



# St George's College

WEYBRIDGE

## ST GEORGE'S COLLEGE BEHAVIOUR POLICY

In keeping with our ethos the College has high standards of behaviour and encourages good behaviour. All members of staff are expected to promote good behaviour and respect for others, as well as the Josephite values of “**politesse**” and “**douceur**” and to apply all rewards and sanctions fairly and consistently. All staff are expected to deal appropriately with any unacceptable behaviour and that which prevents others from learning whilst making “reasonable adjustments” in considering behavioural issues involving students with Special Educational Needs or a disability. By promoting good behaviour and encouraging respect for all, we touch the very heart of our Josephite and Georgian ethos: ‘**be of one heart and mind – *cor unum et anima una***’ (Constant Van Crombrughe).

This policy is written in accordance with the DfE’s *Behaviour and discipline in schools (Jan 2016)*

### EXAMPLES OF WAYS IN WHICH THE COLLEGE PROMOTES GOOD BEHAVIOUR:

- Our Georgian family values and Josephite ethos which permeate our school culture
- Expectations outlined/highlighted/explored in Year and Chapel assemblies and during tutor time by pastoral leaders (through CAPAW and PSHE)
- Merits system – see below
- Staff on duty before school, during break-time and lunchtime and after school
- Prefect duties at lunchtime in the Orchard Hall and locker areas
- Communication to parents for outstanding behaviour, work or other contribution
- Library code of conduct
- Annual Support of Anti-Bullying Week in November (Blue Day in First to Third Year)
- Students sign IT Acceptable Use Policy for school network

### REWARDS: THE MERIT SYSTEM

Our College prayer says, ‘Lord, give us the wisdom to know ourselves, the humility to accept ourselves as we really are’. Our founder and ethos have always stressed the need to celebrate success and reward merit. Self-knowledge and a true understanding of how we can be the best version of ourselves are fundamental to the Georgian experience. A ‘merit’ which is known as an achievement point (AP) in SIMS can be awarded to any student at St George’s College for a good effort, academic attainment or any positive act and this is in keeping with our Equal Opportunities Policy. They can be awarded within any area of College life. See *How to* guides in Firefly for instructions on how to award.

To encourage students to achieve merits there are also incentives available:

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<b>First to Third Year No. of Merits</b>	<b>Fourth Year to Sixth Form No. of merits</b>	<b>Award</b>
50	25	SGC pen from HOY
100	45	Ruler from HM
150	75	Mug from HM

At the end of each term vouchers will be presented within Chapel assembly. There will be awards of an Amazon Voucher (usually £10) to two students with the most merits as an aggregate total per year group. One for zeal, i.e. academic achievement points and the other for politesse, i.e. helpfulness and positive contribution.

Merits explicitly count towards House totals.

**OTHER FORMS OF REWARD** include but are not limited to: written correspondence with parents, HM's accolades in Assembly, awarding of Colours for Sport, Music and House, positions of responsibility such as Form Captain, Georgians of the Week.

### **DISCIPLINE AND SANCTIONS**

Like all of us, children are human and get things wrong. The College prayer speaks of the need for us to be tolerant and to offer support to those in need. Our role as educators is to advise and admonish before imposing a sanction. The College will ensure that there is no discrimination against students with any physical, sensory or learning disability.

**As a matter of policy, we do not give sanctions for purely academic reasons** (e.g. a poor test result). Failure to meet deadlines or an evident lack of effort are deemed to be disciplinary issues, rather than an academic matter and sanctions may be given. However, always be aware of the family and extra-curricular pressures which some of our students face.

If a student submits work which shows a clear lack of effort and the teacher is confident it is not due to a lack of understanding, the student should be made to re-do the work at the first opportunity, i.e. that lunchtime or after school, to be handed in before registration the next day.

**The following sanctions may be used at College in appropriate cases:**

- Formal warnings, recorded in SIMS;
- Completion of work at home or extra work;
- Carrying out useful tasks to help the school;
- Written tasks;
- Detention in school hours (break and lunchtimes) or outside school hours with the necessary 24 hour minimum notice to parents (Friday pm);
- Regular reporting, e.g. daily, including a Report Card (but not a *Support Card*);
- Removal from the group or part/class lesson for a short periods;
- Preventing participation in educational visits /sports events which are not essential to the curriculum;
- Fixed term and permanent exclusion (see below).

Staff must ensure that punishments are proportionate to the offence, as far as possible allow students to make reparation and be as constructive as possible.

Whole class detentions are regarded as unreasonable because they almost invariably involve innocent parties. They are therefore not to be given.

