

# Behaviour policy (including rewards and sanctions)

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Review	P Vanni	March 2016	✓
Reported	Education Committee	10 May 2016	✓
Approved	Board of Governors	14 June 2016	✓

To be published on the following:	
Staff Portal	✓
School website	✓



## **Aims and objectives**

At St Paul's we aim to encourage a positive ethos of enjoyment and pride in the School and a sense of responsibility for ourselves and others. Our rules, which are kept to a minimum, spring from the need to protect the safety, security and well-being of everyone in the school community. We have a proactive approach to fostering good behaviour. Girls are encouraged to think for themselves and to express their views. We drew up the key principles for behaviour in the school community and the school rules in this policy in consultation with the school council.

## **Promoting good behaviour**

We make it clear that the same considerate and inclusive behaviour is expected of all members of the school community, staff and girls alike. At all levels we seek to affirm what is good and model what we expect.

Knowing that praise and affirmation are powerful motivators, staff are encouraged to 'catch girls doing things right.' Verbal and written "descriptive praise" are regularly given for good work and behaviour.

We publicly recognise outstanding contributions to the life of the school community by awarding prizes annually to several girls from each year group.

All girls are encouraged to participate in discussion of the school community through the school council and year structures.

Older pupils model good behaviour and citizenship through a variety of roles; the head girl team, peer support students, sports leaders, charity committee and many more.

We encourage girls to learn community responsibility in a variety of ways; as form monitors, as mentors to younger girls, as year leaders, through form charity work, in helping to run clubs and societies and so on.

Tutors monitor girls closely but in an unobtrusive manner, so that in most cases, causes of poor behaviour can be addressed swiftly and sensitively.

We share any concerns with parents at an early stage so that we can work together in the interests of the pupil and the community.

Tutors read through behaviour guidelines with their class at the start of the academic year. These are also posted in all form rooms and on the extranet.

The behaviour guidelines clarify our expectations about behaviour and discipline. They are designed to encourage a positive ethos of enjoyment and pride in the school and of responsibility towards ourselves and others. We keep rules to a minimum, promoting those which spring from the need to protect the safety, security and wellbeing of everyone in the St Paul's community. They are made available to staff and pupils in the document *Being a member of the St Paul's community* (see Appendix A).

## **Principles**

As a school we believe it is important that we should:

- Be responsible for ourselves and for our words and actions
- Show respect and consideration for others, within the school community and beyond

- Respect and take care of the school environment and of our own property
- Wherever we are, remember our responsibility as ambassadors for St Paul's

## **School rules**

We expect all pupils to behave in a way which reflects these general principles, whether at school, in the vicinity of the School during school hours and when representing St Paul's elsewhere. The same levels of courtesy should inform our dealings with teachers, other pupils, members of the school's business staff or members of the public.

## **General expectations**

### **Registration and attendance**

The school day runs from 8.30am until 4.00pm. Girls must register at 8.30am and again at 1.20pm at the beginning of period 5 (Senior girls who are free during period 5 register with senior school staff between 1.20 and 2.00pm). A few girls may occasionally have permission to attend music practice from 8.30am to 9.00am in which case they must register in the music department.

All girls are expected to attend assembly, waiting in silence once inside the hall.

### **School access and safety**

- Girls should not be in school before 7.30 am or after 6 pm unless they are taking part in an activity arranged by a member of staff.
- Girls attending a school event after 6pm, should wait in the dining room unless otherwise directed by a member of staff.
- Girls should not be in school at weekends or during the school holidays, unless involved in a specific staff led activity.
- Some areas are always out of bounds to pupils if they are not with a member of staff. These include the science laboratories, the design workshops, the swimming pool, the maintenance department and the kitchen areas.
- Girls in the VIth and senior school may use the multi-gym once they have completed an induction session with a member of PE staff and the induction form has been signed to confirm this. Use is restricted to certain agreed times and under no circumstances should girls use the gym alone.

Girls in the lower school should always walk to or from the sports field in pairs or groups if they are not accompanied by a teacher.

