

BEHAVIOUR POLICY FOR PUPILS

At Aldenham we have high expectations about the standard of behaviour of pupils both in and around the school or while representing the school on trips or visits. We aim to provide good adult and peer role models who show considerate, courteous and cooperative behaviour. Aldenham promotes a culture of mutual respect to allow each person to thrive and develop a sense of self-worth.

In tackling poor behaviour it is interesting to note the recent Steer report entitled 'Behaviour and the role of Home-School Agreements', which states that:

Poor behaviour cannot be tolerated as it is a denial of the right of pupils to learn and teachers to teach. To enable learning to take place preventative action is most effective, but where this fails, schools must have clear, firm and intelligent strategies in place to help pupils manage their behaviour (Core Belief: Learning Behaviour 2005, quoted in Behaviour and the role of Home-School Agreements, DfE publications, 2010).

In order to promote positive behaviour, to motivate, encourage and develop self-esteem amongst pupils and build a positive learning environment it is important to employ effective behaviour management strategies. Aldenham aims to balance rules and sanctions to tackle poor conduct with processes which recognise, teach, reward and celebrate positive behaviour.

We aim to recognise

1. Each pupil as an individual
2. Achievement
3. Commitment
4. Progress
5. High moral standards
6. Contributions to wider aspects of school life
7. Successes and achievements at individual and team levels within and outside the School

These positive behaviours are acknowledged and celebrated in a variety of ways in tutor groups, houses, School assemblies and within the wider school community.

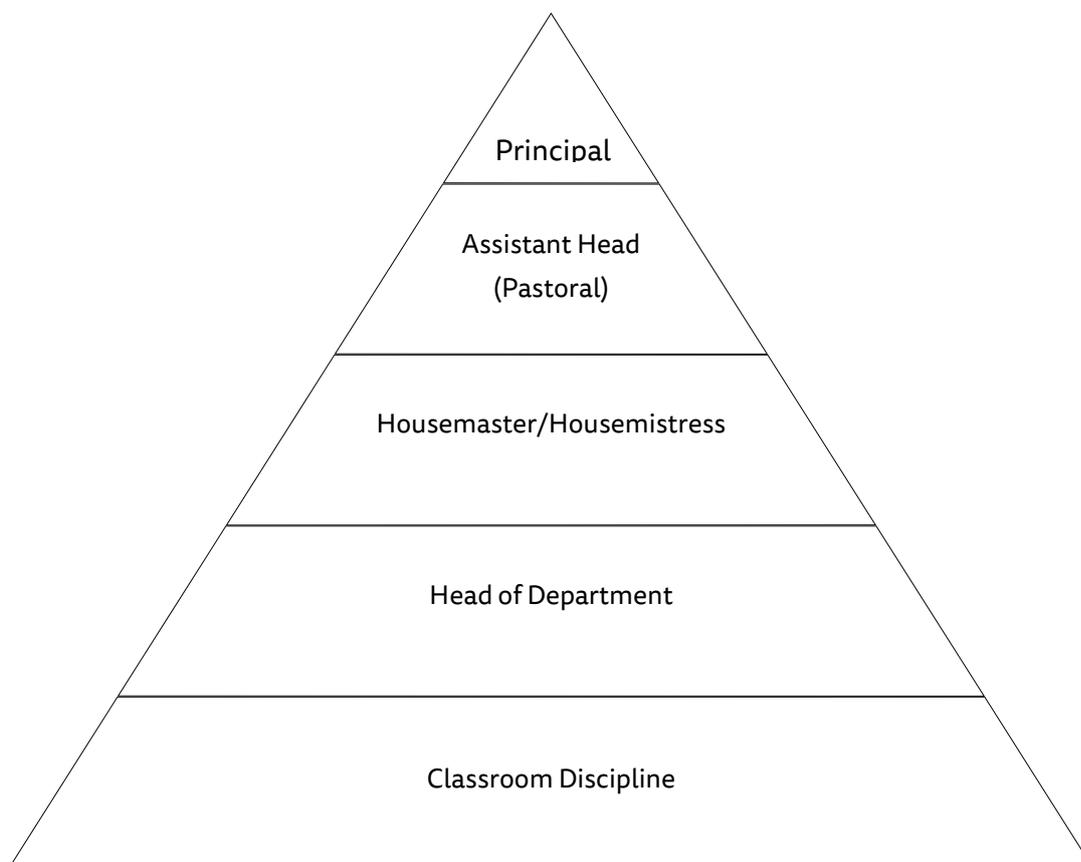
In promoting good behaviour we aim for a consistent approach to behaviour management, the effective use of rewards and sanctions, the teaching of behaviour strategies involving staff development and pupil support systems and a commitment to liaison with parents and other agencies.

