



LIME HOUSE SCHOOL



Behaviour Policy (15/06/2018)

The law says that:

The head teacher must set out measures in the behaviour policy which aim to

- (i) promote good behaviour, self discipline and respect;
- (ii) prevent bullying;
- (iii) ensure that pupils complete assigned work;
- (iv) regulate the conduct of pupils.

(Behaviour & Discipline in Schools January 2016)

Discipline is a necessary and essential part of school life which helps to define and encourage positive and useful values, not just within the confines of the school, but also at play and at home.

The school exists for the benefit of its pupils. All pupils, staff, parents and others associated with the school are required to work together in a spirit of co-operation and understanding. Pupils are actively encouraged to fulfil their potential academically, in sport, music or drama or any of the other school activities. Pupils are expected to relate well and to behave considerately towards others. We live in a society where social skills are vital to our well being, and learning to interact with others is therefore a critical part of education. Pupils are reminded of the importance of respecting others, whether inside or outside school. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (e.g. dropping litter or pushing in the lunch queue) or of a major nature (eg fighting, bullying, vandalism or theft).

The Education and Inspections Act 2006

There are a number of statutory obligations on schools with regard to behaviour. In particular section 89 of the Education and Inspections Act 2006:

- (i) provides that every school must have measures to encourage good behaviour and **prevent all forms of bullying** amongst pupils. These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents;
- (ii) gives head teachers the ability to ensure that pupils behave when they are not on school premises or under the lawful control of school staff.

The school places great value on RESPECT for other pupils, property, staff and oneself.

Respect for Others

This is fundamental to all that goes on at Lime House. Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- **Disruption:** which shows a lack of respect for both the teacher and other pupils will be dealt with firmly.
- **Relationships:** Public displays of intimacy are not acceptable within the school as they can be embarrassing and draw unnecessary attention to those involved.
- **Bullying:** We seek to nurture a culture in which all pupils are valued as people. Any instances of bullying will be dealt with firmly and sensitively. We have an agreed anti-bullying policy. Our aim is to prevent bullying in any form. This requires pupils to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School is prepared to offer help and support to any pupil but bullying will not be tolerated. Anyone who continues to bully will have their membership of the school community reviewed by the Headteacher.

Respect for Property

We are concerned to engender a culture in which the property of others is respected by all. Pupils should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed into the School Office for safe-keeping. All clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected pupils must expect to be either suspended or expelled.
- **Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow pupil's, a teacher's or the school's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or expelled. Damage to another person's property constitutes an act of bullying.

Respect for Self

As a school we want all our pupils to have respect for themselves. In consequence we strongly disapprove of:

- **Smoking:** In accordance with legislation, Lime House School is a no smoking environment. Sanctions for those who offend are set out in this policy and the School reserves the right to suspend pupils concerned.
- **Alcohol:** In inexperienced hands alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of or who use alcohol in school would include suspension.
- **Drugs :** Drug or solvent abuse (including the possession of illegal drugs) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others. We will act strongly and expulsion will be likely for actions involving the use of drugs.

THE SCHOOL

Lime House is your School; respect it and be proud of it. Do all you can to make the School one in which all are treated courteously and are happy; where hard work is honoured, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of Lime House School, you harm yourself, your friends and all members of the School community.

All members of the School should be familiar with the School Policies and Standards in which guidelines on Disruption, Relationships, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition the following are specified as a practical expression for others, and are intended to make life easier for everyone.

1. Be polite and show respect to all members of the School community and to visitors to the School.
2. Move about the school in a quiet and orderly manner and walk, not run, in corridors and on staircases, and keep to the left.
3. Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.

4. Make yourself aware of the bounds of the school as specified on the map of the school posted on noticeboards. No pupil may go outside the boundary of the school, during the school day, without the permission of their teachers. They must sign out in the School Office, and sign in again when they return to the School.

