



## BEHAVIOUR POLICY

### AIMS

- To promote good behaviour, self-discipline and respect so that the school is a place where effective teaching and learning can take place and all members of the school community can feel safe and appreciated
- To encourage the personal and moral development of students in line with the values agreed by the school community in 2015
- To prevent bullying so that all members of the school community feel valued and confident.
- To ensure that students complete assigned work.
- To regulate the conduct of students so that they allow themselves and others to benefit from all the opportunities offered at the school.

These aims adhere to the DfE Guidance 2014 'Behaviour and Discipline in Schools'.

The Behaviour policy applies in school, on school related or school organised activities, school buses, and anywhere that a student can be identified as belonging to the school. All staff in the school whether teaching or support/administrative staff have a responsibility to require students to uphold the behaviour expected of them. The policy should be clearly understood by staff, parents and students and consistently applied. It is published on the Student and Parent area of the school website and reviewed annually.

Underpinning the School's Behaviour policy is the requirement that all members of the school must obey the laws of the land. Failure to do so may endanger a student's place at the school.

### Conduct of Students: Good Behaviour, Self-discipline and Respect

Students are required to abide by the law of the land and the School Code of Conduct and Rules (see Appendices 1 and 2). The Code of Conduct is written by the students, based around our agreed values: kindness, respect, honesty, confidence and perseverance. It is designed to create an environment which is conducive to excellent teaching and learning and to encourage members of the School community to behave in a positive and supportive way towards each other. The Rules provide the practical guidance on the day to day working of these values.

### Bullying

All forms of bullying as defined in the School's Anti-Bullying Policy are unacceptable and will be dealt with as set out in the Anti-Bullying Policy. Violence towards other members of the school community, staff and students, is not tolerated.

### PROMOTING GOOD BEHAVIOUR

We seek to achieve these aims by:

- **Good classroom management**

Expectations for the management of classrooms should be discussed and agreed by each subject teacher with their classes at the start of each academic year, taking into account the School's agreed values. Classroom management by teachers during lessons is discussed at Staff and Section meetings, in departmental meetings and when individual issues arise.

- **Providing staff development and support**

In the 2014-15 academic year, staff were actively involved in reviewing all aspects of behaviour and consequences in the school. As a result, staff are aware of the range of sources of support available to them when required. In addition, this is provided at regular Section Meetings led by the Heads of Section where expectations of student behaviour are set out and strategies for dealing with poor behaviour as well as encouraging good behaviour are discussed. Subject teacher meetings with Deputy Heads of Section and Heads of Section deal with issues which may arise in the classroom. Heads of Department also provide a useful means of support for subject teachers.

- **Fair and clear rewards and consequences**  
Rewards and consequences are set out in this policy (Appendix 3). All teaching and non-teaching staff are expected to apply the rewards and consequences with a consistent and fair approach whilst recognising individual circumstances which may require some flexibility. Individual departments should agree a common approach among its staff members e.g. in the criteria for awarding of House Points and this should be clearly communicated to students.
- **Providing support systems for students**  
In 2014-15 students were widely consulted on rewards and consequences; their input has led to the development of this policy. In addition, support systems for students are set out in the Pastoral Care Policy and includes Personal Development lessons, discussions at School Council, and a clear system for student referral by subject staff to tutors.
- **Providing good pastoral organisation and facilities**  
The school is divided into Sections with tutor teams that, where possible, stay with the students through that Section: this is designed to develop an excellent understanding of each student through regular tutor interviews and daily conversations, so that behavioural issues are dealt with in the context of each student's individual circumstances which are known to the pastoral team that supports her. The Pastoral Care Committee, comprising the Director of Students and Heads of Section, working with the Senior Nurse, Counsellors and Chaplain, provides an additional level of monitoring and strategic planning for pastoral care in the school. Year groups have their own discrete areas in the school wherever possible, particularly Years 5-9, and Heads of Section and the Director of Students have office space which can be used for student/parent meetings to discuss behavioural issues.
- **Liaising with parents and other agencies**  
This is set out in the Pastoral Care Policy. Liaison with parents takes place at regular formal Parents' Meetings and through school reports but also through individual meetings, telephone conversations and email as appropriate and when required. This may be initiated by parents, pastoral staff or subject teachers. The records of these communications are kept by the relevant Head of Section and passed on through a handover session at each transitional stage. Other agencies involved in behaviour issues include the School Counsellors, the School Nurse, and CAMHS, as well as agencies invited to deliver INSET.
- **Managing student's transition**  
New students entering the School are invited to 'taster days' and induction afternoons at the main points of entry: 9+, 10+, 11+, 13+ and 16+. At 11+ and 13+ visits are made by St Helen's pastoral staff to the students at their feeder schools where possible. Welcome evenings are arranged for parents at these entry points at the start of academic year so that the school's expectations can be set out clearly. School reports from previous schools are used by Heads of Section to inform staff of any relevant information. Detailed tutor handovers take place within the school between the main sections: from Year 6 to 7, Year 8 to 9 and Year 11 to Lower Sixth.
- The procedure for disciplinary action against students who are found to have made malicious accusations against school staff is contained in the Safeguarding Policy (Child Protection).
- The school acknowledges its legal duties under the Equality Act 2010 in respect of safeguarding and of students with special educational needs: further details are in the SEN Policy and the Equal Opportunities Policy.
- Serious misbehaviour and the consequences imposed are recorded in a register held by the headmistress.

