



# SIR THOMAS RICH'S

## Behaviour and Discipline Policy

This Policy was drawn up in accordance with the Education and Inspections Act 2006, the Equality Act 2010, the Education (Independent School Standards) (England) Regulations 2010, The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012; DfE Behaviour and Discipline in schools advice document 2014. The Headmaster will publicise the school behaviour policy to all pupils, their parents and staff once a year via the website.

**Date last reviewed:** June 2018

**Status:** Statutory

**Responsibility:** The Headmaster and Senior Leaders will review this policy regularly. The Governors' Personnel Committee has responsibility for approving the policy and monitoring its implementation.

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## 1. The School's aims

Sir Thomas Rich's aims to provide equality of opportunity for all pupils, irrespective of age, gender, sexual orientation, gender reassignment, race, religion or disability and develop in pupils self-discipline and resilience, a passion for learning, enquiring and creative minds and an appreciation of British values and responsible citizenship, such that they will be prepared to take responsible places in adult life. The School provides equality of opportunity for all pupils, irrespective of age, gender, sexual orientation, gender reassignment, race, religion or disability.

Our aims are:

- The achievement of the highest standards of work
- The achievement of the highest standards of behaviour
- The promotion of a wide range of extra-curricular activities
- The achievement of the highest standards of support and guidance

## 2. Code of conduct

The School recognises that it has a duty to safeguard and promote the welfare of children as well as a pastoral responsibility to ensure pupils are protected from harm. All students are expected to behave in a reasonable manner both to themselves and others, showing consideration, courtesy and respect for pupils, teachers and members of the public. Pupils are also expected to abide by the school's *ICT Acceptable Use Policy for pupils* further details of which can be found in the Information and Communication Technology Policy.

The School upholds the values of the rule of law, freedom of speech and respect and tolerance for those of different faiths or beliefs. (See the School's *Preventing Extremism and Radicalisation Policy*). The School is mindful of its safeguarding duties. Where a pupil's behaviour raises concerns that he/she is likely to suffer significant harm, the

School's **Child Protection and Safeguarding policy** will be followed. In the case of continual disruptive behaviour and where it is felt that the child's educational needs are not being met, a multi-agency assessment will be considered. The School does not condone bullying and will take appropriate action in order to promote supportive behaviour and discourage bullying. (Please see Anti-bullying policy). Students should conduct themselves at all times and in all places in a way that reflects well on themselves and the School.

A "Classroom Code of Conduct" has been drawn up after staff and student consultation.

The expectations on students are:

- To arrive promptly to lessons
- To complete work on time
- To be properly equipped for lessons
- To be polite in speech and actions
- To be dressed correctly in school uniform
- To look after the school environment including the classrooms
- To ask questions at the right time, to further their and others' understanding
- To be quiet when the teacher is talking and to listen to others when they are talking
- To follow reasonable instructions given by staff and prefects promptly and without argument
- To work hard in lessons and to avoid distracting others
- To work with your teachers and to take heed of advice given to improve

Pupils are also expected to abide by the school's ICT Acceptable Use Policy for pupils further details of which can be found in the Information and Communication Technology Policy.

### **3. The School Rules**

Pupils should be well-mannered, courteous and considerate to all members of the school community and visitors. They must be respectful of all regardless of age, gender, religion or ethnicity. Any form of bullying, verbal or physical, is strictly forbidden. (Please see the Anti-bullying policy). High standards of behaviour are expected at all times including during school visits, sports fixtures and journeys to and from school. For further information, please see Appendix 2.

### **4. Rewards and Sanctions**

Pupils' work and behaviour are regularly monitored by tutors, Heads of Year, relevant Senior Leaders and the Headmaster. Each morning teachers receive a "weather report" on pupils who receive merits, detentions and uniform offences.

