



SENIOR SCHOOL BEHAVIOUR & DISCIPLINE

POLICY

Owner	Deputy Head
Authorised by	Head and Governors
Dated	May 2019
Review	May 2020

Appendix A: Sixth form privileges and sanctions

Aims and objectives

The promotion of the highest standards of citizenship and work ethic is at the heart of our school's aims and ethos. Students at Derby High School are expected to display good behaviour at all times, whether inside or outside the school, and act in a manner which reflects credit both on themselves and on the School. Rules and regulations are based on respect for oneself and consideration for others and their property; they are not intended to be prescriptive. Students are expected to exercise self-discipline and to make judgements for themselves as to what is acceptable and appropriate behaviour. Good manners and courtesy are expected at all times.

All students receive a copy of the 'Green Book' annually; this sets out guidance on daily routine, rules and expectations, rewards and sanctions. School rules are not exhaustive – good behaviour based on the principles above is expected.

Rewards (U3-U5)

It is important to praise and reward pupils for their achievements. These include, for example, verbal praise and written remarks about good work and other rewards as explained below.

Rewards are awarded in two categories; achievement and conduct/citizenship.

Achievement (effort/progress and attitude to learning)

When giving rewards for academic work the base line against which improvement or excellence should be measured should be the standard for that pupil and not for the best pupil in the set.

Honour Marks can be awarded by staff to students in Years 7-11 for good personal achievement or effort in a piece of work. Honour Marks contribute both to each individual girl's total and to the total for her House. Students receive a certificate for reaching 25 HMs, a certificate and a special break for 50 HMs, and vouchers and certificates for reaching 75 & 100 Honour Marks in one academic year.

Commendations are awarded following an assessment/report. Students in Year 7-13 achieving 1s for effort in all their subjects will receive a commendation. Students achieving a commendation will receive a postcard in the post.

Distinctions – Students in Year 7-13 who make exceptional progress, have worked particularly hard or have shown one of our thinking for learning values in an outstanding piece of work are recommended for a distinction. They will be invited to make an appointment to see the Headteacher or Deputy to discuss their piece of work and record their success in the Distinction Book.

Conduct/Citizenship

Derby High School recognises the power of making explicit the desired standards of behaviour for learning and of positively reinforcing high standards of learning and co-operative behaviour. This has both the impact of teaching and reinforcing expected behaviour and a motivational role in helping students to realise that good behaviour is valued. Recognising and rewarding positive attitudes and learning behaviour are central to the promotion of good behaviour and good order.

Silver Stars can be awarded to students in Year 7-11 by both staff and U6 students for showing good citizenship and conduct. This could be around school or helping at events after school/at the weekend. When a student receives 3 Silver Stars they receive a Golden Ticket. Staff will fill in a Silver Star card in the staffroom with a brief reason for the award. These will be collected daily by the Student Receptionist who will record them and then place individual Silver Stars in registers for tutors to give out to the tutee.

Golden Tickets – Staff and U6 students can recommend a student in Year 7-11 who has shown a strong positive contribution to the community (fundraising, exceptional kindness to others), helping or

supporting others at some considerable inconvenience to themselves, including, for example, volunteering to help at weekends. The reward for a Golden ticket is an early lunch pass for the student and 2 friends.

Champagne Moments (U3-U6) - The Head's 'Champagne Moments' are far less frequent but highly prized; these recognise particularly outstanding achievement, success in the face of adversity or perhaps an achievement which in itself is relatively unremarkable but which, for an individual girl, represents a personal triumph. The reward is a special lapel badge depicting a Champagne Rose.

Individual and team successes are highlighted in assembly.

Achievement and commitment in Sport, Music and Drama is rewarded by 'School Colours' (see School Colours Policy). Prizes at Speech Day are gained not only for top academic achievement but also for academic effort and progress and for contribution to the life of the school.

