



SOLIHULL

Behaviour & Discipline Policy

Owner: Senior Deputy Headmaster
Reviewers: Assistant Head: Pastoral
Deputy Head of the Junior School
Last Reviewed: September 2018

Version 7

Aims

- To promote good behaviour, self-discipline and respect.
- 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.

All members of staff have a duty to be vigilant in and around the School site at all times. This policy reflects and supports the aims and ethos of our school. This policy is designed to help staff, parents and pupils deal with behaviour and discipline matters when they occur. This policy is informed by:

- DfE Behaviour and Discipline in Schools Guidance (2016)
- *Preventing and Tackling Bullying* (2017)
- The Education and Inspections Act 2006
- Cyberbullying: advice for Headteachers and school staff
- Advice for parents and carers on cyberbullying
- Supporting children and young people who are bullied: advice for schools
- Counselling in schools a blueprint for the future: advice for school leaders and counsellors
- Independent School Standard Regulations 2014
- The Children Act 1989
- The Equality Act 2010

A key part of The Equality Act 2010 is a public sector Equality Duty, which came into force on 5 April 2011. The Duty has 3 aims:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

(Under the terms of the Act, reasonable adjustments are made when issues relate to pupils with special educational needs/disabilities)

Behaviour

School Rule

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
- i. As well as the School Rule, other guidance, regulations 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
- ii. 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
- iii. 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.
- iv. Pupils and parents are expected to know and understand the School Rule and the contents of this policy. The guidance and codes of behaviour will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

The Behaviour Policy shall set out the principles of the School in relation to:

- general principles
- conduct and self-respect
- respect for others
- respect for property and the environment

Parents and pupils are expected to be familiar with the contents. Its principles will be reinforced at assemblies and at other times.

1. General Principles

- i. The guiding principles at Solihull School are those of honesty, fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration.
- ii. We also attach very great importance to manners, good discipline, service to others, punctuality and to caring for the School and external environment.
- iii. 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.
- iv. **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

- i. **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.
- ii. **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 on the website).
- iii. **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.
- iv. **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

- i. **Effort and Achievement:** At Solihull 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.

- ii. **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.
- iii. **In the Classroom:** We expect you to make it as easy as possible for everyone to learn and for the teacher to teach. 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.
- iv. **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.
- v. **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.
- vi. **Bullying and Fighting:** Threats, physical attack, name-calling, mocking, harassment, racism, sexism, 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 (See Anti-Bullying Policy). Fighting, likewise, is forbidden.

4. Respect for Property and the Environment

- i. **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 willful 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.
- ii. **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.
- iii. **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.

Regulations

- i. **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 (see Drugs, Alcohol and Tobacco Policy).
- ii. **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 – (See Trips and Visits Policy). (see Drugs, Alcohol and Tobacco Policy).
- iii. **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 excluded from the School and must know that **the police will be informed** (see Drugs, Alcohol and Tobacco Policy).
- iv. **Bounds:** Pupils below the Sixth Form are not allowed off the premises without the express permission of a member of staff. 6th Formers are allowed to leave the site at lunch-time. 6th 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, The Maintenance Department, the Grounds Department and 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
- v. **Cycles:** All bicycles must have the owner's name indelibly marked on the frame and must be left padlocked during the day in the available stands. Pupils must not ride bicycles inside school premises.
- vi. **Cars, Motorcycles, etc.** No pupil may bring a motor vehicle to school without approval from both parent and school. 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.

- vii. Mobile Telephones:** Pupils can bring mobile phones to school, though usage (below the Sixth Form) is not allowed between 0840 and 1610 on site unless directed otherwise by a member of staff (6th Form pupils can use mobile phones in the Cooper Building). Mobile phones must NOT be visible and be switched off during these times unless directed/approved otherwise by a member of staff. Prior to 0840, mobile phones can ONLY be used in the form room and the designated social area, when a pupil is seated, though the video/camera facility must never be used.

The above applies on trips and visits though leaders will have discretion to allow use when/if appropriate. They will also have the flexibility to collect in/return at certain times during the day/night.

Any pupil using a mobile phone against the regulations will have it confiscated until the end of the day and an appropriate sanction issued.

Any use of mobile telephones to bully or harass will be strongly dealt with. (*see Anti-Bullying Policy*)

- viii. Ipods/MP3 Players etc:** Pupils may bring Ipods/MP3 players, or other similar music devices to school, at their own risk but can only be used with staff permission. If a pupil breaks the rules, the device will be confiscated and may be recovered from Reception at the end of the school day.

