



LEICESTER GRAMMAR SCHOOL TRUST

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PUPIL BEHAVIOUR: REWARDS AND SANCTIONS POLICY

This is one of the policies concerned with pastoral care. It should be read in conjunction with the policies on equal opportunities, anti-bullying, attendance, safeguarding, ICT acceptable use, substance misuse and pastoral care.

INTRODUCTION

A behaviour policy establishes standards of expected behaviour based on respect for other people. It is designed to promote a caring environment in which the self-esteem of the child can be nurtured, and where bullying and other aggressive behaviour are not tolerated.

WHOLE SCHOOL BEHAVIOUR POLICY

The aim of the policy is preventative rather than punitive, creating a level of understanding within the school which will discourage bullying.

In a large community it is essential that everyone shows consideration, respect and courtesy to others. The school rules are based on these practical requirements.

Pupils are expected to behave in a way that allows them, and others, to learn and develop in a safe, caring environment.

PRINCIPLES

Good discipline is essential for two reasons-

Children and adults have the right to be respected

Good discipline aids good learning

AIMS

Acceptable behaviour can be promoted by: -

- a) the good example of staff, promoting caring co-operative behaviour

- b) reinforcing positive attitudes and expectations
- c) rewarding a wide range of achievement
- d) discouraging negative behaviour
- e) reinforcing acceptable behaviour by disciplining poor behaviour
- f) adopting a restorative approach to resolving conflict, enabling those who have been harmed to convey the impact of the harm to those responsible and for those responsible to acknowledge this impact and take steps to put it right.

PUPIL BEHAVIOUR

RULES AND REGULATIONS

Expectations

- **Respect Yourself**
- **Respect other students**
- **Respect Members of Staff**
- **Respect other people**
- **Work consistently and co-operatively**
- **Respect School property and surroundings**

Details of expectations can be found in the student planner.

The following specific regulations should be read in conjunction with the above expectations. They aim to create a well-ordered environment conducive to learning, in which all students are able to develop their talents and interests to the full, in an atmosphere of mutual support and understanding:

- ◆ Bullying in any form is unacceptable and will not be tolerated
- ◆ Uniform, as prescribed in the uniform regulations, will be worn by all students up to the Sixth Form when travelling to and from school, games or other activities. Shirts should be tucked into skirts or trousers. Boys should wear ties correctly with the top button firmly done up. Jewellery, other than one discreet ear stud in each ear lobe, and make up will not be worn below the Sixth Form. Boys are not allowed to wear earrings of any sort. Hair should be neat and clean and of a natural colour. Boys' hair should be off the collar and ears and consistent in length but not shaved. Girls should tie long hair back during practical activities. Any final decision as to suitability lies with the Deputy Head (Pastoral).
- ◆ Litter should be placed in the litter bins provided. In particular, empty bottles, wrappers and containers should not be left in the refectory or on the school field.
- ◆ There should be no running in the school building and students should keep to the left in corridors and on staircases.
- ◆ At break and lunchtime students may stay in school or spend time on the hard surfaces

immediately adjacent to the school. In good weather the junior rugby pitches located behind the main building may be used for playing games at the discretion of the Deputy Heads.

- ◆ Students should not leave the site during the school day without the permission of the Head of Year. Students should sign out in reception on leaving and sign in on their return.
- ◆ The Junior School playground is out of bounds.
- ◆ The extended school sports facilities (e.g. pitches, pavilion and pool) should not be accessed unless under the direction of a member of the sports staff.
- ◆ Smoking, vaping, gambling, taking illegal substances or drinking alcohol are forbidden. No objects which could cause danger to the community (cigarettes, alcohol, illegal substances, fireworks, knives, occult associated items or other items which are deemed inappropriate) should be brought onto the premises.
- ◆ There will be no buying or selling on the premises by individuals.
- ◆ Chewing gum is not allowed on the premises.
- ◆ Students should not bring valuable items into school unless absolutely necessary. The School cannot accept liability for loss of such items.
- ◆ Mobile phones or other electronic devices should be turned off during lessons and school activities, unless explicitly directed to do otherwise by a Member of Staff. For further guidance on the use of mobile technologies, please refer to the policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment.

