



BEHAVIOUR POLICY FOR PUPILS

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Linked External Documents	

St Edward's is dedicated to ensuring that our school environment supports learning and the wellbeing of pupils and staff through a strong sense of community. We work collaboratively to provide a safe school where pupils feel included in every aspect of school life and comfortable to voice their opinions.

The School is committed to equal opportunities for all as outlined in the Equality Act of 2010, and this policy should be read, interpreted and applied alongside the Equality Policy. The School recognises its duty to make reasonable adjustments for pupils who have SEND, and to ensure that no pupil at St Edward's experiences discrimination or unkindness, especially on the basis of or in relation to any of the protected characteristics.

This policy outlines what we expect from all our pupils in terms of their behaviour. It extends to all members of our school community and is written in line with the School's values. Good behaviour and self-discipline have strong links to effective learning and are vital not just for a well-ordered community but for the development of character.

Roles and responsibilities

All members of the St Edward's community are responsible for the encouragement of good behaviour and for the development of respectful, positive relationships.

All staff at St Edward's have a duty to encourage and to model good behaviour for the young and to ensure a safe and supportive environment for our pupils. All staff are expected to prevent all forms of bullying and unkindness among pupils and ensure that the standard of behaviour is always acceptable.

All pupils at St Edward's are encouraged and expected to have the highest standards of behaviour. Pupils should respect one another and show due consideration for the whole school community in line with its core community values, as well as to those who live in and around Summertown. Bullying, unkindness and other forms of anti-social behaviour will not be tolerated.

Pupils will arrive to lessons on time, smartly dressed and with the correct equipment. 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 for constructive teaching and learning is unacceptable and will not be tolerated.

Rewards

The reward for considerate and positive behaviour in line with our community values are the approval and encouragement of others and the knowledge that one is making a positive contribution to school life. Positive behaviour brings its own rewards to the quality of life and relationships that pupils build among themselves and with the staff. The reward for

honesty, loyalty and service is the bestowal of trust and positions of responsibility both in school and in Houses: School or House Prefects, Peer Listeners, Heads of House, Sports leadership, CCF leadership etc.

Staff are encouraged to recognise and praise good behaviour in the pupils. Often, the most effective praise is face-to-face and heartfelt. When pupils demonstrate contributions in any area of school life that exceed the norm then rewards may be given. Rewards will be recorded on a pupil's record on ISAMS.

Academic rewards

Blue tickets recorded on ISAMS

Blue tickets will be awarded to pupils when their work or their approach to work is worthy of credit. Blue tickets are recorded on ISAMS and a pupil's tutor and HM will be alerted. HMs will often read out the weekly Blue tickets count to their Houses or find other ways of recognising individual successes publicly. If a Blue ticket count is particularly impressive, or even an individual blue flag, then parents may be informed by the tutor or HM.

Departmental rewards

Many departments run their own systems of rewards for the pupils such as personalised postcards, or subject leaders of the month. Tutors and HMs and Heads of Year are made aware of these successes so that they can also praise the individual's success.

Head of Year recognition

Heads of Years celebrate, with a personal note or email, pupils who have demonstrated significant effort in their studies. This can happen after grade cards, or when a pupil has done something particularly noteworthy.

Deputy Head Academic recognition

The Deputy Head Academic may also write to individual pupils to recognise success or effort and will use school assembly to celebrate academic success, be it individual or communal.

A Warden's commendation

When a pupil produces exceptional work, a teacher can give them a Warden's commendation. The pupil is to take their work and meet the Warden to discuss it on a Friday morning at 8am. Tutors and HMs will also be informed of the commendation.

Department prizes at Gaudy

At the end of each academic year, departments agree and nominate individual pupils from each year group to receive end of year subject prizes at Gaudy.

All of these rewards and means of recognition are recorded on ISAMS.

Community rewards

Rewards will also be given to pupils for good behaviour in the community and for excellence and effort in the co-curriculum. In sport, colours are available, as well as annual prizes at the Sports Awards Dinner. Similarly, in CCF, promotions and awards are given for outstanding and persistent service and recognised on Inspection Day.