#### **Rewards**

Teachers recognise and praise good work, effort and behaviour and may put comments in student planners for parents to read. Merits can be awarded for positive actions and attitudes e.g. commitment to work, extra effort. Other rewards include stickers and postcards home. (Please see Assessment, Recording and Reporting policy).

#### **Sanctions**

#### **School Work**

Students can be put on report for poor work or inadequate effort. At the end of each lesson the class teacher writes comments in the report, on the student's work, behaviour, organisation and homework. Parents sign each evening and the Form Tutor countersigns each morning. The pupil's progress is monitored by Head of Year.

If a student fails to complete or hand-in a homework, his/her teacher may put him/her in Supervised Homework for the following day. (Please see Assessment, Recording and Reporting policy). This is held in the Learning Resource Centre from 3.30 to 4.30 p.m. each day. Parents are informed by text or email.

## Uniform

Pupils can expect to be reprimanded by their Form Tutor and/or Head of Year for breaches of uniform; this includes improper wearing of uniform, such as shirt hanging out or top button undone. Teachers enter such breaches into the School's ICT-based *Thunder* system. These entries are then passed automatically to the Form Tutor and Head of Year. Pupils may be given a detention or put on uniform report if the problem persists.

## Behaviour

Sanctions should be reasonable and proportionate to the circumstances of the case. Account should be taken of the pupil's age, any special educational needs, disabilities and religious requirements. A decision to punish a pupil will only be made by a paid member of staff or member of staff authorised by the Headmaster.

- Lower level sanctions would generally be imposed for offences such as failure to follow instructions, rudeness, low-level disruption. This may take the form of a reprimand, referral to tutor or Head of Year or a detention at break or lunchtime.
- Higher level sanctions would generally be imposed for more serious breaches of discipline and persistent low level disruption; Formal detentions of 1 hour may be given and these take place on Fridays from 3.30 p.m. to 4.30 p.m. They can be imposed by any member of staff. Parents are notified by text or e-mail of any after-school detention, receiving at least 24 hours' notice. The School will have regard to any caring responsibilities or difficult travel arrangements a pupil might have.
- A Saturday morning detention can be imposed by the Headmaster, Deputy Headmaster, Deputy Headteacher or Assistant Headteachers in the case of a very serious offence e.g. truancy, smoking, theft. Parents are notified by letter.
- Internal exclusion, for up to 5 days can be imposed by the Headmaster, Deputy Headmaster, Deputy Headteacher or Assistant Headteachers in the case of a very serious offences. Parents are notified by letter.
- Fixed-period exclusion, usually one day, would normally be imposed for very serious misconduct such as physical assault on another pupil, swearing at a teacher, or theft. This can only be imposed by the Headmaster. An official letter is sent to parents and an interview between parent, pupil and Headmaster is required before re-entry. (Please see the School's Exclusion policy). A multi-agency assessment for pupils who display continuous disruptive behaviour will be considered as well as sanctions.
- Permanent exclusion would only be imposed for breaches such as bringing illegal drugs into school, assault of a teacher, repeated serious offences and can only be imposed by the Headmaster. (Please see the School's Exclusion policy).

Any pupil making malicious accusations against the school staff will face tough sanctions that may include fixed or permanent exclusion. Staff accused of misconduct will be entitled to support. (Please see Staff Disciplinary policy)

## 5. Co-operation and Partnership between Home and School

The responsibility for a child's development is shared by the home and school. The School may discipline pupils for misbehaviour outside of the school premises e.g. when pupils are taking part in a school-organised activity, travelling to and from school, wearing school uniform or identifiable in some other way as a pupil at the school. It also has the power to discipline if misbehaviour outside school could adversely affect the orderly running or reputation of the school or pose a threat to another pupil or member of the public. Where non-criminal bad behaviour outside school is witnessed by a member of staff or reported to the School, the School would liaise with parents and disciplinary action would be decided on a case by case basis. The School values its partnership with parents and would strive towards a unified approach.