The School's supervision arrangements are outlined in more detail in the *Supervision policy* and *Being a member of the St Paul's community (Appendix A)*.

### **Lessons and homework**

We expect punctuality to all lessons and each teacher determines the particular routines and courtesies required of their class, such as when the class may enter, whether the pupils need to stand when the teacher arrives, if pupils have to sit according to the teacher's seating plan and so on.

Girls should always give in homework on time. If it is not possible to do this, the teacher should receive a suitable explanation, ideally in advance.

## **Premises and property**

The School is located in historic buildings. All members of the St Paul's community are encouraged to share in a sense of common ownership of the heritage of the School, including its premises. Girls should treat all parts of the School with respect and keep it tidy.

Girls are usually expected to eat only in the dining room. On those exceptional occasions when they need to take food elsewhere, they must have a member of staff's permission to do so and should be supervised. Any rubbish must be cleared away. It is never acceptable for girls to be eating while walking around the School. Carrying hot drinks without lids while moving around the school site is also not permitted and girls should expect to have them confiscated. Girls in the VII and VIII may eat food that has been prepared in the Forum kitchen in the senior common room.

We do not permit chewing gum in school.

All members of the school community should keep their bags with them at all times or securely store them in a locked locker. Girls are issued with two padlocks, one for their book locker and one for their sports locker, when they join the School. Items which are handed in to Lost Property and which are clearly labelled with a girl's name are returned to their owners via tutors. Unnamed items of lost property are put on display by members of the Parents' Guild. At the end of each term, unclaimed items are donated to charity or sold in school, with the money raised going to the school's charities.

The School cannot accept responsibility for girls' possessions that are brought into school. St Paul's insurance provision does not cover pupils' personal possessions.

Pupils generally need little money during the school day and should only bring into school enough money necessary for any incidental expenses. We recommend that no more than £20 be brought into school on any one day.

We strongly recommend that all girls riding bicycles should take the cycling proficiency test and should wear fluorescent marking and a helmet. Bicycles must be kept in good repair and should be padlocked to the school bike racks while on the school premises.

## **Use of mobile phones, iPads and other electronic devices**

All girls are required to read and digitally sign the Pupil ICT Code of Conduct which sets out the School's expectations and promotes responsible use of ICT and digital communication.

Girls may use mobile phones, laptops and other portable electronic devices such as iPads around the school site outside of lesson times. They may only be used during lessons for educational purposes and subject to the teacher's permission. Girls are responsible for the safety of these items. They are expected to use them responsibly at all times and are reminded that they should not be used for taking inappropriate photographs or film footage, or for any other purpose deemed inappropriate by the School. Girls must not take photos or make recordings without the express permission of the person/people being photographed or filmed. If it is found that a mobile phone, iPad or other electronic device has been used inappropriately, or if a complaint has been made by another pupil or a member of staff, girls should expect that the device may be confiscated.

In accordance with the Education Act 2011, and in order to prevent instances of cyberbullying or the use of technology to cause any kind of harm to pupils or staff, the deputy head, director of school may request to examine the data or files on a device if there good reason to suspect that the material on the device has been, or could be used to cause harm, break the school rules or disrupt teaching. If inappropriate material is found, the deputy head, director of school will decide whether to delete the material (for example, if the material could be used to humiliate another pupil) or may retain it as evidence. In such cases, the deputy head, director of school will inform the girls' parents.

## **Medication**

Pupils can carry and administer their own medication but should not bring more than a day's requirements at a time and the school nurse should always be informed. She will store and administer medication only if it has clear pharmacist's instructions on the container.

## **School dress code**

There is no uniform and pupils may dress mainly as they choose provided that their general appearance and attire are decent, appropriate for a day at work in school and do not pose any risk to their health or safety, or that of others. They are allowed to have pierced ears provided earrings are removed for PE and sports activities. In art and design and science lessons, teachers may insist that protective clothing is worn and long hair tied back if this is needed for certain lesson activities. On certain occasions, such as Colet Day, we ask pupils to dress formally and we advise them about what is and is not acceptable. Heads of year may issue more specific stipulations about dress from time to time and will be the arbiter of what is appropriate should this be an issue.

