

WAKEFIELD GRAMMAR SCHOOL FOUNDATION (incl EYFS)

BEHAVIOUR AND DISCIPLINE 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 (February 2014)*. This policy should be read in conjunction with the Foundation's Anti-Bullying Policy.

Each of the Foundation's schools has its own Behaviour and Discipline Policy that has been developed with the Governors' aims in mind. The schools' individual policies are consistent in most aspects although it is recognised that there will be some differences between the junior schools and senior schools and also some differences between the girls' and boys' schools. These school policies are available to all parents and prospective parents.

The schools' Behaviour and Discipline Policies aim to enable the Head and his/her staff to maintain discipline in the school, which will include making rules and provision for enforcing them.

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.

Role of the Head

The Head's role is to determine the standard of behaviour acceptable to the school, giving due consideration to the Governors' expectations. The Head has day-to-day responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

The Head is expected to:

- promote self-discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others, and to prevent all forms of bullying among pupils
- assure that the standard of behaviour is acceptable
- regulate the conduct of pupils in general

The individual school policies will also state the specific responsibilities of the Deputy Head and other staff as is applicable to the school. However all staff with responsibility for pupils are expected to encourage good behaviour and respect for others, and to apply all rewards and sanctions fairly and consistently.

Standards of Behaviour

Each 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.

Standards of behaviour and expectations of pupils are in place for each school. This may include a number of elements such as a code of conduct and school rules (including those relating to use of social media) which are provided to each pupil and are available to his/her parents.

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.

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

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*.

An individual school may or may not have a formal reward system. If there is one then details are available direct from the schools.

In the unfortunate event of a breach of school discipline each school will have various sanctions open to it depending on the severity of the breach. Minor misdemeanours would usually result in a teacher informing the student of their inappropriate behaviour and reminding them of a more appropriate way to behave. Beyond that there will be a number of sanctions that may be used. These could include:

- an entry in the pupil's planner or homework diary that parents would see
- detention, during or outside school hours (notice to parents would be given in the case of the detention outside school hours)
- exclusion from lessons / working in isolation

- temporary exclusion from school
- permanent exclusion from school

This list is not intended to be exhaustive but indicative of the types of sanction available. In all cases where a more serious sanction applies, parents will be kept informed.

The individual schools' policies provide guidance as to when each sanction would apply. The policies will also detail the procedure for dealing with a serious disciplinary incident. In some instances it may be necessary for a member of staff to use force to restrain a pupil. This is covered in the Foundation Policy on Use of Force to Restrain Pupils. Parents will be kept informed and if appropriate will be invited into school to discuss the matter with senior members of staff.

Exclusion (refer to the 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.

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.

Review History

Policy written	September 2008 (L Perry)
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Updated	July 2014 (L Perry)
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