## 6. Power of Search, Confiscation, and Use of force

### Power of Search

Staff may search pupils or their possessions, **without consent**, where they have a reasonable suspicion that a pupil may have a prohibited item. These are: ***knives or weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; electronic cigarettes, e-liquid, volatile substances, psychoactive substances fireworks; pornographic images; any article the member of staff reasonably suspects is likely to be used to commit an offence or cause personal injury or damage to the property of any person.***

The following must also be borne in mind:

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child
- The member of staff carrying out the search must be the same sex as the pupil being searched and there must be a witness, preferably of the same sex as the pupil. However, where there is a risk of immediate serious harm and it is not reasonably practicable to summon another member of staff, a search may be carried out by a member of staff of the opposite sex and without a witness.
- There is no legal requirement to make or keep a record of a search. However, every effort will be made to ensure that investigations are conducted fairly and with as much openness towards the affected pupil as the circumstances may reasonably allow. In such cases, careful written records will be made by the Headmaster or a member of the SMT investigating. The Headmaster will be kept fully informed;
- There is no legal requirement to inform the pupil's parents or carers if alcohol, illegal drugs or potentially harmful substances or items are found after a search has been conducted.

### Confiscation

- Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where it is reasonable to do so.
- Any substance suspected of being a drug may be confiscated. Should staff come into possession of an illicit substance, with a view to ensuring its disposal, they have a legal exemption as an appropriate adult under section 5 of The Misuse of Drugs Act to do so without compromising their position. (Please see Anti-drugs policy).

### Use of Force

All school staff may use reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom. They will make adjustments for children with SEND (special educational needs and disabilities).

The Headmaster and authorised staff may use such force as is reasonable when conducting a search for prohibited items.

**BOYS**

1. **Blazer** - Blue, with badge; Years 7-11 - light blue; sixth form – Navy. These should be worn during the school day, to and from school, but may be removed in lessons at teachers' discretion and on the school field. Sixth Formers need not wear their blazers in the common room. **No outdoor clothing should be worn inside.**
2. **Tie** - Years 7 - 10 junior tie; Year 11 and sixth form senior tie. This must be done up and length at least half-way down shirt.
3. **Shirt** - White. A short-sleeved shirt with the school crest is available for use all year; in the summer term it can be worn without a tie. The shirt must be tucked in at all times.
4. **T-shirts** - If a T-shirt is worn underneath a shirt it should be plain white with no logos.
5. **Pullovers** - V necked, plain grey or black (polo or high necked sweaters are not permitted).
6. **Trousers** - Dark grey or black (light grey trousers, denims or jeans are not permitted)
7. **Socks** - Grey or black (white or patterned socks are not permitted).
8. **Shoes** - Black or dark brown only. Boots are not permitted. Trainers may not be worn in school.
9. **Scarf** - Junior scarf (Years 7 - 11) and senior wraps (sixth form) are available from the school.
10. **Jewellery** - No jewellery should be visible.
11. **Hair** - This should be above collar length and of a natural colour. Boys should be clean shaven. Account should be taken of the pupil's age, any special educational needs, disabilities and religious requirements.

**GIRLS**

1. **Blazer** - Navy blazer with badge. These should be worn to and from school, during the school day except in the common room, on the school field and in lessons at teacher's discretion. **No outdoor clothing should be worn inside.**
2. **Tie** - Senior school tie. This must be done up and at least halfway down shirt.
3. **Blouse** - Plain white, not tight fitting and tucked in completely. A plain white T-shirt may be worn underneath. A blouse with a crest is available for use all year; in the summer term it may be worn without a tie.
4. **Jumpers** - Jumpers or cardigans must be V necked plain navy, grey or black and no longer than blazers. Polo or high necked sweaters are not permitted.
5. **Skirt** - Navy, dark grey or black (Skirts should be no shorter than approximately 5cm above knee level and should not be tight fitting. Splits at the side or the back should not be revealing.)
6. **Trousers** - Plain dark grey or black tailored trousers (no tight fitting trousers, flares or jeans)
7. **Shoes** - Black or dark brown of sensible design, and not high heeled. Boots are not permitted. Socks must be plain grey or black. Tights can be flesh coloured, grey or black
8. **Scarf** - Senior wrap for sixth form available from the school.
9. **Jewellery** - Minimum
10. **Make Up** - Minimum commensurate with a neat and tidy appearance.
11. **Hair** - This should be of a natural colour. Account should be taken of the pupil's age, any special educational needs, disabilities and religious requirements.