School prefects are permitted to leave the School premises with permission but must sign in and out in the usual way.

5. Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.

6. Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.

7. Wear your School uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school. You may not go home in your sports kit until after 5:30pm.

8. Remember that food provided in the Dining Room should be eaten there and not removed elsewhere. Food and drink should not be consumed inside the building or in any classrooms. Sixth Form pupils may consume food and drink in their prescribed areas but NOT in the Geography Room. Food and drink should not be carried around the corridors and through-routes of the school and should not be consumed outside the front of the school. The chewing of gum is not permitted.

9. Pupils in Years 7 to 11 must not bring personal music players or mobile phones to school. Boarders must leave these items in their dormitories. Any electronic communication devices can be handed in to form teachers during the morning registration and collected at the end of school registration. If found during these times pupils can expect them to be confiscated for up to three days.

10. Arrive promptly in School for the formal start of the day at 8.50am.

11. If you have permission to drive a car to school inform the school office specifying the names of the driver and permitted passengers. Permission to drive a car to school may be granted to members of the Sixth form by the Bursar upon written request from the parents. You may not be driven by another pupil without the written consent of parents of both parties.

12. Use the front door and entrance hall only if you are a school prefect or are accompanied by staff or a parent. At the end of the school day you must be collected from the front of school.

BEHAVIOUR OUT OF SCHOOL

Please remember that your behaviour out of school reflects on us all. Show courtesy to others, for instance by making way on the pavement. Avoid eating, drinking, noisiness or thoughtless behaviour in public. Wear your uniform properly, and with pride. Members of the school staff are permitted to correct poor behaviour out of school. Bad behaviour and bullying anywhere off the school premises and which is witnessed by a staff member or reported to the school will be treated in exactly the same way as if it had occurred in school with the same sanctions being applied

CLASSROOM CODE OF CONDUCT

We have the right to learn

This means that everybody should:

- arrive on time
- listen to instructions
- bring the proper equipment
- not disrupt lessons
- not interfere with the work of others
- not interrupt when others are speaking
- work quietly
- do his or her prep/homework

We all have the right to be treated fairly

This means that everybody should:

- be considerate
- not make racist or sexist comments
- not swear or name call
- respect each others belongings
- not fight or bully

We all have the right to work in a clean and attractive environment

This means that everybody should:

- not drop litter
- not chew in the classroom
- not vandalise
- wear the correct uniform

We all have the right to be safe.

This means that everybody should:

- use equipment properly
- not run or push
- not act dangerously

CLASSROOM CODE

ALL STUDENTS MUST/WILL:

- arrive on time and organise yourselves in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats).
- arrive with all textbooks, exercise books and other equipment that is relevant and expected.
- listen carefully to instructions.
- complete all tasks that the teacher has set in an orderly and appropriate way. The instructions for the activity must always be followed carefully.
- listen in silence and be attentive whenever the teacher is instructing/explaining/talking. The School will not tolerate any interruption of the teacher.
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something. We will all follow common courtesy and listen to each other.
- seek the teacher's permission to contribute to class discussion by raising his/her hand.
- complete all prep/homework by the given date. No late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.
- note that swearing will not be tolerated.
- ensure that all classrooms must be left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson.
- note that no eating, drinking or chewing gum will be allowed in class.
- arrive and leave the class dressed as per the school uniform code.
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REWARDS

The following REWARDS can be given for POSITIVE BEHAVIOUR and GOOD WORK in class.

