



## **DOVER COLLEGE SCHOOL BEHAVIOUR POLICY**

Reviewed by: Deputy Head  
Reviewed: September 2018  
Next Review Date: August 2019

**Headmaster: Mr G E Dodes MA (Hons)**

Dover College | Effingham Crescent | Dover | Kent | CT17 9RH

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Registered Charity Number: 307856

## POLICY

Dover College aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust, mutual respect for everyone and the community as a whole. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of pupils at College. We aim to develop qualities of teamwork and leadership through our programme of extra-curricular activities.

Dover College is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and we aim to develop the whole person.

The aims of the Policy are:

- To promote good behaviour
- Prevent bullying
- To ensure that pupils complete assigned work
- To ensure, so far as possible, that every pupil is able to benefit from and make his/her contribution to school life
- Regulate the conduct of pupils.

## CODE OF CONDUCT

Dover College school community of Governors, staff, parents and pupils adhere to a code of conduct, rather than to lists of rules. Dover College sees education as a partnership. Members of our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's rules and Regulations.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy adds further details. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

Pupils should bear in mind the following three principles:

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- Obey the law of the land and the obligation of good citizenship
- Show care and respect for other people and their property
- Maintain the good name of Dover College

To maintain the standards of expected behaviour the School is committed to

- Discipline pupils whose behaviour is unacceptable both at School and on School trips. Teachers can also discipline pupils, in certain circumstances when a pupil's misbehaviour occurs outside School

### **INVOLVEMENT OF PARENTS AND GUARDIANS**

Parents and Guardians who accept a place for their child at Dover College undertake to uphold the school's policies and regulations, including this policy. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study. Parents' lack of respect for the rules naturally encourages their children to do the same and is often the forerunner of serious problems.

Please note that it is our policy usually not to allow holiday to be taken during term.

### **INVOLVEMENT OF PUPILS**

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them, for example via the School Council and Pupil Welfare Meetings, which meet regularly.

### **SCHOOL RULES AND REGULATIONS**

The school's Rules and Regulations are designed to encourage positive behaviour. Its sanctions are to help us manage challenging behaviour. Copies of the Rules and Regulations are set out in the Homework diary and notes to parents and may change from time to time. Parents and Guardians undertake to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The following are specifically unacceptable:

- Rudeness or aggressive behaviour of any kind
- Verbal or physical bullying
- Cyber-Bullying whether by text message or via the internet (see IT Policy)
- Physical displays of affection and sexual relationships
- Chewing gum
- Spitting
- Eating or drinking in public places
- Possession of firearms, fireworks, knives or any other weapon. This includes BB guns.

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- Gambling for money
- Use of mobile phones outside Houses
- Use of MP3, iPod etc. outside the Houses.
- Possession of drugs, solvents or alcohol. Possession of media with explicit sexual content or that overtly supports the drugs culture.
- Possession or purchase of any smoking material
- Unauthorized possession of any school key
- Dropping litter
- Graffiti.

The Headmaster, for his part, undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity. Corporal punishment is illegal. The majority of misdemeanours will warrant immediate sanctions and these include demerits, extra school (after school on Friday for which parental consent is not required), withdrawal of privileges (Gating), assistance with domestic tasks, such as collecting litter etc.

Sanctions can only be imposed by paid members of DC staff, on school premises. Sanctions must not breach any legislation and must be reasonable and proportionate, account must be taken of the pupil's age, any special educational need or disability and any religious requirement affecting them.

If the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer significant harm, then the Safeguarding policy will be followed.

Teachers may confiscate a pupil's property as a punishment. Teachers may have the power to search without consent for prohibited items such as knives and weapons, alcohol, drugs, stolen items, tobacco, fireworks, pornographic images, any item that may be used to commit an offence and any item banned by the school. Weapons and knives and extreme or child pornography must be handed to the Police.

