

# Walderslade Girls' School

## Behaviour and Conduct Policy

---



### Aims and Principles

Walderslade Girls' School Behaviour and Conduct Policy outlines a strict code of conduct that governs and regulates student behaviour and gives staff the tools and procedures to manage behaviour. It will foster a positive attitude towards work and learning, instill respect for all members of the school and wider community, particularly respect for adult authority, and embed good habits of self-discipline and a strong work ethic, preparing WGS students for a successful and aspirational adult working life.

The Behaviour and Conduct Policy is grounded in the 'no excuses' principle; that for every action there will be a consequence whether positive or negative and that each individual is responsible for and takes personal responsibility for their own actions.

School is primarily a place of learning and discipline. Our responsibility is to provide high quality education for our students within a strict framework of rules, expectations and routines. All students will comply with staff instructions first time, every time.

WGS staff are highly qualified professional people. Students will respect that professionalism and accept the authority of the school and its staff at all times. Those that choose not to do so will be sanctioned accordingly.

Teachers are experts in their field. Their role is to plan and deliver teaching, to resource their lessons, to manage the class behaviour, to recognise and reward students and to assess their work regularly, moving their learning forwards with clear guidance for improvement and next steps. Students listen, are taught, they absorb knowledge and they learn. Students will be taught academic facts, knowledge and skills ultimately to prepare them for their examinations and qualifications. However, they are also taught values of kindness, respect, self-control, and gratitude for their education. WGS staff will not tolerate being criticised, attacked, vilified, undermined or verbally abused or threatened in any way by a student or their parents and families.

WGS staff are made up of teachers and a team of dedicated professional support staff. All students will respect the authority of all staff members, no matter what their role or position within the school.

Students will be recognised and rewarded for their positive approach to their learning, for following rules and meeting expectations, and for complying with the school's routines.

This detailed policy sets out very clearly what the rules, expectations and routines of the school are at all times that students remain members of and have an association with the school.

## **Pre-emption**

All staff members pre-empt any off task behaviour in lessons to ensure that all students are on task and focussed a 100% of the learning time. Staff will insist on one voice being heard in the classroom for the delivery of instructions, explanations and during discussions and the students will be silent for reading, writing and practice. As soon as students use off task behaviours, staff will use these pre-emptive reminders:

- A look of warning or disapproval
- A verbal correction
- A reminder of what student should be doing.

## **Consequences**

The rewards and sanctions of the school are based on a system of Merits and Demerits. Merits are awarded for attendance, good effort, acts of kindness, helping out, exceptional work, improvements in test scores and for representing the school and acts of service to the school. Merits add up to certificates, badges and vouchers and, once a term, a prize draw. Both merits and demerits will be recorded in SIMS and totals will be transferred onto student reports.

A Demerit is given as a reminder for corrective behaviour if a student makes a poor choice, breaks a school rule, or for:

- Disrupting or interrupting others and learning in lessons (e.g talking or making noises over instructions, explanations, discussions, or during silent work)
- Poor conduct in the corridor (e.g running, walking on the wrong side, eating or drinking)
- Persistently off task (e.g disturbing the learning of other students, being lazy and not participating in the lesson)
- Incorrect kit or equipment in lessons e.g no pen, pencil, ruler.
- Negative reaction to a Demerit or instruction by a member of staff (e.g tutting, rolling eyes, answering back, being rude or disrespectful, or muttering)
- No Homework
- Chewing gum and eating in class.

## **Detention**

A detention is given when a student receives 3 Demerits in a lesson, or for a referral for bad behaviour in the corridors and break times, or for:

- Persistent lateness to school

- Play fighting or swearing
- Using electronic equipment (the item is confiscated until the end of the day)
- Refusing to hand over a prohibited item
- Disrespectful and disruptive behaviour.
- No PE kit and subsequent refusal to borrow kit provided.

**Detentions resulting from classroom incidents may initially be served as faculty lunchtimes or after school as per the rota.**

**Detentions resulting from corridor, break time or lateness incidents will initially be served as Head of Year detentions at lunchtime or after school at their discretion.**

**Detentions will be noted in the students' planner.**

**Failure to attend the above will result in detention with the Head of Lower, Middle or Upper School.**

**Failure to attend the above will result in Headteacher Detention or Isolation.**

Detentions will be recorded in SIMS and totals reported to parents via school reports. SIMS will allow staff to indicate a reason for the detention along with completion information.

The expectation is that lunchtime detentions will run for 20 minutes from 12.45 to 1.05 pm and afterschool detentions will run for up to 30 minutes. For after school detentions staff may contact home if they wish, but there is no obligation to do so.

