

The Governing Body of Denstone College understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

## **Behaviour Policy**

### **Aim**

To promote good behaviour amongst pupils by fostering a caring, supportive and purposeful atmosphere within the College to ensure that this right is enjoyed by all.

Denstone College believes that in order for its pupils to reach their full potential appropriate behaviour in all aspects of college life is necessary. It seeks to create an inclusive caring, learning environment in the College by:

- Promoting appropriate behaviour and discipline
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect which provides support systems for pupils
- Ensuring equality and fairness of treatment for all
- Encouraging consistency of response to both positive and negative behaviour
- Promoting early intervention
- Providing a safe environment; free from disruption, violence, bullying and any form of harassment
- Encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the College's policy and associated procedures
- Promoting a culture of praise and encouragement in which all students can achieve

### **Staff Responsibilities**

Staff are expected to maintain the highest standards of professionalism at all times, which will foster and inspire good pupil behaviour and work ethos throughout the College. Staff are expected to be punctual. Staff should dress as professionals who are role models in the work place for the young and should know the College's policies on pupil behaviour and insist on high standards of work and behaviour from pupils.

### **Pupil Responsibilities**

At all times, pupils are expected to act responsibly, courteously and considerately to everybody. They are expected to exercise self-discipline and self-respect, showing respect to all, regardless of their status. It follows that courtesy is paramount just as much in minor as in major matters. Pupils are expected to do their best to contribute to a positive learning environment and allow others to do the same.

### **Promoting good student behaviour**

- Staff will praise students when they see good behaviour.
- Staff will tell students clearly what is expected of them.
- Rules are consistent, fair, and will be kept.
- Rules will be regularly reviewed with staff and students.
- Responsibilities and expectations will be matched to individuals and their development, taking into account any special educational needs or disabilities
- Staff will regularly inform a student's parents of exemplary behaviour as well as achievement (Parents evening, or informally via a note in the student's planner or phone-call home)
- When students have worked hard to support others, in or out of school, they will be commended

## **Rewards**

Pupils' own personal achievement, confidence and happiness are the main rewards that should be aimed for, as well as helping others to do the same. In addition, merits and distinctions are issued for outstanding work or effort in class. A good conduct merit is available for pupils who go above and beyond and are particularly helpful at any time. These are recorded on the school database as are House and Boarding comments when pupils make valuable contributions to their House or Boarding School.

Each half term Heads of House will give commendations to a minimum of one pupil per year group who has done particularly well. These alternate between outstanding effort and attainment. The Headmaster will then choose from these and award his own commendations in a full College assembly.

There are many posts of responsibility within subjects, activities, Houses, Schools as well as in the whole College. Appointment to any of these posts whether as team captain, Chapel sacristan, NCO, College Prefect is a reward in itself which also carries the responsibility to set a good example to other pupils.

Grades are given regularly for achievement and effort in all subjects. These are also sent to parents. Various College prizes are given each year and awarded on Speech Day.

## **College Regulations**

These are designed to encourage self-discipline and consideration for others, and are based on common sense, good practice and the ideals of good citizenship.

Behaviour that shows a lack of consideration and respect for others, their feelings and property, or a disregard for the law of the land or the reputation of the College is considered a breach of College rules.

Certain activities are forbidden at the College. These include: smoking, using illegal drugs, 'legal-highs' & e-cigarettes, gambling and drinking alcohol, with the exception of drinking in the Senior School Club by those entitled to do so at the times permitted. Smoking inside College buildings is considered an extreme breach of College regulations. Being with anyone breaking these rules is also a serious breach of College discipline. The possession and/or supply of materials associated with these forbidden activities are extreme breaches of College regulations and may be searched for in accordance with the Searching Pupils Policy along with other items that are offensive or dangerous such as fireworks, laser pointers or weapons of any description (this list is not exhaustive). Chewing gum is not allowed at the College.

All pupils are expected to be polite and good mannered with each other, with teaching staff, operations staff and visitors. If you need to miss lessons, Chapel, Games or activities for any reason, you must obtain the permission of the member of staff concerned at least a day in advance.

## **Manners**

Good manners are important in helping maintain an atmosphere of confidence happiness and achievement.

The following suggestions for guidelines to be followed were put forward by pupils in tutorial discussions:

- Treat others as you would expect to be treated.
- Offer help when needed.
- Respect the views and beliefs of others even if you disagree.
- Respect the privacy of others.

