



NOTTING HILL & EALING  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Senior School

# Behaviour & Sanctions Policy

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2022-2023



# Behaviour and Sanctions Policy

We expect girls to behave well at all times. Girls are required to show courtesy to visitors, to staff and to each other, both on school premises and when representing the school elsewhere. **This includes at the bus stop and during the journey to and from school.** Whilst in uniform or in association with the school in any other way, pupils should be alert to the fact that they represent the school in the eyes of the public, and they will be expected to behave politely at all times. Failure to do so may result in fixed period exclusion. School discipline codes extend to all occasions when pupils are associated with the school, i.e. whenever they are in uniform, on a school trip, or near the school.

Sanctions are used to register disapproval of unacceptable behaviour and so that girls can learn to understand how they can put it right. This approach to discipline is based on teachers having very high expectations of pupils' behaviour, work and relationships with others so that poor behaviour, work and relationships are challenged. Individual pupil needs (such as SEN and disabilities) are taken into account in applying this policy.

We exercise vigilance to detect signs of deterioration in girls' work, behaviour or physical appearance and try to find unobtrusive but effective ways of letting the girls know of our concern. Sensitive listening helps girls to articulate their feelings and the likely outcome of their behaviour.

Parents are kept informed about anything more than minor misdemeanours and their support in establishing good behaviour is welcomed.

Any incident will be recorded by the class teacher or form tutor in CPOMS, so that the relevant Head of Department, Form Tutor and Head of Year are aware of the pupil's behaviour and can act to reinforce expected standards in support of the class teacher/form tutor. There may be contact home from the teacher, tutor, Head of Year or Head of Department informing parents of the incident and the sanction imposed. Persistent poor behaviour in lessons resulting in disruption may result in the parents being invited in for a meeting with the Deputy Head Academic, Deputy Head Pastoral or the Headmaster.

## Punctuality

It is really important that girls arrive on time. Girls are expected to arrive in school before 8.30 am, to be in time for registration at 8.30 am. Those who are unavoidably late should sign the late book in Reception. Letters will be sent home if girls are persistently late and sanctions may be imposed. If a student is late three times in a half term, they will be spoken to and may receive a detention after school.

## Behaviour and courtesy in class, form time, and activities

Courtesy includes arriving punctually and with the correct equipment for the lesson, behaving in a disciplined manner and listening to the ideas of others.

In the Senior school, failure to do so may result in the pupil being either required to attend either a lunchtime or after school detention, or being required to do some community service in school for a period of time, or being removed from the lesson and sent to the one of the Deputy Heads depending on the nature of the discourtesy. The incident is then recorded by the class teacher on CPOMS, so that the relevant Head of Department, Form Tutor and Head of Year are aware of the pupil's behaviour and can act to reinforce expected standards in support of the class teacher. A letter may be sent home by the Head of Department informing parents of the incident and the sanction imposed. Persistent poor behaviour in lessons resulting in disruption may result in the parents being invited in for a meeting with the Deputy Head Academic, Deputy Head Pastoral or the Headmaster.

The first form of sanction should always be a fair verbal rebuke, accompanied by a clear statement of what acceptable behaviour would be. In extreme cases of poor behaviour, students can be removed from the lesson and sent to one of the Deputy Heads.



## Communications with parents

- Heads of Department may send letters home about persistent lateness to lessons, non-completion of homework, coming to lessons without appropriate equipment or inappropriate behaviour in lessons.
- Form Tutors and Heads of Year may send letters home for persistent lateness to registration or inappropriate uniform and behaviour.

Copies of Heads letters go via the Head of Year, the Deputy Head and the Headmaster, to the pupil's file. Parents may be required to come in to speak to Heads of Year and/or Deputy Head.

## Other sanctions

- **Lunchtime detention** may be given for poor punctuality, poor homework submission and minor misdemeanours (e.g. constant chatting in class after being asked to stop, passing notes). This detention will be supervised by the member of staff giving it.
- **Removal of privileges** for Sixth Formers (such as not being allowed off-site during the school day).
- **After-school detention** for persistent misbehaviour and more serious offences such as going off site during the school day. Parents will be informed by letter and 24 hours' notice will be given.
- Persistent poor behaviour in lessons resulting in disruption may result in the **parents being invited in** for a meeting with a Deputy Head or the Headmaster.
- **Fixed period and/or permanent exclusion** from school is dealt with by the Headmaster in full discussion with parents. Please see Exclusions Policy for further details.

For **incidents of bullying**, sanctions may include:

- official warnings to cease offending,
- detention,
- community service (within the school),
- exclusion from certain areas of the school premises,
- suspension of IT accounts, or
- a behaviour contract.

In serious cases of bullying,

- fixed period or permanent exclusion will be considered.

Please see the Anti-bullying policy for further details including support for the victim and the bully.

The school keeps a record of the sanctions imposed upon pupils for serious disciplinary offences.

## School environment

We have some basic guidelines to make sure we can all work in a clean, tidy and safe environment.

