



## Behaviour Policy

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**2011-12**

*This policy applies to Early Years Foundation Stage, Junior School and Senior School.*

Hollygirt School encourages a nurturing and supportive atmosphere and has a high expectation of good behaviour, courtesy, common sense and smart appearance both in school and in the community.

The rules are based on self-respect and respect for others.

This policy aims to:

- Promote self-discipline and proper regard for authority among pupils
- Encourage good behaviour and respect for others
- Prevent all forms of bullying among pupils
- Outline rewards and sanctions
- Define serious breaches of discipline and outline procedures for dealing with such issues.

### **Relationship with other Policies**

This policy should be read in conjunction with:

- School Rules, which cover aspects of appearance; manners, behaviour, school routines and health and safety.
- Cyberbullying Policy
- Drugs Policy
- Anti-Bullying Policy
- Racism Policy
- Removal of a Girl from School

All policies are available to view on the school's website and hard copies can be obtained from the School Office.

### **Staff with Key Responsibility**

Teaching staff are responsible for discipline within the classroom, and all staff for behaviour around the school and its immediate environment. Persistent transgression from the expectations will be referred to the Head of Juniors (Nursery to Year 6) or to the Deputy Head (Years 7 to 11). All serious breaches of discipline will be dealt with by the Headmistress.

### **Academic Expectations**

- Punctual attendance at school and lessons is required.
- All absence must be explained and unexplained absence will be followed up by the relevant member of staff.
- Girls must take responsibility for organising themselves.
- Girls stand when a visitor or the Headmistress enters the room.
- In lessons girls:
  - listen to instructions from teachers
  - listen to other girls' contributions and respect others' points of view
  - speak clearly and appropriately to staff and pupils

- leave lessons in an orderly manner
- class work and homework deadlines must be noted and met

It is understood that there will be variations in teaching and learning situations, but behaviour which does not allow constructive teaching and learning is totally unacceptable.

### **Behaviour around the School**

Girls should:

- Dress in accordance with the School Rule/Uniform List.
- Move around buildings in an orderly way
- Keep thoroughfares clear and classrooms tidy
- Follow specific rules relating to safety in various parts of the school.
- Stay on school premises unless moving from one building to another.
- Sign in/out if arriving late or leaving early for an appointment
- Keep the school graffiti free
- Put litter in bins
- Never bring chewing gum into school
- Treat all property with respect (including personal property, that belonging to other girls, staff or school)

### **Rewards**

Praise and positive reinforcement are the most frequent rewards for good classroom behaviour and attitude. Staff use their own reward systems to encourage good behaviour including stickers and postcards. Merit marks and commendations can be earned which count towards an annual House Trophy.

### **Sanctions**

Punishments are proportionate to the offence and should enable pupils to make reparation where possible. Sanctions include:

- Order marks from Year 3 – 11
- Completion of extra work (in school or at home)
- Carrying out useful tasks to help the school
- Detention
- Removal from the group/class/lesson
- Withdrawal of break or lunchtime privileges
- Withholding participation in education visits or sports event which are not essential to the curriculum
- Monitored by being placed 'On Report'

### **Mobile Telephones**

Mobile phones must be switched off during the school day. Anyone seen using a phone, except in an emergency, will have the phone confiscated. Should it go off the phone will be confiscated and the girl will receive an automatic detention. Confiscated phones can be collected from the Deputy Head at the end of the school day.

### **Tobacco and Alcohol Education**

Hollygirt provides a comprehensive and planned taught curriculum on issues of smoking and alcohol. We aim to:

- Enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- To provide accurate information about tobacco and alcohol and to increase understanding about the implications and possible consequences of use and misuse.
- To enable girls to identify sources of appropriate personal support.

Teaching occurs across the curriculum, through Science, English and Issues lessons, but additional opportunities to reinforce learning will occur in other parts of the teaching programme.

The taught curriculum for tobacco and alcohol will be reviewed annually.

### ***Rules applying to Tobacco and Alcohol***

- Girls must not bring alcohol onto school premises \*
- Alcoholic drinks should not be offered to or consumed by any pupil while they are in the care of the school
- Smoking is not allowed on school premises or whilst pupils are in the care of the school
- Cigarettes/matches/lighters must not be brought onto the premises

*\* Parents/guardians must bring donations of alcohol for raffles or charity tombolas into school. Likewise any girl who wins such a prize will be asked to leave it at Reception for a parent/guardian to collect.*

### **Staff Support and Training**

The Headmistress, together with the Deputy Head will ensure that all staff are adequately supported and trained.

### **Procedure for all other Serious Breaches of Discipline**

Serious breaches of discipline include:

- Physical assault
- Theft
- Threatening or abusive behaviour
- Persistent bullying \*
- Racism \*
- Substance possession or misuse (cigarettes, alcohol, solvents \* or controlled drugs \*)  
(This is not an exhaustive list)

*\* See separate policies*

When a member of staff considers a matter to be a serious breach of discipline it should be reported without delay to the Headmistress/Deputy Head.

Parents will be informed as soon as possible. The senior member of staff will conduct a fair and thorough investigation, considering each case individually. The girl will have the opportunity to provide her version of events. On completion of the investigation the girl and parents will be asked to attend a disciplinary meeting at which the circumstances of the complaint and investigation will be explained. The student and their parents will have the opportunity to state their side of the case. The chairman of the Trustees will be informed at this stage.

If the complaint has been proved the Headmistress/Deputy Head will outline the disciplinary action appropriate, taking into account the previous record of the pupil.

### ***Sanctions***

- Fixed term suspension (1 – 5 days)
- Permanent exclusion

Parents will receive notification of the sanction in writing, a copy of will be kept on the girl's file and sent to the Trustees.

### ***Grievance***

Parents have the right to appeal against the decision to permanently exclude. Please refer to the document entitled Removal of a Girl from School.

## **Policy Review**


This policy will be reviewed annually.

This policy was approved by the Trustees on 23<sup>rd</sup> September 2010.

*June 2008*

*Updated September 2010*

### **Approval by the Trustees:**

<b>Signed:</b>	
<b>Name:</b>	Mr R A Heason
<b>Position:</b>	Chairman of the Trustees
<b>Date:</b>	23 <sup>rd</sup> September 2010