



Solihull School

# Discipline & Behaviour Policy

## Discipline Policy

### 1. Policy Aims

- To enable the Headmaster to carry out his responsibilities of maintaining order and good discipline in the School.
- To ensure, as far as possible, that every pupil in the School is able to benefit from and make his/her full contribution to the life of the School, consistent always with the needs of the school community.
- To authorise the School Policies, the School Rules and any procedures necessary for implementing them.

### 2. School Behaviour Policy

- a. The Behaviour Policy shall set out the principles of the School in relation to:
  - conduct and behaviour
  - self-respect and respect for others
  - respect for property and the environment
- b. Parents will be expected to read the School Policy with their children from time to time. Its principles will be reinforced at assemblies and at other times.

### 3. School Rules

It is important that pupils should be aware that they are part of a community in the School. That community will do all it can to support the pupils, but in return pupils have to be aware that they, too, have a responsibility for the School and its reputation. Therefore, they need to be conscious that their behaviour has an impact on the impression that the School gives to the outside world. As a reflection of this, Mr Henry Hitchens, Headmaster between 1947 and 1963, introduced **The Rule**, which still stands:

**'Members of the School shall in all circumstances conduct themselves in a proper and sensible manner.'**

It is particularly important that pupils should maintain a high standard of behaviour when they are under the School's authority.

A pupil is under the School's authority:

- throughout the school day, whether on or off the premises;
- whenever he or she is involved with any activity organised by the School;
- whenever he or she is identifiable as a member of the School.

- a. As well as the School Rule, other guidance, regulations (page 5) and codes of behaviour shall be set by the Headmaster:
  - for the safety and well-being of everyone at the School
  - for the reputation of the school community as a whole
  - for the protection of school property and the wider environment
  
- b. The School Rule and the content of this Policy applies to all age groups and at all times when the pupil is:
  - at school, representing the School or wearing school uniform
  - travelling to and from school
  - associated with the School at any time
  
- c. The Governors and the Headmaster intend that the School Rule and the sanctions provided shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during half term and in the holidays.
  
- d. Pupils are expected to know and understand the School Rule and to read it and the guidance in the Behaviour Policy with their parents. The guidance and codes of behaviour will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

For easy reference the pupils have immediate access to a code of behaviour in their Planner which represents a distillation of the information contained in the Behaviour Policy.

#### 4. **Breaches of School Discipline**

The Governors have authorised the following sanctions:

##### a. **Exclusion**

A pupil is liable to *exclusion* for a grave breach of school discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the School.

The Headmaster is required to act fairly and in accordance with the principles of natural justice and not to exclude a pupil other than in grave circumstances.

##### b. **Requirement to Leave**

For a serious breach of school discipline, falling short of one for which expulsion is necessary but such that the pupil cannot expect to remain a member of the school community, the pupil may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account), the pupil will be given reasonable assistance in making a fresh start at another school.

c. **Suspension**

A pupil may be placed under suspension for up to fourteen days while a complaint is investigated or as a sanction in its own right.

d. **Detention**

A pupil may be placed in detention where, in the opinion of the Headmaster, it is considered a reasonable response to a breach of school discipline. (See Rewards and Sanctions Policy for further detail).

These sanctions will form part of the pupil's permanent disciplinary record.

e. **Other Sanctions**

The Headmaster may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote observance of the School Policies and compliance with the School Rule. (See Rewards and Sanctions Policy for further detail).

**No forms of physical punishment are used. In compliance with the Law, this School does not use corporal punishment.**

5. **Appeals**

- a. Parents are entitled to ask for a Governors' Review of a decision to expel or to require the pupil to leave for disciplinary reasons. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.
- b. There will be no right to a Governors' Review of other sanctions, but a pupil who feels aggrieved may ask the Headmaster, Deputy Head or a Head of Section to take up his/her concerns with the member of staff who imposed the sanction.

6. **Records**

A record of the sanctions imposed on pupils for serious disciplinary offences is maintained by the Deputy Headmaster (SAM).

**Behaviour Policy**

1. **General Principles**

- a. The guiding principles at Solihull School are those of honesty, fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration.
- b. We also attach very great importance to manners, good discipline, service to others, punctuality and to caring for the School and external environment.
- c. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the School, consistent always with the needs of the school community.