## **REASONABLE FORCE AND CORPORAL PUNISHMENT**

Corporal punishment is illegal in the UK and prohibited at St George's Weybridge.

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. A written record must be kept of such interventions and the DSL informed immediately.

## **DETENTIONS**

In accordance with *Behaviour and discipline in schools (Jan 2016)*, parental consent is not required for detentions. However, it is best practice to inform parents of a detention, both lunchtime and after school. When a detention is issued in SIMS, this will automatically alert parents, but for after school detentions, prior communication should be made.

With lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet.

Staff must not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.

After school detentions will run from 4.15 – 5.15 pm in the Upper Exam Room every Friday.

A Deputy Head detention for more serious misdemeanours runs from 5.15pm – 6.00pm in the Upper Exam Room on Fridays; the Deputy Head may choose to relocate this detention to Conference Room 1 or another space.

## **WARNINGS and ESCALATION**

Before resorting to a warning, staff should use discretion and reasonable judgement.

St George's College uses a stepped system with regard to warnings and consequences; this is reviewed annually with a student group. See Appendix A for the specific details.

A student usually starts each academic year with no warnings – this is important for the learning process and we believe that students should be given the chance to reflect and improve. There are however some exceptions to this (see Appendix A)

All staff must give a reason in SIMS for the warning as this helps to identify the best method of support that can be implemented for the student. Parents will see the reasons and so **the names of other students must not be included.**

The warning must be recorded in SIMS within two working days of informing the student, otherwise it becomes invalid and cannot be added.

The escalation structure (Appendix A) can be fast tracked at the teacher's discretion, but only in consultation with the Tutor for Steps 1-3.

This step system can be abbreviated at any time by the Head of Year, Head of Department, or a member of SMT e.g. truanting a lesson, supervised study or any other timetabled or organised activity will result in an after-school detention.

If a student fails to attend a detention given within the Warning Escalation structure, the reason should be sought and the student will be given the chance to attend again within a week. Failure to attend this detention without justifiable reason will result in an after-school detention being awarded by the Head of Year.

### **What if a student feels the warning is unfair?**

Teachers do not issue warnings without due consideration and students should reflect on their behaviour, as well as the consequence of it. In most cases, students will recognise that a warning is a fair outcome. However, if a student feels that they have been unfairly issued a warning, in keeping with our spirit of politesse, they should wait until the rest of the class have left the room and then ask the teacher for a time to discuss the warning (it may not be convenient to do at that time). For warnings issued outside lessons, again, the student should speak to the teacher on their own.

### **CONFISCATION OF INAPPROPRIATE ITEMS**

What the law allows:

1. A member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.
2. Power to search without consent for "prohibited items" including:
  - knives and weapons
  - alcohol
  - illegal drugs
  - stolen items
  - tobacco and cigarette papers
  - fireworks
  - pornographic images
  - any article that has been or is likely to be used to commit an offence , cause personal injury or damage to property; and
  - any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

It is good practice to conduct such searches with the student present, and with another member of staff. It is preferable to seek the student's consent prior to conducting a search.

## **EXCLUSIONS POLICY**

A student may be permanently excluded from the College if it is proved, on the balance of probabilities, that the student has committed a very grave breach of discipline or a criminal offence, or if the student has exhibited persistent disruptive behaviour or persistently demonstrates an attitude which is not consistent with the College's ethos and Josephite values. Only the Headteacher or a deputising member of the Senior Leadership Team can permanently exclude a student from the College. The Deputy Heads may temporarily suspend a student for serious indiscipline or where repeated sanctions have proved ineffective. If the suspension proves ineffective the College may require a student to leave the College permanently.

### **Required Removal**

Parents may be required to remove a student permanently from the College if, after consultation with the parents and if appropriate the student, the Headteacher or a Deputy Head is of the opinion that: a) by reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the College; or b) if the parents have treated the College or members of its staff unreasonably.

A decision to exclude a student permanently or to remove a student will only be taken when a wide range of strategies for dealing with disciplinary offences have been tried to no avail, **or when an exceptionally serious offence has been committed**. See Appendix B for some examples of serious offences.

The College will make reasonable adjustments where appropriate for managing behaviour that is related to a student's special educational need or disability. Where Exclusion or Removal needs to be considered, the College will ensure that a student with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the student will also be considered.

See Appendix C for the Procedure for Managing Serious Disciplinary Matters.

See also the **Substance Abuse** and **Anti-bullying** policies.

