

BEHAVIOUR AND DISCIPLINE

Policy Statement

Hampshire Collegiate School recognises that good behaviour and discipline is more likely to be achieved when pupils are engaged and inspired, have positive relationships with those around them and are able to maximise their potential. We believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential.

To this end we seek to ensure that Hampshire Collegiate School is a place where everyone feels happy, safe and secure and we aim to provide a caring environment in which all pupils are treated fairly, and with respect and understanding. In this context, Hampshire Collegiate School is committed to rewarding good behaviour as well as using appropriate sanctions where behaviour falls short of the standards expected. Serious breaches of discipline are recorded in electronic records by the Deputy Head, Giles King, in the Junior School and by one of the Pastoral Leaders, Cliff Cates, in the Senior School.

In line with Section 131 of the Schools Standards and Framework Act 1998, corporal punishment of pupils is prohibited by law and is therefore forbidden. Hampshire Collegiate School does not permit corporal punishment during any activity whether on or off the school premises.

This policy applies to all pupils, including EYFS, when on the school premises, or in the care of the school, or wearing the school uniform, or otherwise representing the school or associated with the school, for example on a school trip or visit. It is available to all interested parties (including volunteers and those supervising extra-curricular activities or accompanying school trips) via the school's website or on request from the School Office.

Helen Crawford, Head of senior School, is responsible for overseeing the management of behaviour issues in the Senior School. Teresa Rogers, Head of Junior School, is responsible for overseeing the management of behaviour issues in the Junior School and the EYFS setting. Patrick Carberry, Boarding Housemaster, is responsible for overseeing the management of behaviour issues in the boarding houses.

Aims:

- To promote an environment where every member of our community feels safe, happy, valued and respected
- To support a caring community where every member is treated fairly, with values built on mutual trust and respect
- To promote good relationships on every level so that every member of the community can live and work together in a mutually supportive way
- To help the pupils to learn in an effective and considerate way, and to grow and become increasingly positive, responsible and independent members of the school and wider community
- To set out clearly any rewards that may be given for particularly good behaviour or achievements and award them consistently
- To set out clearly any sanctions that may be applied when misbehaviour occurs and apply them consistently

This document should also be read in conjunction with the school's admissions policy, physical restraint policy and exclusions policy.

This policy is shared with all members of staff including volunteers and visiting staff via the website or via Sharepoint.

PROCEDURES:

General Expectations

It is expected that all members of the school community will conduct themselves at all times in a considerate, tolerant and co-operative manner. Importance is attached to courtesy, integrity, good manners and respect for others.

All pupils are expected to obey the School Rules and adhere to Health and Safety regulations which are in the school planner. Staff are required to apply consistent standards in ensuring that appropriate behaviour and adherence to the school rules are maintained; we expect pupils and staff to show respect to all members of the community and their property. Example is potent, and discipline should not be left to others, all staff need to be actively involved in promoting good behaviour and ensuring that any unacceptable behaviour is addressed.

The following points cover key elements of procedures relating to behaviour and discipline at HCS.

- The school's Code of Conduct [See Appendix 1] clearly details the school's expectations of the pupils' behaviour
- Pupils are made aware of the Code of Conduct and issues of behaviour, discipline, rewards and sanctions are discussed as part of the PHSE programme and can be brought to School Council/Boarders' Council for discussion at any time.
- The school acknowledges the efforts and achievements of the pupils and rewards them in a variety of ways, according to the school policy on Rewards and Sanctions. The Tutorial system, House system pastoral care for the individual are all used to support a positive approach to all aspects of school life
- The school applies a variety of sanctions for misbehaviour to promote a safe and positive learning environment, according to the school policy on Rewards and Sanctions. Each sanction is applied appropriately to each individual, in each individual situation
- All members of staff are aware of the regulations regarding the use of physical force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Members of staff do not hit, push or slap pupils, they only intervene physically to restrain pupils to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the pupil themselves). The actions that are taken are by reasonable and non-injurious means in line with government guidelines on the restraint of children. Necessary physical contact (eg in the case of sports coaching or the assessment of injuries) is done in public with the consent of the pupil. All incidents of use of physical restraint are reported to the Principal in writing.
- Parents are informed of serious breaches of discipline and imposition of more serious sanctions and will be asked to the school to discuss. Serious breaches of discipline are generally those that are sufficiently serious to be quoted in future reports or references and include:
 - Aggressive or violent behaviour
 - Severe or persistent bullying
 - Theft
 - Drug or alcohol abuse
 - ICT abuse
 - Malicious behaviour
 - Sustained disruption in lessons
 - Unauthorised leave during school hours
 - any offence which would constitute criminal behaviour in the case of an adult

These are recorded by Deputy Head in the Junior School or a Pastoral Leader in the Senior School in the Electronic Records. A record of sanctions is held for three years to allow patterns to be identified. The Leadership Team and the LGB will review the record regularly.