Houses also find innovative ways of celebrating and promoting good behaviour. These might be done regularly, such as in weekly assemblies or in the awarding of House colours, or these might be done at the end of term. HMs will keep a record of these rewards and inform parents where possible. These rewards will also be recorded on a pupil's record on ISAMS.

Blue tickets for upholding community values

When a pupil is seen to be upholding the School's community values, then teachers can reward them with a Blue flag. These are also recorded on ISAMS and HMs will look to promote these further in their house assemblies.

Kindness Awards

Noteworthy acts of kindness within our community are celebrated at school assembly using kindness awards. Nominations for these awards are made to the Sub-Warden and can be made by anyone in the community. Recipients are often awarded vouchers. These awards are recorded in ISAMS.

Any pupil that gains three Blue tickets for upholding the community values will also receive a Kindness Award.

Major prizes in Gaudy

Prizes are available at Gaudy for pupils who have excelled at school. The major prizes tend to be awarded to U6th pupils as they are often the culmination of a school career, but there are prizes available to other year groups.

Major prizes include the following

Richard Harrison Cup for outstanding contribution to the life of the School.

Sophie Wilsdon Prize for a strong all-round contribution to school life.

Arthur Banks Prize for tenacity and fortitude. Named after an OSE, it was originally awarded for bravery but is now given to someone who has conquered serious adversity.

Finnis Prize for a major project.

Eric Friedmann Prize for the most improved fifth form pupil.

Lodge Prize which will be for a member of the Sixth Form who has shown care and consideration for others or who has given support to those in difficulty or distress and who has shown honesty in all things as well as setting a good example in daily conduct.

Thomas Chamberlain Prize for a sustained, positive influence on school life.

Wade Leadership Trophy is awarded for outstanding extra-mural leadership in CCF, DofE or Public Service Activities.

Derek Roe Essay Prize for EPQ and EE.

Ed Dingwall prize is given to a pupil in any year group who the Common Room feels has consistently demonstrated commitment, encouragement and kindness.

Sanctions

Sanctions are imposed in order to protect the communal life of St Edward's and to make it clear that certain actions are unacceptable. The School's aim is to always be clear and fair and to explain the reasons for any punishments given so that those involved can reflect on their actions, learn from their mistakes and understand what is expected. We know that essential education happens in and around wrongdoing and we work in line with our core values: "If things go wrong, we work together, with forgiveness and patience, to make things better."

Day pupils and boarders should expect to be treated in the same way if they are involved in the same incident. The School reserves the right to impose sanctions for poor behaviour which occurs outside term time or the normal school day if such behaviour is likely to have a negative impact on the School, its reputation, or members of the St Edward's community.

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 the conduct of pupils in these circumstances "to such an 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. cyber bullying, physical threats)
- or poses a threat or causes harm to a member of the public
- or could adversely affect the reputation of the School

The School's sanctions are read out and clarified to the pupils at the start of each term in House assembly.

In the event of significant incidents parents will be informed, although the School does not routinely inform parents of every incident or sanction imposed. The School will keep a record of all sanctions on ISAMS. HMs will contact parents in the event of a referral to the

Sub-Warden. The Sub-Warden or Warden will communicate with parents in the event of an internal suspension, a temporary exclusion, or a permanent exclusion.

Discipline in the Classroom

Teachers are responsible for maintaining discipline, order and high standards in the classroom. Pupils will arrive to lessons on time, smartly dressed and with the correct equipment and will be actively engaged in the learning environment.

Lesson absence and lateness will be recorded on ISAMS and followed up by HMs in House. Teachers are encouraged to deal with persistent lateness at a departmental level, and thereafter to work with HMs if further sanctions are required. Missing a lesson may result in a Sub-Warden's detention; this is at the HM's discretion.

If a pupil's behaviour or work falls short of required expectations, then teachers will firstly work with the pupil and try to restore order with them. Positive relationships between teacher and pupils are essential to the smooth workings of a classroom; so often behaviour and standards can be improved through constructive and restorative conversations. If a pupil's behaviour or work continues to fall short, then in the first instance the teacher should go to their HOD and establish an appropriate course of action such as the following - it is imperative that these responses happen quickly and that they are recorded on ISAMS through the use of a Red ticket.