1. You can earn 5 HOUSE POINTS in any lesson.
2. You can earn an additional 5 HOUSE POINTS if the WHOLE CLASS is awarded these points.
3. If your HOUSE gains the most points in a term you are invited to the BEANFEAST.
4. At the end of the year, if you are one of the top 45 house points winners you will be invited to a THEME PARK

Other Rewards

Verbal and Written Praise

Reports

Certificates

Positions of Responsibility

Prizes and Trophies

The school staff must have a common set of goals for academic, social and pastoral behaviour for which ALL staff must be responsible in encouraging the children to attain. There must be incentives for the children to attain these goals (see below), many of these will come from the examples and attitudes of staff. They should attempt at all times to identify and reward 'good' behaviour (including anti-bullying work) with praise, enthusiasm and encouragement. This 'positive' reinforcement of values will in the long run be much more effective in shaping behavioural patterns than short term 'negative' disciplinary corrections. However this does not mean that disciplinary measures will become unnecessary! Where possible intervention should be based on reward rather than punishment, with the emphasis on good relationships, honesty, trust and respect. However where sanctions have to be introduced, they should have the purpose of encouraging the individual in self-discipline.

Every endeavour should be made to make any sanction appropriate to the offence e.g. Poor academic work (deliberate) would incur extra relevant work rather than lines. Throwing food in the dining hall may incur cleaning up after the meal.

Disciplinary Structure and Teaching Staff (See appendix A – Discipline Procedures)

- (i) Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 91 of the Education and Inspections Act 2006).
- (ii) The power also applies to all paid staff (unless the head teacher says otherwise) with responsibility for pupils, such as teaching assistants.
- (iii) Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.
- (iv) Teachers can also discipline pupils for misbehaviour outside school.
- (v) Teachers have a specific legal power to impose detention outside school hours.
- (vi) Teachers can confiscate pupils' property.

It is the responsibility of ALL staff to ensure that acceptable behavioural and social standards are achieved. Immediate corrective action is much more effective from the child's point of view than simply 'passing it on' at a later time. All informal contact contributes to standards of behaviour. Control that behaviour by taking the initiative at every opportunity. Expect to:

start the dialogue.

greet pupils.

deal with all misbehaviour – to ignore it is to condone it!

set high standards of speech, manner and dress.

ENJOY relating to pupils.

In the classroom create and sustain a positive, supportive and secure environment. Well prepared, stimulating lessons generate good behaviour and earn respect. Expect to:

arrive before the class and begin on time.

be prepared for the lesson.

keep everyone occupied and interested.

extend and motivate all pupils.

mark all work promptly and constructively.

set prep regularly to schedule.

encourage creative dialogue – confidence in discussion is important.

keep an attractive, clean and tidy room.

maintain interesting wall displays.

use first names.

use humour, this will help build bridges.

keep calm, as this will reduce tension.

listen, it earns respect.

be positive and build relationships.

know your pupils as individuals.

carry out any threats you make.

be consistent.

Do all you can to avoid:

humiliating..... it breeds resentment

shouting it diminishes you

overreacting the problems will grow.

blanket punishments .. the innocent will resent them.

over-punishment keep your powder dry, never punish what you can not prove.

sarcasm it damages you!

To help maintain discipline insist on acceptable standards of behaviour, work and respect.
Expect to:

apply school rules uniformly.

work to agreed procedures.

insist on conformity and school uniform.

be noticed and discussed, in school and residential time.

follow up problems to their conclusion.

establish your authority firmly and calmly.

separate the problem from the person.

Obviously there are occasions when staff will need to refer to Senior Staff and there are four members of staff specifically involved in this area:

SANCTIONS

The school DOES NOT use corporal punishment and it is NOT threatened

The **Senior Mistress**, has overall responsibility for discipline within the school, she should be involved with all cases of serious misbehavior which could include:

Theft.

Bullying.

Smoking related offences

Misuse of Drugs / Alcohol.

Cheek / Abuse towards staff.

If a suspension or expulsion is to be considered then the Senior Management Team will also be involved.

The following sanctions may be applied in accordance with the School behavioural policy for the cases above.

