

SENIOR HOUSE BEHAVIOUR POLICY DURHAM HIGH SCHOOL

This policy should be read in conjunction with: Senior House Anti-bullying Policy; Pastoral Care Policy; Safeguarding and Child Protection Policy; Senior House Code of Conduct.

Durham High School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline not blind compliance. It echoes our core values with a heavy emphasis on respectful behaviour; that we are a community founded on Christian values where every individual counts.

Aims

- To create a culture of exceptionally good behaviour: for learning, for community, for life and to help girls take control of their behaviour and be responsible for the consequences of it.
- To ensure that all girls are treated fairly, shown respect and to promote good relationships.
- To build a community which values kindness, care, good humour, good temper, obedience and empathy for others.

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 focuses on three main precepts:

- **Ready**
- **Respectful**
- **Safe**

Ready:

We are expected to be ready for learning by;

- Arriving promptly to school and to lessons;
- Being dressed impeccably by wearing our uniform with pride in accordance with the uniform list or dress code relevant to our Year Group;
- Have all the necessary equipment to learn effectively and to work to the best of our ability.

Respectful:

We are expected to be:

- Respectful to staff, our peers and the school environment;
- Never cause unnecessary hurt or unhappiness to anyone else;
- Be polite and helpful at all times;
- Show consideration and tolerance for the views and beliefs of others;

Safe:

We are expected to behave in a safe manner at all times. We will:

- Keep to the left on stairs and corridors;
- Walk and not run;
- Queue for lunch calmly and politely;
- Adhere to out of bounds rules;
- Behave in an appropriate manner whilst using the school's ICT facilities
- Report any concerns we have to an adult.

Mobile phones

- In Years 7-9 iPods, mobile phones, and smart watches must be turned off and kept in outside lockers during the School day;
- Year 10-11 may use mobile phones at break and lunch times in the Salter building. At other times, iPods, mobile phones and smart watches must be returned to lockers;
- Sixth Formers may use their mobiles when not in lessons, but only in the Sixth Form Block;
- **Photographs/videos must not be taken in school unless permission has first been given by a member of staff for a specific purpose.**

Implementation

It is the responsibility of all school staff to enforce the school code of conduct and it is anticipated that minor issues (Level 1) can be resolved by individual staff as and when they arise. However, should a more serious incident occur, the following pathways should be noted:

Subject Based Problem

Subject Teacher > Head of Department/Line Manager > Head of Year > Deputy Head

Pastoral Based Problem

Any teacher/ member of staff > Form Teacher > Head of Year > Assistant Head (Pastoral)

Level 1 issue

Any Teacher/Member of Staff on duty

Level 2 issue

Any Teacher/Member of Staff on duty > Form Teacher > Head of Year > Assistant Head (Pastoral)

Level 3 or 4 issue

Any Teacher/Member of Staff on duty > Assistant Head (Pastoral) > Headmistress

Guidance on Rewards and Sanctions

Rewards

Positive reinforcement is integral to the successful management of behaviour. Good behaviour is, however, the expected norm for all pupils and good behaviour alone should not be rewarded. 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.
6. Endeavour/ persistence

Positive behaviour and good character are recognised by rewarding, for example: thoughtfulness, reliability, commitment, honesty, self-discipline, initiative.

Merit Points

Merit Points are used to reward attainment, effort or good character. Staff award Merit Points by stamping the pupil's planner using a Durham High School Merit Point stamper or by initialing planner. Merit Points should not be given for purely attendance at extra-curricular activities. Giving multiple Merit Points for any one activity should also be an exception and not the norm.

An individual girl's Merit Points contribute to the school's House Point system.

Certificates are awarded as Merit points accumulate:

Merits awarded	Action
25	Bronze Award: Postcard sent home
50	Silver Award: Certificate awarded in assembly
100	Gold Award: Certificate awarded in assembly and Head of Year badge
150	Diamond Award: Certificate awarded in assembly and Headmistress badge

Staff may also nominate a pupil for the Excellence Book, for producing an exceptional piece of work and/or showing outstanding effort. A letter will then be sent home by the Headmistress to inform parents of their daughter's Excellence Book nomination.

