



FRANCIS HOLLAND SCHOOL REGENT'S PARK

Name of Policy

Author

Committee for Review & Approval

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Regulation

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Behaviour & Sanctions

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Part 3 9 (a)

Written policy to promote good behaviour amongst pupils and set out the sanctions to be adopted in the event of pupil's misbehaviour.

Availability of this document:

Copies of this document may be downloaded from our website <http://www.fhs-nw1.org.uk>, Firefly or are available on request from the school office, Francis Holland School, Ivor Place, London NW1 6XR.

Behaviour and Sanctions

Preamble

The Behaviour and Sanctions Policy at Francis Holland School is a statement of good practice that covers all aspects of the school that contribute to the development and maintenance a positive ethos. All members of the school are expected to help maintain an atmosphere conducive to learning, with courtesy and mutual respect as basic requirements.

The school aims through its Behaviour and Sanctions policy to encourage and enable each girl to develop high standards of behaviour, to act as a responsible citizen and to make a positive contribution to the life of the school. The maintenance of good order is to the benefit of the school as a whole, the wider community, and the individual girl in all aspects of her development. The school is aware of its responsibilities under the Equality Act 2010 and ensures that reasonable adjustments are made for pupils with special educational needs and disabilities where appropriate.

Aims

- To encourage girls to behave with self-discipline and appropriate regard for their own academic progress, personal development, safety and general well-being;
- To contribute to mutual respect between members of the school community and the community beyond the school;
- To support effective teaching and learning;
- To encourage them to take responsibility for their actions, and to learn from their mistakes;
- To provide clear and high standards, and to offer guidance and support where necessary;
- To maintain the ethos of the school and to reinforce the Code of Conduct;
- To encourage them to respect and take due care of property and their environment;
- To discourage behaviour which may detrimentally affect themselves or others, or the school community as a whole (e.g. using inappropriate language, fighting, bullying, lying and deliberate damage to property).

Code of Conduct

Francis Holland is a community where every member is equally important, and deserves to be treated with courtesy and respect as an individual, and where each individual is conscious of their role in the community. It is a place for work and the development of a range of talents, and everyone is expected to do his or her best in an environment which is conducive to study and achievement. This Code of Conduct sets down the standards of behaviour which will allow individuals, and the community as a whole, to flourish.

We expect that all members of the school will:

- Treat others with respect, courtesy, kindness and generosity;
- Behave with self-discipline and common-sense, acting responsibly and safely;
- Take pride in themselves and the school, aiming for the highest standards in all that is undertaken;
- Be conscious of their responsibilities to the school community, and the wider community, and be willing to co-operate with others;
- Be willing to use their particular talents for the good of others
- Take care of the school environment, and respect others' property;
- Respect those in authority, and listen to the views and opinions of others;

- Follow the regulations of the school.

Prohibited Items

Pupils are prohibited from bringing the following items to school (whether on the school site or on a school trip):

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that staff reasonably suspect has been, or is likely to be, used
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the pupil).

Corporal Punishment

Under section 131 of the School Standards and Framework Act (1998), corporal punishment is prohibited for all pupils in independent and maintained schools and it is never used at Francis Holland School.

Procedures

General

It is the responsibility of each teacher to maintain good order and to support the School's Code of Conduct and Regulations in lessons and at all other times.

In promoting these aims and carrying out the procedures detailed below, proper regard will be given to individual circumstances. However, these cannot supersede the needs of the community as a whole. Every situation will be different, and therefore these procedures are guidelines, not strict regulations. It is noted particularly that some students with special educational needs and/or disabilities may need additional support to help them follow the Code of Conduct and regulations and therefore the guidelines are applied with discretion and judgement.

These guidelines apply to all times when the girl is at school, travelling to and from school, representing the school and on a school activity, on or off the premises. Very serious misconduct which occurs out of school time, such as in the evenings, weekends and holidays, and which may be to the detriment of the school community and ethos, or bring the school into disrepute, may, at the discretion of the Head, be regarded as a breach of school regulations and may lead to appropriate sanctions.

As well as imposing sanctions for breaches of school discipline, appropriate advice and support should be offered.