The record of sanctions includes:

- Pupil's name
 - Pupil's year group
 - Date of the offence
 - Nature of the offence
 - The sanction imposed
 - The person administering the sanction
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- Where a pupil engages in sustained disruptive behaviour, or a single incident of a sufficiently serious nature, the Principal will personally review the situation and inform the parents of the intended sanction. This may include suspension or exclusion in line with the school's policy on exclusion. Hampshire Collegiate School does not tolerate any violence towards staff or pupils and the police may be called in such circumstances.
 - Particular attention is paid to any incidents involving racism and there is zero tolerance with regard to racist comments being made. Any such incidents must be reported immediately to the appropriate Pastoral Leader.
 - No excessive or idiosyncratic punishments are used at HCS including:
 - a. any punishment intended to cause pain, anxiety or humiliation
 - b. corporal punishment,
 - c. deprivation of access to food or drink
 - d. enforced eating or drinking
 - e. prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline
 - f. requirement to wear distinctive clothing as a punishment (or night-clothes by day as a punishment) [*This does not include being required to wear school uniform during a non-uniform event during the school day*]
 - g. use or with-holding of medical or dental treatment
 - h. deprivation of sleep
 - i. fines exceeding two thirds of a boarder's available pocket money provision
 - j. locking in a room or area of a building

KEY RESPONSIBILITIES:

Members of staff:

- It is the responsibility of every member of staff to ensure that the school's Code of Conduct is enforced in every situation.
- Members of staff are expected to manage behaviour effectively and to encourage the pupils to behave responsibly at all times – additional guidance in helpful procedures in this respect may be sought at any time from line managers and those people named in the policy statement on page 1 of this document.
- Members of staff should bring incidents of misbehaviour to the attention of the Tutor, Form Teacher, Head of Year or Pastoral Leader, as appropriate. This should be done by recording the incidents according to the current school procedures for recording incidents, using the electronic Day Book in the Senior School and via the electronic pastoral records in use in the Junior School, and discussing it with the appropriate pastoral member of staff if necessary, or if the situation requires a more immediate response
- Members of staff should treat each pupil equally and fairly, with respect and understanding. They should apply rewards and sanctions consistently
- Members of staff should, where necessary and appropriate, liaise with external agencies to support and guide the progress and development of each pupil

- The Head of Boarding will ensure that regular surveys of boarders views include questions about how behaviour and discipline issues are dealt with in the Boarding House to demonstrate that they view the school's use of punishments as being fair.

The Leadership Team:

- The Head of Senior School, Head of Junior School and Boarding Housemaster oversee the implementation of the school Behaviour and Discipline policy throughout the school
- The Principal ensures the health, safety and welfare of all pupils in the school
- The Leadership Team set the standards of behaviour and support all members of staff in the implementation of the Behaviour and Discipline policy
- The Leadership Team ensure that all appropriate records are kept

Parents:

- The school works collaboratively with parents so that the pupils receive consistent messages regarding the school's expectations of their behaviour
- The school's Code of Conduct is explained in the annual Parent's Information Book; parents are expected to read and support this
- The school expects the parents to support their child's learning and to co-operate with the school. The school endeavours to build an effective and supportive dialogue with the parents, and informs parents whenever we have concerns regarding their welfare or behaviour
- If the school has to apply reasonable sanctions to any pupil, the parents are expected to support these actions
- If the parents have any concerns regarding the treatment of their child, they should contact the school in accordance with the Complaints Policy.

Prefects:

- Prefects do not have disciplinary powers beyond asking pupils to adhere to school rules. They are asked to bring any matters of a behaviour or disciplinary matter to the attention of the Head of Sixth Form.

Review date: July 2012