## Appendix A: Warning Escalation

### First to Fifth Year

STEPS	SANCTIONS	
	Behaviour	Organisation
<p><b>Informal</b></p>	<p><b>Verbal caution(s)</b> issued by member of staff.</p> <p>Teachers may choose to issue verbal cautions at any stage throughout this process, rather than a formal <i>warning</i>, which is recorded in SIMS.</p>	
<p><b>1</b></p>	<p>Warning given by staff member <b>and registered on SIMS</b> with a clear reason given. The member of staff must discuss the warning with the student at the first opportunity and make it clear that a warning will be recorded in SIMS.</p> <p>Warning noted in specific category: <b>Significantly disrupting the learning of others - Poor behaviour outside lesson time - Organisation - Uniform – Substandard effort in classwork – Substandard effort in homework – Failure to submit homework - Other</b></p> <p><b>Organisation</b> may include punctuality, repeatedly not having the correct equipment.</p> <p><b>Other</b> may include poor attitude which does not affect others. Poor effort in non-curricular work/activity, chewing gum.</p> <p>Where a warning is given for a missed deadline, the subject teacher must set a new deadline.</p> <p>Warnings categorised as <b>Other</b> may be included in the totals below, at the discretion of the Tutor and/or HoY.</p>	
<p><b>2</b></p>	<p>At the <b>3rd</b> warning for <b>Significantly disrupting the learning of others, Substandard effort</b> and/or <b>Poor behaviour outside lesson time</b> and/or <b>Uniform</b>, the Tutor is to place student in <b>lunchtime detention</b> which is recorded on SIMS – staffed on a rota by Heads of Year. Tutor to contact parents and inform them of warnings and detention.</p>	<p>At the <b>4th</b> warning for <b>Organisation</b> or the <b>3rd</b> for <b>Failure to submit HW</b>, the <b>Tutor is to put steps in place to support the student</b>, so that their organisation improves, e.g. daily meeting with Tutor, buddy within the class. NB if the organisation is predominantly in one subject, then the subject teacher will do this. The Tutor will also inform parents.</p>
	<p>At the <b>6th</b> warning for <b>Significantly disrupting the learning of others, Substandard effort</b> and/or <b>Poor behaviour outside lesson time</b> and/or <b>Uniform</b>, the Tutor* is to place student in <b>lunchtime detention</b> which is recorded on SIMS – staffed on a rota by Heads of Year. Tutor to contact parents and inform them of warnings and detention.</p>	<p>At the <b>8th</b> warning for <b>Organisation</b>, or the <b>5th</b> for <b>Failure to submit HW</b> the Tutor* will place the student on a <b>Support Card</b> (green) for two weeks, with an organisation specific target. The Tutor will also inform parents.</p> <p>* If the Tutor identifies that warnings are coming predominantly from one subject,</p>

	<p>* If the Tutor identifies that warnings are coming predominantly from one subject, then they should discuss with the HoY and HoD and the detention should be issued by the subject teacher.</p> <p>After this point <b>every subsequent uniform warning will result in a lunchtime detention logged in SIMS by the Tutor</b>; HoY to monitor and discuss with DHP</p>	<p>then they should discuss with the HoY and HoD and the Support Card should be issued by the subject teacher.</p>
3	<p>At the 10<sup>th</sup> warning for <b><i>Significantly disrupting the learning of others, Substandard effort</i></b> and/or <b><i>Poor behaviour outside lesson time:</i></b></p>	<p>At the 10<sup>th</sup> warning for <b><i>Organisation</i></b> and/or <b><i>Failure to submit HW:</i></b></p>
	<p>the Tutor* is to place student in an <b>after school Friday detention</b> which is recorded on SIMS – staffed on a rota by teaching staff. Tutor to contact parents and inform them of the detention.</p>	
4	<p>At the 12<sup>th</sup> warning for <b><i>Significantly disrupting the learning of others, Substandard effort</i></b> and/or <b><i>Poor behaviour outside lesson time:</i></b></p>	<p>At the 12<sup>th</sup> warning for <b><i>Organisation</i></b> and/or <b><i>Failure to submit HW:</i></b></p>
	<p>Tutor to advise Head of Year. <b>Parents invited in for a meeting with Tutor &amp; Head of Year.</b> Student to be placed on Report Card (orange) for two weeks, reporting to Head of Year.</p>	
5	<p>At the 16<sup>th</sup> warning for <b><i>Significantly disrupting the learning of others, Substandard effort</i></b> and/or <b><i>Poor behaviour outside lesson time:</i></b></p> <p><b>FINAL WARNING PERIOD</b></p> <p>Head of Year informs parents and refers student to Deputy Head. Parents invited in for a meeting and target setting occurs between Deputy Head, Parents and student.</p> <p><b>Student is given final warning by either Academic /Pastoral Deputy Head and monitoring of work and behaviour commences.</b></p> <p>Weekly meetings between Tutor, Student and Deputy Head occur with progress report from teachers discussed and sent home to parents by Deputy Head.</p>	<p>At the 16<sup>th</sup> warning for <b><i>Organisation</i></b> and/or <b><i>Failure to submit HW:</i></b></p>
6	<p>Any offences occurring during the Final Warning period will lead to a <b>recommendation being made by the Deputy Head to the Headmistress, for the student to be asked to leave the College/likelihood of permanent exclusion.</b> Parents will be asked to attend a meeting.</p>	

