

QUEEN'S COLLEGE, LONDON



**Behaviour Management, Discipline and
Exclusion Policies
(with College Regulations)**

POLICY DOCUMENT

Behaviour Management, Discipline and Exclusion Policies (with College Regulations)

Queen's College prides itself on having a relaxed but disciplined atmosphere. What parents notice most on open days and former pupils remember best about the College, is its friendliness; an unquantifiable and intangible quality which really does set Queen's College apart from many other schools. Friendly and relaxed relationships must not however be seen as synonymous with an indulgent, *laissez-faire* régime. Firm and clear discipline is a primary duty of a genuinely caring institution and is necessary in any civilised community. The girls at Queen's College are expected to respect themselves, other people, and their own and other people's property, and firmly and consistently-applied disciplinary measures have an important educational function in working towards the goal of responsible, self-disciplined adults.

The following **Principles of Conduct** are written in the girls' student planners and have their counterpart in the principles of educational policy:

At Queen's we create an environment where we can enjoy our learning and leisure by:

- ✓ Showing respect to each other
- ✓ By maintaining an atmosphere where there can be effective teaching and learning
- ✓ Behaving in a kind and courteous way. Respecting each other's beliefs
- ✓ Looking after personal belongings and school property.
- ✓ Being thoughtful in what we do and say.
- ✓ Explaining and talking things through.
- ✓ Helping and supporting each other

Care

- ✓ For the school, the people in it and all the equipment.
- ✓ Always use a litter bin for litter
- ✓ Help to create an environment which is acceptable to all

Courtesy

Listen to other people's views

- ✓ Do not use language which is abusive or rude
- ✓ Do not shout, callout, interrupt or answer back
- ✓ Be punctual, settling quietly to the task in hand

Consideration

- ✓ Complete all work on time so that you do not inconvenience someone else
- ✓ Be aware that we need to live in harmony with our neighbours and show consideration to visitors to the College.

BEHAVIOUR MANAGEMENT POLICY

It is important not to see behaviour as a separate issue, but within the wider context of the College, as an integral part of the learning taking place and the overall organisation of lessons and other activities. Discipline is about having order within the group. It is not about orders mindlessly followed, but about helping children understand right from wrong and helping them learn to behave in appropriate, socially acceptable ways for the rest of their lives.

Our agreed rules are clearly explained to the girls through Form Tutors, Prayers, and lessons and as part of our day to day communication. Parents are informed, so that they can support our procedures at home, if appropriate or necessary.

Positive procedures for encouraging good behaviour:

- Be well planned and prepared for each lesson/ activity
- Know what you expect of the girls and share this clearly.
- Praise or reward all and offer explicit praise for good behaviour (e.g. turntaking, cooperation, sharing, listening) and drawing attention to the good rather than the bad.
- Clear expectations applied in a positive way e.g. 'No pushing in line' becomes 'Stand sensibly please'.
- Prevention, anticipation and removal of potential problems (e.g. making sure children have sufficient understanding and enough space to do what is asked of them).
- Interaction and plenty of adult attention (so that there is no need to misbehave to attract attention).
- Offer pupils choices promoting the positive outcomes for good behaviour.
- Leading by positive examples from adults.

Procedures for dealing with unwanted behaviour:

- Direct to another activity or adult joins in with activity.
- A firm 'no' and a clear explanation of why the behaviour is unacceptable.
- Speak firmly, calmly and clearly to gain control of the behaviour.
- Give a warning of the consequence if the behaviour does not stop.
- Use the consequence (e.g. Chores). NEVER threaten a sanction and not follow through
- A fresh start afterwards; the girl needs to know that she will have a chance to behave well in future.

BE FIRM, FAIR and CONSISTENT

Unprofitable procedures in managing behaviour:

- Shouting, criticism and comparison.
- Labelling the child rather than the behaviour e.g. 'You are naughty' rather than 'That's a naughty thing to do'.
- Use of any form of corporal punishment.
- Humiliating pupils
- Sending pupils out of lessons unless there is an extreme reason to do so.

Children's behaviour is also influenced by wider social, emotional and cultural factors. How children behave will depend on how the class is organised, the planning of the daily routine, the quality of the learning activities available, the choices on offer and the quality of interaction between the adults and children and between the children themselves. Children's behaviour is closely related to relationships. Other factors, such as partnership with parents and carers, will also have an impact on the children's behaviour at school. It is, therefore, vital that school and parents work together in a trusting relationship to manage children's behaviour. If adults are clear, consistent and fair, the children will benefit.

REWARDS:

For good behaviour or worthy citizenship any member of staff can praise a girl for her behaviour and contacting parents to praise such behaviour via an e mail, postcard, phone call is always to be encouraged and is highly effective.

