

LEICESTER GRAMMAR SCHOOL TRUST

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PUPIL BEHAVIOUR: REWARDS AND SANCTIONS POLICY

This is one of the policies concerned with pastoral care. It should be read in conjunction with the policies on equal opportunities, anti-bullying, attendance, safeguarding, substance misuse and pastoral care.

INTRODUCTION

A behaviour policy establishes standards of expected behaviour based on respect for other people. It is designed to promote a caring environment in which the self-esteem of the child can be nurtured, and where bullying and other aggressive behaviour are not tolerated.

WHOLE SCHOOL BEHAVIOUR POLICY

The aim of the policy is preventative rather than punitive, creating a level of understanding within the school which will discourage bullying.

In a large community it is essential that everyone shows consideration, respect and courtesy to others. The school rules are based on these practical requirements.

Pupils are expected to behave in a way that allows them, and others, to learn and develop in a safe, caring environment.

PRINCIPLES

Good discipline is essential for two reasons-

Children and adults have the right to be respected

Good discipline aids good learning

AIMS

Acceptable behaviour can be promoted by: -

- a) the good example of staff, promoting caring co-operative behaviour
- b) reinforcing positive attitudes and expectations
- c) rewarding a wide range of achievement
- d) discouraging negative behaviour
- e) disciplinary action

PUPIL BEHAVIOUR

RULES AND REGULATIONS

Expectations

Respect Yourself

Respect other students

Respect Members of Staff

Respect other people

Work consistently and co-operatively

Respect School property and surroundings

Details of expectations can be found in the student planner.

The following specific regulations should be read in conjunction with the above expectations. They aim to create a well-ordered environment conducive to learning, in which all students are able to develop their talents and interests to the full, in an atmosphere of mutual support and understanding:

- ◆ Bullying in any form is unacceptable and will not be tolerated
- ◆ Uniform, as prescribed in the uniform regulations, will be worn by all students up to the sixth form when travelling to and from school, games or other activities. Shirts should be tucked into skirts or trousers. Boys should wear ties correctly with the top button firmly done up. Jewellery, other than one discreet ear stud in each ear lobe, and make up will not be worn below the sixth form. Boys are not allowed to wear earrings of any sort. Hair should be neat and clean and of a natural colour. Boys' hair should be off the collar. Girls should tie long hair back during practical activities. Any final decision as to suitability lies with the Deputy Head (Pastoral).
- ◆ Litter should be placed in the litter bins provided. In particular, empty bottles, wrappers and containers should not be left in the refectory.
- ◆ There should be no running in the school buildings and students should keep to the left on staircases.
- ◆ At break and lunchtime students may stay in school or spend time on the hard surfaces immediately adjacent to the school. In good weather the junior rugby pitches located behind the main building may be used for playing games at the discretion of the Deputy Heads.
- ◆ Students should not leave the site during the school day without the permission of the Head of Year. Students should sign out in reception on leaving and sign in on their return.
- ◆ The Junior School playground is out of bounds.
- ◆ The extended school sports facilities (e.g. pitches, pavilion and pool) should not be accessed unless under the direction of a member of the sports staff.

- ◆ Smoking, gambling, taking illegal substances or drinking alcohol are forbidden. No objects which could cause danger to the community (cigarettes, alcohol, illegal substances, fireworks, knives or other items which are deemed inappropriate) should be brought onto the premises.
- ◆ There will be no buying or selling on the premises by individuals.
- ◆ Chewing gum is not allowed on the premises.
- ◆ Students should not bring valuable items into school unless absolutely necessary. The School cannot accept liability for loss of such items.
- ◆ Mobile phones or other electronic devices should be turned off during lessons and school activities, unless explicitly directed to do otherwise by a Member of Staff. For further guidance on the use of mobile technologies, please refer to the policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment.
- ◆ Any device which may require charging by mains electricity while in School will need to be PAT tested at the parents' expense.

Sixth formers wishing to drive to school

- ◆ A sixth form student who wishes to drive to school may be given permission to do so by the Heads of Sixth Form. The sixth former must apply for a permit from the School, having first passed his/her test and have Parental Consent before driving to school. In order to gain a parking permit, the sixth former will need to carry at least one passenger on a daily basis. The permit must be clearly displayed in the car while it is parked on the School site. It is preferred that P-plates are displayed and, ideally, the driver should hold a Pass Plus certificate. Parental consent will also be required for a student to be a passenger in a car driven by another student during a school day or other school activity. The movement of cars will normally be restricted to times immediately prior to morning registration and after the end of the timetabled day. Sixth formers who drive must park at school. No pupil should park in Great Glen or anywhere outside of the school grounds.

