

# ROEDEAN

## BEHAVIOUR MANAGEMENT POLICY

Good behaviour is a prerequisite of living and working in a school community, of good teaching and learning and of maintaining a safe and secure environment for everyone. Students at Roedean are expected to display high standards of behaviour and take increasing responsibility for self-discipline.

High standards of behaviour are maintained through:

- Expectation that **all** members of the Roedean community will treat each other with respect and kindness;
- Clear expectations of staff, students and parents as expressed in the home school agreement (Parent Contract);
- Clear, consistent consequences for misdemeanours;
- Reinforcement of expectations in assemblies, chapel services, house meetings and tutor periods.
- Promotion of respect, courtesy and kindness in all aspects of school life.
- Provision of courses that are stimulating, challenging, well prepared and appropriate to all.
- The school pastoral system involving the Deputy Head, Senior Tutors, Senior Housemistresses, boarding staff, tutors, SENCO, EAL HoD, Health Centre staff, Counsellor, and the PSHE Co-ordinator.
- Close communication and involvement with parents and guardians;
- Periodic INSET for teaching and support staff;
- Fostering a positive attitude towards school through praise, rewards and attention to the individual progress of a student.

Rules outlining the behaviour expected of students are contained in the school rules, which are printed in the Students' Handbook.

It is recognised that a small number of students may experience difficulty in maintaining the standard of behaviour expected of them. In such circumstances the Deputy Head will work closely with the Senior Tutors, House staff, SENCO, outside agencies and parents to provide the support and discipline necessary for the student to succeed. Those students may have an IEP (Individual Education Plan – see SEN Policy) in place, which will be monitored accordingly.

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## EXPECTATIONS

At Roedean, we want students to feel respected and safe at all times. We can only do this if we all work together. We expect students to value other people. All girls should show considerations for other people's property and the environment by always acting in a sensible way.

Roedean expects:

- Courtesy, understanding, and respect for others at all times, including travelling to and from school.
- That all students should aim to achieve their full potential
- Students to be organised and punctual, remembering to bring all necessary equipment to the lesson. Prep and coursework should be completed on time.
- Prep diaries to be kept up to date.
- Correct school uniform to be worn properly, at all times.
- Students to care for, and look after, the school buildings and the environment, and the school equipment. Therefore, the chewing of gum is not permitted. Litter should be placed in the bins provided.
- Students not to smoke, as smoking is dangerous to their health and to the health of others.
- Students to walk sensibly round the school and leave their bags in designated areas.
- U3 to U5 students not to wear jewellery i.e. rings and necklaces. Students are allowed discreet earrings. Hair should be worn off the face, tied back if appropriate.

## Possible Sanctions

- Referral slips
- Meeting with or between student/s with mediation
- Involvement of Parent/Guardian
- Detention
- Gating (for offences in the boarding house)
- Report Card
- Suspension
- Permanent exclusion

Sanctions will be recorded on the database by the relevant Senior Tutor/Senior Housemistress.

## Immediate possible Support Strategies for the student/s:

- Counselling
- Peer Support Listeners
- Keeping a diary
- Buddy system in the Houses

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- Self-Assertiveness sessions via the counsellor or SENCO
- Encouragement to tell should there be a reoccurrence
- Frequent and regular monitoring

## **Rewards**

- Commendations (see Appendix 2)
- The Honours Book – via the Head's PA

## **Bullying Advice to Students**

If you are being bullied, or you know that someone else is, please tell staff straight away and it will be dealt with. Not telling means the victim will continue to suffer and the bully will carry on bullying. We all have a responsibility to make sure that bullying is not allowed to continue in our school. Do not suffer in silence (see the School's Bullying Policy).

## **Advice to Parents/Guardians**

Please contact the school, your daughter's tutor, Senior Tutor or House staff as soon as you are aware of any bullying incident either to do with your child or someone else's child. The school will take your concerns seriously and action will be taken (see the School's Bullying Policy).

## **Advice to Teachers**

Roedean will not tolerate bullying. If bullying is brought to your attention, ask the students to write down what has happened and sign and date their statement. Ensure that the statement is then passed to the Senior Tutor. They will deal with the situation, together with the tutor and House staff, and inform parents as appropriate (see the School's Bullying Policy).

## **CONFIDENTIALITY**

If a girl asks to speak to a member of staff about confidential issues the adult should say the following: "If you tell me something, and I feel someone is at risk at getting hurt in some way I will have to pass it on."

If the student chooses to disclose sensitive information on the following topics the teacher needs to follow the guidelines below:

### 1. A child protection issue such as physical, sexual, emotional abuse

- Listen to student's disclosure in full
- If necessary keep the student with you or in a safe place.
- Inform the Child Protection Officer, Sylvia Brett, Deputy Head
- Write up a statement of the disclosure (sign & date/time) as soon as possible and pass to C.P.O.

