



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

STUDENT BEHAVIOUR AND SANCTIONS 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.

To assist 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.

South Wilts Community Values

Students are expected to behave in a way that promotes our school community values (the 5 P's):

- **Politeness** in your behaviour, communication and in your dealings with everyone no matter who they are
- **Preparation** with your equipment, your work and your attitude
- **Punctuality** to school and to lessons
- **Presentation** in your dress and your work
- **Pride** in yourself, in your work and in your community

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 in an orderly manner 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 (other than water) or chewing in lessons
 - Mobile telephones turned off and put away 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, whiteboard or speakers

4. Pride in themselves and the community:
 - 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

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

Sanctions Grid

Pre Stage 1	<p>Positive classroom management by teachers as subject teachers and tutors dealing on a day to day basis with the students for whom they are responsible. Promoting and rewarding the 5 Ps.</p> <p>A warning can be issued to a student once for any offence; they must be told that the next time the same offence occurs a verbal reprimand will be logged in SIMS</p>	
	Behaviour-	Procedure
<p>Stage 1 <u>Teacher/Tutor action</u></p> <p>Work related offences</p>	<p>First offence of the following:</p> <ul style="list-style-type: none"> • Lateness • Low level disruption • Mild rudeness /inappropriate language in a lesson • Lack of equipment/HW • Gum chewing • Any other minor inappropriate behaviour • Wearing jewellery in PE lessons <p>You are responsible for your own classroom environment.</p> <p>Only water allowed in lessons</p>	<p>To be dealt with by the teacher/tutor</p> <p>Give a clear reprimand and log this in SIMS Tell them that on the next occasion they will be issued a lunchtime department detention</p>
<p>Non work related offences</p>	<ul style="list-style-type: none"> • Rudeness /inappropriate language • Uniform infringements, including lanyards, make up, jewellery and piercings • Coats/hoodies on at the start of a lesson • Running or ignoring the corridor signs • Hot food/drinks in the classroom • Food/drink in a computer room • Any other minor inappropriate behaviour 	<p>To be dealt with by the member of staff</p> <p>Confiscation of hoodies/bracelets etc. for the day Items to be handed to reception in a named envelope, or with a name attached to be collected at the end of the day</p> <p>Reception to keep record of confiscated items</p> <p>Give a clear reprimand and warn student you will be checking to see if this is their first offence of the mini term</p> <p>Check SIMS to see if this is the first offence of the mini term, record your verbal reprimand If it is not the first of the day move to Stage 2 and issue lunchtime whole school detention</p>
<p>Stage 2</p> <p>Work related offences <u>Department level</u></p>	<p>A repeat of any of the above or the following</p> <ul style="list-style-type: none"> • Mobiles being used in lessons/tutor time without permission • Deliberate rudeness • Disruptive behaviour • Failure to follow staff instructions 	<p>Department detention Log in SIMS and record in HW diary</p> <p>Confiscation of mobiles/headphones/hoodies/bracelets etc and return only to a parent if not the first time Reception will log this.</p>

<p>Outside the classroom or non-work related offences <u>Whole school lunchtime Detention at Head of Section level</u></p>	<p>A repeat of any of the above or the following</p> <ul style="list-style-type: none"> • Inappropriate dress • Deliberate rudeness • Failure to follow staff instructions • Lying to a member of staff • Poor behaviour in a fire alarm • Any other more serious inappropriate behaviour 	<p>Whole school compulsory 30 min detention at next available lunchtime. Monday/Wednesday/Friday in N7</p> <p>Detention will be recorded in the student planner by teacher on detention duty</p>
<p>Stage 3 <u>Afterschool detention</u></p>	<p>3 lunchtime detentions in a mini term or the following</p> <ul style="list-style-type: none"> • Abusive/Offensive language or behaviour towards others (letter of apology to be written) • Graffiti /defacing work • Misuse of social media • Bringing the name of South Wilts into disrepute • Failure to attend lunchtime detention • Any other behaviour where this is considered an appropriate sanction by the school 	<p>After school detention/ Social time isolation Parents informed by letter</p> <p>Possible Head of Section Report Card</p> <p>After school detentions are on Fridays from 15.45 - 17.00 in L3.</p> <p>Students are to remain in school until 5.0 Appropriate work should be set by HOS or HOD</p>
<p>Stage 4 <u>Internal Exclusion</u></p>	<p>Repeated afterschool detentions, 2 in a mini term or the following</p> <ul style="list-style-type: none"> • Truancy • Promoting intolerance, eg racist, homophobic behaviour/language • Theft • Smoking • Bullying • Swearing at a teacher (letter of apology must be written) • Deliberately bringing the name of South Wilts into disrepute • Any other behaviour where this is considered an appropriate sanction by the school 	<p>Students isolated in school for a day, lessons and social time.</p> <p>Meeting with parents, Head of Section and member of SLT</p> <p>Head of Section report card</p> <p>Sixth Form students put on a Special Contract with specific targets</p> <p>Referral to outside agencies if appropriate</p>
<p>Stage 5 <u>Fixed Term External Exclusion</u></p>	<p>Repeat offences of the above following internal exclusion or</p> <ul style="list-style-type: none"> • Physical assault • Possession or use of drugs/alcohol or related paraphernalia while on school site, on a school trip or in school uniform • 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.</p> <p>Police intervention if appropriate.</p> <p>Meeting with parents, Head of Section and Headteacher</p> <p>Head of Section report card</p> <p>Sixth Form students put on a Special Contract with specific targets</p> <p>Referral to outside agencies if appropriate</p>
<p>Stage 6 <u>Permanent Exclusion</u></p>	<p>More than 45 days exclusion from school or</p> <ul style="list-style-type: none"> • Repeated offences as above • Drug dealing 	<p>Permanent Exclusion Wiltshire procedures apply. Police involvement. Referral to Outside agencies</p>

	<ul style="list-style-type: none">• Planned physical assault/ carrying an offensive weapon	
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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>

Implementing the Sanctions grid

<p>Pre- Stage 1 This is where your own positive classroom management strategies are sufficient to deal with student behaviour for learning in lesson and tutor time. Promoting and rewarding the 5 Ps.</p> <p>A warning can be issued to a student once for any offence; they must be told that the next time the same offence occurs a verbal reprimand will be logged in SIMS</p>	
<p>Stage 1: verbal reprimand This is where poor behaviour of any kind is beginning to become an issue</p>	
<p><u>Work related classroom offence</u> Issue a verbal reprimand Log in SIMS</p>	<p><u>Non work related classroom offence or in social time</u> Reprimand the student Log in SIMS If it is not the first that mini term Go to Level 2</p>
<p>Stage 2: lunchtime detention A warning has not resolved the work related issue or it is clear the student has been reprimanded already that mini term, a second offence</p>	
<p>Department detention issued by teacher Work related/ classroom behaviour eg HW or equipment issues Behaviour in lesson Log in SIMS</p>	<p>Whole school lunchtime detention issued by HoS Non-work related or social time offence Log in SIMS</p>
<p>Stage 3 A more serious first offence or a collection of 3 lunchtime detentions in a mini term</p>	
<p>Whole school afterschool detention Social time isolation</p>	
<p>Stage 4 A more serious first offence or repeated afterschool detentions, 2 in a mini term</p>	
<p>Internal exclusion: names shared with staff</p>	
<p>Stage 5 Specific serious behaviour</p>	
<p>Fixed Term external exclusion</p>	
<p>Stage 6 The most serious behaviour or 45+ days exclusion</p>	
<p>Permanent exclusion</p>	

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Curriculum	Autumn 2017	3 yearly	Autumn 2021	Statutory	Yes