

POLICY ON BEHAVIOUR AND DISCIPLINE

To: Pupils, Parents, All staff, Panel Members

Policy Status: Advisory and Non-contractual

Date: 2010

1. Introduction

This document is intended to set out the standards to which we aspire and which we would expect all our pupils to achieve. We appreciate that our pupils mature at different rates and that our expectations must be tempered by our appreciation of their individual maturity.

2. Policy Aims

- 2.1 To enable the Headmaster to carry out his responsibilities of maintaining order and good discipline in the School.
- 2.2 To ensure, so far as possible, that every pupil in this School is able to benefit from and make his full contribution to the life of the School, consistent always with the needs of the School community.
- 2.3 To authorise the School Rules (including bounds and uniform regulations) and any procedures necessary for implementing them.

3. Fundamental Principles

- 3.1 Pupils of Newbury Hall are expected to act with RESPONSIBILITY and show CONSIDERATION at all times.
- 3.2 Specifically, they will do their best to act with honesty and integrity and to treat all members of the School community and the public with respect, courtesy and kindness.
- 3.3 They will contribute to the high quality of learning by ensuring they:
 - Arrive calmly, punctually and correctly equipped for each lesson;
 - Listen carefully and use their time in class appropriately and effectively;
 - Do not disturb teaching, or the learning of others;
 - Write down any homework to be undertaken, complete it and hand it on time.
- 3.4 Take responsibility for their own safety and that of others. Behave calmly and sensibly when moving around school, when waiting for lessons and when not directly supervised.
- 3.5 Take care of the school environment, ensuring that everybody's property is respected and safeguarded.
- 3.6 Take pride in their appearance, wearing appropriate clothes correctly and smartly.

- 3.7 This policy and the School Rules will be reinforced periodically at assemblies and at other times. Pupils are expected to know and understand the School Rules, which may be amended from time to time.

4. **School Rules**

- 4.1 The School Rules (including associated Bounds and Uniform Regulations) shall be set by the Headmaster. The School Rules are necessary:
- for the safety and well-being of everyone at the School;
 - for the reputation of the school community as a whole;
 - for the protection of school property and the wider environment;
 - to learn to value and respect curbs and boundaries on one's wishes and behaviour.
 - The School rules apply to all age groups and at all times as long as the pupil is registered at the school.
- 4.2 The panel and Headmaster intend that the School rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises for example at weekends, half term and in the holidays, if in the opinion of the School the conduct concerned impacts or may impact upon the pupil's conduct at school or the reputation of the School.

5. **Breaches of School Discipline**

The Panel has authorised the following sanctions.

5.1 Expulsion

A pupil is liable to *expulsion* for a grave breach of school discipline, for example, a wilful act calculated to cause serious damage to the school, its community or any of its members. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable.

Examples of actions leading to expulsion include but are not limited by the following

- Consumption or purchase of alcohol on or off the school premises
- Bullying
- Inappropriate behaviour of a sexual nature
- Breaking the law
- Violence

The Headmaster is required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in grave circumstances.

5.2 Requirement to Leave

For a serious breach of school discipline falling short of one which expulsion is necessary, but such that the pupil cannot expect to remain a member of the school community, the pupil may be *required to leave* permanently. Subject to payment of all outstanding fees the pupil will be given reasonable assistance in making a fresh start at another school.

5.3 Suspension

A pupil may be placed under suspension for up to 28 days while a complaint is investigated or as a sanction in its own right. During this time the student may be required to return home, or may be separated from other students or denied teaching.

5.4 Detention

A pupil may be placed in detention where, in the opinion of a member of teaching staff a detention is a reasonable response to a breach of school discipline or by reason of the accumulation of minus points in one half term.

These sanctions will form part of the pupil's permanent disciplinary record but details of detentions will not be passed on in references and communications with other institutions unless requested by those institutions or deemed appropriate by the Headmaster.

5.5 Other Sanctions

The Headmaster may prescribe and authorise the use of such other sanctions as comply with good education practice and promote observance of this policy and compliance with the School rules.

6. **Appeals**

6.1 Parents are entitled to ask for a Panel Review of a decision to expel or to require the pupil to leave for disciplinary reasons. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

6.2 There will be no right to a Panel Review of other sanctions but a pupil or his parent or agent who feels aggrieved may ask any member of staff to take up his or her concerns with the member of staff who imposed the sanction.

6.3 A parent or pupil who remains dissatisfied with the response to a concern raised may request a copy of the School Policy and Procedure on the Handling of Concerns and Complaints.