- ix. School Telephones:** A Telephone is available for use by Junior School pupils. In an emergency the School Reception phone can be used.

- x. 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. (*see ICT – Acceptable use Policy for further details*)

xi. Miscellaneous

- Weapons or any material object that could cause harm must not be brought in to school.
- Gambling is forbidden.
- Unauthorised 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

Discipline

1. Rewards and Sanctions (Senior School)

Rewards:

i. Merits

Whilst verbal praise and positive comments in books are central to the rewards' system, teachers are able to award merits and even double merits to a pupil for such things as a good piece of work, progress, or a positive contribution to School life.

ii. Commendations

The School also has a system of Commendations for excellent academic work/effort, consistently high achievement and/or a positive contribution to School life. Parents are automatically informed of the award of a Commendation to their son or daughter via the Parent Portal. The Commendations contribute towards the award of the Academic Cup in each section of the School. These cups, bestowed by a distinguished Old Silhillian, the late Lord Butterfield of Stechford, are presented annually to the winning House. Thus, every pupil, whatever his or her academic standard, can contribute towards winning this cup. Commendations also contribute towards the certificate system outlined below.

iii. Certificates and Awards

Over the course of a term a pupil in the Lower and Middle Schools can acquire a number of merits/commendations. Their values; merit, (1) and commendation (5) provide the pupil, parents and teachers with a 'running total' of rewards to date. Throughout the terms, pupils may then receive a certificate based on the accumulation of rewards, namely;

- i. Bronze (awarded by Form Tutor)
- ii. Silver (awarded by Head of Section)
- iii. Gold (awarded by Head of Section)
- iv. Platinum (awarded by Headmaster)

The exact requirements to attain each level will be outlined at the beginning of each term. Each new term the pupils would begin on zero, though there would be a cumulative effect leading to End of Year awards.

iv. Attainment Grades

After each Attainment Grade session, the Head of Section will highlight those pupils who have attained the best grades, made the most effort and made the biggest improvement with regard to both effort and attainment.

v. **Outstanding Achievement Award**

Awarded at the end of the year, at the discretion of the Heads of Middle and Lower Schools, for exceptional performance in all examinations throughout the year, academic performance and outstanding effort, improvement and contribution.

vi. **Headmaster's Commendation**

Awarded at any point in the year for an outstanding contribution to school life. A lapel badge is awarded in recognition of this achievement.

vii. **Sixth Form Achievement Award**

To be awarded at the discretion of the Head of the Sixth Form.

Sanctions:

Behaviour

1. Verbal rebuke
2. Verbal rebuke + Demerit
3. Lunchtime Detention
4. Head of Year Detention (see below)

Homework

1. Homework a little beneath capability/expectation - Verbal rebuke
2. Homework could have/should have been done **much** better – Demerit
3. Homework not done/attempted in a derisory fashion – Lunchtime detention

N.B. Merits and demerits will be reset to zero at the end of each term. They will still, however, appear on the portal and, in the case of merits, be used to consider awards at the end of the year. Detentions are NOT reset at the end of each term.

i. **Lunchtime Detention**

Lunchtime detentions should override all other commitments. There MAY be specific circumstances when a detention is postponed for one session e.g.

Peripatetic music lesson

Academic lesson

If it renders a pupil's afternoon empty (e.g. missing the coach to watersports)

N.B. All other exceptions to be agreed by the Deputy Headmasters.

ii. Head of Year Detention

For a pupil to be given a Head of Year detention, he or she would need to have accrued a total of 10 sanction points (Demerit=1, Lunchtime Detention=2). *These figures are for guidance.*

Formal Sanctions

1. Demerits
2. Daily Lunchtime Detention - daily ½ hour
3. Head of Year Detention - Tuesday pm 1 hour
4. Head of Section Detention - weeknight pm 1 ½ hours
(to be given for stand-alone offences (work or behaviour) at the Head of Section's discretion and will replace a pupil's 3rd after school detention)
5. Deputy Headmasters' Detention - Saturday am 2 hours
(to be given for stand-alone offences (eg unauthorised lesson absence) at the Deputy Headmasters' discretion and will replace a pupil's 4th after School detention)
6. Headmaster's Detention - Saturday am 3 hours
(to be given for stand-alone offences at the Headmaster's discretion and will replace a pupil's 5th after School detention)

iii. Report Cards

If there is continued serious concern about a pupil's progress, he/she may be placed on Report Card. The Head of Section will decide to pursue this course in consultation with the pupil's Form Tutor and the Year Head, and parents will be informed before this course is undertaken. A Report Card enables every teacher to make a comment about a pupil's behaviour in every lesson. Parents are asked to sign the card every day and the Form Tutor monitors progress. The Report Card is put in place for an agreed period of time.