## **Rewards**

### **Aims and objectives**

- To acknowledge formally outstanding contributions to the life of the School
- To acknowledge formally outstanding work that goes significantly beyond what might be expected of a Paulina
- To allow outstanding work and contributions to be recognised by tutors, heads of year and members of the Senior Management Team
- To allow effective tracking of a girl's academic achievements and co-curricular contributions
- To promote a greater sense of self-esteem and pride in one's own achievements

### **Commendations**

All staff can recommend girls for a commendation in recognition of behaviour that contributes to the well-being of the school community, as well as for notable effort or achievement in academic work.

### **Prizes**

School prizes that reflect the academic and co-curricular strength and diversity of the School are awarded to girls in all year groups at the end of the summer term. These prizes are awarded during a presentation assembly, the UIV celebration event or Valediction.

### **Congratulations**

Whenever appropriate, girls are routinely congratulated for any outstanding academic or co-curricular achievement in whole school and year assemblies.

Guidance for staff on awarding commendations is published in Appendix B.

## **Sanctions (Lower and Middle School)**

St Paul's is a remarkably self-regulating community and the need to apply formal sanctions is rare. Girls are encouraged to take charge of their own behaviour and in general, respond extremely well to the positive ethos of the school. If occasionally our expectations are not met a detention may be given.

### **Pink slips**

If girls fail to hand in a piece of work on time, or if a piece of work that has been submitted is unsatisfactory, teachers may issue a pink slip. If a pink slip is issued, the teacher will complete the slip detailing the late or unsatisfactory work and pass it to the girl's tutor. Teachers will always notify girls in advance if a pink slip is going to be issued.

Pink slips may also be issued when a girl's behaviour has not met the School's expectations. This may include consistent lateness to lessons.

## **Detentions**

*This procedure applies to girls in MIV- VI (years 7 – 11)*

### **Aims and objectives**

- To help girls to have a clear understanding of boundaries for their behaviour
- To help girls to learn that their actions have consequences
- To help staff feel confident about administering sanctions and in doing so help to improve behaviour around the school

### **When, where and what**

Tasks that a girl might be expected to undertake in a detention vary, and will be agreed in advance by the girl and her head of year. Tasks may include:

- Service for the school community (eg assisting in the cleaning up of the dining room)
- Additional work set by a teacher, which should support a girl in her learning
- By agreement, a girl may be allowed to complete homework under supervised conditions

School detentions take place every Friday at 4.15 and last for one hour. Detentions are supervised by the head of year on late duty and take place in room 107, unless a girl has been assigned a community related task.

Guidance for staff on issuing detentions is published in Appendix C.

## **Sanctions (Senior School)**

Sanctions for senior pupils are kept to a minimum and are based on a mature, mutual recognition of clear principles and expectations of behaviour for girls at the top of the school. Discussion following any misconduct will take place swiftly to encourage the pupil to take full responsibility for her action and its consequences. Such discussions may include the tutor, the director or deputy director of senior school and if appropriate, the girl's parents. Any sanction would be given after full consultation with the pupil. The aim is for dialogue to effect a straightforward, sensible adult response and amendment of behaviour in the pupil.

As accords with a senior pupil's stage of education and maturity, imposition of a school detention is rare. Subject staff, tutors or the director or deputy director of senior school may, however, make the following arrangements with girls to address concerns:

- A requirement to attend early registration with the deputy director of senior school for a period of time (usually three days) following repeated or severe lateness
- A requirement to complete work following a repeated or serious failure to meet a deadline

Other sanctions that may be used:

- Temporary (or rarely, permanent) withdrawal of a senior pupil's privilege, or responsibility
- Some form of task for the school community (eg extra duties at lunch, clearing up of the senior common room)

## **Behaviour which is strictly forbidden**

St Paul's has a minimum of rules, but for the safety and well-being of all, it is necessary to define certain prohibited behaviours:

- Bullying of any kind including cyberbullying (see also our Anti-bullying policy)
- Stealing
- The use or possession of drugs, other than those prescribed by a medical practitioner
- The use of tobacco on school premises or while representing the School

- The use of alcohol on school premises or while representing the School other than in specifically approved circumstances (e.g. the leavers' dinner)
- Leaving the school premises without permission during the working day (MIV-VI)
- Vandalism (including computer hacking)

Any case where a pupil is suspected of these offences will be referred immediately to the deputy head, director of school or the High Mistress.