The Academic 'Effort Level' achieved across each half-term is rewarded with cards being sent by Heads of Year, to pupils for a variety of reasons, for example, pupils who achieve a Diamond Effort Level or pupils who improve their Effort Level band from one half-term to the next. – see *Senior House Assessment, Reporting and Recording Policy* for further details.

Recording of Incidents

All concerns about a particular girl should be recorded on CPOMs. This is used as a means of communication between members of staff about pupils for specific reasons; it is not merely used for infringements of the Code of Conduct. Records of all formal discussions with pupils and parents should be recorded on CPOMs by the member of staff concerned. As a norm, for pastoral/behaviour issues, the Head of Year should be alerted on CPOMs to any incidents recorded by members of staff. For academic issues, the relevant Head of Department as well as the Head of Year should be alerted.

If on investigation, the Head of Year/Assistant Head (Pastoral) deems the issue to be more serious, further details will be added to the write-up and then a copy of the write-up will be sent to the Headmistress for filing on the pupil's main file. A record of sanctions for serious disciplinary offences is retained by the Assistant Head Pastoral. This record includes the nature of the offence, the date and the punishment. Centralised records enable the School to identify patterns of behaviour.

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 Head of Year to see whether there are any extenuating circumstances.

Corporal punishment is not used or threatened at Durham High School.

Whole class detentions are seldom an appropriate or effective sanction.

Classification of Incidents

Level	Potential Incident	Possible Action
1	Chewing gum	One of the following to be given by the member of staff involved: Verbal warning or Note in girl's planner or Break-time detention
	Dropping litter	
	Eating in undesignated areas	
	Failure to bring correct equipment or PE kit	
	Not following instructions	
	Inappropriate uniform	
	Wearing jewelry other than that allowed	
	Late to lesson/registration	
	Use of mobile phone	
	Failure to hand in homework	
	Boisterous or distracting behaviour in or out of classroom	
	Lack of effort	
	Inattentive behaviour	

2	Persistent level 1 behaviour	Parental phone call followed by: Lunchtime detention with HoY or HoD
	Inappropriate attitude or behaviour towards staff	
	Persistently late homework (e.g. more than 2x in any half term)	
	Inappropriate online behaviour/ comments	
	Inappropriate use of school's ICT facilities	
	Refusing to follow instructions	
	Copying/plagiarising work	
3	Persistent level 2 behaviour	Parental phone call or meeting followed by: After school detention with HoY or Assistant Head (Pastoral) A Subject or Pastoral report may also be implemented at this stage if deemed appropriate.
	Leaving school without permission	
	Misuse of school facilities	
	Intentionally disrespectful behaviour to other pupils or staff	
	Cheating in a test/exam	
	Missing a lesson without permission	
	Inappropriate use of social media or mobile technology	
4	Bullying* of any kind	Parental meeting (usually with the Headmistress) followed by one of the sanctions listed: Written warning Behaviour contract Internal exclusion Suspension Expulsion
	Stealing	
	Use of, or being under the influence of, illegal substances such as drugs or alcohol (#)	
	Intentional damage to property	
	Aggressive behaviour	
	Truancy	
	Criminal Offence	
	Bringing the school into disrepute	

*See anti-bullying policy for definitions of bullying.

#This includes whilst on a school trip (see note on Alcohol in the School Educational Visits Policy)

Detentions

- Break detentions will usually last 15 minutes from 10.15-10.30am
- Lunch detentions will usually last 30 minutes from 1.10pm to 1.40pm
- After-school detention may be given from 4.00pm until 5.00pm. (24 hours notice in writing must be given to parents).
- Only the Head of Year or a member of SLT may 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. The Head of Year, or member of SLT, can put a

girl in after school detention at any stage if it is deemed an appropriate response to an incident.

Sending Pupils out of Lessons

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

A CPOMs incident should immediately be issued for the attention of the relevant Head of Year and Head of Department.