Students who wish to come to School on motorbikes, scooters or mopeds must have parental consent and the permission of the Heads of Sixth form.

SCHOOL EXPECTATIONS (to be read in conjunction with School Rules)

RESPECT FOR YOURSELF

- Believe in yourself.
- Wear the school uniform correctly and with pride.

RESPECT OTHER STUDENTS

- Show courtesy and consideration for other students.
- Do not fight, tease, bully, gossip, swear or spread rumours
- Take care of your own and respect other students' property.

RESPECT MEMBERS OF STAFF

- Arrive at lessons promptly.
- Line up outside classrooms quietly before a lesson.
- Address staff politely and speak respectfully.
- Stand when a member of staff walks into the room.
- Listen and act upon instructions.
- In class raise your hand do not call out.
- Show consideration for non-teaching staff.

RESPECT OTHER PEOPLE

- Welcome visitors to our school.
- Stand and greet visitors to classrooms.
- Behave well on public transport & school buses.
- Respect other people's beliefs and opinions.
- Act as a good ambassador for the school.
- Be quiet when entering St. Nicholas for assemblies and other special occasions.

WORK CONSISTENTLY AND CO-OPERATIVELY

- Be organised with respect to books.
- Bring appropriate equipment to lessons, including planner.
- Pay attention in class.
- Engage proactively in a learning environment. Get involved in all lessons and activities.
- Complete homework on time and submit it promptly.
- Meet deadlines.
- Mobile phones and any other electronic devices should be turned off in lessons unless otherwise directed by a member of staff.
- Respect the library as a quiet area.

RESPECT SCHOOL PROPERTY AND SURROUNDINGS

- Take a pride in your school.
- Keep the school clean and tidy.
- Chewing gum is not allowed on the premises.
- The car park is out of bounds during the school day for your own health and safety.
- The lifts are out of bounds unless permission is given for their use.
- Show consideration for our neighbours and the local community.

THE STUDENT'S PLANNER

This is a vital document for recording and monitoring the behaviour and progress of pupils.

Every pupil should have their planner with them at every lesson. There is space for comments to/from parents. There are boxes to sign for recognition of achievement for good work or behaviour. There are also boxes to highlight lack of effort or poor behaviour.

In order for the planners to work effectively as a guide to students, parents and Form Tutors regarding the efforts made by pupils and their progress, it is essential that teachers sign the planners when appropriate. Signatures for good efforts should be given as freely as poor efforts.

Form Tutors monitor signatures on a weekly basis, giving detentions for five or more signatures for poor work and behaviour. Commendations are given for 5 signatures for good work and behaviour.

Parents are expected to check their child's planner regularly to note comments from teachers and to check progress. They have to sign that they have read the planner and this is checked by the Form Tutor.

SANCTIONS

WORK BELOW EXPECTED STANDARD

A pupil is underachieving when the standard of work falls below the level of his/her peers or his/her normal level of achievement. The planner should be signed.

If the reason is lack of understanding then the subject teacher should take appropriate remedial action. If the pupil fails to progress, the Head of Department should be informed. He/she may then liaise with the Head of Year and also the Support Co-ordinator.

A pupil should be asked to repeat work which is below the standard expected from that pupil. This may be done in a departmental lunchtime detention at the earliest possible opportunity when the pupil has no other commitment. There is space in the planner to record lunchtime (and after-school) detentions. If the pupil continues to produce work below standard, s/he will be referred to the Head of Year.

The Head of Year may put a pupil on 'report' if their work and/or attitude to learning is consistently poor in several subjects. This step is taken occasionally and after consultation with the pupil. The 'report cards' have a standard format but are bespoke to the needs of the individual. They consist of a timetable detailing clear and personalised targets and ask teachers to grade the pupil (using the School's five-point scale) and leave a comment for each lesson relating to the pupil's target(s). This then becomes a working document and a means of communication between home and school in order for the pupil to work towards improvement in the identified areas.

In the Sixth form significant underachievement will result in the issuing of a formal progress warning. This could be in one or more subjects and would take the form of a letter home to

parents, inviting them to come into school to meet with the Heads of Sixth Form. The expectation is that the student will take the necessary steps to make tangible improvement.

LATE HOMEWORK

If a pupil cannot hand homework in on time or has failed to complete it, a letter should be brought from home giving the reason. The pupil may then be asked to complete the work at lunchtime. If no valid reason is given the pupil will be asked to complete the work at the earliest possible opportunity. The student's planner will be initialled and a note may be written to parents. If a pupil continues to miss homework deadlines he/she will be put in after-school detention. If a pupil continues to fail to complete homework on time s/he will be referred to the Head of Department who will in turn notify the Head of Year.

