



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

STUDENT DISCIPLINE AND BEHAVIOUR POLICY

SCHOOL AIMS

South Wilts is a progressive grammar school for girls which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfillment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

We believe that good behaviour is conduct which assists the School to fulfil its function, namely, to keep everyone safe and develop fully the potential of all students. Poor behaviour is conduct which prevents this, either when an individual by behaving badly puts her safety or that of others at risk or prevents her own development or disrupts the development process of other members of the school community.

AIMS

To assist students

- To behave in a way which is consistent with health and safety for themselves and others.
- To display courtesy and politeness at all times.
- To respect buildings and property.
- To show pride in themselves and the community they represent.
- To create a well ordered environment which is conducive to teaching and learning.
- To show respect for others without prejudice of any kind.
- To act outside school and on school visits in a way which does not bring the school into disrepute.

Staff

- To work with students, parents, governors and staff to develop effective working relationships and create a settled orderly environment in the school.
- To notice and acknowledge good behaviour through informal and formal strategies.
- To challenge and correct poor behaviour. There is a scale of sanctions.

GUIDELINES

1. Health and Safety:

- Students must not bring to school or use in school any tobacco products, e cigarettes, alcohol, drugs or other illegal substances
- No running in the buildings
- Keeping to the left on stairways and corridors
- Abiding by the rules for the one way systems that are in place
- Behaviour in social time will be mindful of safety and the needs of other students
- Queues for buses and lunch will be orderly
- Students should wait for the bus behind the wall and, as far as possible, allow space on the pavement for pedestrians to pass.
- Students should not engage in bullying or other deliberate anti-social activities that may harm the well-being or mental health of others e.g. on-line abuse, sexting.

2. Courtesy and politeness:

- Quiet behaviour in school, on buses and in town
- Courtesy for others by maintaining silence around examination rooms and lessons
- No rude or offensive behaviour

- Handing in work to meet deadlines given
 - Being punctual and giving an explanation for unavoidable lateness
 - Requesting leave of absence in good time (at least a week in advance).
 - No eating or drinking in the corridor or on the stairs and no hot food or drinks allowed in the classrooms
 - No eating, drinking or chewing in lessons
 - Mobile telephones turned off in lessons and Assemblies unless instructed otherwise by members of staff.
- Treating others with respect regardless of their race, religion, beliefs or views, lifestyle or activities, disability, looks, intelligence, gender or sexual orientation
3. Respect for Buildings and Property and others:
- No graffiti; no Tippex; no chewing gum
 - No litter; special care is needed at break/lunchtime to ensure rooms are left clean and tidy
 - No scribbling in books
 - No use of the staff desk, computer, projector or whiteboard
4. Pride in themselves and the community:
- Showing a high standard of personal grooming – please see guide in planners
 - Conforming to the requirements for school dress – please see guide in planners
 - Not acting or communicating with others in such a way that the good name of the school will be undermined, including by comments on social media

LEARNING CHARTER AND 6th FORM LEARNING CHARTER

This has been devised by staff and students to remind students about the acceptable behaviour in school. See Annex 2.

SANCTIONS:

The range of sanctions are in Annex 1.

Please note that the School accepts no responsibility for personal property brought into school or taken on school trips and residential courses. Parents are advised to take out suitable insurance cover.

All staff are responsible for ensuring the good behaviour of all students. Good behaviour is expected of all our students at all times. We do not believe that it is either helpful or desirable to list a prescriptive set of rules as situations which go beyond the rules frequently arise. Acceptance by the whole community of responsibility for personal conduct, and prompt intervention to ensure high standards are maintained, will be successful in securing the safe, well-ordered and pleasant atmosphere which we expect at South Wilts.

The Education Act (2011) gives the power to staff in school to search pupils, even without their consent, for any items that have been, or are likely to be, used to commit an offence or cause injury to the pupil or another, or to damage property. Staff also have the right to search for items banned under the school rules. The school will invoke these powers if necessary but all searches will be carried out and noted by a member of the SLT with another member of staff also present.

The Education Act (2011) also gives the school the right to set a detention outside school hours without giving the parent/carer 24 hours' notice in writing. However, we will continue to give such notice for afterschool detentions except in exceptional circumstances.

Annex 1 - Sanction Procedures

Initially sanctions are always the responsibility of each member of staff. If you see a student behaving/dressed in an inappropriate manner it is your responsibility to respond. Please check the school uniform list, Learning Charter and sanctions policy so that you are aware of what is expected.