### **Rewards and Consequences**

Rewards are designed to recognise and celebrate positive behaviour, contributions to the well-being of the community and academic effort and achievement. Consequences are designed to encourage good learning practice, self-discipline, respect for others and to promote positive behaviour. Those applied will be appropriate and constructive. The School rejects the use of corporal punishment and under no circumstances will any form of corporal punishment be used. Both rewards and

consequences are underpinned by the agreed school values of kindness, respect, honesty, confidence and perseverance.

See Appendix 3 for consequences/actions and Appendix 4 for rewards.

Additional consequences are included in the Drugs and Substances and Anti-Bullying Policies.

### **Exclusion**

The school has the right to exclude, temporarily or permanently, any student who, in the opinion of the Headmistress, has transgressed to such an extent that their place in the school has become untenable.

This policy sets out examples of offences likely to be punishable by exclusion, whether temporary or permanent. These examples are not exhaustive, and in particular the Headmistress may decide that exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the student's record at the School may be taken into account.

When a temporary or permanent exclusion is being considered by the Headmistress she will ensure that:

- the student's welfare has been taken into account
- the welfare of the School community has been taken into account
- an appropriate investigation has been conducted and the student's view sought
- all relevant information has been considered.

The Headmistress will inform the Chairman of the Governing Body and the parents. Parents and the student have a right of appeal against this decision. An appeal should be expressed in writing, and addressed to the Chair of the Governing Body within 10 working days of the notice of exclusion. The decision of the Governing Body is final. Although not a complaint the appeals procedure will follow that of the complaints procedure.

### **Dissemination**

A copy of this policy is available on the Student and Parent area of the school website and students, parents, staff and governors are made aware of this. It is also available in the staff handbook. All new teaching and non-teaching staff and supply teachers will be made aware of the policy during induction.

### **Governor scrutiny of implementation**

This takes place through Governor visits to school, including lesson visits and events, and the annual review of this policy. The Safeguarding Governor regularly checks the serious sanctions file.

Policy last reviewed.....Trinity 2018  
Next review date.....Trinity 2019  
Person responsible for review.....Head of Middle School  
Audience.....Governors/staff/parents/ students



ST HELEN &  
ST KATHARINE

## **Appendix 1: Code of Conduct**

Devised in consultation with the School Council 2015-16

- Treat everyone with equal respect and respect difference.
- Be kind to everyone and yourself.
- Be honest with yourself and others.
- Take responsibility and learn from your mistakes.
- Take responsibility for your possessions; respect other people's possessions and the school environment.
- Honour your commitments.
- Persevere and try hard with work.
- Maintain poise and perspective - don't dramatise.
- Never give up on yourself, others or the school.

**Rules: Junior, Lower and Middle School (In Planners)**

We have very few rules, and those we do have are there for a reason and support the school values: kindness, respect, honesty, confidence and perseverance. We expect that all members of the school obey the laws of the land, and any form of law-breaking may put your place at the school at risk. We also expect you to respect the authority of all staff members equally: teachers, support staff and all other adults who are part of the school community. We have a Code of Conduct which sets out the behaviour expected of all members of the school, written by you. These rules are intended to provide practical guidance and clarity. There are consequences to unacceptable behaviour and these are outlined in the School Behaviour Policy.

**The School Day**

You should aim to arrive at school in time to be in your form rooms by 8.30am, although we understand that many of you come into school on school buses which may not arrive that early; please do not arrive before 8am. You are not to enter school buildings before 8am unless it is for a pre-arranged meeting e.g. music lesson. Listen out for the 'warning bell' at 8.35 so you can be ready for registration. It is important that you are silent when the register is taken at the beginning and the end of the day; in the morning you are expected to sit on your seat with your bag on the floor. If you arrive after the end of registration (8.50am and 4.10pm), you must register at Reception. Junior, Lower and Middle School students are expected to remain on school premises during the school day. If you need to leave school during the school day for medical appointments, you must sign out at Reception and sign back in if you return later on that day.

You are expected to be punctual and prepared for registration, lessons and all school activities. If a teacher has not arrived after five minutes of a lesson, a student from the class should report this to Reception or another teacher. You should wait quietly, engaged in something useful, and be ready to start your lesson. If you are late without a satisfactory explanation, your teacher will record this and if you are late repeatedly, your teacher will keep you in at break or lunchtime to make up the lost time. If you deliberately miss a lesson, you will be put in detention and expected to apologise, verbally or in writing to the teacher concerned. 6th form students may lose early afternoon.

