



BEHAVIOUR, DISCIPLINE AND REWARDS POLICY

This policy should be considered in conjunction with the policies referred to in this document and the following additional policies:

- Academic Honesty and Malpractice Policy
- Alcohol, Drugs and Smoking Policy for Girls
- Anti-bullying and Anti-cyberbullying Policy
- Attendance and Registration Policy
- ICT Acceptable Use Policy for Girls
- Physical Interventions and Positive Handling Policy
- Search and Confiscation Policy for Girls
- Teaching and Learning (Curriculum Policy)

College is founded on values of trust, respect, honesty and consideration for others. The purpose of this policy is to promote these values, and enable girls to develop the self-discipline and habits of mind which will instil them for life; and to establish a happy and productive atmosphere within the school which allows girls to learn and grow.

This is achieved wherever possible by reliance on positive behaviours: encouragement, praise, explanation and role modelling. However, a firm sense of boundaries and consequences is also key, and sanctions will be applied where necessary.

The College Rules set out our standards of behaviour and certain things which are expressly forbidden, but do not list every possible variant. The following documents also explain some issues in more detail:

- College Rules
- House Staff Handbook
- Divisional Handbooks

EXPECTATIONS FOR BEHAVIOUR IN COLLEGE

All members of the College community are expected to behave in a civilised, courteous and considerate way towards others, and we regard this as an important aspect of education. Treating each other with mutual respect is part of our College Statement of Values.

THE ROLE OF STAFF

Appropriate standards cannot be maintained without consistency of expectation across the College. Therefore, all staff have a role to play in supporting this policy:

- They should be familiar with the College Rules and policies.
- They should uphold and support College's standards, rules and policies, both in their communications and actions.
- They should intervene promptly when girls' behaviour does not meet the appropriate standard.
- They should never regard a girl's poor behaviour as 'someone else's problem'.
- They should give encouragement and praise regularly, and should reward positive behaviour and not just high achievement.
- They should apply appropriate sanctions according to College's policies and procedures.
- They should maintain consistent standards on minor details and not just respond to exceptionally bad behaviour. Examples include paying attention to the standard of girls' dress and appearance (and their own); insisting on punctuality; ensuring that girls speak thoughtfully to and about each other.
- They may choose to respond or impose a sanction themselves, but for more serious, complex or persistent cases they should ensure that the girl's Tutor and Housemistress are informed.

BEHAVIOUR WE WISH TO PROMOTE

Examples include:

- Polite and thoughtful communication, whether in person or otherwise.
- Calmness and self-restraint during the working day.
- Punctuality and reliability.
- Hard work.
- Self-control and considerate behaviour in public or on formal occasions.
- Respect for the beliefs and opinions of others.
- Respect for the property of others.
- Sharing and valuing the participation and contribution of others.
- Good table manners.
- Expressing thanks and appreciation, or apology and contrition.
- Appropriate standards of dress and appearance in a variety of situations.
- Appreciation of surroundings and environment.
- Appreciation for the work and contribution of others.

BEHAVIOUR WE WISH TO DISCOURAGE

Examples include:

- Gossip, rumours and malicious comments.
- Idleness.
- Behaviour which disrupts the work or activities of others, whether in College or in public.
- Swearing or uncouth language and conduct.
- Behaviour which damages or puts at risk other people or property.
- Behaviour which diminishes the enjoyment of others (eg littering, untidiness).

DISCIPLINE IN THE CLASSROOM

High standards of behaviour in the classroom are essential to effective learning. In order to apply the principles outlined above to the classroom, teachers should:

- Start and finish lessons on time.
- Ensure that girls arrive properly dressed and equipped.
- Always follow up lateness or absence according to College procedures.
- Maintain a calm and productive atmosphere (e.g. paying attention; taking turns speaking; respecting others' ideas).
- Insist that work is completed to a high standard.
- Ensure that assigned work is submitted on time, and follow up non or partial submission with both the girl and her tutor.
- Ensure that girls do not pack up or seek to leave before they are dismissed.
- Ensure the girls leave the classroom organised and tidy.

More detail can be found in the *Teaching and Learning Policy*.

DISCIPLINE IN THE HOUSE

Girls' interactions with others in the House are vital in developing their social skills in situations which are varied and sometimes complex. The same standards and expectations apply here as elsewhere.

More detail can be found in the House Staff Handbook.

