

Fyling Hall School

Behaviour and Discipline Policy



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 acknowledges the legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs (SEN). Staff should be aware of, and take account of pupils' with SEN and disability, when applying this policy.

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 the Senior School 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
- personal responsibility for one's 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 child-like. The school rules are published and are well known to all members of the school.

A resident member of staff will usually ring parents if boarders have been poorly behaved. Day parents are normally contacted by the Form Tutor or the person

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who gives the pupil a detention. 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

Pupils must not ask for, or pester, a teacher or matron for a commendation. If they ask to be commended they should not be!

All commendations are recorded in the front of the pupil's prep diary which they must have with them in all lessons and in prep. They must show their tutors a record of their achievements at the end of each term. If pupils are awarded a commendation in class or prep and they do not have their diary with them, that commendation is lost. Commendations given outside class and prep can be recorded later when the pupil takes the diary to the adult who has given the award. When a pupil has achieved five commendations they should present their prep diary to the Headmaster. They will receive a reward in the form of a school shop voucher. At the end of each term, tutors inform the Headmaster of any pupils who have achieved 10 commendations.

- If a pupil has received more than 10 commendations in a term, they will be awarded a BRONZE COMMENDATION CERTIFICATE.
- If they get a further 10 commendations in another term they will be awarded a SILVER COMMENDATION CERTIFICATE.
- Pupils who get over 10 commendations in all three terms will be awarded a GOLD COMMENDATION CERTIFICATE.

The system is designed for Years 7, 8 and 9. However, Years 10 and 11 may take part if they so wish.

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Academic Awards

How are Academic Awards achieved?

As the name suggests Academic Awards are based on academic performance. There are a number of reasons for which teachers may nominate a pupil for an Academic Award, these may include:

- **Consistent** improvement in a particular area of study
- Receiving **multiple** academically based commendations
- A one grade (or more) improvement in your reported attainment grade.
- **Maintaining** an average of 1.9 in your termly effort grades
- A particularly impressive piece of work which is the summative assessment of smaller tasks over a period of time.

A nomination will be acknowledged with a postcard sent to parents and the recipient name being read out during the Headmaster's assembly. A nomination will be reviewed by the 'curriculum committee', and if successful, added to the Academic Awards list. The person with the most Academic Awards at the end of the year will be awarded the Alex Greg Memorial award, which includes a significant monetary prize.

Sanctions

The following sanctions may be applied according to the relative severity of the misbehaviour and using the appropriate framework (see appendix 1).

Serious breaches of school discipline will be judged on an individual basis by the Headmaster who will apply the level of sanction he views appropriate on the framework.

Any behaviour where a punishment is imposed greater than a detention will be recorded by the headmaster on the central punishment register.

Under no circumstances should staff insinuate or threaten any form of corporal punishment.

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. However, if a detention is deemed appropriate this centrally

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administered detention system should be used and this is run by the Deputy Head; 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 half an hour or an hour which is determined by the severity of the misdemeanour. Academic detentions should be conducted either during break times or after school between 16:30 to 17:30. For daily pupils the member of staff should notify parents of the reason for the detention and confirm the time it will be completed. Pastoral detentions will be conducted during the same time slots if possible. Boarding pupils can complete pastoral detentions at other times when appropriate tasks present themselves.

Detention may be given as a sanction for lateness to lessons without good reason, lost books/prep diary, failure to meet negotiated prep deadline, unacceptable behaviour during the 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

At the end of every term the number of detentions received by each pupil is communicated to parents/guardians via the school report.

If a pupil is picking up a number of detentions in a short space of time, the tutor or relevant Deputy Head (pastoral or academic), will communicate this to parents. As a result of repeat offences or poor behaviour a detention maybe escalated to a SMT detention and then to a Headmasters detention should the issue persist. Further strategies to address the issues will then be put in place.

On-Report

Poor behaviour, organisation (eg appearance, prep etc) is usually improved by a report system, which initially operates for up to two weeks. During this time an effort grade is given to the pupil at the end of each lesson and the card is checked on a daily basis by the pupil's tutor. The card is also signed by parents at the end of each week.

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 the authority of the teacher and who do not respect the rights of others to learn. This could be a single incident of insubordination, an

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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 a 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 to 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 summoned by the Office.

Gating

A pupil who accumulates a significant number of detentions (this number may depend on the severity of the offence(s)) within a short space of time needs support to change their attitude and/or behaviour. Boarders will be monitored by the Deputy Head (Pastoral) 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.