If a student in the sixth form does not complete work on time, they may be placed in detention. After repeated offences, the student's personal tutor will be consulted and the Heads of Sixth form informed.

FAILURE TO GET PERMISSION TO MISS A LESSON

Pupils should be sanctioned for not complying with the Attendance Policy.

If a student asks for permission to be excused from a lesson at late notice, the homework diary should be signed and the student should be allowed to go to the extra-curricular lesson but the member of staff withdrawing the pupil should be informed.

The pupil should ask if there is any work they should be doing before the next lesson. Failure to do so should be considered as impolite but sanctions could be inappropriate as pupils may have to see many teachers in an already busy school day.

SENDING PUPILS OUT OF CLASS

It should be remembered that the teacher is responsible for the safety of the pupil.

If a pupil feels ill he/she should be sent to the Nurse (or, in her absence, to reception). S/he should be accompanied by another pupil if necessary.

A pupil should only be sent from the room if there is the possibility of immediate disruption e.g.: if physical violence may occur. This should only be for serious offences and the pupil should be sent to the Headmaster or the Deputy Head. As soon as the lesson is over the teacher should meet with the Headmaster/Deputy Head to explain the situation.

DISCIPLINE

Staff should **always** listen to an explanation offered by a pupil.

If there is any doubt about the involvement of a pupil in an incident, the matter should be investigated further before a punishment is given. If there is doubt about the punishment that should be given out, the pupil can be told "This is a serious offence. I need to think carefully about the punishment I am going to give you. Come and see me at break". Advice can then be sought from the form tutor, the Head of Year, the Deputy Head (pastoral) or the Headmaster.

Methods of discipline can vary; the same methods do not work for all teachers, for all pupils or in all cases.

The following are suggestions for different situations:

MINOR CASES OF MISBEHAVIOUR

e.g.: jumping a queue, speaking out of turn

A verbal reprimand is often the most effective way of dealing with an undesirable situation. It should be swift and concise. Whenever possible the pupil should be reminded of the results of his actions. If a sanction is appropriate, a pupil could be kept inside at break or lunchtime (supervised) to do a task. If possible this task should be relevant to the offence e.g.: *tidying up the classroom if the offence was dropping litter.*

The student's planner should be initialled appropriately. Five signatures for misbehaviour generates an after-school detention.

A pupil should never have to miss lunch because of a sanction.

MORE SERIOUS OFFENCES

If a punishment is needed then written work could be set (extra academic work should be reserved for poor behaviour in class) or a letter of apology written to the appropriate person. It is often effective if such work has to be signed by the parent or guardian before its return - a suitable title for the work will explain the misdemeanour e.g. "Why I should not be impolite to prefects.... forget my homework..." The length of the work set should reflect the seriousness of the offence. Detentions can last 30 minutes or 1 hour depending on the offence.

DETENTION

Detention should be reserved for more serious offences. It should never be used because a pupil has done poor work unless other factors are involved e.g.: homework has been repeatedly handed in late. Five negative feedback signatures will result in an after school detention. The detention slip is in the student's planner and is filled in by the member of staff giving the detention and countersigned by a parent.

In any term:

- After a total of 1.5 hours detention has been reached, contact is made with parents.
- After 3 hours, a Headmaster's detention is given.

- After 4.5 hours, a further warning letter is sent home
- After 6 hours, there is a one-day suspension.

SUSPENSION AND EXPULSION

The Headmaster has the sole authority to suspend or expel pupils and will only resort to such extreme sanctions for very serious offences which may include physical violence, long-term theft, bullying and drug abuse. In the Headmaster's absence this authority will be delegated to the Deputy Heads.

Staff should never presume his judgement on an issue.

In the case of expulsion the Headmaster consults with the Chair of Trustees before taking a final decision. An appeals procedure is in operation, details of which can be obtained from the School on request.

PARENTAL INVOLVEMENT

Parents are informed of any serious matter, usually by letter but sometimes by telephone. (See guidelines for parents in relation to disciplinary offences – Appendix A).

Parents can check the homework and behaviour of pupils through the planner. Teachers can send informal notes home using the planner, and parents can inform and contact staff in the same way. Parents have to sign planners weekly and this is a check that they have been read.

GOOD EXAMPLE OF STAFF

Discipline is the responsibility of every member of staff.

It should be reasoned, fair and firm.

Members of staff should treat pupils with respect, having at all times the good of the pupil at heart.

Praise should be sincere and justified.

Staff should not shout at pupils (unless a dangerous situation has arisen).