- **Formal School Warning from the Senior Mistress or Deputy Head.** The Senior Mistress or Deputy Head will speak to the pupils involved and will contact the parents or guardians giving details of the offence and inviting them in to School to discuss the matter and to be present when their child is given a Formal School Warning. Their support for the School's actions should be enlisted if possible.
- **Suspension** at the Headteacher's discretion and in consultation with the Senior Management Team. This is normally for a fixed period of time and involves the pupil being removed from school into the care of their parents (or their nominated person). There are exceptional circumstances, particularly with students from overseas, where such an arrangement is impossible. In such cases, the school will consider an internal suspension.

- **Exclusion** at the Headteacher's discretion and in consultation with the Senior Management Team.

These are minimum sanctions. In very serious cases it may be necessary to make a report to the Police or Social Services. However, it is the policy of the School to attempt to resolve such issues internally using our own disciplinary sanctions, unless the matter is of such gravity that a criminal prosecution is likely.

The school has a register of sanctions imposed for serious misbehaviour, even if it has no entries. The register includes the pupil's name and year group, the nature and date of the offence, and the sanction imposed. The register is also used to identify any patterns.

There are other Senior Members of Staff to whom problems may be referred, they may or may not involve the Senior Mistress.

The Headteacher and Deputy Headteacher may be consulted on any matter.

The Bursar should be consulted if the problem is related to a boarding matter.

In addition, for lesser problems or before referring to Senior Staff, the personal development and form teachers may be able to help or provide extra information regarding problem children.

Support systems for pupils

The school will offer support to both pupils who display disruptive or poor behaviour and those who experience it. This will be offered by several staff in the school, usually under the direction of the Senior Mistress. For more disruptive behaviour support structures could include a senior staff call-out system, the use of time-out cards and the use of seclusion or isolation rooms.

Liaison with parents and other agencies

Parents are contacted when pupils display excessive disruptive and poor behaviour. This is done by either the headteacher, senior mistress or school bursar. The school will work with parents to modify such behavior and use other agencies to assist. This may result in further staff training in, for example 'dealing with challenging behaviour' or external specialist advice on individual pupils.

Managing pupils transition

All pupils are updated about the school's behavior policy at regular intervals including rules, rewards, sanctions and expectations for good behavior. This is often reinforced in form periods, assemblies and in lessons. A more thorough coverage occurs:

- (i) on entry to the school;
- (ii) at the beginning of each academic year;
- (iii) at the transition between KS2, KS3, KS4 and KS5.

Disciplinary Measures & Sanctions (See appendix A – Discipline Procedures)

As far as possible sanctions should be imposed that are constructive rather than destructive, or are directly linked to the offence in question e.g. poor academic work (deliberately) may incur extra relevant work rather than lines; throwing food in the dining hall may incur cleaning up after the meal etc. In cases of bullying or other types of unkind or thoughtless behaviour sanctions are necessary to allow victims and those who speak up to see that they have been listened to and valued.

The various categories of disciplinary measures and sanctions are :

reprimand / warning.

change of seat (problem within class)

referral to form teacher.

Loss of privileges. These sanctions are particularly effective for boarding pupils.

a) Loss of break times.

b) Early bed/lights out.

c) Use of audio equipment/televisions in dormitories.

d) Gating – this can be varied, both as to time / extent of gating and geographical extent, e.g. school grounds/Dalston/Carlisle. The duration can be for 1 weekend. This sanction should be carried out after discussion with Senior Staff.

Detentions (see the Detention Policy)

2:00 pm – 3:00 pm on a Saturday afternoon or 6.00 pm – 7.00 pm on Friday evenings.
Pupils names must be entered in the duty log.

House Points

House points are awarded for good work, behaviour etc. Used carefully they can modify pupil behaviour.

Jobs

It is often appropriate to award jobs as a disciplinary measure, they are perhaps more effective if they 'fit' the offence e.g.

a) Dining Room jobs (floor sweeping, table wiping) if throwing food.

b) Painting desks if pupil has scrawled graffiti.

Other jobs could include :

a) Litter duties.

b) Dorm tidying.

c) Classroom tidying.

All jobs must be supervised.

