

BABLAKE SCHOOL



BEHAVIOUR POLICY & SCHOOL CODE OF CONDUCT

SEPTEMBER 2010

BEHAVIOUR POLICY

Principles

- ◆ Students and staff have the right to be respected
- ◆ Good discipline is best promoted by purposeful learning
- ◆ Unacceptable behaviour can be changed.

Aims

We aim to provide

- ◆ good adult and peer role models, up-holding caring, co-operative behaviour
- ◆ reinforcement of positive attitudes to expectations
- ◆ celebration of a wide range of achievement
- ◆ acceptance, by all adults in school, of a common responsibility for maintaining good discipline and promoting the school's aims, ethos and codes.

This policy is further defined and implemented via the School Code of Conduct.

SCHOOL CODE OF CONDUCT: SHELLS TO 5TH FORM

Behaviour in School

We expect a high standard of behaviour and courtesy towards all persons on the school site. At all times, both in and out of School, you should show common sense in your behaviour and consideration and respect for others and their property. In so doing, you will be a credit to yourself, the School and your family, whilst maintaining a happy and positive environment for the whole School community.

We endeavour to foster **orderly and thoughtful behaviour**.

For example:

- Open doors for others: **give way** to those coming **out** of classrooms or buildings.
- Queue **quietly** outside classrooms and do not obstruct the passage of others.
- Walk on the left in corridors and on the stairs.
- Greet visitors and, if necessary, direct them to the School Office.

Prior to your lesson you should wait outside the classroom until staff arrive, unless you have been instructed otherwise. If waiting in a classroom you should sit quietly and prepare for the lesson

You should:

- Stand at the beginning of the lesson and then follow the procedure set by the member of staff.
- Always have with you the appropriate books open and equipment for the lesson organised, ready to start.
- If your teacher does not arrive, after five minutes, one pupil should report this to the School Office.
- Place litter and recycle paper in the designated bins provided
- Place chairs/stools under tables before leaving a classroom.

In the **Dining Hall**, observe and follow the rules of the Dining Hall. Eating and drinking in form rooms are not allowed.

Anti-Bullying Policy/Code of Practice for Computer Use and Internet Security Policy.

All members of the school must be aware of the Anti-bullying Policy which will be rigorously enforced. Do not accept bullying of any kind – speak to a member of staff if you have concerns for yourself or others. Bablake has a ‘Speak Out Policy’.

All pupils will be made familiar with and must adhere to the Code of Practice for Computer Use and the Internet Security Policy. These two documents comprise the ‘Acceptable Use Policy’. During the first term Shells will be taken through this policy during an ICT lesson and they will sign to say they agree to abide by it. Each year pupils will be reminded of the policy and of their responsibilities. These policies will be reinforced within PSHCE.

Attendance/Punctuality

Punctuality is expected at all times – at registration, assemblies, lessons or any other scheduled activity. If you are late for morning school you should give your name to the prefect on duty under the Sixth Form Block. Should they not be there, or if you miss either morning or afternoon registration, you must report to the School Office straight away. If you need to have an exeat to be absent for part of the school day, hand the letter from your parents to your Form Tutor at registration; you should then collect and sign for your exeat at the School Office as you leave or, if appropriate, at break or lunchtime. Make sure you sign back in when you return.

Reporting

You must attend Form Registration at 8.40am before going to Assembly.

Report to School Office:

- (i) if you are late for registration
- (ii) before going to lessons, if you arrive after 8.55am
- (iii) to collect exeat if you have a medical or other appointment
- (iv) to report when you return

Report to School Nurse if you feel ill at any time. Do not contact parents direct, the School Office will organise this if appropriate.

Report to your Tutor immediately damage to or loss of personal or School property.

Absence

Always tell your Form Tutor of any projected absence.

When absence is known and is likely to be for more than one day, your parents should seek permission from the Headmaster in writing two weeks prior to the planned absence. If absence is unplanned bring a note for the Form Tutor addressed to the Headmaster giving a full reason for the absence however short and giving the dates.

Pupils in the Shells to 5th Forms should not leave the school site during school hours without an exeat which has been granted on receipt of a note or telephone call from parents.

School Nurse

If you are unwell in a lesson you should ask the member of staff's permission to go to the School Nurse. After assessment and if appropriate she will make contact with parents and arrange for you to go home.

You must not contact your parents yourself nor go anywhere other than to the School Nurse. If for any reason she is not there a notice will be posted on her door and you should go to the School Office.

The School Nurse **must be advised in writing by parents**, of any medically prescribed inhalants or drugs you may need whilst in School.

