements by pupils. The following are examples of areas considered to be worthy of individual recognition.

1. Consistently improved standards of work.
2. Good or outstanding pieces of work.

3. Effort in class or for homework.
4. Outstanding effort or achievement in extra-curricular activities.
5. Service to the school or local community.

Positive behaviour and good character are recognised by rewarding, for example:

Good manners, thoughtfulness, reliability, commitment, honesty, self-discipline, initiative.

House Points

Several House competitions in Junior and Senior House take place each term and points are awarded which contribute to the overall house's total for the term and year.

Individual House Points are awarded to girls by staff. Each Department has an agreed policy on how House Points should be awarded but the general policy is that a House Point is a quick 'well done' and so then may be awarded outside the classroom for courtesy, helpfulness, and so on. Recently, we have introduced a '5 House Point voucher' which is awarded for more significant achievements of the types listed above. If a pupil is awarded one of these vouchers, her name is now automatically entered into the Excellence Book. Individual members of staff are warmly encouraged to make classroom activities House events and to suggest additional year group, section or whole school House events. House Captains collate House Points, adding them to the points achieved in other house events. Individual achievements are also rewarded.

Examples of House Points:

- Particular involvement in class/year group event;
- High standard of classwork/homework over time;
- Particularly high standard in an individual piece of work (while ensuring we are not rewarding girls who spend too long on a piece of work)
- Sustained improvement to classwork/homework
- Meeting a target (academic or otherwise)
- Initiative shown
- Voluntarily assisting member of staff or other girls
- Commendation/encouragement from reports

Classification of Rewards

Minor	Medium	Major
General praise Encouraging words, smile etc.	House Point(s) Comments on written work Display of work Achievement Certificates	5 House Point Voucher Excellence Book Achievement certificate Commendation certificate Commendation in assembly Speech Day Sports Presentation Evening

Sanctions

It is important for sanctions to be used consistently and for teachers and other staff to make it very clear to the recipient why a sanction is being applied. Staff should be aware that poor behaviour may have a variety of causes. There may be pastoral issues involved and staff should check with the Section Head/Head of Year to see whether there are any extenuating circumstances. Staff may wish to consider a referral to KR.

Corporal punishment is not used at Durham High School.

Whole class detentions are seldom an appropriate or effective sanction.

Classification of Incidents (examples)

Minor	Medium	Major
Inattentive behaviour Inappropriate talking Failure to listen to instructions Boisterous or distracting behaviour in or out of classroom No/Late homework Late to lesson Lack of effort Uniform infringements	Persistent minor offences Giving 'Cause for Concern' Rudeness to staff Inappropriate attitude or behaviour towards staff Persistently late homework	Persistent medium offences Intentionally disrespectful behaviour to other pupils or staff Bullying* of any kind Stealing Use of illegal substances Intentional damage to property Misuse of school facilities Truancing

*See anti-bullying policy for definitions of bullying.

Classification of Sanctions

Minor	Medium	Major
Verbal warning Disapproving gesture Quiet but forceful words of disapproval Note in pupil's planner	Separate pupil 'Cause for Concern' form One-to-one discussion with pupil Key stage lunchtime detention After School Detention Parental contact Pupil sent to AT's office to be supervised by a member of SMT Behavioural report Loss of Sixth Form privileges	Parental meeting followed by major school detention Temporary exclusion (Suspension) Permanent exclusion

Recording of incidents

Concerns about a particular pupil should be recorded on a **Cause for Concern** form. These are used as a means of communication between members of staff about pupils for specific reasons; they are not merely used for infringements of the Code of Conduct. Records of all formal discussions with pupils should be recorded on the **Pupil Interview Record**. All discussions with parents should be recorded on the **Contact with Parents** form.

Copies of completed forms should be given to AT/LC/NJR/Section Head or HOY/HOD/Form tutor as appropriate. This can be done electronically. A record of sanctions for serious disciplinary offences is retained by the Headmistress. This record includes the nature of the offence, the date and the punishment. This centralised record enables the school to identify patterns of behaviour.

Sending pupils out of lessons

If a situation in a lesson cannot be resolved early, the pupil should be put outside AT's office. It is not school policy to send pupils out of lessons to stand in the corridor. They should be given a card to take to the Head's PA who will then locate a member of SMT to deal with them.

A Cause for Concern form should immediately be issued for the attention of Form teacher, Section Head/HOY and HOD if appropriate. The pupil should be put in an after-school detention, and parents contacted to inform them of the behaviour of their daughter.

Detention

- Key Stage detentions may be given at lunch time for unsatisfactory work or behaviour.
- After school detention may be given after school until 5.30pm for unsatisfactory work or behaviour. (24 hours notice in writing must be given to parents.)
- Usually lunchtime detentions will be issued by Section Heads/Head of Year, Heads of Department or Form teachers after receiving a Cause for Concern from subject staff, either for subject or behavioural issues.
- Details of detentions issued should be given to Section Head/HOY who will draw up a register for the detention. If academic related, the relevant teacher should set appropriate work for the detention; the Section Head/Head of Year will generally set work for behavioural issues.
- The Section Head/HOY or a member of SMT should place a girl in after school detention. If a pupil has received two lunchtime detentions for the same offence, then the third will automatically be an after school detention. Other reasons for after-school detention could include failure to attend lunchtime detentions. However, the Section Head/HOY, or member of SMT, can put a girl in after school detention at any stage if it is deemed an appropriate response to an incident.
- Records of Key Stage and After School detentions are kept by the Assistant Head Pastoral.

Other Sanctions

Pupils may be placed on report whereby they are required to carry a Report Sheet that has to be signed after every lesson with a comment about the standard of behaviour achieved. The Report Sheet is reviewed by the Section Head/Head of Year at the end of every day.

1. If a member of staff has concerns about a pupil's behaviour or the quality of their work, they should discuss their concerns with the FT/HOD/SH/HOY as appropriate. Only then may parents be phoned. This may be done by any member of staff, but is usually done by the Section

- Head/HOY depending on the nature of the problem. If more serious, the Assistant Head (Pastoral) will contact parents. Sixth Form issues are dealt with by the Senior Sixth Form Tutor/Director of Sixth Form Studies.
2. For persistent poor behaviour, the pupil should be referred to the Assistant Head Pastoral, and then the Headmistress. Formal contracts can be set up, or other approaches as deemed fit by the Headmistress.

Suspensions and Exclusions

Suspensions and Exclusions are very rare and may result from offences such as stealing or serious bullying or from a series of incidents which constitute unacceptable behaviour. Any pupil found to be in possession of cigarettes or alcohol, whether in school or on a school trip*, may be suspended or excluded. Any girl found to be in possession of illegal drugs will be excluded. The Headmistress consults with the Chair of Governors and the Senior Management Team before any permanent exclusion takes place.

(see Sections 64, 69 and 70 of 'Parents' Terms and Conditions Handbook' for information about Governors' Review if parents wish to challenge the Headmistress's decision to exclude a pupil permanently.)

(*See note on Alcohol in the School Travel Policy)

Reviewed December 2009