**Serious breaches of discipline** will necessarily warrant more serious sanctions.

It is not possible to define every situation but the most likely ones are as follows:

- Sexual misbehaviour i.e. exceeding the limits of acceptable behaviour between pupils of the opposite sex or of the same sex.
- Suspicion of supplying drugs (see Drugs Policy)
- Suspicion of supplying alcohol, being in possession of alcohol or under the influence of alcohol
- Suspicion of the abuse of solvents
- Suspicion of being involved in some activity likely to bring harm to himself/herself or other members of the College or community, including serious and persistent bullying (see anti bullying policy)
- Suspicion of theft.

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Sanctions for serious breaches of discipline include Internal Suspension, External Suspension and Expulsion.

## **Suspension**

A pupil may be suspended from school either internally or externally if after investigation including an interview with the pupil (and consultation with a parent if appropriate) and discussion with the Housemaster/Housemistress the Headmaster or Deputy Head is of the opinion that:

- the conduct or progress of the pupil has been unsatisfactory
- a pupil is unwilling or unable to profit from the educational opportunities offered
- a parent has treated the school or member of its staff unreasonably and any other case where removal is considered to be warranted – including non-payment of fees.

## **Internal Suspension**

The general principle of an internal suspension is that the pupil spends his/her time in the HSM study. She/he is expected to use the time profitably and is given the opportunity to demonstrate that he/she wishes to make amends for their irresponsible behaviour and to rebuild their reputation and the trust, which must exist between the pupil and the school. Parents/Guardians are to be kept informed at all stages.

## **External Suspension**

There are times when it is best for a pupil, who has committed a disciplinary offence, to go home for a period of time to allow the school and those involved some time to review the situation and consider the future. This would be an external suspension and would last as long as the Headmaster requires to resolve the matter, or for as long as it is considered appropriate to redress the offence. Thus the external suspension may be used to provide some breathing space and/or as a sanction. Parents will always be informed by either the Headmaster, Deputy Head by letter/email.

## **Expulsion**

This is used for the removal of pupils from Dover College for very serious breaches of School Discipline.

The Procedure for Expulsion is at Annex 1 to this document

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## **ANNEX 1 – Expulsion Procedures**

### **Expulsion**

A pupil may be expelled at any time if the Headmaster is satisfied that a pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School.

- The pupil's conduct will be fully investigated by the Deputy Head Pastoral.
- The investigating officer's report (either written or verbal) will be presented to the Headmaster.
- If the Headmaster feels formal action is necessary, he will conduct an interview with the pupil in the presence of his/her Housemaster/Housemistress.
- Relevant staff will be consulted as will the Chairman of Governors.
- Parents will be kept fully informed and many attend the disciplinary interview which the Headmaster conducts with the pupil.
- It is likely that the pupil concerned will be suspended home before the final disciplinary meeting and decision so that they can consider their position with their parents (or guardian).
- The Headmaster will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances.
- Exceptionally in the absence of the Headmaster, the Deputy Head may suspend or expel with the Chairman of Governor's agreement.

Expulsions will be followed up with a letter giving details of the pupil's (and parents') right to a review.

### **Expulsion Review Procedure**

In the event that the Headmaster expels a pupil then the parents of the pupil, or the recognised appointed guardian, have recourse to a review. The procedure under which a written application or a review may be made is as follows.

- The application for a review must be made in writing to:
  - The Clerk to the Governors, Dover College, Effingham Crescent, Dover, CT17 9RH.
- This application must be received not later than 14 days after the date of notification to expel the pupil.
- If it is intended to produce any new evidence which was not available to the Headmaster at the time that the decision was made, then details of such evidence must be supplied at the time that the application for the review is made. The College will wish to have an opportunity to investigate the new evidence.
- On receipt of the application a sub-committee of the College Council shall be appointed.
  - It shall consist of two or more members of the Council.

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- This sub-committee shall consider the application as soon as is practicable.
- The sub-committee shall also have a full report of the incident in writing from the Headmaster.
- After due consideration a meeting may be arranged so that all the issues can be fairly and properly put to the sub-committee.
- All parties shall be able to question each other.
- Both parties shall be allowed to appoint another person to represent their interests.
- When all the evidence has been submitted, the sub-committee shall retire to make their decision. Such decision shall be communicated to the parents, guardians or their representative as agreed within 7 days.
- The decision of the sub-committee shall be final.

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