Behaviour Out of School

As in School, the emphasis should be on orderly and thoughtful behaviour and being a credit to yourself and the School. At all times every consideration should be given to members of the public. When waiting for public transport, the pavements should be kept clear to allow pedestrians to pass.

Naul's Mill Park is out of bounds to all pupils at all times. If walking to and from school you should not use this route.

Pedestrians

Pedestrians should enter and leave the School grounds either by the pedestrian gates in Coundon Street or via the Caretaker's entrance – not via the turning circle. Pupils waiting for school buses must wait on the tarmac area by the turning circle until ordered to move towards the bus by the duty teacher. In inclement weather pupils may be directed to wait under the Sixth Form Block.

Cyclists

Cyclists should observe the code of road safety – it is strongly recommended that a helmet be worn. All cyclists should dismount on entering the School grounds. Cycles should be locked in the racks in the designated area and marked with the owner's name or postcode.

Bounds

During the School day you must not leave the School site unless you have been issued with a signed exeat from one of the Deputy Heads.

The following areas of the School and its grounds are out of bounds at all times unless a teacher is present:

- The laboratories (except when used as Form Rooms), workshops, fitness suite, Sports Hall.
- The area behind the Sports Hall.

As stated previously, Naul's Mill Park is out of bounds at all times.

Uniform and Appearance

You should take a pride in your appearance, be smart at all times and wear the correct uniform as directed by the Headmaster and Staff. For games you should wear the appropriate kit and ensure it is clean and in good repair. The School Uniform Regulations are on display in Form Rooms. You are expected to make yourself familiar with the regulations.

Hair should be neat and tidy. Extremes of style and colour are unacceptable.

Property

It is extremely important that you should take care of the School buildings, grounds and equipment. You should respect the belongings of others. Litter should be placed in bins.

In particular you should ensure that:

- Your uniform and belongings are marked clearly with your name.
- You look after your text books and other items on loan (you will be charged for loss or damage).
- You leave at home money you will not need at School and articles of value.
- You report all breakages or damage to School property immediately and directly to the School Office. Inform your Form Tutor of the occurrence.
- Bags left overnight are placed neatly in Form Rooms and not left lying around the School or outside buildings.

Banned items

Tobacco, alcohol, drugs, matches, lighters, guns, knives, fireworks, aerosols, laser pens.

You should not under any circumstances, bring to School, be in possession of, use or sell any of the above or any other dangerous items. Any infringement of this regulation on the way to or from School, at School or in the vicinity of School will be dealt with severely.

Chewing gum is not allowed in School. Discarded gum causes damage to floors, carpets and clothing. Eating in Form rooms causes litter and mess and is not allowed.

Mobile Telephones/iPods

Pupils are not expected to use their phones in School. Should pupils need to contact parents in an emergency, they should report to the School Office or inform a member of staff. Inappropriate, abusive or threatening text messages are regarded as cyberbullying and will be investigated in line with the School's Anti-Bullying Policy. Should pupils receive such messages they should save them and keep a record of the offence.

Pupils are strongly recommended not to bring iPods to school. They may not be used on the school site, unless under the direction of staff.

Standards

The Headmaster reserves the right to be the final judge of the standards expected from pupils in all the above matters and of the sanctions imposed when these standards are not met.

SCHOOL CODE OF CONDUCT: SIXTH FORM

Aims

The general aim of Sixth Form education at Bablake is to provide the opportunities and experiences to enable individuals to realise their academic potential and to assist students to develop the personal qualities and work habits which Higher Education and employers seek.

More specifically, we endeavour to:

- enable individuals to identify their strengths and potential and to remedy their weaknesses.
- assist students in their academic courses to develop study and learning skills and manage their time effectively.
- ensure individuals are aware of opportunities which exist in HE or employment and to prepare students for life in HE or employment.
- develop the ability to work and think independently.
- promote self-discipline and the acceptance of responsibility for one's actions.
- move to a greater maturity in interpersonal relationships and show respect and concern for the opinions, beliefs and needs of others.

We have high expectations of personal behaviour and attitude of our Sixth Form students and these are defined in the following Code of Conduct and Practice.

Courtesy

A high standard of behaviour and courtesy towards other individuals is expected of all pupils in the School and the Sixth Form in particular, who, as senior members of the School, have an example to set. We endeavour to foster a thoughtful, sensible, co-operative attitude.

Attendance

Sixth Form attendance at school is full time. Any departure from this must be notified to or negotiated with the Form Tutor or the Head of Sixth Form. Unauthorised absence from timetabled lessons is not acceptable and will be treated as an act of serious misconduct.