Pupil Contract

In order to make clear the schools expectations for pupils who persistently break the school rules a pupil behaviour contract will be issued after a meeting with parents. Any breach in this contract will result in suspension or exclusion.

After an external suspension the pupil will be issued with a Final Behaviour contract which must be signed both by the pupil and parent before they return.

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.

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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. If a pupil is unable to be collected immediately they will be isolated from the school community in an appropriate place and checked regularly by staff.

In exceptional circumstances, the Headmaster can temporarily exclude a pupil for up to five working days. A formal letter (email if abroad) of suspension is sent to parents, subsequent to a telephone conversation with them and the Chair of Trustees.

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 away from the other pupils. Meals are also taken separately.

On return from an external suspension the pupil and parent will be required to sign a Final Behaviour Contract which clearly states any further serious breach of school discipline will result in their place at Fyling Hall being withdrawn.

The ultimate sanction is permanent exclusion. In such cases the Headmaster will recommend this course of action to the Chair of Trustees who, having consulted other Trustees (not on the Appeals Sub-committee), will endorse or reject the recommendation. When a pupil has been involved with banned substance abuse or drug taking, the Headmaster will recommend immediate exclusion to the Chair of Trustees. You will be informed in writing the decision of the trustees.

There is a right to appeal any decision to permanently expel a pupil from the School. This should be done in writing to the Chair of Trustees within 7 days of receiving the letter confirming the permanent exclusion. Only a parent/guardian or pupil over the age of 18 may appeal the decision of permanent exclusion. The request for an appeal must set out the matters the parent would like to be reviewed together with information that the parent wishes the Appeal Panel to consider.

During the period from expulsion to the date of conclusion of the appeal procedure, the pupil shall be suspended and will be forbidden from entering School premises without the prior permission of the Head.

A Governors' Sub-committee, composed of trustees not involved in the case, will sit to consider any appeal by parents against a permanent exclusion.

Junior School

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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 - Fyling Hall 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 pupil's 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 at 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/Head teacher.
- 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.

Malicious allegations

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- Complaints against staff are always investigated thoroughly
- If after full and thorough investigation, it is the considered view that that allegation against the member of staff was unfounded and malicious, any record of the incident will be removed from the member of staff's file
- The student or students involved in making the allegations will be disciplined according to the severity of the case up to and including exclusion

Updated: January 2018 by S Allen

To be reviewed January 2019

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Appendix 1

Academic Discipline Structure

	Sanction	Reason	Details
9	Permanent Exclusion 	<ul style="list-style-type: none"> If a pupil breaks the terms of written warning after external exclusion For a serious breach of school discipline 	Permanent Exclusion <ul style="list-style-type: none"> Pupils place at Fyling Hall will be permanently withdrawn (formal letter written to parents) School Trustees will be informed (Headmaster will record on incident form and on punishment register)
8	External Suspension 	<ul style="list-style-type: none"> When a pupil breaks the terms of the written warning after being internally suspended For a serious breach of discipline while on a written warning 	External Suspension <ul style="list-style-type: none"> Pupil will receive a 2 day exclusion from school Final warning issued in writing to parents and final behaviour contract signed by pupil and parents School Trustees will be informed (Headmaster will record on incident form and on punishment register)
7	Internal Suspension 	<ul style="list-style-type: none"> When a pupil breaks the terms of the written warning Serious breach of school discipline 	Internal Suspension <ul style="list-style-type: none"> Pupil isolated from the school population & work provided Internal suspension will normally be for a period of 2 days (Headmaster will record on incident form and on punishment register)
6	Pupil Contract 	<ul style="list-style-type: none"> When a pupil reaches 3 Headmasters detentions in the same term Repeated incidents of serious classroom disruption 	Written Warning <ul style="list-style-type: none"> Parents to meet with Headmaster Written warning to be issued to pupil and parents Pupil must sign in recognition of understanding of future conduct Time period will be set for warning (Recorded by Headmaster on incident form and on punishment log)
5	Report failure 	<ul style="list-style-type: none"> When a pupil fails to meet the specified targets for their report Continued disruption/problems in classroom while on report 	Headmasters Detention 16:30-17:30 <u>Friday</u> <ul style="list-style-type: none"> Parents to meet with Deputy Head Academic Terms and target for report reviewed with parents (Recorded by Deputy Head on an incident form)
4	Report 	<ul style="list-style-type: none"> After a pupil has completed 2 SMT detentions in the same term After serious classroom disruption 	Headmasters Detention 16:30-17:30 <u>Friday</u> <ul style="list-style-type: none"> Pupil meeting with Deputy Head Academic, specific targets for report set Placed on report for 2 weeks (Recorded on remove sheet & parents informed)
3	Removed 	<ul style="list-style-type: none"> When a pupil disturbs the learning of others despite 2 warnings Repeat of issues from 1&2 despite after school detention 1st smoking offence during school day (automatic full day) 	SMT Detention 16:30-17:30 <u>Monday to Thursday</u> <ul style="list-style-type: none"> Length of remove between 1 lesson to full day depending on offence (Recorded on remove sheet & parents informed)
2	Repeated problems 	<ul style="list-style-type: none"> Pupil has made no progress in rectifying issue after warnings Effort level of 4/5 despite warnings 	After school detention (Recorded on detention sheet & parents informed)
1	Low level problems	<ul style="list-style-type: none"> No equipment, no prep, no prep diary, etc.. Effort level of 4/5 	Verbal warning/ Talk after the lesson (Recorded in planner)