- **Girls are not allowed to eat in the form rooms**, the library or the corridors. All food must be eaten in the Dining Room, or using outdoor seating provided in various areas, other than if a room has been allocated by a member of staff specifically.
- Tippex, chewing gum, matches, lighters and dangerous implements are not allowed in school.
- Girls may remain inside during lunch hours, unless patrolling staff ask them to leave because of poor behaviour.
- Years 7 - 11 are not allowed out of school during the school day without written permission, unless they are on the way to and from The Brentham Club or Trailfinders ground for P.E.
- Entry to the school involves the use of lock-codes. These should not be given to **anyone** else (including family).
- Girls are supplied with a PE and book locker. They must be kept secured at all times.

## Smoking, vapes, alcohol, illegal drugs

The possession or use of cigarettes, alcohol or any illegal substances, or the abuse of any dangerous substance or item, will be treated very seriously indeed. Involvement in bringing illegal or illicit substances (e.g. drugs) onto school



premises, or their use in any sort of association with the school, will normally result in permanent exclusion.

Involvement with smoking of any sort (including smoking in uniform out of school, or for sixth formers out of uniform, either close to the school or on a school trip) will normally result in fixed period exclusion, as will alcohol brought into school, or its illicit consumption on school premises. Girls in school who smell strongly of smoke (either from cigarettes or vapes) will be treated as if they had been found smoking.

N.B. If a group of girls appear to an onlooker all to be involved in any such activity, they are likely all to be disciplined in the same way, even if only some of them were, for example, smoking. **Girls should take this as a warning not to associate with other girls if they are breaking school rules.**

## Use of mobile phones

If a pupil is found to be using a mobile phone during the school day, the phone will be confiscated and sent to the school office until the end of the school day when the pupil may retrieve it from one of the Deputy Heads. Parents will be informed of the infringement by letter. This same procedure will be adhered to if using a digital device inappropriately.

Should a second infringement occur, parents will be contacted and the girl will be asked to hand her phone in at the office at the start of every school day, or the parents agree to the phone being left at home, for a fixed period of time. The misdemeanour will be dealt with as a disciplinary issue by one of the Deputy Heads who may withdraw the agreement to allow the pupil to bring her mobile phone to school at all.

Inappropriate use or content will be dealt with according to the relevant school policies (see Behaviour Policy, Anti-bullying Policy, ICT code of conduct). In serious cases CEOP or the police may be alerted by the school.

## Sanctions which are not permissible

- No forms of corporal punishment (including the threat of corporal punishment) are permissible, defined as: “Any degree of physical contact which is deliberately intended to cause pain, injury or humiliation” e.g. smacking, hitting, kicking, pushing, shaking, pulling limbs or hair or clothing
- Persistent or aggressive shouting (other than to ensure safety in an emergency)
- Throwing missiles e.g. objects, books, pencil cases, rubbers
- Deliberate humiliation

Our policy is in accordance with ‘The use of reasonable force (July 2013)’ Government guidance. All school staff members have a legal power to use reasonable force to prevent pupils from hurting themselves or others, from damaging property or from causing disorder. Reasonable adjustments will be made for disabled children and children with special educational needs. The degree of force used should be the minimum needed to achieve the desired result. The school will record any significant incident in which a member of staff uses force on a pupil, and will report any such incident to the pupil’s parents as soon as practicable after the incident.

## Academic Sanctions

Minor concerns and first instances of inappropriate behaviour in class or late homework should be dealt with through conversation with the pupil and can be recorded in the pupil diary for parents to read and sign. The subject teacher is expected to check that the parent has seen and responded to their note.

However, if the problem is not resolved and further action needs to be taken, then the incident should be briefly recorded on CPOMS to alert relevant staff to the problem. Below are the procedures to be followed and guidance for when to escalate a problem up.

### *First stage action*

Teachers should speak with their HoD, who should action all issues for their department which are unresolved. For instance, for repeated homework incidents they will speak to the girl, and either send a letter home or phone the parents for which there will be a record on CPOMS.

After this, both HoD and Form Tutor continue to monitor progress and provide necessary support. The Form Tutor should speak to the girl on a regular basis to ensure the problem is resolved.



## *Second stage action*

If the problem continues after this and is repeated in several areas, the HoY will become involved and co-ordinates the next course of agreed action.

This may involve placing the pupil on report or inviting the parents in to school for meeting. They can refer the matter on to, for instance, the Deputy Heads or Head, if necessary.

### *“On Report”*

A pupil may be put "on report" by her Head of Year. This is a way of monitoring progress lesson by lesson and homework by homework. It gives immediate feedback which can be used to encourage a pupil as well as provide a support system when things are not going well. After monitoring students on report for a period of time, the Head of Year can move into a weekly report meeting with the student.