RESPONDING TO GOOD BEHAVIOUR

It is extremely important that staff should promote and reinforce good behaviour through prompt, positive feedback. Examples of ways in which this can be done are:

- Specific positive feedback directly to the girl - particularly valuable when delivered in front of her peers.
- Awarding merits for good conduct or academic work.
- Sending a brief note of congratulation to the girl, copied to her parents and the Head of Division for exceptional or improved behaviour.
- Sending a brief note to the girl's tutor or Housemistress, who can give public praise and feedback to her in a tutor group or House meeting.
- Sending a LC girl to the Head of Division for congratulations and a reward sticker.
- In outstanding cases, an announcement in Prayers or Cups & Awards.

RESPONDING TO POOR BEHAVIOUR

Generally, it is appropriate to respond to the first instance of minor infractions with a warning and explanation only, but a sanction should be applied should the behaviour recur. Immediate application of a sanction may be appropriate for more serious misconduct. Serious incidents such as those involving bullying, stealing, smoking, alcohol or drugs should be reported immediately to the Head of Division, the HPC or the VP.

- Classroom

If a class is persistently behaving badly, teachers should, in the first instance, seek the advice of the Head of Department. The Head of Department or teacher should also pass on significant concerns to the Head of Division. Poor conduct demerits may be awarded by the teacher for bad behaviour. For more serious or persistent misconduct, further sanctions may be appropriate.

- The *Teaching and Learning Policy* deals with this in detail.

- House

Generally, misconduct in the House is dealt with through sanctions applied in the House. For more serious or persistent misconduct, further sanctions may be appropriate.

Details of all house sanctions are available in the House Staff Handbook

It is important to discuss ongoing poor behaviour with those who know the girl best: initially this should be her tutor or Housemistress but both should be informed of the behaviour. The concerns should then be passed to the Head of Division or HPC as appropriate. Good communication promotes a better understanding of the causes of the behaviour and consistency of response.

AVAILABLE REWARDS OR SANCTIONS

Sanctions should be applied in a manner which is consistent and proportionate. Often the most appropriate response is a simple and immediate instruction to fix the problem: eg pick up litter; dispose of chewing gum; tidy up an area.

Heads of Division have overall responsibility for ensuring that sanctions such as merits, demerits and detentions for the girls in their division are recorded in iSAMS, and for monitoring any patterns which emerge.

Where a member of staff feels that the sanctions available to them are ineffective or inappropriate, further steps should be discussed and coordinated with the Head of Division (for behaviour focussed in Main College) or the HPC & VP (for behaviour focussed outside Main College or for the most serious and complex cases). A wide range of measures may be taken in response to the circumstances of the individual case - eg removing privileges (e.g. access to IT or denying leave); setting written tasks; working alone or under adult supervision; meetings with parents or others.

More formal sanctions can also be applied. They include:

Confiscation

Applied by: any member of staff

Applied for: any item they consider harmful or detrimental to discipline.

Staff are expected to confiscate in cases of obvious breach e.g. mobile phones, non-regulation jewellery and clothing, or other electronic devices used contrary to College Rules. Food may be disposed of. Confiscated items should be clearly labelled with the date and the girl's name and given to the Head of Division or the VP. Staff should also enter a demerit on iSAMS.

See the *Search & Confiscation Policy* for more detail.

Merits and Demerits

Applied by: any teacher

Applied for: good or bad behaviour or academic work

More details below.

House Sanctions

Applied by: Housemistresses or their deputies

Applied for: Any breach of House rules or poor conduct.

Examples of house sanctions are chores, early bedtime, removal of privileges, gating, and House demerits.

Report Card

Applied by: Head of Division after referral by tutor or teacher.

Applied for: Repeated misbehaviour in the classroom or ongoing concern about academic work.

Girl must ensure her teacher signs the card each lesson to confirm her behaviour and progress is satisfactory.

Supervised Study (academic detention) (Monday to Thursday, 16:45 – 18:00)

Applied by: any teacher

Applied for: Failure to submit work or complete it to a suitable standard.

Teacher to record this on iSAMS and provide necessary instructions and materials to the girl.

Girl to report to staff on duty in Main Library on the night determined by the teacher who has put the girl into the Supervised Study.

Attendance is reported to the Head of Division who will respond to any failure to attend and address repeat offenders.

