



GUILDFORD HIGH SCHOOL

6-5 Behaviour and Discipline

Policy Statement

Guildford High School recognises that good behaviour and discipline are more likely to be achieved when pupils are engaged and inspired, have positive relationships with those around them and are able to maximise their potential. We believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. We promote a consistent approach to classroom and behaviour management by all our staff: we believe that stimulated and happy pupils are generally well-behaved pupils and that key to good classroom management is our policy of making every lesson outstanding. If, on occasion, our pupils behave in a way which is contradictory to the school aims or potentially harmful or offensive to another member of the community, we act fairly but firmly.

To these ends, we seek to ensure that Guildford High School is a place where everyone feels happy, safe and secure and we aim to provide a caring environment in which all pupils are treated fairly, and with respect and understanding. In this context, Guildford High School is committed to rewarding good behaviour as well as using appropriate sanctions where behaviour falls short of the high standards expected.

In line with *Section 131 of the Schools Standards and Framework Act 1998*, corporal punishment of pupils is prohibited by the law and is therefore forbidden. Guildford High School does not permit corporal punishment during any activity whether on or off the school premises. This prohibition applies to all members of staff including all those acting *in loco parentis*.

Mrs Karen Laurie (Deputy Head Pastoral) is responsible for overseeing the management of behaviour issues in the Senior School. Mr Mike Gibb, Head of the Junior School, is responsible for overseeing the management of behaviour issues in the Junior School and the EYFS setting, where the policy is used with discretion according to and as appropriate to a pupil's age.

Changes to, or clarifications of, this policy are highlighted in routine staff meetings and tutors' meetings, and key points communicated through the Daily Bulletin. The Behaviour and Discipline Policy must be read by staff and is brought to the attention of unpaid volunteers, including those who accompany a school trip or visit. In addition, the responsibility for promoting good behaviour does not lie solely with teaching staff; our support staff are just as important in fulfilling this role. We run routine training for all our cleaning staff, for example, and it is made clear to them that any breaches of discipline should be reported to a senior member of staff.

This policy applies to all pupils, including EYFS, when on the school premises, or in the care of the school, or wearing the school uniform, or otherwise representing the school or associated with the school, for example on a school trip or visit.

Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from Junior and Senior Reception. It should be read in conjunction with:

- *Generic Teacher Responsibilities*
- *Drug Policy*
- *Care and Consideration: Anti-Bullying Policy*
- *Expulsion, Removal and Review Policy*
- *Physical Restraint Policy*
- *Equal Opportunities Policy*
- *ASPIRE/ WELLBEING*



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This document is reviewed by the Deputy Head (Pastoral) and the Head of the Junior School annually, or as events or legislation change requires. The next scheduled date for review is September 2019.

Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.



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Procedures for Supporting Good Behaviour and Discipline

General Expectations of Conduct

It is expected that all members of the school community will conduct themselves at all times in a considerate, tolerant and co-operative manner so as to provide an environment in which everyone feels happy, safe and secure. Importance is attached to courtesy, integrity, punctuality, good manners and respect for others.

With this in mind, Guildford High School does not tolerate bullying of any kind and further details of the school's approach to this can be found in the Care and Consideration (anti-bullying) Policy. Parents are also requested to contact the school immediately if they have any concerns about the welfare of their daughter.

All pupils are expected to obey the School Rules and adhere to Health and Safety regulations. Members of staff are required to apply consistent standards in ensuring that appropriate behaviour and adherence to the School Rules are maintained; we expect girls and staff to show respect to all members of the community and their property. Example is potent, and discipline should not be left to others; all staff need to be actively involved in promoting good behaviour and ensuring that any unacceptable behaviour is addressed.

A **Code of Conduct for pupils** is in each senior school classroom. Pupils are introduced to the code when they join the Senior School and School Council reviews and amends the code from time to time.

On school visits

- Pupils must follow the request of the party leader in respect of dress. If in school uniform, girls are usually expected to bring their blazers on a trip.
- Pupils must remember at all times that they are representatives of Guildford High School and behave accordingly.
- Pupils must listen carefully to the instructions of their group leader, for their own safety.
- Guidance on the use of mobiles on school trips will come from the member of staff in charge of the trip but generally we encourage girls to bring their phones with them as a useful point of contact with parents. In emergency situations the group leader will advise pupils on use of mobile phones and may ban their use until it is appropriate to open communication channels.

Developing staff to promote good behaviour:

Teachers at Guildford High School are expected to maintain good order and an effective learning environment in and out of the classroom. At the heart of effective classroom management lies good lesson planning and engaging teaching techniques and regular observations help staff to hone their practice. All staff are all made aware of this behaviour and discipline policy and are expected to set a good example and challenge poor behaviour or discipline. Teachers who have any concerns about classroom management should speak to the Head of Department, or a member of SMT to get support.



