

Pupil Behaviour Policy

St Helen's School

September 2020

1. Introduction

Respect for the individual, for others, for learning and for the environment is the rationale of this Behaviour Policy. The School works in partnership with parents and within a friendly, secure and disciplined environment to encourage every pupil including those in the EYFS to act with integrity, responsibility and concern for others.

2. Aims

The aims of this policy are to encourage every pupil

- To respect themselves
- To encourage a respect for the fundamental British values of democracy, tolerance and harmony
- To respect other people and their views
- To accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those working in school, or living locally and in society more generally
- To enable learning to take place
- To care for the environment of the School and for the environment more widely

3. Responsibilities

- 3.1. The good behaviour of pupils is the responsibility of all staff, both in the classroom, around the School, and outside the School. Nevertheless, the Deputy Head Pastoral, in conjunction with the Heads of Prep School, Middle School, Upper School and the 6th Form, has overall responsibility for promoting good behaviour.
- 3.2 Good relationships between staff and pupils, pupils and pupils, and between the School and the community are fostered by the Pastoral System, and staff encourage the highest possible standards in collective and self-discipline via this framework. Tutor time and PSHCE in particular provide a forum for discussion and guidance.
- 3.3 The academic, pastoral and co-curricular programmes provide opportunities which enable pupils to contribute positively to their own personal development and to that of the School.
- 3.4 The Expectations for Student Behaviour, Rewards and Sanctions Systems and, in the Prep School, the classroom rules are reinforced at the beginning of each academic year outlining the expected behaviour in all aspects of school life, including co-curricular activities, Breakfast Club and After School Club.
- 3.5 The Acceptable Use Policy, which all pupils sign, provides very clear guidance on appropriate use of technology.
- 3.6 The School Council and other student groups, help to give pupils a sense of involvement and citizenship and enable them to have an input into behavioural issues if desired.
- 3.7 Section and Departmental Meetings provide opportunities for staff to share concerns that they may have about the behaviour of specific pupils and strategies for dealing with them.

- 3.8 Staff on duty and staff leading co-curricular activities ensure appropriate behaviour outside the classroom.
- 3.9 Staff are aware of the need to prevent pupils being drawn into terrorism and of their duty to refer any concerns about pupil behaviour to the appropriate pastoral staff.

4. Rewards

Rewards are very powerful tools for promoting good behaviour. The general practice of classroom management involves rewards being given on a daily basis, including verbal praise, stickers, written remarks in homework planners and commendations. Commendations are issued according to the Rewards System and recorded by Tutors/Heads of Section and their Deputies. Celebration assemblies, Presentation assemblies, Prep School Prizegiving and Speech Day are all ways in which pupils can receive public recognition for significant achievements.

5. Sanctions

- 5.1 If a pupil is behaving badly or disrupting the education of her peers, then the Head of Department and/or Head of Section will be informed, and disciplinary steps taken. This is also the case if the pupil behaves badly outside school such that her conduct has repercussions for the orderly running of the School, affects the welfare of a member of the School community or a member of the public, or brings the school into disrepute. Parents are kept informed at all times and all formal sanctions are recorded.
- 5.2 In the case of pupils with disabilities or those with special educational needs, reasonable adjustments will be made to manage their behaviour. For example, in the case of pupils suffering from hearing loss, written instructions may be provided in lieu of verbal statements.
- 5.3 In serious cases the Headmistress may exclude a pupil for a fixed period or permanently. This can be for one extremely serious incident or for an escalation of problems which previous steps in the Sanctions System have failed to resolve.
- 5.4 The expectations of behaviour and of various sanctions commonly used are detailed in the staff handbook. In extreme cases the Expulsion, Removal and Review Policy is followed. Parents have a right to request a Governors' Review of the decision reached in such circumstances and the details of how to go about this are included in the policy. Once again, in the case of pupils with disabilities or special educational needs, reasonable adjustments will be made to ensure they are able to present their case fully if there is a possibility that their disability could hinder this.
- 5.5 Corporal punishment, or the threat of corporal punishment, is not used under any circumstances.