Lates Report

Applied by: Heads of Division

Applied for: Three lates within a half-term

- These are awarded to girls who are late for their tutor time in the morning. Tutors should use their FastVein dashboard to record that a girl is late if she arrives after 8.20am
- The Head of Division will place the girl on 'late report' if she is late three times within a half term
- Girls must report to their Head of Division at 08.00 for five consecutive days. This will 'reset' to another five days if the girl is late on any one of these mornings.
- A second set of three lates within the same half term will result in the girl being asked to report to her Housemistress at 07.40 in full school uniform, and then her Head of Division at 08.00 for five consecutive mornings.
- Continued lateness will result in the addition of a VP detention to the above sanction and will also require parental notification and involvement.

Detention

Vice Principals' Saturday Detention (07.45 Saturday)

Applied by: Heads of Division/VPs for misconduct which can be referred by any member of staff.

Applied for: serious misconduct such as:

- Three poor conduct demerits or three academic demerits within a term.
- Behaviour which endangers self or others.
- Leaving College, missing lessons or other activities without permission.
- Rudeness or defiance towards staff.
- Damage to property.
- Persistent misconduct including lateness

Pupil Contract

- Pupils who persistently offend can be required to sign a pupil contract. This will be issued by the Head of Division in conjunction with the Vice Principal and parents will be informed.

College Community Service

- Issued by the VP to girls for serious disciplinary issues.
- The nature and duration of the service will vary according to the offence that has been committed.

Exclusion and Suspension

Applied by: the Principal only: see the *Suspension and Exclusion Policy*.

Applied for: the most serious misconduct such as:

- Breaches of the Alcohol, Drugs and Smoking Policy;
- Bullying;
- Theft;
- Breaches of the ICT Acceptable Use Policy;
- Unsustainable disruption to teaching and learning;
- Unlawful behaviour.

Use of Physical Restraint

Physical force must never be used as punishment. On rare occasions, physical restraint of a girl may be necessary to prevent injury to herself or others; to prevent serious damage to property or equipment; or to avoid disruption to important activities. In such circumstances, any member of staff may physically restrain a girl, but the force used must be reasonable and for the minimum time necessary. In determining what is reasonable, any disability or SEN must be considered.

Where physical restraint has been required, the member/s of staff involved must immediately inform the Principal, or in her absence the Vice Principal. They should also record the details in writing as soon as possible after the incident and forward them to the Principal. The Principal will instigate a formal investigation into each incident and a report will be submitted to the College Council Audit and Risk Committee for consideration.

Merits and Demerits

These are awarded by any teacher or Housemistress who should record them on iSAMS. They are monitored by the girl's tutor, Housemistress and Head of Division, and used as the basis for further encouragement or behaviour management. They are not published to parents, but they can be referenced by the tutor in tutor reports.

Academic Merits and Demerits

Further details are in the *Teaching and Learning Policy*.

Good Conduct Merits or Poor Conduct Demerits

These are awarded to any girl for behaviour in any aspect of College life.

Good conduct merits are awarded for any behaviour which a member of staff thinks appropriate, such as acts of particular kindness or courage, taking responsibility unprompted or improved effort.

Poor conduct demerits are awarded for any breach of College rules or behaviour which falls below the standards expected in College. Examples include breaches of uniform regulations, disruptive behaviour, and rudeness to others.

A tally of conduct merits and demerits is kept and used as the basis for the award of a House shield at the end of the year.

COLLEGE RULES AND EXPECTATIONS

College is founded on values of trust, respect, honesty and consideration for others. The rules and expectations are to support the vision and mission of the College, which aims to promote excellence in all areas; to develop girls' independence; and to inspire and empower the young women who attend the College.

Below, we have listed various standard expectations all girls should respect, as well as certain behaviours that would be deemed unacceptable. It is not possible to provide an exhaustive list, nor would we wish to do so, because our approach is to rely on the overwhelming good sense and character of our pupils. If necessary, when addressing behaviour that falls short of our expectations, there is an escalating scale of responses that could lead to exclusions for serious misconduct.

We have high aspirations at College, with an expectation that we all strive to do our best and make a positive contribution to the College community. Certainly girls should treat all those with whom they engage at College in a respectful and inclusive manner, which is in keeping with the character and ethos of the Cheltenham Ladies' College.

