



BEHAVIOUR POLICY

Prior Park College

Policy Owner Deputy Head Pastoral	Applies to Prior Park College (PPC)	Superseded documents Behaviour Policy PPC
Associated documents Uniform Policy Mobile Device Policy Exclusions Policy	Review frequency Every two years (unless the legislation/regulations update before this time) Implementation date 1 September 2019	Legal Framework KCSIE 2019

1. Introduction

Prior Park College is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The school promotes a policy of positive teaching, seeking to foster and reward constructive student contribution. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community. We aim to reward endeavour and success, stressing the benefits of positive behaviour, and will counter misbehaviour to safeguard the community and the individual.

This policy is intended to give clarity about our expectations and to promote the welfare of all students and to protect them from discrimination and harassment (whether this is based on race, gender, disability, nationality, culture, religion, sexual orientation or other factors). We aim to promote tolerance and acceptance of the diversity essential to a successful community. We aim to promote attitudes that will allow people to function well in the school and in the wider community. This is supported by work in Houses, in Tutor groups, through taught PSCE and through school and sectional assemblies, all seeking to foster positive and thoughtful behaviour.

2. Scope

- a happy working and social atmosphere which nurtures good relations between staff and students (and which generates parental confidence)
- a stable community, resolute in its requirements for positive standards of work and behaviour
- clear guidelines known to all, so that objective and consistent decisions can be made, both in regard to positive behaviour and to breaches of school rules and regulations.
- a staged response, with sanctions and rewards appropriately allocated and recorded appropriately.
- a system capable of informed review and development.
- a clear process for appeals, available to parents and students as appropriate.

Our approach is expressed in the Trust-wide statement **The Prior Way**;

- Treat other people as you would like to be treated
- Forgive
- Share
- Be honest
- Listen
- Show good manners
- Be kind and helpful
- Be your best self

Overview of the **Student Expected Behaviours**

- Students should know the rules, accepting the ethos of the school and supporting it
- Students must respect the Law of the Land and observe it
- Students should be honest, trustworthy and respect other people and property
- Students must be punctual to lessons, assemblies, clubs and all school events

- Students must wear their uniform properly, and it should be neat, clean and tidy
- Personal relationships must be conducted in a considerate and appropriate way
- Students should only use mobile devices in accordance with the Mobile Devices policy
- Students should avoid behaviour which is anti-social or could injure themselves or others
- The routines and boundaries of the school must be respected.
- Students must attend all classes, activities, fixtures and planned events
- Students must do all work on schedule and use study time effectively and appropriately

3. Policy Statement

Rewards

The School aims to foster positive behaviours beneficial to both the individual and the Prior community. Our system of pastoral education and rewards must strive to get more out of the students than they thought was possible, promoting self-esteem and reinforcing achievement. We should deal with students in a positive, considerate manner setting clear standards and being **consistent** in our approach.

Positive behaviour should warrant **PRAISE**.

This can be a quiet word, recognising effort in class, in the house, or around the school. It can be a more public comment, delivered thoughtfully. A simple message to their Form Tutor or Housemaster/Housemistress (HsMs) can be used to reinforce a message. Teachers can tell Heads of Department (HoD) of positive contribution, giving opportunities for verbal reinforcement. Work may be displayed, sensitively read aloud, and praise given in assemblies. Staff can ask the Headmaster to meet with them so that he can congratulate them for their achievements personally (Headmaster's Commendation).

DAY BOOK (SchoolBase) should be used to enter positive comments where appropriate. Postcards and e-mails home can reinforce success

MERITS can be awarded for outstanding work as judged by a teacher, relative either to the standard of a set or year group. Merits should be recorded on the work and on the student's Day Book on SchoolBase. Departments should decide how they award merits - stickers, stars, slips etc. Merits may be awarded in houses, or by individual members of staff, if a student's attitude and involvement make this appropriate.

SUBJECT AWARDS are available to a HoD, reflecting recommendations from the Department. An outstanding piece of work or consistently impressive effort/attainment would warrant such an award. These commendations are particularly appropriate for use with sixth form students when producing good pieces of work. Departments generate appropriate certificates and the HoD meets the student to recognise their achievement. The HoD should inform the students' Tutor/HsM of the Award.