Red ticket - it is important to note that a red ticket is not a sanction but a system of flagging up a misdemeanour to Tutors and HMs. Red flags will be followed up by a discussion in the House; hence a teacher should put the necessary information on ISAMS so that meaningful conversations can take place in the follow-up. An automated email containing the details will be sent by ISAMS to the relevant members of the House team. Red tickets for the minutiae of classroom practice, such as forgotten equipment, are discouraged unless the misdemeanours are extremely persistent. At the discretion of the HM, further action might include:

- *Discussion with Tutor regarding pupil behaviour*
- *Pupil meeting with HOD, and/or pupil meeting with HOD and Tutor.*
- *Pupil meeting with the Head of Year*
- *Pupil meeting with Deputy Head Academic.*

Detentions

Detentions are given in order to mark a moment of indiscretion so that a pupil is clear where they have got it wrong. It is vital that a detention is clearly explained to a pupil by the member of staff putting them in it, so that once the detention is served the pupil can reflect on their wrongdoing and modify their behaviour. Detentions are a punishment, rather than an opportunity to complete work.

Department detention

To be set by individual departments in the mornings or at lunchtimes but, where possible, not to impact house call-overs. Morning departmental detentions must not impact on a pupil's sleep and the commute times of day pupils need to be considered. This should be the first detention served for academic matters. Department detentions are recorded by HODs on ISAMS. These detentions may be used for academic work, at the discretion of the HOD.

Heads of Year detention

These detentions are primarily for academic matters though they may be used for misbehaviour around the school - when a pupil's misbehaviour is persistent and where reconstructive meetings with teachers, tutors, HODs etc have not resulted in improved behaviour. Heads of Year detention can also be given to pupils who fail to attend Department detentions or meetings with HODs. Heads of Year detentions are recorded by the Sub-Warden's secretary on ISAMS.

Sub-Warden's Detention

The Sub-Warden holds a weekly detention on a Saturday night from 7:30pm. These detentions are either one hour or two hours long, at the Sub-Warden's discretion. There may also be occasions where a pupil has to serve Sub-Warden's detention outside of term time.

A Sub-Warden's detention is a major sanction that is usually given for a serious breach of the school rules.

A Sub-Warden's detention can be given for a missed lesson or missed games.

The detention takes precedence over all other activities, including weekend leaves.

HMs will inform parents of all Saturday night detentions.

Only the Sub-Warden, SMT and HM's may place a pupil in a Sub-Warden's detention.

Warden's Detention

The Warden's detention is a special detention given at the Warden's discretion and at a time of The Warden's choosing. This may include a pupil being asked to serve a Warden's detention outside of term time.

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. Poor behaviour outside the classroom, such as in the co-curriculum, should always be reported to a pupil's HM and, if necessary, restorative action such as a written apology or meeting, or a sanction, should be agreed with that HM. In such circumstances it is important that pupils in different Houses should expect to be treated equally.

House sanctions, such as community chores or loss of privileges, should be recorded by HMs in ISAMS and must not impact on a pupil's sleep. HMs should take great care over the confiscation of private property.

Should a pupil's behaviour be deemed by an HM to be worthy of a school sanction then the HM will discuss the matter with the Sub-Warden.

If appropriate, HMs should explain to the wider house community where behaviour has fallen outside of the School's community values and why sanctions have been put in place. All opportunities for communal restorative action should be explored.

House Gating Card

Following discussion between an HM and the Sub-Warden, a house gating may be given out for persistent poor behaviour outside of the classroom. A house gating card lasts for seven days and restricts a pupil to house and to the school grounds – Summertown is out of bounds – and will be signed hourly by teachers, house staff and at the end of the day by the AHM or HM. A pupil is still allowed to sign out home for a weekend but will continue their gating when they return to school and until the seven days are completed. House gating is recorded by the HM on ISAMS.

Major school sanctions

All major school sanctions are given at the discretion of the Sub-Warden or the Warden.