It is expected that parents and carers support the action of the school and not make excuses for or seek to undermine the sanction given. If a child has broken a rule and is in breach of the behaviour policy then the sanction will stand and the child will complete the sanction.

Detentions and the time they are set and completed are not negotiable to fit in with students or family arrangements.

#### Green referral forms

These will remain in use for staff to report corridor misbehaviour to Heads of Year or to forward serious in class behaviour/concerns that require action beyond the setting of a detention, or to back up the reason for an on call removal.

#### On Call

If a student's behaviour has been disruptive to the point where the learning of other students and the ability of the teacher to deliver the lesson uninterrupted and undisturbed is compromised by the behaviour of one or a few students, then the school's on call system will be used. On Call is removal of a student from a lesson to work for that period and serve a detention.

On call should be used after a students' behaviour fails to improve after a detention has been set. Senior staff on call have discretion as to the action taken and will record this promptly on the one drive.

Students removed on call are placed with a member of senior staff. They will be given a task to do and will be expected to explain their actions and take responsibility for their removal.

Heads of Year and the Assistant Heads in charge of Lower, Middle and Upper schools keep records of all On Call removals. Persistent removals from lesson will result in a student being removed altogether from their learning for a longer period of time to work in isolation until they can be trusted to be back in class. This action is taken to protect the learning of the majority of students who take their education seriously and wish to learn in class undisturbed by the poor action and behaviour of others.

### Headteacher's Detention

This is a 90 minute detention from 14.50 – 16.20 held once a fortnight. It is set following contact with the parent. It is for:

- Failing to complete or attend a detention set by the Head of Lower, Middle or Upper School.
- Serious one off defiance of staff.

### Isolation

Isolation is from 8.20-15.30 and is for serious breaches of the Behaviour and Conduct Policy at the discretion of members of the Leadership Group.

Students will be expected to bring a packed lunch with them. If they receive Free School Meals a lunch will be provided.

Students arrive at the side door by the Drama Studio on time by no later than 8.20. Failure to arrive on time will mean that the student repeats the sanction the following day. They are escorted by the Internal Exclusion Manager, shown to their set seat and registered. Pupils will start the day with silent reading; they are expected to have a reading book with them. Throughout the day, students will complete numeracy and literacy tasks. They will only be permitted to work on core subjects of English, maths and science. No option subjects are studied in Isolation. It is a privilege to study a chosen option and students placed in Isolation have lost that privilege for the duration of their sanction.

Students will be escorted to allocated toilet breaks. Students will be expected to bring a packed lunch with them, those of free school meals will be provided with the hot main meal of the day. Students will finish Isolation at 15.30. Students will work in silence unless given permission to speak to the staff members.

Failure to comply with the rules of Isolation will result in a referral to a member of the senior leadership team and may lead to external fixed term exclusion.

### External Exclusion

This can range from a fixed term exclusion of 1-15 days at the Head teachers discretion for:

- Theft, graffiti or damage to property
- Possessing a prohibited item
- Bullying, or racial, sexual or homophobic harassment
- Physical violence or fighting
- Acts of bringing the school into disrepute in the community
- Verbal abuse used towards staff
- Defiance of the Headteacher's instructions
- Persistent Disruptive behaviour
- Any other serious form of behaviour that the Headteacher decides warrants a fixed term exclusion

### Governors' Hearing

Our Governing Body take the behaviour and conduct of students very seriously. They take an active interest in how students are behaving and receive data and reports on all sanctions used to correct and modify student conduct.

Students who fail to modify their behaviour and attitude over time will be referred to appear before a panel of governors to explain their behaviour and why they feel they still deserve their place at the school. It is expected that parents and carers attend these hearings.

Notes are taken and a plan drawn up with clear and specific tasks for the student to undertake to turn their behaviour and attitude around within a set time frame.

Students are then placed on report to a senior staff member for a minimum period of 6 weeks. Their progress is reviewed at a follow up hearing where the governor panel will receive a report on the student and if they have successfully made progress.

Failure to engage with the process will result in a serious sanction, which may lead to permanent exclusion, or a referral to another school on a managed transfer depending on the seriousness of the outcome.

### Permanent Exclusion

There are certain misdemeanours which automatically warrant a permanent exclusion from school. These include:

- Bringing a weapon, alcohol or illegal drug into school
- Dealing in illegal substances in school or in the community
- Serious violence, abuse, intimidation or physical assault against a student or staff member
- Causing serious damage to the school and its resources
- Bringing the name and reputation of the school into serious disrepute both in school and in the community

Permanent exclusion is always a last resort and therefore before a decision is taken to permanently exclude a student all evidence is reviewed carefully and in detail. Parents and carers may be sent a fixed term exclusion letter which states that a decision on permanent exclusion is pending. Permanent exclusions can be issued for a serious one-off breach of school policy or for a build up of incidents over time.