6. Malicious allegations against teachers and other staff

Disciplinary action as laid out in this policy will be taken if it is found that a pupil has made a malicious allegation against a member of staff. If a parent has made a deliberately invented or malicious allegation, then the parent may be required to withdraw their child or children from the School.

7. Guidance for staff is set out in the:

- Teaching Staff Handbook
- Staff Employment Manual
- Staff Code of Conduct
- Expectations for Student Behaviour
- The Policy for the Prevention of Bullying
- Laboratory Procedures
- Equal Opportunities Policy
- The Restraint Policy
- The Expulsion, Removal and Review Policy

8. Guidance for pupils is set out in:

- Acceptable Use Policy
- Expectations for Student Behaviour including examples of sanctions
- Rewards System
- Laboratory Procedures

9. Guidance for Parents:

Copies of the Expectations of Behaviour and other relevant information are available to parents on the parents' portal. In Prep School, including the EYFS, parents receive a handbook outlining sanctions and rewards. A meeting with parents in Nursery, Years 3 and 7 establishes the expectations of the School and stresses the importance of parents, pupils and the School working together towards common aims – i.e. the three-way partnership. During their induction days pupils in Year 12 meet with the Head of Sixth Form to discuss the expectations of the School and the particular arrangements for pupils in Years 12 and 13. In addition, Year Group Pastoral and Information Evenings for parents take place on a range of age appropriate issues including the management of behaviour both in and out of school and are used to reinforce the School's expectations in this respect. All relevant policies are also available for parents to download from the School's website.

10. Monitoring and Review

10.1 Monitoring behaviour is a daily and continuous responsibility for all staff. Within the School, in lessons, before and after school, at break and lunchtime, around the grounds, on trips and visits and during extra-curricular activities all staff are aware of the need to support one another by insisting on the same high standards of behaviour at all times. This will be apparent in, for example, insisting on appropriate uniform, keeping classrooms tidy, dealing with inappropriate behaviour consistently and speedily and communicating information quickly and effectively to pastoral staff.

10.2 The policy is reviewed regularly by an evaluation of the effectiveness of the Rewards and Sanctions Systems based on:

- feedback from pupils (via School Council), staff and parents
- an analysis of the records of sanctions, including incidents of bullying

- a discussion of the findings from lesson observations by members of SLT

10.3 The Deputy Head Pastoral and the Pastoral Team will review this policy annually.

Authorised by	Executive Team
Date	July 2020
Effective date of the policy	1 st September 2020
Date of Next Review	July 2021

Appendix I – Searching and confiscation

All schools have a general power to impose reasonable and proportionate disciplinary measures on pupils (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), *Screening, searching and confiscation* (January 2018).

I Prohibited items

1.1 The following are "prohibited items":

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the pupil)
- any item banned by the School rules that are identified as being items which may be searched for

1.2 The School has banned all other harmful substances and items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip). See the Substance Abuse Policy for our definition of "substances".

2 Searching with consent

2.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.

2.2 If a member of staff suspects that a pupil has an item that is banned by the School (referred to in 1.2 above), they can instruct the pupil to turn out his or her pockets or bag. If the pupil refuses, disciplinary action may be taken in accordance with the School's Behaviour Policy.

3 Searching for prohibited items without consent

3.1 Where the Headmistress or an authorised member of staff have reasonable grounds to suspect that a pupil may have a "prohibited item" (listed in 1.1 above), consent is not required and the search will be carried out, using reasonable force where appropriate.

- 3.2 The Headmistress has authorised all classroom teachers to carry out searches and retain or dispose of items in accordance with this policy.
- 3.3 Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a School trip or in training settings.
- 3.4 When pupils travel outside England on a School trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which pupils are outside England.
- 3.5 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
- 3.5.1 a search of outer clothing and / or
 - 3.5.2 a search of School property (e.g. pupils' lockers or desks) and / or
 - 3.5.3 a search of personal property (e.g. bag or pencil case).
- 3.6 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.
- 3.7 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.
- 3.8 Where the Headmistress, or staff authorised by the Headmistress, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

4 Confiscation

- 4.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- 4.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to school discipline.