After school, you may stay in school in the library/café until 5.30pm, or in organised activities. Sixth Formers may stay in the Sixth Form Centre until 5.30pm. If you are in the Junior, Lower or Middle School and are going home on the late bus, you are expected to be in school, signed into the library or in an organised activity until you catch the shuttle bus to Abingdon School. You should not be in other areas of the school, like form rooms, unsupervised.

**What about homework?**

We expect you to spend the set time on homework tasks and hand work in on time. If you are having difficulty with this, please speak to your teacher and/or your form tutor. Your teacher can choose to keep you in at break or lunchtime to complete work.

**What is the dress code?**

We have a uniform, and all students in Junior, Lower and Middle School are expected to wear the correct uniform as stipulated on the published list; we want you to wear your uniform with pride, looking smart, because when you wear St Helen's uniform you are representing the school. Please see the uniform list. On school trips and other occasions when home clothes may be worn, including non-uniform days, you should follow the guidance given by your teachers and adhere to the Sixth Form dress code for appropriate clothing choice:

- Jeans (and denim skirts) may be worn provided they are not torn, patched, ragged or written on.
- Skirts should be mid-thigh or longer, even when sat down.
- Tops or dresses should not be low cut, reveal cleavage or expanses of bare flesh. Midriffs should be covered at all times. Bandeau, halterneck and off-the-shoulder tops are not acceptable.
- Shorts and playsuits to mid-thigh are acceptable but short shorts, cut-offs and hotpants are not.
- Sheer clothing is not permitted.

- Hats, hoods and other head coverings may not be worn in lesson or for assemblies unless special permission has been obtained from the Headmistress. Hijabs are permitted on cultural grounds provided that Health and Safety is not compromised. They should be shoulder length and scarves must not drape freely when you students are in laboratories, playing sport or during other practical activities. In these instances the hijab is to be tucked into either a laboratory coat or tracksuit, or a clip used to ensure safety. Should the hijab be deemed as unsafe by the teacher on grounds of Health and Safety, the student will be discreetly asked to step back from the activity. All steps will then be taken to effect participation going forward. Note that for swimming lessons, those students who observe cultural dress are expected to participate and wear suitable attire such as a burkini or wetsuit with hat.
  - Clothing worn for sport should not be worn around school afterwards and students should change into suitable clean clothing when the activity has finished.
  - Body-piercing, other than for ears, is unacceptable. Any girl presenting herself at school with unauthorised body-piercings will be required to remove the stud/ring irrespective of when the piercing was carried out, or cover with a medicated dressing.
  - Any tattoos (henna or other) should not be visible. NB it is an offence to tattoo anyone under the age of 18.
  - For safety reasons, open-toed shoes and flipflops cannot be worn for lessons in science laboratories, Food and Nutrition area or 3D Design building.
- Sixth Form students must adhere to the Sixth Form dress code.

### **When and where can I eat?**

No food should be eaten in any classrooms in breaks or lunchtime. Food, including tuck bought in the refectory in morning break, may be eaten in the refectory area or outside if the weather is suitable. Chewing gum is not allowed in school or on school trips/visits.

At lunchtime, you should go to lunch at the time specified for you on the rota. If you have a club/activity and need lunch at a different time, you must get a lunch pass from the teacher organising that activity.

**Use of the café:** before and after school the café is open to all students; you must not visit the café between the end of period 8 and afternoon registration. During the school day the café is only for the use of the Sixth Form and Years 10 & 11. Food should be consumed in the café or on the patio in suitable weather. No food or drink should be taken out of the café area.

### **Classrooms**

You are expected to respect the fabric of the school. Classrooms should be left tidy as set out in the 'Rules of Classroom Tidiness' agreed at School Council in 2013:

1. Pick up litter and help clear up if the lesson involves making a mess.
2. Do not write on desks.
3. Clean the whiteboard after using it.
4. Do not use the computers in classrooms without a teacher's permission. If you do use it, please log off and turn off the projector.
5. If you move the desks, move them back to how they were originally.
6. Put the chairs behind desks at end of lessons and on the desks at the end of the day.
7. Generally, leave the classroom as you would like to find it.

### **What are the rules about using the library?**

Upstairs in the library is for silent work, including the Sixth Form Study Room. There is a bookable room for small group work. Downstairs the working environment is more informal; talking is permitted, behaviour should be sensible. No food or drink is allowed in the library, apart from water bottles. Sixth Form may use iPods in the Sixth Form Study Room.

### **Personal property**

You are responsible for your own belongings. Bags should be kept in the permitted areas, and may be confiscated if left elsewhere. Sports bags are to be kept only in sports lockers and not left in form rooms or any other places in the school; this will keep them safe and stop them getting in everyone's way. Generally school bags should not be left in form rooms during lesson time; if permission is

granted for this, they must not be left on desks or window sills, or in any place which might be an obstacle to any users of the room. Musical instruments should be kept in the Music Department. Everything must be named; un-named uniform will go to second hand uniform and un-named items to charity.

