



## Behaviour & Code of Conduct Policy

*This policy should be read in conjunction with the School's Child Protection and Safeguarding Policy – which has been written using guidance from Keeping Children Safe in Education and any further update including KCSIE September 2023, its Code of Conduct, Behaviour and Disciplinary Procedure Policies and the Use of Internet Policy, all of which are to be found on the School's website [www.priorySchool.org.uk](http://www.priorySchool.org.uk). This policy also applies to the EYFS.*

*This Behaviour Policy has been drawn up with due regard to the relevant statutes, advice and guidance of the Department of Education (DfE) including Guidance from DfE (2011) on Behaviour and Discipline in Schools. The School complies fully with the statutory requirements of the Education Act 2002 and the Education (Independent Schools) (England) 2010. With due regard to these requirements, this Policy should be taken as consistent with and complementary to the School's Child Protection and Safeguarding Policy, which is written in line with the latest guidance from Keeping Children Safe in Education updated in September 2023. It is also to be read alongside the School's Anti-Bullying Policy.*

*This policy requires the co-operation and reinforcement of all parents*

The School expects co-operation and high standards of work and behaviour from every student. In our disciplined yet fair environment, students will thrive and achieve their best level in both pastoral and academic spheres.

### Aims

The aims of this policy are to:

- enable the Principal to carry out his responsibilities of maintaining order and good discipline in the School
- promote good behaviour and respect for others
- use positive encouragement so that unacceptable behaviour is not a regular occurrence
- promote self-discipline and proper regard for authority among students
- enforce the sanctions used by the School should any unacceptable behaviour be presented.
- offer support to all students.

This policy authorises the School's Code of Conduct and any procedures necessary for implementing it.

### Code of Conduct

The Code of Conduct is set by the Principal. The Code of Conduct is necessary:

- for the safety and well-being of everyone at the School
- for the well-being and reputation of the School community as a whole
- for the care and protection of School property and the wider environment

The Code of Conduct applies to all age groups and at all times when students are:

- at School, representing the School or wearing School uniform
- travelling to and from School
- associated with the School at any time

**Teachers are authorised to discipline pupils at any time that students are in School or elsewhere under the charge of a teacher, including on School visits, when students are travelling to and from School, or wearing the School uniform.**

This reinforces and extends the Principal's intent that the Code of Conduct and the sanctions provided in them shall, in appropriate circumstances, be capable of regulating the conduct of students when they are away from School premises and outside the jurisdiction of the School, for example during half term and in the holidays. This will normally be where the conduct in question affects the welfare of a member or members of the School community or which brings the School into disrepute.

Students are expected to know and understand the Code of Conduct and to read through it with their parents. The Code of Conduct will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

## **Relationships**

The relationships that exist in our community will, to a large extent, determine the behaviour of the members of the School. In a friendly, supportive environment such as Priory School we expect our students to be settled, co-operative and hard-working, giving thought to their own well-being as well as being supportive and caring towards others.

It is important, therefore, that the example set by staff is one of high standards of dress and behaviour and that staff readily accept their responsibility as role models for the pupils.

It is also imperative that the example set by parents is one of high standards of behaviour and that parents readily accept their responsibility as role models for the students, using positive encouragement to ensure that their children understand fully the ethos of the School with regard to work, discipline, uniform and behaviour. Parents should always act in accordance with the law, promote good working ethics at home (for instance, with regard to homework) and support their children in a happy, comfortable, yet disciplined atmosphere.

We also expect our more senior students to be aware of and protect the needs of those who are younger and more vulnerable.

Priory School will not tolerate bullying, harassment or unacceptable conduct of any sort from students to staff members or members of the public when on a School visit.

## **Everyday Standards of Behaviour**

Our School has a supportive ethos and common expectations operate in every classroom and throughout the School. This supportive ethos is also expected and encouraged at home. These common expectations are expressed in the Code of Conduct and through our classroom practice and approach to students. The classroom teacher manages students' behaviour as positively as possible, dealing with difficulties as they arise.

### **In the Classroom**

On arrival in the form room students are required to remove their outdoor coats, ensure that their uniform is clean and tidy, organise their equipment for the day, ensure their personal area is presentable and get their planners ready for inspection by the form tutor. When a member of staff or visitor enters the classroom, students are expected to stand in a respectful way to welcome them.

Students are expected to listen attentively, focusing on the lesson taking place. Help is always available from their teacher in the event of a difficulty arising.

Students must complete their homework to the best of their ability and ensure that it is given to the relevant teachers within the deadlines set.

### **Around School**

Students will move around the School building and grounds quietly and sensibly, having regard for their own health and safety and that of others. They will avoid confrontation and engaging in behaviour that breaches the Code of Conduct. They will treat other members of the School community, both adults and students, with the utmost respect and will endeavour at all times not to interrupt the smooth running of the School.

At all times students should:

- be respectful & polite
- be smart in appearance and follow the School's dress code
- be punctual & prepared for lessons
- have high expectations of themselves

## In the neighbourhood and travelling to and from School

In these situations, students need to recognise that they are ambassadors for the School. Their behaviour at all times must be tolerant, courteous and co-operative. They must avoid endangering the health and safety of other members of the School and wider community.

## Roles & Responsibilities

All members of the School community have a responsibility to ensure that everyone has a safe and secure environment in which to work and play, and that pupils have the support necessary to fulfil their potential.