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Rewards (Senior School)

Opportunities are taken readily to praise achievement, acknowledge considerate conduct, commend caring actions and celebrate success. Rewards are:

House Points via E Praise

- House points are awarded to all years for:
 - A good standard of homework
 - Kindness
 - Good effort
 - Staff can award 1 or more house points
- In Year 7, 25 house points are rewarded with a bookmark and 50 house points are rewarded with a teddy bear. **Milestones are recorded XXXX**
- All house points count towards the House Cup

Headmistresses Commendations via Isams (including the reason for the award)

- Headmistresses commendations are awarded to all years for:
 - Exceptional project work
 - Excellent work over an extended period
 - Summative tests
 - Key Stage 3 projects
 - Recognition of outstanding contributions to school extra-curricular events
- Headmistress Commendation's will be awarded to pupils by the Headmistress

Weekly 'Recognition Board'

- Form Tutors nominate a different member of their form weekly to be highlighted for recognition on the Recognition Board. It is expected that over the course of the academic year, every pupil will appear on the board. This can be for:
 - Out of school achievements
 - Kindness / positive behaviour
 - Contributions in school

The Front Office keep a log of pupils who appear on the board, this is sent to Tutors at the beginning of each half term.

Annual colours in Sport, Music, Debating and Drama

Annual Prizes and Commendation Certificates

Progress Cookies

- Heads of Year see pupils who have worked hard and made significant progress during the academic year. This is done via XXXX
- Ensuring Form Tutor reports also acknowledge a pupil's behaviour and the positive impact that it has had.
- Inviting pupils to see the Headmistress to be congratulated on excellent reports or record cards and for their achievements.

Rewards (Junior School)

- Praise is given frequently and is an essential part of the fabric of the school day.
- House points are awarded for effort in all areas, for reliability, helpfulness and other commendable behaviour. House points are totalled termly (collected by the House Captains). At the end of each term the House gaining the most points is presented with the House cup. A display chart of House Points can be found in form rooms and a system of plus and minus House Points is in operation.
- Commendations reward particular effort or achievement across the curriculum.
- The Class Cup, Certificates and Commendation ribbons are awarded each term for particular endeavour within the curriculum or extra-curricular activities as well as for kind, co-operative and polite behaviour.



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- Teachers give stars, stickers, smiley faces and reward prints in exercise books and files. Work reflecting effort is sent to the Head Teacher's awards table and given a Head Teacher's sticker and/or presented in assembly along with other certificates and awards for pupil endeavour within and beyond school lessons and activities.
- Pupils are encouraged to write in the Manners Book on the Awards Table when they are aware of exemplary behaviour by another pupil. These pupils are commended in assembly.

Sanctions (Senior School)

Staff deal with minor breaches of discipline as they occur, for example, **rudeness and bad language, even when heard accidentally, should not be tolerated, nor should any over familiarity.** Staff need to ensure that there is a dialogue with the student and review reasons for behaviour, organisation or lateness, where necessary speaking to the Head of Year to gauge more information. Sanctions are always issued on an individual basis and the wider picture should always be sought.

GHS wishes to foster good communication with parents and they will therefore be contacted regarding any concerns in behaviour to discuss this. Parents are always informed of serious breaches of discipline and imposition of more serious sanctions and will be asked to the school to discuss.

The following sanctions XXXX can be used for minor breaches of discipline.

Confiscation of mobile phones

Mobile phones must be kept in locked lockers between 8:30-16:00. If they are seen within these times they will be confiscated by a member of staff and taken to the Head of Year office or Front Office, for collection from the Head of Year at 16:00

Being sent to the HoY or SMT

Detention

Report

PE Impositions

Suspension of IT access / removal of iPad

Minor breaches of discipline include:

- inappropriate use of iPad during lessons (e.g. using social media or instant messenger without permission; or consistent failure to respond to a teacher's instructions about whether the iPad should be on the desk/in a bag/open or closed)
- inappropriate 'app' downloads
- persistent failure to bring the correct equipment to lessons or to submit homework on time. Care should be taken when using sanctions in this way. The teacher should be convinced that the pupil is not struggling with organisation because of significant pastoral issues or learning difficulties.
- persistent lateness to lessons or activities when the teacher has reason to believe there was no valid excuse e.g. the rest of the class arrived on time from the same lesson.
- minor misbehaviour on school trips e.g. failure to follow staff instructions, especially those that have regard to pupils' safety, persistent lateness at meeting points.
- rudeness or lack of consideration for other members of the community or GHS property e.g. litter or leaving a classroom or cloakroom in an unacceptable state
- persistent failure to uphold correct standards of uniform e.g. not removing nail varnish when requested, dying hair and not correcting it when asked by Head of Year, persistent failure to have blazer for assembly.
- Use of mobile phone between 8:30-16:00
- Not signing in



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The following procedures and sanctions may be used for major breaches of discipline.

