



## WAKEFIELD GIRLS' HIGH SCHOOL

### BEHAVIOUR POLICY

#### Introduction

The Governors expect the schools within the Wakefield Grammar School Foundation to be places where all individuals are respected and their individuality valued, where pupils are encouraged to achieve, where self-discipline is promoted and good behaviour is the norm and where rewards and sanctions are applied fairly and consistently.

This policy and the schools' policies have been written having regard to the Department for Education guidance in *Behaviour and Discipline in schools; Advice for head teachers and school staff (January 2016)*. This policy should be read in conjunction with the School's Anti-Bullying Policy.

It should be noted that the standards expected are applicable both in school and outside school such as when the pupils are on school visits, attending sporting engagements and also when pupils are travelling to and from school. They apply to pupils regardless of age. They are intended to be positive in their purpose and to guide and encourage each pupil to act appropriately for the good of all.

#### Standards of Behaviour

The School has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a pupil enters the school. All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour. We clearly define student responsibilities that relate to appropriate behaviour. The intent is to foster a learning environment in which all girls and staff can participate safely and effectively.

While at school or engaged in any school activity, all girls, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, girls and members of the public. WGHS aims to provide a high quality education in which all girls are encouraged to strive for excellence and fulfil their potential. Unacceptable behaviour can hinder the academic progress or performance of others.

Punctual attendance at school and lessons is required. Any absence from school must be explained and unexplained absence will be followed up by the relevant staff.

It is understood that there will be variations in staff acceptance and tolerance of pupils' behaviour in class or elsewhere in school activities depending on the nature of the class



and content of the lesson or activity, but behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

*The 'Code of Conduct' is as follows and is displayed in classrooms and in the school planner, along with a summary for pupils of the school's procedures for rewards and sanctions, as set out in this policy.*

## **Code of Conduct**

Every girl in the school has a part to play in making it a happy and safe place to learn, for its success and reputation.

**Always** treat each other with respect and kindness, both in the real world and on-line. Treat others as you would like to be treated yourself. Remember your manners always; saying thank you for even the smallest thing brightens a person's day.

**Corridor etiquette counts.** Be mindful of others, be sensible and courteous to adults and peers and always make sure you hold the door for the person behind you.

**Help** is always at hand. Reporting bullying behaviour to a trusted adult is making a stand against the bully, not telling tales.

**Food** is a big part of school life. Make sure you eat a good meal at lunchtime and restrict food to Peppers, Jubilee Hall or outside, not in the corridors or classrooms. Avoid dropping litter and pick up any rubbish you see in the corridors or classrooms.

**Only** enter labs and computer rooms when you are asked by a member of staff to do so. **Respect** your teachers and treat them with courtesy; they do so much for you. If they ask for silence, please give it to them.

**Always** wear your uniform with pride. It is great as it is; there is no need for any of your own additions.

**Leave** school only when you have signed permission from a parent or guardian. Remember to sign out if you have to leave during the day.

**Love** every minute of being here. You only get this chance once.

*NB: Please also see Uniform Regulations / List*

## **Use of Mobile Phones**

Year 7 students may bring their mobile phone to school, but it must be turned off and not used at any point during the day. Students may access their phones from 4pm.

Mobile phones are allowed in school and may be used at break or lunchtime. They must not be used between lessons. In lessons they should be used under teacher supervision only (BYOD). At all other times, they should be switched off.

**Photographs / videos must not be taken in school.**

Parents should also see the School's "Terms and Conditions", sections 5 and 6. Section 5 being with the reminder that:



"It is a condition of remaining at the School that your child complies with the School Rules as amended from time to time. In particular, you undertake to ensure that your child attends school punctually and that your child conforms to such rules of appearances, dress and behaviour as shall be issued by the school from time to time."

Conduct that at any time brings the name of the School or the Foundation into disrepute or damages the reputation of the School or Foundation may lead to suspension or expulsion.

## **Rewards and Sanctions**

The School uses Rewards and Sanctions in order to encourage and reward good work or behaviour and to dissuade and punish poor work or misbehaviour. In the case of the latter, the level of sanction used would be dependent upon the nature of the breach of discipline. All rewards and sanctions must be applied fairly and consistently. None of the schools' punishments will be degrading or humiliating. It should be noted that Corporal Punishment is unlawful and cannot be justified by the position of teacher acting in *loco parentis*.

