

Behaviour policy (including rewards and sanctions and restraints policy)

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Review	Director of Pastoral Care	March 2023	✓
Approved	Education Committee	9 May 2023	✓

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

Behaviour policy (including rewards and sanctions and restraints policy)

Who this policy applies to

This policy applies to all governors, members of staff (including supply staff), volunteers, visitors, students, and parents.

What this policy is for

This policy aims to set out the standard of behaviour expected in the school.

Legal framework

- Keeping Children Safe in Education (KCSIE)
- Independent School Standards Regulations (ISSRs)

Other relevant school policies

- Safeguarding (Child Protection) policy
- Anti-bullying policy
- Student Search and Confiscation policy
- Substance Misuse Management and Education policy
- Student Acceptable Use policy (AUP)
- Staff Acceptable Use policy (AUP)
- Staff Code of Conduct
- Expulsion, Removal and Review

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1. 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. Students 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. This policy which has been authorised by the governors, is addressed to all governors, members of staff (including supply staff), volunteers, visitors, students, and parents and is published on the school website.

1.1 Code of Conduct for School Communities

We recognise that discrimination, inequality and exclusion are an issue at all levels in society. Our commitment to anti-racism (including antisemitism, islamophobia and other racial or religious groups), is part of our wider commitment to equality and inclusion as a whole (see [here](#) for guidance on examples of unacceptable behaviour relating to protected characteristics).

All individuals have a responsibility within schools to safeguard and ensure opportunities for all. Our commitment is to create an inclusive culture whereby all have the ability to thrive.

The code of conduct set out below serves all members of the school community, staff, students, parents and governors. Guidelines for being a member of the St Paul's community can be found at Appendix 1.

1.2 Key Principles

1. We are intentionally inclusive in our systems, processes, and behaviours
2. We are all responsible for our words and actions, irrespective of intention
3. We must show empathy, respect, and consideration for others at all times
4. We recognise we are all evolving as individuals and will learn from our mistakes

1.3 Our Commitment

1. We work hard to be an inclusive institution
2. We provide our community with opportunities to learn, engage and build empathy
3. We will not accept any form of discrimination and will demonstrate this in our behaviour
4. We will regularly review and reflect on our practice to create an inclusive culture
5. We will adopt an open and honest approach, valuing feedback and being transparent with our progress.
6. We will embrace uncomfortable conversations and enter them with kindness and an open mind

2. Promoting good behaviour

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

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

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

2.4 All students are encouraged to participate in discussion of the school community through the School Council and year structures.

2.5 Older students model good behaviour and citizenship through a variety of roles - the Head of School Team, peer support students, sports leaders, charity committee and many more.

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

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

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

2.9 Tutors read through behaviour guidelines and the Code of Conduct for School Communities (see above) with their class at the start of the academic year. These are also posted on the portal.

2.10 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.

3. Principles

3.1 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

4. School rules

4.1 We expect all students 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 interactions with teachers, other students, members of the school's business staff or members of the public.

5. General expectations

Registration and attendance

5.1 The school day runs from 8.30am until 4.00pm. Students must register at 8.30am and again at 1.20pm at the beginning of period 5. Senior students who are free during period 5 register with the senior school administrator by 1.30pm. A few students 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 students are expected to attend assembly, waiting in silence once inside the hall.

School access and safety

5.2 The times students are allowed in school and the areas they can access are set out below.

- Students 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.
- Students attending a school event after 6pm should wait in the dining room unless otherwise directed by a member of staff. Senior students may go to the Garden Building.
- Students 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 for students 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.
- Students 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 students use the gym alone.
- CCTV cameras are in use in the school both to protect students with regard to their personal safety and to monitor and uphold discipline.

5.3 Students 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.

5.4 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 2)*.

Lessons and homework

5.5 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 students need to stand when the teacher arrives, if students have to sit according to the teacher's seating plan and so on.

5.6 Students 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

5.7 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. Students should treat all parts of the school with respect and keep it tidy.

5.8 Students 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 students to be eating while walking around the school. Carrying hot drinks without lids while moving around the school site is also not permitted and students should expect to have them confiscated. We do not permit chewing gum in school.

5.9 All members of the school community should keep their bags with them at all times or securely store them in a locked locker. Students are issued with padlocks when they join the school. Items which are handed in to Lost Property and which are clearly labelled with a student'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 students' possessions that are brought into school. The school's insurance provision does not cover students' or staff personal possessions.

5.10 Students 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. If a larger sum is required, it should be handed into Front Office to be locked away safely during the school day.

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

Use of mobile phones, iPads and other electronic devices

5.12 All students are required to read and digitally sign the Student Acceptable Use policy which sets out the school's expectations and promotes responsible use of IT and digital communication.

Medication

5.13 Students should hand in all medication to the school Nurse. They will store and administer medication as advised. No student should have medication with them in school apart from emergency prescribed medication such as their own auto-injectors, asthma inhalers, diabetic insulin, epilepsy medication.