Note that in the case of excellent work a teacher may decide to award a girl with Show FormTutor or Show Principal as detailed in the *Marking, Assessment & Testing Policies and Procedures* (below).

SANCTIONS POLICY: (a central record of all sanctions is kept by the Senior Tutor)

Sanctions are in place should they be needed to remind pupils of their responsibilities and to ensure they learn appropriately about right and wrong. Individual teachers may use measures as appropriate to ensure good conduct and personal achievement, sanctions should be carried out as swiftly as possible. For sanctions outside the school day, at least 24 hours notice is required.

Our ethos firmly believes in supporting young people in understanding fully the error of their actions and supporting them in putting it right for the future. We also, however, recognise the Equality Act 2010 and that reasonable adjustments may need to be made for those girls with special educational needs/disabilities. The pastoral system supports this by promoting staff to discuss issues with pupils and explain the need for any sanction with them. Parents should be notified of concerns at the earliest opportunity through the planner, by phone or email. The member of staff dealing with the issue should do this. Should there be need for external agency involvement this will be discussed with the relevant Head of Section and the Senior Tutor, who is also the Designated Senior Person for Child Protection.

The sanctions in force are for:

1. Low Level Issues

Examples of this would be inappropriate chatting in lessons/activity/event, rudeness, not following classroom procedures, poor attitude, low level disruption. Sanctions to be used at the discretion of the teacher, *supported by HoD/Form Tutor*.

Several strategies may be tried prior to formal sanctions such as speaking to the girl in a firm manner to ensure she understands what she has done wrong, moving a girl to another seat, asking a girl to stay behind after class for a word. In the first instance it is really important that the teacher attempts to deal with any low level issue before taking it to the next level.

Student continues – point out their choice and the next consequence

- Form Tutor, Year Tutor and Head of Section may be informed.
- Break or lunch time 'Chores' may be requested and the Senior Tutor informed. Any member of staff can advise the Senior Tutor to give a girl Chores which usually takes the following format, although not exclusively:
 - At 1.05 a girl will be required to report to the member of staff on duty in the dining room who will provide the girl with paper and pen.
 - During the 15 minute 'chores' period a girl will usually be required to write a letter of apology which should then be returned to the Senior Tutor. This should be done near the staff area of the dining in room with the girl facing the staff seating area. The letter should be written in silence.

To suggest a girl does 'Chores', staff need to advise the Senior Tutor, preferably by e-mail indicating the name and form of the girl and the nature of the misdemeanour. The Senior Tutor or Head of Section will normally talk to the girl concerned if Chores are given. Chores are recorded on schoolbase.

Teachers can issue and administer their own individual punishments (for example loss of free time or having to do jobs within a department) but it is important that they inform the Senior Tutor (copying in the relevant Form Tutor for information) so that a full record can be kept on a girls' record on schoolbase.

- Mobile phones contravening the 'no see no hear' rule; going off in class or being used between lessons should be confiscated immediately and given to the Head's PA. The girl may then be required to go to the Senior Tutor's office to ask for its return at the end of the day. These confiscations are always logged.
- On-going issues relating to a girl's organisation, eg forgetting text book, pencil, protractor on a regular basis should be raised with the Form Tutor as soon as possible and ideally communicated home as soon as possible either

by the subject teacher/HOD or the Form Tutor, following discussion about the girl.

- Lateness – in the Junior College, the School and the Senior College persistent lateness will result in being put on check-in and a girl will usually be asked to report by the Head of Section or Year Tutor at 8.30am for a period of time.
- Homework Diaries – if these are not signed then the Form Tutor should e mail home to encourage parents to engage with this process. If the problem continues then it should be passed up to the Year Tutor/Head of Section.

2. Continued Low Level Issues

Examples of this would be continued instances of chatting, shouting out in class, not listening to or not following instructions, disrupting others, disrespectful comments, persistent lateness after check-ins have run their course, wilfully missing Prayers or registration, inappropriate use of IT.

The Form Tutor, Year Tutor, Head of Section and Senior Tutor **MUST** now be informed. Form/Class teacher will see if there are general concerns.

Continued concerns would lead to sanctions such as:

- Parent contacted by subject teacher/Form teacher/Year Tutor or Head of Section
- Formal lunch time detention of 30 minutes at lunch time and parents informed by the Senior Tutor or Head of Section. This is administered by the Senior Tutor and may involve the help of a member of staff on lunch duty.
- Specific improvement targets set with specified outcomes for success/failure usually in consultation with the Head of Section or Form Tutor.

General concerns would lead to the Form Tutor overseeing more general punishments such as:

- Behaviour report administered by Form Tutor or Head of Section (A4 White sheet)
- Parent phoned by Form Tutor

3. Refusal to cooperate / increased severity incidents

These could include refusal to carry out requests from a member of staff, not using equipment appropriately, arguing with members of staff, not attending detentions as well as continued low level misbehaviour despite sanctions Head of Section leads the concern supported by Year Tutor/Form Tutors and subject teachers.