### **A) Rewards**

Wakefield Girls' High School recognises the power of making explicit the desired standards of behaviour for learning and of positively reinforcing and modelling high standards of learning and co-operative behaviour. This has both the impact of teaching and reinforcing expected behaviour and a motivational role in helping pupils to realise that good behaviour is valued. Full and frank praise given to individuals and groups when it is merited builds up self-esteem and creates a climate in which misbehaviour by comparison becomes a markedly less attractive way of obtaining attention. Praise is given by appreciating and valuing the efforts made and the success achieved by each individual pupil. It can be delivered in formal and informal ways, in public and in private; it can be awarded to individuals or groups; it can be earned by the steady maintenance of good standards as well as for particular achievements of note. Praise should identify the nature of good behaviour and encourage and reward the student. For students in KS3 and KS4, good work/behaviour in class and around school is recognised by the awarding of merits to students. Merits are recorded on SIMS by the member of staff awarding the merit. The number of merits awarded to each student are tracked and we communicate this home to parents as a letter. Certificates are also awarded as merits accumulate:



Merits awarded	Action
10	Letter sent home from the HoY
25	Bronze certificate awarded in assembly
50	Silver certificate awarded in assembly
100	Gold certificate awarded in assembly
150	Platinum certificate awarded in assembly

The certificates will be awarded in whole school assembly and a letter posted home.

Merits are also awarded to each class when reports are written by teaching staff:

#### **Merit, Attainment (MA)**

A maximum of 3 MAs will be awarded per teaching group, which will be awarded to the three highest achieving students in that group.

#### **Merit, Effort (ME)**

A maximum of 3 MEs will be awarded per teaching group for effort.

#### **Joint Sixth Form Groups**

For joint subjects, WGHS staff will allocate MAs and MEs for the top three students, irrespective of gender, but only record on the Grade Sheets or Reports, those allocated to girls. These would not be recorded for, or disclosed to, the boys.

Fourth Stage - the overall number of MAs and MEs will be tallied for HOYs who will then send out postcards rewarding girls who have received a collection of either MAs or MEs or both.

Heads of Year or the Head will put a comment on all reports and would commend high achievement and effort. Heads of Department and Heads of Year may send postcards to girls to commend them for their efforts and/or achievements or to girls who make a significant or helpful contribution to the school.

#### **Prizes and Medals**

Years 7-10 - receive Commendations for effort in the Summer Examinations which are awarded in Assembly and recorded in Speech Day programme.

Years 7-10 - receive Prizes based on performance in the previous Summer Examinations which are awarded at Speech Day.

Years 11 and 12 - receive Attainment Awards (Value Added) which are awarded at Speech Day.



Medals - Staff decide who receives medals. These are awarded by the Head in a Special Assembly and they are then recorded in the Speech Day programme.  
Subject Prizes at Speech Day are awarded by staff at their discretion.

### **Sports Assembly and Sports Colours**

School colours are based on commitment to school teams as well as reaching a successful standard. The specifications for colours can change depending on the Year Group's ability and commitment to school sport.

#### **Junior Colours** - Awarded to Years 9 and 10

- Netball - Based on success in the National Schools Team  
Selection for the Satellite Academies
- Hockey - Success in the National Schools Team  
Representation and selection in the JRPC and JAC
- Swimming - Representation in the District Team  
Commitment in school swimming matches

#### **Senior Colours** - Awarded to Years 12 and 13 (and exceptional Year 11s)

- Netball - Success in National Schools Team  
Satellite Academies  
Regional Satellite
- Hockey - Success in National Schools Team  
Representation in the JRPC (The North) and JAC (County standard)  
National Representation
- Swimming - Representation in the Wakefield District Team

## **B) Behaviour Management and Sanctions**

Dependent on student age, the nature of the offence and the severity of the behaviour, the school will use a range of strategies to correct student behaviour. In determining if a sanction is reasonable in all the circumstances, staff should take into account whether it is proportionate in the circumstances, the student's age, any SEN or disability the pupil has, any religious requirements affecting the student, and the safety of the student (e.g. travel arrangements if sanction is out of hours).

Students are expected to behave in a manner which demonstrates respect for themselves and others. This applies to use of language, to the way in which they act and behave and to the manner in which they respond to each other, all of which should demonstrate courtesy and consideration. This includes towards fellow students, staff, parents, governors and visitors.

