

# Walderslade Girls' School

## Behaviour and Conduct Policy

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### Aims and Principles

Walderslade Girls' School Behaviour and Conduct Policy outlines a strict code of conduct that governs and regulates pupil 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 pupils 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 pupils within a strict framework of rules, expectations and routines. All pupils are expected to comply with staff instructions first time, every time.

WGS staff are highly qualified professional people. Pupils 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 pupils and to assess their work regularly, moving their learning forwards with clear guidance for improvement and next steps. Pupils listen, are taught, they absorb knowledge and they learn. Pupils 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 pupil or their parents and families.

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

Pupils 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 pupils 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 pupils 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 pupils will be silent for reading, writing and practice.

As soon as pupils use off task behaviours, staff will use these pre-emptive reminders:

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

## **Consequences**

The rewards and sanctions of the school are based on a system of positive and negative behavior points. Points 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. A positive behavior point balance can be exchanged for rewards. All points will be recorded in 'Classcharts'.

Negative behavior points are given as a reminder for corrective behaviour if a pupil 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, not walking on the LHS, eating or drinking whilst 'roaming the school').
- Persistently off task (e.g disturbing the learning of other pupils, being lazy and not participating in the lesson)
- Incorrect kit or equipment in lessons e.g no pen, pencil, ruler.
- Negative reaction to a negative behavior point 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 pupil receives 3 negative behaviour points 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
- Refusal to hand over electronic equipment (the item is confiscated and handed into Reception until the end of the day).
- Disrespectful and disruptive behaviour
- No PE or Dance kit and subsequent refusal to borrow kit provided.

Referral will be from class teacher to HoF, or from form tutor to HoY to HoS.

**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 pupils' planner and the details sent home.**

**Failure to attend the above will result in detention with the Head of Lower, Middle or Upper School on a Friday lunchtime lasting 40 minutes.**

The expectation is that lunchtime detentions will run for 20 minutes and after school detentions will run for up to 20 minutes.

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 pupils or family arrangements.

**Behaviour referrals will be made by staff electronically using Classcharts.**

### **On Call**

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

On call should be used after a pupils' 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 in Classcharts.

Pupils 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 pupil being removed altogether from their learning for a longer period of time to work in isolation until they can be trusted to be placed back into class. This action is taken to protect the learning of the majority of pupils who take their education seriously and wish to learn in class undisturbed by the poor action and behaviour of others.

### **Isolation**

Isolation is for the normal school day plus ten minutes at the end and is for serious breaches of the Behaviour and Conduct Policy at the discretion of members of the Leadership Group. Isolation may be on the Walderslade Girls' or Greenacre Academy sites.

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

Pupils arrive at the side door by the Drama Studio on time by no later than 8.25. Failure to arrive on time will mean that the pupil 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, pupils 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 pupils placed in Isolation have lost that privilege for the duration of their sanction.

Pupils will be escorted to allocated toilet breaks. Pupils 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 will normally range from a fixed term exclusion of 0.5-15 days at the Headteachers' 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 Local Governing Body take the behaviour and conduct of pupils very seriously. They take an active interest in how pupils are behaving and receive data and reports on all sanctions used to correct and modify pupil conduct.

Pupils 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 pupil to undertake to turn their behaviour and attitude around within a set time frame.

Pupils are then placed on report to a senior staff member. Their progress is reviewed at a follow up hearing where the governor panel will receive a report on the pupil 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 misdemeanors which normally 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 pupil 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 pupil all evidence is reviewed carefully and in detail. 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 pupil's name on them. Persistent confiscations are referred to the Head of School who will issue a longer period of daily confiscation of up to a week.

### **Start of day routines**

Pupils may arrive at school from 7.30 am and must enter via the pupil entrance to the playground. Duty staff will be present in the Breakfast Club from 7.30 and from 8.00 am in the Wedgwood Area.

Pupils 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. Pupils should visit their lockers before going to their assembly point.

Pupils must switch off their mobile phone before entering the school building. It must remain switched off until pupils 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 pupils, Year 7 to 11. Sixth form pupils 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 pupil 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 pupil refusing confiscation of the Headteacher will receive a serious sanction for defying the authority of the school.

Pupils 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.

