



ST. EDWARD'S OXFORD

Discipline Policy

St Edward's is a school where:

- all individuals are respected and their individuality valued;
- pupils are encouraged to achieve;
- self-discipline is promoted and good behaviour is the norm and - rewards and sanctions are applied fairly and consistently.

All staff at St Edward's are expected to encourage good behaviour and respect for others in pupils. Teachers should actively prevent all forms of bullying and unkindness among pupils and ensure that the standard of behaviour is acceptable at all times. Well planned, interesting and demanding lessons make a major contribution to good discipline. Heads of Department are responsible for making sure that programmes of study and the methodology used in the department are well thought out and of a consistently high standard. A full list of the academic expectations of teachers can be found in the Staff Handbook. In short teachers are expected to maintain the highest level of professional behaviour, at all times.

Pupils are expected to behave well at all times. They will respect one another and show due consideration for the whole school community as well as to those who live in and around Summertown. Bullying, unkindness and other forms of anti-social behaviour will never be tolerated. Pupils will arrive to lessons on time, smartly dressed and with the correct equipment. All absences from lessons must be explained and unexplained absences will be followed up by HMs. It is understood that there will be variations in staff acceptance and tolerance of pupil behaviour in class depending on the nature of the class and content of the lesson, but behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

Rewards and sanctions

All rewards and sanctions must be applied fairly and consistently. None of the school's punishments should be degrading or humiliating.

Rewards

Wherever possible, staff should use their own reward system to encourage good behaviour. Teachers are encouraged to praise good behaviour and show their clear disapproval of any negative behaviour. There are a range of rewards used by the school:

1. **Good Work**
Pupils can be asked to see the Warden at 8.00 a.m. Friday with pieces of excellent work or good grade cards. The Warden will then write to the parents.
2. **Good Work to Senior Staff**
Every pupil is expected to see a member of Senior Staff, once a year, with a range of good work. This is organised by the Assistant Head Academic.
3. **The Academic Deputy has implemented and oversees a programme of rewards for academic and co-curricular excellence. These are:**
 1. termly individual academic effort prizes (Shells, Fourths, Fifths)
 2. termly 'best academic example' prizes, recommended by HMs for individual Lower and Upper Sixth
 3. termly house year-group prizes (Shells, Fourths, Fifths) for highest proportion of excellent effort grades
 4. annual reviews of every year-group in the school followed by awards of honorary academic exhibitions and scholarships for those who have attained excellent academic standards
 5. annual review of all pupils in the school followed by awards of honorary exhibitions and scholarships in co-curricular areas (music, drama, art, sport, dance, all-rounder) for those who have attained excellent standards
4. **Departmental Rewards**
Many departments run their own systems of rewards for pupils. Examples are the Biologist of the Month, Geographer of the Month and Maths reward stickers.
5. **Notes to HMs**
HMs are always keen to know whenever a pupil has behaved well in class or produced a good piece of work. Email is a good way of communicating with HMs. Notes can also be sent to HMs using 3Sys.
6. **Blue Flags on 3Sys**
Teachers can recognise good work on behaviour using the Blue Flag system on 3Sys. These are seen by the HM and Senior staff.

Sanctions

The levels of 'Merits' and 'Offences' on 3Sys are regularly monitored by the Academic Deputy. Teachers are reminded of the old adage of 10 rewards to each sanction. Teachers will be reminded of their duties under the Equality Act 2010 and to make reasonable adjustments for pupils with special educational needs or disabilities.

Sanctions should be applied when rewards have failed or where it is necessary, in the circumstances, to show appropriate disapproval. Heads of Department are expected to develop systems and procedures to support teachers and to maintain standards of behaviour in the department. HMs are responsible for ensuring that the pupils in their care behave correctly at all times. Consequently both HMs and Heads of Department should always be kept fully informed whenever there are issues concerning a pupil's behaviour. A summary of possible sanctions and their use is given at the end of this policy.

The following sanctions may be used in the school in appropriate cases:

1. Report to the Head of Department

If a pupil misbehaves in class, the teacher should deal with the incident immediately, and make a record on 3Sys. It may be (for example when this is not the first incident the teacher has had to deal with in the case of this pupil) that the teacher will also ask that pupil to report to their Head of Department who will discuss the likely consequences of their behaviour. This might happen at 1.00 or 4.15 p.m., for example, which has the benefit of built-in immediate response at departmental level.

The incident and the HoD's action should be recorded on 3Sys.

The Academic Deputy will monitor the discipline data on 3Sys. In addition, he runs two meetings a week, where pupils with a poor record for that week would be expected to explain their poor behaviour.

2. Green Paper

A pupil can be required by a teacher to do a piece of work again on "green paper". The pupil then collects this special paper from the HM. The pupil repeats the work on the green paper and the new version is signed by the HM or Tutor on duty. By this means the HM is made aware that a pupil's work has been unsatisfactory. This sanction is particularly used in cases where the standard of presentation of the pupil's work is poor.