Positive behaviour includes setting high standards by wearing correct uniform and high standards of dress, and moving around the school in a manner which is orderly and respects the health and safety of others. Expectations regarding uniform and orderly conduct are reinforced in assemblies and by targeted work by the school. Staff will



contact parents if there are concerns about a student's conduct or uniform. If a student receives a detention then a letter to parents is e-mailed home. The range of sanctions will include (see appendix 1 for Sanction Guide):

- Withholding of praise accompanied by a clear statement of what acceptable behaviour would be;
- Referral to other staff e.g. Head of Department, Head of Year, SLT;
- Lunch-time detention;
- After-school detention;
- SLT detention;
- In line with the Foundation exclusions policy, fixed term and permanent exclusion;
- Any student found in possession of illegal substances while in the care of the school will be permanently excluded and the police notified. Any girl found in possession of tobacco or alcohol while in the care of the school will be dealt with by the Head and may face suspension. Sanctions are also now recorded on SIMS and varying points are associated with different levels of behaviour. Adverse behaviour, and students displaying adverse behaviour, will be corrected in line with the school's range of disciplinary sanctions

There is also the possibility that a student could be put 'on report' (e.g. for persistent lateness to lessons or disruptive behaviour in lessons). This is a means of close monitoring of behaviour in order to try to improve it and parents will be informed.

### **Anti-Social Behaviour**

Girls who are rude in class or who demonstrate bad behaviour in the corridor – referred to Head of Year for initial conversation and involvement of SLT depending on the severity of the situation. Instances of poor behaviour will be recorded on CPOMS.

### **Inappropriate Use of Mobile Phones**

Inappropriate use of mobile phones should result in the phone being confiscated and held at the School Office until 4.00pm. In the case of a second offence, parents will be asked to collect these items from school.

### **Formal Sanctions**

Formal warnings will be of a written nature and the Head will decide what sanction shall be imposed. A verbal warning may be issued by a Head of Year; a written warning may be issued by a member of SLT and a final written warning may only be issued by the Head. These will be recorded on CPOMS and parents will be invited to be present at meetings in which either of the above may be given.

### **Exclusion (refer to the Foundation Exclusion Policy)**

Pupils may be excluded from school for their own well-being or that of others while a disciplinary incident is investigated. Temporary exclusion (for a period of time) or permanent exclusion (permanent removal from school) can only be administered by the



Head. These sanctions are only considered in the most serious cases. Every effort is made to inform parents and to enable appropriate discussion and explanation to take place in these situations.

### **Fixed Term Exclusion**

A girl may be placed under a Fixed Term Exclusion by the Head or a member of SLT whilst an incident is being investigated or as a punishment in its own right.

The girl's parents will be contacted and provided with full details of the reason for the exclusion. The girl will be allowed back into school following a re-admission interview which would involve the Head, an additional member of SLT, the parents of the girl and the girl herself.

### **Required Removal**

For a serious breach of school discipline falling short of one for which Permanent Exclusion is necessary, but such that the girl cannot expect to remain a member of the school community or for another reason set out in the School's Terms and Conditions, the girl may be required to leave permanently and the Head will invite the parents to withdraw the girl. The girl will be given reasonable assistance in finding a place at another school.

### **Permanent Exclusion**

A girl is liable to Permanent Exclusion for a grave breach of school discipline, for example a criminal offence or a wilful act calculated to cause serious offence or damage to the school, its community or any of its members. Alternatively, Permanent Exclusion may result from persistent breaches of School Rules, if this course of action is deemed the only reasonable option.

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

Parents who wish to appeal following the Head's decision should be referred to the WGSF policy on "Dealing with complaints against Foundation Schools and their staff", for further information.

### **Serious Disciplinary Misdemeanours**

Misdemeanours of a serious disciplinary nature could involve one or more of the following:-

- Drugs
- Smoking
- Alcohol
- Bullying (including cyber bullying)
- Criminal Offence
- Theft
- Inappropriate use of social media or mobile technology
- Damage to school property
- Bringing the school into disrepute



- Persistent and repeated breach of school rules or code of conduct
- Extreme appearance
- Inappropriate conduct or behaviour

**Please note that this list is not exhaustive - other serious offences may fall into this category.**

Misdemeanours of a serious disciplinary nature will be investigated by a member of the Senior Leadership Team (SLT).

### **Initial Procedure for Dealing with a Serious Disciplinary Incident**

When circumstances come to the attention of the Head which may give rise to serious disciplinary measures being taken, she will ask a member of SLT to conduct a preliminary investigation into the incident.