### **Sanctions for serious misbehaviour**

The governors have agreed the following system of sanctions to be applied at the discretion of the High Mistress. In accordance with the Independent Schools Standards Regulations (2010), the School keeps a record of sanctions imposed upon pupils for serious misbehaviour. Parents may also request a copy of the School's *Expulsion, Removal and Review policy* which explains the circumstances under which a pupil may be expelled or required to leave permanently.

### **Suspension**

We rarely suspend a pupil and avoid it where possible because of the disruption to her education. However, where a pupil's conduct has not improved despite the use of other supportive and/or disciplinary measures, the deputy head, director of school or the High Mistress may take the decision to suspend her from school for a short period. A suspension may vary in length depending on the nature of the case but would not normally be longer than five days and may well be as short as one half or one full day.

Should we need to suspend a girl from school, initially we would ask a girl's parents to come into school to discuss the issue and inform them of the School's decision. The School would then follow this up in writing giving the dates of the suspension, during which time she would not be allowed on the school site. Where possible, we will put in place arrangements to ensure that the girl's education is not disrupted. The head of year will coordinate arrangements with parents.

### **Requirement to leave**

The High Mistress may require parents to permanently remove their daughter from St Paul's where there is a very serious breach of school discipline. Examples of these include:

- Where a girl has already been suspended as a result of chronic problems of conduct or attitude without improvement
- Where she has been involved in one of the strictly forbidden behaviours listed above
- Where there has been persistent unsatisfactory attendance
- Where the High Mistress is clear that a girl has deliberately invented or made a malicious allegation against a member of staff
- Where there has been some other breach of the terms of the parent contract

We will consider ways in which we might assist the pupil in making a fresh start at another school (subject to payment of all outstanding fees). This form of departure from the School does not constitute an expulsion.

### **Expulsion**

A pupil may be liable to expulsion from St Paul's for a grave breach of school discipline, for example a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that the pupil's name is removed from the roll of the School and that the pupil will not be eligible for membership of the alumnae organisation. If we are asked for a reference for that pupil, we will refer to the facts and circumstances of the

expulsion. Parents will need to pay all outstanding fees up to and including the term of expulsion and St Paul's will keep any deposit.

### **Behaviour related to a disability**

The School will make reasonable adjustments for managing behaviours related to a pupil's disability. Where expulsion needs to be considered, the School will, in consultation with the disabled pupil, make adjustments to allow her to present her case fully.

### **Appeals**

Parents are entitled to ask the Governors to review a decision by the High Mistress to expel, or to require the pupil to leave for disciplinary reasons, or to suspend the pupil for 11 days or more, or where the suspension would prevent the pupil from taking a public examination. A request for a review should be made within seven days of the High Mistress's decision being notified to Parents and should be made in writing to the Clerk to the Governors.

In accordance with the School's *Expulsion, removal and review policy*, the High Mistress will advise parents of the procedure (current at that time) under which a Governors' Review shall be conducted.

### **Guidance on the use of force by staff to control or restrain pupils**

The law allows teachers to use reasonable force to prevent pupils from committing an offence or causing personal injury to others or themselves or causing damage to the property of any person.

School staff will only use restraint as a last resort to enable a pupil to calm down and regain self-control so that other methods of management can be used.

Where, exceptionally, it is necessary to restrain a pupil, the minimum amount of force should be used and staff will always try to act in such a way as to avoid causing harm or injury to the pupil.

NB 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.

### **Availability of this policy**

A copy of this policy may be downloaded from our website <http://www.spgs.org/school-policies> or is available on request from the school office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 603 2288). This policy can be made available in large print or other accessible format if required.