HOUSE AWARDS are available to a HsMs. They may be awarded to students in their House making a notable contribution and the HsM will congratulate the student. Awards can be made in House Assembly. Houses also generate outings, events and local rewards to promote positive action. Various House Competitions are rewarded with prizes.

HEADMASTER'S AWARDS are given for notable academic achievement and application, including Speech Day prizes. Termly Headmaster's Assemblies recognise academic achievement, academic

progress and effective contribution. In Houses, book tokens are given to recognise effort, attainment and contribution.

A range of **COLOURS** are awarded in performing arts and major sports.

Sanctions

It is only natural that, from time to time, students will need reminding of the appropriate behaviours expected. Pre-emptive pastoral care, clear expectations, good organisation and assertive behaviour management should reduce problems, but when they occur a clear, consistent and effective response is needed. Unacceptable behaviours must be handled appropriately, using a measured, step-by-step approach and involving relevant colleagues. All members of Common Room are required to respond to breaches of the School Rules and the Code of Conduct, taking action to support the ethos and expectations of the school. Teachers will use professional judgement, acting as part of a team, to effect the best possible outcome.

We try to ensure fairness by investigating any issues thoroughly, listening and considering proportionate action. We keep records and communicate with parents as appropriate. The purpose of sanctions is to show that certain behaviours are not acceptable and to reinforce the difference between right and wrong.

Responses will follow a staged process, but serious offences will be dealt with at the advanced steps:

- Level 1** - verbal response, correction and reprimand. Reminder of PPC expectations.
- Level 2** - Lunchtime, centralised detention
- Level 3** - Friday, after-school detention
- Level 4** - Headmaster - serious issues and sanctions that may include temporary or permanent exclusion.

All should be logged on day book. The process for putting a student into detention can be found in Appendix A

Work Sanctions

- **Level 1** - Inadequate work must be repeated within 24 hours. Instances of inadequate work should be entered on Day Book. Failure to submit work must lead to a reprimand - teachers can choose to escalate this to a L2 centralised detention to ensure that work is submitted before they plan to review and assess it.
- **Level 2** - Further failure to complete work on time or to an appropriate standard must be corrected by a centralised SMT lunchtime detention. This should be logged on Day Book and the student must be clear what work they are to be doing during this detention.
- **Level 3** - Persistent failure to meet work standards. The student should attend a Friday after school detention after discussion with the student's tutor/HsM/Deputy Head Pupil Progress.
- **Level 4** - Headmaster's Sanction.

Uniform Sanctions

- Level 1 - A teacher should ask a student to improve their uniform if it is being worn incorrectly and can be fixed immediately. Examples of this include; top button undone, shirt untucked, skirt rolled up.
- Level 2 - If a member of staff must frequently speak to a student about incorrect uniform this should be recorded on Day Book and escalated to the student's HsM who should give a centralised lunchtime detention or another reprimand in house.
- Level 3 - If a student is wearing incorrect uniform and this cannot be improved immediately then the student should be sent to the SMT corridor and an email sent to SMT explaining that the student is not dressed appropriately for school. **In most cases this will be the role of HsM or tutor and the issue identified before school.**

Examples of this include; incorrect colour or mismatching suit, incorrect shoes, trousers or skirt of the incorrect length.

The student will then remain out of lessons until the uniform can be improved.

A member of SMT will liaise with the relevant HsM to address the uniform issue with parents.

NB Repeated problems at Level 2 will see action by the HsM/Deputy Head Pastoral and will lead to further sanction. Parents will be contacted, and this will be recorded on Day Book.

- Level 4- Headmaster's Sanction.

Punctuality Sanctions

- Level 1 - Lateness should be reprimanded with as little disturbance to the lesson as possible.
- Level 2 - Further offences, or severe lateness will require students to attend a centralised lunchtime detention; this should be recorded on Day Book and the student's tutor/HsM should be informed.
- Level 3 - A student who is AWOL from a lesson or activity may be asked to attend a Friday after school detention after discussion with the student's tutor/HsM/Deputy Head Pupil Progress.
- Level 4 -Headmaster's Sanction.