Where appropriate, the girls involved in the incident will be removed from their normal timetable and separated from each other. Mobile devices may also be confiscated from girls to prevent collusion and also if they are thought to contain relevant information. The School reserves the right to request that girls show us information/images on their mobile devices that may help us with an investigation.

Girls will be interviewed by a member of the SLT in the presence of an additional member of staff. This additional member of staff should ideally be someone who is known to the girl and has responsibility for the pastoral welfare of the girl during the interview. They would also be responsible for taking notes during the investigation.

The SLT member will keep the girl off timetable if further interviews may be needed during that day. The SLT member may also choose to contact parents to request the girl be kept at home, if it is in her best interests. Parents will be asked to pick up their child from school where possible unless alternative arrangements for the girl getting home are agreed. If in doubt, the girl will remain at school until the end of the school day.

At the conclusion of the investigation, the SLT member will inform the Head of the findings of the investigation. The Head will form a view as to whether the matter needs to be taken further.

If the matter is to be taken further the Head will inform the girl and parents as soon as possible. An interview will follow involving the girl, her parents, the SLT member (or person responsible for the investigation) and the Head. During this interview the results of the investigation will be discussed and the girl will be invited to give their version of events. At the conclusion of this interview, the Head may choose to take no action or impose a sanction. The Head will confirm to the parents any action to be taken by letter.



### **Disciplinary matters across more than one Foundation school**

Where a serious situation arises that involves pupils from more than one Foundation school e.g. a pupil from QEGS Senior School and a pupil from WGHS Senior School or a senior school pupil and a junior school pupil, then the matter will be handled at Foundation level.

Within 24 hours of the incident, there will be a joint strategy meeting attended by the relevant senior staff from the schools and the Foundation. This will allow those attending to consider and agree on the actions to be taken and to ensure a coordinated approach to parents/guardians and, if necessary, the police, social services, other outside agencies and the media. This meeting will also ensure that appropriate pastoral care arrangements are in place.

The meeting will be chaired by one of the Chairs of the General Purposes Committees or by the Child Protection governor as appropriate. Minutes will be taken and actions agreed. A single central file will be created containing all relevant information. Parents will not attend the joint strategy meetings but will be kept informed and will be provided with a copy of the action plan.

*Reviewed and updated Feb 2019*



## Appendix 1

SIMS Code	Description	Points awarded / Sanction	Action
<b>WS CG</b>	Chewing gum	1	3 x 1 POINT = Lunchtime detention with form tutor, HoY or community service
<b>WS LI</b>	Dropping Litter	1	
<b>WS EA</b>	Eating in an undesignated area	1	
<b>WS EQ</b>	Failure to bring all, or correct, equipment	1	
<b>WS PS</b>	Failure to bring permission slip by deadline	1	
<b>WS IN</b>	Failure to follow instructions	1	
<b>WS UF</b>	Inappropriate uniform	1	
<b>WS JE</b>	Jewellery	1	
<b>WS LL</b>	Late to lesson / registration	1	
<b>WS LY</b>	Lying	1	
<b>WS OR</b>	Not having organiser	1	
<b>WS WO</b>	Not working properly	1	
<b>WS MO</b>	Use of mobile phone	1	
<b>WS HW</b>	Failure to hand in homework	1.5	Lunchtime detention with subject teacher or HoD
<b>WS AL</b>	Aggressive language	2	After school detention with HoD / HoY
<b>WS C1</b>	Continuation of 1 POINT	2	
<b>WS CC</b>	Failure to attend compulsory clinic	2	
<b>WS IB</b>	Inappropriate behaviour	2	
<b>WS IT</b>	Inappropriate use of school ICT facilities	2	
<b>WS LP</b>	Leaving school premises without permission	2	
<b>WS MLA</b>	Missed lesson or assembly without permission	2	



<b>WS MLD</b>	Missed lunchtime detention	2	
<b>WS FI</b>	Refusing to follow instructions	2	
<b>WS DE</b>	Defiance	3	Saturday morning detention with the Head/SLT
<b>WS SM</b>	Inappropriate use of social media	3	
<b>WS MAD</b>	Missed after school detention	3	
<b>WS AB</b>	Aggressive behaviour	4	Temporary suspension / Exclusion Decision made by the Head
<b>WS IS</b>	Illicit substances	4	
<b>WS TH</b>	Theft	4	
<b>WS TR</b>	Truancy	4	