



# Behaviour Management Policy

## ISI Regulatory Code – 9A

Policy written by: J Murphy

Policy Date: September 2019

Approved by Executive: October 2019

This Policy is for Mount St. Mary's College

Linked Policies: Anti-Bullying Policy which includes Cyberbullying, Recognition, Rewards and Sanctions Policy, Use of Reasonable Force Policy

## Mount St Mary's College

Educating Men and Women for Others since 1842

Telephone: 01246 433 388

Email: [headmaster@msmcollege.com](mailto:headmaster@msmcollege.com)

Address: College Road, Spinkhill, Derbyshire S21 3YL

AHU032016 v2.1

Page 1 of 19

## Behaviour Management Policy

**This policy aims to provide a consistent approach to behaviour management; to define what we consider to be unacceptable behaviour; outline how our pupils are expected to behave and covers the ways in which staff shape, manage and respond to the behaviour of pupils in order to form young men and women of conscience, competence and compassionate commitment.**

### INTRODUCTION

#### Jesuit Pupil Profile

Pupils in a Jesuit school are growing to be . . .

**Grateful** for their own gifts, for the gift of other people, and for the blessings of each day;  
and **generous** with their gifts, becoming men and women for others.

**Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

**Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.

**Faith-filled** in their beliefs and **hopeful** for the future.

**Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.

**Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.

**Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.

**Intentional** in the way they live and use the resources of the earth, guided by conscience; and

**prophetic** in the example they set to others.

Mount St Mary's College, in order to bring about 'an improvement in living and learning', seeks to become a community of character. That is, one where our pupils' characters are formed through a shared set of expectations about behaviour, aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure

## Behaviour Management Policy

learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life- long learners.

We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

The school has 3 'Golden Rules' which we expect everyone to work towards at all times:

1. We conduct ourselves with **respect**: respect for ourselves, respect for others and respect for our environment.
2. We hold dear the Ignatian principles of **compassion** and **care**: we always seek to understand the difficulties others may be facing. We are sensitive to the needs of others and we try to help in any way we can.
3. We strive for the **Magis**: in all things, at all times, we have high standards in all that we do and we push ourselves to be the very best we can be - for the Greater Glory of God (**AMDG**).

The Pupil Code of Conduct is in Appendix One.

This policy should be read in conjunction with the documents of:

- Anti-Bulling Policy which includes Cyberbullying
- Use of Reasonable Force Policy

### Encouraging Good Behaviour

The focus of all staff at the school is on encouraging good behaviour at all times. We do this firstly by modelling such behaviour ourselves, seeking to be calm and consistent in how we behave towards our students and by recognising good behaviour when we see it. As we seek to inculcate virtuous behaviours in our students we are focused more upon recognition than 'reward' in a material sense as this is a better method of engraining a change in behaviour.

We are explicit in the behaviours we expect from our pupils. The most simple and memorable expression of this is in the 'Golden Rules' and all staff will refer to this when discussing behaviour with pupils. The pupil code of conduct gives precise guidance in issues such as dress, equipment for lessons etc. The Jesuit Pupil Profile expresses clearly our ambitions for our students and we focus each half term on a particular pair of virtues in order that our students understanding grows throughout their time in the school.

Staff at the school will be relentless in seeking opportunities to recognise and acknowledge students who are 'caught doing the right thing'. This will often be as simple as saying 'well done' or 'thank you for...'. Each classroom has a 'Recognition Board' on which the names of those students who have exhibited excellent behaviour will be noted each lesson. This may be followed up by a merit, an e-mail or postcard home or other forms of recognition as appropriate. We greet our students cheerfully and

## Behaviour Management Policy

individually at the start of each lesson, thus establishing a positive tone at the start of every lesson for every student. In seeking the magis we are explicit in detailing excellent learning behaviours and their connection to the Jesuit Pupil Profile – this is most visible in the posters displayed in our classrooms, but is further reinforced by the behaviours we recognise and reward.

### Types of Reward and Recognition

**Merits:** awarded by subject teachers for significant effort and top quality work or performance. Parents can see merits on the Parent Portal and when key thresholds are reached a certificate is awarded in assembly and a letter is sent home.

**Postcards Home:** teachers are encouraged to write postcards to parents praising pupils for good behaviour or good work

**Heads of Line Praise:** notable achievements of an academic and non-academic nature may be commended by way of a note to a pupil's head of line who can refer to the achievement in a House assembly or by directly offering congratulations to the pupil

**Assemblies:** where a student has achieved excellence in any aspect of life, inside or outside of school, we would seek to acknowledge this in whole school or year group assemblies as appropriate. School assemblies each Friday acknowledge sports results and performances, achievements in music and the completion of scholarship projects, for example.

**Contact with Parents:** all staff seek to share good news with parents as often and as quickly as possible. Merits are available to parents, but staff are encouraged to use e-mail or post-cards as a means of sharing the good news.

**Monthly Magis Munch:** those students who have exhibited excellent behaviour may be nominated by their teachers to join the 'Monthly Magis Munch' on a Friday break time in recognition of their good behaviour.

**Colours:** these are awarded for representing the school in sport and music, but we will expand this to include other school activities in due course.

**Arrupe Award:** this award is made to those students who demonstrate initiative and leadership in showing themselves to be 'men and women for others'.

**Prizes:** In addition to Merit Awards, each year prizes are awarded as part of Grand Academy. This is an opportunity to recognise achievement throughout the school and across all of our activities.

### Addressing poor behaviour

Whenever a member of staff witnesses poor behaviour it will always be acted upon. In many instances this will simply involve a 'quiet word' reminding the pupil of how they should behave and of their previous good behaviour. If this behaviour does not change or is of a more serious level the member of staff will speak to the pupil on their own and review their behaviour, asking the following questions:

- What has happened?

## Behaviour Management Policy

- What were you thinking at the time?
- Who has been affected by the actions?
- How have they been affected?
- What needs to be done now to make things right?
- How can we do things differently in the future?

Poor behaviour in a lesson will be addressed by the subject teacher and Academic Subject Leader in the first instance, whilst the tutor and Head of Line will be kept informed.