If an incident happens within the Department or within the classroom then it is the responsibility of the subject teacher or Head of Department. Sanctions must be imposed within the department to deal with low level disruption and homework offences. If you are setting a Departmental detention please fill in the Departmental detention form, which is found on the VLE under 'Forms System'. Please also record in the student's homework diary. The office keeps a central record of detentions and adds these to SIMS.

Incidents in the corridors or elsewhere in the school will be dealt with by the pastoral team. Please fill in a Cause for Concern form in these cases. The Cause for Concern forms are also found on the VLE under 'Forms System'.

Stage	Behaviour- first offence e.g.	Procedure
1	<ul style="list-style-type: none"> • Lateness to class • Inappropriate use of voice • Forgotten books • Mild rudeness • Mild inappropriate language • Low level disruption • Running in the corridor • Eating and drinking in the corridor (including chewing gum) • Mobile phones in lessons or being used in corridors while walking • Uniform issues / inappropriate dress <p>You are responsible for your own classroom environment.</p>	<p>Explain to the student what they have done wrong and/or keep the student in after the lesson. Give them a warning.</p> <p>Confiscation of mobiles/headphones/hoodies/bracelets etc. for the day</p>
2	<p>A repeat of any of the above</p> <ul style="list-style-type: none"> • Missed work • Rudeness • Silly behaviour • Consistent lateness • 1 piece of work not handed in/ or brought for use in class • Abusive language towards others • Graffiti /defacing work • Failure to follow staff instructions <p>Please fill in the cause for concern form if the offence is not within lessons or subject related, as this will be a pastoral detention.</p>	<p>Departmental detention at lunchtime. HoS/HoD informed. Please complete detention form. It is important that you fill in the date on this form so that all students are clear about when and where their detention needs to take place. . In the first instance action is the responsibility of the teacher and HOD.</p> <p>Work not handed in should be dealt with at Departmental level. Please do not set an immediate after school detention for this.</p> <p>Departmental Report card, isolation within the department</p> <p>Cause for Concern form. Tutors and HODs should always be informed. Possible pastoral detention.</p> <p>Confiscation of mobiles/headphones/hoodies/bracelets etc. for the day</p>
3	<ul style="list-style-type: none"> • Repeated Departmental detentions (After second detention with any Department an after school Detention must be set by the HOD.) • Three missed HW in a mini term • Truancy • 3 uniform lapses in a mini term • Repeated failure to follow staff instructions 	<p>After school detention. Parents informed Detentions entered into SIMS. Cause for concern form, inform HoS</p> <p>Social time to be spent in the corridor outside the Head teacher's office.</p> <p>Confiscation of items and parent required to</p>

	<ul style="list-style-type: none"> • Very rude behaviour (letter of apology must be written) • Swearing at a teacher (letter of apology must be written) • Lateness 3 times in a mini term <p>After school detentions are on alternate Fridays from 15.45 - 17.00 in L3. Work for all after school detentions should be set by HOS or HOD and appropriate work should be set.</p>	<p>collect</p> <p>If this does not happen in a classroom or Department the after school detention will be set by the HOS as a result of a Cause for Concern.</p> <p>Possible HOD report card. Must report this to HOS and line manager.</p>
4	<ul style="list-style-type: none"> • Repeated missed work • Repeated rudeness • Theft • Smoking • Bullying • Incomplete coursework • Continued and repeated uniform lapses/lateness • Other behaviour where this is considered an appropriate sanction by the school 	<p>Students required to be in school on INSET day in full uniform. May be asked to complete missing work, or cleaning.</p> <p>Meeting with parents. Internal suspension from lessons or break or lunchtime.</p> <p>Possible HoS report card Interview with HoS/Assistant Head Sixth Form students put on a Special Contract with specific targets</p>
5	<ul style="list-style-type: none"> • No improvement • Persistent theft • Persistent bullying • Repeated smoking • Physical assault • Possession or use of drugs • Other behaviour, either repeated or a serious one-off occurrence where this is felt to be an appropriate sanction by the school 	<p>Fixed Term Exclusion. Police intervention if appropriate. Meeting with parents.</p>
6	<ul style="list-style-type: none"> • More than 45 days exclusion from school • Drug dealing 	<p>Permanent Exclusion. Police. Child and Family Guidance.</p>

The school will refer to and be guided by the DFE guidelines for both Behaviour and Discipline in Schools and Exclusion from Maintained Schools, Academies and pupil referral units in England.

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

<https://www.gov.uk/government/publications/school-exclusion>

**Report / Monitoring cards for HOS or Assistant Head
will be used at any appropriate time.**

- Special consideration will be at the discretion of the HOS
- Non-teaching staff should always use the Cause for Concern form
- Non-teaching staff including cover supervisors need to ensure that they report incidents to the Head of the Department they are working in
- Students can be asked to wait in reception if challenged by a non-teaching member of staff.



