



# HEADINGTON

SCHOOL · OXFORD

## Behaviour, Rewards and Sanctions Policy

*(This Policy includes material previously covered by the Behaviour, Misbehaviour and Rewards and Sanctions Policies)*

Reviewed by:	Deputy Head Pastoral
Date of last Review	05 Sept 2022
Next Review Date:	September 2023 or in line with legislative updates
Meets:	ISI 9 NMS 15

## Behaviour, Rewards and Sanctions Policy

Headington School aims to provide a supportive, stable, safe, secure, happy and purposeful atmosphere in which pupils can thrive academically, socially, personally and spiritually. This policy is designed to promote and place value on good behaviour, whilst recognising that when misbehaviour occurs, the School's response will be prompt, proportionate, predictable and fair. There is a culture of positivity, praise, support and encouragement all of which 'reward' good behaviour. The natural expectation is that pupils behave very well because they know it is right to do so, and without the need for regular rewards as an incentive. Failure to meet the School's expectations of behaviour are dealt with on an individual basis and any necessary sanctions that are applied take into account the particular situation and the individual child.

### The School Code of Conduct

- To treat everyone with kindness, respect and courtesy
- To work hard and develop good study skills
- Any breach of the law of the land is a breach of School rules
- No girl may put the welfare or safety of another in jeopardy

Additionally, we aim to develop pupils who are curious and creative, confident yet collaborative, courageous and always compassionate.

At the start of every academic year we remind staff and pupils of our expectations and this is reinforced during induction and revisited throughout the year in form time, class and in assemblies as required. Teachers establish clear boundaries around acceptable behaviour in the classroom and model good behaviour to pupils. When pupils join the school mid-term we ensure that a buddy is on hand to help them understand and adapt to Headington's expectations and routines as quickly as possible.

### Policy Statement

Headington School is a community, which expects its members to show kindness, respect, understanding and courtesy to one another and to work together to make the School as happy and stimulating an educational environment as possible. It is an expectation that everyone will take a common responsibility for maintaining only the highest standards of personal behaviour. We expect to trust everyone in School and any breach of trust is treated seriously, as it undermines the whole community.

### Expectations of behaviour:

1. **Use and possession of illegal drugs is strictly forbidden.** Infringement of this rule may lead to expulsion. The school reserves the right to conduct searches and administer drugs testing if they have reasonable suspicion of possession and/or use.
2. **No alcohol** is allowed on School premises or on any outing or trip organised by the School. Pupils found to be in possession of alcohol are likely to risk suspension or even expulsion if the circumstances warrant it. Occasionally, members of staff may permit social use of alcohol by Sixth Form girls, where

parental permission has been given; any provision will be restricted, and the serving of alcohol closely monitored and supervised. The school reserves the right to conduct searches and to administer breath testing if they suspect possession or consumption of alcohol.

3. **No smoking or vaping** is allowed on School premises or on any outing or trip organised by the School. No pupil is allowed to be in possession of cigarettes, e-cigarettes or vaping paraphernalia in School. Where there is legitimate reason to suspect a pupil has such items a search may be carried out. If pupils are found to be in possession of such items they will be sanctioned accordingly. In the case of frequent infringements, expulsion may follow due to the breakdown of trust.
4. No girl may bring the School into disrepute by her behaviour either inside or outside of School. Good manners and a tidy appearance are an expectation at all times.
5. Every member of the School, both staff and students, deserves and expects respect. No bullying, threatening behaviour or aggression, discriminatory, derogatory or bad language are permitted. Everyone is expected to subscribe to the School's Anti-Bullying Policy. Persistent bullying may lead to suspension or expulsion.
6. Child on child abuse (where one child or a group of children is responsible for abusive behaviour towards another child or children) of any kind will not be tolerated. This includes bullying, cyber-bullying, prejudice-based and discriminatory bullying, relationship abuse, violence (e.g. hitting, kicking, shaking, biting, hair pulling), harmful sexual behaviour (including sexual violence or sexual harassment), consensual and non-consensual sharing of nude and semi-nude images and/or videos, causing someone to engage in sexual activity without consent, gender based violence, initiation type rituals, upskirting, etc. Where child on child abuse is found to have occurred the School will investigate and follow the guidance set out in the Anti-Bullying and Safeguarding Policies.
7. No one may leave the School during normal school hours without permission, or in the case of the Sixth Form, without signing out. Boarders must comply with all signing in and out rules and have received the necessary permission. This rule is very important as infringements can jeopardise safety in the case of a fire.
8. Behaviour in prayers should be fitting, with silence prior to the start of the service.
9. School uniform, with the appropriate type and style of shoes, must be correctly worn at all times including on journeys to and from School. Uniform must not be combined with mufti. All uniform must be labelled with pupil's name.
10. No jewellery is allowed to be worn with the School uniform with the exception that girls may wear a single pair of studs for pierced ears and a simple cross, or other religious symbol, on a chain. Full details can be found within the Uniform Policy.
11. Dyed hair is not allowed, unless it is a natural colour.
12. Mobile telephones are brought into School at their owner's risk but should be switched off; kept in locked lockers and must not be seen or heard during the school day. Separate rules apply in the boarding houses. See Mobile Phone and Digital Devices Policies for further details.
13. Standards of civilised behaviour are expected at all times. For example, chewing gum is discouraged; litter should be disposed of properly; eating and drinking are not allowed outside certain areas (e.g. no eating in classrooms or corridors); walk (do not run) on the left side in corridors; hold doors open for