**Orange Slips:** are a means of recording action taken when a pupil's behaviour has fallen below the standard expected. They are shared with the student's Head of Line, form tutor and parents via the parent portal.

**On Report:** given for being off site without permission, missing lessons, private study or activities such as games, CCF, music. It can also be used to monitor academic progress, punctuality and behavioural problems. A pupil is placed on report and is required to get the signature of each member of staff after each lesson or activity. A report also requires the signature of a parent or house-parent. The report can last for a day, a week or longer as determined by the pupil's head of line. The report must be shown to the head of line at regular intervals determined by the head of line.

### Types of Sanction:

- a) Letter of apology:** given when a teacher reports an offence of the behavioural type which does not warrant a Friday evening detention. The offending pupil is required to write a letter of apology to the member of staff or pupil which might be signed by the pupil's parents. Whilst this is listed under 'sanctions' it should be noted that the letter should be an outcome of a conversation as outlined above, rather than simply an order enforced by a member of staff.
- b) Written punishment:** pupils may be asked to write an essay reflecting on their behaviour and suggesting better choices they could make in the future. NB - this does not replace a face-to-face conversation with a teacher although it may augment it.
- c) Academic Detention:** this takes place each day at lunchtime 1:00-1:30pm. The intention is to allow for immediate action to be taken when a pupil has not completed homework or has to complete a test. The pupil should always be told they are in detention and this must be accompanied by an Orange Slip. Teachers should refer to the detailed guidance regarding the mechanism for putting a student into detention.
- d) Exclusion from a lesson:** If there is persistent poor behaviour in a lesson it may be that the pupil is taken out of that lesson until the causes are addressed. This would be at the discretion of the Academic Subject Leader or Head of Line. In this case work will always be set and the pupil will be

## Behaviour Management Policy

suitably supervised. This will only ever be used as a short term measure.

- e) **Academic detention:** this takes place at lunchtime and will be issued if a pupil has failed to complete homework or needs to complete a retest.
- f) **Behavioural detention:** where a pupil has been disruptive or behaved poorly in a lesson the subject teacher will detain the pupil for up to 20 minutes at break or lunch time in order to offer the pupil time to reflect.
- g) **Monday Detention:** failure to attend a lunchtime detention or repeated misbehaviour will lead to a pupil being placed in detention on Monday Evening from 4:40-5:40 with the Head of Faculty/ASL. Parents will be informed.
- h) **Friday Detention:** If a pupil does not attend a Monday night detention or persists in misbehaviour they will be detained by their Head of School or Head of Year on a Friday 4:40-5:40.
- i) **Deputy Head's Detention:** this takes place on a Saturday morning from 9am-12:00am. Pupils may be placed in this detention by their Head of School/Year for failure to attend a Friday detention or for serious misbehaviour.
- j) **Behaviour Contract:** where a student has been consistently behaving poorly, or they have been involved in a major breach of a school rule e.g. involving the use of forbidden substances, they and their parents may be asked to sign a behaviour contract which will outline the consequences of any further such breach. This would usually occur after a suspension.
- k) **Suspension and Exclusion:** a pupil may be suspended from School for a designated period of time, or excluded permanently, at the discretion of the Headmaster.

### The application of Recognition, Rewards and Sanctions

All staff endeavour to give reward, recognition and sanctions fairly and consistently. This means that pupils can expect to be warned, either individually or as a group, and that sanctions given will be appropriate to the offence. Where a pupil has behaved inappropriately in a lesson a teacher will always seek to have dealt with the issue before the next lesson, usually by having a restorative conversation.

## Behaviour Management Policy

As adults how we react to behaviour will influence the way in which pupils respond and behave. The table below offers a stepped approach to behaviour management. It is designed to promote consistency of response. Examples of inappropriate behaviour are given a level, then linked to possible rewards and sanctions.

Ultimately, every incident is unique and the context in which it has taken place, the previous record of the pupil and the effect of their actions will be given serious consideration. The table below acts as a guide to assist in this process.

Sanctions will be applied proportionally, consistently and reasonably, taking account of any special educational needs (SEN) or disabilities that pupils may have and taking into consideration the needs of vulnerable children

All sanctions of Level 5 and above must be recorded on the pupil's file and in the serious sanctions log.

Level	Example of behaviour	Action
<b>One</b>	<p><b>Outstanding achievement or effort</b></p> <ul style="list-style-type: none"> <li>• This can be for any behaviour across the range of school activities, including: academic, artistic, musical, kindness</li> </ul>	<ul style="list-style-type: none"> <li>• Letter sent home to celebrate achievement and pupil meets with Headmaster to discuss success</li> <li>• End of Term or Year Special Prizes</li> </ul>
<b>Two</b>	<p><b>Consistent positive achievement</b></p> <ul style="list-style-type: none"> <li>• Consistent positive achievement</li> <li>• Exceptional effort</li> <li>• Outstanding improvement in test or grades</li> <li>• Consistent positive attitude</li> <li>• Excellent organisational skills</li> <li>• Thoughtfulness to peers</li> </ul>	<ul style="list-style-type: none"> <li>• Letter sent home</li> <li>• Head's of Line Praise</li> <li>• Award of Colours</li> <li>• Merit Award</li> <li>• Monthly Magis Munch</li> </ul>
<b>Three</b>	<ul style="list-style-type: none"> <li>• Success in individual and group competitions at whole school level</li> <li>• A particularly good piece of work</li> <li>• Positive behaviour in any area of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Merits</li> <li>• Stickers</li> <li>• Comments on work</li> <li>• Use of Recognition Board</li> </ul>