- d. The Principles that make up this School Policy are addressed to each pupil. Some of them necessarily apply also to parents. Compliance with this Policy and each new edition of it is a condition of membership of the School.

## 2. Conduct and Self Respect

- a. **Commitment:** You represent the School whenever you wear our uniform. We hope you will take a pride in your membership of the School, be our ambassador on all occasions and enjoy your time here. You are expected also to take a pride in your conduct and personal appearance and to show commitment to your academic, sporting and leisure activities and always to do your best.
- b. **Appearance and Dress:** School uniform must be worn during school hours and for other school activities. You must be smartly turned out and in all other respects conform to the School's dress regulations. (See Uniform Regulations in Parents' Handbook and on each Form Room's notice-board).
- c. **Honesty:** The school community relies on each pupil being honest and truthful and showing a good example to others. Never cheat, steal or tell lies and remember that being found untruthful usually carries the greatest disgrace of all. If you find, or if in some other way you come into possession of, money or property that does not belong to you, ensure that it is given back or handed to a member of staff as soon as possible.
- d. **Behaviour Generally:** Your behaviour must be a credit to yourself and to the School, whether at school or in public places such as streets, on public transport or in private coaches and whether in or out of school hours. Always consider the consequences of your words and actions on yourself and on other people. Never do something you feel is wrong.

## 3. Respect for Others

- a. **Effort and Achievement:** At this school we look for fulfilment and enjoyment and we are positive in everything we do. We respect and encourage each other as individuals and as members of teams. We also encourage inquiry, hard work, high standards and competition. We take pleasure in each others' achievements and mocking each others' effort or failure will not be tolerated. Each pupil has the right and the responsibility to contribute to this ethos.
- b. **Courtesy and Good Manners:** From time to time members of staff, parents, visitors to school premises or other pupils may need assistance. Please be ready always to offer help. It is very important that you should, even if to do so causes you inconvenience.
- c. **In the Classroom:** We expect you to make it as easy as possible for everyone to learn and for the teacher to teach. You should stand up whenever an adult or visitor enters the room. Your books and equipment should be ready for the start of each lesson. Keep the classroom tidy. Above all, be pleasant and helpful at all times.
- d. **Sportsmanship:** Whether you are competing or spectating at team events or taking part in some other competitive activity, you are expected to behave with good manners and always to set an example that reflects well on the School. Rules should be adhered to and play should be fair. Fixtures and competition should be enjoyed – there is no place for cheating. You should be equally gracious in victory as in defeat.

- e. **Bad Language:** The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons its use is forbidden and liable to be punished.
- f. **Bullying and Fighting:** Threats, physical attack, name-calling, mocking, harassment, racism, sexism (including cyber-bullying) and all forms of victimisation are bullying. Bullying has never been tolerated at this school and will not be excused on grounds of it being part of a game. Bullying is a serious matter which may lead to removal or exclusion. You must not bully others and if others bully you, or you see someone else being bullied, you should inform a member of staff immediately or your parents. Fighting, likewise, is forbidden (See Anti-Bullying Policy)

#### 4. Respect for Property and the Environment

- a. **Vandalism, Graffiti and Litter:** Vandalism and graffiti-writing on school premises and elsewhere are regarded as serious breaches of school discipline. Please report, in confidence, any incident of wilful damage or the deliberate dropping of litter to your Form Tutor. Please take pride in your school environment and help keep it tidy. If you find litter, pick it up and dispose of it securely.
- b. **Other People's Property:** You must not interfere with other people's property or open desks or lockers which are not your own. If someone has lent property to you, it must normally be returned immediately on request. You must not borrow someone else's property, books, notes or projects without their previous permission – this includes taking another pupils' games kit/bag without their express permission. You must be strictly honest with regard to money or property that does not belong to you or that you find. If you are in any doubt, ask a member of staff.
- c. **Accidental Damage to Property:** You must report any damage you cause to property which is not your own. You or your parents may be asked to pay for the damage.