- staff and one another; everyone should arrive for form time and lessons on time; classrooms should be kept tidy and clean and not used for changing.
14. Certain areas are out of bounds for girls in the U11 to UV, e.g. Grays.
  15. Behaviour on School trips must be co-operative, controlled and conducive to the aims and safety procedures of the outing.
  16. Bags should be put in sensible places and not, for example, on the floor of corridors or cloakrooms where they are a danger to others. Property left lying will be confiscated.
  17. All girls should always speak English in public places. It is the one language that unites our whole community – language should never be used as a barrier to open and considerate communication.
  18. Good table manners are expected as the norm.
  19. We encourage a culture of safety and through our form time programmes and PSHE provision we take a proactive approach to preventative education. We want our pupils to feel safe, to be safe and to seek help when it is needed.
  20. Staff are encouraged to consider whether any misbehaviour or change in behaviour and presentation might be indicative of a safeguarding concern, and a child at risk of abuse, neglect or exploitation. Any concerns should be shared with the Safeguarding Team.

NB: online behaviour and cyber-bullying is covered in separate policy documents.

## **Rewards and Sanctions for breaches of discipline that do not merit exclusion**

### **Rewards**

At Headington School, we encourage the establishment of good teacher/pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Our 'Future Ready Girls' strategy, anchored in the 6 C's is fundamental to our rewards process, with pupils encouraged to work towards, be able to evidence and reflect upon, the skills they develop which relate to Creativity, Compassion, Curiosity, Collaboration, Courage and Confidence. Our system of rewards includes:

- Verbal praise and written praise for good work.
- Academic merits for both effort and achievement, which are celebrated in the classroom.
- Merits which relate to the 6Cs, inside and outside the classroom.
- Points awarded to the House system.
- Termly recognition at Cups and Colours Assemblies where special awards are made.
- Annual subject and year group prizes.
- Posting examples of excellent work, success or achievement on the school's social media channels, in Heads Up newsletters and other publications and within Departments, so that the community can celebrate success.
- Public mention and celebration of success at Assemblies.
- Reports to parents, which are always worded to be as constructive as possible.

Merits are recorded and counted by Heads of Year/Heads of Section so that recognition may be awarded in Key Stage assemblies.

## **Portfolios and Awards Recognising the '6 C's'**

Pupils are encouraged to use their Headington School Portfolios to log and evidence particular achievements and to reflect on the learning achieved. We operate a series of Awards which recognise pupils who are able to demonstrate their active engagement with the 6 C's. To achieve a pass certificate pupils should be able to evidence one example of each of the 6C's. To achieve a merit certificate they should demonstrate another two examples in each of the six categories. And to achieve a distinction certificate a further two examples in each category. Their reflections are logged within the Headington School Portfolio.

- Cornflower Award – U3
- Bronze Award – L4
- Silver Award – U4
- Gold Award – L5 and U5
- Platinum Award – L6
- Headington Diploma – U6

## **Sanctions**

It is the aim of the School to be positive rather than negative, however, Penalty Points are awarded for any infringements, be they academic, pastoral or behavioural. Detentions may be issued as a sanction for poor work or behaviour.

The teacher is responsible in the first instance for dealing with and recording minor infringements, such as lateness, casual rudeness in class, late or poorly completed work. With regard to late or poorly completed work, the teacher may set additional work or request that the pupil re-do unsatisfactory work. It may be that a Penalty Point will be given at this stage.

A Penalty Point is issued by notifying the pupil verbally, and then entering the details on ISAMS. The penalty point is authorised by the Pastoral PA and this generates emails informing the pupil, Form Tutor and Head of Year. A record of this is then kept on ISAMS, although these are cleared at the end of each term. Penalty points, which result in detentions (see below) should offer opportunities to modify poor behaviour.

### **Penalty points may be given for:**

- Late prep.
- Being late for lessons without good reason.
- Coming unprepared for lessons i.e. without books, kit, equipment etc.
- Any other minor misdemeanour or "nuisance".  
(list not exhaustive)
- Uniform infringement.
- Missing prayers.
- Inappropriate behaviour.  
(list not exhaustive)

### **More serious misdemeanours:**

- Unacceptable physical or verbal behaviour towards other pupils, a member of staff or a visitor.
- Serious damage to the School or personal property.
- Missing lessons.
- Serious work infringements.