We recommend that you do not carry large sums of money to school, only the amount needed for the normal expenses of the day. If you need to come to school with more money than usual, the cash should be taken to the school office where it can be kept securely.

### **What about mobile telephones and electronic equipment?**

It is accepted that mobile phones are important for safety, particularly on the journey to and from school. Junior and Lower School and Year 9 should turn mobile phones off and keep them in their lockable locker during the day, unless a teacher gives permission to use the phone. If you are in Years 10 and 11 or Sixth Form you may use them at break and lunchtime in your free time in your form room/Sixth Form Centre, although extensive usage beyond checking for messages is not encouraged, and you may not use them around school e.g. in the Refectory or corridors. You may be given permission by your teacher to use them in lessons (for example using an internet-enabled device for research), but otherwise phones **MUST** always be turned off during lessons. Your phone will be confiscated if you do not follow these guidelines. Phones should be used appropriately, in compliance with the anti-bullying policy, ICT Acceptable Use Policy and good etiquette. You may also bring in electronic readers, such as Kindles. Please remember that all these devices are your responsibility, so look after them and use them sensibly. In Years 5-11 you should not use home laptops or tablets in school unless given specific permission.

### **Staying Safe on the Internet:**

1. Keep personal stuff private and think about what you say and do online.
  - Don't share usernames or passwords and don't try to use other people's.
  - Don't post personal information about yourself or others – you may trust your friends, but do you know theirs? It takes a second to post, but once it's out there it can be shared with everyone you know.
2. Block people who send unpleasant messages and don't open unknown links and attachments which might contain viruses.
  - If you receive an unpleasant message, stay calm, don't reply, but keep it until you have reported it to an adult.
3. Immediately report any messages or internet content that is inappropriate or upsetting.
  - Being bullied is not your fault. Tell an adult: a teacher or parent, or call an advice line and use the report abuse button for CEOP

### **Some guidance for moving around school**

1. Be aware of those around you e.g. hold doors open, avoid walking in large groups.
2. Keep to the left on corridors and stairs and do not run.
3. When lining up to go into a classroom, stay in single file close to the wall as much as possible.
4. Please look out for and obey signs requesting silence for exams.
5. Between 8.40 and 9.10am you are expected to walk in silence around school for any purpose, including going to assembly and Chapel.
6. Areas out of bounds
  - a. The third floor of the original school building, including the stairs going up to it.
  - b. Under the stage in YPH.
  - c. The staff common room, corridor and offices.
  - d. Science classrooms and LLC, unless you are accompanied by a member of staff.
  - e. Junior Outdoor Play Area: this extends only to the beginning of the slope towards the Sixth Form Centre; beyond this is out of bounds to all students except Sixth Formers.
  - f. Please observe the signs around the school alerting you to other areas which may be out of bounds.

## **Rules: Sixth Form (In Planners)**

We have very few rules, and those we do have are there for a reason and support the school values: kindness, respect, honesty, confidence and perseverance. We expect that all members of the school obey the laws of the land, and any form of law-breaking may put your place at the school at risk. We also expect you to respect the authority of all staff members equally: teachers, support staff and all other adults who are part of the school community. We have a Code of Conduct which sets out the behaviour expected of all members of the school, written by you. These rules are intended to provide practical guidance and clarity. There are consequences to unacceptable behaviour and these are outlined in the School Behaviour Policy.

### **The School Day**

You should aim to arrive at school by 8.30am, although we understand that many of you come into school on school buses which may not arrive that early; please do not arrive before 8am. You are not to enter school buildings before 8am unless it is for a pre-arranged meeting e.g. music lesson. Listen out for the 'warning bell' at 8.35 so you can be ready for registration. If you arrive after the end of registration (8.50am and 4.10pm), you must register at Reception. You can leave school between 12pm and 2.30pm, if you wish. If you do leave school during the school day, you must sign out and sign back in if you return later on that day.

You are expected to be punctual and prepared for registration, lessons and all school activities. If a teacher has not arrived after five minutes of a lesson, a student from the class should report this to Reception or another teacher. You should wait quietly, engaged in something useful, and be ready to start your lesson. If you are late without a satisfactory explanation, your teacher will record this and if you are late repeatedly, your teacher will keep you in at break or lunchtime to make up the lost time. If you deliberately miss a lesson, you must apologise, verbally or in writing to the teacher concerned and you may lose early afternoon(s).

After school, you may stay in school in the library/café or Sixth Form Centre until 5.30pm, or in organised activities.

### **What about homework?**

We expect you to spend 4 hours per week studying for each of your subjects in Lower Sixth and 5 hours per week studying for each of your subjects in Upper Sixth. You are expected to hand all homework tasks in on time. If you are having difficulty with this, please speak to your teacher and/or your form tutor. Your teacher can choose to keep you in at break or lunchtime to complete work.