It is our expectation that parents, pupils, staff and governors will work collaboratively, in the best interests of all stakeholders, to achieve the highest standards of behaviour.

The hierarchical structure of this policy has a firm base at departmental level.

The encouragement of appropriate behaviour and the sanctions awarded for minor misdemeanours should be agreed at departmental level but in accordance with school rules and policy. What is appropriate in one department may not be in another.

Only more serious misdemeanours are referred to Senior Management Team (SMT) or Assistant Head (Pastoral) on the basis of "Where to next?" for a subsequent or more serious offence.



Discipline and Sanctions

Pupils at Aldenham respond to discipline much more readily than in many schools: friendly firmness should enable this to be maintained, and staff must not hesitate to consult senior colleagues if problems arise. The aim of the Rewards and Sanctions Policy is to encourage a positive approach to studying and inform parents early on when standards start to slip. Where possible it is important that rewards should be used to reinforce good behaviour.

Rewards

The aim of the Rewards system is to emphasise and encourage positive behaviour and attitudes both in and out of the classroom. The unit of Reward is called a Gold. Golds will be awarded for effort, achievement or citizenship. The following other rewards are also available:-

Headmaster's Commendations	Given for especially good work or particularly helpful effort. Pupils awarded a HM Commendation sign the Good Work book kept by the Headmaster who then writes to parents.
Effort cups	Presented to pupils & Houses with the best scores. Book tokens may also be given to pupils as effort prizes and to the pupil who achieves the most Golds in a term.
Visitation Day prizes	Awarded for effort and attainment

YEARS 7-11

In Years 7 - 11 good work and/or effort should be awarded a GOLD. In yr 7 & 8. This is done by using the pupil's work diary, entering a "G" in the bottom of the right hand page of the week concerned. A reason should be given and the award should be initialled. In Years 9-11 this is done by completing the section on the pupils' Aldenham School Gold card. When a pupil achieves 20 Golds, or further multiples of 10, a letter of congratulation will be sent to parents from their tutor, HSM, Assistant Head (Pastoral) or Senior School Principal progressively. Golds will be added up each week during tutorial time and will contribute towards the House Shield.

Some departments have the policy of naming and rewarding a "pupil of the month" and departments are encouraged to send home letters of commendation to pupils who make good progress, show consistent promise or make a special effort. A Gold should be awarded in conjunction with a letter of commendation.

If a member of staff thinks that a pupil has been particularly worthy of praise for producing exceptionally good work, making an outstanding effort or an extra special contribution to the school in any other way, they can ask for a letter of commendation to be sent home from the Headmaster.

Sanctions

The aim of the Sanctions system is twofold. Firstly to place emphasis on the school's academic and behavioural expectations and secondly to ensure early communication with parents if such standards are not met. It also provides pupils with clear guidelines and encourages them to take ownership of their personal and academic progress.

In the event of poor behaviour or failure to complete work the following chain of events takes place:

1. Initially a dialogue takes place between pupil and teacher and if necessary a minor departmental sanction is imposed.
2. Repeated misdemeanours involve a departmental detention at lunch time and a letter is sent home to parents. This is organised via the HOD in conjunction with the Common Room Secretary.
3. Continued failure to meet expectations results in a school detention, and may involve further discussion between parents, Heads of Departments, HSMs and the Assistant Head (Pastoral).

Please note that misdemeanours of a more serious nature may result in moving immediately to a school detention or even more significant sanction without intermediate steps. Aldenham School does not believe in or allow corporal punishment to be used.

It is expected that Parents will support the school in upholding sanctions and will make appropriate arrangements for transport if their son/daughter is in an after school detention. It is not the school's responsibility to arrange transport in these cases or to re-arrange such detentions to take place during the school day.

Managing Behaviour in School: Guide to Sanctions:

Difficult behaviour can be classified in levels:

1. Low level; that which the teacher or tutor can deal with effectively
2. Repeated low level offences and medium level misbehaviours should be referred to Housemaster, Tutor or HOD. School detention (Friday) a likely outcome
3. High order offences which require referral to and action by Senior Management Team (refer to pyramid policy model) or, more specifically, Assistant Head (Pastoral). Possible sanctions include School detention (Saturday), internal suspension, temporary or permanent exclusion depending on the circumstances and disciplinary record of the pupil.