Sixth formers wishing to drive to school

- ◆ A sixth form student who wishes to drive to school may be given permission to do so by the Heads of Sixth Form. The sixth former must apply for a permit from the School, having first passed his/her test and have Parental Consent before driving to school. In order to gain a parking permit, the sixth former will need to carry at least one passenger on a daily basis. The permit must be clearly displayed in the car while it is parked on the School site. It is preferred that P-plates are displayed and, ideally, the driver should hold a Pass Plus certificate. Parental consent will also be required for a student to be a passenger in a car driven by another student during a school day or other school activity. The movement of cars will normally be restricted to times immediately prior to morning registration and after the end of the timetabled day. Sixth formers who drive must park at school. No pupil should park in Great Glen or anywhere outside of the school grounds.

Students who wish to come to School on motorbikes, scooters or mopeds must have parental consent and the permission of the Heads of Sixth form.

SCHOOL EXPECTATIONS (to be read in conjunction with School Rules)

RESPECT FOR YOURSELF

- Believe in yourself.
- Wear the school uniform correctly & with pride.

RESPECT OTHER STUDENTS

- Show courtesy and consideration for other students.
- Do not fight, tease, bully, gossip, swear or spread rumours
- Take care of your own and respect other students' property.

RESPECT MEMBERS OF STAFF

- Arrive at lessons promptly.
- Line up outside classrooms quietly before a lesson.
- Address staff politely and speak respectfully.
- Stand when a member of staff walks into the room.
- Listen and act upon instructions.
- In class raise your hand do not call out.
- Show consideration for non-teaching staff.

RESPECT OTHER PEOPLE

- Welcome visitors to our school.
- Stand and greet visitors to classrooms.
- Behave well on public transport & school buses.
- Respect other people's beliefs and opinions.
- Act as a good ambassador for the school.
- Be quiet when entering St. Nicholas for assemblies and other special occasions.

WORK CONSISTENTLY AND CO-OPERATIVELY

- Be organised with respect to books and lockers.
- Bring appropriate equipment to lessons, including planner.
- Pay attention in class.
- Engage proactively in a learning environment. Get involved in all lessons and activities.
- Complete homework on time and submit it promptly.
- Meet deadlines.
- Mobile phones and any other electronic devices should be turned off in lessons unless otherwise directed by a member of staff.
- Respect the library as a quiet area.

RESPECT SCHOOL PROPERTY AND SURROUNDINGS

- Take a pride in your school.
- Keep the school clean and tidy.
- Chewing gum is not allowed on the premises.
- The car park is out of bounds during the school day for your own health and safety.
- The lifts are out of bounds unless permission is given for their use.
- Show consideration for our neighbours and the local community.

FAILURE TO GET PERMISSION TO MISS A LESSON

Pupils should be sanctioned for not complying with the Attendance Policy.

If a student asks for permission to be excused from a lesson at late notice, the homework diary should be signed and the student should be allowed to go to the extra-curricular lesson/activity but the member of staff withdrawing the pupil should be informed.

The pupil should ask if there is any work they should be doing before the next lesson. Failure to do so should be considered as impolite but sanctions could be inappropriate as pupils may have to see many teachers in an already busy school day.

THE STUDENT'S PLANNER

This is a vital document for recording and monitoring the behaviour and progress of pupils.

Every pupil should have their planner with them at every lesson and should place it open on the desk at the page for the current week. There is space for comments to/from parents. There are boxes to sign for recognition of achievement for good work or behaviour. There are also boxes to highlight lack of effort or poor behaviour.

In order for the planners to work effectively as a guide to students, parents and Form Tutors regarding the efforts made by pupils and their progress, it is essential that teachers sign the planners when appropriate. Positive signatures should be given as freely as negative signatures.

