



Emanuel School

Behaviour Policy

This policy sets the standards of expected behaviour for pupils attending Emanuel School. The policy underpins the strong pastoral ethos of the school and aims to foster a caring and kind school community. It is written with reference to the non- statutory guidance offered in *Behaviour and Discipline in Schools (2016)* and section 9 of *The Education (Independent School Standards) Regulations (2014)* ensuring that arrangements are made to safeguard and promote the welfare of pupils.

All pupils are encouraged to behave in a manner which does themselves and the school credit. They should be polite, helpful and considerate, showing sensitivity towards each other and respect to all members of staff. High standards are expected and insisted upon, not only on the school site, but also on educational trips and visits in the UK and abroad and to and from school.

Aims

Fundamental to the school's behaviour policy are the following aims:

- To provide a caring and supportive environment in which pupils are able to distinguish between right and wrong.
- To develop a positive climate based on courtesy for the whole school, common sense and co-operation as well as consideration for others, for the whole school.
- To be mindful that some of the pupils on the learning support register will have significant communication difficulties and may require additional support to understand key expectations around the behaviour code.
- To provide an atmosphere in which pupils can learn well and teachers can teach effectively.
- To develop respect for school and personal property.
- To promote good relationships throughout the school, both between adults and pupils and between pupils.
- To encourage pupils to accept responsibility for their behaviour and progress.
- To show pupils that their effort, work and good behaviour are valued and to help maintain high expectations of these.
- To ensure a consistent approach to behaviour through staff CPD, assemblies, life education and the regular highlighting of published policies so that staff and pupils feel the school's behavioural policy is robust and fair.

A positive, purposeful learning environment fosters good behaviour. Regular and sustained use of praise and rewards, teaches children the social skills they need to be successful and redirects children towards success rather than highlighting their mistakes. Building positive relationships with children is at the heart of effective behaviour management. Effective teachers teach not only the formal curriculum but also social and emotional skills too so establishing positive, caring, trustworthy relationships in order to influence the choices pupils make which will foster a climate where learning can flourish.



School rules

These school rules are to ensure that the school runs smoothly, that its pupils show respect for each other and towards the public, that they give proper commitment to their academic studies and co-curricular activities and that the school's reputation is upheld. All pupils should be aware that involvement in drugs, theft or bullying will be addressed using the most serious sanctions.

School rules apply when pupils are at school, travelling to and from the school, or taking part in any activity organised by the school. Furthermore, teachers may discipline pupils for non-criminal behaviour off site. Examples may include pupils: misbehaving whilst wearing the school uniform; adversely affecting the reputation or running of the school; posing a threat to another pupil or a member of the community or poor behaviour on trips.

- a. Smoking (including vaping), drinking alcohol and being under the influence of illegal drugs is forbidden. It is also an offence to bring any of the following prohibited items to the school: tobacco, vaping equipment, alcohol, fireworks; pornographic images or any stolen or legally prohibited, or potentially illegal, harmful or damaging substance or object (knife, pellet gun etc). Any pharmaceutical medication must be given to the nurse for administration and not carried on your person.
- b. Pupils may not conduct any form of gambling or unauthorised business venture in school or using school facilities.
- c. Mobile phones should be switched off and kept out of sight during timetabled lessons unless the teacher has given express permission for them to be used, and while moving between lessons. Mobile phone use is not permitted in the refectory, chapel, library, lower school playground or during assemblies, or used in any manner or place that is disruptive to the normal routine of the school. It is unacceptable to take a picture or make a recording of a member of staff or another pupil without their permission, or store or transmit files which contain violent, degrading, racist or pornographic images. Pupils using mobile phones to bully or harass another person or who post private information or who use vulgar, derogatory or obscene language will face disciplinary action.
- d. Pupils may only use computers or access wifi in accordance with the school's E-Safety and ICT Acceptable Use Policy. The school expects all pupils to use school equipment carefully, sensibly and responsibly. Pupils must not bring into the school, send out from or send within the school material of any kind that parents, pupils or staff might find unacceptable, or inappropriate in a school environment.
- e. Pupils are expected to behave in a respectful and appropriate way to one another at all times. Public displays of intimacy are not permitted at school.
- f. Eating or drinking is only permitted in the refectory and outside or, in the case of sixth formers, in the sixth form centre. Chewing gum is not permitted in school or on school trips.
- g. Running within school buildings is forbidden, as is any behaviour likely to disturb others.
- h. Pupils below sixth form may not leave the school grounds during the normal working day without permission. Sixth form pupils may leave the school without the permission of a member of staff only during the lunch break from 12.45pm to 2pm (as long as they