### 2. Sexual behaviour e.g. under age sex, pregnancy scare

- As above 1-3
- Do not give individual contraceptive advice
- The CPO will involve the Health Centre

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## 3 Substance Misuse

- Listen to student's disclosure in full
- If under the influence of substances take her to a safe place e.g. the Health Centre
- Inform the Deputy Head, the Senior Tutor or the Senior Housemistress
- Refer to School's Substance Abuse Policy

## 4. Criminal Activity

- Listen to student's disclosure in full
- Refer to Deputy Head or the Head as soon as possible

## 5. Self-Harm

- If a girl discloses that she or someone else is self-harming, follow the child protection procedures
- If you become aware that a student may be self harming e.g. cuts on arms, burn marks, inform the Deputy Head, Senior Tutor or Senior Housemistress who will inform the Health Centre

## **The Confidentiality of Student Information**

Please make sure when speaking to another member of staff or on the phone about a student that you cannot be overheard. Also make sure that any written information on students is not left out for others to view.

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## APPENDIX 1

### CODE OF CONDUCT FOR STUDENTS

#### CLASSROOMS

Bring correct equipment and be ready to work  
Pay attention, be positive and polite  
Aim to complete all set tasks to the best of your ability  
Treat the teacher and girls in your classes with respect  
Mobiles and i-pods may not be used in Main School  
No food and drink allowed in the classroom, other than small bottles of cold water

#### CORRIDORS

Walk calmly  
Leave bags only in appropriate places  
Food or drinks should not be consumed in the corridor

#### DINING HALL

Queue in a single file  
Sit at the table and converse with others politely  
Clear your table when finished

#### UNIFORM/APPEARANCE

Look tidy and wear the correct uniform  
Long hair to be tied back  
No piercings other than one in each ear  
Jewellery may not be worn with school uniform other than one small set of earrings and a watch.  
A small religious symbol may, however, be worn round the neck  
No tattoos  
Hair to be of a natural colour

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## APPENDIX 2

### COMMENDATIONS

Commendations are given to Upper Three – Upper Five for especially good pieces of work/ test/ presentations in a subject or for a really good effort, even if the work is not particularly good. Commendations are also awarded to these year groups for extra-curricular involvement. Girls in the sixth form are not awarded commendations.

Commendations are collated by form tutors and entered into the academic database on a termly basis. Commendations count towards merits, form prizes and points for the inter-team Gordon Clarke Trophy (Bucket Cup) competition.

### MERITS

Merits are awarded for any girl gaining ten or more academic commendations, and the names of those gaining two or more merits are read out in the end of term assembly. The Team having the most commendations over the whole year is awarded the Bucket Cup at the end of year assembly.

### HONOURS BOOK

Staff are invited to recommend individual girls or small groups for an entry in the Roedean Honours Book which is held by the Headmistress. The following list gives an idea of the criteria which could apply:

- An exceptional piece of work (for that particular girl)
- An achievement worthy of special commendation
- A generous public-spirited act
- Noteworthy effort in any aspect of school life
- Achievement against the odds
- Evidence of real initiative

Staff who wish to nominate a girl should:

- Inform the girl that they are recommending her and explain why.
- Inform the Head, via her PA, of their recommendation giving the details.

The Head will then see the girl and congratulate her. An entry is made in the book.

Girls do value this. Recommendations should not be given too freely but do please make use of this way of rewarding the girls.

### GUIDELINES FOR THE USE OF THE PUPIL REFERRAL FORM

Pupils should be referred for:

- Repeated failure to follow school rules
- Behaviour likely to disrupt the learning environment
- Producing work below the expected standard persistently
- Failure to produce the required work
- Persistent lateness

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- Missing lessons without a valid reason

## Procedure

- Tell the pupil that you will be completing a referral form
- Complete the top section of the carbonated referral form
- Send the top copy ( blue) to the pupil's Tutor for action
- Send the carbonated copy (yellow) to the Senior Tutor for information
- Three referral forms per half-term will activate an interview with the Senior Tutor and a detention
- The fourth referral form per half-term will activate a letter to parents, written by the Senior Tutor

## Action to be taken by the tutor

- The tutor should discuss the contents of the referral form with the pupil and, where appropriate, with the HoD concerned
- The tutor should agree the action to be taken with the pupil
- The tutor should inform the member of staff who issued the referral form and the Senior Tutor as to the action taken.

Please note that sixth form pupils who miss a lesson without a valid reason will be expected to attend a detention session.

## **ATTENDANCE AWARDS**

Attendance awards will be made on a termly basis and will be made to any girl who has a 100% attendance record in terms of both lessons and registrations. Absences for legitimate school reasons, e.g. school trips, open days, sports matches will not affect a girl's attendance record. Absences for reasons such as dentist appointments, early end of term departures or late beginning of term return will affect a girl's attendance record.

The attendance record in any one term will be calculated up to the penultimate Friday of the term. The record for the following term will be calculated from this date in the previous term. The Senior Tutors will have the responsibility for nominating girls for the award.

The termly award will take the form of a shop voucher e.g. HMV. Any girl who has achieved 100% attendance for the three terms of the academic year will also receive a more significant prize at the end of the year.

## **AWARD OF CERTIFICATES**

All girls in U3, L4 and U4 who gain Grade 3 and above in the Performing Arts will receive their certificates on Roedean Day at Junior Prize Giving. Prior to that, girls will be congratulated in assembly.

All Grade 8 certificates and above will be presented on Speech Day, with the girls being congratulated in assembly prior to that.

There is a colours award system for Performing Arts and sports.