



ESTABLISHED 1906

# Lord's Independent School

## Behaviour Policy

Review Schedule: Annual

Lord's Independent School

Reviewed August 2023

The school believes that sound and fair discipline is an important aspect of school life and that children should be taught to respect others and their environment. Self-discipline is an important attribute in adult life and the school aims to help children acquire this skill.

School rules are relevant to the well-being of others, the health and safety of pupils and staff and for the reinforcement of standards.

In all matters of discipline, we look to the parents/guardians to share responsibility with the school.

### **Aims of Behaviour Policy**

- To promote a positive attitude to learning and provide a working atmosphere that enables all students to achieve their full potential.
- To ensure that there is a common understanding across all staff, students and parents of what constitutes good and poor behaviour.
- To ensure that all staff, students, and parents are fully aware of our expectations in terms of behaviour.
- To provide clear procedures which are understood by all, and which are applied consistently by everyone.
- To ensure rewards and sanctions are both used to promote positive behaviour.
- To ensure that all students are treated fairly.

### **Principles**

Lord's Independent School's approach to school discipline is based on the following Principles:

- All students have the right to learn in a positive and supportive environment.
- Lord's will not tolerate behaviour that interferes with the learning of others.
- Students should be rewarded for good behaviour as well as face sanctions for poor behaviour.
- Students work best in an environment where there are clear boundaries and high expectations.
- All members of our school community have the right to be treated with respect and to work in a clean, calm, and safe environment.

This means:

- a) To show respect for other people, their property, and their point of view.
- b) To work with a sense of purpose and be proud of their achievement.
- c) To treat others as you would like them to treat you:
  - Be polite, co-operative, and friendly to other people.
  - Make sure that where you have worked is tidy before you leave.
- d) To show consideration for others by moving around the building quietly and carefully.
- e) To not say or do anything that encourages bullying, e.g.,
  - Do not join in or initiate physical violence.
  - Do not behave in a way which may seem to be threatening behaviour.
  - Do not join in any 'name calling'.
  - Do not behave, or encourage behaviour, in a manner to other pupils or staff that may be considered unfair, unjust, or vindictive.
  - Do not exclude others from your discussions/activities.

Examples of good behaviour will be praised by the staff and drawn to the attention of others. Examples of this are:

- Consideration for others; Taking turns and sharing; Helping others to succeed.
- Unacceptable behaviour will be dealt with immediately and appropriately.

## **Rights and Responsibilities at Lord's Independent School**

- You have the right to a good education and high-quality teaching.
- You have a responsibility to be the best learner you can be and help others learn.
- You have the right to learn in a safe and secure environment.
- You have the responsibility to work hard and achieve your potential.
- You have the right to be treated with respect.
- You have the responsibility to treat others with courtesy and if you feel that you are not being treated respectfully you have a responsibility to report it to the Head teacher.
- You have the right to have your opinions respected and listened to.
- You have the responsibility to respect and listen to others' opinions.
- You have the right to be free from bullying.
- You have a responsibility to help others and show kindness and friendship.

## **EXPECTATIONS WITH REGARD TO PUPILS**

Pupils will be expected to:

- conduct themselves around the building in a safe, sensible, manner and show regard to others.
- arrive on time to lessons.
- bring equipment appropriate for the lesson.
- follow instructions given by the teacher.
- behave in a polite manner to all staff and pupils.
- show respect for the opinions and beliefs of others.
- complete all class work in the manner required.
- hand in homework at the time requested.
- show respect for the working environment.
- Follow the school rules.
- will ensure a high level of attendance and punctuality. Where there may be problems with this, I will inform members of staff in advance.
- will abide by the school's dress code.
- realise that this school has a positive work ethic and that I must arrive at each lesson fully prepared with the correct equipment and with all work up to date.

- will complete all work set to a high standard and to specified deadlines. Where there are likely to be problems, I will see my tutor and the relevant members of staff in advance.
- All work submitted will be my own work or clearly referenced and cited.
- understand that I may not leave the site or designated learning area assigned to me without prior consent of teaching, admin, or support staff.
- always maintain a high standard of positive behaviour and serve as a role model for other students in the school. In particular, will refrain from the following.
  - Hostility or aggressiveness
  - Narcissism or lack of accountability or responsibility
  - Rudeness, defiance, or disrespect toward school staff
  - Rudeness, disrespect or bullying toward other students including provoking others.
  - Actions or statements that disrupt or hinder a teacher’s right to teach.
  - Actions or statements that disrupt or hinder a student’s right to learn.
- understand that lesson times are to be used to focus in on the demands of the courses that I have chosen to study. Therefore, in these periods I am to be actively studying in the classroom or assigned room and will observe a positive work ethos.
- will respect the fabric of the school.
- understand that I may use a mobile telephone at school but only at break and lunchtime at the discretion of school staff. They should never be used in lessons and must be handed in to staff at the start of the school day.