Sanctions for serious misbehaviour are not used very often at Guildford High School but it is important that when they are used, they are used fairly and properly recorded. Serious breaches of discipline are recorded in the Serious Sanctions Record on the pastoral database that is stored electronically and reviewed regularly by the Deputy Head (Pastoral) so that patterns can be quickly identified and appropriate interventions made. The Deputy Head (Pastoral) is responsible for ensuring that serious sanctions are properly recorded on the electronic record of Serious Sanctions via the pastoral database. Parents are always informed of serious breaches of discipline and imposition of more serious sanctions and will be asked to the school to discuss.

If a serious breach of discipline occurs, staff will:

- Send another pupil to get the Head of Year or a Deputy Head or
- Email Reception asking for urgent assistance from a member of Senior Management Team.
- Record it on 'Pupil Notes' (on iSAMS) from where it will be referred to the relevant Form Tutor, Head of Year, the Deputy Heads or the Headmistress, according to its severity

Internal Suspension

Truancy from lessons or assembly

Expulsion

Examples of serious breaches of discipline include:

- Aggressive or violent behaviour
- Severe or persistent bullying, including cyber-bullying
- Theft
- Drug or alcohol abuse
- ICT abuse
- Malicious behaviour, including malicious allegations brought against members of staff
- Sustained disruption in lessons
- Unauthorised leave during school hours
- Any deliberate actions likely to endanger others
- Any deliberate actions likely to bring the school into disrepute

When issuing sanctions, consideration needs to be taken regarding pupils with SEND, as this could be a factor causing poor behaviour or discipline. Pupils with SEND may require further support, e.g.:

- Time out system using red, yellow cards
- Personalised timetables
- Positive reinforcement.

Staff will liaise with parents and outside agencies to best support pupils with SEND, and teachers' management of them e.g. the National Autistic Society.



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Sanctions (Junior School)

Behaviour in the Junior School is supported and encouraged by positive reinforcement e.g. good behaviour is acknowledged and rewarded. However, there are occasions when sanctions are required and this policy outlines the sanctions system and processes. All incidents should be treated fairly and dealt with so that the pupil who is being sanctioned understands why that is happening and has gained some learning and development from the incident.

This sanction policy has been created after consultation with the School Council.

Minor Misdemeanours: In the first instance, minor misdemeanours in class (such as calling out) are dealt with by the class or Form Teacher. Issues such as missing kit, homework or possessions are dealt with by positive reinforcement (gain house points).

More Serious Misdemeanours: If any inappropriate behaviour continues or the incident is considered to be a more serious misdemeanour, the Class or Form Teacher will send the pupil to another classroom for 'Reflection Time'. During this Reflection Time, the pupil will complete a Reflection Sheet in which she will consider 'What went wrong? Why did it happen? and What will I do next time?' Once completed she will return to class. The Form Teacher will keep the Reflection Sheet and could consider contacting parents if it was felt appropriate. The Teacher will also complete a Sanction Note on iSAMS so that a record of behaviour is kept for future reference. The Deputy Heads of Junior School will monitor iSAMS and any girl regularly getting Sanction Marks will be spoken to and parents will be contacted.

This sanction could also be used for incidents outside the classroom where a Class or Form Teacher considers the pupil will benefit from some Reflection Time. The pupil must always be sent to a class nearest in age to her own; the sanction requires the pupil to be reflective and not humiliated.

If a pupil fails to complete the expected amount of class work the work can be given to finish in catch-up time during playtime, break time or golden time. A Sanction Note could be completed if the Teacher considers this to be appropriate.