## SIXTH FORM

STEPS	SANCTIONS
Informal	<p>Verbal caution(s) issued by member of staff.</p> <p>Teachers may choose to issue verbal cautions at any stage throughout this process, rather than a formal <i>warning</i>, which is recorded in SIMS.</p>
1	<p>Warnings (same categories as per First to Fifth Year) given by staff member and registered on SIMS.</p> <p>At the <b>3<sup>rd</sup> warning</b>:</p> <p>Tutor to place student in <b>lunchtime detention</b> which is recorded on SIMS.</p>
2	<p>At the <b>6<sup>th</sup> warning</b>:</p> <p>Tutor to place student in <b>Friday after school detention</b> which is recorded on SIMS – staffed on a rota by teaching staff. Tutor to contact parents by phone, with a confirmation email as a record of the concern, to inform them of warnings and Friday detention.</p> <p>Tutor to alert Head of Year.</p>
3	<p>At the <b>8<sup>th</sup> warning</b>:</p> <p>Tutor to place student in <b>Friday after school detention</b> which is recorded on SIMS.</p> <p>Tutor to arrange a <b>meeting with student, parents and HoY</b>. Student may be placed on Report/Support Card.</p>
4	<p>At the <b>10<sup>th</sup> warning</b>:</p> <p>Student is referred to the <b>Assistant Head, Sixth Form</b> and placed on a two week <b>Report card</b>. Meeting with parents is held between Assistant Head and Head of Year.</p>
5	<p><b>11<sup>th</sup> warning:</b></p> <p><b>FINAL WARNING PERIOD</b></p> <p>Parents invited in for a meeting and target setting occurs between Deputy Head, Assistant Head, Parents and student.</p> <p><b>Student is given final warning by either Academic /Pastoral Deputy Head and monitoring of work and behaviour commences.</b></p> <p>Weekly meetings between Tutor, Student and Deputy Head occur with progress report from teachers discussed and sent home to parents by Deputy Head.</p>
6	<p>Any offences occurring during the Final Warning period will lead to a <b>recommendation being made by the Deputy Head to the Headmistress, for the student to be asked to leave the College/likelihood of permanent exclusion</b>. Parents will be asked to attend a meeting.</p>



## Notes on Warning Escalation

If a student reaches Step 4 by the end of the Fourth Year, the Head of Year will decide whether the student begins the Fifth Year at Step 3 or Step 4. This is for the benefit of the student during their important GCSE year and tracking for entry into Sixth Form.

If the student reaches Stage 4 by the end of Lower Sixth and then reaches Stage 2 in Upper Sixth, they will be moved directly to Stage 5 (Deputy Head).

If a First to Fourth Year student is at Deputy Head Level (Final Warning Period) at the end of an academic year they will start the new academic year at Head of Year level for closer monitoring regardless of year group. If a student in the Lower Sixth reaches Deputy Head Level at the end of the academic year, the Deputy Head and Assistant Head Sixth Form will put in place a specific plan to support that student in the Upper Sixth.

Lunchtime detentions will last 15 minutes and will take place at the convenience of the Head of Year. Students must attend outside their designated lunch slot within period 5. [This format is a temporary measure whilst COVID regulations affect the 'usual' lunch timings]

A teacher may wish to run their own detention/**community service** at lunch time, for example a student could sort out departmental resources. Teachers should not extend this beyond 15 minutes and they must register the student in the SIMS detention register, if it was issued via SIMS (a teacher may decide to issue an informal detention, which would not be part of the Warning Escalation above).

## Appendix B: Examples of Serious Offences, which could result in permanent exclusion

This is an indicative, not an exhaustive, list.

- Swearing at, or serious disrespect towards staff;
- Serious violence, or threat of violence against another student or member of staff;
- Taking or supplying an illegal drug in school (this includes legal highs) or their paraphernalia or substances intended to resemble them, or alcohol or tobacco\*;
- Theft; either within or without the school grounds;
- Bringing dangerous items to school, such as pen knives, pellet guns etc;
- Vandalism or damage to school property;
- Blackmail or serious and continued bullying;
- Persistent disruptive behavior;
- Dangerous behavior, including driving, on the school site;
- Serious misuse of ICT equipment;
- Openly carrying or using an offensive weapon;
- Partaking in sexual activity on site;
- Other serious misconduct which affects the welfare of a member or members of the school community, or which brings the school into disrepute, including the targeting of St George's Weybridge through social media, or behaviour which creates irrevocable damage to the relationship between the College and the student.