Pupils are not permitted to wear their coats or scarves or any non uniform item whilst in the school building. Pupils 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.

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

The tutor will take the morning register. Any pupil 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. Pupils will be referred to the Head of Year.

Pupils will follow their tutor time weekly routines which include year group assembly, small school and 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 pupil is considered to be late if they arrive at their form room more than 5 minutes after the second bell sounds at 8.30 am.

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

### **Lockers**

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

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

### **Lesson Routines**

Pupils 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 pupils to file in and will check uniform as pupils file past. Any pupil violating the uniform code will not be permitted entry to the class until they have corrected their uniform.

Pupils 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 pupils 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. Pupils will sit where the teacher directs them.

The teacher will lead the start of lesson greeting. Pupils will then be directed to sit and take out their planner and basic equipment for the lesson. The teacher will take the register. Any pupil 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 pupils 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 and pairs of compasses will be provided by the school; pupils should not bring them into school.

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

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

Only pupils 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.

Pupils are required to follow instructions at all times from the moment they enter the classroom to the moment they leave. No pupil is permitted to call out. The school adopts a 'hands-up' rule for pupils 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 pupils are taking part in independent work they are required to work in silence. If pupils require further support from staff they must put their hand up.

Any pupil 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 negative behaviour point. If further disturbance to other pupils' learning takes place the pupil will receive a second and final Demerit; any further disturbance following 2 Demerits and the pupil 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 20 minutes Head of Faculty detention.

Continued and repeated occurrences of lesson disturbance from any pupil will result in a long term removal from the lesson so that other pupils are able to learn without disruption. Pupils 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 pupils 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 pupils who wish to learn and who value their education.

Heads of Year will keep a record of all pupil behaviour and will issue rewards and sanctions accordingly. Any ongoing concerns about a pupil's behaviour will be shared with parents and carers, a support plan drawn up and implemented and the pupil 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 pupils 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 pupils will be asked to stand behind their chairs for the end of lesson formal dismissal. The teacher will then wait at the door as pupils file out. After leaving pupils, 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. Pupils 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 the Wedgwood



6th Form to girls' study or common room. 6th Form pupils 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.

Pupils 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 pupils in any year groups wish to spend time outside they are permitted to use the upper half of the playground where staff are on duty. Pupils are not permitted to walk around the school in large groups.

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

Pupils in Year 10 and 11 may apply to the Headteacher for a lunchtime off site pass.

### **Litter**

It is a given expectation that all pupils 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. Pupils 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 pupils with toilet passes for certain conditions or out of lesson passes will be permitted to visit the toilet during lesson. Pupils 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 pupil returns from out of lesson. Each teacher has 2 out of lesson passes.

### **Community**

Pupils 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. Pupils 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 pupils 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.

### **After School**

Pupils, 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 pupil entrance in the playground. All pupils 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. Pupils are not permitted under any circumstances to let people into and out of the building.

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

All pupils 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 pupils in Y7 to 11 must wear their blazer at all times unless permission is granted from the teacher to remove blazers. In term 6 pupils 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. Pupils with pierced ears may wear one small stud in each ear. Pupils are not permitted to wear necklaces, bangles or rings or any other form of jewellery. If a pupil 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 pupils 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. Pupils who come to school with such piercings will be instructed to remove them and the jewellery confiscated. Any pupils 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.

Pupils' 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 pupils come to school with nail violations they will be placed with their form tutor 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. Pupils will not be permitted in lessons with such items. 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 pupils should come to school in full uniform which includes flat plain black shoes. Pupils who come to school in trainers or casual or canvass shoes will be placed in isolation until they have correct shoes to wear, with their form tutor on the first day, subsequently with their HoY. The School can provide shoes on loan. Medical evidence will be required where uniform shoes cannot be worn.

The blazer is a compulsory item of uniform. Any pupils coming to school without their blazer will be isolated until they wear their uniform correctly. No pupil 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. Bandannas and scarves that are not part of established religious dress are not permitted.

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

Girls are permitted to wear light, natural make-up.

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 pupil misses one day of Isolation either because the pupil or their family is deliberately avoiding the punishment, the pupil will spend two days in the provision. The period of isolation will double in line with the number of days that the pupil 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 pupils make better choices and learn the right lessons.