Written Punishments

a) Repetition of work.

b) Extra work.

Subject Report.

General Report.

Disciplinary measures for smoking

The following levels refer to the amount of times a pupil has been caught smoking in any ONE term. Level I is only used for pupils caught for the first time ever.

Level I - Anti-smoking video + verbal scolding.

Level II - One Week Constructive Time Organisation (C.T.O) + one week break time litter duty + Letter home.

Level III - One Week C.T.O + Gated for 1 weekend + one week break time litter duty + Letter home.

Level IV - One Week C.T.O + Gated for 2 weekends + one week break time litter duty + Letter home.

Level V - One Week C.T.O + Gated for 3 weekends + one week break time litter duty + Letter home

Level VI - Exclusion from school (temporary).

Any pupil found to be smoking in any school building will make a £50 contribution to a nominated charity.

Sanctions (Not necessarily in order or sequence)

1. Subject Report.
2. General Report.
3. Break time supervision.
4. Constructive Time Organisation (C.T.O)
(supervised time, appropriate academic work + pastoral duties).
5. Gating – time and geographical location as appropriate.
6. Letter / Liaison with parents.
7. Exclusion : Temporary.
8. Exclusion : Permanent.

Confiscation of Inappropriate Items

(i) School staff are permitted to confiscate, retain or dispose of a pupil's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items. Such items are to be placed in the school office during the hours of 9.00am until 4.15pm and in the confiscated cupboard in the staffroom outside these hours.

(ii) School staff have the **power to search without consent, if given by the headteacher**, for weapons, knives, alcohol, illegal drugs, stolen items, pornography, fireworks, cigarettes and other tobacco products, any article that the 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).

Headteachers and authorised staff can also search for any item banned by the school. A list of staff authorized to search without consent is posted in the staffroom. If possible, all searches should be conducted with at least two members of staff present.

(iii) staff can search for any item with the consent of pupils.

(iii) Weapons and knives must always be handed over to the police. Other items will be held in the school office and either destroyed, handed over to parents or their rightful owner.

Banned items which can be searched for by the school include:

Weapons and knives

Alcohol

Illegal drugs

Stolen items

Pornography

Fireworks

Cigarettes and other tobacco products

Any item which has been, or is likely to be, used to commit an offence, cause personal injury or damage to the property of any person.

All types of phone (mobile, iphone, cell phones etc; between the hours of 9.00am and 4.15pm)

Malicious Accusations against School Staff

There have been cases nationally of pupils making accusations against members of school staff which have been found to be false and malicious. If any pupil in the school is found to have made such accusations then they can expect to receive any of the sanctions outlined in this policy.

Behaviour and Disability

Schools are allowed to treat disabled pupils more favourably than non-disabled pupils, and in some cases are required to do so, by making reasonable adjustments to put them on a more level footing with pupils without disabilities. In our case this includes pupils with Special Educational Needs and applies to this policy and actions taken within it.

Formal Warnings

The School may occasionally want to formalise the telling off that a pupil has received. The pupil will be warned that unless they show a specific improvement in attitude and behaviour they will be likely to receive more serious punishment in the future. Parents will be made aware of the warning by letter. In the case of involvement in behaviour that constitutes bullying this will usually happen.

In all disciplinary matters where pupils are concerned support needs to be given to both the victim and the offender.

Successful conduct within the school/boardings houses will negate the need for many sanctions being used. A combination of sound, consistent management, high standards of

professional practice and caring relationships will have a direct and positive effect on discipline within the school.

This policy is applicable to all pupils in our school including our boarders and those in our EYFS setting. It is available to staff, pupils, parents and the parents of prospective pupils on the school's website and paper copies are available on request from the school office.

This policy was revised in August 2018 and will be reviewed in August 2019.