Level	Example of behaviour	Behaviour Management Policy Action
<b>Four</b>	<p><b>Low level negative behaviour</b></p> <ul style="list-style-type: none"> <li>• Low level negative behaviour</li> <li>• Lateness</li> <li>• Incorrect dress or equipment</li> <li>• Talking-out-of-turn</li> <li>• Off task</li> <li>• Poor effort/incomplete/missing homework</li> <li>• Rudeness</li> </ul>	<ul style="list-style-type: none"> <li>• Managed by teacher</li> <li>• Verbal warning</li> <li>• Restorative Conversation</li> <li>• Note in Planner, signed and dated</li> <li>• Letter of apology</li> <li>• Homework detention</li> </ul>
<b>Five</b>	<ul style="list-style-type: none"> <li>• Repeated Level Four behaviour</li> <li>• Verbal or physical abuse of another student</li> <li>• Bad Language</li> <li>• Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to ASL, Houseparent or Head of Line</li> <li>• On Report</li> <li>• Saturday Detention</li> </ul>
<b>Six</b>	<ul style="list-style-type: none"> <li>• Verbal/physical bullying</li> <li>• Use or possession of forbidden substances such as cigarettes, alcohol</li> <li>• Theft</li> <li>• Persistent poor behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Contract</li> <li>• Suspension</li> </ul>
<b>Seven</b>	<p><b>Major infringement of school rules</b></p> <ul style="list-style-type: none"> <li>• Theft</li> <li>• Possession of drugs/alcohol/weapons</li> <li>• Abusive behaviour towards a member of staff</li> <li>• Violence</li> <li>• Bullying</li> <li>• Fighting</li> <li>• Sexual harassment</li> <li>• Racist abuse</li> <li>• Damage to property</li> <li>• Persistent disruptive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Contract</li> <li>• Fixed Term Suspension</li> <li>• Indefinite Suspension</li> <li>• Expulsion</li> </ul>

# Behaviour Management Policy

## **Code of Conduct**

This community of governors, staff, parents and pupils adhere to an established routine and code of conduct, rather than to lists of rules. We regard education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The College expects the highest values and standards of behaviour inside and outside the classroom, as well as outside College and in any written or electronic communication concerning the College.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of College life. They should follow the College rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

## **Measures to Combat Bullying**

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying policy is on our website. The College is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender or sexual orientation or physical disability or learning difficulty.

## **Involvement of Parents and Guardians**

Parents and guardians who accept a place for their child undertake to uphold the College policies and regulations, including this policy when they sign the Parent Contract. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities, homework and private study.

The College is always happy to consider suggestions from parents and hopes that parents find the College responsive and open-minded.

## **Unexplained Absences**

The College will telephone the pupil's home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. Please note that it is the governors' policy usually not to allow holidays to be taken during term.

## **Suspensions and Exclusions**

The College policy on discipline and exclusions is set out in this policy, and all parents and pupils should be aware of the more serious sanctions, including suspension and expulsion that the Headmaster or Headteacher can impose for serious breaches of the rules and regulations, including criminal behaviour. Examples of serious breaches of the rules and regulations include:

## Behaviour Management Policy

- drug abuse;
- alcohol and tobacco abuse;
- theft;
- bullying;
- physical assault/threatening behaviour;
- fighting;
- sexual harassment;
- racist or sexist abuse;
- sexual misconduct;
- damage to property;
- persistent disruptive behaviour; and/or

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

A suspension, or temporary exclusion, may only be carried out by one of the Deputy Headmasters, Deputy Headteacher or Head of Higher Line, who will inform the Headmaster/Headteacher. Parents will be informed in writing of the exclusion and the reasons. A parent or guardian may appeal against the exclusion to the Headmaster whose decision will be final.

Permanent exclusions may only be carried out by the Headmaster/ Headteacher in consultation with at least one governor. Parents will be informed in writing of the exclusion and the reasons. A parent or guardian may appeal against the exclusion to the Chair of Governors whose decision will be final.

### **Physical Restraint**

Like all schools, staff may have to use reasonable force to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables College staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- "Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"
- "Causing personal injury to any person (including the pupil themselves)"
- "Causing damage to the property of any person (including the pupil themselves)"
- "Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise"

The Act also defines to whom the power applies as follows:

- "Any teacher who works at the school"
- "Any other person whom the head teacher has authorised to have control or charge of pupils"

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time.

Their training specifically deals with the factors that must be considered in reaching a judgement as to

## Behaviour Management Policy

whether the use of physical restraint is appropriate which includes:

- "The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used
- "The chances of achieving the desired result by other means
- "The relative risks associated with physical intervention compared with using other strategies"

Every member of staff will inform the Headmaster immediately after he/she has needed to restrain a pupil physically.

The College will always inform a parent when it has been necessary to use physical restraint and invite them to the College, so that we can, if necessary, agree a way forward for managing that individual pupil's behaviour.

### Searching Pupils and their possessions

The Headmaster and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds to suspect that a pupil may have a prohibited item. Prohibited items include:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images or any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property of, any person

The Headmaster and authorised staff can also search for any item banned by College rules which has been identified in the rule as an item which may be searched for. Prohibited items may also be seized.

They may also confiscate any item, however found, which they consider harmful or detrimental to College discipline.

### Testing for illegal substances

If it appears that a pupil has taken an illegal substance the first action of the member of staff will be to ensure their health and welfare. Any student who displays any symptoms which may be consistent with drug taking (e.g. extreme drowsiness, confusion etc) medical assistance should be sought.

The school may choose to test a pupil for illegal substances under the following conditions:

1. Where there has been prior agreement with the parents that there will be a programme of testing their child
2. Where there are reasonable grounds for school staff to believe that a pupil has been taking illegal substances. These may include, the possession of such substances or the paraphernalia of drug taking; physical symptoms which are consistent with drug taking; being present when drugs have been used or it is reasonably believed they have been used. These grounds should be agreed by

## Behaviour Management Policy

two members of staff, including either of the Deputy Heads or the Headmaster and recorded in writing. This must also be explained to the pupil. The school will seek the permission of parents before a test is taken. The refusal to take a test may be a factor in the school's response to an incident.

Tests will be undertaken in the medical centre under the supervision of the school nurse

### **Malicious Accusations against Staff**

Where a pupil is found to have made malicious accusations against College staff they are likely to have breached the College behaviour policy. The College, therefore, will 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.)

## Behaviour Management Policy

### COMPLAINTS

The College hopes that parents will not feel the need to complain about the operation of its behaviour management policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the College complaints procedures are on our website. We will send you copies on request. We maintain records of complaints for three years after your child has left the College.