#### 5. Regulations

- a. **Smoking:** Smoking or being in possession of cigarettes or tobacco is prohibited when a pupil is under the School's authority. The School site is a non-smoking site.
- b. **Alcohol:** Drinking, being drunk or being in possession of alcohol is prohibited:
  - in School buildings or grounds;
  - in Public Houses and other licensed premises whilst in School uniform and whenever prohibited by law;
  - whilst on School outings or trips (except on formal occasions sanctioned by the School, as long as the legal age limit is observed).
- c. **Drugs:** Obtaining or possessing controlled drugs by any method other than by a doctor's prescription is illegal and dealing in drugs is a criminal offence. Any pupil involved in the use of, possession of or dealing in illegal drugs or solvents, when he/she is under the School's authority, can expect to be suspended or excluded from the School and must know that **the police will be informed.**

- d. **Bounds:** Pupils below the Sixth Form are not allowed off the premises without the express permission of a member of staff. 6<sup>th</sup> Formers are allowed to leave the site at lunch-time and first break. 6<sup>th</sup> Form Benchers are permitted to leave the premises during free periods but must ensure that the requirements concerning signing in and out are strictly followed. Unless under the direct supervision of a teacher, the following areas within the School are out of bounds to pupils: all offices and store rooms, all roof voids, all electrical switchgear and computer server rooms, all flower beds and planted areas, the outdoor pursuits centre, storerooms, bus parks and surrounding areas, Cricket Bigside, the Alan Lee Pavilion, cricket nets, the range, the Astroturf, the swimming pool, the sports hall, the gymnasium, the PA cricket pavilion, the high and long jumps areas, the Scout Hut and surroundings, the Headmaster's House and garden, the tennis courts, the Technology block, Chapel and its immediate surroundings, all car parks, the Marshal's House and garden, the kitchens, the science laboratories, the lecture theatre and the Bushell Hall.

Additional occasional restrictions in other areas may apply due to building or maintenance works, or for reasons of Health and Safety.

The School is not open to pupils on Saturdays, Sundays or during the holidays, except for School activities, Chapel services, or when arrangements have been made by or with a member of staff

- e. **Cycles:** All bicycles must have the owner's name indelibly marked on the frame and must be left during the day padlocked in the available stands. Pupils must not ride bicycles inside school premises.
- f. **Cars, Motorcycles, etc. :**No pupil may bring a motor vehicle to school without permission.

Cars, motorcycles, scooters and mopeds must be parked in the Chapel Car Park and carry a school pass. An application form for which is obtainable from the relevant Head of Section. Vehicles must not be taken out of the premises during school hours without special permission, and must not leave until 15 minutes after the end of the school day. Riders of motorcycles, scooters and mopeds must not carry passengers when using their vehicles for school purposes. No other member of the School may be carried as a passenger in a car on a journey to or from School unless the appropriate forms of request (obtainable from the Head of the Sixth Form) have been received from the parents of both the driver **and** the passenger(s). These may refer either to a single occasion or to a regular arrangement. Pupils' private cars cannot be used for School business.

- g. **Mobile Telephones:** If mobile telephones are brought into School, they must be turned off between 8.40 am and 4.10 pm, but they may be used during first and lunch breaks. Any use that is distracting to others or disrupts lessons or other activities will not be tolerated and will be treated as a disciplinary matter. The use of video/camera facilities is banned in school.

Any pupil using a mobile phone against the regulations will have it confiscated until the end of the day, when it can then be collected from Reception. All offenders will be reported to the relevant Head of Section. Second offences will be punished with school detention.

- h. **Ipods/MP3 Players etc:** Pupils may bring Ipods/MP3 players, or other similar music devices to school, at their own risk. However, the following rules will apply:
- Pupils may use them at breaks, at lunchtimes, on their way to and from school. They may be used in form rooms, in the Sixth Form Centre, in the Library, outside, as long as they do not disturb others.
  - Pupils may not use them between lessons, nor are they allowed to walk around the school listening to them.
  - Teachers may allow pupils to use them during their lessons, but that is specifically at the teacher's discretion.
  - If a pupil breaks the rules, the device will be confiscated and may be recovered from Reception at the end of the school day.
- i. **School Telephones:** A Telephone is available for use by Junior School pupils. In an emergency the School Reception phone can be used.
- j. **Internet and E-mail:** Subject to parental consent, pupils are issued with a unique e-mail address allowing them to send and receive personal e-mail, both internally and externally. As a consequence each pupil is accountable for the nature of his or her correspondence, and users who abuse the system will be traced and disciplined.
- k. **Miscellaneous**
- Gambling is forbidden.
  - Sale or barter of goods or food in School is forbidden.
  - Laser operated equipment (e.g. light pens, pointers etc.) may not be brought into School without permission.
  - Skates and skateboards are prohibited.
  - Chewing gum is not allowed.