Persistent unauthorised absence from school may lead to the student being permanently excluded.

Upper Sixth Formers must obtain permission from parents and Form Tutor and sign out if they choose to go home to study in the afternoon.

Lower Sixth Formers must go to either the Sixth Form Library, Common Room or Main School Library during Private Study. They may not leave the school site except at lunch time, when they must sign out. Any Sixth Formers who have a Private Study period 9 may go home, once they have signed out at the office. All students leaving the site during school hours should, as a matter of courtesy and in case of an emergency, inform their tutor and must sign out in the book provided. In the event of an absence a full and proper explanation should be provided by the parents to the tutor.

Requests to attend university open days and interviews should be in writing to the tutor at least one week in advance, and pupils must forewarn teaching staff.

Requests for holidays during term time should be in writing and addressed to the Headmaster.

Punctuality

This is expected at all times. It is courtesy to staff and fellow students to arrive punctually at registration, lessons, assemblies or any other scheduled activity.

Reporting

You must attend Form Registration at 8.40am before going to Assembly.

Report to School Office:

- (i) if you are late for registration
- (ii) before going to lessons, if you arrive after 8.55am
- (iii) to collect exeat if you have a medical or other appointment
- (iv) to report when you return

Report to School Nurse if you feel ill at any time. Do not contact parents direct, the School Office will organise this if appropriate.

Report to your Tutor immediately, damage to or loss of personal or School property.

Absence

Always tell your Form Tutor of any projected absence.

When absence is known and is likely to be for more than one day, your parents should seek permission from the Headmaster in writing two weeks prior to the planned absence. If absence is unplanned bring a note for the Form Tutor addressed to the Headmaster giving a full reason for the absence however short and giving the dates.

Standards of dress

The guideline is that students should dress in a manner appropriate for a working environment and the aim should be to wear clothes that give a smart, business-like appearance. Details are given in the School uniform list.

Academic attainment

Students are regularly monitored to assess their progress, effort and interest.

Assessments and reports are employed to communicate to students and parents how a student is progressing. Any student who seems to be experiencing difficulties or whose attainment level or approach is causing concern will be given advice and assistance to resolve the problem.

Failure to achieve a satisfactory standard of work and approach to study will result in a review of a student's position in the Sixth Form. Progression into the Upper Sixth is subject to a satisfactory overall performance in the Lower Sixth year and upon the achievement of D grades in the AS subjects to be continued to A2 level.

Representing the School

If a student is chosen to represent the School at sport, music, debating or any other activity, that commitment should take precedence. If there are difficulties and a selected student cannot attend that activity, then written permission excusing the

student from that activity must be sought from the teacher at least one week in advance. Similarly, the member of staff in charge of that activity will give sufficient notice that a student is required to represent the School.

Respect for property

Students should ensure that the furniture and facilities available to them are kept in good order and that the Sixth Form area is kept clean and tidy. The Sixth Form should set an example by helping to maintain cleanliness and tidiness throughout the School.

Banned Substances

Under no circumstances should a student bring to school, be in possession of, use or sell the following or similar items: tobacco, matches, lighters, lighter fuel, aerosols; alcohol, any drugs or inhalants other than those medically advised and of which the School knows; knives, fireworks, guns or other dangerous articles. Any infringement of this regulation on the way to, or from school, at school, in the vicinity of school or during the school day will be treated as an act of serious misconduct.

Pupils are not allowed to chew gum in school. Discarded chewing gum causes damage to floors, carpets and clothing.

SCHOOL DISCIPLINE

The aims are to encourage good behaviour and respect for others based on self-discipline and proper regard for authority. To that end staff and pupils have agreed that:

- Pupils will adhere to the Code of Conduct.
- Rewards and punishments should be fair and consistent.
- Good behaviour is normal and is what the School, parents, staff and pupils expect of Bablake pupils. Exceptionally good behaviour should be praised and rewarded and, if appropriate, brought to the attention of parents.
- Punishment of large groups for the activities of individuals will be avoided.
- Punishment will be in proportion to the misdemeanour/offence; will not be humiliating; will be constructive and positive.

When self-discipline fails, pupils will be dealt with, depending upon the seriousness of the misdemeanour, by a stepped approach.

Students who drive cars

The following rules apply:-

1. Pupils are not allowed to drive or park their vehicles on school premises without the permission of the Headmaster.
2. When the school provides transport for an activity, pupils are not allowed to use their own transport or travel in other pupils' cars, without the written permission of parents.
3. When the school does not provide transport to or from an activity, parents will be informed by their sons and daughters.