# Behaviour Management Policy

## APPENDIX ONE

## PUPIL CODE OF CONDUCT

One of the basic elements of education is self-discipline. You learn to control your own mind so that you do the things you should, not the things you want to do.

A high standard of self-discipline and behaviour is required from all pupils. You are expected to take responsibility for your own actions and to show courtesy and respect to staff, visitors and to one another.

Older pupils are encouraged to participate in the care of younger children.

Please move about the school in a quiet and orderly manner. Keep to the left and do not run.

Pupils must not enter classrooms until directed to do so by a teacher.

Always pay careful attention during lessons and do not allow your mind to wander.

### **Learn to Listen and Listen to Learn**

Lesson change bells are a signal to staff; do not pack up your books until your teacher concludes the lesson.

You are expected to obey all members of staff without argument.

Smoking is forbidden in school and whilst travelling to and from school or at any other time whilst wearing school uniform.

Pupils wishing to travel by bicycle or motor vehicle must obtain permission from their parents and from the Head of Line.

The combination of quality teaching and a stimulating environment is the key to our academic success.

## **REWARDS AND SANCTIONS**

### **Rewards**

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

## Behaviour Management Policy

When you do something well your teacher will recognise this by speaking to you in class, writing comments in your book and giving high marks.

Outstanding effort or achievement may be rewarded through the school merit system. Merits in this way contribute to the award of a letter of commendation for 15 merits, a bronze certificate for 25 merits, a silver certificate for 35 merits and a gold certificate for 50 merits. These certificates are then presented by the Heads of Line or the Headmaster in school assemblies.

### **Sanctions**

If you fail to meet the required high standard of behaviour then you should expect to be held responsible for your misbehaviour. For more information please refer to the blue "rules" section at the back of this diary.

You may be placed 'On Report'. Each teacher will write a comment after every lesson and the report sheet will be checked by the Head of Line.

In serious cases you may be suspended from school for a period of time and then invited to come in with your parents and agree to accept a written code of conduct before being re-admitted.

# Behaviour Management Policy

## **BULLYING**

Every person in Mount St Mary's College should be treated with respect, NOBODY should be bullied.

If you are being bullied by anyone you MUST let an adult you feel you can trust, know. The person could be a parent, a teacher, an aunt, uncle etc. The important thing is to let somebody know so that the school is informed and can deal with it.

A lot of things come under the label 'BULLYING'. These include all kinds of name-calling, whether online or in person, taking or asking for money, ridiculing pupils with any kind of medical condition, and of course physical bullying.

### **BULLYING HAS NO PLACE AT MOUNT ST. MARY'S COLLEGE**

If we stick together we can make Mount St Mary's College bully-free and a place to feel proud to be a part of.

## **SCHOOL RULES AND REGULATIONS**

The rules that follow are not intended so much to restrict but rather to allow our school to become in reality what it claims to be. It is a place in which we all seek to become men and women of faith who are men and women for others, a place in which our lives together are based on a mutual concern and respect without which community life is not possible.

Each section begins with a general principle that is expanded more specifically.

### **1. Parents and pupils have the right to be fully informed of school rules and any changes made to them.**

**1.1** Information about school rules will be made available to new and current pupils via their personal planners and to parents through the Information for Parents Handbook and/or Parent Mail.

**1.2** Pupils and parents will be informed about any changes to school rules. Pupils will be told promptly of such changes at an assembly whilst parents will be informed of significant changes by letter or Parent Mail.

### **2. Parents and pupils have the right to appeal if they believe a rule or a sanction, once imposed, is unfair.**

**2.1** In the first instance, parents and pupils should make an appeal to the appropriate Tutor, Head of Line or member of the House staff and then, if they deem it necessary, to the Headmaster or his Deputy, as appropriate.

## Behaviour Management Policy

- 2.2** If pupils feel they cannot approach any of the above, they can make an appeal through any member of staff.
- 2.3** All parents have the right to appeal directly to the Headmaster or his Deputy on behalf of their child if they are unhappy about disciplinary decisions.
- 3. Respect for others and their property must at all times be of primary importance to all members of the school. This includes any personal property or the property of the school and the school's fabric and furnishings.**
- 3.1** Stealing property, or borrowing without the owner's permission, either inside or outside of school is a serious breach of rules and will be dealt with severely.
- 3.2** Good care should be taken of school textbooks and exercise books at all times. They should neither be left around the school by their owners nor be borrowed by other pupils except with the owner's express permission.
- 3.3** It is forbidden to borrow anything but small sums of money from any other pupil, even with permission, as it can lead to numerous misunderstandings. Pupils who need money urgently should see their Tutor, Head of Line or their Housemaster or mistress.
- 3.4** Pupils may only borrow school property with the express permission of a member of staff.
- 3.5** Graffiti is totally forbidden. Pupils will be liable for the cost of removing graffiti.
- 3.6** Any damage, accidental or not, should be reported to a member of staff as soon as possible by those responsible for the damage. Pupils may be charged for the cost of damage.
- 3.7** The school community works best when there is mutual trust based upon openness and honesty between all working and living here. Consequently, everyone has a right to be told the truth at all times.

## Behaviour Management Policy

- 3.8** Each pupil is provided with a locker for the storage of personal items such as books, laptops, mobile phones etc and is responsible for the safekeeping of the key. Pupils are discouraged from bringing expensive items into school and from wearing expensive items of jewellery in school (see section 5 for the rules about the wearing of jewellery). Any expensive items which are brought into school must be insured.
- 3.9** Pupils must store their sports kit in a locked locker or other designated area. It must not be left in the form room or lying around school.

**4. Everyone working in the school community should show care, courtesy and consideration towards one another.**

It is most important that everyone has a care for everyone else, most particularly those who are new, home-sick or unhappy or for whatever reason do not seem to fit in; they should be our special concern. Everyone should show them friendship and include them in their groups.

It is entirely appropriate to talk to a member of staff about a fellow pupil who seems unhappy in the long-term. In such cases, it is a member of staff who is best placed to help.