Temporary exclusion (Suspension)

Pupils may be suspended from school for their own well-being or that of others while a disciplinary incident is investigated, or as a punishment in its own right. Suspension (for a period of time) or permanent expulsion (permanent removal from school) can only be administered by the Headmistress. These sanctions are only considered in the most serious cases.

The girl's parents will be contacted and provided with full details of the reason for the exclusion. The girl will be allowed back into school following a re-admission interview which would involve the Headmistress, an additional member of SLT, the parents of the girl and the girl herself.

Required Removal

For a serious breach of school discipline falling short of one for which Permanent Exclusion is necessary, but such that the girl cannot expect to remain a member of the school community or for another reason set out in the School's Terms and Conditions, the girl may be required to leave permanently and the Head will invite the parents to withdraw the girl. The girl will be given reasonable assistance in finding a place at another school.

Permanent Exclusion (Expulsion)

A girl is liable to Permanent Exclusion (Expulsion) for a grave breach of school discipline, for example a criminal offence or a willful act calculated to cause serious offence or damage to the school, its community or any of its members. Alternatively, Permanent Exclusion may result from persistent breaches of School Rules, if this course of action is deemed the only reasonable option. The School is required to act fairly and in accordance with the principles of natural justice and not to permanently exclude a girl other than in grave circumstances.

The Headmistress consults with the Chair of Governors and the Senior Leadership Team before any permanent exclusion takes place. (See Sections 8.11, 8.16 and 8.17 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 [expulsion].)

Misdemeanours of a serious disciplinary nature will be investigated by a member of the Senior Leadership Team (SLT).

Initial Procedure for Dealing with a Serious Disciplinary Incident

When circumstances come to the attention of the Headmistress which may give rise to serious disciplinary measures being taken, she will ask a member of SLT to conduct a preliminary investigation into the incident.

Where appropriate, the girls involved in the incident will be removed from their normal timetable and separated from each other. Mobile devices may also be confiscated from girls to prevent collusion and also if they are thought to contain relevant information. The School reserves the right to request that girls show us information/images on their mobile devices that may help us with an investigation.

Girls will be interviewed by a member of the SLT in the presence of an additional member of staff. This additional member of staff should ideally be someone who is known to the girl and has responsibility for the pastoral welfare of the girl during the interview. They would also be responsible for taking notes during the investigation.

The SLT member will keep the girl off timetable if further interviews may be needed during that day. The SLT member may also choose to contact parents to request the girl be kept at home, if it is in her best interests. Parents will be asked to pick up their daughter from school where possible unless alternative arrangements for the girl getting home are agreed. If in doubt, the girl will remain at school until the end of the school day.

At the conclusion of the investigation, the SLT member will inform the Headmistress of the findings of the investigation. The Headmistress will form a view as to whether the matter needs to be taken further.

If the matter is to be taken further the Headmistress will inform the girl and parents as soon as possible. An interview will follow involving the girl, her parents, the SLT member (or person responsible for the investigation) and the Headmistress. During this interview the results of the investigation will be discussed, and the girl will be invited to give her version of events. At the conclusion of this interview, the Headmistress may choose to take no action or impose a sanction. The Headmistress will confirm to the parents any action to be taken by letter.

Pupils with SEND

In line with the 'Equality Act, 2010', reasonable adjustments will be made when dealing with incidents of misbehaviour, as and when necessary, for pupils with special educational needs or disabilities.

Managing Pupils' Transition

Pupil files are transferred from Junior House to Senior House and a full pastoral handover occurs in the Summer Term when Year 6 Form Teachers discuss individual pupils with the Head of Year 7. Similar handovers will take place when girls move between Key Stages (e.g. Years 9 to 10 and Years 11 to Lower Sixth). These discussions include any concerns regarding behaviour or pupils who have been victims of other pupils' misbehaviour.

For pupils who join Durham High from another school, a reference is always sought from the previous school and a request is made for comments about a pupil's standard of behaviour and academic problems as well as pastoral issues.

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