## Being a member of the St Paul's community

The following guidelines have been drawn up to clarify our expectations about behaviour and discipline. They are designed to encourage a positive ethos of enjoyment and pride in the School and of responsibility towards ourselves and others. Rules are kept to a minimum and spring from the need to protect the safety, security and well-being of everyone in the St Paul's community.

### Principles

As a school we believe it is important that we should:

- Be responsible for ourselves and for our words and actions
- Show respect and consideration for others, within the school community and beyond
- Respect and take care of the school environment and of our own property
- Wherever we are, remember our responsibility as ambassadors for St Paul's.

### School rules

We expect all pupils to behave in a way which reflects these general principles, whether at school, in the vicinity of the school during school hours and when representing St Paul's elsewhere. The same levels of courtesy should inform our dealings with teachers, other pupils, members of the school's business staff or members of the public.

It follows therefore that the following are strictly forbidden:

- Bullying of any kind including cyberbullying (see also our Anti-bullying policy)
- Stealing
- The use or possession of drugs, other than those prescribed by a medical practitioner
- The use of tobacco on school premises or while representing the school
- The use of alcohol on school premises or while representing the school other than in specifically approved circumstances (e.g. the leavers' dinner)
- Leaving the school premises without permission during the working day (MIV-VI)
- Vandalism (including computer hacking).

## General expectations

### Registration and attendance

The school day runs from 8.30am until 4.00pm. It is essential that girls are present by 8.30am for registration in their tutor room, unless they have been given specific permission to attend a music activity.

All girls are expected to attend assembly, waiting in silence once inside the hall.

### School access and safety

#### i. School timings and supervision

Girls should not be in school before 7.30 am or after 6 pm unless they are taking part in an activity arranged by a member of staff.

If pupils are in school **between 7.30am and 8am**, girls in MIV - VI should be in the dining room, the Library or the ICT building. In addition, girls in the Senior School may go to the Forum.

**Between 4pm and 6pm**, girls in MIV - VI should be in the dining room, the Library or the ICT building. In addition, girls in the Senior School may go to the Forum. Between 4pm and 6pm any girl who needs the assistance of a member of staff should go to the school reception, from where the member of staff on Late Duty will be contacted.

Girls attending a school event after 6pm, should wait in the dining room unless otherwise directed by a member of staff.

Girls should not be in school at weekends or during the school holidays, unless involved in a specific staff led activity.

**ii. Areas always out of bounds**

Some areas are always out of bounds to pupils if they are not with a member of staff. These include the science laboratories, the design workshops, the swimming pool, the maintenance department and the kitchen areas.

**iii. Use of the school's multi-gym**

Girls in the V1th and senior school may use the multi-gym once they have completed an induction session with a member of PE staff and the induction form has been signed to confirm this. Use is restricted to certain agreed times and under no circumstances should girls use the gym alone.

Girls in other years are not permitted to use the gym without the direct supervision of a member of PE staff.

**iv. Walking to the Field**

Girls in the lower school walking to or from the sports field unaccompanied during the day should always do so in pairs or groups.

**v. Cycling to school**

All girls who cycle to school are strongly recommended to take the cycling proficiency test and to wear fluorescent marking and a helmet. Bicycles must be kept in good repair. Bicycles should be padlocked while in school.

**Lessons and homework**

Punctuality is expected at all lessons and each teacher will determine the particular routines and courtesies required of their class, e.g. when the class may enter, whether they are required to stand when the teacher arrives, seating plan for the class etc.

Homework should always be given in on time. In the event of a deadline being missed unavoidably, the teacher should receive a suitable explanation, normally in advance.

**Premises and property**

Class rooms and locker rooms, along with all parts of the school, should be treated with respect and kept tidy.

Girls are usually expected to eat only in the dining room. On those exceptional occasions when they need to take food elsewhere, they must have a member of staff's permission to do so and should be supervised. Carrying hot drinks without lids while moving around the school site is also not permitted.

We do not permit chewing gum in school.