Pupils should be referred to by their first names. Nicknames should never be used.

CORPORAL PUNISHMENT IS ABSOLUTELY FORBIDDEN.

Staff are reminded that they must refrain from any physical contact that could be misconstrued.

Blanket punishments are unfair and must not be given. A class should be treated as a collection of individuals, though if there is a problem, a class discussion may lead to answers and can be used to stress the standards of behaviour that we expect.

It is essential that staff support each other in public. Complaints or grumbles about other members of staff voiced in front of pupils are completely unacceptable.

New members of staff may need support when dealing with matters of discipline but they should not be put in a position where they are dependent on another member of staff. Each teacher should have ultimate authority in his/her own classroom.

REWARDS

The spontaneous praise of good behaviour is the most effective way of reinforcing our ethos.

There is a weekly page in the school planner for signatures for achievement. These include excellent homework or class work, organisation, presentation, progress etc. Teachers should be giving achievement signatures about as frequently as giving underachievement signatures. Awards can also be given for extra-curricular activities, such as music, drama or sport. Achievements outside of school time may also be recognised.

In the lower school signatures accumulate and lead to Head of Year certificates and Headmaster's certificates. These certificates are presented in assembly.

Students in Years 9-11 collect signatures which are collated at the end of every half term, and Form Tutors recommend students who deserve a Card of Praise to the Year Head, who will send a card to the student through the post. In a few cases, the Headmaster will be asked to send a card to recognise outstanding efforts. Students in Years 9-11 may also receive cards of praise from Heads of Department for outstanding work in their subject area.

Sixth Form students can earn coffee stickers for outstanding work. In addition, any member of staff can directly inform the Heads of Sixth Form of students who deserve recognition for their achievements so a card of praise may be sent home.

School cups and prizes are given for endeavour and contribution to school life in many different areas. House points are awarded for a wide range of competitions. Achievements may be celebrated in school assemblies and reported on the web site and twitter feed.

POLICY ON THE USE OF ELECTRONIC EQUIPMENT IN SCHOOL

Mobile telephones, smart phones, tablets, iPods and other personal electronic devices represent an important advance in communication technology and the School recognises the advantages to staff, school and parents. However, the potential for disturbance caused by mobile telephones in the school environment is great. This policy seeks to minimise the disturbance while still supporting the use of mobile technology to maximise safety and convenience. It must be remembered that mobile telephones/tablets etc are valuable items so devices should be switched off and stored securely during the school day when not in use. They may be used during lessons with the permission of the teacher. In the event the teacher decides the pupils can use their devices, they should be placed in full view on the desks when not in use and put away when the teacher determines they are no longer required. Sixth formers may use them during private study periods, including time in the Coffee House.

- They should not be used in corridors, in the refectory or outside unless a supervising member of staff agrees they may do so.
- Photographs or videos of Junior School pupils must not be taken in any circumstances.
- Photographs and videos must not be taken in any case without the permission of a member of staff
- Use of any personal electronic device in a public or school examination are subject to the policy and examination board rules.
- Staff may confiscate personal equipment that is being used inappropriately during the school day for the rest of that day
- Sanctions may be imposed on pupils who use electronic equipment without consideration for others.
- Pupils who specifically seek to subvert the protection methods put in place by the School must expect their future place as a member of the School to be examined very closely.

Leicester Grammar School expects all pupils to adhere to this charter for the safe use of the internet. Copies are given to all pupils and their parents, and the School may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

APPENDIX A - Guidelines for Parents in Relation to Disciplinary Offences

APPEALS BY PARENTS

If a parent feels that punishment of suspension for more than two weeks, or of expulsion, is not justified, or that there are mitigating circumstances arising out of the proper findings of the School, he or she may request, through the Headmaster, a meeting with the Chair of the Board of Trustees. A request for an appeal should be made within two weeks of the decision of the Headmaster.

The Chair may invite one or more fellow Trustees to accompany her, or, where she has previously been involved in the case, to represent her, and the parent and the Headmaster will both be invited to put their cases succinctly. The hearing will not deal with matters of fact, which have already been investigated fully by the School. The procedure will be as follows:

A report from the Headmaster will be received as to the findings of fact;

The parent will be invited to confirm (or deny) that all relevant facts have been taken into account;

The Headmaster will then state what punishment has been decided or recommended;

The parent will have the opportunity for a reasonable time (not exceeding 20 minutes) to state his/her reasons why the proposed punishment should not be confirmed and/or what punishment should instead be substituted.

The Trustees may make their decision immediately, or may postpone their decision for up to one week with or without conditions.

The decision of the Trustees is final and no reasons for their decision will necessarily be given.