



FYLING HALL SCHOOL

Behaviour and Discipline Policy

Last Updated 9th June 2009

BEHAVIOUR AND DISCIPLINE

General Philosophy & Expectations

The school expects a standard of behaviour from its pupils which is consistent with the normally accepted aim of producing well-adjusted, considerate and caring people. Inevitably this requires a degree of conformity and successful communal living is based on simple rules designed to leave scope for individuality.

The school has a very positive approach to conduct and achievement and is committed to praising pupils for good behaviour, effort and attainment. This philosophy is fundamental to the awarding of Commendations in Fyling Hall and House Points in the Junior School.

Self-discipline is seen as the key and the following ideals are considered to be important in establishing a framework for good conduct:

- an acknowledgement of the rights of others
- the value of ambition and the recognition of achievement
- a respect for property
- the acceptance of appropriate authority
- the realisation that 'everyone is different' and that tolerance of others is important in life
- everyone has responsibilities and the individual, not others, is responsible for their own behaviour

Good manners, sound standards of speech, dress and hygiene are encouraged as being a valuable part of personal responsibility. The inculcation and maintenance of these ideals is the responsibility of all staff and should be ensured by constant exhortation and example.

When rules and standards are infringed the School reserves the right to impose a range of appropriate sanctions. For the most part a reprimand from the teacher/matron will suffice - poor discipline is rarely an issue within the community.

Good behaviour is anticipated and expected from all pupils. Most misdemeanours are slight and childlike. The school rules are published and are well known to all members of the school.

The resident member of staff will usually ring parents if boarders have been poorly behaved. Day parents are normally contacted by the Form Tutor. Where exclusion is being considered the contact will be made by the Headmaster.

Corporal punishment has no part in this policy and members of staff must never strike a pupil.

Commendations Policy

Commendations can be awarded by the teaching staff and matrons for anything they deem worthy of a commendation. The following list is not exhaustive but provides examples of how you might be commended:

- An impressive piece of classwork or prep
- Improved academic work over a given period
- Much improved behaviour
- Improvement in any aspect within the boarding house
- Praiseworthy community service
- Qualities shown in drama, music, games and other extra-curricular activities e.g. high standards, improvement, courage, commitment
- Showing particular concern for others
- Exceptional helpfulness - excluding 'creepy' behaviour!

Pupils must not ask for, or pester, a teacher or matron for a commendation. If you ask to be commended you won't be!

All commendations will be recorded in the front of your prep diary. You must have this with you in all lessons and in prep, and show your record to your tutor at the end of each term.

If you are awarded a commendation in class and prep and do not have your diary with you the commendation will be lost.

Commendations given to you outside class and prep can be recorded later when you take your diary to the adult who has given you the award.

If you lose your prep diary ALL commendations in the diary will also be lost and will not count towards your total.

You should keep your tutor informed of your commendation record in your weekly Friday morning tutorial.

If you have any commendations please give your tutor your prep diary on the last Friday morning before the end of term. She/he will then pass it on to the Headmaster.

- If you have received more than 10 commendations in a term, you will be awarded a **BRONZE COMMENDATION CERTIFICATE**.
- If you get a further 10 commendations in another term you will be awarded a **SILVER COMMENDATION CERTIFICATE**.
- Pupils who get over 10 commendations in all three terms will be awarded a **GOLD COMMENDATION CERTIFICATE** on Open Day.

The system is designed for Years 7, 8 and 9. However, Y10 may take part if they so wish.

Detention

For most trivial classroom or boarding house transgressions the teacher will deal with the matter in an appropriate way without using the official school detention system. This is administered centrally and is run by the Senior Tutor; all members of the teaching staff help in the running of the system.

When a detention is given, the form on the staffroom noticeboard must be completed to indicate why the detention has been given and whether its duration is ½ an hour or an hour which is determined by the severity of the misdemeanour. At the end of every term the number of detentions received by each pupil is communicated to parents/guardians via the school report.

Detention may be given as a sanction for lateness to lesson without good reason, lost books/prep diary, failure to meet negotiated prep deadline, unacceptable behaviour during school day or in the boarding house, minor infringement of a school rule or bringing the school into disrepute. Work set in detention should be subject relevant for academic misdemeanours and of benefit to the school community for other offences e.g. litter sweep, assisting in the kitchen/dining room.

On-Report

Poor behaviour in class is usually improved by a report system which initially operates for up to two weeks. During this time a behaviour grade is given to the pupil at the end of each lesson. There is a target for the pupil to aim for and a record is kept on file and also given to the Tutor. Parents may be sent copies of report cards.

The Remove System

Pupils who are sent out of a lesson are 'in remove'. To make remove more of a deterrent, the system should not be over-used or used for things that staff can and should be dealing with themselves. It should be reserved for disruptive pupils who challenge authority of the teacher and do not respect the right of others to learn. This could be a single incident of insubordination, an accumulation of more minor incidents within one lesson or a sequence of repeated disobedience over several lessons. All are valid reasons when the progress of other pupils is adversely affected.