- 4.1** The school is a much more pleasant place when we say 'good morning,' hold doors open for others, go to help those who are in need and say 'please' and 'thank you'.
- 4.2** Pupils should not drop litter or in anyway create mess and, above all, the attitude that the domestic or kitchen staff will clear up is not acceptable.
- 4.3** Litter makes the living and learning space dirty and unpleasant. While pupils have the right to live and work in a regularly cleaned environment, everyone has a responsibility towards the tidiness of the school. If there is litter around the buildings, it should be picked up and disposed of in a litterbin.
- 4.4** The taking of food outside the refectory after any meal, because it creates litter and encourages waste, is not allowed. For the same reason, eating in classrooms is not allowed. The chewing of gum, in school or during school trips is not allowed, because it is difficult to remove when dropped and its removal can damage furniture and fabrics.
- 4.5** The tuck shops are available for the use of all pupils as designated. They should be kept tidy at all times and litter should not be dropped onto the floor or left lying around.
- 4.6** All have a right in a community to be addressed in a respectful manner. Pupils are encouraged to address each other by their first or Christian names. Only those nicknames, which are acceptable to fellow pupils, should be used.
- 4.7** All have a right to be treated respectfully by other pupils, regardless of age, sex, race or religion. Remarks which are racist or sexist or which disparage another's faith, be they made by pupils or staff are entirely unacceptable.

**Bullying - both physical and verbal - is the single most serious breach of rules against the community. The school's determination to deal severely with bullying is set out in its 'bullying statement'.**

## Behaviour Management Policy

Similarly, any form of physical violence is forbidden.

All such behaviour will be treated as a serious breach of the College's disciplinary policy.

**4.8** The teaching staff work hard for the good of the pupils and deserve respect. Consequently, staff should be addressed by using 'Miss', 'Sir' or 'Father'. All should stand when a member of staff enters a classroom. Talking while having hands in pockets or leaning against a wall is not good manners. It is expected that all members of the school, staff and pupils alike, behave courteously to one another.

**4.9** Pupils should all be friendly and courteous towards visitors.

**4.10** When on school journeys pupils act as ambassadors for the Mount and can contribute to, or detract from, its good reputation. Behavior must, therefore, be excellent at all times.

All pupils travelling to and from school on the school minibuses should sign and abide by the code of conduct set out in the 'bus code'. Failure to respect the bus code will lead to the withdrawal of the privilege of travelling on school transport. All pupils must wear either correct uniform or full school games tracksuit when traveling to and from school (see 6.7).

**4.11** Punctuality for lessons and all other appointments is expected.

**4.12** Bad language is not permitted between pupils nor directed towards members of staff.

**5. THE CORRIDOR AND STAIRS CODE.** At Mount St Mary's great emphasis is placed on courteous and safe conduct in all aspects of College life. This is important not only for the internal well-being of the community, but also in respect of the image of the College and its pupils to those who visit from outside. The degree of courtesy, consideration shown by College pupils in public towards each other and to our visitors often provides the most accurate yardstick by which the values of a community can be measured, and leaves a lasting impression on those who visit and pass through the College.

**5.1** When using corridors and stairs pupils should walk on the left and should avoid moving in formations with several pupils abreast. Pupils should not gather on corridors during break or dinner times or before school.

**5.2** Pupils should be aware that behaviour which is loud, or gatherings which are large or unruly, even if the intention is good natured, are often found to be intimidating by others, particularly by individuals who are on their own, and by visitors to the College. Groups of pupils behaving in loud or otherwise intimidating fashion on thoroughfares will be disciplined collectively. All pupils have an individual responsibility to avoid being drawn into negative crowd behaviour.

**5.3** There should be no 'horseplay', pushing, shoving or other physical gestures. This is not only unsafe, but also makes a very negative impression on others. Such behaviour is intimidating and off-putting to visitors, and will be treated as a serious breach of College protocol, courtesy and disciplinary policy.

**5.4** When not being used school book bags and equipment must be left in the appropriate lockers. Bags must not be left lying on school thoroughfares at any time. Those which are will be removed and taken to appropriate common rooms. Where they can be recovered later only by means of a suitable payment to charity via the Head of Line.

## Behaviour Management Policy

- 5.5** All pupils using public College thoroughfares should be correctly and appropriately dressed. Pupils with a legitimate reason to be going to or returning from Games by means of interior thoroughfares may only do so if correctly dressed, and wearing appropriate footwear. **Please note that Rugby boots, clean or otherwise, may not be worn inside the building at any time.**
- 5.6** Adults, whether members of teaching, domestic or maintenance staff, parents or visitors, always have right of way on College thoroughfares.
- 5.7** There are few gestures which make a more negative impression than a door not held open appropriately, or which swings back in an uncontrolled and dangerous way. Before passing through doorways pupils should be particularly conscious of those coming through the door from the other direction and should give priority where applicable, particularly in the case of an adult visitor or any member of staff, as well as those behind them moving in the same direction, for whom the door needs to be held open.
- 5.8** When waiting for classes/registration, and in queues at the Tuck Shops or for lunch pupils should line up in single file against the outer walls of corridors, ensuring that thoroughfares remain open and easily accessible. There should be no groups congregating or blocking thoroughfares making it difficult for others to pass.
- 5.9** College regulations concerning relationships between boys and girls apply with particular importance to conduct on College thoroughfares. It is not appropriate at any time during the working school day for pupils to be walking hand in hand or otherwise displaying affection publicly inside or outside the building.
- 5.10** When queuing for the Refectory at lunch time, pupils should arrive at the correct time prescribed and not before. Pupils should queue in single file, against the outer edge of the Long Gallery and the Refectory entrance respectively, quietly and in orderly fashion. The instructions of the members of staff on duty and the captains should be followed dutifully. Pupils challenging the legitimate authorities in this respect put the safety of others at risk and will be disciplined accordingly. Pupils should have no school bags or other equipment with them in the lunch queue. Bags and equipment should be returned to the correct storage areas before pupils join the queue. These items may not be left on surfaces or floors adjacent to the Refectory. Those which are will be removed and will be subject to the recovery procedure detailed in rule 5.4.