Parents **MUST** be kept informed at this stage.

Sanctions may include:

- Loss of privileges such as not being allowed to go out at lunch time (Seniors only)
- After school detention usually administered by the Senior Tutor or Head of Section
- Senior Tutor's monitoring sheet administered by the Senior Tutor
- Individual Student Contract

4 High Level Concerns

Examples of this would be use of foul language to staff, persistent bad behaviour in class when previous sanctions have not proved effective, bullying, vandalism, stealing, violence, abuse, smoking in the College, taking drugs. These issues would be immediately communicated to the Senior Tutor and Head of Section who will deal with the issue, communicating at each stage with the Principal and the parents.

Sanctions may include:

- Temporary exclusion
- Permanent Exclusion

EXCLUSION POLICY

A decision to exclude a pupil, either for a fixed period or permanently, is seen as a last resort by the College. It is only administered by the Principal (or in the absence of the Principal, the Senior Tutor, who is acting in that role). No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

Reasons for exclusion:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the pupil or others in the school
- Breakdown of the relationship between the school and parents
- Where a girl is not benefiting academically, or performing to the standards required by the College (See College Regulations below).

Temporary exclusion

A temporary exclusion should be for the shortest time necessary; 1-3 days is usually enough to secure benefits without adverse educational consequences.

Persistent or cumulative problems

Exclusion for a period of time from half a day to 3 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the pupil
- Mentoring (Tutor support)
- Discussions with parents
- Checking on any possible provocation
- Detention
- Removal of privileges

Exclusion will not be used for minor incidents (e.g. failure to do swipe, missing registration, low level classroom misbehaviour, lateness) except where these are persistent and defiant.

Single incident

Temporary exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the incident will be investigated thoroughly and all evidence considered supporting the allegation, taking account of the College's policies. The pupil will be encouraged to give her version of events.

Permanent exclusion

A permanent exclusion is a very serious decision and the Principal (or Senior Tutor in the Principal's absence) will normally seek the agreement of a senior member of Council before enforcing it. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence.

The decision to exclude

If the Principal decides to exclude a pupil she will:

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the pupil
- contact the parents, explain the decision and ask that the child be collected
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked
- plan how to address the pupil's needs on her return
- plan a meeting with parents and pupil on her return

An exclusion should not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority. In some cases an internal suspension may also be considered (for example where child care arrangements are impracticable).

Behaviour outside school

Pupils' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in school.

For behaviour outside the school, not on school business, the Principal may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the College.

Behaviour towards staff and girls

Girls at Queen's are expected to behave with respect and courtesy to each other and to staff. Violent, abusive and aggressive behaviour either towards a member of staff or towards another girl will be dealt in a serious manner and may result in serious disciplinary action. Furthermore, malicious allegations against either staff or pupils will equally result in serious disciplinary action being taken.

Pupils with special educational needs and disabled pupils

The school must take account of any special educational needs when considering whether or not to exclude a pupil. We have a legal duty under the Disability Discrimination Act (1995) not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Principal should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- differentiation in the school's behaviour policy
- developing strategies to prevent the pupil's behaviour
- requesting external help with the pupil
- staff training

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

Marking attendance registers following exclusion

When a pupil is excluded temporarily, she is marked as absent using Code E.

Managed move

In cases where the Principal and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of

its staff unreasonably the Principal may require the parents to remove the pupil at the end of a term. This is not exclusion and in such cases the Head will assist the parents in placing the pupil in another school.

Removal from the school for other reasons

The Principal may send a girl home, after consultation with that girl's parents and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not an exclusion and should be for the shortest possible time.

Procedure for appeal

If parents wish to appeal the decision to exclude, the matter will follow the normal complaints procedure (See Complaints Procedure).

COLLEGE REGULATIONS

These regulations supersede all previous issues of the College Regulations

1 Hours

The normal day is from 8.40am until 4.05pm. Girls may arrive from 7.30am and must be punctual in arriving before 8.40am. On arriving and leaving, each girl must 'fingerprint' in or out so that we have an accurate record of her presence. The College doors close at 4.30pm but messages can always be left with members of staff via voice-mail or e-mail.

2 Attendance

All girls must attend punctually and regularly from the first day of term until the last. Permission must be sought from the Principal for any necessary absence during term time. Parents may be asked to take their children away from Queen's College if this rule is disregarded, or if their daughters fail to attend lessons. Girls are not allowed to study at any other institutions, whether or not such study leads to public examinations, without the Principal's written agreement. Unless the written permission of the Principal is given, all public examinations must be taken under the auspices of the College. Girls in the Senior College are required to study a minimum of four subjects in Year 12 and to sit at least three A-levels in Year 13.