Pupils excluded from a lesson trigger an automatic detention on the day in questions (day pupils may defer for 24 hours if parents can not be contacted) when they complete the work that they have missed (or suitable alternative).

Pupils who are sent out of a lesson should report to the Headmaster's Office. The member of staff concerned should ring or send a runner for Madge or Janie in the Office so that they know to expect the pupil. If a pupil will not leave a lesson, a senior member of staff should be summonsed by the Office. Pupils sent out of a lesson are automatically placed in detention at the end of the day.

When you are on the rota to cover remove, you may provide a contact internal phone number or be in the staff room. If required, you will be asked to collect and supervise the removed pupil for the remainder of the lesson (the room below the staff room may be used for this purpose).

Gating

A pupil who accumulates a significant number of detentions (number may depend on the severity of the offences) within a short space of time needs support to change their attitude and/or behaviour. Boarders will be monitored by the Head of Boys/Girls in consultation with tutor and house staff. Day pupils will be monitored by a member of the SMT in consultation with tutor and parents.

An accumulation of detentions or a single serious infringement of the school rules by boarders may mean that they are gated for one or more weekends. This means they must not leave the site for any reason with the exception of attending church. Pupils who are gated must wear school uniform and report to a member of the weekend duty team at regular intervals to be determined by the seriousness of the offence.

Exclusion – Temporary, Internal & Permanent

The Registration Agreement, signed by parents, states that 'The Headmaster reserves the right to relinquish the charge of a pupil whose conduct is, in his opinion, unsatisfactory'. This can result in the summary departure of a persistently disruptive pupil as a matter of last resort and usually after a written warning.

The school cannot accept responsibility for a pupil who refuses to follow the reasonable instructions of the staff. In such cases the pupil will have to leave the school until such time as she/he agrees to conform to established routines.

In exceptional circumstances, the Headmaster can temporarily exclude a pupil for up to five working days. A formal letter of suspension is sent to parents, subsequent to a telephone conversation with them and the Chairman of Governors.

In some cases it is not possible, for the child to be sent home - parents may be abroad or on holiday - so an 'internal exclusion' will be sanctioned. This will always be with prior notice and subject teachers will be asked to provide work for the lessons missed that day. The pupil completes this work in a designated room and is supervised by members of staff on the remove rota including being escorted to lunch (preferably not with their peer group).

The ultimate sanction is permanent exclusion. In such cases the Headmaster will recommend this course of action to the Chairman of Governors who, having consulted other Trustees (not on the Appeals sub committee), will endorse or reject the recommendation. Such decisions can be appealed against. A Governors sub committee, composed of trustees not involved in the case, will sit to consider any appeal by parents against a permanent exclusion.

When a pupil has been involved with banned substance abuse or drug taking, the Headmaster will recommend immediate exclusion to the Chairman of Governors.

Junior School

The basic principles of the Fyling Hall policy apply but the younger age of the pupils necessitates a slightly different approach and procedures:

Rewards

- **House Points** – the Junior School operates a 'House' system, both in class and whole school. Pupils are either in Endeavour (Blue) or Resolution (Red) House. Pupils are rewarded with house points in all areas of the curriculum and school life. The awarding of house points celebrates self-achievement and success and encourages group loyalty and competition. Both teaching and ancillary staff may award House points.
- **Golden Book** – a public reward system and celebration of achievement as an element of the weekly Friday Assembly. The pupils do not know who will be in the book but any pupils' name recorded is awarded three house points and public acclaim. Pupils' names and the reason why they are in the golden book can be entered into the book by any member of staff throughout the whole school for particular success or achievement, helpfulness, good manners, deeds, behaviour, etc. A group photograph of the weekly 'golden pupils' is taken and displayed on the golden board in school.
- **Commendations** - these may be given in assembly at the end of the school year to reward pupils who have been particularly helpful and shown good citizenship skills during the year. (House captains, librarians, etc.)

Sanctions

Loss of house points, missing part of a playtime, a phone call/message home or to matron are usually all the sanctions required in the Junior School but other strategies are in place and used as necessary:

- Card system - for use in lessons and at play times. Yellow cards are 'warnings'. If two yellow cards are given out to a pupil during a lesson/play time a red card is then given and pupils are sent to the Senior/Headmaster.
- Withdrawal from lessons/form/peers - usually to another form room/peer group/Senior Teacher. For persistent offenders the Fyling Hall 'remove' system is used.
- Report card - a weekly record of achievement, effort, behaviour and attitude to support pupils in their all round approach to school. Each lesson is to be graded and signed by the teacher. Parents/guardians are informed of this procedure. If the weekly report is unsatisfactory the pupil may be placed on report for a further period of time.
- Detention, gating, suspension, etc. as per the Fyling Hall policy.