



Bearwood College

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BEHAVIOUR AND DISCIPLINE POLICY

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

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Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

BEHAVIOUR AND DISCIPLINE POLICY (SCHOLARS)

PRINCIPLE

The Behaviour Policy states that “The aim of the College is to seek to produce an environment in which scholars behave correctly – demonstrating high standards of personal, moral and social behaviour.” In order to achieve this there are rewards to promote good behaviour as well as sanctions for those that do not follow the Rules and Regulations.

The documents “The College Rules and Regulations and their Interpretation” and “The Sanctions Guidance Grid”, together with relevant areas of the Staff Handbook and other associated Policy Documents, lay out the details of the disciplinary character of the College.

The College is committed to establishing an orderly environment where all scholars and staff respect each other, our academic progress, our possessions, the built and natural environment and the law of the land.

PROCEDURE

The College prohibits the use of corporal punishment.

Disciplinary Structure

There is a clear hierarchy in the disciplinary structure with misdemeanours being dealt with by (in order):

- the member of staff present to witness or discover the offence
- the scholar’s HMM
- the Second Master
- the Headmaster

Progression up this hierarchy should only occur after a sustained effort at the lower level. To go ‘straight to the top’ results in petty problems being dealt with by the big guns which decreases their impact for occasions when they are really needed.

The next level of the hierarchy must, however, be kept informed of all disciplinary action taken.

Sanctions

The College prohibits the use of corporal punishment.

For academic misdemeanours:

- **personal detention** at break or lunch

Once scholars go past this point then they move on to the academic discipline system outlined in the Sanctions Grid.

- **College detentions** *will only be given by HMMs* in consultation with staff, after the full range of lesser sanctions has been used or the misdemeanour warrants it. These will now be once a week at 1.30pm on Saturday and 8.50am on Saturday.

For lateness for lesson / games / activities:

- stand up to work for a specified time
- late lines – 10 lines per minute late
- lunchtime run / report in kit at ...
- change into kit and report at ...
- report card if persistent

For forgetting equipment

- report card

For non academic misdemeanours:

- try to let the punishment fit the crime and use your initiative - for litter they should pick up litter etc.
- for **chewing gum** and having a **top collar undone** there is a ‘cleanships at lunchtime’ list on the dining room door.

Unsupervised misbehaviour

Those scholars who misbehave when not directly supervised ie not in a lesson, game etc should be reported to their HMM or Second Master.

House Sanctions

Houses have their own systems of sanctions which may be used after a scholar has been referred to the Tutor or HMM.

Referral

If a problem is unresolved then the scholar should be referred to the Second Master.

Headmaster’s Sanctions

Following reasonable consultation with the parents and/or guardians and the Board of Governors, the Headmaster may suspend or exclude a scholar from the school.

“Headmaster’s Jankers” is an option available to the Headmaster in place of suspension. It is not an automatic scholar entitlement.

Some issues are invariably dealt with at Headmaster level, usually with, at least, an automatic suspension – these include (but are not exclusive to); swearing at, or in a conversation with, a member of staff, bullying, smoking or making a fire indoors, inappropriate use of physical force, any issue involving weapons and damage to another pupils’ academic work.

SANCTION GRID AND GUIDANCE

Academic issues			Behavioural issues					
			In supervised sessions			Outside supervised sessions		
Incomplete prep	'by tomorrow' 'room 44 at break / lunch'	S S	Mobile phone use	Confiscate – 3 days	S/SecM	Mobile phone use	Confiscate – 3 days	S/SecM
Several incomplete preps	more of the same & a minus at +/-	S	Personal stereo use	Confiscate – 3 days	S/SecM	Personal stereo use	Confiscate – 3 days	S/SecM
Poor test marks	Live with it and it is reflected in the 1 – 5 assessment Rewrite overnight or in Rm 44	S S	Late for lesson Late Lines Late for game Late for activity	Stand up to work for specified time 10 lines per minute late Lunchtime run / report in kit at .. Change into kit and report at ..	S S S	Chewing gum	Gum cleanliness list in dining hall Gum cleanliness in department	S HoD
Late / no prep	Rm 44 Blue paper & a minus at + / -	S S/HMM	Persistent lateness	More of the same Report card	S HMM	Noise / pushing / shoving etc inappropriate behaviour	Deal with it / stop and stare Bad behaviour file	S HMM SecM
Repeated no prep	Blue paper for each one & a subject report card & a double minus at + / -	S/HMM	Absence	ALWAYS A GREEN SLIP – in HMMs pigeon hole by next break in the timetable.	S	Audible hi-fi	Speakers / portable unit confiscated to RPR	HMM
Consistent underperformance	Subject report card	HMM	No books No games kit Persistently ill-equipped	Write on paper copy into book Change into kit and report at... Report card	S/HMM S HMM	Kissing / cuddling	Stop and stare Report to HMM Report card for both keeping them apart	S HMM HMM
	detention	S/HMM	Graffiti	Sanding desks etc	HoD	Swearing Swearing at staff Threatening / violent	Report to HMM / bad behaviour file Removal and report Remove to SMT	HMM HMM SecM
Coursework Likely to miss deadline	Reported under coursework protocol,	HMM	Chewing gum	Gum cleanliness list in dining hall Gum cleanliness in department	S HoD	Bullying	Remove to HMMs / SMT with full statements from both sides – prevent immediate harm then report	SecM HM
Coursework Missed interim deadline	Reported under coursework protocol,	HoD AcD	Disturbance / noise / movement	Silence / stare / wait Marks on board = minutes class detention Department sanction	S S HoD			
Coursework Missed final deadline	Reported under coursework protocol,	HM	Persistent Uncontrollable ..	Removal of scholar for time.. give a chance for redemption Report card Remove to RPR	S/HoD HMM SecM			
			Swearing Swearing at staff Threatening / violent	Report to HMM – house jankers Removal and report Remove to SMT	HMM HMM SecM			
			Bullying	Remove to HMMs / SMT with full statements from both sides – prevent immediate harm then report	SecM HM			