SOUTH WILTS GRAMMAR SCHOOL
Learning Charter

Expectations – What should I do?
Consequences – What will happen if I don't?

PUNCTUALITY

Expectations

- Students should be at the classroom at the bell.
- For single lessons teachers should let classes go 1 / 2 minutes before the bell so at next lesson on time.
- Warning bell 2 minutes before periods 1, 3, 5 and 7.
- Lesson finishes when teacher dismisses the class.

Consequences

- If late after 5 minutes to a lesson or registration will be registered with an 'L'
- If late 3 times in a mini term, Friday detention and letter home – public transport issues will be treated with discretion.



USE OF VOICE

Expectations

- Use your voice with consideration for others - no swearing; no discriminatory language; appropriate volume; silent when necessary; respectful and positive conversation.

Consequences

- Department detention may be issued; extreme lapses referred to the Head of Section for a detention.

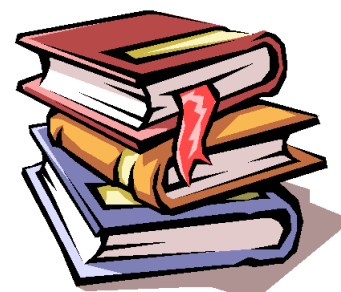
SCHOOL WORK

Expectations

- Present work with pride; always write a date and title; don't tear out pages; no doodling / scribbling / graffiti; stick all sheets into your book.
- Arrive at lesson with correct equipment.

Consequences

- Merits per mini term for well-presented work; department detention for persistent defacing of work after warning.



APPEARANCE

Expectations

- As school uniform list i.e. one pair of stud earrings; one subtle ring, one discrete necklace, no bracelets, no nail varnish, no make-up, no other piercings, skirts no more than one closed hand width above the knee, no hoodies or brightly coloured coats, no coats between lessons.
- At Key Stage 4 we recognise that there is a difference between make up used to cover up a variety of skin problems, and which can positively contribute to a feeling of self-confidence, and prominent, noticeable make up applied to the skin, lips or eyes. The former is acceptable and the later which includes eyeliner, eye shadow, eyebrow liner and lipstick or gloss is not acceptable for school wear.
- Tutors check at the beginning of each day and teachers at the beginning of each lesson and around the site. They will record infringements.

Consequences

- Confiscation of inappropriate item, returned at the end of the day; alternative items of uniform supplied; letter home following second offence and after school detention after three occasions per mini term.

CATCHING UP MISSED WORK

Expectations

- Student to see teacher before known absence, or soon after if ill, to collect missed work and complete by an agreed deadline.

Consequences

- If it is a planned absence and work is not completed then a departmental detention can be issued; absence through illness is treated with more discretion.

HOMEWORK

Expectations

- All deadlines must be met; student to see teacher before the lesson if this may not be possible in extraordinary circumstances.
- Homework timetable will be followed and teachers will give an indication of when work will be returned.
- Extension of a day can be given if forgotten occasionally.

Consequences

- Department detention at lunchtime; three offences per mini term will be referred by the head of department for a Friday detention.



BEHAVIOUR IN ROOMS AT LUNCHTIME

Expectations

- No hot food or hot drinks; no litter; do not move furniture; bags & coats not left in tutor room; do not use teacher desk or equipment including the computer or speakers.
- No food/drink in the computer rooms or LRC and not in a music room without permission from a teacher
- Senior Leadership Team, Midday Supervisors and Prefects will monitor rooms.

Consequences

- 'Tutor Group of the Term' prize per year group judged by Mrs Robinson; tutor to monitor and withdraw privilege of tutor room access during lunch time. Computer use ban and letters home plus after school detentions for continued failure to obey rules

BULLYING

Expectations

- All students to be treated with courtesy and respect.
- All incidents of bullying to be reported, investigated and taken seriously.

Consequences

- Resolution by discussion.
- Parents informed, punishment and report of incident on file.



COURTESY

Expectations

- Walk on the left; quiet behaviour when moving round the school; holding doors open; allowing staff to pass; queue sensibly; quiet on buses; no chewing gum; mobile phones off in lesson unless instructed otherwise; no mobiles while walking; no headphones in corridors / outside areas.

Consequences

- Confiscation of mobiles / headphones by teacher until the end of school day; letter home following second offence and after school detention after three occasions per mini term.