5. Morning Detention

Morning Detention runs from 7.45 until 8.15 a.m. on Wednesday and Friday Pupils are placed in Morning Detention for the following reasons:

- Minor breaches of school rules or routines
- Failure to report for being late for a lesson or missing Prep Detention
- Failure to report to a Head of Department for a disciplinary meeting

The Sub Warden's secretary compiles and circulates the list to HMs.

5. Sub-Warden's Detention

The Sub-Warden holds a weekly detention on Saturday night from 7.30 to 8:30 or 9.30 p.m. and pupils are expected to attend in full school uniform. This will be a 'catch all' detention and pupils may be placed in this detention for the following reasons; for example:

- a. Repeated poor behaviour in class
- b. Serious breaches of school rules
- c. Any pupil on a 'Gating Card'
- d. Rudeness, lack of respect for others etc

The detention takes place during Saturday night prep or activity time and therefore there is no reason why day pupils should not attend. HMs will contact day-parents with at least 24 hours notice.

Only HMs, HoDs, Academic Deputy, Academic Assistant Head or Sub-Warden may place a pupil in Saturday detention.

When there is no Saturday in the week (e.g. at the start of a Leave Weekend), the pupils in detention will be held back on Friday for up to 120 minutes. HMs will inform parents.

6. Gating

The various degrees of "gating" which may involve being restricted to the School grounds, or, for short periods, restricted to the House only except for meals. Occasionally this can be supplemented with a report card which has to be signed frequently throughout the day. These measures are at the discretion of the HM and SubWarden and in most cases would involve letters to parents.

7. Fixed-term or permanent exclusions

Only the Warden, or in his absence the Sub-Warden, can exclude a pupil from the school (see Exclusion Policy). The Warden's decision is final with regard to a fixed-term exclusion, however, parents do have a right of appeal to the permanent exclusion of their child.

Pupil Behaviour outside the classroom

HMs are responsible for managing a pupil's behaviour outside the classroom, and it is important to maintain this clear boundary. HM sanctions should not, as a rule, be used to punish a pupil's poor behaviour in class, except in certain circumstances.

The central aim, for each pupil, is to show consideration to those around him or her and to respect the School Rules, which are there for their safety and welfare. It is important that pupils in different houses should expect to be treated equally when they break certain rules. It is also sensible to avoid petty rules and, where there are minor breaches of rules, there should be sensible sanctions, for example community chores in house or loss of privileges.

The Warden also has the statutory power to discipline pupils for misbehaving outside of the school premises; for example on school trips or during the holidays. Section 89(5) of the Education and Inspections Act 2006 gives head teachers a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable." For example, behaviour that:

- could have repercussions for the orderly running of the school or
- poses a threat or causes harm to another pupil (e.g. cyberbullying, physical threats) or member of the public or
- could adversely affect the reputation of the school.

In line with the School's Safeguarding policy, disciplinary action will be taken against pupils who are found to have made malicious accusations against staff. This will take place once the incident has been fully investigated by the Sub-Warden.

Involvement of parents and pupils

Parents are involved in discipline cases as appropriate and parental co-operation forms part of their contract with the school. HMs always inform parents of any important disciplinary concerns and seek their support of any action taken by the school.

The School Prefects and House Prefects are usually consulted over any changes in school discipline. In addition, it is usual for the Sub-Warden to discuss serious breaches of school discipline with the Heads of School. House councils enable pupils to contribute to school policies and procedures.

The workings of the school's policies and procedures are discussed at staff meetings and colleagues are called upon from time to time to identify problems that may be behind any poor behaviour and to suggest possible courses of action.

Publication

Parents may also request a full copy of this policy.

Procedure for dealing with serious incidents of pupil misbehaviour discipline.

1. Any serious incident of poor behaviour must be reported to the Sub-Warden

Examples would be:

Drinking in house or storing spirits in house
Smoking in school or Summertown
Serious intoxication resulting in an overnight stay in the Health Centre
Any incident involving drugs
Any incident involving sexual behaviour
Bullying or cyberbullying
Acts of violence to towards other pupils or staff
Leaving the boarding house after lock-up

This list is not exhaustive and, if in doubt, the HM concerned should consult with the Sub-Warden.

2. The Sub-Warden will investigate the incident, interviewing those pupils and staff involved.
3. The Sub-Warden, in consultation with the relevant Deputy Head and HM(s), will make a decision about the next course of action.

Examples of action include:

Verbal reprimand
Detention
Various levels of Gating
Restorative justice
Held back at the end of term
Imposition of manual tasks eg setting up for Gaudy

4. In certain circumstances, the misbehaviour will be so serious that the Sub-Warden will decide that the incident(s) should be referred to the Warden. The Warden after interviewing the pupil and in consultation with the Sub-Warden and HM will decide the next course of action.

Examples are:

Final written warning to parents
Fixed-term exclusion
Permanent exclusion

Parents have the right to appeal to the Governors over a permanent exclusion. There is no appeal with regard a final warning or a fixed-term exclusion. In such circumstances the Warden's decision is final, however, parents do have the right to complain to the Governor's concerning the procedure followed or the conduct of the Warden.