### **Confiscation**

Confiscated equipment such as phones or tablets or any other form of prohibited electronic device including headphones are taken until the end of the day. Confiscated items are kept in main reception with the student's name on them. Persistent confiscations are referred to the Headteacher who will issue a longer period of daily confiscation of up to a month.

### **Start of day routines**

Students may arrive at school from 7.30 am and must enter via the student entrance to the playground. A staff member will be on duty to meet and greet them.

Students may attend Breakfast Club or must proceed to their designated year group zones: Year 7 and 8 in the Gym; Year 9 and 10 in the Dining Room; Year 11 in the ground floor Wedgwood. 6th Formers may proceed either to their common room, tutor base or to their study room in the main building. During exam season when the gym is unavailable to Year 7 and 8 students they must proceed either to the drama room or hall or, in warm weather, to the playground until the first bell sounds.

Students must switch off their mobile phone before entering the school premises so it is switched off as soon as they come through the school gates. It must remain switched off until students leave the building at the end of the day. This rule applies to Year 7 to 11.

No electronic devices of any kind are permitted to be used in school including wearing headphones. This rule applies to all students, Year 7 to 11. Sixth form students are, as a privilege, permitted to use electronic devices in school including wearing headphones. The use in lessons is strictly at the teacher's discretion.

Any student in Year 7 to 11 who is seen by any staff member with a mobile phone or electronic device or headphones will have the item(s) confiscated and returned at the end of the school day. A record of confiscations is kept by the office and any repeat violations of this rule will result in a referral to the Headteacher and a longer daily confiscation set. Any student refusing confiscation of the Headteacher will receive a serious sanction for defying the authority of the school.

Students remain in their designated year group zones until approx. 8.15 am when the Leadership member in charge will release them. Students then move quickly and quietly to their tutor group bases visiting their lockers en-route. They must move around the school keeping to the left side of the corridors.

Students line up in single file outside their tutor room bases. The form tutor will indicate when they may enter the room and will carry out a uniform check as they file through the door.

Students are not permitted to wear their coats or scarves or any non uniform item whilst in the school building. Students will be given an opportunity to correct their uniform before entering their tutor base but breaches of the uniform policy will result in a referral to the Head of Year and withdrawal of the right to be educated in lessons until the uniform is worn correctly.

Students must stand behind their chairs and wait for their tutor to carry out the morning greeting routine. The tutor will then direct students to sit. The tutor will check that all mobile phones are switched off.

The tutor will take the morning register. Any student arriving late after the register has been taken will have their name recorded and number of minutes late. It is never acceptable to be late and all lateness to school will result in a sanction. Students will be referred to the Head of Year.

Students will follow their tutor time weekly routines which include year group assembly, whole school assembly, reading, literacy and numeracy activities and a weekly current affairs discussion. Once a term each year group will have a church assembly.

A student is considered to be late if they arrive at their form room more than 5 minutes after the second bell sounds at 8.25 am.

The bell to signal movement to lesson 1 will sound at 8.50. Students must move swiftly, taking their equipment and wearing their uniform correctly, keeping to the left wherever possible.

### Lockers

All students are issued with a locker and should organise their books and equipment for the day ahead. Students are permitted to visit their locker at the start of the day and between the first and second bell signaling the end of lunchbreak.

Students should not share lockers or place any of their own items in another student's locker.

### **Lesson Routines**

Students must line up quietly and orderly in single file outside their classroom. PE classes line up in single file in their class lines on the playground in front of the doors to the changing rooms.

The teacher will instruct students to file in and will check uniform as students file past. Any student violating the uniform code will not be permitted entry to the class until they have corrected their uniform.

Students must stand behind their seats. All staff will have created a set seating plan which is subject to change at the teacher's discretion. All students will therefore have an allocated seat in each lesson with the exception of drama and dance lessons which take place in a practical studio space and practical PE lessons. Students will sit where the teacher directs them.

The teacher will lead the start of lesson greeting. Students will then be directed to sit and take out their planner and basic equipment for the lesson. The teacher will take the register. Any student arriving late after the register has been taken without a note of permission to be late will have their minutes late recorded in SIMS. The number of minutes late will be referred to the Head of Year.

### Equipment and Kit

All students are expected to have a basic stationery kit with them every day. This encompasses:

Pen  
Pencil  
Eraser  
Ruler  
Colouring pencils  
Highlighter pen  
Scientific calculator  
Protractor

Scissors will be provided by the school, students should not bring them into school.

