



PUPIL BEHAVIOUR POLICY

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Guidance and framework

This policy has regard to the following:

- DfE guidance [*Behaviour and discipline in schools*](#) (February 2014);

Aims of the pupil behaviour policy

- To show how the School develops good behaviour.
- To define the roles and responsibilities of staff in rewarding good and sanctioning bad behaviour.
- To outline what constitutes good and bad behaviour.
- To state the School's rewards for good behaviour and sanctions for bad behaviour.
- To state the School's policy for major breaches of discipline.
- To state the School's suspension, exclusion and appeal policy.

Good behaviour strategy

The School encourages good behaviour in three ways:

1. The School's Catholic ethos and promotion of the Gospel's teaching on behaviour.
2. High academic standards and a culture of achievement.
3. Excellent relationships between staff and boys and staff and parents.

1. St Philip's is a Catholic school and encourages its pupils learn what good behavior is. We aim to develop each pupil's potential as fully as possible and to enable each one to discover and respond to God in his life. Every pupil must have a sense of being personally cared for, so that he is aware of the commitment and concern of all his teachers. Having experienced this, he should be inspired to do his best and to pass this concern to others.

2. At St Philip's we believe that well-motivated boys who believe that they are succeeding are far less likely to misbehave.

- Boys are awarded house points and credits to affirm their academic progress and achievements.
- Boys are awarded school colours for sports, music, art and drama so that they feel that their specific extra-curricular talents are nurtured and rewarded.

3. Excellent relationships between staff and boys and staff and parents

The third way that the School encourages good behaviour is by building excellent relationships between staff and boys and between staff and parents. Teachers, and all staff at the School, have a vital role in modelling good behaviour from which the pupils may learn.

REWARDS AND SANCTIONS POLICY

The School's rewards and sanctions are designed to encourage positive behaviour. Its sanctions are to help us to manage challenging behaviour. The Senior Master is responsible for the day-to-day management of behaviour of boys in the School.

Rewarding particularly good behaviour – the house point system

The purpose of the house point system is to record and reward good conduct or attainment, academic or otherwise.

House points are to be awarded for good behaviour in the following categories:

Academic	Behavioural	Organisational
<ul style="list-style-type: none"> • Contributions to teaching and learning in class • Effort, improvement, or achievement in academic work 	<ul style="list-style-type: none"> • Setting an example in and around the School • Generosity, helpfulness or kindness • Time-keeping/punctuality • Contribution to form, House, or to the School • Contribution to music, games or extra-curricular life 	<ul style="list-style-type: none"> • Consistency in completing and submitting work • Personal presentation • Tidiness

Recording house points

- House points are recorded in prep diaries by 4.15 pm on the day issued, stating who awarded the house point, in what context, and why.
- Form teachers add up the week's house points on a weekly basis and record their form's totals before giving this total to the Senior Master for collation.
- Boys absent during collection will have their house points added to the following week's totals.

Rewards for house points

Weekly

- Form teachers may develop their own approaches to reward house points on a weekly basis. Small prizes could be given to the boy with the most house points, or to the boy who has made the greatest improvement.
- Teams within the form could be established in a house point competition.
- Certificates may be awarded for boys achieving a certain number of house points in a week.

House point star badges

- Boys gain a star badge from the Head Master to celebrate passing certain milestones each year:

Forms 3-5

- 75 house points - star 1
- 150 house points - star 2
- 225 house points - star 3

Forms 6-8

- 75 house points - star 1
- 150 house points - star 2
- 225 house points - star 3

with the aim of collecting three stars to replicate the Three Stars of St Philip Neri.

Termly

- The form group with the highest average receives a celebratory tea with their Form teacher.

Annually

- The boy with the most house points receives a prize from the Head Master.
- The House with the most house points wins the House Cup.

Head Master's Credits – rewarding excellent or academic work

- Any teacher can put forward a boy for a Head Master's Credit. This is an award for a particularly good or encouraging piece of work (e.g. musical composition, science project, piece of artwork).
- The Head Master will publish a list of Head Master's Credits in the weekly newsletter.

Sanctioning poor behaviour – the minus system

The purpose of the minus system is to sanction poor behaviour.

Minuses are issued for poor behaviour in the following categories:

Academic	Behavioural	Organisational
<ul style="list-style-type: none"> • Disrupting teaching • Disrupting learning • Failure to hand in complete prep • Unsatisfactory effort 	<ul style="list-style-type: none"> • Selfishness, rudeness or unkindness • Foul language • Chatting excessively in lessons • Poor time-keeping • Chewing or eating in class • Rough or harmful play • Being out of bounds • Littering 	<ul style="list-style-type: none"> • Failure to bring necessary books and equipment to class • Incorrect School uniform • Persistently untidy desk

If appropriate, especially in terms of behaviour in the classroom, boys should be given a warning before receiving a minus. Teachers will endeavour to be consistent and clear with their warnings and sanctions.