It is important that proper communication and consultation take place. The line of communication, except in the most serious cases, should generally be from teacher to form tutor, to Head of Year, to Pastoral Deputy Head and then Head, as the severity of each incident may require. The Pastoral Deputy Head will consult with and inform the Head at their regular meetings, or earlier, of any serious concerns and action taken, and they will decide when to contact parents. Subject teachers should also inform their Head of Department of significant

difficulties with girls or groups of girls so that the Head of Department can be aware of the situation and offer guidance when necessary.

Records should be kept of detentions, gating and early reporting. These records should be maintained by the Head of Year, and may be passed to the girl's main record in serious cases. Cases of suspension, requirement to leave and expulsion will be recorded in the main file of each girl by the Head.

Promotion of good standards and behaviour

Rewards

We consider it is important that praise and rewards should have a considerable emphasis within school and pupils will thus achieve recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort, good behaviour and adherence to the Code of Conduct. We do not reward only those pupils whose academic work is outstanding, or sanction only those pupils whose behaviour is consistently poor.

It is expected that good standards of behaviour will be encouraged through the consistent application of our School Rules and Code of Conduct supported by a balanced combination of rewards and sanctions within a constructive school ethos.

It is important to develop and maintain consistency in the application of the reward system.

Aims

- To develop a consistent pattern of rewards, which are known, understood and agreed to by all;
- To encourage high standards of work and behaviour;
- To support the School Rules and Code of Conduct.

Implementation

Girls may receive commendation cards for any outstandingly good behaviour and acts of kindness to the school community, awarded by a member of staff. They are signed by the relevant member of staff and then the pupil takes them to the Head for her to sign. They are also signed by the girl's Form Tutor. Commendations are recorded on their full reports.

Commendations are much sought after throughout the school, up to and including the Sixth Form.

Good practice is always highlighted at the heart of the school community, for example assemblies which reflect charity events or the public awarding of form captains and sports captains' badges. Additionally a number of awards at annual Prize-Giving events are for acts of selflessness and altruism. There are also many opportunities to showcase community excellence in the termly newsletters, annual magazine and the news area of the website.

Sanctions

Statement

Pupils have a right to expect fair and consistently applied sanctions for poor behaviour which make a clear distinction between serious and minor infringements of the code of conduct.

Aims

- To develop a consistent pattern of sanctions, which are known, understood and agreed to by all members of the school community;
- To ensure high standards of work and behaviour;
- To support the School Rules and Code of Conduct.

Breaches of Discipline:

Information (blue) Slips

These are issued for the following: late to school; lateness to lesson; unexplained absence to lessons; incomplete or lack of homework; lack of equipment, inappropriate uniform (without permission) or inappropriate behaviour. Some may result in being given, by the subject teacher, either, lunch-time supervision, a short detention after school for 10 - 15 minutes or a Thursday detention. The form tutor can also decide to issue a supervision or detention, if it is deemed to be appropriate. Other punishments may be set.

III – LIV: 5 x blue slips/half-term

UIV – UVI: 3 x blue slips/half-term

- 5/3 x blue slips for behaviour (rudeness, late to lessons, chatting) = Thursday detention (HOY)
- 5/3 x blue slips for lack of HW across subjects = Thursday detention (HOY)
- 5/3 x blue slips for behaviour + lack of HW = Thursday detention (HOY)
- 3 x blue slips for lack of HW in one subject = Thursday detention (HOD)

For most misdemeanours, teachers will inform the Form Tutor, who will discuss with the Head of Year the most appropriate course of action. Behaviour which might be considered a serious misdemeanour might include: use of foul language; abuse of privilege; disruption of a lesson; cheating; misbehaviour on the way to or from school; endangering the safety of others or themselves; persistent lateness to school/registration/lessons; missing a lesson without permission.

Measures to be taken in these cases might include: verbal reprimands; writing letters of apology; report; detention; appropriate service to the community; gating; withdrawal of privileges; extra/repeated assignments; internal monitoring report.