School dress code

5.14 There is no uniform and students 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, we ask students 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.

Prohibited items

5.15 A list of prohibited items and details of the circumstances in which staff may conduct searches and the means by which they should be done, in line with the Guidance for Schools on *Searching, Screening and Confiscation: Advice for schools*, is set out in the Student Search and Confiscation policy.

6. Rewards

Aims and objectives

6.1 The aim of rewards is:

- 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 student's academic achievements and co-curricular contributions
- To promote a greater sense of self-esteem and pride in one's own achievements.

Commendations

6.2 All staff can recommend students 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

6.3 School prizes that reflect the academic and co-curricular strength and diversity of the school are awarded to students 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

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

6.5 Guidance for staff on awarding commendations is published in Appendix 3.

7. Sanctions (Lower and Middle School) (see Appendix 5, Guidance for staff on behaviour and sanctions)

7.1 Students are encouraged to take charge of their own behaviour. If occasionally our expectations are not met, a detention may be given.

7.2 If students fail to hand in a piece of work on time, or if a piece of work that has been submitted is unsatisfactory, teachers will inform the student's tutor and Head of Year via e-mail, detailing the late or unsatisfactory work. If students receive three such sanctions within half a term, they will be given a detention.

Detentions

7.3 *This procedure applies to students in MIV-VI (years 7 – 11).*

Aims and objectives

7.4 the aim of sanctions is:

- to help students to have a clear understanding of boundaries for their behaviour
- to help students 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

7.5 Tasks that a student might be expected to undertake in a detention vary and will be agreed in advance by the student and their Head of Year. Tasks may include:

- Additional work set by a teacher, which should support a student in their learning
- By agreement, a student may be allowed to complete homework under supervised conditions

7.6 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 student has been assigned a community related task.

7.7 Guidance for staff on issuing detentions is published in Appendix 4.

8. Sanctions (Senior School)

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

8.2 As accords with a senior student's stage of education and maturity, imposition of a school detention is rare. Subject staff, tutors or the Senior School Heads of Year may, however, make the following arrangements with students to address concerns:

- A requirement to attend early registration with the Head of Year 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.

8.3 Other sanctions that may be used:

- Temporary (or rarely, permanent) withdrawal of a senior student's privilege, or responsibility.

9. Behaviour which is strictly forbidden

9.1 St Paul's has a minimum of rules, please see Appendix 2.

9.2 Any case where a student is suspected of these offences will be referred immediately to the Deputy Head, Director of Pastoral Care or the High Mistress.

10. Sanctions for serious misbehaviour

10.1 The governors have agreed the following system of sanctions to be applied at the discretion of the High Mistress. In accordance with the Independent School Standards Regulations (2014), the school keeps a record of sanctions imposed upon students for serious misbehaviour. The school's *Expulsion, Removal and Review policy* which explains the circumstances under which a student may be expelled or required to leave permanently can be found on the school's website.

Suspension

10.2 We rarely suspend a student and avoid it where possible because of the disruption to their education. However, where a student's conduct has not improved despite the use of other supportive and/or disciplinary measures, the Deputy Head, Director of Pastoral Care or the High Mistress may take the decision to suspend them 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.

10.3 Should we need to suspend a student from school, initially we would ask a student'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 they would not be allowed on the school site. Where possible, we will put in place arrangements to ensure that the student's education is not disrupted. The Head of Year will coordinate arrangements with parents.

Requirement to leave

10.4 The High Mistress may require parents to permanently remove their child from St Paul's where there is a very serious breach of school discipline as set out in the Expulsion, Removal and Review policy.

10.5 Where a student is required to leave, we will consider ways in which we might assist the student 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

10.6 A student 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.

Behaviour related to a disability

10.7 The school will make reasonable adjustments for managing behaviour related to a student's disability. Where expulsion needs to be considered, the school will, in consultation with the disabled student, make adjustments to allow them to present their case fully.

Appeals

10.8 In accordance with the school's *Expulsion, removal and review policy*, parents are entitled to ask the Governors to review a decision by the High Mistress to suspend, expel, or to require the student to leave for disciplinary reasons.

Guidance on the use of force by staff to control or restrain students

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

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

10.11 Where, exceptionally, it is necessary to restrain a student, 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 student.