4. The School does not give permission for pupils to drive or ride in vehicles during morning or afternoon school (this includes morning break), apart from travelling to the Games field for Wednesday afternoon Games periods.
5. The school recommends that parents instruct their sons and daughters not to take passengers, nor to accept lifts from other pupils during lunchtime (or at other times during the school day). This applies to travel to school activities (e.g. Games Field).
6. Parents are reminded that Sixth Form pupils are normally allowed to leave the school premises during lunchtime.

STEPPED APPROACH TO DISCIPLINE

The expectation of all pupils at Bablake is that they will exert a great deal of self-discipline and collective responsibility, and follow the school Code of Conduct. The staff will do all they can to help pupils recognise that they have let down themselves, the School and their parents when they fail to exert the necessary self-discipline and help them to make amends and improve. Therefore, when any pupil is felt to be breaking the school Code of Conduct, the Discipline and Behaviour Policy or the Uniform Regulations, the following procedure operates. The level of response will be dependent on the seriousness of the breach and of any previous offences.

1. Initially a member of staff will tell the pupil what is wrong, and inform the relevant Tutor about the problem. At this stage, a suitable strategy will be employed to effect a change.
2. If there is no improvement and/or the pupil transgresses again, then a detention will be given either by the member of staff or the pupil's Form Tutor. Depending upon the seriousness of the wrong-doing, this may be a lunchtime or after school (single or double) detention.
3. If there is still no improvement then the Tutor will inform the relevant Year Head who will speak to the pupil. Parents will be contacted, informed of the situation and invited to school to discuss the problem with the Year Head and Form Tutor. 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 school rules occurs, then the matter will be referred to the Headmaster or a Deputy Head.
4. If there is any further problem then this is likely to result, in the first instance, with the Headmaster issuing a temporary exclusion (suspension). The length of time a pupil will be excluded from school will depend on 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 the pupil and parents. This will be the first part of the formal exclusion process.
5. The final and ultimate sanction of permanent exclusion (expulsion) from Bablake may follow any further serious problem.

At all points in the formal exclusion process, parents will be informed, either by a telephone call or by letter, with an outline of what is happening and the punishment being given. In cases of permanent exclusion, parents reserve the right to appeal to Chair of the Academic and Resources Committee.

For serious misdemeanors the pupil may be directly referred to either Deputy Head or to the Headmaster as deemed appropriate. Depending on the nature of the problem and the attitude of the pupil, the Headmaster reserves the right to move to any part of the formal exclusion process.

As has been stated earlier, staff and parents should seek to praise and reward good behaviour. This will be brought to the attention of the Headmaster, and such action may be rewarded through the commendation system.

Detentions

Behaviour detentions are normally held after school on a Thursday. Parents will be informed in writing at least 24 hours in advance by the member of staff via the Form Tutor about the detention, and the reason for it.

Deputy Heads' detentions are given for persistent or serious offences and are held on a Friday evening until 5.30. In more serious cases an end of term detention, or the equivalent, will be given.

Since the advent of the **School Standards and Framework Act 1998**, corporal punishment has been banned in all schools, and is therefore explicitly forbidden at Bablake.

REWARDS AND SANCTIONS

REWARDS

Good work and behaviour are recognised by:

- ◆ verbal praise
- ◆ written comments on work
- ◆ Commendations
- ◆ letters home
- ◆ award of certificates of achievement, academic and sporting
- ◆ award of School Colours
- ◆ prizes at Prize Giving.

SANCTIONS

A member of staff may apply the following sanctions if a pupil fails to comply with the requirements made:

- ◆ verbal reprimand or warning
- ◆ change of seat
- ◆ repetition of work
- ◆ withdrawal of any privileges associated with working in class
- ◆ setting appropriate extra work
- ◆ use of homework diary notes to parents
- ◆ detaining a pupil at break or lunchtime
- ◆ referral to Form Tutor for pastoral and behavioural breaches.
- ◆ referral to Head of Department for academic insufficiency including failure to produce homework
- ◆ Tuesday or Thursday Detention

Thereafter, additional sanctions may include:

- ◆ Report book for behavioural or academic shortcomings
- ◆ referral to the Head of Year
- ◆ referral to the Deputy Heads
- ◆ referral to Headmaster
- ◆ Deputy Head's Detention
- ◆ End of Term Detention
- ◆ Suspension (Temporary exclusion)
- ◆ Expulsion (Permanent exclusion)