

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 sporting, musical and other extra-curricular achievements, by praise within the classroom and commendations for good work and whole-school recognition. Girls may be commended for written, oral or practical work that is of a particularly high quality or that 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. These are supported by procedures for the balanced administration of rewards and sanctions to encourage good behaviour.

Junior School (including EYFS) 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 Junior School assemblies. Girls are also sent to the Head of the Junior School individually or in groups to receive stickers as recognition of good citizenship. Each term the Junior School chooses a charity and girls often raise money at home. Their effort, however small is also celebrated at the Head of the Junior School's assemblies and stickers are awarded in recognition of their success. Girls' efforts are also recognised in the weekly bulletin. The Head of the Junior School is responsible for the behaviour management of the Junior School including the Early Years Foundation Stage.

At the Junior School the class teacher deals with most lapses of behaviour or inadequate effort

in class or with homework. More serious cases, or a prolonged lack of effort, will be dealt with by the Head of the Junior School 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 the Junior School.

Senior School - We promote good behaviour by praising and rewarding the girls for their good citizenship, behaviour, effort and achievements in a variety of ways. This could be in assemblies, through letters home, commendations from staff or the Headmistress, mentions in internal publications, the issuing of *Conabor* badges (as well as many other 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 may 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. **Particular attention should be paid to vulnerable pupils, especially those who have Special Educational Needs or Disabilities.**

Misbehaviour and Exclusions

Where necessary, we correct poor behaviour, poor standards of work and poor time-keeping by disapproval, rebuke, warning or referral by a member of staff to the Head of Department or the Head of Year.

Lunchtime detentions (lasting about 25 minutes) or withdrawal of privileges may also be used. Sometimes a girl may be placed 'On Report' for a brief period of time during which staff monitor and record a girl's behaviour. Girls may also be referred to a senior member of staff. Parents are also called into school to discuss certain situations.

For serious or repeated offences, after school detentions are issued. Parents will always be given at least 24 hours' notice of an after-school detention lasting about an hour. For more serious or repeated offences, parents are contacted or asked to come into school to discuss their daughter's behaviour with a senior member of staff 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 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 and 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, or to prevent serious damage to property, or in what would reasonably be regarded as exceptional circumstances. Any occasion when 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 the Junior School keep a record of any sanctions imposed on the girls for serious misbehaviour. A log is kept of after school detentions.

The implementation of our policy will be monitored each term by members of SLT 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*, the *Rewards and Sanctions – Guidelines for Staff* document as well as the *Infringements Guidelines and Sanctions* document and the Child Protection and Safeguarding Policy.

This policy is revised on an annual basis.

(July 2018)