Sanctions (U3-U5)

Most disciplinary matters are of a relatively minor nature and can be dealt with either by the U6 student or member of staff who becomes aware of them. The precise nature of the response will depend not only on the nature of the offence but also on the reaction of the girl being disciplined. Reasonable adjustments will be considered for SEND pupils when appropriate. For example, a pupil with Tourette's Syndrome would not receive sanctions for swearing if this could not be controlled; adjustment would be made in a detention for a pupil with ADHD. All such adjustments would be made on an individual case basis.

It is not acceptable for girls to question publicly the judgement of staff or U6 students. There is a procedure for complaints if girls feel they have been unfairly treated.

Derby High School does not permit the use, or threat, of physical sanctions. However, **staff have the power to use reasonable force in a considered manner in appropriate circumstances.** See Use of Force policy for further detail.

Penalty points are given by staff or U6 Student for minor disciplinary offences and for behaviour which is considered inappropriate. Depending on the nature of the offence staff may award one or more penalty points. Parents will not necessarily be informed of individual penalty points, however, if a girl receives three penalty points during the school year she will receive a school detention and parents will be notified of this. For a particularly serious offence a girl may be given three penalty points, resulting in automatic school detention.

School Detention usually takes place at lunchtime for 30 minutes and is supervised. A first detention will be supervised by a member of SLT, a second by the Deputy Head and a third is with the Head teacher and will be served after school. Penalty points and detentions are recorded and appear on school reports.

U6 students have the authority to give penalty points, they are given training at the end of L6 to support them in doing this.

If a disciplinary matter is serious enough, or is part of an unacceptable pattern of behaviour, the member of staff may refer the matter to the Tutor as appropriate. The Tutor will discuss the matter with the girl concerned and make a record of the conversation. She may seek the advice of the Head of Key Stage or Head of Sixth Form, who might also choose to see the girl concerned. Again, a record of the conversation will be kept. The action taken will depend amongst other things on the severity of the offence, the willingness of individual girls to be honest about their degree of involvement and the disciplinary record(s) of the girl(s) concerned. Parents may be contacted, depending on the precise circumstances. Sixth Form students whose behaviour causes concern will be reported to their tutor via a C4C (cause for concern) email. The Tutor will decide if and when further action is appropriate. See further detail in **Sixth Form Sanctions policy**.

The Deputy Head will only become involved in serious breaches of school discipline or where the pattern of behaviour of an individual girl is giving cause for concern and where the girl has not responded to the advice/warnings of her tutor/Head of Key Stage/Head of Sixth Form. In such cases parents will normally be contacted, usually by phone, followed by written confirmation.

Serious Disciplinary Matters

If, after initial investigation, it becomes clear that a disciplinary matter is particularly serious it is likely to be referred immediately to the Deputy Head, who will investigate the matter further. Girls being interviewed about serious disciplinary offences (for example theft, bullying, substance abuse) will be invited to have another teacher present when interviewed.

Headteacher's Detention (U3-U5): This will be given for a serious breach of school rules or unacceptable behaviour or if there is a pattern of repeated School Detentions. These take place on Friday from 3.45pm – 5.15pm. The Head will automatically see any girl who has been placed in Head's Detention and will write to parents.

Suspension (U3-U6): If warranted by the circumstances a girl may be suspended. Suspension means that a girl is not permitted to come to school, either because it is necessary to withdraw her from the community pending an investigation into an allegation of serious misconduct or as a punishment for a serious breach of school rules or persistent offences after a warning. The length of the suspension depends on the length of the investigation or the seriousness of the offence. Parents will be invited into school to discuss the school's concerns if a girl is likely to be suspended. The suspension must be reasonable and reported to the Chair or Vice Chair of the Governing Body.

Expulsion (U3-U6): In extreme cases a girl may be expelled (permanently excluded) or her parents may be asked to withdraw her from the school. This again is the Head's decision, after consultation with senior staff and the Chair of Governors (or the Vice Chair in his/her absence).

Appeal against Permanent Exclusion

Parents wishing to appeal against the permanent exclusion of their daughter should write to the Chair of Governors within 2 working days of the exclusion setting out the reasons for the appeal. This should be sent to the school, where it will be forwarded by the Clerk to the Governors. The Chair of Governors will acknowledge receipt of the appeal and ask the Vice Chair of Governors to convene a panel hearing at a mutually convenient time and date; as early as is practicable and normally within 10 working days of the receipt of the request. **See Complaints Procedures Stage 3 for full details.** The decision of the Appeal Hearing is final.