\* Drug-Related Exclusion A decision to permanently exclude a student in a drug-related case will be based on the criteria outlined in the College's Substance Abuse policy; use of drugs away from the school campus may still result in permanent exclusion.

## Appendix C: Procedure for Managing Serious Disciplinary Matters

Where it is alleged that a student has committed a serious breach of school discipline, the Headteacher or a Deputy Head should be informed of the matter as soon as is practical. An investigation of serious breaches of school discipline will be carried out by the Head of Year and/or a Deputy Head, or the Headteacher.

Parents of the student will be informed as soon as is reasonably practical, if the matter under investigation could result in the student being suspended, excluded or removed from the College.

The student(s) will be offered appropriate pastoral support during the investigation and interviews will be conducted with due regard for *douceur* (firm gentleness).

It may be necessary to suspend an investigation, for example where external agencies such as the police or Children's Services are involved and have advised that it is necessary.

The conclusion of the investigation may lead to the student and their parents being asked to attend a formal Disciplinary Meeting with the Headteacher or a Deputy Head. Documents available before such a meeting will include:

- a statement setting out the points of complaint against the student
- written statements and notes of the evidence supporting the complaint, and any relevant correspondence
- the Deputy Head's or Head of Year's Investigation Report
- the student's conduct record from SIMS
- the College's Behaviour Policy and Complaints Policy.

At the meeting, the investigating member of staff will explain the circumstances of the complaint and their investigation. The student and their parents will have an opportunity to state their side of the case, as well as to provide any mitigating circumstances. Other members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of other students will be preserved (unless anonymity affects the procedural fairness of the investigation). If the parents or the student have any special needs or disability which call for additional facilities or adjustments (e.g. the provision of documents in large print or other accessible format) those requirements should be made known to The Headteacher/Deputy Head in advance of the meeting, so that appropriate arrangements can be made. If a parent is unable to attend because of, for example, travel and working commitments, the College will make reasonable alternative arrangements to ensure the parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

There are potentially three distinct stages of a disciplinary meeting:

1. The complaint/s: The Headteacher or Deputy Head will consider the complaint/s and the evidence, including statements made by and/or on behalf of the student. Unless it is considered that further investigation is needed, they will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities.
2. The sanction: If the complaint has been proved, The Headteacher or Deputy Head will outline the range of disciplinary sanctions that they consider are open to them. They will consider any further statement which the student and/or others present on their behalf wish to make. The student's

disciplinary record will be reviewed. The Headteacher or Deputy Head will consult with the Chair of Governors. Within two working days, The Headteacher or Deputy Head will give their decision in writing, with reasons.

3. Leaving status: If the decision is that the student must leave the College, the headteacher or Deputy Head will consult with a parent before deciding on the student's leaving status (see below).

Staff will deal with all disciplinary matters with discretion. In particular, if a student has been suspended or is asked to leave, staff will not disclose this to any other student or other person, except on a need-to-know basis (for example, in seeking to help a student find a place at another school).

*Leaving status* refers to whether the student has been expelled, removed or if the offer is made and accepted withdrawn, and to the record which will be entered in to the student's file as to the reason for leaving, and the student's status as a leaver, and the transfer of the student's work to another educational establishment and to the nature of the reference which will be given in respect of the student, and to the invitation to become a member of the Old Georgians' Association, and also to the financial aspects of the student's leaving. The Headteacher, or a Deputy Head, will discuss these and any other relevant matters of leaving status, with the parents and, where appropriate with the student, at the time of, or in advance of, the decision.

Parents may ask for a review by Governors of a decision to expel or require the removal of a student from the College (but not a decision to suspend a student, unless the suspension is for 5 school days or more, or would prevent the student from taking a public examination. Neither can a decision to withdraw, once offered and accepted, be appealed). Any such Review would fall under the Complaints Procedure, which we commence at Stage 3. The request must be made as soon as possible and in any event within seven calendar days of the decision being notified to the parents. There will be no right to a review of other sanctions but a student who feels aggrieved may ask a Deputy Head to take up their concerns with the member of staff who imposed the sanction.

**This policy should be displayed in:**

S:\SGW Policy_and_Procedure_Index	Linked from the Parents' section of Firefly
College Website	