## **6. School uniform is to be worn each school day. Dress should at all times be neat, clean and tidy.**

- 6.1** All pupils from Upper Elements to Syntax should wear the school uniform. It should be worn smartly, with top button done up and shirt tucked in.

Boys should wear a blazer, charcoal grey trousers, sober socks, V-neck grey pullover (optional), school tie, pale blue shirt and black polishable shoes. A blue shirt is generally worn from day to day. On special occasions, boys will be asked to wear 'best dress'. This means that they will wear a white shirt in place of a blue one.

Girls should wear a blazer, the school skirt or a navy blue skirt at or below knee length, V-neck navy pullover (optional), school tie, blue blouse, flat black polishable shoes and navy blue woollen/nylon tights or white knee

## Behaviour Management Policy

socks. From September 2014 all girls should wear the official school skirt, purchased from the school shop. The 'old' navy blue skirt should not be made from lycra or other 'figure hugging' material. On special occasions, girls will be asked to wear 'best dress'. This means that they will wear a white shirt in place of the blue one and navy tights.

Outside coats, when worn with the uniform by boys or girls, should be dark and must not be decorated with large badges.

In hot weather, 'shirt sleeve order' may be declared. The blazer and tie are then not worn and the top button is undone. Shirt sleeves should be rolled to above the elbow. Pupils at such times must either be in full 'shirt sleeve order' or full uniform.

- 6.2** Sixth Formers are not expected to wear school uniform though formal dress is expected. The guidelines for appropriate dress are set out below.

Boys should wear a sober-coloured jacket and trousers (or a suit) with a sober-coloured shirt and tie and black polishable shoes. A pullover, if worn, should be V-necked. On special occasions, boys will be asked to wear 'best dress' of a dark suit and white shirt.

Girls should wear a sober-coloured jacket and skirt (or a suit) with a sober-coloured blouse and black polishable shoes. A pullover, if worn, should be V-necked. The length of girls' skirts should be neither too short (above the knee) nor too long (down to the ankle). On special occasions, girls will be expected to wear 'best dress' which means a dark suit and a white-collared blouse.

- 6.3** All pupils should be in full possession of sports kit as set out in the separate clothing list; sports kit should be clean.
- 6.4** All items of clothing should be clearly labelled with the name and, where appropriate, the boarder's number. Full boarders have the responsibility to ensure that their clothes are clean and the school laundry should be used each week.
- 6.5** Hairstyles for boys and girls should be neither too long nor too short, conventionally styled and should not be dyed. Girls' hair should be tied back during the day if directed to do so. In PE, Science, DT and other practical subjects, girls' hair must always be tied back. Hair accessories should be blue or black.

*For all pupils*, hair should not be dyed, highlighted, streaked or stepped. Hair should be tidy.

*For boys*, hair should not be so short that the scalp is visible. Nor should it be so long that the hair reaches the collar, the eyebrows or the sideburns extend below the ears.

Boys are now more disposed to styling their hair with gel. If the resulting appearance is deemed by the Head of Line to be unconventional, it must be immediately remedied.

*For girls*, it should not be so short as to appear unconventional and if long must be tied back. In the sixth form, hair extensions of natural colour are not forbidden so long as the overall appearance remains acceptable

If a member of staff is concerned that a pupil's hair breaks the school's rules it will be referred to the pupil's

## Behaviour Management Policy

Head of Line who will make the judgement. If the hair is deemed unsuitable then the pupil will be given a brief but reasonable period of time to remedy the situation and parents will be contacted.

If a pupil fails to take sufficient action to comply with the College's request after one week, the Head of Line will refer the matter to the Headmaster or his Deputy, who is likely to send the child home or to a guardian until such time as the pupil's hair is deemed acceptable by the College.

- 6.6** A variety of casual clothes is permitted outside of school hours, on outings and on 'casual days' but tatty and untidy clothing will not be allowed. In summer, bearing in mind that this is a co-educational community all must dress with decorum. Pupils may change into their sports kit prior to a games, PE or sports studies lesson when permitted to do so by a teacher. No sports shirts or vest or shorts or sports skirts may be worn without a tracksuit in the refectory at any time.
- 6.7** All day pupils in Upper Elements to Syntax must travel to and from school in full school uniform. The only exception to this is when a pupil has been taking part in an official after-school sporting activity. On these occasions, a clean school tracksuit may be worn on the journey home. Pupils may also wear full CCF uniform following the timetabled CCF lessons. Sixth Form day pupils are similarly expected to travel to and from school formally dressed. Boarders are allowed to change into casual dress at 4.30pm and at weekends.
- 6.8** No make-up, nail varnish or jewellery (except for a watch, a single ring, ear studs in the lobe of the ear and a discreet necklace) is allowed.

After 4.30pm, Sixth Form girls and boys may wear discreet jewellery (rings and necklaces). Girls may wear earrings. This is, of course, subject to the discretion of members of staff in charge of evening activities in the interests of pupils' safety.

### **7. The formation of friendships is something to be encouraged.**

It is entirely compatible with school life that individual boys and girls become good friends and begin to discover the happiness and fulfilment that comes from enjoying each other's company.

- 7.1** The experience of conducting a co-educational school suggests that the following are generally not helpful either to individuals or the community:
- The formation of strong relationships between pupils where there is an age gap of more than two years.
  - The formation of relationships which are exclusive of others.
  - Relationships of such depth that they distract individuals from their study or other school commitments.
  - Physical contact and other signs of affection, subject to sections 7.4 and 7.6 below.
- 7.2** Relationships of a sexual nature are not compatible with Christian teaching or appropriate between young people of school age. Those who engage in such behaviour can expect the most serious consequences leading to suspension and expulsion from school.
- 7.3** Boys' and girls' living quarters are out of bounds to members of the opposite sex except with the express permission of the House staff.