School bags must remain with their owners at all times or be securely stored in a locked locker.

Cash brought into school should be no more than is needed for the day's expenses (say a maximum of £20).

**Use of mobile phones, iPads and other electronic devices**

All girls are required to read and digitally sign the Pupil ICT Code of Conduct which sets out the School's expectations and promotes responsible use of ICT and digital communication.

Girls may use mobile phones, laptops and other portable electronic devices such as iPads times. They may only be used during lessons for educational purposes and subject to the teacher's permission. Girls are responsible for the safety of these items. They are expected to use them responsibly at all times and are reminded that they should not be used for taking inappropriate photographs or film footage, or for any other purpose deemed inappropriate by the School. Girls must not take photos or make recordings without the express permission of the person/people being photographed or filmed. If it is found that a mobile phone, iPad or other electronic device has been used inappropriately, or if a complaint has been made by another pupil or a member of staff, girls should expect that the device may be confiscated and in certain cases, the deputy head, director of school may ask to look at data or files on the device. The IT department will help girls connect their device to the school wireless

network and access school systems such as email, internet and the Portal, however the School cannot fix or support a personal device.

When not being used, valuable items should always be kept in the owner's locker. Lockers should be locked at all times. Padlocks can be obtained from the book room. The School's insurance provision does NOT cover pupils' personal possessions.

### **Medication**

Pupils can carry and administer their own medication but should not bring more than a day's requirements at a time and the school nurse should always be informed. She will store and administer medication only if it has clear pharmacist's instructions on the container.

### **School dress code**

There is no uniform and girls may dress mainly as they choose provided that their general appearance and attire are decent, appropriate for a day at work in school and do not pose any risk to their health or safety, or that of others. Girls are allowed to have pierced ears and wear simple earrings provided these are removed for PE and sports activities. In art and design, and science lessons, protective clothing must be worn and long hair tied back. On certain occasions girls are asked to dress formally and fuller guidance will be given in advance of these. The heads of year may issue more specific stipulations about dress from time to time.

**Procedure for awarding a commendation**

To be awarded a commendation a pupil's name must be added to the commendation list in the staff room with the reason for the commendation beside it. The administrator to the director of studies will notify girls via their tutors of the award of a commendation. Heads of year and members of the Senior Management Team are also informed. Girls are invited to meet with either their head of year or a member of the Senior Management Team to be congratulated on their achievement and receive a signed commendation slip, detailing what it is they have done.

**Possible reasons for a commendation to be given:**

- A piece of work that reflects the significant progress a girl has made in a particular area
- A single outstanding piece of work or contribution in class that goes significantly beyond what one might expect of a Paulina
- Consistently excellent work over a period of time
- An outstanding sporting, musical or drama performance
- Where a girl has acted as an outstanding ambassador for the School
- Where she has gone out of her way to help another member of the school community or a member of the wider community
- Where a girl has given freely of her time
- Any other outstanding or generous act that a member of staff deems noteworthy.

### **Procedure for putting a girl in detention**

Before placing a girl in detention, a member of staff must always discuss a girl's misconduct with her and consider any mitigating circumstances. It may be necessary for a member of staff to consult more widely with a girl's tutor and/or head of year for a better understanding of current circumstances.

It is the member of staff's duty to inform a girl that she will be placed in detention on a given day, *before* adding her name to the detention list in the staff room.

Girls will be given 48 hours' notice of a detention. The administrator to the deputy head, director of school will contact parents and notify them of the detention. A girl's tutor and her head of year will also be notified.

### **Reasons for a detention to be given may include:**

- Unofficial absence from a lesson or an organised school event
- Three pink slips within a half term, as identified by a girl's tutor
- Missing registration three times within a half term without good reason, as identified by a girl's tutor or front office administrator
- Failure to sign out when leaving the school premises between 8.30 a.m. and 4 p.m.
- Inappropriate behaviour in assembly
- Inappropriate use of mobile phones e.g. during lessons without permission
- Failing to wear correct PE kit
- Any unacceptable or anti-social behaviour.