Form Tutors monitor signatures on a weekly basis, giving detentions for five or more signatures for poor work and behaviour. In lower school commendations are given for 5 signatures for good work and behaviour. In middle school signatures accumulate over half a term and cards of praise are awarded to the most deserving at half termly intervals.

Parents are expected to check their child's planner regularly to note comments from teachers and to check progress. They have to sign that they have read the planner and this is checked by the Form Tutor.

DISCIPLINE

Staff should **always** listen to an explanation offered by a pupil before making any other response.

If there is any doubt about the involvement of a pupil in an incident, the matter should be investigated further before action is taken or punishment given. If there is doubt about the punishment that should be given out, the pupil can be told "This is a serious offence. I need to think carefully about the punishment I am going to give you. Come and see me at break". Advice can then be sought from the Form Tutor, the Head of Year, Head of Learning Support (for pupils on the SEND register), Deputy Head or the Headmaster.

Methods of discipline can vary; the same methods do not work for all teachers, for all pupils or in all cases. Blanket punishments are unfair and must not be given. Similarly Corporal Punishment is not allowed.

A member of staff may apply the following sanctions if a pupil fails to comply with the requirements made: (this list is not exhaustive)

- verbal reprimand or warning
- restorative justice

- change of seat
- a signature in their planner
- completion of outstanding homework in a lunchtime detention
- repetition of work in a lunchtime detention
- withdrawal of any privileges associated with working in class. (A pupil should never be sent from a class alone for being disruptive. Another trusted pupil should be sent to reception to ask for a member of SMT to collect the pupil).
- setting appropriate extra work
- use of planner notes to parents
- referral to Head of Year & Head of Learning Support (if pupils is on SEND register) for pastoral and behavioural breaches.
- referral to Head of Department & Head of Learning Support (if pupils is on SEND register) for academic insufficiency including failure to produce homework on several occasions
- after school detention, usually on a Wednesday for repeated offences, 5 negative signatures in 1 week or more serious issues. 24 hours notice is given.

Thereafter, additional sanctions may include:

- On report to Head of Year & Head of Learning Support (if pupils is on SEND register) for behavioural or academic shortcomings. Parents will be contacted, informed of the situation and invited to school to discuss the problem. At this meeting strategies will be discussed to effect a change in the pupil's attitude and behaviour. It will be made clear at this meeting that if there is no subsequent and sustained improvement and/or further disregard for the school rules occurs, then the matter will be referred to the SMT.
- A progress warning for VI form & a referral to the Head of Learning Support (if pupils is on SEND register) for failing to meet the expected standard. Parents would be invited in to meet with the Heads of Sixth form.
- referral to the Deputy Heads
- referral to Headmaster
- Head's Detention; Headmaster's Detentions take place on Saturday mornings. They are reserved for serious offences, for the accumulation of detentions, or for a number of disciplinary offences, which together constitute an unacceptable pattern of behaviour. The relevant Head of Year will consult with the Deputy Head if he/she feels that an incident reported to them might warrant a Headmaster's Detention.
- Suspension; the length of time a pupil would be excluded will depend of the nature of the offence and will be at the discretion of the Headmaster. Parents will be informed and the Headmaster will normally see both he pupil and parents.
- Expulsion

SUSPENSION AND EXPULSION

Suspension/Expulsion

The Headmaster has the sole authority to suspend or expel pupils and will only resort to such extreme sanctions for very serious offences. In the Headmaster's absence this authority will be delegated to the Deputy Heads.

A pupil may be formally expelled from the School if it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline or a criminal offence. Expulsion is reserved for the most serious breaches.

A non-exhaustive list of the sorts of behaviour that could merit Expulsion includes the following:

- supply/possession/use of prohibited drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco
- theft, blackmail, physical violence, intimidation, racism or persistent bullying
- misconduct of a sexual nature; supply or possession of pornography
- possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the School's ethos
- other serious misconduct which affects the welfare of a member or members of the School community or which brings or could bring the School into disrepute (single or repeated episodes) on or off School premises.