### **What is the dress code?**

Choice of dress for School is a matter of careful judgement for students and they are able to express their personal taste in their clothes. However, they must ensure that they do not dress in such a way that may cause offence or embarrassment for students, staff and visitors.

Two principles underline our dress guidelines:

1. Students should be neat and presentable at School such that should a student be asked to meet an external visitor, they would be dressed appropriately.
2. Others should not be able to see up, down or through a student's clothing at any time.

### **General Guidelines**

- Jeans (and denim skirts) may be worn provided they are not torn, patched, ragged or written on.
- Skirts should be mid-thigh or longer, even when sat down.
- Tops or dresses should not be low cut, reveal cleavage or expanses of bare flesh. Midriffs should be covered at all times. Bandeau, halterneck and off-the-shoulder tops are not acceptable.
- Shorts and playsuits to mid-thigh are acceptable but short shorts, cut-offs and hotpants are not.
- Sheer clothing is not permitted.
- Clothing worn for sport should not be worn around school afterwards and students should change into suitable clean clothing when the activity has finished.
- Make up should be discreet; nail varnish is permitted.



- Hats, hoods and other head coverings may not be worn in lesson or for assemblies unless special permission has been obtained from the Headmistress. Hijabs are permitted on cultural grounds provided that Health and Safety is not compromised. They should be shoulder length and scarves must not drape freely when you students are in laboratories, playing sport or during other practical activities. In these instances the hijab is to be tucked into either a laboratory coat or tracksuit, or a clip used to ensure safety. Should the hijab be deemed as unsafe by the teacher on grounds of Health and Safety, the student will be discreetly asked to step back from the activity. All steps will then be taken to effect participation going forward. Note that for swimming lessons, those students who observe cultural dress are expected to participate and wear suitable attire such as a burkini or wetsuit with hat.
- For safety reasons, open-toed shoes and flipflops cannot be worn for lessons in science laboratories, Food and Nutrition area or 3D Design building.
- Body-piercing, other than for ears, is unacceptable. Any girl presenting herself at school with unauthorised body-piercings will be required to remove the stud/ring irrespective of when the piercing was carried out or cover with a medicated dressing.
- Any tattoos (henna or other) should not be visible. NB it is an offence to tattoo anyone under the age of 18.

### **Smart dress**

All students must have one smart set of formal clothes. This should be a mid-thigh length skirt or dress, or **tailored** trousers with a shirt, sweater, jacket or equivalent and shoes appropriate to the occasion. No denim or black jeans please.

Smart dress will be required on the following occasions:

- Open Day
- Sixth Form Open Afternoon and Evening
- Practice Interviews
- Radley Conference
- Prize Giving
- St Helen's Church Eucharist service
- Any out of school visits or trips if requested by staff
- Other formal occasions as informed

Staff will ask students to change or cover up if it is considered that their dress or appearance is in any way inappropriate for the working school day.

### **When and where can I eat?**

At lunchtime, you should go to lunch at the time specified for you on the rota. If you have a club/activity and need lunch at a different time, you must get a lunch pass from the teacher organising that activity. You may use the facilities in the Sixth Form Centre. Chewing gum is not allowed in school or on school trips/visits.

**Use of the café:** before and after school the café is open to all students; you must not visit the café between the end of period 8 and afternoon registration. During the school day the café is only for the use of the Sixth Form and Years 10 & 11. Food should be consumed in the café or on the patio in suitable weather. No food or drink should be taken out of the café area.

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2. Do not write on desks.
3. Clean the whiteboard after using it.
4. Do not use the computers in classrooms without a teacher's permission. If you do use it, please log off and turn off the projector.
5. If you move the desks, move them back to how they were originally.
6. Put the chairs behind desks at end of lessons and on the desks at the end of the day.
7. Generally, leave the classroom as you would like to find it.

### **What are the rules about using the library?**

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### **Personal property**

You are responsible for your own belongings. We recommend that you do not carry large sums of money to school, only the amount needed for the normal expenses of the day. If you need to come to school with more money than usual, the cash should be taken to the school office where it can be kept securely.

### **What about mobile telephones and electronic equipment?**

It is accepted that mobile phones are important for safety, particularly on the journey to and from school. You may use them in your free time in social areas of the Sixth Form Centre, although extensive usage beyond checking for messages is not encouraged, and you may not use them around school e.g. in the Refectory or corridors. You may be given permission by your teacher to use them in lessons (for example using an internet-enabled device for research), but otherwise phones MUST always be turned off during lessons. Your phone will be confiscated if you do not follow these guidelines. Phones should be used appropriately, in compliance with the anti-bullying policy, ICT Acceptable Use Policy and good etiquette. You may also bring in electronic readers, such as Kindles. Please remember that all these devices are your responsibility, so look after them and use them sensibly.

It is a Sixth Form privilege that iPods and personal electronic equipment can be used in the Sixth Form Centre and in the Sixth Form area of the library. We cannot take responsibility for the safety of this equipment if you do bring it to School. It goes without saying that you must not use it in the rest of the School buildings or grounds during School hours, and failure to comply will result in confiscation. If you would like to use your own laptop in school then please complete the permission form on the Student and Parent area of the website and return to Miss Doherty.