Attendance and Punctuality

Girls must attend school from the first day of term until the last, except in case of sickness. Exceptional leave of absence should be sought from the Head of Pastoral Care, Miss Ralph.

Girls must attend all meals.

Day girls must scan out of House by 8:10am.

In the mornings all girls must use FastVein to scan (register) on arrival in College by:

- 8:20am on Mondays–Thursdays
- 8:35am on Fridays
- 8:30am on Saturdays

Girls not on the FastVein system must report to the office of their Head of Division to sign in at these times.

Girls should leave enough time to arrive at their tutor period at the times stated above. Girls that are late for their tutor period will be issued a late mark. Girls who fail to scan in on arrival in College can expect to receive a demerit, unless there is a genuine reason for the failure to scan in such as a technical problem.

In the afternoon all girls must use FastVein to scan (register) on arrival in College by:

- 2.25pm for girls in SFC and Upper College
- 2.20pm for girls in Lower College

Girls not on the FastVein system must report to their Head of Division to sign in at these times.

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY continued

- Lateness in reporting to Tutor Groups in the morning is recorded as a 'late mark' and will result in sanctions; 3 late marks in a half term will result in a late detention with your Head of Division.
- Unauthorised absence is regarded very seriously.

On Field afternoons, girls register at Field instead of in College. If a girl is unwell, and unable to participate, she must report to Field with a slip from the Medical Centre.

Silence

Girls are expected to be silent at certain times and places. In particular, silence is expected in the Marble Corridor – this is not only a College tradition, but this is respectful of the fact that others are working in the library alongside the corridor. Girls should also be silent on the Bridge near Learning Support, as well as in Prayers (including entering and leaving) and during Fire Drills.

Dress and Appearance

Girls must wear school uniform in the Main College during core hours, and should observe the regulations relating to uniform and appearance. Where girls are wearing uniform in public, this should be in keeping with the uniform policy and should reflect the high standards required by College at all times.

School Uniform

All girls are expected to conform to the uniform guidelines. Non-regulation items will be confiscated and sanctions applied.

If a coat is worn, it must be either the navy College wool coat or the navy College waterproof. Shirts should be tucked in and a jumper should only be worn with the jacket or blazer over, and not as the outer layer.

SFC girls are permitted to wear the jumper as the outer layer when in College but must wear their jacket in Prayers and between the Houses and College in the morning, afternoon and when in public (this includes Community Links).

Sports Uniform

Girls may wear the sports uniform to College only at the times specified for their year group. Occasionally, girls with matches immediately after school may be given special permission to wear sports uniform to lessons at other times.

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY continued

Jewellery

No visible jewellery, apart from gold, silver or pearl stud earrings (one in each earlobe) may be worn with uniform. No other form of piercing is allowed. Recognised world religious emblems may be worn on a chain inside a girl's clothing.

Girls are expected to remove any other jewellery, which will be confiscated and returned at the next half term break. Girls are strongly advised not to wear items of high monetary or sentimental value.

Hair and Make-up

Shoulder-length hair should be tied back, and noticeably coloured hair, or extreme hairstyles, are not acceptable. Make-up and nail varnish are not allowed and girls will be required to remove this.

Shoes

Shoes must be black, plain, flat and of a type which can be polished. They may not have buckles, tassels or other adornments.

Bags

Girls should carry their books in a sturdy bag and carry this with consideration for others.

Mufti

Girls should wear uniform when leaving College, but may wear mufti when leaving on Saturdays, provided they are suitably dressed. Day girls being collected by parents from College may wear sports uniform home.

Girls wearing mufti to a College activity or when leaving College should dress with decorum.

Electronic Devices and Mobile Telephones

Girls may use electronic devices in the Houses according to House rules.

Headphones: Girls should not wear headphones whilst walking around the College site – they may be worn in the library and in classrooms with the express permission of a member of staff.

In the Sixth Form, devices may be used in the library and other study areas for academic purposes *only* during timetabled hours, or for recreation at break times. Personal music players may be used in the library if they do not disturb others.

No devices may be used in lessons without permission from the teacher, nor should they be used in corridors or whilst walking to and from College.

Girls in the Upper College may have their smartphones with them in College but they should not be visible or audible.

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY continued

Electronic devices may be used in a lesson but only with the permission of the teacher. Any UC girl using a phone in College, outside a classroom where she has not had permission to use it, should expect to have the device confiscated until the end of the day and a demerit issued.