## Behaviour Management Policy

- 7.4** Signs of affection should not make other pupils feel awkward or embarrassed. Such signs of affection should be reserved for time outside of the normal school teaching day.
- 7.5** The school acknowledges that pupils have a right to privacy and the opportunity to develop in relationships appropriate to their age group in a healthy and open way.
- 7.6** The school also acknowledges that the pupil common rooms are there for the pupils to associate together freely. While they need adult supervision, this will be done discreetly and with tact.
- 8. All have a responsibility to promote their own good health and that of others.**
- 8.1** Smoking and the possession of tobacco in whatever form are prohibited. Anyone caught smoking will be firmly dealt with. Smoking indoors is a fire risk and will lead to immediate suspension from school. The possession of herbal tobacco is similarly not permitted.
- 8.2** The possession and use of drugs threatens the well-being and quality of life of individuals and the community as a whole and is prohibited. It is so serious that it may lead to expulsion. The school has a clear drugs policy which is published both on-line and in the College handbook.
- 8.3** Similarly, the abuse of aerosols and solvents for inhaling is a very serious breach of rules.
- 8.4** The school has a responsibility to educate its pupils in the proper use of alcohol and also to follow the law of the land. The purchase and possession of alcohol by those under the age of 18 is a serious breach of rules and will lead to suspension from school. This rule applies also to trips. There are occasions when those over 16 may be allowed to consume alcohol whilst having a meal.
- 8.5** Rhetoric boarders may be allowed to go to the village pub on Thursday and Saturday evenings. Only those over the age of 18 may purchase or consume certain alcoholic drinks there and may consume only in moderation. Spirits and Alco pops are not allowed; only beer and wine may be purchased except with the express permission of House staff, Headmaster or his Deputy, including in the Pavilion.
- 8.6** Day pupils and weekly boarders who have passed all parts of the relevant driving test may, as a privilege, and with the written permission of the Head of Sixth Form, bring vehicles to school, parking them at their own risk in the place allocated. The Head of Sixth Form will issue a parking permit. Vehicles are only to be used for journeys to and from school and not during the school day. This privilege will be withdrawn if abused. Passengers may only be carried, subject to a pupil's insurance arrangements, with the express written permission of all concerned: parents and Head of Sixth Form as well as passengers. This privilege will be withdrawn, for the safety of all, if at any time vehicles are driven recklessly.
- 8.7** All members of the school must conduct themselves with due regard for the health and safety of themselves and everyone else at all times.
- 9. The school is responsible for all its pupils. Consequently the school needs to know where pupils are at all times, it has a responsibility to ensure that everyone remains within a safe distance of the school and that the privacy of all working here is protected.**

The following rules are made with everyone's interests at heart and in the hope that all unnecessary accidents

## Behaviour Management Policy

and misunderstandings will be avoided.

- 9.1 Registration takes place for all pupils each weekday morning with Tutors at 8.35am after Thumb recognition registration and each afternoon between 1.30pm and 1.55pm. Weekly boarders should return by 8.30pm on a Sunday evening or by 8.15am on a Monday morning by prior arrangement with House staff.
- 9.2 Pupils are not allowed access to boarding areas other than their own except with the express permission of the House staff concerned. Day pupils do not have access to boarding areas. Staff quarters and offices are out of bounds except with a member of staff's express permission.
- 9.3 The school grounds are defined as the area within the perimeter hedges of the sports fields. The sports' fields are out of bounds during the school day except during games or other supervised activities. Boarders have access to the grounds including the sports' fields from 4.30pm until supper. However, in the winter months, these grounds are out of bounds once it is dark and the light-sensitive lights are on. Pupils should not be outside in the dark unless they are between buildings or have permission.
- 9.4 Requests for weekend exeats need to be made by parents or guardians in writing to House staff five days in advance. If a pupil wishes to stay with a friend for the weekend, House staff will need to receive letters of invitation from their friend's parents and permission from their parents or guardian at least five days in advance.
- 9.5 Requests for absence for a dental or medical appointment need to be made in advance to the Tutor either by e-mail or letter.
- 9.6 Time off school is not allowed during the term except where there are mitigating circumstances. A request for absence in such cases must be sought from the Headmaster or Prefect of Studies. The academic dates are published a year in advance in order to facilitate travel arrangements for pupils who live overseas. Convenient air flights on the day prior to the end of term are not considered a reason for asking to leave school early. In such cases, pupils should depart on the day set and stay with their guardian until the next convenient flight. This also applies to return flights.
- 9.7 Boarders maybe granted permission to go out on Sunday afternoons with the permission of House staff. Boarders, other than Sixth Formers, should never go out alone.
- 9.8 Upper Elements to Syntax day pupils not taking part in an after school activity should study under supervision until they are either collected by parents or the school buses depart from the Chapel Entrance.
- 10. All pupils are expected to make every effort with their studies and to give themselves fully to the life of the school.**
- 10.1 Everyone should be punctual.
- 10.2 All studies and other assignments should be completed on time. Copying the work of another pupil is not permitted.
- 10.3 Pupils must ensure that they have the correct books and equipment for all their lessons. Pupils in Upper Elements to Syntax should use their school bag.

## Behaviour Management Policy

- 10.4** Pupils should participate fully in their lessons.
- 10.5** Pupils should study throughout all study periods without distracting others; the Library and the Sixth Form study area are places for quiet study.
- 10.6** If a lesson is to be knowingly missed, the teacher should be informed beforehand and the work completed immediately afterwards. Planners need to be signed accordingly.
- 10.7** Pupils should always feel free to approach all teachers with their worries and difficulties in study.
- 10.8** The pupil planner/homework diary is a great help in organising work; it should be taken to every class and kept up to date. Day pupils should have their diary signed each week by a parent; boarders should similarly have their diary signed by House staff. Tutors will check the diary on a weekly basis.
- 10.9** The possession of a mobile phone in school, whilst permitted, is entirely at a pupil's own risk. Phones should not be left switched on during lessons and studies, in the Chapel, in the library or in the refectory. Failure to abide by this rule will lead to the confiscation of the phone and further to a pupil not being allowed to bring a phone into school. Pupils are not allowed to take mobile phones into the examination room even if they are switched off.
- 10.10** The possession of a laptop in school, whilst permitted, is entirely at a pupil's own risk. Any laptop brought into school must be insured.