S – staff, HMM – Housemaster/mistress, HoD – Head of Department, AcD – Academic Deputy, SecM – Second Master, HM – Headmaster

SANCTION GRID AND GUIDANCE - additional

Deliberately missing a meal	Meal report card
Deliberately missing a lesson	Gating card 2 days – could be up to a suspension
Deliberately missing a game, activity, music lesson, rehearsal	Gating card 2 days – could be up to a suspension
Deliberately missing a fixture, misbehaviour on a fixture	Gating card 2 days, scholar to write apology to HM – could be up to a suspension
Deliberately missing a compulsory College event eg Concert, Remembrance Sunday etc without permission	Gating card 2 days; HM informed
Possession of smoking material	I-V gating card 2 days, progressive, letter to parents on each occasion; VI gating card 2 days, letter to parents after second offence
Smoking outdoors	£10 payable to HMM on each occasion, reported to HM; commutation to House Jankers of 2-4 days for needy scholar; fine sent to cancer research or nicotine replacement scheme; letter to parents on second offence and thereafter; offer of medical counselling
Smoking indoors (inc balconies)	Reported to HM via HMM for probable suspension
Starting fires indoors	Reported to HM via HMM for probable expulsion
Unauthorised possession of beer / wine	Gating card 2 days, progressive
Unauthorised consumption of beer / wine	Gating card 4 days, progressive; HM notified; letter to I-V parents; letter if VI inebriated

Unauthorised procurement of beer / wine	Gating card 6 days, progressive; HM notified; letter to parents
Unauthorised procurement, possession or consumption of spirits	HM notified; probable suspension
Possession of pornography	Confiscation/destruction; appropriate counselling; punishment
Breaking bounds on estate, signing in/out irregularities	Gating card minimum 1 day
Breaking bounds off estate, late return from leave out with no parental/guardian contact	Gating card minimum 2 days
“borrowing” and theft	Report to HMM / Master at Arms
A motor vehicle offence	Permission to drive to College withdrawn
Wilful damage to College property	Billed for repair / replacement and letter to parents
Wilful damage to another scholar’s property	Billed for repair after consultation both sets of parents
Sexual offence, or the suspicion of a sexual offence	to HM via the HMM
Drugs offence	to HM via HMM
Entering another House without permission	Gating card minimum 1 day
Entering another House of opposite gender without permission	To HM via HMM; assumption of sexual offence

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Detention

Detention is a member of staff's ultimate sanction for unacceptable academic performance before a scholar is referred to his/her HMM or a Senior member of staff. In order to maintain the effectiveness of detention, staff must consider other possible sanctions first.

A Scholar can only be placed in Detention with the agreement of the HMM who must be consulted in advance - (there may be other sanctions that they would prefer to try first).

There are two school detentions, Saturday Session 1 (1.30-2.30pm) & Session 2 (8.50-9.50am) or on Friday if there is an Exeat.

- ◆ To place a scholar in detention, his/her name should be entered in the Detention File which is kept in the Common Room, and the entry countersigned by the HMM.
- ◆ Once the scholar is in – do not remove them without consultation with the Second Master.
- ◆ Detention normally takes place in Room 44.
- ◆ Work **must** be set by the member of staff placing the scholar in detention. The work should be left in the tray in the Common Room.
- ◆ The detention is supervised by the Duty Staff. The member of staff supervising detention should record in the Detention Book the presence of the scholars attending.
- ◆ Absences from detention should be reported immediately to the Second Master.

Notification

- ◆ The list for Saturday detention closes on the previous Wednesday at 1.45 p.m.
- ◆ The Second Master is responsible for publishing the detention lists.
- ◆ The Headmaster's Office informs the parents of day scholars who are in Saturday Detention.

Report cards guidelines

These should be: 3 days minimum but not open ended – there must be a target to aim for eg 'three perfect days and you are off this'. They must be checked for praise as much as disapprobation. A missed signature / bad report is answered by another day on report. The report must be kept on file when complete – it is a record which may make a pattern in the future.

There must be scope for almost limitless incremental increase in the sanction value of a report – Subject periods only

- All subjects
- All subjects plus HMM at break
- The above plus HMM at lunch
- The above plus HMM at tea
- The above plus HMM at the end of the day

The above plus SecM at break
Etc
The above plus a check before lessons of all books etc
The above plus a check of all games / PE kit to be used that day
Etc

It is very important that jankers / suspension is reserved for serious offences – the list above for instance or very long term offenders. Most scholars will grow out of adolescent confrontation/misdirection. Our aim is to run a system that allows the worst of them to graze the bottom edge of SMT sanctions just at the point where they begin to grow out of their inappropriate behaviour. It is important that we show that we / the system is inexorable – we don't give up when we are tired, and we do mean what we say; we don't overreact, however, and jump steps in the system.

Most scholars are expecting to be told off when they overstep the mark. They know they are doing it. We do not have to explode, we merely have to respond with the appropriate sanction. We may feel we are getting nowhere but we are constantly saying that is wrong, and this is our response. It is this line drawn in the sand that the scholars will finally regard as the right line. Not to respond every time a shirt is untucked says to a scholar – 'that doesn't matter' – to which their response is – 'I wonder what I have to do to overstep the mark?' – and then try something more outrageous. To draw the line successfully at the small (petty) things is to not have to cope with the bigger things later on.

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