### **Staying Safe on the Internet:**

1. Keep personal stuff private and think about what you say and do online.
  - Don't share usernames or passwords and don't try to use other people's.
  - Don't post personal information about yourself or others – you may trust your friends, but do you know theirs? It takes a second to post, but once it's out there it can be shared with everyone you know.
2. Block people who send unpleasant messages and don't open unknown links and attachments which might contain viruses.
  - If you receive an unpleasant message, stay calm, don't reply, but keep it until you have reported it to an adult.
3. Immediately report any messages or internet content that is inappropriate or upsetting.
  - Being bullied is not your fault. Tell an adult: a teacher or parent, or call an advice line and use the report abuse button for CEOP

### **Some guidance for moving around school**

1. Be aware of those around you e.g. hold doors open, avoid walking in large groups.
2. Keep to the left on corridors and stairs and do not run.
3. When lining up to go into a classroom, stay in single file close to the wall as much as possible.
4. Please look out for and obey signs requesting silence for exams.
5. Between 8.40 and 9.10am you are expected to walk in silence around school for any purpose, including going to assembly and Chapel.
6. Areas out of bounds
  - a. The third floor of the original school building, including the stairs going up to it.
  - b. Under the stage in YPH.
  - c. The staff common room, corridor and offices.
  - d. Science classrooms and LLC, unless you are accompanied by a member of staff.
  - e. Junior Outdoor Play Area: this extends only to the beginning of the slope towards the Sixth Form Centre; beyond this is out of bounds to all students except Sixth Formers.

- f. Please observe the signs around the school alerting you to other areas which may be out of bounds.

### **Cars and Parking**

Many of you will become car drivers during your time at School. Please note that while **driving tests** can be taken during School time, **driving lessons** should be arranged out of School hours or during the lunch hour and not during study periods.

Unfortunately we will not be able to provide parking for students on site. Sixth Form students are allowed to park in Wantage House. Please make sure you park so that you utilise the space. Please avoid parking in Harding Road as much as possible, which causes great inconvenience to our neighbours. We strongly recommend that you to use the Joint Bus Service.

Girls who have lessons at Abingdon School should note that they are not permitted to drive cars onto the Abingdon School site and that parking round the Albert Park is restricted to residents. Similarly, Abingdon boys are not permitted to bring their cars onto the St Helen's site.

If you carry passengers in your car, you must take responsibility to ensure that your insurance cover is appropriate. You should check that any Sixth Form girl intending to travel with you has her parents' permission to do so. Any girl in Year 11 or below intending to travel with you **must carry a note giving written permission** from her parents to do so.

### Appendix 3: Consequences/Actions taken by Staff

Below are generic examples of behaviours and the consequences applied/actions taken. Any teacher unsure of how to respond to unacceptable behaviour is welcome to talk to their Head of Department or Head of Section. Individual circumstance may affect the action taken and each case will be treated individually. Teachers will always try to understand the reasons behind behaviour and support the student in managing more appropriate behaviour. Flexibility and understanding of the individual, including any special educational needs, is key, as is communication between subject and pastoral staff.

Please also see Anti-Bullying and Drugs and Substances policies.

<p>Appearance: Incorrect uniform Jewellery make-up unsuitable hair colour</p>	<p>Junior/Lower/Middle School</p> <ul style="list-style-type: none"> <li>• nail varnish/make-up should be removed – tutors/HoS have wipes etc</li> <li>• jewellery should be confiscated by any staff – given to HoS in named envelope; confiscated jewellery returned at the end of each half-term.</li> <li>• Tutor/DHoS to send form letter home for skirt/shoes issues</li> </ul> <p>Sixth Form</p> <ul style="list-style-type: none"> <li>• Unsuitable clothing in Sixth Form: sent to HoS and given warning; a student may be given school uniform to wear.</li> </ul> <p>All students</p> <ul style="list-style-type: none"> <li>• unsuitable hair colour: HoS/DHoS to contact parent and require student to restore hair to natural colour before return to School</li> </ul> <p>More than three instances of confiscated property will result in an after school detention by HoS. Jewellery and non-uniform items not collected by the end of the school year will be disposed of.</p>
<p>Poor behaviour around School e.g. in corridor, Refectory, or at School events; talking in assembly/Chapel</p>	<p>1. All staff will challenge student(s) exhibiting inconsiderate and unacceptable behaviour. Tutors/HoS to be informed of infraction and action taken by reporting staff through iSAMS.</p> <p>2. Repeated or more serious misbehaviour: HoS will interview students whose names recur and parents will be informed. Students may be excluded from participating in future events/activities. The incident will be recorded on the student's notes. In cases of serious misbehaviour during a residential trip, parents may be asked to make arrangements for their daughter's immediate return at their expense.</p> <p>3. Persistent problem: interview with the Director of Students and parents notified. In cases of persistent misbehaviour, parents and student may be invited to meet with the Headmistress and HoS and student will be required to sign a Contract of Good Behaviour, to be countersigned by parents. Failure to comply with this will be considered as serious misbehaviour and may lead to suspension or exclusion.</p>
<p>Inattentive, distracting or disruptive behaviour in lessons</p>	<p>1. Staff will address discipline problems in lessons by setting clear standards of behaviour and by effective classroom management e.g. appropriate seating arrangements, separation of inattentive students, no tolerance of low-level noise, rudeness or lateness. Staff to inform Form Tutor of infraction and action taken through iSAMS.</p> <p>2. Persistently disruptive students will be reported to HoS. Seriously disruptive students may be sent to the HoS, Director of Students or Deputy Headmistress during lesson time by arrangement. Student interview with HoS which is recorded. HoS will invite parents to discuss their daughter's behaviour. Behaviour Reports will be used as appropriate.</p>