## **EXPECTATIONS WITH REGARD TO STAFF**

Staff will be expected to:

- endeavour to arrive on time to their lessons.
- create a swift and purposeful start to the lesson.
- reinforce clear expectations of behaviour.
- deliver a suitably planned and structured lesson which meets all individual needs.
- deal with incidents of inappropriate behaviour by following the school's procedures.
- promote and reinforce positive behaviour in the classroom.

## **EXPECTATIONS WITH REGARD TO PARENTS/GUARDIANS**

Parents and guardians are expected to:

- work in partnership with staff to ensure good behaviour.
- inform staff of any concerns
- respond to concerns raised by members of staff.
- ensure pupils come to school correctly equipped and prepared to work.

## **There are rewards for students who consistently show good learning habits.**

### **Ground Rules**

The following ground rules have been established so that all students are aware of the appropriate boundaries during the school day.

**Look smart** Take a pride in your appearance and try to always look smart. School uniform must be always worn.

**Equipment** All students should have the necessary equipment for the school day- Pens; pencils; ruler; rubber; sharpener; calculator; geometry set; homework diary; all necessary books.

### **Mobile Phones and Electronic Devices**

Mobile phones and all electronic devices must not be allowed to become a distraction and must not be used in lessons. They must be placed in the lockers and switched off during lesson times or they will be confiscated and kept securely until the end of the school day. Repeated offences will result in parents being asked to collect the equipment and it no longer being allowed into school.

### **Homework**

Students who succeed always complete their homework and hand it in on time.

Homework is used to reinforce learning in class and to check understanding of the work. It must be completed and handed in on time to your teacher.

Missing homework will lead to sanctions and free time being spent to complete it.

### **Arrive at school on time**

Arriving late disrupts the learning of others and means you miss your learning. All students must be in school for 8.45am and ready for 9.00am registration.

### **No answering back, verbal or physical abuse.**

Students must not, under any circumstances, answer back, use verbal or physical abuse. Everyone is entitled to work in a safe environment so any misbehaviour as above will be dealt with strictly.

**No food or drink (except water) in the classrooms.**

Food and drink must be consumed in the delegated area as it can easily damage equipment and personal property.

**We expect all our pupils to behave in a respectful and responsible manner when on or off the school site.**

**Code of conduct**

Staff and students use a code of conduct. It has the concept of **RESPECT** as its guiding principle.

**Respect** for self

**Respect** for others

**Respect** for property

**Respect** for the environment

**Respect** for the timing of the school day

**Students who persistently break the rules of the behaviour policy will be placed on report and if behaviour does not subsequently improve may be suspended or asked to leave the school.**



## **THE POSITIVE REWARD SYSTEM**

It is important that achievement and good behaviour are rewarded. The two main ways of doing this are by giving merits for good work and recording such things as exceptional effort, improvement in behaviour, volunteering to help at functions etc, on the school system.

### **Positive Behaviour**

Staff record the Positive behaviour on the school Sims System. The most Behaviour points in one term results in a Head Teachers Commendation certificate and award.

### **Positive Referrals and Head Teachers Commendations**

Positive referrals are sent to the Head teacher and recorded in the school Sims System. certificate is also awarded.

### **Prize Day**

Prizes are awarded annually to pupils for outstanding effort and achievement, for excellent attendance and punctuality, for success in examinations, for sporting endeavour and for services to the school.

## **SUPPORT STRUCTURES FOR PUPILS CAUSING CONCERN**

The following structures exist within the school to support pupils whose behaviour is causing concern. Referral to these areas of support is via the Head Teacher and in all cases parental involvement is essential.

### **Mentoring Scheme**

A team of mentors works within the school to support and encourage pupils who are not achieving their potential.

### **Placement on the SEN Register**

Pupils on the register are monitored by the SENCO and appropriate interventions are put in place.

### **Pupil Support Plans**

These plans are for pupils who are in danger of permanent exclusion.

Pupils are set targets and the school's interventions are stated.

## PROCEDURES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

It is the responsibility of subject teachers to deal with **minor incidents** which occur in the classroom.

**More serious incidents** can be dealt with by the teacher but must also be recorded on the school sims and passed to the Head. After the Head Teacher has dealt with the matter. The referral is ultimately filed in the pupil's main school file.

It is the responsibility of the staff to monitor pupils' behaviour across the curriculum. They will become involved if a pupil's behaviour is causing concern in a number of subject areas. They may then log all incidents and take appropriate action. They are also responsible for dealing with serious incidents which are likely to result in exclusion.

Members of the Senior Leadership Team are available throughout the day to remove pupils from lessons where there is **serious disruption**. Subject teachers should send a sensible pupil to the main office who will contact the member of the SLT who are on duty. However, these incidents still need to be recorded to enable SLT to deal with the matter.