The School seeks to work in partnership with parents over matters of discipline, and it is part of parents' obligations to the School to support the School Rules. Parents will be contacted to discuss any disciplinary matter that may result in suspension, or where Required Removal or Expulsion is being considered. Parents will also be notified of any other disciplinary sanction and may be contacted to discuss the matter if it is considered appropriate to do so.

The School will make reasonable adjustments where appropriate for managing behaviour when related to a pupil's special educational need or disability. Where Expulsion or Removal needs to be considered, the School will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.

In the case of expulsion the Headmaster consults with the Chair of Trustees before taking a final decision. An appeals procedure is in operation, details of which can be obtained from the School on request.

Serious Disciplinary Matters: Investigation Procedures

As soon as the School becomes aware of the possibility that a serious disciplinary situation has occurred (e.g. alleged bullying, theft, racist behaviour, or illegal substance-related activity) then the matter is taken extremely seriously and investigated thoroughly.

Where it is alleged that a pupil has committed a serious breach of School discipline the Headmaster or Deputy Head should be informed of the matter as soon as is practical. The investigation of serious breaches of School discipline will be carried out by the Head of Year, or a Deputy Head, with the Deputy Head, or The Headmaster,

considering what sanctions to apply once the investigation has been concluded and the evidence considered.

Procedural fairness is essential in such cases to protect the interests of the student accused, along with those of the School and of the person making the complaint and/or the victim of the alleged behaviour. The principles and procedures that underpin such investigations are set out below.

The School follows procedural rules that have been drawn up based on expert legal advice.

Complaints: Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by one of the Deputy Heads, with the investigation being carried out by the Head of Year or other senior teacher. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being suspended, expelled or removed from the School.

Suspension: A pupil may be suspended from the School while a complaint is being investigated or while an investigation is suspended. The School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. Parents or guardians should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set. Alternatively, the pupil may be placed under a segregated regime on School premises.

Interview: A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. The interviewing member of staff will record a minute of the interview in writing.

Ethos: An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.

Suspension of an investigation: It may be necessary to suspend an investigation, for example, where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from an appropriate external agency and will be subject to periodic review.

Disciplinary meeting with The Headmaster or Deputy Head

Attendance: The pupil will be asked to attend the disciplinary meeting with the Headmaster/Deputy Head at which the investigating member of staff will explain the circumstances of the complaint and his / her investigation.

The pupil will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of pupils will be preserved (unless anonymity affects the procedural fairness of the investigation)

Proceedings: There are potentially three distinct stages of a disciplinary meeting:

1. **The complaint/s:** The Headmaster/Deputy Head will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. Unless it is considered that further investigation is needed, he will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities.

2. **The sanction:** If the complaint has been proved, The Headmaster/Deputy Head will outline the range of disciplinary sanctions that he considers are open to him. He will take into account any further statement which the pupil and/or others present on his behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within two working days, The Headmaster/Deputy Head will give his decision in writing, with reasons.
3. **Leaving status:** If The Headmaster/Deputy Head decides that the pupil must leave the School, he will consult with a parent before deciding on the pupil's leaving status.

Confidentiality

Staff will deal with all disciplinary matters with discretion. In particular, if a pupil has been suspended or is asked to leave, staff will not disclose this to any other pupil or other person, except on a need-to-know basis (for example, in seeking to help a pupil find a place at another school).

PARENTAL INVOLVEMENT

Parents are informed of any serious matter, usually by letter but sometimes by telephone. Parents can check the homework and behaviour of pupils through the planner. Teachers can send informal notes home using the planner, and parents can inform and contact staff in the same way. Parents have to sign planners weekly and this is a check that they have been read.

REWARDS

The spontaneous praise of good behaviour is the most effective way of reinforcing our ethos.