N A Rice MA

School Proprietor

Appendix A

Discipline Procedures

1. Document Summary

The Lime House School Behaviour Policy sets out what standard of behaviour is expected at the school, what the law requires and what we, the proprietors and staff, require of pupils. The document identifies types of indiscipline, although this is not exhaustive, which are unacceptable. In addition, it indicates potential punishments for such breaches.

Where breaches of the required behavioural code occur it is imperative that we, in investigating the allegation, maintain a professional, thorough and impartial process when gathering the evidence on which an informed decision can be made and, where necessary, appropriate sanctions can be administered.

This document identifies who is responsible for behaviour and discipline and what actions are required to ensure that our process is transparent, fair and auditable.

2. Responsibility for Behaviour

Maintaining an acceptable level of behaviour is the responsibility of all staff and therefore it is essential that we all fully understand and adhere to the school's Behaviour Policy.

Head Teacher:

The overall responsibility in Lime House School for ensuring that an acceptable standard of behaviour is achieved rests with the Head Teacher. Equally, to ensure consistency and impartiality, the Head Teacher will deliver the final judgement for major infringements of the Behaviour Policy based on the facts presented as being a full and accurate record of the incident.

Teaching and Pastoral Staff:

Behaviour and discipline is a line management responsibility. Therefore, all Heads of Departments, teaching staff, classroom assistants and pastoral staff have day-to-day responsibility for maintaining acceptable levels of behaviour in their departments, classrooms, their specific areas of operation, the school grounds or externally if supervising an outing.

3. Categories of Misconduct

In general there are two primary categories of misconduct which are:

Minor Breaches of the Behavioural Code:

Minor breaches can generally be dealt with by the member of staff witnessing the incident or to whom the circumstances are reported. Examples are:

- **Respect for Others**
 - **Disruption**
 - **Relationships**
 - **Inappropriate interaction (verbal or physical – defined in the Behaviour Policy as cheek).**
- **Respect for Property**

Serious Breaches of the Behavioural Code:

- **Theft**

- **Vandalism**
- **Possession of any instrument which can be construed as an offensive weapon**
- **Fighting**
- **Swearing/Abuse towards staff**
- **Bullying**
- **Respect for Self**
 - **Smoking**
 - **Alcohol**
 - **Drugs .**

4. Incident Reporting and Investigation

Incident Reporting:

All staff members are required to report any incident, which they witness or is reported to them, to their line manager or designated person/department. They must also complete an Incident Form by the end of the working day on which the incident occurred. Witnesses to the incident should have statements obtained from them as soon as practicable and in isolation.

Only by reporting incidents of inappropriate behaviour can a clear trend be established throughout a pupil's school lifetime ensuring that habitual offenders will be subjected to appropriate sanctions.

Minor Breach Procedure:

- Intervene and seek support where necessary
- Isolate the perpetrator and any witnesses, if appropriate, seeking support where necessary
- Arrange for statements to be taken as soon as possible. This may involve the witness writing their account or dictating it if appropriate to their needs. It is important that witnesses are not led and that accounts are factual and not hearsay. Statements must be signed and dated on completion.
- Complete incident report
- Record actions taken and whether further action is required, in which case, identify the Senior Member of staff to whom this has been referred on the incident report form.

Should the breach relate to boarding time Jackie Fisher should be alerted

Major Breach Procedure:

If a major breach is witnessed the member of staff should follow the above procedure and one of the following members of the Senior Management Team must be alerted immediately:

- Diane Rice
- Craig Thompson
- Richard Bills

When dealing with a major breach, members of staff involved should ensure the immediate safety of staff and pupils.

Should the breach relate to boarding time Jackie Fisher must be alerted.

Action by Senior Management Team Member:

The member of the Senior Management Team who has been contacted should:

- Ensure that the School's duty of care to staff and pupils has been fulfilled
- Ensure that the account of the incident is complete
- Prepare a summary of the incident
- Make a recommendation as appropriate for sanction
- Refer the matter to the Head Teacher for sanction as soon as possible.