Sixth Form Learning Charter

As a Sixth Former, your position brings with it certain privileges. With those privileges also come responsibilities, as you become role models for younger pupils and ambassadors for the school.

SWGS is a place where girls thrive in an academic, and nurturing environment. As a Sixth Former, your influence on younger pupils is considerable and must not be underestimated. Therefore it is important that you fully appreciate your role in being young leaders in the school.

This Learning Charter illustrates some of the expectations we have of you in the Sixth Form. Academic Work

The complexity and volume of work as an A level student is considerably higher than that at GCSE. You are expected to complete all work set and undertake independent study to extend and support your classwork.

Expectations in lessons:

- Attend lessons well prepared and ready for work
- Concentrate and contribute throughout your lessons
- Complete all work set
- Challenge yourself to attain the highest standards you can

Catching up missed work

- Avoid absence wherever possible.
- If you have an unavoidable absence approaching, inform the sixth form office and your teachers so that you can collect work.
- If you miss a lesson through illness, collect missed work as soon as possible afterwards so that you do not fall behind.

Homework and independent study

- Homework will be regularly set. In addition, sixth formers are expected to engage in regular independent study.
- Homework must be submitted on time and reflect serious effort being made.
- Independent study is necessary in the sixth form. Your timetable will have some periods that are not allocated as lessons. These are not 'free' lessons but instead are there to enable you to do some independent study during the school day. Your teachers will guide you on suitable work you can complete.

Your teachers will monitor your work closely and they will support you in achieving your goals. However, if you are finding any aspect of your work difficult – such as managing your time, complexity of the work or volume of work, it is crucial you speak with your form tutor or subject teachers as soon as possible. Remember, we are here to support you.

Lack of focus or hard work may result in you having to repeat assignments, re-sit exams, be refused study leave privileges. You may also jeopardise your chances of progressing to the University or employment route of your choice.

Attendance and Punctuality

- You should arrive punctually to all lessons and registration periods. Good attendance and punctuality are crucial for success. Both attendance and punctuality will be monitored.
- If you are taught in SWGS and BWS, you should walk quickly and directly between the sites.
- Lateness to lessons and registration (more than 5 mins) will be marked with an 'L'.
- Persistent lateness may result in a "cause for concern" being issued and a 'phone call and/or letter home.

Conduct around school

As role models to younger pupils, it is crucial that you exemplify excellent conduct and behaviour around the school. This includes no chewing gum, no headphones outside the sixth form block, no use of mobile 'phones while walking and 'phones must be switched off in lessons, polite and courteous conduct at all times.

Those who act as good role models can expect to have the chance to take on roles of responsibility and leadership within the school.

All students are to be treated with courtesy and respect. All incidents of bullying will be investigated and taken seriously. We aim to resolve incidents of bullying through discussion in the first instance. Parents will be informed, as appropriate. Serious and repeated incidents of bullying will result in full implementation of the school's Behaviour Policy. Any action taken will be recorded on file.

Use of Voice

Use your voice with consideration for others – no swearing; no discriminatory language; use an appropriate volume; engage in respectful and positive conversation.

Appearance

A privilege of being a Sixth Form student at SWGS is the absence of a uniform.

Instead pupils are permitted to dress with individuality but are expected to wear clothing that is appropriate for a place of work. That is, it should be clean and tidy; it should not distract others; it should be inoffensive and should enable you to move around school safely.

Guidelines include:

- No bare midriffs, cleavage or bra straps showing (no halter necks, crop tops or spaghetti straps). If you are wearing any of these, we will ask you to wear a cardigan or other appropriate top.
- Skirts and shorts should be no shorter than one closed hand width above the knee and should enable you to sit down without causing embarrassment to yourself or others. If you wear shorts or skirts shorter than this, you must wear leggings (not tights).
- No prominent face jewellery
- Smart jeans/ trousers/ dress/ skirt
- One unobtrusive nose study only
- Tattoos must be covered
- If you are wearing a strappy top, low-cut top or have a bare midriff, we will ask you to wear a cardigan or other appropriate top
- Sportswear is only appropriate for sport unless given permission by the teacher on each occasion
- No offensive slogans or images
- For health and safety reasons, you cannot wear flip-flops

Please also note that some departments will require you to wear appropriate clothing to ensure you are safe in the lessons. (e.g. science practical classes)

Dress code will be monitored by teachers and infringements may result in a 'phone call and/or letter home. In some circumstances you may be sent home to change or you may be told to borrow more appropriate clothing from Mrs Taylor in Lost Property. It is important that you make the right choices.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Curriculum	Autumn 2016	3 yearly	Autumn 2019	Statutory	Yes