Behaviour Sanctions

- Level 1 - Failure to meet routine classroom standards must be corrected e.g. removal of chewing gum to a nearby bin. Students who behave in a silly, unhelpful manner must be reminded of the expectations. Persistent failure to meet routine classroom standards should be escalated to a Level 2 sanction.
- Level 2 - Poor behaviour that interrupts an entire classes' learning will be sanctioned by a centralised lunchtime detention. This should be entered on Daybook. Students must be aware of the work they are expected to complete during this time.

- Level 3 - In extreme cases, students may be removed from the classroom. A student must be removed to the classroom of a nearby colleague or to your HoD or to the SMT corridor depending on the severity of the behaviour. Students removed from a class must see the Deputy Head Pastoral/Deputy Head Pupil Progress/Deputy Head Academic that day and the HsM/Tutor must be informed. An appropriate sanction will be given e.g. Friday afterschool detention.
- Level 4 - Serious disruption is unacceptable. Any physical violence, swearing at a teacher, dangerous behaviour, vandalism, and gross insolence must be reported to the Deputy Head Pastoral (who will liaise with staff, HsMs and the Headmaster).

Mobile Devices Sanctions

The school is divided into three zones, clearly identifying where mobile devices can and cannot be used.

Red Zone	Mobile Devices ARE NOT Permitted	Any assembly (House or Whole School), Chapel, Changing Rooms, Dining room
Amber Zone	Mobile Devices are permitted WITH staff permission	Lessons, Tutor time, Private Study, Health and Wellbeing Centre, School Trips, Library
Green Zone	Mobile Devices are permitted	Houses, Sixth Form Centre

Red Zone

If a student uses a mobile device in a red zone the phone should be immediately confiscated and taken to Reception. The student will be allowed to collect it from the Headmaster's Assistant at the end of the school day. A member of staff may also confiscate a mobile device during a lesson if it is used without their permission.

Amber Zone

- Level 1 - A teacher should ask a student to put their phone away if they have not been asked to use it
- Level 2 - If a student has ignored previous warnings and continues to use a phone without permission then the phone should be confiscated and handed to Reception. The student will be allowed to collect it from the Headmaster's Assistant at the end of the school day
- Level 3 - Repeated problems will see action by the HsM / Deputy Head Pastoral and will lead to further sanction (Level 3) and confiscation for an extended period. Parents will be contacted, and this will be recorded on Day Book.
- Level 4- Headmaster's Sanction.

Management of Behaviour Beyond the Classroom

All teachers must correct misbehaviour beyond the classroom. For example, bad uniform, rowdiness, rudeness, running in corridors, misuse of mobile telephones, vandalism, and pushing/shoving in corridors demand intervention.

School standards also indicate behaviour beyond school remains the concern of the school and students and staff must act to respect the Law and to avoid bringing the school into disrepute.

Teamwork and support of colleagues

The Department

The Head of Department is a crucial support to members of a department. Routine Departmental Meetings must include academic progress of students and their behaviour. HoD will interview problem students and reinforce standards, ensuring that improvement is taking place. Teachers/HoD should write a note on Day Book which will inform the House Tutor and a phone call home to parents is encouraged who need to be kept aware of the situation.

Form Tutor and HsM

The pastoral team gives vital support. Tutors and HsMs can take the initiative when they see a situation arising which is potentially likely to affect behaviour or performance, pre-empting possible problems. Tutors should regularly review their tutees Day Book entries to check for patterns of behaviour and reinforce any punishment.

The House team meets regularly and will discuss students causing concern. The House collates information received from a variety of sources. In consultation with HsMs, House Tutors will offer disciplinary support to the teacher. Tutors and HsMs review progress regularly and will act to support colleagues by counselling students on work practices and good behaviour. House teams can help students prioritise, manage time, and grasp points made by Staff. They can liaise with parents as appropriate.

Gatings can be applied by HsMs where a student is causing concern and ignoring expectations. A Gating is designed to avoid a problem escalating and further poor judgement taking place. A Gating will see a student restricted to the campus or even the house area for a period of up to 48 hours or until they can show themselves to be more trustworthy.