Parents have a responsibility to:

- Support their children in attending School
- Encourage their children to behave in accordance with the School's code of conduct
- Support the School in its aim to provide the best education and care for their children
- Treat all members of the School with respect and consideration

Pupils have a responsibility to:

- Conduct themselves at all times in a manner that enables them to fulfil their potential in both the academic and social spheres and which does not prevent others from doing the same
- Treat all members of the School community with respect and consideration
- Wear the School uniform smartly
- Follow all the School rules
- Complete and submit all homework promptly
- Support and help younger pupils in and around the School

## Rewarding good behaviour

The School understands that rewards can be more effective than punishment in motivating students. The School is committed to promoting and rewarding good behaviour, and may do so in some of the following ways:

- Oral and written congratulations
- Positive comments on work
- Positive comments in the planner / homework diary
- Students' works displayed in School
- Merit marks or house points
- Recognition in an assembly
- Principal's Commendation
- Commendation award / prize at end-of-term assemblies and/or at the annual Prize Day
- Letter/phone call to parents

## Breaches of School discipline

The School operates a range of sanctions. All sanctions are based on the aim of helping students to find the conduct appropriate to their stage in life. Our School ethos is based on the assumption that behaviour will be acceptable at all times. Sanctions are invoked in order to protect this ethos, and to enable students to learn and grow from the experience.

The overriding principle is that all pupils have the right to come to School and to study free from fear and anxiety. Whatever distracts from that is not acceptable. The Prospectus specifically states: **"We will not tolerate bullying, harassment or unacceptable conduct of any degree from pupils"** In order to allow a swift and clear understanding by pupils, parents and staff, the disciplinary procedure may be summarised as follows:

All conduct at first instance is under the supervision of the class or form or year tutor as appropriate. Sanctions may include

- an oral reprimand
- placing a student on report
- sending a letter or email home
- for senior pupils, placing the pupil on detention.

## The Formal Disciplinary Process

If action beyond a verbal warning is required, the first next stage of the formal disciplinary procedure consists of a detention.

If the inappropriate conduct continues, this may be followed by fixed term exclusion (FTE), the duration of which will be determined by the Principal, in consultation with appropriate staff.

FTE may be implemented for, but is not necessarily confined to, the following:

- Abuse to staff
- Refusing to accept authority from a member of staff
- Actions endangering others
- Flagrant/persistent disruption
- Theft
- Violence towards other School members
- Bullying or harassment
- Smoking or drinking whilst in School uniform
- Drug/solvent abuse whilst in School uniform or whilst on School property
- Vandalism to School property

Work will be set for the pupil to complete at home.

A thorough investigation into the action will be made before a decision is made regarding a pupil's future.

In the most serious cases, persistent inappropriate behaviour, or a serious breach of School discipline, may then result in permanent exclusion (PE). This is an action of "last resort" and may be effected only by the Principal after consultation with the Executive Committee.

The Principal reserves the right to alter this disciplinary procedure if required to enable the School effectively to sanction behaviour. In cases of serious breaches of School discipline or persistent inappropriate behaviour, the School may expel or suspend a student without having previously followed the earlier stages of the procedure.

Examples of behaviour for which PE or FTE may be imposed include bullying, possession, use or supply of drugs or substances, obscenities, threats or violence.

All of the above formal steps will be taken by the Principal, in consultation with the Executive Committee. Letters will be sent to parents at each stage, unless the seriousness of the behaviour merits one or more of the formal stages being simultaneous.

The Principal may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote observance of the Behaviour & Code of Conduct Policy.

An investigation will be carried out into misconduct which falls under the formal disciplinary procedure. The School may suspend a student pending the outcome of an investigation for a reasonable amount of time. In all cases of suspension, work will be set for the pupil to complete at home for the duration of the suspension.

The School reserves the right – or may be legally required – to contact the relevant Local Authority or the Police if the offence is deemed to warrant such action.

## Use of restraint

Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere

Where restraint is used by staff, this is recorded in writing.

The School entirely rejects the use of corporal punishment.

### Disciplinary powers of prefects

The powers exercised by prefects are delegated powers, mentored and discussed at each weekly prefects' meeting with the Principal and members of the Executive Committee. These meetings are minuted; and both general and individual policies and actions are discussed and approved or followed up.

Prefects are presented to the School at assemblies each term and wear a distinctive tie and badge.

### School trips

In order to safeguard the welfare and safety of our pupils whilst away on a School excursion, permission to join any trip or visit is conditional on good behaviour preceding departure. Should your son or daughter persistently and significantly fall below our expectations, then he or she may be removed from an excursion, and this may result in the loss of funds already paid. Of course, we would hope to avoid this ever being the case and would consult with you prior to taking such a decision, but we cannot take pupils away from School who may prove detrimental to the good order and safety of any trip or visit. If while on a trip, a pupil's presence is significantly detrimental to that trip, then parents may be asked to arrange the swift collection and return home of their child(ren).

### Records

All disciplinary contact with pupils will be conducted in the presence of an additional member of staff. At least one member of staff will be of the same gender as the student interviewed. Such interviews will always be recorded on the School **Parent/Pupil Contact Form** and will be passed to the Principal to be placed into student files.

Administration of major sanctions are recorded in a suitable log book retained by the Principal along with copies on pupil files of the formal notices as laid out in this procedure, sent to the parents/guardians. Separate log books are kept to record racist incidents or use of inappropriate language.

### Appeals

A pupil or his/her parents may request a Panel Hearing of the Principal's decision to expel, or where a decision has been made to suspend a pupil, or where suspension would prevent the student from taking a public examination. The Hearing Panel will normally consist of members of the School's Executive Committee.

There will be no right to a Panel Hearing of other sanctions but a student who feels aggrieved may ask the Principal to take up his/her concerns with the appropriate staff or managers.

Authorised by the Principal, Mr David EJJ Lloyd

September 2023