**Behaviour**

Pupils should be well-mannered, courteous and considerate to all members of the school community and visitors. They must be respectful of all regardless of age, gender, religion or ethnicity. Any form of bullying, verbal or physical, is strictly forbidden. (Please see Anti-bullying policy).

High standards of behaviour are expected at all times including during school visits, sports fixtures and journeys to and from school. Pupils are expected to follow the **Classroom Code of Conduct**. Pupils must move calmly around the School and adhere to any notices or signs. They must respect the property of the School and that of others. Members of the school community should follow all school policies. Pupils in particular should follow the policies on Anti-bullying, Anti-drugs, Behaviour and Discipline, Healthy Eating and ICT.

**Appearance**

Pupils should observe the school rules regarding uniform.

**Mobile 'Phones and Tablets**

Mobile phones and tablets must be hidden away, either in the bottom of a bag or in a locker unless used under the direction of a member of staff. Sixth Formers may use a mobile 'phone or tablet in the Sixth Form Centre.

The School reserves the right to confiscate any mobile 'phone or tablet seen or heard. Parents must accept full responsibility for loss or damage to mobile 'phones or tablets brought into School and are advised to take out a suitable insurance. Mobile 'phones and tablets are prohibited in public examinations. Any students found in possession of a mobile 'phone or tablet in an examination risk forfeiting **all** their results. Staff may examine or erase data if they have good reason to do so.

**School Buildings**

Pupils are generally not allowed in school buildings **before school, at break or after school**. However, the following facilities are available to pupils:

- The canteen is open for the early bird breakfast club between 8.00 am and 8.30 am.
- The Learning Resource Centre and private study areas may be used between 8:00 am and 8.30 am, during break, at lunchtime and after school until 4.30pm.
- The computer rooms C1, C2 and C3 may be used during break, at lunchtime and after school.
- Sixth formers may also use their common room

The Gymnasium, Sports Hall, Fitness Room, Food Technology Room, Workshop areas and Laboratories and V6 may not be entered until a teacher is present. During the lunch hour pupils may stay in their form rooms for quiet activities. Ball games in the classrooms and corridors are not allowed. Pupils are not allowed to leave the school grounds during the day with the exception of Sixth Formers. Only pupils in Year 11, 12 and 13 may use the school entrance next to the office of the Head of Key Stage 3.

**Food and Drink**

During morning break or lunchtime pupils may eat or drink in the Dining Area, School Hall or the designated area outside the Sports Hall. Pupils attending lunchtime clubs may eat in the relevant room at the discretion of the teacher in charge. Food and drink must not be consumed elsewhere in the school buildings. Pupils must not carry food or drink in their blazer pockets. Pupils are allowed to drink water in lessons. (Please see Healthy Eating policy). Litter must be put in to bins provided.

**Smoking:**

Smoking and the use of electronic cigarettes (vaping) is forbidden to all students. This applies whenever a student may be identified with the school or its activities.

**Cycling**

For their own safety pupils are forbidden to ride bicycles within the school grounds or through gateways leading to the road.

**Transport**

High standards of behaviour are expected on all journeys. These include journeys to and from school, school trips and sports fixtures. Pupils should obey all requests from the driver without question or delay. Pupils must not distract the driver. They should remain in their seat unless given permission to do otherwise. Seat belts must be worn whilst being transported in a minibus or coach. Litter should be put in the bins provided.