Jewellery and mobile phones that are inappropriately used may be confiscated and deposited in the School Office, clearly marked with the owner's name. Items may be collected at the end of the day. For repeated offences, parents may be asked to collect the confiscated items at their convenience.

Lunch-time Supervisions

Members of staff may use a lunch-time supervision for girls catching up with work or inappropriate behaviour in lessons. This session will last from 1.00 until 1.30pm, or until such time as the work is finished. It will be supervised in a specified room by the member of staff on duty there. Lunch-time supervisions take priority over clubs, unless a lesson previously paid for is taking place, or an activity that cannot be missed without adversely affecting others e.g. music groups and sports teams. It is essential that girls' names are recorded in the supervision book in the staff room by the member of staff arranging the supervision. Form tutors should check the book each day. If a girl does not show up, the member of staff on duty should inform the subject staff.

School Detention: Thursday, 4-5pm

Form Tutors, subject staff, or Heads of Year may put a girl in to detention. The Head of Year should communicate the sanction with parents and complete a detention letter, to be sent to parents, giving not less than 48 hours' notice get parental permission via phone or email. A

copy will be kept on the girl's file. The detention will last 1 hour, and be supervised by members of staff in rotation as a duty. If a pupil is given two detentions in a half term, parents will be contacted to discuss their daughter's behaviour and the future measures to be taken.

During detention, girls will complete work as agreed by the form tutor/Head of Year/subject teacher. Detention work should be appropriate and have some meaning. It is essential that girls' names are recorded and the work is set on iSAMs.

- If the problems continue after the detention (approx. 6 blue slips) = academic/behaviour report for 5 days
- If the problems continue after the detention and the report (approx. 9 blue slips) = parents invited in for a meeting with stakeholders

Head's Detention: Friday, 4-5.30pm or a Saturday morning

The Head's detention, is used for the most serious offences - e.g. leaving school without permission; smoking, vaping; rudeness to a member of staff/visitors/member of the public; vandalism/graffiti; truancy, bringing the school into disrepute – when supervision is not deemed appropriate. It is accompanied by a letter home from the Head. This letter goes on a girl's file and the form tutor will have a copy. This detention can only be issued by the Head.

Thursday detentions and Head's detentions are recorded on end of term reports. Lunchtime supervisions are NOT recorded on girls' reports.

Pupil Monitoring

Teachers may signal that a girl is causing persistent difficulties in a number of ways; foremost of this is communication from school to parents. This may be for serious difficulties that have been reported already using the systems above, or for persistent minor problems. The Head of Year, in conjunction with the Form Tutor and the Deputy Head/Pastoral, will decide on action to be taken, which may follow an internal report by a girl's teachers in order to gain a full picture. Sanctions will include those listed above.

Breaches of Discipline (Sixth Form)

Breaches of discipline may be reported to the Form Tutor using the system of information slips. The Form Tutor will then decide on the action to be taken, in conjunction with the Head of Sixth Form. Actions to be taken may include:

- Verbal Reprimand;
- Extra/repeated assignments;
- Withdrawal of privileges;
- Supported Study Day;
- Gating;
- Detention.

Parents will be informed in writing by the Head of Sixth Form of supervised study, community service and gating, and invited into school to discuss the situation if necessary.

Sixth formers are monitored using both written reports and assessment grade sheets.

Segregation from school community.

If a pupil commits offences where fixed term exclusion from school is not possible or appropriate, she may be asked to come to school and complete her work and extra-curricular time separated from her peer group. She will be supervised at all times by a member of the middle or senior management.

For serious breaches of discipline see 6.3 Exclusions Policy.

Implementation

The School Rules and Code of Conduct will be displayed in classrooms and other parts of school as appropriate. They are also listed in the pupil's homework diary.

Suspension and Exclusion (all pupils)

In the rare instance of a more serious misdemeanour or repeated breaches of discipline a girl may be, excluded from lessons for a period of time (internal suspension), temporarily suspended from school or, in the extreme case, permanently excluded. A full copy of the school's policy on exclusion is available from the school office. The Head maintains a record of all suspensions and exclusions, including the pupil's name and year group, the nature and date of the offence, and the sanction imposed. This record is kept centrally so that patterns can be identified.