Malicious allegations

The Headteacher would deal with any allegations made against staff; the Governing body would be involved in this process. If, after careful and appropriate investigation, it is found that the allegations made by a pupil against a member of staff are malicious, the case will be considered on an individual basis but it is likely that this would lead to the imposition of a serious sanction (most probably suspension or permanent exclusion).

Sanctions – record

Penalty points are recorded in a book in the staffroom and noted on the school report.
Detentions/exclusions are recorded centrally on the Serious Sanctions Record by the Deputy Head.
Sixth Form sanctions are recorded by the Head of Sixth.

Academic Issues

Pupils whose attitude or work ethic in lessons is causing concern will normally be referred to their Form Tutor. The Head of Key Stage/Head of Sixth Form may become involved where the concerns are particularly serious. In cases of persistent misconduct in class or poor work ethic the matter will be referred to the Deputy Head, who will normally contact parents to advise them of the school's concerns.

'Catch up' sessions

Girls who need to catch up work, or who have missed a test through absence, may be asked to attend a 'catch-up' session. These are held on two lunchtimes at 1.00 pm and are supervised. The day of 'catch-up' can be rearranged by negotiation with the member of staff if it clashes with a team practice or choir but not for other activities. If a girl is required to attend 'catch-up' due to poor or missing work and she does not turn up, she will be given a penalty point.

For more serious concerns, such as a pupil who persistently fails to submit or complete homework satisfactorily, the pupil will be referred to the Head of Key Stage or thereafter to the Deputy Head. Each case will be dealt with on an individual basis but it may lead to an Academic Detention.

Parents will be notified of repeated or serious issues of late or missing homework through one of the following:

Teachers send work concerns to tutors for poor or late work. Then in:

KS3-4: after receiving 3 concerns from one subject or 6 across different subjects, the tutor speaks to the student and parents are notified. A further 3 concerns will result in the issue being escalated to the Head of Key Stage and, thereafter, to the Deputy Head.

KS5: the process involves discussion with the student and notification home after 3 concerns and is escalated to the Head of Sixth Form after a further 2 concerns.

Parents may also be notified of concerns relating to the submission or quality of a single piece of work, where that work has particular significance (for example GCSE/A level coursework).

Sixth Form work issues – see also Sixth Form Sanctions Policy

Instances of concern about the quality/timeliness of work are reported to the personal tutor via a C4C e-mail. The class teacher will attempt to resolve the problem directly with the student. If the matter is ongoing, the personal tutor will arrange a meeting with the student. The personal tutor will attempt, with the student's input, to diagnose and resolve the problem. The Head of Sixth Form will be kept informed and will be involved with cases that cannot be resolved at tutor level. The Head of Sixth Form will meet with the student and decide on appropriate action which may include parental contact and further in school intervention.

Transition through school

At points of transition Y6-Y7, Y9-10, Y11-L6 relevant staff meet to discuss individual pupils and pass on any information regarding previous behaviour issues. Each week there is a pastoral meeting where any persistent concerns are discussed so that all staff are aware of concerns related directly to behaviour or pastoral issues that may affect behaviour.

Pupil Complaints

If a girl feels that she has been unfairly treated she is encouraged to try to resolve the matter informally with the member of staff concerned. She may also choose to discuss the matter with her Form Tutor. The majority of problems can be solved this way. If no agreement has been reached the matter will be referred by the Form Tutor to the appropriate Head of Key Stage, who will try to resolve the problem. If the matter still cannot be resolved at this stage the Head of Key Stage will contact parents. If parents are dissatisfied with the outcome they will be advised to contact the Deputy Head.

The School operates a formal complaints' procedure, a copy of which is available on request. However, the School would always hope to resolve difficulties informally wherever possible.

