



ST. EDWARD'S  
OXFORD

## BEHAVIOUR POLICY FOR PUPILS

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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.

## Roles and responsibilities

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 and in accord with the Teaching Standards, 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. Records of actions taken should be made on 3 SYS. Teachers are encouraged to praise good behaviour. Rewards used by the school include:

1. **Blue Flags on 3Sys**  
Teachers can recognise good work or behaviour using the Blue Flag system on 3Sys. These are seen by the Tutor, HoY, HM and members of senior staff.
2. **Face to face**  
It is important to note that a record digital record is not in itself a commendation. For most the best recognition an individual can receive is simply face to face gratitude or

commendation. Make effort to create a time and environment to speak face to face with pupils to commend positive behaviours.

3. **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.
4. **Heads of Years celebrate, with a personal note and publically in year group meetings, pupils who have demonstrated significant effort in their studies over any given period of time.**  
This is usually based upon the number of blue flags received and/or approach to learning as recorded on grade cards. Specific acts of kindness or positive behaviour are also celebrated in this way.
5. **Heads of Years recommend to the Deputy Academic individuals who have demonstrated exceptional attitude to learning. A letter of commendation is sent to parents/guardians.**
6. **Departmental Rewards**  
Many departments run their own systems of rewards for pupils. This is a fantastic way to make the reward more personal and meaningful.
7. **Notes to Tutors and HMs**  
Tutors and HMs are always keen to know whenever a pupil has shown positive behaviours towards learning or others.

## Sanctions

Red Flags on 3Sys are monitored by Tutors, Heads of Year and HMs. Reasonable adjustments for pupils with special educational needs or disabilities will be considered as outlined in the Equality Act 2010

Members of staff should address immediately poor behaviour and/or work whether in class or as prep. It is important not to detach events from the consequence, particularly for the trivial matters.

When using the flag system on 3 sys, please provide brief formative guidance that a tutor may use to support guiding pupils on desirable behaviours.

A red flag is not the action itself – at best it should be a record of the action taken by the teacher.

Heads of Department are expected to develop systems and procedures to support teachers and to maintain standards of behaviour in the department. The constant pursuit of outstanding teaching practice will typically effect positive behaviours inside and outside the classroom. 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 before lessons start, at lunchtime 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. 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.

3. 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 and takes precedence over all other activities, including Weekend Leaves.

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.

#### 4. 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 Sub-Warden.

#### 5. 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 SubWarden.

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.