



# HEADINGTON

SCHOOL · OXFORD

## Behaviour, Rewards and Sanctions Policy

*(This Policy includes material previously covered by the Behaviour, Misbehaviour and Rewards and Sanctions Policies)*

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| Approved by Education Committee: | November 2018                    |
| Reviewed by:                     | Deputy Head Pastoral             |
| Date of last Review              | September 2018                   |
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| Meets:                           | ISI 9a<br>NMS 12                 |

## Behaviour, Rewards and Sanctions Policy

Headington School aims to provide a stable, secure, happy and purposeful atmosphere in which pupils can thrive academically, socially, personally and spiritually. This policy is designed to promote and place value on good behaviour, whilst recognising that when misbehaviour occurs, the School's response will be proportionate and fair. There is a culture of positivity, praise, support and encouragement all of which 'reward' good behaviour. The natural expectation is that pupils behave very well because they know it is right to do so, and without the need for regular rewards as an incentive. Failure to meet the School's expectations of behaviour are dealt with on an individual basis and any necessary sanctions that are applied take into account the particular situation and the individual child.

### The School Code of Conduct

- To treat everyone with kindness, respect and courtesy
- To work hard and develop good study skills
- Any breach of the law of the land is a breach of School rules
- No girl may put the welfare or safety of another in jeopardy

### Policy Statement

Headington School is a community, which expects its members to show kindness, respect, understanding and courtesy to one another and to work together to make the School as happy and stimulating an educational environment as possible. It is an expectation that everyone will take a common responsibility for maintaining only the highest standards of personal behaviour. We expect to trust everyone in School and any breach of trust is treated seriously, as it undermines the whole community.

### Expectations of behaviour:

1. Use and possession of illegal drugs is strictly forbidden. Infringement of this rule may lead to expulsion.
2. **No alcohol** is allowed on School premises or on any outing or trip organised by the School. Possession of alcohol is likely to involve suspension or even expulsion if the circumstances warrant it. Occasionally, members of staff may permit social use of alcohol for Sixth Form girls.
3. **No smoking** is allowed on School premises or on any outing or trip organised by the School. No girl under 18 is allowed to be in possession of cigarettes in School, and will be sanctioned accordingly. In the case of frequent infringements, expulsion may follow due to the breakdown of trust.
4. No girl may bring the School into disrepute by her behaviour either inside or outside of School. Good manners and a tidy appearance are an expectation at all times.
5. Every member of the School, both staff and students, deserves and expects respect. No bullying, threatening behaviour or bad language are permitted. Everyone is expected to subscribe to the School's Anti-Bullying Policy. Persistent bullying may lead to suspension or expulsion.

6. Peer on peer abuse (where one child or a group of children is responsible for abusive behaviour towards another child or children) of any kind will not be tolerated. This includes bullying, cyber-bullying, relationship abuse, violence (e.g. hitting, kicking, shaking, biting, hair pulling), harmful sexual behaviour (including sexual violence or sexual harassment), gender based violence, initiation type rituals, sexting. Where peer on peer abuse is found to have occurred the School will investigate and follow the guidance set out in the Anti-Bullying and Safeguarding Policies.
7. No one may leave the School during normal school hours without permission, or in the case of the Sixth Form, without signing out. Boarders must comply with all signing in and out rules and have received the necessary permission. This rule is very important as infringements can jeopardise safety in the case of a fire.
8. Behaviour in prayers should be fitting, with silence on entry.
9. School uniform, with the appropriate type and style of shoes, must be correctly worn at all times including on journeys to and from School. Uniform must not be combined with mufti. All uniform must be labelled with pupil's name.
10. No jewellery is allowed to be worn with the School uniform with the exception that girls may wear a single pair of studs for pierced ears and a simple cross, or other religious symbol, on a chain.
11. Dyed hair is not allowed, unless it is a natural colour.
12. Mobile telephones are brought into School at their owner's risk but should be switched off; kept in locked lockers and must not be seen or heard during the school day. Separate rules apply in the boarding houses.
13. Standards of civilised behaviour are expected at all times. For example, chewing gum is forbidden; litter should be disposed of properly; eating and drinking are not allowed outside certain areas (e.g. no eating in classrooms or corridors); walk (do not run) on the left side in corridors; hold doors open for staff and one another; everyone should arrive for registration and lessons on time; classrooms should be kept tidy and clean and not used for changing.
14. Certain areas are out of bounds for girls in the U11 to UV, e.g. Grays and the woods.
15. Behaviour on School trips must be co-operative, controlled and conducive to the aims and safety procedures of the outing.
16. Bags should be put in sensible places and not, for example, on the floor of corridors or cloakrooms where they are a danger to others. Property left lying will be confiscated.
17. All girls should always speak English in public places. It is the one language that unites our whole community – language should never be used as a barrier to open and considerate communication.
18. Good table manners are expected as the norm.

## **Rewards and Sanctions for breaches of discipline that do not merit exclusion**

### **Rewards**

At Headington School, we encourage the establishment of good teacher/pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Our system of rewards includes:

- Verbal praise and written praise for good work.
- Academic merits for both effort and achievement, which are celebrated in the classroom.
- Annual subject and year group prizes.
- Posting examples of excellent work in art/design, sports, and drama and concert achievements on the school's publications and within Departments, so that the community can celebrate success.
- Reports to parents, which are always worded to be as constructive as possible.