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sign out and back in). This privilege will be withdrawn from any pupil who acts in a manner detrimental to the school's reputation. At all other times permission is required for any pupil leaving the school following the exeat procedures.

- i. Pupils who drive themselves to school are not allowed to park on the school site.
- j. Bicycles must, upon arrival, be securely locked and put in the designated area. They may not be ridden within the school grounds. Bicycles must be in a roadworthy condition and clearly labelled with the pupil's name. A cycle helmet must be worn to and from school. At night both front and rear lights are required and it is advisable to wear high visibility clothing.
- k. All personal property must be clearly marked with the name of the owner. Valuables should be securely stored in lockers at all times. Pupils should not leave any item of value lying around the form room or in the Sports Hall or swimming pool changing rooms.
- l. Pupils should ask the form tutor to help them look after particularly valuable items. It is recommended that valuables are not brought to school. The school cannot accept responsibility for loss or theft of valuable items e.g. mobile phones which are brought to school, or of any property left in changing rooms.
- m. Pupils are assigned lockers. Form tutors should be provided with copies of padlock keys for lockers. All valuable items, such as trainers, coats or sports kit, should be carefully stored inside the lockers provided. Key operated locks should be used rather than combination locks.
- n. Should a pupil be unable to do games or any other organised school activity for any reason, a note must be handed, in advance, to the member of staff in charge of that activity. Those pupils unable to participate will be asked to assist the teacher and contribute to activity in an appropriate capacity. In the case of senior games no participants are required to study in the supervised off-games room.
- o. Only pupils in the charge of a teacher, or those who have obtained the headmaster's permission may enter the school grounds during the holidays or outside normal school hours.
- p. All visitors report to the gate on arrival. All former pupils are required to report to the front gate on arrival and should obtain permission from the headmaster, deputies or heads of section to enter any other part of the school building or grounds.

Attendance

Daily registration

All pupils should be at school in time to be in their form room for morning registration at 8.25am. Afternoon registration is at 2.20pm in their form room. The exception is on games afternoons (when they go straight to games after lunch). It is important for pupils to attend registration on time, not only for the smooth running of the school, but also because the school has a legal requirement to register the pupils twice a day.



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Other attendance regulations

- Pupils may be required to attend school outside school hours, including Saturdays, half terms and holiday times in order to play games, to attend detention, and for other reasonable demands on their time.
- Pupils are strongly discouraged from taking paid employment during term time. If employment is taken, this will come under the school's remit if this employment interferes with a pupil's academic progress or with school activities (e.g. sports, music, drama rehearsals, detentions and so on). In these situations, the headmaster can require a pupil to stop the employment.

Pupils' attendance is also registered electronically in EMA for each lesson.

Absences

The main reason for absence which does not have to be agreed in advance is, of course, illness. Parents should telephone on the first day of a pupil's absence in all cases by 9am. The reception is staffed from 7.30am, and an answering machine facility is available before this time if parents wish to leave a message. Alternatively parents can send an email to absences@emanuel.org.uk.

Daily reporting of absence is required until the pupil returns to school.

On returning to school, the pupil should bring in a signed note confirming the duration of, and reason for, absence from their parent or guardian or the parent or guardian will send an email. Emails and notes should go to the form tutor. See the school's Attendance Policy for further information.

Lateness

If a pupil arrives late for school, he/she must fill in a late slip at the gate. Late slips can also be found in the school general office.

Please note that, if the above procedure is not followed, the school will contact parents to find out why their child is absent.

Early Bird

Pupils are expected to be in registration by 8.25am and 2.20pm. For those pupils who are persistently late the sanctions of Early Bird and detentions are applied.