iv. Exclusion

For very serious offences a pupil may be excluded from the School for a period of time, or permanently. Please refer to the Exclusion Policy on the website.

Transition from the Upper Fifth to the Sixth Form is conditional, not only on academic success, but also a record of good behaviour. Similarly a pupil who does not have a good record of behaviour, or has failed to apply him or herself to his/her study in the Lower School may be prohibited entry into the Middle School. Please refer to Section 6 of the School's Terms and Conditions.

v. 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.

2. Rewards and Sanctions (Junior School)

Rewards:

i. Merits

Throughout the Junior School we operate a 'Merit System'. Praise and reward for good work and behaviour is regarded as essential in creating a positive school ethos. Our merit system rewards children for improvements in academic work and positive contributions to school life. Children collect staff initials or ink stamps in the back of their Prep Books as a record of merits received. These go towards both an individual and House Competition.

ii. Commendations

These are awarded for exceptional contributions to school life. They recognise good examples of behaviour, independent study and any positive contribution, which is considered to be above normally expected levels. These count as 5 Merits and also go towards the individual and House competitions. Commendation certificates are presented during an assembly and parents are notified by letter.

iii. Gold Star Awards

These are awarded half-termly and recognise a pupil's outstanding effort, progress or improvement in any aspect of school life. Pupils are presented with these awards by the Head of the Junior School, receiving a certificate and 'Gold Star' badge to wear on their blazer. Approximately half of the children in each form will receive a Gold Star Award during the year.

iv. JMT Stickers

Each member of the Junior Management Team awards special stickers to pupils who have demonstrated exceptional effort or attainment in any area of School life. Pupils may be sent to the Junior Management Team for a sticker by any member of staff to recognise these achievements.

Sanctions:

i. Behaviour Slips

However, there may be occasions when a pupil's behaviour, effort or work does not meet an acceptable standard in terms of their ability. Incidents of poor behaviour are recorded by staff on 'slips'. The yellow slip will be given for minor misconduct. In order to distinguish between such minor incidents and more substantial problems, we use a red slip for serious offences. Parents will be informed if their son/daughter is

given a red slip and may be asked to come in to discuss the incident with us. These notes are collated by the Deputy Head of the Junior School. Children may be required to discuss the reasons for their behaviour with the Deputy Head and, when necessary, the Head of the Junior School, and individual strategies are discussed and implemented to aid their progress.

ii. **Improvement Cards**

A pupil can be placed on an improvement card for a variety of reasons, for example, behaviour, organisation or work to incentivise them to make the levels of progress deemed necessary. These improvement cards can be viewed as a traffic light system. A pupil will first be placed on amber. If the improvement card is satisfactory after a week, the pupil will move on to a green card. If, however, the improvement card is not satisfactory after a week, the pupil may move up to a red. He/she will then progress, if satisfactory, after a week back to amber and then to green. As long as the final week on green is accomplished satisfactorily, the pupil will then come off the improvement card. This improvement card must be seen by either the pupil's Form Tutor or the Deputy Head of the Junior School each day and it is to go home each evening to be seen and signed by a parent. The Deputy Head of the Junior School should see all cards at the end of the week and agree next steps in consultation with the parent, pupil and Form Tutor. If a pupil is not making any progress when on a red card, then the Deputy Head of the Junior School or Form Tutor, will meet parents to discuss further action to be taken. This might include the drawing up of a set of agreed specific targets for the pupil and may involve the Head of the Junior School, if necessary.

iii. **Exclusion**

For very serious offences a pupil may be excluded from the School for a period of time, or permanently. Please refer to the Exclusion Policy on the website.

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

3. Appeals

(Please refer to the Parental Complaints Procedure)

3. Records

A record of the sanctions imposed on pupils for serious disciplinary offences is maintained by the Senior Deputy Headmaster and the Deputy Head of the Junior School.