# Behaviour Management Policy

## SANCTIONS

**1. Sanctions imposed by a member of staff for poor behaviour or breach of school rules in the classroom.**

Extra work or detention or some other sanction commensurate with the breach of school rules will be imposed by the class teacher. The matter will be referred, if necessary, to the Academic Subject Leader in the first instance who may inform the pupil's Tutor. Where a serious breach of school rules occurs or there is repetition of poor behaviour, the Academic Subject Leader will inform the relevant Head of Line in writing for further action if necessary.

**2. Sanctions imposed by members of staff for work related issues within the classroom.**

Extra work or detention or some other sanction commensurate with the issue will be imposed by the class teacher. If unresolved, the matter in the first instance should be referred to the Academic Subject Leader, who may then inform the pupil's Tutor. The Academic Subject Leader should inform the Prefect of Studies **and** relevant Head of Line where there are serious concerns or parental contact needs to be made.

Exclusion from class will only be used as last resort. Any pupil who is excluded from class should report immediately to the Prefect of Studies and relevant Head of Line.

**3. Sanctions imposed by members of staff for poor behaviour or breach of school rules outside of the classroom.**

Extra work or detention or some other sanction commensurate with the breach of school rules or poor behaviour will be imposed by the member of staff witnessing the incident. An orange slip should be issued, where necessary, this will notify the pupil's tutor, Head of Line and can be checked by parents through the Parent Portal.

## Behaviour Management Policy

### Sanctions for Boarders: Appendix Two

LEVEL	POSSIBLE OFFENCE	ACTION BY	GUIDELINE SANCTIONS	Person responsible	Who to inform	How is this information shared
<b>1</b>	<ul style="list-style-type: none"> <li>• Lateness for curfew or registrations</li> <li>• Disruption in studies</li> <li>• Disobedience in the House</li> <li>• Unacceptable uniform and actions</li> <li>• Poor use of co-curricular time.</li> <li>• Unkindness or unpleasantness</li> </ul>	Member of Staff	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Loss of privileges such as access to the tuck shop.</li> <li>• Early reporting – Pupil is report to duty staff at 07:00 in uniform prepared for the day.</li> <li>• Early bedtime – Pupil is required to be in bed or in rooms earlier than routine timings.</li> <li>• House Community Service – Pupil is required to help the community through work for the good and betterment of the boarding house.</li> <li>• House confinement</li> </ul>	MoS	N/A	House Diary Behaviour management log
<b>2</b>	<ul style="list-style-type: none"> <li>• Repetition of Level 1</li> <li>• Disruption during bedtime</li> <li>• Inappropriate use of technology</li> <li>• Failure to comply with basic house rules/expectations</li> <li>• Use of offensive or inappropriate language to others (not inc. staff).</li> <li>• Failure to “sign in and out”</li> <li>• Accidental damage to school property</li> </ul>	Deputy Houseparent or Houseparent	<ul style="list-style-type: none"> <li>• House Community Service 2 - 3 days</li> <li>• Withdrawal of technology – phone, laptop and ICT usage</li> <li>• Loss of privileges 2 - 3 days</li> <li>• House gating (Maximum 3 days)</li> <li>• House confinement 2 - 3 days</li> <li>• Early curfew 2 - 3 nights</li> <li>• Early bedtime 2 - 3 nights</li> </ul>	Deputy Houseparent or Houseparent	Houseparent Head of Line Teachers	House diary Behaviour management log Communication to parents
<b>3</b>	<ul style="list-style-type: none"> <li>• Repetition of level 1 and 2</li> <li>• Damage to school property</li> <li>• Rudeness to staff</li> <li>• Fighting or any inappropriate actions</li> <li>• Smoking</li> <li>• Use of Alcohol</li> <li>• Gambling</li> <li>• Breaking curfew or bounds</li> <li>• Importing contraband</li> <li>• Theft</li> </ul>	Houseparent and HOB	<ul style="list-style-type: none"> <li>• House gating (Maximum 14 days)</li> <li>• Pay for damage</li> <li>• House confinement (7 days)</li> <li>• Loss of privileges (7 days)</li> <li>• Isolation</li> <li>• Individual action plan</li> </ul>	Houseparent	Duty staff Head of School Deputy Head - Pastoral	House diary Behaviour management log Communication to parents

## Behaviour Management Policy

4	<ul style="list-style-type: none"> <li>• Repetition of level 1, 2 and 3</li> <li>• Malicious damage of property</li> <li>• Fraud</li> <li>• Sexual activity</li> <li>• Use of legally permissible and/or hard core pornography</li> <li>• Behaviour where a pupil is physically or verbally intimidated (bullying, physical violence, racism, sexism, homophobia, deb bedding, debugg ing, cyber bullying)</li> <li>• Extreme violence</li> <li>• Bringing the school into disrepute</li> <li>• Drug related incidents</li> <li>• Improper use of telephone or computers to record, manipulate or transmit improper images</li> <li>• Improper use of electronic technology to send intimidating, threatening or otherwise improper messages and/or images</li> <li>• Computer hacking and attempts to penetrate the firewall and security devices protecting the College intranet</li> <li>• Illicit use of a car by a student or illicit travel by a pupil in a car driven by another student or by an OB</li> <li>• Possession or use</li> </ul>	<p>Houseparent and Deputy Head - Pastoral</p>	<ul style="list-style-type: none"> <li>• Payment of damage</li> <li>• Internal suspension</li> <li>• Fixed term Exclusion</li> <li>• Boarding Internal Exclusion</li> <li>• Fixed term Exclusion from boarding</li> <li>• Permanent Exclusion from boarding</li> <li>• Permanent Exclusion</li> </ul>	<p>Deputy Head (Pastoral) and Headmaster</p>	<p>Houseparent HOL SLT</p>	<p>House diary Behaviour management log Communication to parents</p>
---	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------	------------------------------------	------------------------------------------------------------------------------

## Behaviour Management Policy

	<p>of Ouija board, or other paraphernalia or activities associated with the occult.</p> <ul style="list-style-type: none"><li>• Serious indiscretions and Improper behaviour towards others</li><li>• Any other illegal activity</li><li>• Any incident which endangers the health and safety of staff and/or pupils</li></ul>					
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--