Late attendance incurs the following sanctions over a half term:

- 3 lates Signature for lateness and form tutor contacts home
- 6 lates Friday behavioural + letter home from head of year and Early Bird
- 9 lates Saturday detention + letter home from head of section
- 12 lates Referral to member of senior management team

At each stage the relevant member of staff will speak to the pupil and explain the importance of punctuality, he/she may also request a meeting with parents.

Pupils on Early Bird are required to report to reception at 8.00am.

Failure to attend by the specified time will attract further sanctions.



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Exeats (permission for absence)

The procedure for requesting an exeat is as follows:

1. For routine dental and any other appointments which cannot be made during holiday periods, parents should send an email or letter to their child's form tutor at least 24 hours (and preferably 48 hours) beforehand.
2. The form tutor who will arrange for an exeat to be issued.
3. Pupils should follow the instructions printed on the reverse side of the exeat slip.
4. If pupils have a music lesson during a registration they must fill in a late slip.
5. Exeats and music lessons will not count as a "late" providing the correct procedures have been followed.

Dress and uniform

Year 6 to 11 dress code

School uniform is worn by all pupils in school until the end of year 11.

- Boys wear white shirts which should be tucked into their trousers and with the button done up at the neck with a school tie, dark grey trousers and plain dark socks.
- Girls wear a blue Emanuel blouse, with an Emanuel navy blue skirt or Emanuel navy blue trousers. Please note that all skirts should be no shorter than just above the knee (maximum 5cm). Girls may choose to wear opaque navy blue or flesh coloured tights or navy, white or black socks. Trainer socks are not acceptable.
- Both boys and girls wear the Emanuel blazer with the school crest and may wear a navy 'V' necked jumper with the school crest.
- Shoes must be plain black leather of a traditional style (with flat heels or no more than 2cm in height). Trainers should never be worn with uniform, even on the way to and from school.
- Outdoor coats must be plain and dark in colour. Hooded casual tops and coats with designer logos or other embroidery are not acceptable.
- Girls are allowed one pair of plain silver or gold stud earrings. No other jewellery is allowed.
- Hair must be sensibly styled and not dyed. Ostentatious hair accessories are not acceptable.
- Appropriate modest headscarves may be worn for religious purposes but parents should consult with the headmaster about this (and note that the headmaster's decision on this matter must be considered final).
- Full details of games-wear and other equipment requirements are available from the sports department.

The heads of section, in consultation with the deputy head: pastoral will be the final arbiter on whether a garment does or does not conform to the Emanuel dress code, and pupils or parents who are in doubt are advised to check on its suitability before the item is worn to school. Staff should refer to Appendix I for details of the procedure for addressing uniform of appearance.



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Sixth form dress code

The aim of the dress code is to allow sixth formers greater individuality in their progression into adult life, whilst at the same time supporting the standards expected of all pupils at Emanuel School, recognising that older pupils are often role models for younger boys and girls in the school. Appearance and dress codes should ensure that pupils represent themselves and the school in the best possible light. In broad terms the school expects those in the sixth form at Emanuel to be smart and unostentatious in appearance. The school has considerable trust in their maturity and capacity to make sensible decisions based on these core statements and the guidance below:

Boys

- Grey, black or navy suit of conventional cut, traditional in appearance and fabric, narrow pinstripe is acceptable
- A plain, striped or subtle-patterned shirt, with collar,
- Appropriate formal tie
- Leather plain black or dark brown formal shoes
- V neck or round neck jumper - in dark colour without logos or stripes (sweatshirts and hoodies are not permitted). The jumper may be worn beneath but not instead of the jacket.