Some examples of incidents, sanctions and staff involvement are given below.

Type of Incident	What to do	Who else to involve
Level One		
Lack of prep	Admonishment; use of department sanction	Head of Department
Low level disruption in class	Admonishment; move place	Head of Department
Uniform; appearance	Correct; ask to see the student later if necessary	HSM and tutor
Loitering between lessons	Send on their way~ detain during break	HSM and tutor
Level Two		
Repeated lack of prep	Departmental detention or Friday detention	Head of Department; Detention through Assistant Head (Pastoral)
Continued low level disruption in class	See student in breaks or after school to discuss behaviour	Head of Department; HSM and tutor
Continued violation of uniform	Correct each time; refer to Housemaster/mistress	HSM
Minor truancy - 6 th form out in PS time etc	Speak to student and refer upwards	HSM, Head of Department, Assistant Head (Academic), Assistant Head (Pastoral)
Jostling, loud, uncouth etc around School (this could also be level one or three)	Stop the behaviour and point out why it is inappropriate	HSM if sufficiently serious, otherwise tutor
Level Three		
Serious incident in class- swearing, refusal to obey direct instruction, challenging behaviour	Send to HoD immediately, refer matter to Deputy Head & Director of Studies	SMT, Assistant Head (Pastoral), HSM & Head of Department
Truancy		Assistant Head (Pastoral), Assistant Head (Academic), HSM, Head of Department.
Smoking	Follow policy - 1 st instance - letter from office to home	Assistant Head (Pastoral) & HSM
Bullying	Follow policy	Principal, Assistant Head (Pastoral) & HSM
Drug offence	Follow policy	Principal, Assistant Head (Pastoral) & HSM

Information for pupils

Sanctions

These are the penalties at Aldenham that may be issued if you break the rules or fail to uphold the expectations of the community. They are in place to remind you how important the rules are for everyone to be treated fairly and safely at Aldenham. Look at this list carefully. If you do get a sanction, at least make sure you know what you are supposed to do.

If you are not sure why you have been punished, ask politely why. If you feel you have been treated unfairly, you can say so politely to your teacher or to your House Tutor or HSM.

- Blues (for Yrs 7/8)** A mark given for poor work, failing to do work or for poor behaviour. Blues are written into homework diaries for your Tutor and parents to see. Four blues in a week normally mean a Martineau's detention.
- Detention** Departmental Detentions will run during lunchtimes. These are given for poor behaviour in class or academic matters and are administered by the relevant Head of Department. A letter will be sent home to advise parents that a Departmental Detention has been given.
- School Detentions are held on Friday after School or Saturday morning. Your HSM or House Tutor will tell you when to do these. You **MUST** go to them. If you have an activity or match, speak to the Assistant Head (Pastoral) **before** the detention. If you are serving a detention after school your parents will be given at least 24 hours notice in writing.
- It is expected that Parents will support the school in upholding sanctions and will make appropriate arrangements for transport if their son/daughter is in an after school detention. It is not the school's responsibility to arrange transport in these cases or to re-arrange such detentions to take place during the school day.**
- Satis** This is a report card which must be completed by your teachers to comment on your progress and behaviour during each lesson. The form is also seen by your House Tutor or HSM or your parents every day. The Satis Card is used to monitor performance and behaviour during lessons and activities. It encourages pupils to focus on their achievements and provides an opportunity for positive feedback.
- Lines or essays** To be completed for the following day
- Community service** This can be litter duty or some other form of tidying up.
- Letter home** If staff have academic or behaviour concerns a letter will be sent home to parents to keep them informed.
- Temporary exclusion** Only imposed by the Principal or Assistant Head (Pastoral) for serious offences. There are two levels: an internal exclusion involving being withdrawn from lessons and a higher sanction of external exclusion (being sent home).
- Permanent exclusion** Only imposed by the Headmaster for the most serious offences of all.

Examples of offences which may lead to temporary or permanent exclusion include:

- Repeated use of tobacco related products.(ref abuse of alcohol & tobacco policy)
- Abuse of alcohol or drugs.(ref policies on drugs and abuse of alcohol & tobacco)
- Supply or distribution of drugs, legal highs or other related substances.
- Assault
- Possession and/or use of offensive weapons (ref offensive weapons policy)
- Bullying (ref anti-bullying policy)
- Actions which endanger the safety of others
- Bringing the school name into disrepute
- Inappropriate sexual conduct
- Theft
- Vandalism or wilful damage to school property
- Repeated or persistent low level disruption in class or activities

While every attempt is made to ensure that the school sanctions are applied consistently and fairly, there may be extenuating circumstances that influence the school's decision making process. These could be related to pupils' individual needs (e.g. SEND), family circumstances or other reasons. HSMs are often influential in making such decisions as they have an overall view of their pupil's personal circumstances.