Parents are involved in discipline cases as appropriate and parental cooperation 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.

Any serious incidents of poor behaviour must be reported to the Sub-Warden. Whilst not an exhaustive list, examples are:

- drinking in house or storing alcohol in house
- smoking/vaping in school or Summertown
- serious intoxication or sickness resulting in an overnight stay in the health centre
- any incident involving drugs
- any incident involving sexual or sexualised behaviour
- bullying or cyber bullying
- use of physical force towards pupils or staff
- leaving the boarding house after lockup

Serious incidents such as these will be investigated by the Sub-Warden, interviewing the pupils and staff involved directly, and through members of the House team.

The Sub-Warden will make it possible for a pupil facing disciplinary action to be accompanied and assisted in the disciplinary process, subject to the limitations of the circumstances. Such assistance is usually provided by a member of the House team (House Master, Assistant House Master, Tutor or Matron), but pupils may be accompanied by any member of staff of their choice. Additionally, or alternatively, pupils may be accompanied to disciplinary meetings by another pupil of their choice, provided that the circumstances do not in the judgement of the Sub-Warden and the Designated Safeguarding Lead make such an arrangement inappropriate for reasons of confidentiality.

The Sub-Warden, in consultation with the relevant Deputy Head and HM(s), will decide on the next course of action.

Examples of possible actions include, singly or severally:

- verbal reprimand
- detention
- house gating
- restorative action
- held back at the end of term/ not attending the leavers' ball
- imposition of manual tasks (e.g setting up for Gaudy)
- reflective written work

It should be noted in the context of serious breaches of policy and more generally that pupils who immediately or subsequently admit wrong-doing may have their sanctions reduced, and that those who attempt to lie or to conceal a misdemeanour risk having their sanctions increased. Pupils are encouraged to be open in discussing their own behaviour and the behaviour of other pupils, in the interests of their own and other pupils' health, safety and personal development.

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.

Internal Suspension

An internal suspension is the highest sanction before temporarily excluding a pupil from school. Only the Warden or the Sub-Warden can give an Internal Suspension. Parents will be informed of an Internal Suspension by the relevant HM.

It consists of the following:

- Seven days on a gating card – to be signed by the Sub-Warden or the Sub-Warden's secretary at 7:30, 10:30, 1:30, 4:30 each day, and by the HM in the evening.
- School uniform to be worn during working hours.
- Supervised work at the Sub-Warden's discretion, including where appropriate reflective written work
- No access to Summertown and no Saturday Night leave.
- A Warden or a Sub-Warden's detention.
- A meeting with the Sub-Warden at the end of the internal suspension.

Fixed Term Exclusion

Only the Sub-Warden or Warden can exclude a pupil for a fixed term from the School. Parents will be informed of the Fixed Term Exclusion by their HM and will also receive a communication from the Warden or Sub-Warden. The Sub-Warden and/or the Warden may also decide upon additional sanctions related to the pupil's place in the School to include

- Final warning in relation to a specific offence
- Final warning general in scope

Final Warning

- Where it is considered that the breach of School's rules, policies or codes is serious enough to warrant it, or where there is repeated poor behaviour (whether or not in breach of such rules, policies and codes), the Sub-Warden or Warden may recommend that the pupil is placed on a Final Warning for a period of twelve months.
- This would mean that if, during that twelve-month period, the pupil committed a further behaviour breach, the terms of which will have been outlined in the letter confirming the Final Warning, his or her place at the School would be at risk.

- The Warden or Sub-Warden will retain discretion as to whether the pupil should be placed on Final Warning, taking into account all of the relevant circumstances including the behaviour record of the pupil concerned. At the end of a twelve-month period, the pupil's Final Warning will be reviewed and may be removed.

Permanent Exclusion

Only the Warden, after any appropriate referral to the Chair of Governors, may Permanently Exclude a pupil from the School. In the case of such action, the School's Exclusion Policy will apply. Parents have the right to appeal to the Governors over a permanent exclusion, and details of the right to appeal can be found in the Exclusion Policy . There is no right to appeal with regard to a Final Warning or a Fixed Term Exclusion.