Students must have the correct kit for all PE and Dance lessons.

Any students without the correct equipment or kit will receive a sanction and referral to Head of Year for Equipment or Kit violation. School kit which has been laundered and kept in the school stores will be provided and students will be expected to wear that and return it to the teacher at the end of the lesson for washing. Students will still receive a kit violation sanction. Students who refuse to wear school kit when they have not brought their own will receive a referral to the Head of Year and a sanction issued for defying the authority of the school. It is the student's responsibility to ensure they have their PE and dance kit in school.

Only students with genuine medical notes and proof of medical condition will be permitted not to participate in a practical PE or Dance lesson for the duration of their condition.

Students are required to follow instructions at all times from the moment they enter the classroom to the moment they leave. No student is permitted to call out. The school adopts a 'hands-up' rule for students wishing to answer a question or share an idea or make an observation. The highest quality learning can only take place in a calm and quiet classroom without distraction or disturbance. When students are taking part in independent work they are required to work in silence. If students require further support from staff they must put their hand up.

Any student unable or choosing not to follow the classroom rules will receive a correction via a verbal warning (see section 2 on Pre-emption) and given an opportunity to correct their behaviour. Any further disturbance to the lesson will result in a recorded Demerit. If further disturbance to other students' learning takes place the student will receive a second and final Demerit; any further disturbance following 2 Demerits and the student will be removed



from the class and placed with a member of senior staff for the remainder of the lesson. All lesson removals will result in a sanction of 30 minutes HoY detention after school.

Continued and repeated occurrences of lesson disturbance from any student will result in a long term removal from the lesson so that other students are able to learn without disruption. Students will be placed in one of the support provisions and will need to demonstrate that they wish to earn their place back in that lesson.

Persistent disruption to learning of other students and persistent breaches of in lesson rules will not be tolerated. Swift action will be taken to preserve and protect the education of the majority of students who wish to learn and who value their education.

Heads of Year will keep a record of all student behaviour and will issue rewards and sanctions accordingly. Any ongoing concerns about a student's behaviour will be shared with parents and carers, a support plan drawn up and implemented and the student placed on monitoring report. It is an expectation that parents and carers support the action of the school at all times in order to correct their child's behaviour.

Towards the end of the lesson students will be instructed by the teacher to pack away. They must leave their work space clean and tidy including the floor space around their desk. At the teacher's direction students will be asked to stand behind their chairs for the end of lesson formal dismissal. The teacher will then wait at the door as students file out. After leaving students should make their way quietly and orderly to the next activity on their timetable.

### **Break and Lunchtimes**

All year groups have their designated zones and should proceed to these upon the sound of the break and lunch bells. Students may visit the dining room to purchase snacks, food and drinks and should then proceed directly to their year group area:

Year 7 and 8 to the Hall

Year 9 and 10 to the Dining Room seating areas

Year 11 to lower Wedgwood

6th Form to girls' study or common room. 6th Form students are also permitted to leave site at lunchtime as long as they have swiped out and back in again on the electronic door system at the front entrance. This is a 6th Form privilege but will be withdrawn from those who do not follow the swiping in and out health and safety procedure.

Students in Y7 to 11 are not permitted to wander around the school buildings during break and lunchtime and must be situated on the ground floor under duty staff supervision. If students in any year groups wish to spend time outside they are permitted to use upper half of the playground where staff are on duty. Students are not permitted to walk around the school in large groups.

It is not acceptable for 6th Form students to smoke anywhere within the vicinity of the school grounds, including Bradfields Avenue and its associated alleyways. Staff will carry out spot checks on students' conduct in the surrounding areas of the school grounds.

### Litter

It is a given expectation that all students will clear up after themselves and place all litter and left over rubbish in the bins provided in each area. It is never acceptable to litter and leave rubbish for another person to clear up. Students seen leaving litter will receive a sanction and referral to Head of Year. Repeat sanctions will result in a Community Service order within school.

### **Visiting the toilet**

Only students with toilet passes for certain conditions will be permitted to visit the toilet during lesson. Students have several times in the school day to visit the toilet: before school, at break, lunch and after school. Of course there will be exceptional circumstances and in such cases the teacher will issue an out of lesson permission slip which must then be returned to the teacher when the student returns from out of lesson. Each teacher has 2 out of lesson passes.

### **Community**

Students must remember that they are advocates of WGS for as long as they are wearing the school uniform. They should be proud to represent the school and seek to reach the highest standards of behaviour and conduct at all times whilst in the community. Any actions that bring or risk bringing the school's good reputation into disrepute will be sanctioned seriously and referred to the Headteacher. Students can be seriously sanctioned including fixed term and permanent exclusion for serious incidents of poor behaviour in the community including when not wearing school uniform.