Discussion and advice are often the most effective tool of a House team, with close liaison between Department and House team offering a powerful force.

On Report

The same report forms should be used by all Houses and seen as a supportive mechanism to help students improve. They are available for Houses from Reception. Parents should sign these forms. They are designed to focus on one area and give the student one or two targets at a time. They are: **Uniform Report, Punctuality Report and Academic Report**

Deputy Heads

The Senior Deputy Head and Deputy Heads provide disciplinary support to other authority-holders. Issues of poor behaviour or pastoral concern can be referred to the Deputy Head Pastoral, academic failings to the Deputy Head Academic or Deputy Head Pupil Progress, failings of attendance at activities and games to the Deputy Head Operations. Wider failures to cooperate

will be the concern of the Senior Deputy Head, liaising with HsMs. Issues of dress and appearance are managed at House level, but will be reinforced by the Deputy Heads, notably the Deputy Head Operations and Deputy Head Pastoral.

The Deputy Head Pastoral organises **School Detentions**. These take place every Friday between 4.45pm and 5.45pm. The Friday Detention is there for students who have resisted departmental or Level 2 sanctions and remain behind with work. Detention should be agreed with the Deputy Head Pastoral. Names will be entered in Day Book and students must have one hour of work. This takes free time away from boarders and ensures Day students must stay late on a Friday.

Detention supersedes all activities and students on buses must make alternative arrangements for collection.

HsMs and HoDs should apply Level 2 detention and provide support before any need to escalate to the Deputy Head and School Detention.

Other Issues

The Deputy Heads reserve the right to apply Saturday detentions when this is deemed appropriate. Such detentions supersede all other commitments.

Students in Saturday Detention may request a time adjustment if they have a commitment (e.g. to 6.00pm, if playing in a match at 2.00pm), but the Deputy Heads reserve the right to refuse or agree as necessary.

The Deputy Heads in liaison with the Headmaster and a HsM may decide to issue a Deputy Head's Caution. This represents a significant concern about routine behaviour and co-operation, that will be communicated to and discussed with parents. At this stage the school will consider the efficacy of inter-agency cooperation.

The HsM and HoD may also ask the Deputy Head to withdraw a student from lessons for a period of time to apply a "cooling off period" and to secure improved behaviour.

The HsM can also seek a Case Conference in cases of serious academic concerns. The HsMs will liaise with HoDs and the Deputy Head Student Progress will be asked to convene a meeting. Serious academic issues should always be communicated to the Deputy Head Student Progress and the Deputy Head Academic.

Headmaster

The Headmaster is the pinnacle of the disciplinary structure.

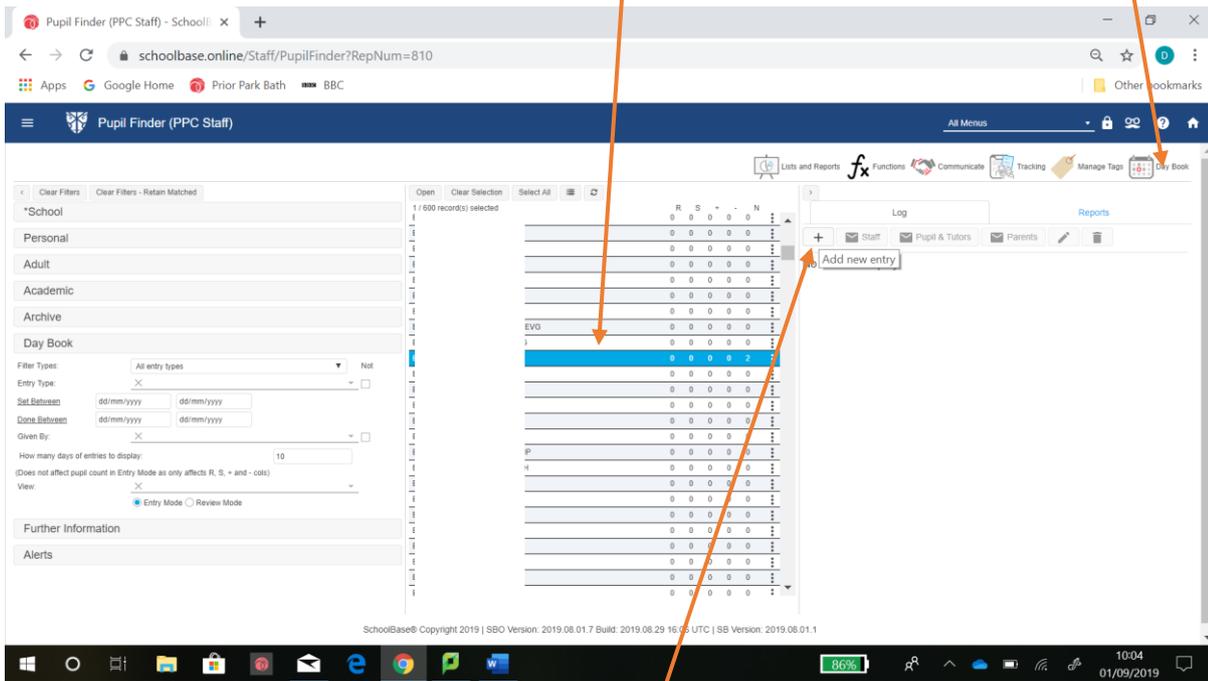
The Headmaster plays a role in cautioning students, assisting communication with parents when disciplinary situations are very serious. For example, the Headmaster would write a formal letter of warning if behaviour gave cause for concern and earlier actions (perhaps by HsM/Deputy Heads) had failed to effect improvement.

