

# BEHAVIOUR, MISBEHAVIOUR AND EXCLUSIONS POLICY

This policy is based on the expectations we have of all members of the school community. Since we very much value the open and constructive staff/ pupil relationship which exists at Channing we prefer not to have 'school rules'. All members of the community, however, are made aware of the behaviour that is expected and the sanctions that may have to be imposed in the rare occurrence of misdemeanours.

Our policy aims to develop every pupil's full potential within a welcoming and inclusive community where respect for one another, kindness, good manners and consideration are highly valued in the spirit of the Unitarian tradition. To help us achieve our aims we require all pupils and staff to follow our *Channing Promise* or *Golden Rules*. All staff insist upon high standards of behaviour both within the classroom and around the school, on formal occasions and on any school visit outside it.

We reward girls for their effort, academic performance, good citizenship and behaviour and sporting, musical and other extra-curricular achievements, by praise within the classroom and commendations for good work and by whole-school recognition. Girls may be commended for written, oral or practical work that is of a particularly high quality or is a result of outstanding personal effort. Exceptional work or effort may be referred to the Headmistress for consideration for a Headmistress' Commendation

Recording of achievements is made in the school magazine, the newsletter, website, Channing Times, Headmistress' letters to parents, posting of news cuttings on notice boards, listing of girls' academic awards on display boards and mention of achievements in assemblies, Mark Reading and on Founders' Day. The Stanley Shield, the Merritt Cup and the Townsend Cup in the Junior School are awarded for all-round service to the school. Academic and Music prizes are awarded at the end of the Summer Term and Full and Half Colours are given for sport. 'Channing Awards' are given to those who make a particularly positive contribution to the senior school community.

## **Implementation**

Staff promote the *Channing Promise* or *Golden Rules* at all times. This is supported by procedures for the balanced administration of rewards and sanctions to encourage good behaviour.

**Junior School** - We praise and reward the girls for good citizenship and behaviour too and use a variety of positive strategies to encourage this. *Good Manners Make Us Smile* is an opportunity for us to recognise good behaviour publicly. This is celebrated at Fairseat Assembly and the girl's photo is displayed on a designated noticeboard in the Orangery. Girls are also sent to the Head of Fairseat individually or in groups to receive stickers as recognition of good citizenship. Each term Fairseat has a charity and girls often raise money at home. Their effort, however small is also celebrated, at the Head of Fairseat's assemblies and stickers awarded in recognition of their success.

At Fairseat most lapses of behaviour or inadequate effort in class or with homework are dealt with by the Class Teacher. For more serious cases or for a prolonged lack of effort this will be dealt with by the Head of Fairseat and the parents will be informed. Sanctions tend to include verbal admonishment and encouragement to improve. A positive change in behaviour will be rewarded with praise/stickers from the Head of Fairseat.

**Senior School** - We praise and reward the girls for their good citizenship and behaviour, effort and achievements in a variety of ways. Girls are encouraged to develop self-discipline

in their work and behaviour. Where this fails, there is a range of sanctions to meet the variety of situations, which can arise. Sanctions will always be imposed in a way that is equitable and non-discriminatory and in proportion to the offence.

Girls are expected to work to their best efforts in all lessons, to be attentive and to follow all reasonable directions given by a teacher. In the senior school, it is expected that class teachers would deal with most situations themselves.

### **Misbehaviour and Exclusions**

Where necessary, we correct poor behaviour, poor standards of work and poor time keeping by disapproval or rebuke or referral by a member of staff to Head of Department or Head of Section. Lunch-time detentions or withdrawal of privileges may also be used. Sometimes a girl may be placed 'on report' because of behavioural problems and girls may be excluded from a lesson where there has been repeated poor behaviour. Parents will always be given at least 48 hours' written notice of an after-school detention lasting about an hour. For more serious or repeated offences, parents are contacted to discuss their daughter's behaviour and to seek their help in bringing about improved behaviour. Strategy in such a situation is always agreed together on an individual basis.

Exclusion (either temporary or permanent), which is at the Headmistress's discretion, is the final sanction for drug offences, including methadone, alcohol and smoking, serious bullying and other serious offences. Corporal punishment is prohibited. Further guidance on sanctions for bullying is contained in the Anti-Bullying & Intolerance Policy.

Physical intervention is only used to manage a pupil's behaviour if it is necessary to prevent personal injury to the pupil, other pupils or an adult, to prevent serious damage to property, or in what would reasonably be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a pupil's behaviour is recorded and parents are informed about it on the same day.

The Headmistress and Head of Fairseat keep a record of any sanctions imposed on the girls for serious misbehaviour.

The implementation of our policy will be monitored each term by members of SMT and an evaluation undertaken to allow us to develop and respond to the changing needs of our school.

This policy should be read in conjunction with the Anti-Bullying and Intolerance Policy and the Rewards and Sanctions – Guidelines for Staff. The Infringements Guidelines of Sanctions gives some guidance as sanctions involving smoking, solvents, alcohol and other dangerous or illegal substances and guidelines for teaching staff.

(July 2011)