- Remember good manners at meal times.
- Be punctual.
- Hold a door open for someone if it helps them.
- Acknowledge others with 'Good Morning', 'Please' and 'Thank you'.
- Queue in order.
- Don't use bad language.
- Listen to others when they are talking, don't interrupt.
- Respect those in authority.
- If you are in the wrong, admit it and apologise.
- Respect the times when silence is asked for.

### **Representing the College**

College regulations apply when pupils are off site for example on visits or matches, when pupils are part of any College organised group including on College transport and at all time when in College uniform or sports kit. All pupils must attend games or MLO supervision. There are no other categories. There will usually be a period of 24 hours after being off games before competing in matches.

### **Pupils' Computers, Tablets and Other Devices**

These are allowed in College on the understanding that pupils have sole responsibility for their care and security. They may be used during lessons with the permission of the subject teacher concerned. As with other expensive items it is recommended that parents insure these computers and make maintenance arrangements. Pupil's computers may be connected to the College network by consulting the IT technician.

The internet must be used responsibly; this includes social networking and similar sites. The inclusion of material on such sites which is offensive to other pupils or staff, or which damages the reputation of the College will be considered a serious breach of regulations.

Pupils are expected to use ICT in a responsible way, and all sign a Pupil Responsible Use of Devices, Digital Sites and Content agreement.

### **Mobile Phones**

If parents feel it is necessary, pupils may bring mobile telephones to school but they may only be used during free time. They must be turned off during lessons, activities, meetings, assemblies, prep etc. If they are used as video or still cameras care must be taken to ensure no offence is caused. Pupils are responsible for the care and security of their phones.

If telephones are misused they may be confiscated until such time as they can be taken home.

Being in possession of a mobile telephone, or other communications device, during an examination, even if it is switched off, is a serious breach of examination board regulations. It is essential that all telephones and devices are handed in to invigilators before the examination begins. Internal examinations will operate under the same system in order that pupils are well prepared for public examinations.

### **Bounds and Times**

Permission is needed before leaving the College. Pupils leaving the College site having been granted permission to do so must sign out. During the school day pupils should sign out at the Lodge using a signing out card. At other times, boarders should sign out in their School signing out books. Boarders are not to leave their accommodation before 7.30am or after the published 'In School' times without express permission from duty staff.

The following areas are out of bounds at all times: Maintenance and domestic staff premises; the goods entrance; the grounds sheds, clock tower, roofs, dangerous areas such as lakes and ponds; any site closed off for maintenance; the staff and visitors' toilet in the lodge. Other areas are out of bounds without supervision such as the swimming pool, CV gym and performance centre.

### **Conduct in the Library**

No food or drink is to be brought into the Library. Mobile devices are to be turned off or onto 'silent'. No calls to be made or taken in the Library. Pupils are to help to maintain a quiet and productive academic environment.

### **Study Areas and Bedsits**

Pupils should behave in a way that does not disturb others. During study periods or prep, pupils must not leave their study area. It should not be necessary for any pupil to lock themselves in a study or bedsit at any time. Pupils will be expected to keep their studies or bedsits in good order. Any damage must be reported immediately. Rooms must be cleared and left clean and tidy before the end of each term. Keys must be returned to Heads of School. A charge may be made if these procedures are not followed.

Electrical equipment that uses the mains supply must be PAT tested before it may be used at the College. Cookers and other similar equipment that pose a fire risk are not allowed in studies or bedsits. Other equipment may be used at the Head of School/Moss Moor's discretion.

Boys are not allowed into the girls' boarding accommodation and girls are not allowed in boys' bedsits. This means no boys in Moss Moor or Endways, and no girls on the top floors of the Middle and Senior Schools (with the exception of the Senior School Club), or in Mickleoak and Talbot.

### **Transport**

When travelling on College transport pupils must wear seat belts and remain seated during the journey. The driver must not be distracted. Failure to do so may result in permission to travel on College transport being withdrawn.

Sixth Form pupils who have passed their driving test may apply to the Headmaster for permission to drive and park on the College campus. Failure to follow the procedures outlined may result in removal of this permission. Safe and responsible use of cars is essential. Taxis may be ordered only with the permission of the Head of School for boarders. Parents should arrange taxis for day pupils.