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Pastoral Disciplinary Structure

	Sanction	Reason	Details
10	Permanent Exclusion 	<ul style="list-style-type: none"> If a pupil breaks the terms of written warning after external exclusion For a serious breach of school discipline 	Permanent Exclusion <ul style="list-style-type: none"> Pupils place at Fyling Hall will be permanently withdrawn School Trustees will be informed (Headmaster will record on incident form and on punishment register)
9	External Suspension 	<ul style="list-style-type: none"> When a pupil breaks the terms of the written warning after being internally suspended For a serious breach of discipline while on a written warning 	External Suspension <ul style="list-style-type: none"> Pupil will receive a 2 day exclusion from school Final warning issued School Trustees will be informed (Headmaster will record on incident form and on punishment register)
8	Internal Suspension 	<ul style="list-style-type: none"> When a pupil breaks the terms of the written warning Serious breach of school discipline 	Internal Suspension <ul style="list-style-type: none"> Pupil isolated from the school population & work provided Internal suspension will normally be for a period of 2 days (Headmaster will record on incident form and on punishment register)
7	Pupil Contract 	<ul style="list-style-type: none"> When a pupil reaches 3 Headmasters detentions in the same term Repeated incidents of serious classroom disruption 	Written Warning <ul style="list-style-type: none"> Parents to meet with Headmaster Written warning to be issued to pupil and parents Pupil must sign in recognition of understanding of future conduct Time period will be set for warning (Recorded by Headmaster on incident form and on punishment log)
6	Report failure 	<ul style="list-style-type: none"> When a pupil fails to meet the specified targets for their report Continued disruption/problems in classroom while on report 	Headmasters Detention 16:30-17:30 <u>Friday</u> <ul style="list-style-type: none"> Parents to meet with Deputy Head Pastoral Terms and target for report reviewed with parents (Recorded by Deputy Head on an incident form)
5	Report 	<ul style="list-style-type: none"> After a pupil has completed 2 gating's in the same term After serious pastoral disruption or rule breaking 	Headmasters Detention 16:30-17:30 <u>Friday</u> <ul style="list-style-type: none"> Pupil meeting with Deputy Head Pastoral, specific targets for report set Placed on report for 2 weeks (Recorded on incident form & parents informed)
4	Gating 	<ul style="list-style-type: none"> For violation of one of the main pastoral rules (smoking, leaving site without permission etc...) Repeated detentions for same pastoral issues Refusing to cooperate with staff 	Gating (30/15 mins signing in at staff room) <ul style="list-style-type: none"> Time and duration will be decided by the Deputy Head Pastoral Conducted on evenings/weekends, usually completed in uniform If circumstances dictate or are appropriate pupil can be removed from circulation (Recorded on incident form & on punishment log)
3	Detention 	<ul style="list-style-type: none"> When a pupils behaviour impacts others in a negative way Repeat of issues from 1&2 after House detention Poor conduct during prep 	Pastoral Detention (up to an hour) Completed anytime by member of pastoral staff (Recorded on pastoral detention sheet) <p style="margin-left: 20px;">→ Academic detention, usually completed after prep time (Recorded in the prep folders by staff on duty)</p>
2	Repeated problems 	<ul style="list-style-type: none"> Pupil has made no progress in rectifying issue after warnings 	House detention (Recorded in house diary)
1	Low level	<ul style="list-style-type: none"> Disruptive behaviour Not following routines 	Verbal warning (Recorded in house diary)

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problems	<ul style="list-style-type: none">• Excessively messy/not tidying up• Failure to complete duties	
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