Low Level Disruption

Low level disruption in lessons or activities is unacceptable and should be dealt with in a transparent and fair manner, which includes talking to the perpetrators, isolating from peers, removing pupils from the classroom and issuing appropriate departmental or School sanctions.

While this list is not exhaustive, the School identifies the following common factors as causes of low level disruption in class:

- talking unnecessarily or chatting
- calling out without permission
- being slow to start work or follow instructions
- showing a lack of respect for each other and staff
- not bringing the right equipment
- using mobile devices inappropriately.
- lateness to lessons

(ref: Below the radar: low-level disruption in the country's classrooms, OFSTED (2014))

To disrupt the learning of others is unacceptable. Pupils who persist in causing low level disruption and do not modify their behaviour when challenged can expect to be punished and may be placed on a behavioural contract. If they do not address their poor behaviour, the point may ultimately be reached when they are required to leave the School.

Prohibited items

The following items are prohibited by law in Schools and the School has the power to search pupils' possessions without consent if there are reasonable grounds to suspect they may be in possession of any of these items.

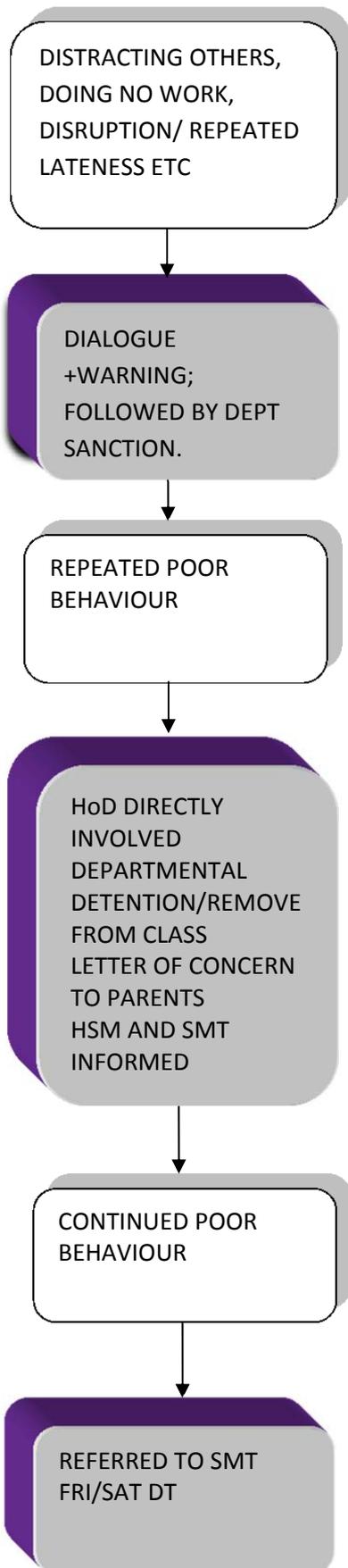
- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

(Ref: Behaviour and discipline in schools - Advice for headteachers and school staff February 2014 (DFE))

General Points

- All staff are responsible for behaviour in their own classrooms and of the pupils generally around the School. Staff should not turn a blind 'eye' particularly on matters of dress or gum. Note that chewing gum is prohibited in school and its use carries a £2 fine, which is donated to the school's chosen charity.
- Tutors are responsible for day to day issues of punctuality and appearance and for keeping a record of incidents to provide a whole picture. It is desirable if the tutor's relationship is biased towards pastoral and academic care and less in the direction of discipline and punishment.
- Heads of Departments are responsible for ensuring that the work in their subject is suitable for all pupils so as to minimize disruption. They are the first line of help for classroom problems.
- HSMs are responsible for more serious breaches of discipline and dress code, including Sixth Formers. They should contact parents as necessary.
- Assistant Head (Pastoral) is responsible for more serious breaches of discipline such as drugs, drunkenness, bullying or persistent inappropriate behaviour.
- The Senior School Principal and the Headmaster are responsible for most serious behaviour, likely to result in final warnings and exclusion, whether long term, temporary or permanent.

Academic Misbehaviour



No Prep