5 Searching electronic devices

- 5.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break School rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break School rules.

- 5.2 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

6 Disposal of confiscated items

- 6.1 Alcohol:** alcohol which has been confiscated will be destroyed.
- 6.2 Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Headmistress or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 6.3 Other substances:** substances which are not believed to be illegal drugs, but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.
- 6.4 Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Headmistress or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- 6.5 Tobacco or cigarette papers or e-cigarettes:** tobacco or cigarette papers will be destroyed.
- 6.6 Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Headmistress or other authorised member of staff which may include donation to an appropriate charity.
- 6.7 Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil has been abused, the School's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to the local authority children's social care.
6. Other pornographic images will also be discussed with the School's Designated Safeguarding Lead. The images may then be passed to the local authority children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 6.9 Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Headmistress or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 6.10 Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 6.11 An item banned under school rules:** such items may, at the discretion of the Headmistress or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile phone that has been used in breach of School rules to disrupt teaching, the phone will be kept safely until the end of the

School day when it can be claimed by its owner. If a pupil persists in using a mobile phone in breach of school rules, the phone will be confiscated and must be collected by a parent.

6.12 Electronic devices: if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break school rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto school premises or on school trips. In serious cases, the device may be handed to the police for investigation.

7 Communication with parents

- 7.1 There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, the School will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases the School will consult parents on how the School should dispose of certain items.
- 7.2 The School will keep a record of searches carried out which can be inspected by the parents of the pupil(s) involved subject to any restrictions under the Data Protection Act 2018. The record will include details of the disposal of items confiscated.
- 7.3 Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available from the Senior School office on request.
- 7.4 The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

Appendix 2

Rewards and Sanctions in the Prep School

Rewards in Prep School

There are a variety of different types of award. We are keen that there are lots of different ways to receive praise for good effort and attitude. It is also important that some rewards are rarely given so that it feels really special to receive them. Rewards further down the table are less frequent.

Stickers (EYFS, KSI): Housepoints (KS2)	For any piece of good attitude or behaviour.
Postcard Home	For particularly good effort with a piece of work.
Commendation	For an incident of outstanding effort or attitude publicly awarded in an assembly.
Little Miss	Awarded only once a term for persistent excellence in a particular learning attitude or behaviour.
Head Teacher's Award	Awarded half termly to a handful of girls for an outstanding piece of work, effort or behaviour. Girls go for Milkshake and Muffins (EYFS, KSI) or afternoon tea (KS2) with Mrs Lucas. The girls' names, photos and the reason for the award go in the Book of Excellence which the girl and Mrs Lucas sign.
Prizes	For Years 2-6, once a year, two girls from each form receive effort and attainment prizes. There are also some specific cups and trophies.

Sanctions in Prep School

The purpose of sanctions at St Helen's is to allow a girl to understand that she has made a mistake and learn from it. It is never to punish the girl, make her feel scared or a failure. As adults in school we model 'learning from mistakes' and try to help the girls see that it is part of improving and being the best that you can hope to be. We always reject the poor behaviour, not the child. It is also important that girls understand why what they have done/not done was not the best course of action. In EYFS and KSI there is a classroom display in each room where each girl starts the day on the sunshine. There is also a rainbow and a cloud. Names can be moved to the rainbow (warning) or to the cloud (concern) for a period before returning to the sunshine. Class teachers keep a record of concerns in EYFS and KSI. In KS2 concerns are recorded in the pupil diary.