The Headmaster alone has the prerogative of **SUSPENSION** and **EXPULSION**.

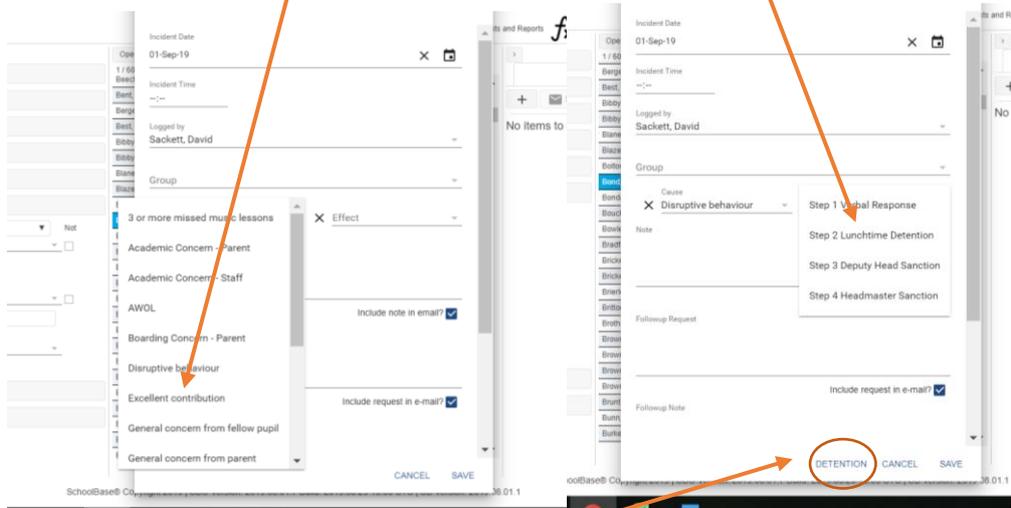
These serious sanctions are reserved for serious offences or persistent flouting of school standards which challenge the standards of the school and interests of the community.

APPENDIX A - SchoolBase system for recording student behaviours

1. In SchoolBase, open the pupil finder, select the pupil for detention and click on the Day Book tab

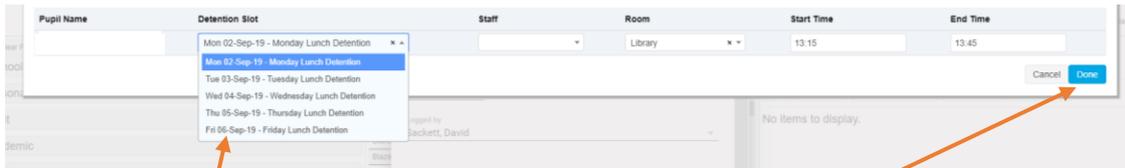


2. Now add a new entry by clicking the + button
3. Selecting any negative cause will give access to step responses in effects and...



the detention tab automatically appears. Click this to enter detention.