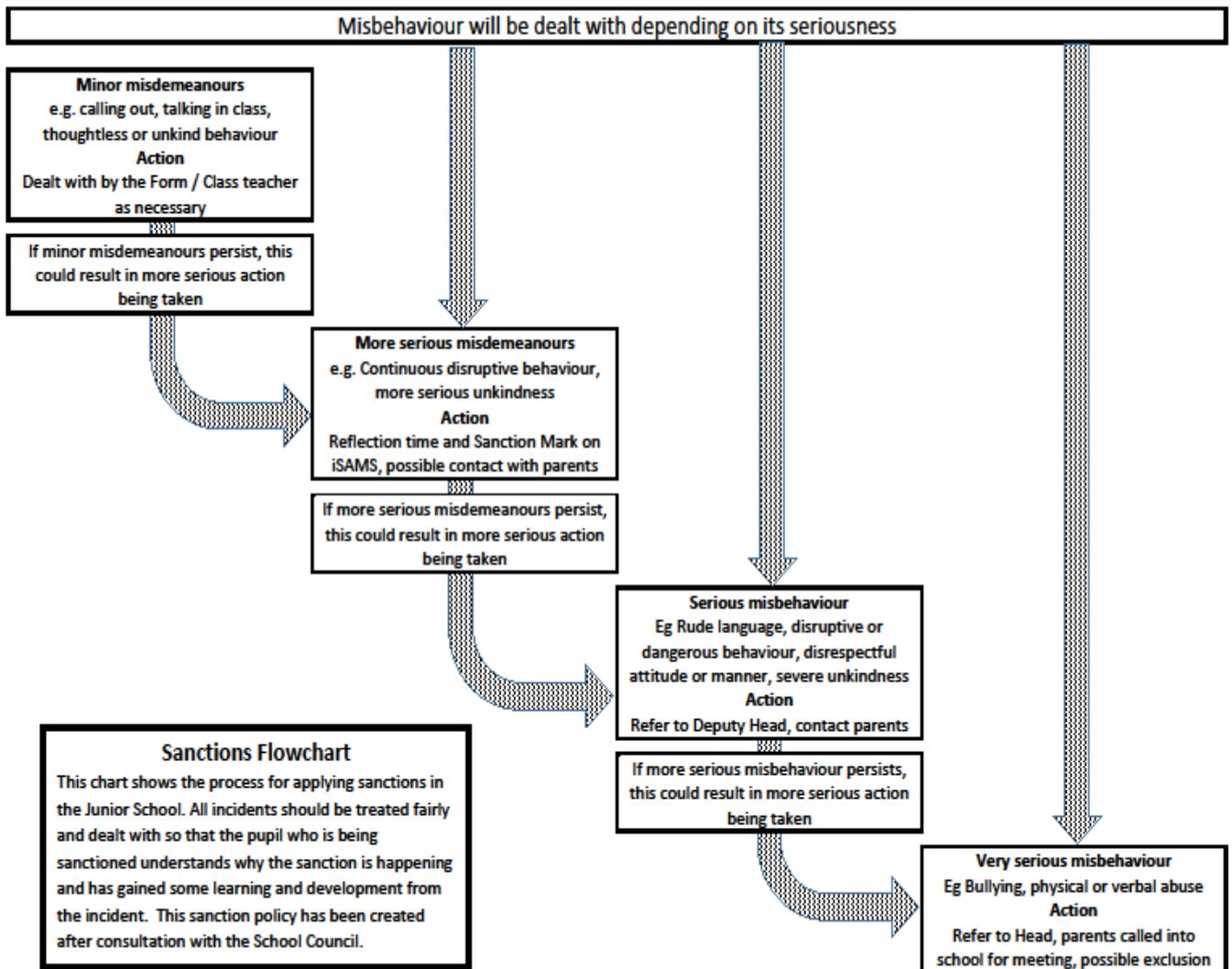
If a pupil displays behaviours that do not warrant being sent out (such as repeatedly forgetting homework/kit/possessions or not completing tasks), the Teacher can give a Sanction Note on iSAMS and another sanction could be used e.g. missing break time.

Serious Misbehaviour: Any behaviour which the class or Form Teacher believes is more serious (e.g. inappropriate / rude language, disruptive / dangerous behaviour, disrespectful attitude / manner) will be sent directly to either the Deputy Head of Junior School (Pastoral) or Deputy Head of Junior School (Teaching & Learning). The Deputy Head will then talk to the pupil about their behaviour and parents will be contacted. A Sanction Note will also be completed.

Very Serious Misbehaviour: For any behaviour that is very serious (e.g. bullying, physical or verbal abuse), the pupil will go directly to the Head of Junior School. The Head will discuss the pupil's behaviour and parents will be contacted. The Headmistress would be informed and an internal or external exclusion could also be imposed.



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Appendix

School Rules

Unless special permission has been given, the following rules are to be observed:

1. All girls are expected to act responsibly and to have due regard for their own and other people's safety.
2. All girls must be in their form rooms by 8.30am and 2.30pm for registration.
3. All property should be clearly named.
4. All girls should wear correct school uniform (as stated in the uniform list) going to and from school and on all occasions connected with the school.
5. Hair, if of shoulder length, should be tied back.
6. Wristwatches are permitted, as is one matching pair of gold or silver ear-studs. These items of jewellery must be removed for all PE activities. No other jewellery, make-up or nail polish may be worn.
7. No girls may smoke or bring tobacco products on to the school premises. Consumption of alcohol or of any other drug is, of course, forbidden.
8. Money, mobile phones and other valuables should be kept in lockers or handed into the school office for safekeeping. Mobile phones should not be carried or switched on during lesson time.
9. No set of school rules is exhaustive. In all matters of appearance or general behaviour it is expected that the spirit as well as the letter of the rules will be followed.

Code of Conduct