3 Registration

Every girl in the School, Junior College and Senior College must attend registration every day in her form room at 8.40am and 4.00pm with the exception of II Seniors who attend registrations at 8.40am and 1.35pm. Registration is required by law and any unauthorised absence is reported to the DFE. Seniors are required to 'fingerprint' themselves in and out of

College if they go out during the lunch period. Meticulous attention to the rules regarding leaving the building, for those in the College who are allowed to, is absolutely essential: we need to know which girls are in or out of College in case of fire, accident or other emergency.

4 Absence and Lateness

If a girl is absent through illness, the College Nurse should be notified by 8.40am. If absence is prolonged, five days or more, the College should be informed in writing and a doctor's certificate will be required. The College should be notified of contagious diseases. The PE department should be notified in writing if a pupil is to be off games.

5 Homework

Parents are asked to ensure that their daughters can study at home in appropriate surroundings with adequate support. Homework Diaries in the School and Junior College must be signed by parents each week and homework must be handed in on time. Seniors are issued with Academic Diaries and parents are asked to monitor their daughter's work and study habits at home.

6 Security

Other than on public occasions, visitors to the College are required to sign in and wear a visitor's pass when they enter the premises and to sign out when they leave.

7 Residence

Girls are expected to be in residence with their parents (or other agreed guardians) and the College should be notified of the arrangements made if parents are temporarily away. Please also notify changes of address, telephone number or e-mail address.

8 Safety

Fire drills are held each term: the building must be evacuated immediately and in silence. The safety regulations in Science laboratories must be followed (as explained by Science staff). Science overalls must be worn and other equipment, such as goggles, when necessary.

9 Health

Girls taken ill at school should report to the College Nurse. They may be put into the sick room or arrangements made with their parents for them to be collected or sent home. Girls should not ring home to make their own arrangements. The taking of drugs (other than medication on a doctor's prescription) is prohibited and will result in immediate expulsion for those involved. All medication must be handed in to the College Nurse who will

administer it accordingly. Inhalers, insulin and EpiPens, however, should remain with the girl at all times but a spare should be given to the College Nurse. No alcohol should be consumed during school hours and smoking is not permitted on or near the premises. Chewing gum is strictly forbidden at school.

10 Dress

Full school uniform is worn by girls in Classes 3, 2 and 1, and in the Junior College girls are required to follow a dress code which includes a number of uniform items. PE uniform is required for all students in the School and Junior College. Specific uniform regulations govern precisely what is worn. In the Senior College, there is no uniform but dress should be appropriate for school. All students should have a white dress or blouse and skirt which is traditionally worn at Annual Gathering in the summer. It is advisable to mark all articles brought to school with the owner's name.

11 Libraries and Books

The Libraries are open for silent work throughout the school day. Books may be used in them and borrowed if registered on the computer system. Textbooks are provided and their cost charged on individual bills. There is a bookshop from which paperbacks may be bought and charged to individual accounts as agreed with parents.

12 Lunch

A cafeteria lunch is provided in College and is paid for using our biometric 'fingerprint' system. Packed lunches may be brought and must only be eaten in the dining room area. No food or drink may be consumed anywhere else, except in the Senior Common Room.

13 Money and Valuables

Queen's College will take no responsibility for money or valuables brought to the school. Girls should bring no more money than they need for the day's expenses and travel, and they should keep their money on them, preferably in a purse belt. Mobile telephones may not be used during the school day and will be confiscated if seen or heard by staff. Girls are responsible for their safekeeping.

14 Fees

Fees must be paid on or before the first day of each term, in accordance with the conditions set out in the Acceptance Agreement. Advance payments and standing orders may be discussed with the Bursar.

15 The College's Right to Suspend and Expel

The College reserves the right to suspend or expel girls where the Principal considers it appropriate (with the agreement of the Chairman of Council):

- a) because the principles of good behaviour, self-discipline and appropriate respect for authority have been seriously breached or
- b) because the pupil is not benefiting academically, or performing to the standards required by the College.

16 College Council and Royal Charter

The College is governed by the Council of Queen's College according to the terms set down in the Royal Charter. The current Chairman is Mr Michael Sharman. The Chairman can be contacted through the Bursar, who acts as Secretary to the Council.

17 College Policies

Copies of the policies on Admissions; Anti-Bullying; Behaviour Management, Discipline and Exclusion; Complaints; Equal Opportunities; First Aid; Health and Safety; Safeguarding and Child Protection; Sex and Relationships Education; and Special Educational Needs (SEN) and Learning Difficulties and Disabilities (LDD) can be viewed on the website, and other policies are available on request from the Office Manager.