Devices may be used in the library and other study areas for academic purposes and permission should be sought from the supervising member of staff, if present. Personal music players may be used providing they do not disturb others.

Girls may use mobile devices to listen to music whilst they are doing private study in LH, WWH or other assigned room but they may not be texting or accessing any form of social media.

Girls in the Lower College should ensure phones are handed in at House every morning by 8:10am and collected at the end of the school day. Day girls who are being collected from field may take their phone with them for the afternoon.

Girls may have access to their devices at lunchtime in the House in agreement with the House Staff on duty but this will usually only be to allow phone calls home. Girls are discouraged from using phones during lunchtime as it can be perceived as anti-social and impede opportunities for engagement with others.

A staff member may request, via the Housemistresses, for the girls to have their phone in College for a specific lesson on a given day should the phone be needed as a learning resource within the lesson.

Therefore, any Lower College girls seen with a phone in College by a member of staff can expect to have the device confiscated for up to a week and a demerit issued.

Transport

Girls may not drive mopeds or motorcycles to school.

Day girls may ride bicycles between home and College with the permission of their parents and Housemistress. They must always wear a cycle helmet.

Girls are expected to behave with consideration towards others on public transport or as they move around College and town, being mindful of the fact that when in uniform, they are representatives of the College.

Safety

Girls at College are trusted with a certain amount of freedom. It is therefore imperative that girls abide by the procedures and rules put in place to help keep them safe. These measures include:

- Crossing roads at designated points and following staff instructions;
- Using walking partners where required by College;
- Using recognised routes to College and staying within these bounds;
- Scanning in and out as required, and notifying staff of their whereabouts;
- Only leaving the House or College with permission;
- Following instructions issued by staff or otherwise displayed.

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY continued

Unsafe behaviour endangers girls and can cause great disruption and distress, so it is taken very seriously and sanctions may apply.

Food and Drink

Girls may not eat or drink in the Main College except within the designated areas at break or lunchtime. Girls should also refrain from eating and drinking when walking to and from College. Water may be permitted in some rooms at the discretion of the supervising teacher. Chewing gum is forbidden.

Litter and keeping College tidy

Girls should always dispose of any packaging or litter appropriately and contribute to keeping College neat and tidy. Lockers should be kept in good order and girls should contribute to keeping tutor rooms, classrooms and general areas neat and tidy.

Gardens

Girls must keep the gardens tidy, and observe any instructions (e.g. not walking on grass in wet weather). They may not work in the gardens during free periods.

Cooperation

In order to teach and care for the girls properly, staff rely on girls following instructions. Refusal to comply with reasonable staff instructions is considered a serious breach.

Bullying

College is committed to providing a positive environment where pupils and staff have the right to learn and work free from harm and intimidation. The College is resolutely opposed to any form of bullying, prejudice or discrimination. The College will not only act against this in terms of discipline and sanctions, but it will also actively work to counter this through education.

Dishonesty

Dishonesty corrodes the relationships amongst girls and with staff. As much of College life is built on the premise that girls can be trusted, dishonesty will be regarded very seriously.

Unlawful Acts

Girls are expected to obey the law at all times. Any unlawful behaviour will be regarded in a serious light and could result in the involvement of police and other authorities.

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY continued

Alcohol

Girls may not bring alcohol onto College premises at any time. They may not drink alcohol unless authorised to do so by the College on particular occasions, and never to excess. They must not supply alcohol to other girls.

Smoking

Smoking and associated products and paraphernalia are forbidden at all times. Smoking in uniform or on College premises is particularly serious.

Drugs

The use, supply, possession or any other improper involvement with drugs is strictly prohibited. This includes illegal drugs, 'legal highs' and the misuse of prescription drugs.

Serious Misconduct Outside College

Private behaviour is not usually governed by College rules. However, any behaviour which is not legally or socially acceptable, which brings the College into disrepute or which in the judgment of College has a serious detrimental effect on the College, its pupils or members of its community, may attract sanctions. This includes, in the most serious cases, suspension or exclusion.

FURTHER INFORMATION

Girls seeking more information or clarification on particular issues are referred to the following policies:

- Behaviour, Discipline and Rewards Policy
- Anti-Bullying Policy
- Alcohol, Drugs and Smoking Policy for Girls
- College Uniform Regulations
- ICT Acceptable Use Policy for Girls