### **Pupil Complaints Procedure**

If a pupil wishes to make a complaint about any aspect of College life, they should first speak to their Head of House, Head of School, the Chaplain or Second Master. It may be possible to deal with a complaint informally at this stage through discussion with staff.

If a pupil would like to make a formal complaint it must be in writing to the Second Master. It will be acknowledged also in writing within 24 hours.

The Second Master will begin the process of investigating the complaint. Then the pupil will be asked to talk the matter through with the Headmaster or the Second Master or both. The pupil may bring a friend to this meeting and will then be involved in the decision about any action to be taken.

### **Parents' Complaints Procedure**

If parents wish to make a complaint, they can use the Parents' Complaints Procedure which is available on the College website or by request from the Headmaster's office.

## **Dress and Appearance**

All pupils are expected to take a pride in being correctly dressed, whether in school uniform, correct sports kit or informal dress. Combinations of school uniform and informal clothing are not allowed. School uniform is worn throughout the working day until the time of day pupils' departure.

All pupils are to wear jackets except when summer dress is allowed. Girls in the Third form and above have the option of either continuing to wear the long skirt or to wear the straight skirt, which must be knee length.

Shoes (no boots) should be black (Senior School may wear brown) and kept clean. They should be suitable for walking around the College campus.

Senior School pupils may wear a tailored suit as school uniform. These should be black, mid-dark grey or mid-dark blue. They may also wear a shirt (or blouse with collar and sleeves for girls) in quiet colours or stripes but not highly patterned with their uniform. T-shirts, polo shirts and denim are not appropriate. Girls may wear either a trouser suit or a skirt suit, skirts must be at least just above the knee and no skirts of a stretchy material are permitted.

Summer dress may be worn in the Summer term. It may be worn in Chapel.

Jewellery should be plain and not stand out. All pupils may wear a fine chain around the neck. In addition to this, girls may wear a plain ring or a plain stud in each ear lobe.

Make-up should be discreet and only clear nail varnish should be worn.

Hair should be clean, neat and tidy. Unusual hairstyles are discouraged.

Sports kit should not be worn in the dining hall except with permission for team teas (usually summer).

Hats may only be worn as part of correct sports equipment and not indoors.

Informal dress should be clean and tidy.

## **Conduct**

*"Behaviour which shows a lack of consideration and respect for other people, their feelings and their property, or a disregard of the law of the land or the reputation of the College will be deemed a breach of the school rules."* (Student Planner)

The Conduct Procedures aim to:

- Draw together good practice from the past as well as meeting the requirements of the Children's Act, particularly in the recording of sanctions applied.
- Help all academic staff manage behaviour in a consistent, fair and suitable way.
- Complement the procedures for dealing with poor academic performance.

## **The Conduct Card (For Junior & Middle School only)**

In the event of poor conduct, academic staff are able to issue a conduct card proceeding as follows:

- 1) A warning should be given initially.
- 2) If there is a repetition of the offence or no satisfactory improvement, the conduct card should be issued. This may be done following a lesson in the classroom, or at the SCR at break or lunch, but public confrontation is to be avoided. Blank cards will be kept in the SCR. Staff may wish to keep some in their classrooms.
- 3) The card should be completed with the name of the pupil, the reason for its issue and brief details of the sanctions applied. It should then be dated and signed by the member of staff and handed to the pupil.
- 4) Staff enter the necessary details on iSAMS.
- 5) Pupils present their cards for signing to Heads of House/School at the first opportunity, usually break or lunch.
- 6) Heads of House/School keep a record of the offence.

## **Appropriate Use**

These procedures are not to be used for academic problems (see academic detention procedures). They may be used in a wide range of situations, usually following a warning. Repeated lateness to lessons, missing games/activities, failure to attend meetings, unruly behaviour, impoliteness / rudeness to staff, including support staff, poor behaviour on the day bus, away match or theatre trip, missing registration, verbal or physical bullying, are all examples of when the system should be used.

## **Senior School Pupils**

Conduct Cards are not used with Senior School pupils.

A more individual approach may be needed in the Senior School, although the Head of House/School should be consulted or, as a minimum, informed for their records.

## **Sanctions employed in the event of poor conduct.**

Most pupils behave according to the standards expected at the College. Sometimes it may be necessary to remind a few pupils of these standards and to help and encourage them to behave accordingly.