This is a means of dealing with:

- persistent lateness to lessons
- disruptive behaviour in lessons
- lack of homework
- poor organisation

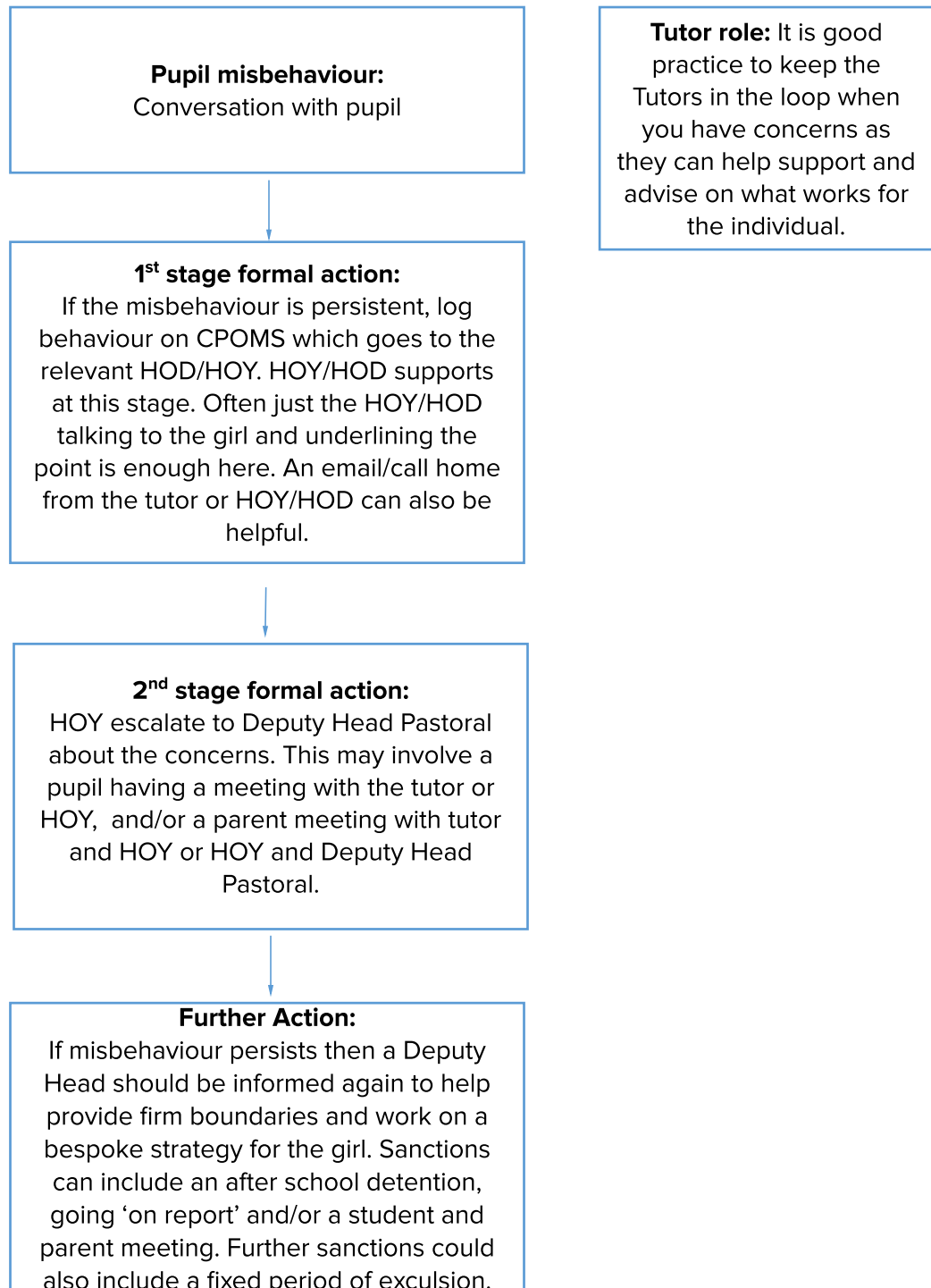
The procedure is as follows:

- staff encouragement, support and reprimand first
- subject teacher reports the problem to Head of Department who should see the girl
- if further discussion and a request for co-operation have no effect, then the Form Tutor and Head of Year should be involved.
- the Head of Year monitors how widespread the problem is, and whether going "On Report" is likely to be effective.
- If this step is decided on, the Head of Year must clear it with a Deputy Head, and parents should be informed.
- all staff involved in filling in "On Report" form must know the reason and it must be taken seriously.
- "On Report" is for a limited period and must be checked by the Head of Year daily or weekly as appropriate to see if an improvement has occurred.
- There must be a built in review with the girl, usually after a week, and a formal ending to the arrangement, which should be communicated to the parents
- Students may be “On Report” on SIMS if appropriate.



# Pastoral Sanctions Flowchart

There is not one way imposed by the school as different approaches will work well with different pupils in different situations. However, a flow diagram of who can help support in cases of problems with misbehaviour is outlined below.



## Links to other policies

This policy should be read in conjunction with the following policies:

- [Dress Code Policy](#)
- [Rewards Policy](#)
- [Anti-bullying Policy](#)
- [Exclusions Policy](#)
- [Digital Policy and Online Safety\(Whole School\)](#)

Reviewed: July 2022

Next Review: July 2023