Girls

- Suit with trousers or skirt in grey, black or navy or with a narrow pinstripe, traditional in style and fabric
- A plain, striped or subtle-patterned blouse with collar or conservative cut
- V neck or round neck jumper - in dark colour without logos or stripes (sweatshirts and hoodies are not permitted). The jumper may be worn beneath but not instead of the jacket.
- Leather plain black or dark brown formal shoes
- Plain tights: black, dark grey, natural or navy

Appearance

- It is important students buy at least 2 suits.
- Hair styles should be conservative and unostentatious. Hairbands are permitted but must be smart, discreet and in keeping with the unostentatious nature of appearance. Hair should be of a natural colour.
- All jewellery should be discreet. A nose stud is permitted. Studs and small hoops are permitted with no more than 2 earrings in each ear. A ring is permitted on each hand.
- Discreet make-up and nail varnish are permitted.
- Coats and hats may be worn to and from school, at break time and between the buildings at lesson change over when the weather is very cold or wet.
- Boys must be clean-shaven unless they have permission from the deputy head: pastoral to wear a beard for religious reasons.

The head of sixth form, in consultation with the deputy head: pastoral will be the final arbiter on whether a garment does or does not conform to the Emanuel dress code, and pupils or



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parents who are in doubt are advised to check on its suitability before being worn to school. Staff should refer to Appendix I for details of the procedure for addressing uniform or appearance.

Pupils who do not come to school wearing clothing that is in accordance with Emanuel uniform or sixth form dress code can be sanctioned in a number of ways. Pupils may be sent to the head of section and given replacement clothing or sent to the deputy head: pastoral and required to work in isolation or be sent home. In this case, a phone call home would be made outlining the changes required for the pupil to attend school the following day.

Property loss and damage

All school uniform and clothing worn for school must have a name tag attached.

All lost property found in and around school will be given to the sports hall attendant in the sports hall and can be collected during morning break.

School property

All pupils are asked to respect the buildings and be considerate in the use of the facilities for the good of the whole school community. Malicious damage is unacceptable behaviour.

Loss and damage

- Pupils are liable to pay for loss, damage or misuse of school property.
- Money and articles of value must not be left in pockets of unattended clothes.
- The loss or finding of property is to be reported at once to the form tutor or the person in charge of lost property. Unclaimed lost property will be disposed of after one term.
- Breakages must be reported at once to the pupil's form tutor and to the estates manager. No punishment is involved unless the damage is caused by a breach of rules, but the cost of the repair may have to be met by the pupil or pupils concerned.

Academic work (see also Homework Policy)

Pupils are required to carry out regular academic work at home, as well as working at school. Pupils in year 6-11 are issued with a work planner which shows his/her day by day obligations, and parents for pupils in years 6-8 are asked to sign the pupil planner on a weekly basis to show that they are checking their child's work. Homework is also displayed online on 'Show my Homework'. If a pupil appears not to be completing regular work at home, parents should contact the form tutor for advice.

Homework may be excused by the form tutor and/or the subject teacher concerned, if a parent writes to the teacher setting out the reasons why the work could not be completed. Note that social engagements are not normally acceptable as a reason for not doing homework.

Progress through the school is dependent on achieving satisfactory academic standards and making satisfactory effort. A pupil whose work in class or at home is unsatisfactory can be placed on 'daily report' until his/her work improves. Parents may be asked to attend meetings at school if this 'daily report' is not effective. The school will try to help the pupil to meet the necessary academic standards, but if a pupil's work remains unsatisfactory over an extended period of time, or if the pupil shows himself/herself unable to attain the academic



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standards expected of his/her age group over time, then he/she may be required to leave the school, given reasonable notice (usually taken as one term), as outlined in the school's Terms and Conditions.

Reports on pupils' work will be sent home at regular intervals (either progress reports or full reports are sent home at least once a term). Additional reports can be requested by parents, subject to approval of the deputy head: academic.

Supporting each pupil's progression

The role of the form tutor is central to monitoring and supporting the progress of a pupil. The form tutor is the first point of contact for parents and pupils. The form tutor will retain oversight of the pupil's welfare and academic progress. A form tutor may need to refer a pupil to the counsellor or coordinate further support for a pupil. If a behavioural problem persists, the form tutor will refer the issue to a more senior member of staff. Information which affects the way staff deal with a pupil or family will be recorded on EMA in secure notes.

In the first instance, the subject teacher informs the form tutor of a concern and the form tutor will speak to the pupil. Normally after a fortnight, if problems continue the form tutor will meet with the pupil again and email home or meet the parents with the pupil. At the next stage, the head of year will see the pupil and may invite parents in for a meeting. If there is still no improvement, the head of section will see the pupil and may invite parents in for a meeting and the headmaster will be informed. If there is not sufficient improvement, the pupil and parents will meet a deputy head.