	<p>3. If poor behaviour persists the student may be withdrawn from the lesson to work in supervised study and a Contract of Good Behaviour signed by student, countersigned by parent and Headmistress.</p> <p>Failure to comply with this will be considered as serious misbehaviour and may result in suspension or exclusion.</p>
Lack of equipment/organisation	<p>1. Subject teacher to record and follow department policy; concerns reported to Form Tutor and HoS.</p> <p>2. Repeated concerns will lead to tutor checking with all subject teachers. From this, the most appropriate action will be taken: time management sheets/email parents/refer to LS Co-ordinator.</p>
Unsatisfactory class and homework Late homework	<p>Teachers will take into account extenuating circumstances, student's genuine excuses/attempts to email or submit homework on same day, emails from students expressing difficulty with homework set, etc.</p> <p>1. Subject teacher to record and require student to repeat or complete work at home or at school, setting clear deadline, and inform Form Tutor and HoS through iSAMS. Class teacher can choose to keep a student in at break or lunchtime, at class teacher's convenience. Student given time to see staff in charge of extracurricular activities and find someone to take their place if necessary.</p> <p>2. If this is across subjects, tutor/HoS will contact parents and time management sheets/reports may be used.</p> <p>Repeated/persistent in individual subject: subject teacher to alert tutor and agree whether email (copied to tutor/HoS/HoD)/phone call (notes to be made and copied to tutor/HoS/HoD) home from subject teacher or HoD if appropriate. Ongoing communication/updates to parents, copied to tutor/HoS/HoD, should be made by subject teacher if problem persists. If the work in question is for I/GCSE or A level, please see Examinations Policy.</p>
Late to lesson/missing lessons	<p>Lateness: if no satisfactory explanation, verbal warning should be given and lateness recorded.</p> <p>Repeated/persistent/significant lateness: subject teacher to keep student in at break or lunchtime to make up lost time, at class teacher's convenience. Student given time to see staff in charge of extracurricular activities and find someone to take their place if necessary. Form Tutor and HoS informed through ISAMS.</p> <p>If a student deliberately misses a lesson, HoS informed. HoS will speak to the student and supervise a detention at break/lunchtime/after school as appropriate. The student will be expected to apologise, verbally or in writing to the teacher concerned. 6th form students may lose early afternoon. Parents will be informed.</p>
Wilful disobedience, lying or rudeness to a member of staff/aggressive behaviour/stealing	<p>HoS informed. HoS will speak to the student and supervise a detention at break/lunchtime/after school as appropriate. The student will be expected to apologise, verbally or in writing to the teacher concerned. Parents will be informed.</p>
Failure to honour commitments	<p>1. Teacher to discuss reason with student and inform Form Tutor of infraction and action taken through iSAMS.</p> <p>2. In serious/repeated incidents HoS will follow this up with student and parents and agree future behaviour.</p>
Cheating in School tests and exams	<p>Invigilator or teacher will remove paper and 0 mark will be awarded for that test/ exam. HoS will interview student and inform parents. The test/exam will be re-done under supervision.</p>
Litter Eating around school e.g. in corridors/break-out areas Eating in form room	<p>Staff require individual or group to pick up litter.</p> <p>Staff to challenge individual and send them back to refectory/outside or require item to be put item in the bin.</p> <p>Permission to use room during morning/lunch breaks withdrawn by HoS.</p>