NB Corporal punishment: Under section 131 of the School Standards and Framework Act (1998), corporal punishment is prohibited for all students 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: 020 7603 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 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 students to behave in a way which reflects these general principles, whether at school, in the vicinity of the school during school hours, or when representing St Paul's elsewhere. The same levels of courtesy should inform our dealings with teachers, other students, and 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 and bullying related to protected characteristics (see also our Anti-bullying Policy)
- Food shaming, i.e., causing another student distress by mocking the amount of food they are eating, or not eating.
- Breach of Student Acceptable Use Policy
- Plagiarism
- Stealing
- The use, possession or supply of substances that could be abused, such as illegal drugs, solvents or so-called "legal highs"
- The use or supply of tobacco, cigarette papers, e-cigarettes or vaping kits on school premises, on school trips or while representing the school
- The use, possession or supply of alcohol on school premises, on school trips 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)
- Truancy
- Vandalism (including computer hacking)
- The possession, use or supply of prohibited or banned items, on school premises, on school trips or while representing the school, which include:
 - Knives or weapons
 - Blades, razors, lighters, matches
 - Fireworks and / or smoke bombs
 - Pornographic images
 - Inflammatory material of a religious, political, racist, homophobic or sexist nature
 - Stolen items
 - Any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to disrupt effective learning and good order in the school or its environs or to cause personal injury or damage to property

Procedure for awarding a commendation

To be awarded a commendation a student'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 students via their tutors of the award of a commendation. Heads of Year and members of the Senior Management Team are also informed. Students are invited to meet with their Head of Year 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 student 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 student has acted as an outstanding ambassador for the school
- Where they have gone out of their way to help another member of the school community or a member of the wider community
- Where a student has given freely of their time
- Any other outstanding or generous act that a member of staff deems noteworthy.

Procedure for putting a student in detention

Before placing a student in detention, a member of staff must always discuss a student's misconduct with them and consider any mitigating circumstances. It may be necessary for a member of staff to consult more widely with a student'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 student that they will be placed in detention on a given day, *before* adding their name to the detention list in the staff room.

Students will be given 48 hours' notice of a detention and the Head of Year will contact parents in order to notify them of the detention.

Reasons for a detention to be given may include:

- Unofficial absence from a lesson or an organised school event
- Three sanctions within a half term, as identified by a student's tutor
- Missing registration three times within a half term without good reason, as identified by a student'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.

Guidelines for staff on behaviour and sanctions

School rules which set out strictly forbidden behaviour can be found at appendix 1.

Any case where a student is suspected of these offences will be referred immediately to the Deputy Head, Director of Pastoral Care or the High Mistress.

Other offences against our expected code of behaviour in school and suggested sanctions

Offence	Sanction	Comment
Lateness to registration	Attendance at a Friday afternoon detention following three lates in any half term. (MIV-VI). Sanction as agreed with the director of Senior School (VII-VIII)	Notified to parents.
Lateness to lessons	Supervised study at lunchtime or a Friday afternoon detention if offence persists	<p>Lateness to lessons and sanctions to be applied are initially a matter for subject teacher/Head of Year (Head of Year) but should be discussed with tutor who must in any case be kept informed.</p> <p>Where the problem persists and/or occurs across several subjects, pastoral staff to liaise with subject staff and parents to address problem.</p> <p>Sanctions that involve student staying after school must in any case be notified to parents.</p>
Poor behaviour	Where a student does not respond to a request from a staff member to desist or where the offence is severe, a Friday detention may be given. Students warned that a further offence within the half term will lead to a sanction of supervised community punishment during the student's free time. For persistent, serious and/or widespread offences student may be put on report.	<p>Except in those (rare) cases where the offence is severe, sanction initially a matter for subject teacher/Head of Year, but should be discussed with tutor.</p> <p>Where poor behaviour persists and/or occurs across several subjects, pastoral staff to liaise with subject staff and parents to address problem.</p> <p>Sanctions that involve a student being on report (organised by Head of Year in liaison with the Deputy Head, Director of Pastoral Care) or staying after school are in any case always notified to parents.</p>
Late/missing homework	Offences to be notified to tutor via e-mail	<p>Late work to be dealt with by subject teacher/Head of Year in first instance, though tutor to be kept informed.</p> <p>Where a problem persists and/or occurs across several subjects, pastoral staff to liaise with subject staff and parents to address problem.</p> <p>Sanctions that involve student staying after school must in any case be notified to parents.</p>

Offence	Sanction	Comment
Unsatisfactory work/homework	Supervised study at lunchtime or a Friday detention if offence persists	Unsatisfactory work dealt with by subject teacher/Head of Department (Head of Department) in first instance, though tutor to be kept informed. Where problem persists and/or occurs across several subjects, pastoral staff liaise with subject staff and parents to address problem. Sanctions that involve student staying after school must in any case be notified to parents.
Missing a lesson or an official school event without adequate reason or notice	Friday detention. If the problem persists, a student may be put on report. Length of time on report can be varied to suit the case	Report organised by Head of Year and tutor in discussion with the Deputy Head, Director of Pastoral care and is always notified to parents immediately. Wouldn't remain permanently on a student's record unless problems were persistent and/or severe.

Please note:

1. It is important that a student's tutor and Head of Year are informed of any sanctions given and of any persistent behavioural concerns.
2. If a student receives three sanctions in a half-term, the relevant Head of Year will normally issue a detention.