Appendix A: Sixth Form privileges and sanctions

Sixth Form students enjoy greater freedom, independence and privilege than girls in the rest of the school. It is expected that in recognition of this extra freedom, Sixth Form students act responsibly, set a good example to younger girls and, in doing so, set the tone for the whole school. The Sixth Form must be seen by younger girls to be respecting both the ethos and the rules of the school. Clear avenues exist for Sixth Form students to discuss issues of concern, should these arise.

Sixth Form students are expected to behave responsibly. Where rules are consistently flouted, where there is a serious breach of discipline or where the conduct of a Sixth Form student is inappropriate it will be necessary to impose sanctions.

Current Privileges

- Unsupervised study periods
- Early lunches (if free)
- Going out at lunchtime
- Use of the Sixth Form Common Room
- Use of mobile phone in the Sixth Form area.

For U6 only

- Going out in study periods
- After half term in the spring term, signing out and leaving school without the need to attend afternoon registration once they have no more obligations for that day.

Punctuality

Sixth Formers, like all students, are required to be on time to lessons and registration periods. Students who arrive late for morning registration will be required to explain why they are late. The parents of students who are late without good reason can expect to be contacted by their form tutor. Further late arrivals will result in the Head of Sixth Form contacting parents by email or telephone and/or a loss of privilege for the student in question. Persistent lateness to lessons will also result in loss of privilege.

Missed duties

Missing duties puts unfair pressure on other Sixth Formers and/or staff who have to cover. A record of missed duties will be kept by the Head Girl. L6 girls who miss duties are unlikely to be considered for more senior Student Leadership roles in U6. Students who miss duties may be asked for a written explanation and/or apology for the absence.

Signing in/signing out

It is imperative that we know who is in the building in case of fire or other emergency. Sixth Form students must therefore sign out when they leave school and sign back in when they return. Failure to do so will result in the privilege of being allowed out at lunchtime or in free periods to be withdrawn for a period of time. Students must also sign in if staying in school beyond the end of the school day with the student responsible and sign out on departure at reception.

For the same reason, no Sixth Form student may go home in case of illness unless they have reported to Mrs Sharp. Sixth Formers who feel too ill to attend lessons but do not wish to go home must still report to Mrs Sharp and go to the medical room. Illness will only be accepted as a legitimate reason for missing a lesson if the student has reported this illness to Mrs Sharp and is in the medical room. If Mrs Sharp is absent her medical role is taken over by another member of the office staff, (Mrs Forbes or Miss Jinks) who then becomes the person to consult.

If a student is present in school on a day in which PE is in the afternoon and has to leave during the day for any reason planned or otherwise (illness, appointment etc) it is imperative for them to see a member of PE staff before leaving either before school, at break or lunch. This is in addition to the aforementioned absence / illness procedure.

Uniform

Derby High School has a reputation for high standards of dress and this must also be upheld by the Sixth Form. It is essential that Sixth Formers dress smartly and adhere to the guidelines which are in place. Sanctions will be applied to Sixth Formers who contravene the Sixth Form dress code. Parents will be contacted if students persistently disregard the dress code.

Late Work / Poor Work / Causes for Concern

The whole school "Trail" system is used by staff to inform tutors and the Head of Sixth Form where there is concern about a student's academic progress. Staff should communicate other concerns e.g. behaviour and conduct to Tutors via email. These emails will be retained as appropriate in accordance with GDPR guidelines.

For serious breaches of school discipline or if the tutor is concerned about a tutee's pattern of behaviour, (s)he will discuss the matter with the Head of Sixth Form, who will then decide on the appropriate form of action.

Sanctions

Which sanctions are used and how long they apply for will be initially at the discretion of the Head of Sixth Form, who may consult either the Deputy Head or the Head, depending on the severity of the offence or the regularity with which the same offence is being committed.

- Loss of any of the privileges listed above for a specified period of time.
- Parental contact via telephone or email – a written record of telephone contact will be kept on file.
- Parental interview with the Head of Sixth Form and/or Form Tutor
- Being required to report at certain times of the day to designated senior members of staff.
- In exceptional cases, a student may be subject to a fixed term period of exclusion, or withdrawal of her place at Derby High Sixth Form.