The Headteacher (or a member of the SLT deputising for the Head) is the only member of staff who can sanction a **fixed term or permanent exclusion**. In the case of all exclusions, parents/guardians are informed in writing of the reasons for the exclusion and their right of appeal. Excluded pupils are provided with work for the duration of the exclusion.

## **SANCTIONS**

Outlined below are examples of unacceptable behaviour and sanctions which are available. This is not a tariff, and each case must be dealt with according to its merits.

### ***Minor Incidents***

These incidents are dealt with by the classroom teacher and include, for example: throwing paper; calling out; chewing; not following instructions; incomplete class work; no homework; lack of equipment.

#### **Sanctions could include:**

- verbal reprimand
- short cooling off period outside the classroom (maximum 5 minutes)
- note to parent in Student Planner, moving seat.
- short detention
- phone call home.
- sent to a temporary alternate space (supervised by an adult)

### ***Persistent incidents, or incidents of medium severity***

These incidents must be recorded and passed to HoD. Unacceptable behaviour in this category includes:

- Persistency of minor incidents as above
- rudeness to staff
- verbally aggressive behaviour to another pupil
- being continually off-task.

#### **Sanctions include:**

- meeting with pupil
- contact with parents by phone, email or letter
- placement on Report
- detention
- referral to Head Teacher

### ***Serious Incidents***

Serious incidents are dealt with by the SLT and include:

- truancy from school & lessons
- extreme rudeness to staff
- aggressive behaviour
- smoking
- refusal to comply with other sanctions
- theft
- bullying

### **Sanctions include:**

- meeting parents/guardians
- placement on Daily Report
- Detention
- Saturday Detention.

### ***Very Serious Incidents***

These incidents are dealt with by SLT. They include:

- persistency of the above
- serious incidents of bullying
- sexual contact
- racial/sexual harassment
- fighting
- bringing an offensive weapon to school (laser pens, knives, pellet guns, fireworks, scissors, this list is not exhaustive)
- involvement with drugs or alcohol
- Physical aggression to a member of staff will be treated with the utmost severity

### **Sanctions available include:**

- internal exclusion
- fixed term exclusion
- permanent exclusion
- Police involvement

Dear Parent(s),

Lord's School is a place '**where children matter**' and understand the importance and need to manage student behaviour so we can continue to provide calm, safe, and supportive environments which all children and young people want to attend and where they can learn and thrive. A clear understanding of how to behave well and appropriately within the school is vital for all pupils to succeed.

As a result of ..... ongoing behaviour and expectation concerns, Lord's School have felt the need to put in to place an agreement of expectations to help ensure positive behaviour and potential to achieve academic success. We expect this to serve in .....interest as well as other students and staff at the school.

School Principal: .....

Signature: .....

Date: .....

*or*

**Sign**

Student name: .....

Class: .....

Signature: .....

Date: .....

Parent/Guardian name: .....

Signature: .....

Date: .....

*(Copies to be provided to concerned parties and recorded to sims/student file).*

## Agreement of Expectations

I agree to fulfil the following expectations for the duration of my time at Lord's School:

- I understand that I must meet the expectations set out in this contract in order to remain at the school.
- I will ensure a high level of attendance and punctuality. Where there may be problems with this, I will inform members of staff in advance
- I will abide by the school's dress code.
- I realise that this school has a positive work ethic and that I must arrive at each lesson fully prepared with the correct equipment and with all work up to date.
- I will complete all work set to a high standard and to specified deadlines. Where there are likely to be problems, I will see my tutor and the relevant members of staff in advance.
- All work submitted will be my own work or clearly referenced and cited.
- I understand that I may not leave the site or designated learning area assigned to me without prior consent of teaching, admin, or support staff.
- I will always maintain a high standard of positive behaviour and also serve as a role model for other students in the school. I will refrain from the following.
  - Hostility or aggressiveness
  - Narcissism or lack of accountability or responsibility
  - Rudeness, defiance, or disrespect toward school staff
  - Rudeness, disrespect or bullying toward other students including provoking others.
  - Actions or statements that disrupt or hinder a teacher's right to teach.
  - Actions or statements that disrupt or hinder a student's right to learn.
- I understand that lesson times are to be used to focus in on the demands of the courses that I have chosen to study. Therefore, in these periods I am to be actively studying in the classroom or assigned room and will observe a positive work ethos.
- I will respect the fabric of the school.
- I understand that I may use a mobile telephone at school but only at break and lunchtime at the discretion of school staff. They should never be used in lessons and must be handed in to staff at the start of the school day.

If I do not fulfil the expectations indicated, I may expect the following sanctions to be applied: withdrawal of study leave; placed 'on report'; a verbal warning; a written warning; a letter to my parents or guardian; exclusion from the school for a specified period; **permanent exclusion from the school**.

Student name: .....

Class: .....

Signature: .....

Date: .....

Parent/Guardian name: .....

Signature: .....

Date: .....

School Principal: .....

Signature: .....

Date: .....