There are many things that happen in the school day that simply need a gentle reminder such as coming in to assembly quietly or putting your hand up to speak. If, however, there is an incident of behaviour that we feel needs dealing with more specifically, we will give a warning such as 'Please don't take your neighbour's pen without asking – that would not feel nice if she did it to you would it?'. In EYFS and

KS1 this would also include moving their name from the sunshine to the rainbow. If girls then persist in the poor action or inaction the member of staff will tell them that they are 'concerned' or 'have a concern'. In EYFS and KS1 their name will be moved onto the storm cloud. Staff will also make a private note of this and once the behaviour has been dealt with, the girl's name will go back to the sunshine (they are not on the cloud for the rest of the day). In KS2 this concern will be recorded in their diary so that the girl can start to take responsibility for her own behaviour. If a child has three concerns in a term, they will reflect with a senior member of staff about how they, the school or their parents can avoid this happening again. Reflection will look at the underlying causes of the issues and include an action plan for moving the issue forward positively. There are some behaviours that occur very rarely such as a racist comment, intentional physical actions or stealing, for example, that will mean a child moves straight to a concern or seeing a senior member of staff.

Recording

Little Miss Awards, Head Teacher's Awards, Prizes and Reflection times are recorded on iSAMS.

Appendix 3

Senior School

The Guidance is provided to Senior School Pupils re Expectations of Behaviour:

Learning

It is important to us that learning can take place without interruption. We ask you to prepare fully for lessons, arrive promptly at them, bring with you everything you need, and settle down quickly in them. You are asked to notify your teacher in advance (either in person or by email) if for any reason you are unable to attend your lesson (if, say, you have an instrumental music lesson). We know that you will want to contribute fully to class discussion and that you will expect others to listen attentively to your ideas. We would ask you to accord others the same respect.

Not preparing fully for lessons, or not completing homework to the best of your ability, will prevent you from engaging fully with your lessons and may slow your progress. In every case, your subject teacher will talk to you about why your work was not completed on time and will let your form tutor know of the matter. Your form tutor will monitor your progress and will offer advice on managing your work if you need it. If your form tutor is concerned that you are not managing your work well, because several of your subject teachers are raising concerns with them about your lateness, or about disappointing work, they will contact your parents and discuss with them how they and your teachers can help you develop the good study habits which will enable you to realise your potential.

Mobile phones/other mobile devices

We appreciate that many of you will bring a mobile phone into school with you. We ask that these are switched off during the school day, so that they do not interrupt your learning. If you are in Years 7-11 and need to make an urgent phone call during the day we ask that you approach your Section Head/ Deputy Head of Section/ one of the Deputy Heads and ask their permission to make your phone call discreetly from one of their offices. If you are in the Sixth Form, we ask that you use your phones only in the privacy of Mackenzie. Phones should not be used in corridors or communal areas like the Dining Room.

Your teachers will not ask you to use your phones/ mobile devices for research in lessons. If internet research is required, they will provide school machines for you to use.

If you are found using your phones/ other mobile devices when you should not, you will be asked to surrender the device for the remainder of the day. The device will be handed in to Reception and stored securely until you collect it at the end of the school day. Your tutor and Section Head will be advised. Should this happen more than once, you will be asked to hand in your device on arrival each day for a period to be decided by the Section Head.

Hurtful behaviour

Our community is large and diverse. In school we enjoy a great many opportunities which others do not. Our experience of life outside school may be very different. It is important that we respect each other's beliefs, traditions and right to privacy. It is easy to hurt others by dismissing something they hold dear or pushing them to share information they do not wish to share. It is equally easy to hurt someone by failing to acknowledge them or by belittling their accomplishments. Communities and

individuals within communities thrive if everybody feels that they and their contribution are noticed and valued.

Where your behaviour unwittingly upsets another member of the community, we will work with you and them to try and resolve the situation. We will be rightly concerned if we believe you have deliberately done or said something which is designed to hurt another member of the community. In this case you can expect that we will involve your parents, and, if necessary, the authorities in working with you to develop the skills which will enable you to work effectively alongside others in the world beyond school.

As Senior pupils in an all-through School you should be mindful of the example you set to younger members of the community. You should treat all members of the community and all visitors to the School with respect at all times.