Recording minuses

- A list on the staff notice board records the context, reason for the minus and staff initials using a coded system.
- The weekly deadline for recording minus points is 4.15 pm on Friday.
- The Senior Master records the number of and reasons for minuses centrally, allowing focused behaviour management by the Form Teacher/Senior Master.

Detention

- Four or more minus points in a week results in a detention for the following week on Thursday, 4.15 pm – 5.15 pm, with the Senior Master.
- Parents will be notified via email from if their son is in detention.
- During a detention, boys will have an individual meeting with the Senior Master, as well as writing an improving essay at the discretion of the Head Master.

Saturday detention

- Six or more minus points in a week results in a detention for the following week on Saturday, 10.15 am – 11.45 am, with two members of staff.
- Parents will be notified via email if their son is expected to attend Saturday morning detention.



Internal suspension

- Three detentions in a half-term, or four detentions in a term, results in an internal suspension.
- In an internal suspension, boys will complete work in isolation for a day, supervised by staff.
- Parents will be notified via email if their son has received an internal suspension.
- Parents will also be invited to attend a meeting with the Senior Master and their son's form teacher once the internal suspension has been completed to discuss appropriate behaviour management strategies. Boys may be placed on a behavioural report card as one of these strategies.

Report cards

We believe in giving boys responsibility for their own actions and attempts to improve their own behaviour. In this spirit the Senior Master, in consultation with other teachers as appropriate, may place a boy on a report card containing a list of targets to improve behaviour. The boy should present this to each teacher at the end of each lesson to initial against their targets. It must be signed at the end of each day by the boy's parents.

Major breaches of discipline

In cases of major breaches of discipline, the following procedure will be followed:

Disciplinary breach	Range of sanctions
Aggressive, abusive or threatening verbal behaviour , in the form of <ul style="list-style-type: none">• comments• facial expressions• bodily gestures• chanting or abusive singing intended to cause unhappiness, fear or distress	<ul style="list-style-type: none">• Detention• Letter of apology• Boy sent home• Suspension
Aggressive physical behaviour any physical act or gesture that is intended to cause genuine pain or injury	<ul style="list-style-type: none">• Boy sent home• Suspension
Rudeness to staff any spoken or written comment that is intended to be offensive or disrespectful	<ul style="list-style-type: none">• Detention• Boy sent home• Suspension



<p>Vandalism any act that deliberately damages any building or contents of the Cathedral complex</p>	<ul style="list-style-type: none"> • Detention • Letter of apology • Boy sent home • Suspension
<p>Theft</p>	<ul style="list-style-type: none"> • Boy sent home • Suspension • Invitation to withdraw • Expulsion
<p>Persistent aggressive, abusive or disruptive behaviour</p>	<ul style="list-style-type: none"> • Step 1: Suspension • Step 2: Invitation to withdraw • Step 3: Expulsion
<p>Bullying</p>	<ul style="list-style-type: none"> • Warning • Parents informed • Suspension • Expulsion (for persistent or grave offences)
<p>Bringing illegal substances on to the premises (including alcohol and tobacco)</p>	<ul style="list-style-type: none"> • Suspension • Invitation to withdraw • Expulsion (in grave cases)

Individual Behaviour Plans (IBP)

Following a major sanction, the Senior Master may set an Individual Behaviour Plan (IBP), formed at a meeting of relevant members of staff, parents and/or experts.

Reporting major breaches of discipline

Any major breach of School discipline must be recorded either via a clearly titled email to the Senior Master and Head Master.



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The Senior Master will speak to the boy(s) involved, research any incident and then take appropriate action.

The Senior Master will keep a clear record of all major breaches of discipline, placing a copy of the incident and action taken in the boy's file and logging the event in the major sanctions log.

Pupils returning to School

Any boy sent home and/or receiving an external suspension may be required to return to School accompanied by his parent(s)/carer/guardian for a meeting with the Senior Master and/or Head Master.

Boys who have been sent home may be placed on a behaviour report card for a period.

Corporal punishment

The School completely rejects the use of corporal punishment to deal with disciplinary matters.

Restraint and the use of force

All members of staff at the School have a legal power to use reasonable force on boys when a need arises according to their professional judgement. This applies also to people whom the Head Master has temporarily put in charge of boys such as unpaid volunteers or parents accompanying students on a School organised visit.

Reasonable force can be used to restrain or control boys in order to prevent boys from hurting themselves or others; prevent boys from damaging property; or to prevent boys from causing disorder. In deciding if reasonable force is necessary, all staff, volunteers or parents in a position of responsibility should consider:

- the boy's behaviour and level of risk presented at the time of the incident;
- the degree of force used;
- the effect on the boy or member of staff;
- the boy's age.

When using force, staff must always make reasonable adjustments for disabled children and children with special educational needs (SEN).