The aim of this process is that pupils are supported, parents are kept up to date and outcomes are sought to benefit everyone involved.

Rewards

Emanuel rewards effort, perseverance and community spirit. There are form tutor awards and the headmaster gives special awards for contributions to school life in headmaster's assemblies. Success is celebrated in year assemblies and with the weekly celebration cakes awarded to groups within the school. Pupils are also rewarded with positions of responsibility in many aspects of school life. Other specific rewards are:

Colours

Colours are awarded in recognition of a pupil's contribution to an aspect of school life. These can take the form of badges for senior pupils and house ties.

The Headmaster's Medal

The medal is awarded to the top 5 (3 in the lower school) term reports in each year for effort and achievement.

Head of section awards

Head of section awards are for the highest number of top effort grades in progress reports.

Positions of responsibility

Sixth formers may apply to become prefects in the school. They play a significant role in helping with duties, events, charity fundraising and promoting the school. Pupils may hold positions of responsibility as house captains within their houses. Some pupils will be elected captains of sports teams and be given responsibilities in co-curricular activities. Others may become members of School Council or other school committees.



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Cards – commendations

Cards and commendations apply from Hill to year 11 inclusive. Commendations are awarded to pupils to encourage effort, application and contributions to school life. Commendations are awarded for:

- progress, improvement and effort
- high quality work
- improved test performance
- good exam results
- community spirit, service and house activities
- improved attitude

Pupils receive prizes from the head of year and head of section for accumulating commendations. The number of commendations received is collated by form tutors and put on reports to parents. Pupils see their head of year or head of section each time they achieve 10 commendations (at 10, 20, 30, 40). At 50 pupils receive a book token (this operates cumulatively across cards).

Panini points

Students in the sixth form are awarded 'panini points' and can claim a free panini or beverage and cookie at the sixth form café once they have collected 6 points. Panini points are awarded for the following reasons: making significant effort, making significant progress, displaying perseverance and actively learning from mistakes, displaying resourcefulness and developing as an independent learner, promoting academic ethos outside lessons, contributing to the school community.

Sanctions

The primary purpose of any punishment is to encourage pupils to consider what went wrong and how to avoid making such mistakes in the future. All pupils must be aware that involvement in drugs, theft or bullying will be addressed using the most serious sanctions.

Teaching staff should be aware of the educational needs of each pupil and make sure that reasonable adjustments are made in the case of a SEND pupil. Furthermore, the sanction should not breach any other legislation in respect of disability, race, religion and other equalities and human rights as outlined in the *Equality Act 2010*.

Colleagues should be aware that misbehaviour could be a sign of a wider safeguarding concern. For example, the child's actions may demonstrate that some of their needs are not being met or that their actions are impacting on the well-being of another child. Staff should be particularly mindful of this for a SEND pupil. The DSL should be consulted if this is the case and it may be that the DSL will liaise with external agencies to consider how the educational and welfare needs of the child will be met.

In accordance with the law, under no circumstances does the school use corporal punishment. (Section 131 of the Schools Standards and Framework Act, 1998)

Where a pupil fails to exert his/her will or use his/her judgement appropriately, it sometimes becomes necessary to use one or more of the following sanctions:



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Cards - initials and signatures

Card signatures apply from Hill to year 11 inclusive. Pupils are given signatures when their behaviour does not meet the standards and expectations the school has of them. The advantage of the system is that the collective picture will soon be apparent if a pupil is misbehaving in different areas of his or her school life. Depending on the type of misdemeanour pupils can be given initials, signatures or immediately incur a Friday behavioural or headmaster's detention. The following misdemeanours normally lead to a signature or behavioural detention:

- Missing house or school team events.
- Persistent failure to complete homework.
- Persistent uniform infringements.
- Failure to attend academic detentions.
- Persistent failure to have correct books and equipment.
- Persistent disturbance of a lesson.
- Eating outside the canteen and terrace area or chewing gum.
- Being in form rooms or classrooms without permission.
- Failure to work off signatures.
- Inappropriate behaviour.
- Persistent lateness to lessons.