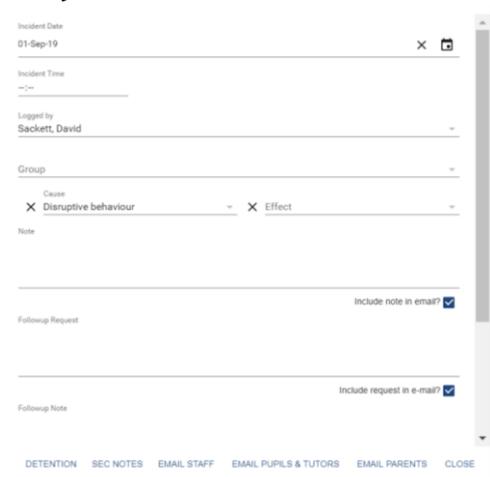
4. This dialog now appears



Pupil Name	Detention Slot	Staff	Room	Start Time	End Time
	Mon 02-Sep-19 - Monday Lunch Detention		Library	13:15	13:45
	Tue 03-Sep-19 - Tuesday Lunch Detention				
	Wed 04-Sep-19 - Wednesday Lunch Detention				
	Thu 05-Sep-19 - Thursday Lunch Detention				
	Fri 06-Sep-19 - Friday Lunch Detention				

Select the detention slot you need and click done

5. Save the daybook entry and complete notes or email as you wish as with any daybook entry



Incident Date: 01-Sep-19

Incident Time: --:--

Logged by: Sackett, David

Group: --

Cause: Disruptive behaviour

Effect: Effect

Note: --

Followup Request: --

Followup Note: --

Include note in email?

Include request in e-mail?

DETENTION SEC NOTES EMAIL STAFF EMAIL PUPILS & TUTORS EMAIL PARENTS CLOSE

APPENDIX B- DETAILS OF THE MAIN RULES AND EXPECTATIONS

Alcohol:

Alcoholic drinks are inappropriate in school and no student may bring alcohol on to site or consume it. Alcoholic drinks may be provided by PPC at certain school occasions, but all consumption must be in line with the Law. Staff on duty will not consume alcoholic drinks.

Absence:

Students are expected to attend all required assemblies, classes and activities.

Acceptable Use Policy

All members of the community must conform to the standards of the AUP. Unacceptable use is a serious issue. Sexting and cyberbullying are unacceptable and may result in Police action as well as school sanctions.

Appearance and Dress

Students are expected to wear correct school uniform and sports kit.

Assemblies

Students must attend all assemblies. Formal school dress is required for school, house and sectional assemblies, with full college tracksuit only permissible if attending a tournament that day.

Bath Community

Boarding students must seek permission from House staff if they wish to visit Bath. Permissions will be at weekends. Only Sixth Form students may seek Saturday evening permissions.

Books and Equipment

Must be treated with respect stored correctly and not subject to offensive scribbles. Students from L3 to U5 must carry their books in a bag to protect them. Any files that are defaced must be replaced.

Bullying

Is contrary to the spirit of the school, which is based on respect and a culture of kindness. The Student Diary contains an anti-bullying charter that all students are expected to endorse.

Campus

Students are expected to stay on the school site throughout the day. Boarding students may sign out to the Village after 4.30pm. Sixth Form students may visit the Village in breaks but not during class time. Sixth Form day students may leave school at 4.30pm if agreed with their HsMs. All other day students may request one early home per week, but otherwise will be in school for prep and activities until 5.45pm.

Car Use

Is restricted to Sixth Form day students who live at a distance from the school and have a clear need to use a car. Any permission is dependent on discussion with the Deputy Head Operations and a set of conditions must be respected. Boarders will not be able to use cars.

Changing Rooms

May only be accessed for defined changing times. No items should be stored in changing rooms. All possessions must be secured. Do not leave money and valuables in changing rooms.

Chewing Gum

Is not allowed in school

Combe Down Village

Can be accessed by following signing out procedures for boarding students and for Senior Day students.