If a member of staff has had to use reasonable force on a boy, the Head Master must be informed immediately. The Head Master will make a written note of the incident and the reasons for the decision to use force, and place that note on the file of the pupil concerned as well as entering the event on the Use of Reasonable Force file. The parents of the boy concerned will be informed immediately.

Head Master's discretion

The parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Head Master. The Head Master is entitled to exercise a wide discretion in relation to the School's policies and regime and will



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exercise those discretions in a reasonable and lawful manner and with procedural fairness when the status of a boy is at issue.



SUSPENSION, EXCLUSION AND APPEAL

The School reserves the right to suspend a boy from School at any time in the event that his conduct or his presence has seriously damaged or is likely to damage the discipline, safety, reputation or good order of the School. Reasons for this include:

- aggressive, threatening or abusive verbal behaviour in the form of comments, facial expressions, bodily gestures, chanting or abusive singing intended to cause unhappiness, fear or distress;
- aggressive physical behaviour: any physical act or gesture that is intended to cause genuine pain or injury;
- rudeness to staff: any spoken or written comment that is intended to be offensive or disrespectful;
- vandalism: any act that deliberately damages any building or contents of the School;
- theft;
- persistent aggressive, abusive or disruptive behaviour;
- bringing illegal substances on to the premises.

If parents, after consultation, still disagree with the decision to suspend the boy they should write within one day of receiving the letter of suspension to:

Mr John Dean
Chairman of the Governing Body
c/o St Philip's School
6 Wetherby Place
London
SW7 4NE

The Chair of Governors will then convene a committee of Governors who have not participated in the above decision to hear their concerns. The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation is not appropriate. The above committee will either confirm the decision on suspension or reinstate the boy having suggested an alternative sanction. The committee's decision will be final.

Expulsion on grounds of behaviour

The School aims to operate by consent not by imposition. If that consent is not forthcoming, in the last resort the School may ask for a boy to be removed permanently. Verbal and written warnings to the parents will be given, except in the case of a single unacceptable action by a boy. The final decision regarding expulsion is that of the Chair of Governors, having taken appropriate professional or other advice from whomsoever he considers suitable. For example, a boy may be expelled from the School for:

- failure to comply with School policies, after warnings and previous sanctions;
- not accepting School punishments;



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- bringing illegal substances on to the School premises;
- endangering other boys or staff;
- disrupting lessons;
- being a bad influence on other boys;
- failing to perform adequately in his academic or musical work after warnings;
- gross rudeness to members of staff or other employees of the School;
- parental failure to disclose all known facts about the boy, including Special Educational Needs, or previous suspensions, expulsions, exclusions or major disciplinary incidents, either at application stage or at any stage thereafter;
- theft;
- bullying.

If the parents, after consultation, still disagree with the decision to expel the boy they should write within two weeks of receiving the letter of expulsion to:

Mr John Dean
Chairman of the Governing Body
c/o St Philip's School
6 Wetherby Place
London
SW7 4NE

The Chair of Governors will then convene a committee of Governors who have not participated in the above decision to hear their concerns. The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation is not appropriate. The above committee will either confirm the decision on expulsion or suggest an alternative sanction. The committee's decision will be final.

Flexibility clause

The parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Head Master. The Head Master is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner and with procedural fairness when the status of a boy is at issue.

ICT CODE OF CONDUCT

The ICT systems are owned by the School: they may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The School's ICT code of conduct is intended to protect all parties – the boys, the staff and the School.

The School reserves the right to examine or delete any files that may be held on its computer system and will, on a regular basis, monitor internet sites visited. The School uses an internet service provider offering filtered access.

Boys requesting ICT access should have parental consent confirming that they understand their responsibilities and will abide by the following code of conduct.

- All internet activity should be relevant and appropriate to the boy's education.
- Access should only be made via the authorised password, which should not be made available to any other person.
- Activity which threatens the integrity of the school ICT systems, or activity which attacks or corrupts other systems, is strictly forbidden.
- Use of school ICT systems for personal financial gain, gambling, political purpose or advertising is strictly forbidden.
- Copyright of materials must be respected; if information is obtained from the internet, any directly quoted material must be clearly specified and its source listed in the bibliography.
- 'Chat-lines' must not be used.
- Use of the network to access inappropriate material such as pornographic, racist or offensive material is strictly forbidden.
- Users must exercise discernment and report inappropriate material.
- Users must understand that the network will be monitored constantly and any infringement will be reported to the Head Master or Senior Master.
- Users contravening these guidelines will immediately be removed from the network and be subject to either the School's pupil behaviour policy or staff disciplinary procedure.

Parent – Pupil – School agreement

My son and I have read the ICT code of conduct and agree to follow it, using the ICT facilities appropriately for educational purposes.

Full name of pupil
(PRINT CLEARLY)

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Pupil signature

.....

Name of Parent/Guardian
(PRINT CLEARLY)

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Parent/Guardian signature

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Date

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