

 RYDAL PENRHOS SCHOOL

Behaviour, rewards and sanctions policy

Aims and objectives

This policy sets out the School's aim to provide a disciplined and ordered community in which all pupils, irrespective of ethnic or religious background, appearance, sexuality or ability, can learn and feel safe, where every member of the school feels valued and respected and all pupils are fairly and consistently treated. The objectives of this policy are to promote good behaviour, self-discipline and respect and to set out the School's system of rewards and sanctions.

THE PROMOTION AND REWARD OF GOOD BEHAVIOUR**Rewards and praise**

The School promotes a culture in which praise and encouragement outweigh and reduce the need for punishment and reprimand.

Rewarding pupils motivates them and creates the best climate for effective teaching and learning, and reinforces the School's community values. The School takes pride in celebrating the success of its pupils and in communicating this success to them and to their parents.

The key elements of this system, which are not exclusive, are:

- Frequent reminders in staff meetings of the importance of celebrating success, and of verbal and written praise and encouragement.
- School prizes and awards for all kinds of achievement.
- The award of merits in Years 7 to 11, leading to the presentation of certificates or vouchers. Similarly, in the Sixth Form, a Letter of Commendation can be presented for excellent academic achievement.
- Individual department and House awards.
- Public recognition from the Headmaster
- Announcements in House, Year, and School assemblies.
- Letter of congratulations from the Director of Studies following an outstanding academic report.
- The Yeung Bowl is awarded annually to the House achieving the most house points. Termly totals are announced at the end of term prizegiving at Christmas and Easter.
- Public areas such as the Deputy Head's, Marketing department and House noticeboards, and the school website are used to record special achievements.

It is the responsibility of the Senior Management Team to monitor the frequency and effectiveness of this system of rewards.

Expectations of pupil conduct and the ethos and values of the School are reinforced in all lessons, weekly assemblies for year groups and houses, regular periods with tutors, weekly religious assemblies and the PSHE programme. In addition, there are also many themed days and events throughout the year that encourage pupils to think of others and respect and value other members of the school community.

Staff

All members of staff are encouraged to lead by example in promoting good behaviour by fostering positive interaction between colleagues, pupils and parents based on mutual respect, self-discipline, courtesy and good humour.

All members of staff are encouraged to acknowledge and show they value good behaviour by pupils. Standards of good behaviour are set out in the staff Code of Conduct and are regularly reinforced to staff in briefings by the Headmaster.

Opportunities for staff to endorse and acknowledge good behaviour arise in both formal and informal settings, including daily contact in corridors and classrooms, oral and written comments on submitted work and during interaction with pupils while engaged in duties outside lessons.

Pupils

A framework for the formal recognition and reward of good behaviour is published in the pupil planner, setting out the system of merit points for academic or extra-curricular achievements and Sixth Form Commendations (based on staff recommendations following the compilation of grades and reports).

Pupils are encouraged to engage in activities which will promote good behaviour by joining, or contributing to, the School Council or school Committees. Sixth Form pupils can also lead by example by applying to become Prefects and/or by volunteering to become a Peer Mentor. Training is provided for those pupils who are appointed Prefects.

In addition, School Colours are awarded for particularly notable achievements and excellence in sport, music, drama, charitable activities and other areas of School life.

The behaviour of individual pupils and trends in collective behaviour are closely monitored by the Heads of School and also by Housemasters/mistress, and the School's pastoral systems are responsive and flexible in dealing with issues that affect both individuals and larger groups of pupils. This may include speaking to pupils and parents, and adapting assemblies for pupils as appropriate.

The standards of behaviour and code of conduct for pupils are published in the school rules as follows:

1 Conduct

Pupils should be polite to all members of the school community and to all visitors to the school. They should be ready always to offer help to members of the Common Room, parents, visitors or other pupils if necessary. Pupils should not keep their hands in pockets when talking to an adult.

Pupils should move around the school in a quiet and orderly manner

Pupils must attend all lessons and other school activities punctually, and always arrive in good time for all commitments wherever possible.

Pupils should take pride in the school environment and keep it tidy.

Spitting is offensive and is strictly forbidden.

Pupils must not chew gum.

The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons it is forbidden.

Nobody may climb banks, fences or walls, or climb through any window, or do anything to damage or disfigure the school property, either inside or outside the buildings. Vandalism on school premises and elsewhere is strictly forbidden

Damage should be reported immediately to a member of staff by the person responsible, or by the person discovering it.

The school is a working environment and so public displays of affection are not appropriate during the normal school day, nor whilst on official school business. Friendships between pupils must be conducted in such a way that no embarrassment or offence is caused to other members of the school, or to staff or visitors or to members of the public.

Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to keep smoking materials, alcoholic drinks or drugs. This includes the times when pupils are travelling to and from school. There are separate school policies for each of these matters.

Gambling is forbidden.

Ball games are not allowed in the quad area or in the vicinity of any school buildings.

Personal music players may not be used within school, except with the permission of a teacher, during private study or in social areas during free time. Earpieces, headphones etc may not be worn or used around the school. Pupils may only use mobile phones in school for emergencies. Pupils must keep mobile telephones and personal music equipment turned off completely during all lessons and school activities.

Any pupil using a phone or music player without permission, or whose phone rings or makes a noise during class or an activity can expect to have it confiscated. It will be passed to Reception. The taking of photographs using a mobile phone is strictly prohibited unless a pupil asks a member of staff for permission for a special purpose.

Pupils may not swim or take part in water sports at any time or in any place without supervision by qualified personnel.

All pupils who drive to school or bring bicycles to school must have written permission from their parents.