### **Language**

WGS students are expected to conduct themselves with the utmost control, good manners, politeness and respect for all adults and the authority of the school. Any use of abusive language, swearing or derogatory language used toward any members of the school community is unacceptable and will not be tolerated. Any use of poor language used within earshot of a staff member will be reported and sanctioned. Staff will also endeavour to correct students if any mistakes of grammar and syntax are used.

### **After School**

Students, unless staying behind for co-curricular activities or team sports, revision classes or homework and study time in the library, must leave the building via the student entrance in the playground. All students staying behind must sign the after school register lists which are located in each activity area. At the end of the activity they must sign out via the school reception and leave via the front reception door. Students are not permitted under any circumstances to let people into and out of the building.

## **Uniform, make-up, nails and jewellery**

All students in Year 7 to 11 must wear their uniform correctly every day. Jumpers must not be tucked in; skirts must not be rolled over at the waistband and must be of a decorous length. Sleeves on jumpers and blazers must be rolled down.

All students in Y7 to 11 must wear their blazer at all times unless permission is granted from the teacher to remove blazers. In term 6 students are permitted to leave their blazer at home if they wish due to summer weather.

The only jewellery permitted is a wristwatch but internet watches are forbidden. Students with pierced ears may wear one small stud in each ear. Students are not permitted to wear necklaces, bangles or rings or any other form of jewellery. If a student wishes to wear an item of jewellery for a specific religious reason then a letter from parents/carers must be written to the Headteacher for special permission to be granted. The students will then be issued with a pass.

All prohibited items of jewellery will be confiscated by staff and kept in the safe to be returned at the end of the day. Repeat violations of the jewellery rule will require the items to be collected by parents.

All forms of body piercing, tongue and facial piercing are forbidden. Students who come to school with such piercings will be instructed to remove them and the jewellery confiscated. Any students refusing to remove a piercing will be isolated until they comply with the rule. Parents and carers should ensure that no piercings are carried out on a child's face, tongue or any part of their body whilst their child is of Year 7 to 11 age.

Students' nails should be kept short and natural. False nails and exceptionally long nails are a health and safety risk and are therefore forbidden. Nail varnish and gel nails are forbidden. If students come to school with nail violations they will be placed in isolation until the item is removed. Parents and Carers are asked not to allow their daughter to have any prohibited piercings or false or gel nails during term time. Students will not be permitted in lessons with such items and therefore this gives a very poor signal to the child about the value placed on education. All false and gel nails and any other piercings from a weekend or a school holiday must be removed before the child returns to school.

All students should come to school in full uniform which includes flat plain black shoes. Students who come to school in trainers or casual or canvas shoes will be placed in isolation until they have correct shoes to wear.

The blazer is a compulsory item of uniform. Any students coming to school without their blazer will be isolated until they wear their uniform correctly. No student is permitted to wear a coat, hooded top, or outer garment whilst in the school building.

Girls are permitted to wear items of religious clothing e.g hijab but these must be in either black or dark blue in colour, in keeping with the school colours. Bandannas and headscarves that are not part of established religious dress are not permitted.

Headbands and bows of a conservative nature are acceptable. If a student or parent is in any doubt they should seek advice from the Head of Year.

Girls are permitted to wear light, natural make-up but false eyelashes or drawn or painted on eyebrows are not permitted.

Extreme hairstyles are not permitted; including shaved or partially shaved styles.

### **Families who choose not to support the school**

It is an expectation that in choosing to send their daughter to WGS, parents and carers are choosing to accept traditional values of discipline and will respect the rules of the school and support the school in correcting and modifying their child's behaviour at all times.

No parent or carer should argue against the school or state that their child is not to do a detention or go into Isolation when it is found that they have breached the behaviour policy. This is unacceptable and undermines the authority of the school and the professional integrity of the staff.

If a student misses one day of Isolation either because the student or their family is deliberately avoiding the punishment, the student will spend two days in the provision. The period of isolation will double in line with the number of days that the student or family chooses to stay away from school. There is no upper limit on the number of days this could go up to. We need and expect wholehearted support from all families to maintain high standards of behaviour and academic progress. In choosing to attend Walderslade Girls School families are making the choice to follow our behaviour policy. We have a 'no excuses' policy. We ask that all of our families respect our rules and follow them.

### **Discretion**

No behaviour policy can cover all eventualities. The Head teacher reserves the right to use discretion to help support students make better choices and learn the right lessons.