Clutter in the form room	Students required to tidy room. Permission to use room during morning/lunch breaks withdrawn by HoS.
Leaving possessions around school	Items confiscated and given to HoS/DHoS.
Graffiti or defacing of School property	<p>1. Staff will report to HoD or Form Tutor responsible for room who will investigate. A member of staff will supervise removal of graffiti during lunch break.</p> <p>2. If repeated/serious, student referred to HoS. HoS will interview students and parents will be informed. HoS detention after school by arrangement with letter to parents. Students may be excluded from room during breaks (if form room). The incident will be recorded on the student's notes.</p>
Misuse of mobile phone/ electronic items	<p>Staff will confiscate personal electronic items used inappropriately and hand in to School Reception. Item recorded and kept in School reception for collection and signing for at 4.10pm.</p> <p>Items may be confiscated by HoS for a longer period if repeated infraction and should be collected and signed for from HoS office. If any item is confiscated more than 3 times parents informed by letter and an after-school detention given by HoS.</p>
Misbehaviour on School buses (see Terms and Conditions of Bus Use)	<p>1. Misbehaviour reported to Director of Students by Bus Leader, other students, bus driver or parent. Director of Students will speak to student or ask HoS/Form Tutor to do so, depending on the nature of the misbehaviour.</p> <p>2. If misbehaviour is repeated, Director of Students will see students to issue final warning and contact parents to inform them. Director of Students will inform HoS. In serious misbehaviour, withdrawal of permission to travel on School bus for a given period of time.</p>

**Praise**

Although we take great pleasure in celebrating the success achieved by so many students, we believe it is important to encourage students to develop growth mindsets and see themselves as lifelong learners. We recognise achievements in effort and progress, focusing praise on the process rather than the end product.

Individual discussions between subject teachers and students and positive comments in marking are aimed at highlighting strengths as well as areas for improvement. Grades, short, long and full reports and report reading with tutors provide another means of giving students positive feedback. Students are encouraged to attend Parents' Meetings (except in the Junior Department) and are able to hear the positive comments made about their work and progress.

Departments have different means by which they recognise students' effort and achievement e.g. Sports personality of the month; music 'Scales of the week' award, MFL star of the month (Middle School), excellent work sent to Head of Department for individual praise, postcards sent home to parents or students to congratulate a student on exceptional or consistently excellent achievement, attitude to work, effort and progress. The Headmistress writes to many students involved in a variety of activities throughout the school.

**House Points**

House Points provide the opportunity for all students to achieve recognition for their effort and achievement. They are a way of rewarding growth mindset, the business of being a good learner and the processes of learning across all year groups.

Each term, the students in each year who have been awarded the most House Points will sign the House Honour Book.

Over the course of the year, House Points will contribute to the total for the House Cup.

**Formal/Public Recognition****Excellence Book**

Nominations for the Excellence Book are made for excellent work, initiative, creativity, effort and/or contribution to school. Students' names and achievements are regularly announced in whole School assembly, a letter sent home to parents and the book signed in Headmistress's office.

**Certificate presentation in assembly and special ceremonies**

Students who have achieved success in academic studies and external competitions have their certificates and trophies presented in school assembly. There is an I/GCSE certificate presentation ceremony for students and parents in December of L6, AS certificate presentation in assembly for U6 and an A level certificate presentation ceremony for students and parents in November after they have left.

**Prize Giving and Celebration Assemblies**

The School Prize Giving and Section Celebration Assemblies give an opportunity to recognise students' achievement, attitude to work, effort and progress. Subject prizes are awarded to U6 in all subjects at Prize Giving in July.

**Colours**

Colours are awarded for outstanding contribution, exceptional performance and commitment to the school, in academic work, and in drama, music and sport, as outlined in Appendix 5.

**Commendations (Middle School)**

Two students per tutor group commended by their tutor each term for particular achievements associated with extracurricular activities in or out of school. A letter is sent home to parents and a certificate outlining the reason presented by the Headmistress.

## **Academic colours**

Academic colours are awarded in the Trinity term using the following criteria:

1. Academic colours can be awarded in every subject from Year 9 – L6.
2. Academic colours may be awarded to up to 10% of students in each department for each year group. In subjects with small numbers a judgement is made accordingly.
3. Academic colours reward sustained excellence across the year and are to be given for real achievement and flair in the subject, including making a real difference to the teaching of the subject by contributions in class and beyond. Colours should not be awarded just for effort and/or exam results.
4. Departments should use their criteria for most able students
5. Students can be awarded colours in more than one academic subject.

## **Extracurricular and School Colours**

Extracurricular colours are awarded for:

- Drama (Lent and Trinity terms)
- Sport (Lent and Trinity terms)
- Music (Trinity term)

School colours are awarded in Lent and Trinity terms for contributions such as:

- Debating
- Public Speaking
- Assistance with clubs and activities
- Community Service
- Charity fundraising and/or co-ordination
- Contribution to Young Enterprise
- Contribution to Duke of Edinburgh's Award
- Tour guiding
- Contribution to the smooth running of school

Extracurricular and School colours are awarded using the following criteria. As a guideline they should be awarded for exceptional performance and commitment.

1. Encouraging others and leading by example.
2. Showing initiative and focus in rehearsals/practices and responding eagerly to direction.
3. Demonstrating that progress has been made.
4. Being reliable in timing and attendance.
5. Attending every rehearsal/practice possible, giving apologies for being unable to attend or having to leave early.
6. Demonstrating willingness and initiative to support the smooth running of the activity (e.g. being proactive in setting up and clearing away)
7. Meeting commitments in school in addition to those for extracurricular activities.