2 Property

Lockers must be used to store bags, books and valuables (though pupils are advised not to bring valuable items into school if possible).

All clothing and equipment must be clearly named.

Money and other valuables must not be left in unattended clothing especially in changing rooms. Pupils are strongly advised not to carry or keep large sums of money. In boarding houses, all but very small amounts should be deposited with Housemasters. The school will not accept responsibility for lost property, since pupils' personal possessions are not covered by the school's insurance policy, and parents should arrange their own insurance cover. Nevertheless, all losses should be reported immediately.

Pupils must not interfere with other people's property. Borrowing money, articles of clothing, books and notes or other valuables without permission is not allowed. Pupils must be strictly honest with regard to money or property that they find, and hand any such items in to Reception or to their tutor.

The keeping of chemicals, fireworks, firearms, catapults, knives or any other dangerous or offensive item is strictly forbidden.

3 *Bounds and restricted areas*

'School Premises' means the school buildings and their surroundings, games fields, boarding houses and all the routes between them along Lansdowne Road, Pnlycrochan Avenue, Queen's Drive, Oak Drive, Brackley Avenue and Walshaw Avenue.

Pupils must not eat or drink in public areas. Designated eating areas are the dining hall and social areas.

The Senior Common Room is out of bounds to pupils.

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6 *Classroom behaviour and routines*

Styles of teaching and degrees of formality will vary from one teacher and from one class to another. Nevertheless, there are common standards which we expect in all lessons:

Pupils are expected to be punctual; if late they should apologise and explain.

Pupils who need to miss lessons must ask permission of the teachers concerned at least a day in advance. Pupils must copy up any work missed and show it to the teacher to ensure it has been understood.

Pupils should bring all necessary equipment to lessons. With the exception of music instruments, specialist equipment and sports kit, pupils are not permitted to return to their lockers in lesson time to collect items.

Pupils should wait to be invited into a classroom.

Pupils are expected to contribute to good learning for all through positive effort and polite behaviour.

Pupils should not stand if another teacher enters a classroom, but continue working. They should stand for visitors, however, to show courtesy.

Pupils should leave classrooms clean and tidy.

In the Lower and Middle Schools, prep planners should always be used to record work. Preps should be done on time and to a good standard.

SANCTIONS

Discipline in the school

A community functions more easily and more effectively with clear standards of behaviour and manners. Because misbehaviour can range from minor breaches of the school rules to more serious offences, it is important that pupils are aware of the consequences of unacceptable behaviour both in school and in the local community. They should know in advance the school's policy for deterring and correcting such behaviour.

The guidelines that follow provide part of the framework for developing the self-discipline and individual responsibility which are essential in any civilised adult community. When used they must be applied fairly and consistently, and appropriately to the seriousness of the offence. This means that there must be a scale of sanctions with it being clear whose responsibility it is to apply them at the appropriate level. Sanctions can be applied for unacceptable work as well as behaviour issues.

In applying any sanctions, the need for flexibility and common sense is essential. The purpose of this policy is to provide clarity in empowering members of staff to deal with situations themselves or know how and when to pass it on to higher authority. It should be noted that the teacher is responsible in the first instance for dealing with minor infringements. Simple admonishments, given with the authority of a member of staff, are often as effective as any formal sanction and are the first recourse of any member of staff.

The corporal punishment of pupils is prohibited at the School. Physical intervention may be used to avert any immediate danger of personal injury to, or an immediate danger to the property of, a person (including the pupil him/herself).

Sanctions for Minor Offences

These include lateness for a lesson or activity, unruly behaviour, poor manners and a poor standard of work or dress. Punishment is at the discretion of the staff concerned and should be dealt with at the time. Sanctions such as a verbal reprimand, making a pupil stay behind, report in break, or do extra work may be used as appropriate.

If the matter is more serious, the pupil may be given a department detention as arranged by the department in question, or a Head of School detention, which takes place on Friday at 4.30 pm. Further or more serious breaches may result in a Headmaster's detention, which takes place from 9.30 am to 12.30 pm on a Saturday. Detention takes priority over all other commitments or activities, and pupils must wear school uniform for all detentions.

Repeated offences will result in a gating, which is a requirement for the pupil to remain on the school premises and report to a member of staff on duty at regular intervals during the day. This can include the weekend (until 6pm) during which time the pupil must be dressed in school uniform. Gatings will be decided in conjunction with the Head of School and Housemaster/mistress.

Detentions and gatings will be notified to parents/guardians, and recorded by the tutor/Head of House.

Sanctions for Major Offences

These relate to offences that reveal a serious disregard for others, the school community, for an individual's health and character development or for the law. Once the offence has been investigated and it is deemed that a punishment is necessary, the Deputy Head will contact parents and an appointment will be arranged to see the Headmaster, if possible before the final decision is made. Each case will be treated on its own facts and merits. Major offences are recorded in the pupil's file and in the Major Punishment book. The details of major offences and the procedures and sanctions appropriate to each one can be found in the school rules.

Suspension If a pupil is suspended, he or she will be required to go home immediately following the decision. In certain cases, a pupil may be given an internal suspension, in which case he or she will be isolated from the rest of the school and supervised for the duration of the suspension.

In the event that an overseas boarder is suspended, he or she may be lodged with a guardian rather than returning home.

Withdrawal In the event of a single act of gross misconduct or a repeated series of breaches of discipline, parents may be asked to withdraw a pupil from the school if the Headmaster judges it to be in the best interests of the school or the child.

Expulsion The Headmaster reserves the right in the last resort to expel a pupil.

Last reviewed by TC:	January 2018
Approved by Governing Body:	Yes
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