Day students

A day student is considered to be in school from the time they arrive in the morning until the time they are collected or take the school buses home. All day students must register in the morning at 8.30am and in the afternoon. A day student may not leave during the school day without the express knowledge and permission of their HsM. Day students who wish to stay on campus for evening events must base themselves in the Mansion as Houses are secured at 6.00pm.

Dining Hall

Students are expected to queue in an orderly manner and to show good table manners when eating. Students must clear their tables properly and show community responsibility in the Dining Hall. Mobile phones are not to be used in the Dining Hall. All students must be properly dressed in school uniform, school tracksuit, CCF kit or appropriate casual clothes. In hot weather only shorts will be allowed, but this is not routine wear.

Drugs

Are unacceptable. The consumption and/or possession of illegal drugs is not allowed. A breach of this rule breaches the ethos of the school and will result in exclusion. Any attempt to sell illegal drugs is unacceptable. School and Police action will follow. Harmful substances must not be brought into school or used by PPC students. Students must not seek to misuse substances (such as nitrous oxide, aerosols or adhesives). Any such behaviour has a high risk and is unacceptable.

Exclusion

Students must not seek to exclude others, rather seek to behave in a tolerant way to all. Any orchestrated exclusion of another student will be dealt with under the counter-bullying policy.

False/Fake Identification

It is illegal to use false identification and student must not be in possession of any such documents or cards. Any false ID discovered will be given to the Police.

Gambling

Is not allowed. Students are forbidden to take or place bets or engage in on-line gambling.

Games

All students are expected to participate in games and to attend all sessions. If selected for a team you must play. Any request to miss a match due to a family event should be made at least 2 weeks in advance to the Headmaster, but we would expect this to be a rare occurrence.

Language

Students must give thought to the register of language they use, avoiding offensive words and statements. Sexual, sexist, racist, homophobic and offensive religious/cultural terms are to be avoided.

Litter

All members of the community are expected not to drop litter and instead take action to keep the campus tidy

Malicious Accusations

Against school staff or students will be treated most seriously and may lead to exclusion from the school.

Mobile Phones

Must be used with care and consideration. They must not be used in the Dining Hall or whilst walking around the site. Teachers have the power to confiscate mobile phones if they are used in class, seen in the dining hall and used walking around the site. Mobile phones must never be used in changing rooms.

Pornography

No member of the PPC community should seek to access pornography or provide it to other members of the community.

Portable Electronic Devices

May be used in lessons as directed by a member of staff. All use of mobile electronic devices must conform to the PPC Mobile Devices policy.

Possessions

All members of the community must take sensible precautions to protect their property. Large sums of money must not be brought into school

Public behaviour

All members of the community are expected to behave well in public, respecting the Law and the rights of others.

Punctuality

Students are expected to arrive at all classes, activities, games and prep ahead of the appointed start time.

Smoking

No smoking by PPC staff and students. Electronic cigarettes are not allowed. Smoking of drugs is not allowed. Inhalation and use of dangerous substances is unacceptable.

Theft

Is a serious issue and students who steal must expect to face school discipline. Students should not interfere or take the items and property of others. Honesty is a key principle of the community and we expect students to be truthful and not to take the possessions/money of others. Anyone who does this places in jeopardy their place at PPC.

Weapons

No offensive weapons of any type are allowed in school. Teachers have the legal right to confiscate any such items and to require students to be searched if they have reason to believe dangerous items are being carried or brought into school. Dangerous items will be confiscated and if illegal given to the Police or if legal returned to parents.

Behaviour out of school

This remains the concern of PPC. Students are expected to conform with the Law and to adhere to school standards whenever they are off campus as part of a school group. PPC may take action in certain other situations when there is no school supervision if we become aware of:

- criminal behaviour,
- behaviour which brings the school into disrepute,
- behaviour which shows overt support for the drug culture,
- bullying (including cyberbullying),
- sexting and misuse of social media, smoking and drinking underage,
- bad behaviour whilst travelling to and from school,
- bad behaviour in a public place,
- involvement in acts of violence,
- involvement in acts of racist, homophobic