The merit system allows pupils to be rewarded throughout the school, for example:

- For good work, achievement or contribution to the life of the school.
- Public mention and celebration of success at assemblies.
- Reference to achievement published in the School newsletter.
- End of term Assemblies when special awards are made.
- Prize Giving.
- Points awarded to the House system

Merits are recorded and counted by Heads of Year/Heads of Section so that recognition may be awarded in Key Stage assemblies.

## **Sanctions**

It is the aim of the School to be positive rather than negative, however, Penalty Points for academic infringements, Conduct Points for Pastoral infringements, and Detentions may be issued as a sanction for poor work or behaviour.

The teacher is responsible in the first instance for dealing with and recording minor infringements, such as lateness, casual rudeness in class, late or poorly completed work. With regard to late or poorly completed work, the teacher may set additional work or request that the pupil re-do unsatisfactory work. It may be that a Penalty Point/Conduct Point will be given at this stage.

A Penalty Point or a Conduct Point is given by notifying the pupil verbally, then emailing the pupil, Form Tutor and Head of Year. A record of this is then kept on ISAMS, although these are cleared at the end of each term. Penalty points, which result in detentions (see below) should offer opportunities to modify poor behaviour.

### **Penalty points may be given for:**

- Late prep.
  - Being late for lessons without good reason.
  - Coming unprepared for lessons i.e. without books, kit, equipment etc.
  - Any other minor misdemeanour or "nuisance".
- (list not exhaustive)

### **Conduct points may be given for:**

- Uniform infringement
  - Missing prayers
  - Inappropriate behaviour
- (list not exhaustive)

**More serious misdemeanours:**

- Unacceptable physical or verbal behaviour towards other pupils, a member of staff or a visitor.
- Serious damage to the School or personal property.
- Missing lessons.
- Serious work infringements.

These are reported to the pupil's Head of Year/Housemistress/Housemaster and will lead to a discussion about appropriate behaviour and may result in detention. (list not exhaustive)

**Lunchtime Detentions are given for:**

- 3 Conduct Points in any one term.

These are arranged and supervised by the Head of Year

**After School Detentions are given for:**

- 3 Penalty Points in any one term.
- 3 phone confiscations in any one term.
- More serious misdemeanours (as above).

Detention letters require a signature from the Head of Section and a Parent/Guardian/Housemistress/Housemaster. The letters will be emailed to parents for a signature and should be returned by post to the Head of Section who keeps a record of all detentions. Detentions usually take place on a Tuesday from 4.30 – 5.30pm in P2. Should any higher sanction need to be imposed then the Head of Section will consult with the Deputy Head Pastoral, who may advise a Deputy Head's Detention. A letter will be sent home informing parents.

Any pupil who receives three detentions in one term will be given an internal suspension.

**Alternative Measures - On Report**

Persistently poor academic performance may result in the Head of Section requiring a pupil's teachers to make written comments on her performance at the end of every lesson she attends, for a period of one or two weeks. Parents will be informed if a pupil is placed on report.

**Boarding Houses**

Please see *Boarding Rewards and Sanctions Policy*.

Sanctions start at a level of gating or community service within the house. The Head of Boarding is always informed when sanctions are imposed and sanctions are entered into the Sanctions Book and signed by both the member of house staff involved and the girl. Should any higher sanction need to be imposed then the Head of Boarding will consult with the Senior Management Team and will record this in the Sanction Book.

**Other Considerations:**

We acknowledge that pupils joining the School may find the transition particularly challenging and stressful, which may result in atypical behaviours being exhibited. The School takes care to nurture and support pupils through this transition with support including the Befrienders, House sisters/families (in boarding) and peer support within tutor and year groups.

Should any concerns regarding behaviour be related to safeguarding matters, the School's Safeguarding Policy will be followed. The School will take very seriously any accusations against staff made by a pupil or pupils, which is proven to be malicious, and will enforce appropriate sanctions (See *Safeguarding Policy*).

The School does not use Corporal Punishment.

If significant breaches of discipline occur, a pupil may be:

- Temporarily suspended from lessons.
- Temporarily suspended from School.
- Expelled from School.

(See *Exclusions Policy*.)

## **Monitoring**

Behaviour of the individual is closely monitored by subject staff, tutors, Heads of Year and Heads of Section. The Headmistress is kept informed of any girl whose behaviour gives cause for concern.

Where it is found appropriate, the School may liaise with external agencies, or may suggest that the pupil concerned sees the School Counsellor, or attends regular meetings with the relevant Head of Year/Head of Section.

The School keeps a central file of sanctions imposed upon pupils for serious misbehaviour.

## **Further Guidance**

Non-statutory advice *Behaviour and Discipline in schools (2016)*

### **Associated Policies**

Safeguarding Policy  
 Boarding Rewards and Sanctions Policy  
 Exclusion Policy  
 Anti Smoking Policy  
 Anti-Drug/Substance Abuse policy  
 Alcohol Policy  
 Anti-Bullying Policy  
 Uniform Policy  
 SENDA Policy  
 Physical Restraint Policy  
 Staff Code of Conduct and Good Practice