Sanctions or punishments are usually only used following a warning. They include:

- Being placed on report. A report card is taken to each lesson with targets set. There are three tiers to the report card system: Tutor report, Head of House/School report and Senior Master report.
- Conduct Cards which must be signed by the Head of House (day pupils) or Head of School (boarders) before completing the detention or work set.
- Extended Detention (Wed & Sat 4.00-6.00pm) if three cards are received in one half term. Pupils may also be given an Extended Detention for deliberately missing lessons, activities or games.
- Senior Master's and Headmaster's Punishments, for serious breaches of College regulations.
- Exclusion from College.

Group punishments are not acceptable and are not used unless it is clear that a whole group of pupils has broken College regulations. They are not used to establish individual responsibility as this would also be punishing innocent pupils. There may of course be occasions when staff need to speak to whole groups in order to discuss or investigate an incident. Corporal punishment is illegal in all circumstances.

Pupils that are found to have made malicious allegations are likely to have breached College behaviour policies. The College will therefore consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

Repeat offenders may need referral to the Headmaster by Heads of House/Heads of School. Further offences may lead to a case conference and / or parents called in. Some offences may be sufficiently serious that lesser sanctions are bypassed and the incident taken to a higher level.

Smoking offences go straight to the Senior Master. A Senior Master's punishment is issued. In addition pupils are expected to make a charity contribution and make notes from anti-smoking literature. Repeat offenders incur increased sanctions and are required to attend the medical centre for further help and advice.

## **Types of Sanctions**

### **Prefect Sanctions**

These are as detailed in the Prefects' Handbook. Punishments are recorded, with copies to the Second Master weekly, and carried out in morning break with overall supervision by the School Marshal. Extra sessions may be used as necessary.

### **Staff Sanctions –Conduct Cards**

As far as possible, these should be constructive.

Written sanctions designed to take up about 30 minutes of the pupil's free time are appropriate. An essay on two sides of A4, dictionary definitions, a letter of apology drafted by hand and then word processed, are all examples of suitable sanctions. Lines should not be issued.

Various tasks such as litter picking, tidying a classroom, tidying notice boards, may be used as sanctions, but the correct equipment must be used (available from the School Marshal) and tasks should be supervised. In some instances this may mean checking afterwards rather than close supervision.

As a general rule, a warning does not require the issuing of a card but employment of sanctions, particularly anything taking up pupil's free time, does.

### **Head of House & Head of School Sanctions**

These are to be employed if an offence is serious enough to warrant the intervention of the Head of House /School.

The Senior Master should be notified, and details should be entered onto iSAMS.

Extended detentions for Wednesday/Saturday afternoons may be given with details entered on the college data base.

If offences requiring more severe sanctions occur, a recommendation should be made to the Senior Master who will then apply Senior Master's Sanctions.

### **Senior Master's Sanctions**

Up to two weeks' duties at break and lunch time involving tasks such as litter picking, cleaning the tables in hall. Extended detentions for Wednesday/Saturday afternoons may be given by as part of Senior Master's sanctions.

Recommendations for suspension or expulsion are to be made to the Headmaster.

The Senior Master issues smoking punishments.

Records of punishments issued are kept on iSAMS.

### **Headmaster Sanctions**

Any combination of the above, culminating in suspension and expulsion as seen fit by the Headmaster. The Headmaster consults the Chair of Governors in the event of expulsion.

Records of suspensions (exclusions) and expulsions (permanent exclusions) are kept on the College data base. See also the policy on Discipline and Exclusion.

### **Support available**

College staff are experienced in dealing with a wide range of problems. There are a wide range of staff who pupils can seek support from including, their Tutor, the Chaplain, the Medical Centre Sister, School Doctor, School Counsellor, Head of House or Head of School, Deputy Head Pastoral, Senior Master, Senior Pastoral Lead, Second Master or Headmaster. The College also has a Safeguarding team which are available to support pupils. Within the Student Planner key contacts are provided for the pupils including the Independent Student Helpline.

Pupils entering the College or transitioning between the various schools or from day to boarding (or vice versa) may need further support. A number strategies are employed including inductions and shadowing, as well as handbooks being issued to help clarify expectations and to make these transitions as smooth as possible.

---

**Restraint**

See Restraint Policy

**Searching Pupils and Their Possessions**

See Searching Policy

**Safeguarding**

See Safeguarding Policy