There is a weekly page in the school planner for signatures for achievement. These include excellent homework or class work, organisation, presentation, progress etc. Teachers should be giving achievement signatures about as frequently as giving underachievement signatures. Awards can also be given for extra-curricular activities, such as music, drama or sport. Achievements outside of school time may also be recognised.

In the lower school signatures accumulate and lead to Head of Year certificates and Headmaster's certificates. These certificates are presented in assembly.

Students in Years 9-11 collect signatures which are collated at the end of every half term, and Form Tutors recommend students who deserve a Card of Praise to the Year Head, who will send a card to the student through the post. In a few cases, the Headmaster will be asked to send a card to recognise outstanding efforts. Students in Years 9-11 may also receive cards of praise from Heads of Department for outstanding work in their subject area.

Sixth form students can earn coffee stickers for outstanding work. In addition, any member of staff can directly inform the Heads of Sixth Form of students who deserve recognition for their achievements so a card of praise may be sent home.

School cups and prizes are given for endeavour and contribution to school life in many different areas. House points are awarded for a wide range of competitions. Achievements may be celebrated in school assemblies and reported on the web site and twitter feed.

POLICY ON THE USE OF ELECTRONIC EQUIPMENT IN SCHOOL

Mobile telephones, smart phones, tablets, ipods and other personal electronic devices represent an important advance in communication technology and the School recognises the advantages to staff, school and parents. However, the potential for disturbance caused by mobile telephones in the school environment is great. This policy seeks to minimise the disturbance while still supporting the use of mobile technology to maximise safety and convenience. It must be remembered that mobile telephones/tablets etc are valuable items so devices should be switched off and stored securely during the school day when not in use. They may be used during lessons with the permission of the teacher. In the event the teacher decides the pupils can use their devices, they should be placed in full view on the desks when not in use and put away when the teacher determines they are no longer required. Sixth formers may use them during private study periods, including time in the Coffee House.

- They should not be used in the refectory.
- They should not be used in corridors or outside unless a supervising member of staff agrees they may do so.
- Photographs or videos of Junior School pupils must not be taken in any circumstances.
- Photographs and videos must not be taken in any case without the permission of a member of staff
- Specific guidance will be given by the trip leader regarding the acceptable use of technology on school trips
- Use of any personal electronic device in a public or school examination are subject to the policy and examination board rules.
- Staff may confiscate personal equipment that is being used inappropriately during the school day for the rest of that day.
- Sanctions may be imposed on pupils who use electronic equipment without consideration for others.
- Pupils who specifically seek to subvert the protection methods put in place by the School must expect their future place as a member of the School to be examined very closely.

Leicester Grammar School expects all pupils to adhere to this charter for the safe use of the internet. Copies are given to all pupils and their parents, and the School may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

APPEALS BY PARENTS

If a parent feels that punishment or suspension for more than two weeks, or of expulsion, is not justified, or that there are mitigating circumstances arising out of the proper findings of the School, he or she may request, through the Headmaster, a meeting with the Chair of the Board of Trustees. A request for an appeal should be made within two weeks of the decision of the Headmaster.

The Chair may invite one or more fellow Trustees to accompany her, or, where she has previously been involved in the case, to represent her, and the parent and the Headmaster will both be invited to put their cases succinctly. The hearing will not deal with matters of fact, which have already been investigated fully by the School. The procedure will be as follows:

A report from the Headmaster will be received as to the findings of fact;

The parent will be invited to confirm (or deny) that all relevant facts have been taken into account;

The Headmaster will then state what punishment has been decided or recommended;

The parent will have the opportunity for a reasonable time (not exceeding 20 minutes) to state his/her reasons why the proposed punishment should not be confirmed and/or what punishment should instead be substituted.

The Trustees may make their decision immediately or may postpone their decision for up to one week with or without conditions.

The decision of the Trustees is final and no reasons for their decision will necessarily be given.