These are reported to the pupil's Head of Year/Housemistress and will lead to a discussion about appropriate behaviour and may result in detention. (list not exhaustive)

**After School Detentions are given for:**

- The accrual of 3 Penalty Points in any one term.
- 3 phone confiscations in any one term.
- More serious misdemeanours (as above).

These are arranged by the Pastoral PA and supervised on a rota by members of the Pastoral Team and Academic Heads of Section.

Detention letters require a signature/confirmation response from the Head of Section and a Parent/Guardian/Housemistress. Letters detailing the reasons for any detention will be emailed to parents by the Pastoral PA. Detentions take place on a Tuesday from 4.15 – 5pm in P2.

Should any higher sanction need to be imposed then the Head of Section will consult with the Deputy Head Pastoral, who may advise a Deputy Head's Detention. A letter will be sent home informing parents.

Any pupil who receives three detentions in one term will be given an internal suspension.

**Alternative Measures:**

**On Report**

Persistently poor academic performance or issues with attendance may result in the Head of Section or Head of Year requiring a pupil's teachers to make written comments on her performance/attendance and engagement at the end of every lesson she attends, for a period of one or two weeks. Parents will be informed if a pupil is placed on report.

**Loss of privilege or responsibility**

Occasionally a sanction may be given that removes a particular privilege – such sanctions will be time bound and proportionate. Where a pupil in a position of responsibility has demonstrated poor behaviour, set a poor example or demonstrated a real lack of judgement it may be appropriate to remove that leadership role for a finite amount of time.

**School based community service**

For minor misdemeanours or actions that have impacted directly on others it may be appropriate to instigate a sanction that requires school based community service e.g. tidying a classroom or year group area, litter picking.

**Boarding Houses**

Please see *Boarding Rewards and Sanctions Policy*.

Sanctions start at a level of gating or community service within the house. The Head of Boarding is always informed when sanctions are imposed and sanctions are entered into the Sanctions Book and signed by both the member of house staff involved and the girl. Should any higher sanction need to be imposed then the Head of Boarding will consult with the Senior Management Team and will record this in the Sanction Book.

**Supporting Pupils following Sanctions**

Whenever a sanction is imposed staff will consider how they can help pupils to acknowledge how and why their behaviour was problematic, and to understand how their behaviour can be improved. There will always be a conversation or a targeted discussion

and if appropriate the pupil will also be required to apologise for their behaviour. There may be a written or verbal reflective task set. Pastoral staff will monitor carefully the reintegration of pupils with their peers following any significant incident or misdemeanour.

## **Other Considerations**

We acknowledge that pupils joining the School may find the transition particularly challenging and stressful, which may result in atypical behaviours being exhibited. The School takes care to nurture and support pupils through this transition with support including the Prefects and Sixth Form student leaders, House sisters/families (in boarding) and peer support and buddies within and across tutor and year groups.

We are also aware that pupils with SEND and/or with mental ill-health may present in a way that needs careful management and adjustments to be made to our expectations. In every case we consider the needs of the individual and the presenting behaviours before imposing sanctions. We recognise that some pupils will benefit from a supportive rather than punitive approach and may require ongoing additional support from designated staff in order to meet our expectations.

Should any concerns regarding behaviour be related to safeguarding matters, the School's Safeguarding Policy will be followed. The School will take very seriously any accusations against staff made by a pupil or pupils, which is proven to be malicious, and will enforce appropriate sanctions (See *Safeguarding Policy*).

The School does not use Corporal Punishment.

If significant breaches of discipline occur, a pupil may be:

- Temporarily suspended from lessons.
- Temporarily suspended from School.
- Expelled from School.

(See *Exclusions Policy*.)

## **Monitoring**

Behaviour of the individual is closely monitored by subject staff, tutors, Heads of Year and Heads of Section. The Headmistress is kept informed of any girl whose behaviour gives cause for concern.

Where it is found appropriate, the School may liaise with external agencies or recommend that parents seek appropriate external support, or may suggest that the pupil concerned sees the School Counsellor, or attends regular meetings with the relevant Head of Year/Head of Section or a designated mentor.

The School keeps a central file of sanctions imposed upon pupils for serious misbehaviour. Such incidents are discussed and shared with the Safeguarding Governor each term. The Deputy Head Pastoral monitors trends carefully and scrutinises the data available to consider what can be learnt from incidents so that future policy and practice can be informed, particularly when consideration is given to protected characteristics.

## **Further Guidance**

Non-statutory advice *Behaviour and Discipline in schools (2016)* now superceded by *Behaviour in Schools – Advice for Headteachers and School Staff (2022)*

## **Associated Policies**

Safeguarding Policy  
Boarding Rewards and Sanctions Policy  
Exclusion Policy  
Anti Smoking Policy  
Anti-Drug/Substance Abuse policy  
Alcohol Policy  
Anti-Bullying Policy  
Cyber-Bullying Policy  
Mobile Phone and Digital Devices Policies  
Uniform Policy  
SENDA Policy  
Physical Restraint Policy  
Staff Code of Conduct