Punctuality

Barring the late arrival of the school coach there is no reason for being late for school. You are asked to be in your form rooms in time for morning registration at 8.30am. You are asked to be prompt to your lessons, practices and other commitments. Failure to be prompt is likely to prevent activities starting on time and to inconvenience others. Concerns about punctuality are likely to be raised with your form tutor and parents quickly. If you are reliant on others for getting to school on time, please talk to them about the importance of being at school by 8.30am. Should you arrive at school after 8.30am you are asked to sign in at Reception.

Uniform and Dress Code

Pupils should dress appropriately and smartly whilst at school and travelling to and from school. Wearing the St Helen's uniform with pride is part of a pupil's commitment to the community and is a sign of respect for and loyalty to the school.

We have designed a sensible and easy-to-follow dress code in consultation with the Sixth Form. We expect all pupils to comply with the dress code at all times.

Leaving School during the school day

You need permission to leave school during the day. If you have a medical or other appointment which will mean you will arrive late, or need to leave during the day, your parents need to let the school know this (using the appropriate section in your planner or the appropriate form in Sixth Form). If you have permission to leave school during the day, you need to sign out and in at Reception.

Members of the Sixth Form and Upper School Reps only may go into Northwood at lunchtime. They should sign out and in at Reception. Year 11s on receiving a commendation are allowed to go to Northwood with a friend, providing they have a signed permission slip from their parents.

Absence from school

It is important that you are in school. If you are too ill to attend school your parents must let us know each day that you are absent by emailing absence@sthelens.london before 8.15am. If your parents let us know by telephone rather than by email, then you must bring a note from your parents to school on your return. We may request medical evidence of illness where absence lasts for five or more consecutive school days, or where illness is frequent.

Absence for religious observance or medical/dental appointments which cannot take place out of school hours should be requested from the Section Head (via your planner in Years 7 to 11, and a green appointment form for Sixth Form). All requests must be signed by a parent.

Absence for any reason other than illness, religious observance or medical/dental appointments requires permission, in advance, from the Headmistress. She can be contacted care of her PA on HeadsPA@sthelens.london. Your parents are likely to be asked to meet with the Headmistress to discuss their request, so please encourage them to make any requests in good time.

The safety of all members of the community

We all have a responsibility to play our part in promoting the wellbeing of other members of the community. To this end there are certain things which you may not bring in to School. For example, we have a significant number of people in School with nut allergies, therefore we are a nut-free School.

You may not bring in to School any alcohol, tobacco, drugs or harmful substances. This includes cigarettes, electronic cigarettes, any other smoking related products, the paraphernalia of drugs or substances intended to resemble drugs, 'legal' drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue, solvents, and substances known as "legal highs". See the School's Substance Abuse Policy.

All things illegal

It is important that you understand that there are certain things which, if we have reason to suspect you are involved with them, we need to refer directly to the authorities. We will do as much as we can to raise your awareness of the risks associated with, say, alcohol, smoking, drugs, or inappropriate sharing of images, but we are obliged to report anything illegal to the authorities.

Internet use/school email

You are provided with a school email address for school business. This is as secure as we can make it, in an attempt to protect you from unwanted communication. We have filters in place which block access to certain sites. Your school email account and your use of internet in school are monitored for safeguarding purposes. Any concerns about your use of the internet/ contents of your email will be raised with you, your parents or the authorities as necessary.

Code of Conduct

The St. Helen's community is one in which staff and girls act with respect, courtesy and consideration for one another at all times.

- We think for ourselves and take responsibility for our own actions
- We try to understand and respect the views of people from all backgrounds, cultures and religions
- We believe that bullying is unacceptable in any circumstances
- We behave in the classroom in such a way as to make learning as easy as possible for everyone
- We behave politely and sensitively to everyone in the school community
- We look after our belongings, respect other people's possessions, the school's resources and our environment
- We act with the same courtesy and consideration towards other people both in and out of school
- We move purposefully and quietly around the school, arriving promptly to registration, assembly and lessons