Misdemeanours that are more serious include the following, which will immediately incur a behavioural or headmaster's detention depending on the circumstances:

- Fighting or bullying
- Rudeness and bad language
- Missing assemblies or lessons
- Wilful damage
- Smoking/vaping within the vicinity of school
- Persistent lateness
- Being in certain areas of the school without permission

Parents will always be informed. The number of signatures received is collated by the form tutors and put on reports to parents.

Pupils must not be sent out of the room during lessons, if a pupil is seriously disrupting a lesson and learning cannot take place then another pupil should be sent to reception and a member of the senior management team will go and remove the pupil from the lesson.

Behavioural detention

Behavioural detentions take place for an hour after school in M101 and are supervised by pastoral staff. A behavioural detention is always a signature offence (in lower and middle school) and in the majority of cases, the head of year or section for cumulative signatures or serious misdemeanours sign the card. Sixth formers attend sixth form behavioural detentions in CS3. Parents and the pupil are notified by email confirming the reason for the detention and the date it is to be served.

Headmaster's detention

Headmaster's detention is held on Saturday mornings throughout the year and run for two hours duration. Detentions are supervised by the senior management team. Pupils are required to attend at 9.00am in full school uniform or sixth form dress code and bring with them appropriate work. Headmaster's detentions may be given for a variety of reasons but



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tend to be for cumulative offences such as excessive signatures, repeated lateness, academic detentions or rudeness to staff for example. Parents are always notified in advance by email or letter informing them of the reason for the detention and the date it is to be served. If a pupil receives three headmaster's detentions over an academic year, their place in the school will be subject to review.

Academic detentions

Academic detention takes place daily for an hour after school in M102 and is supervised by academic staff. Academic detention takes precedence over all other activities with the exception of official school fixtures or functions where pupils are representing the school. Once a pupil is put in academic detention an automatic email is sent home to parents and to the pupil. Pupils will be given 24 hours' notice of a detention after school except for sixth formers who can be put on detention for the same day.

Suspension and exclusion

The most serious misconduct may result in suspension, exclusion or removal from the school. Please refer to the Exclusion Policy for further details.

Additional points

- The school keeps a central log of bullying incidents.
- The school uses the School Council to consult pupils on pupil concerns and concerns about behaviour.
- All members of staff are entitled to a working environment that promotes dignity and respect for all

Related Documents

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Attendance Policy
- Drugs Policy
- Exclusion Policy
- Homework Policy
- Learning Support and Special Educational Needs policy
- Library Code of Conduct
- Parents' Guides
- Pupil Acceptable Use policy
- Terms and Conditions



Appendix 1: Addressing Uniform and Appearance

Uniform

If a form tutor notes one of their tutees is dressed inappropriately the following protocol should be followed:

Step 1: The form tutor will speak to the pupil and alert the head of year. The HoY should then see the pupil as soon as possible to ensure they understand what specifically needs to be addressed. This will be followed up by an email home from the HoY to communicate the issue with **three days** given as the deadline to resolve the matter. The FT will continue to monitor the uniform on a daily basis and communicate with the HoY and pupil as necessary.

Step 2: If the matter has not been addressed following the **three days**, the head of section will be notified by the HoY and the pupil sent to them. The HoS will call home and send a letter giving a further **three days** to resolve the matter before the pupil is removed from lessons. The FT and HoY will continue to monitor the uniform on a daily basis and communicate with the pupil and HoS as necessary.

Step 3: If the issue has still not been addressed, the HoS will send the pupil to the deputy head: pastoral who will contact the parents and inform the headmaster, with the outcome being the pupil is removed from lessons until the matter is resolved.

Hair and appearance

If a form tutor or head of year believes a pupil's physical appearance to be unacceptable, the pupil will be sent immediately to the head of section and then to the deputy head: pastoral should they agree too. The child will be out of lessons immediately while the deputy head: pastoral informs the headmaster and telephones home. The likely outcome will be the child is sent home or removed from lessons for a period of time, with the expectation that their appearance is addressed as promptly as is reasonable.