



CODE OF BEHAVIOUR

A Discipline Policy

EXPECTATIONS, ENCOURAGEMENT AND SANCTIONS

The expected code of behaviour at QEJUNIOR Junior School is principally based upon Christian values, common sense and respect, and a reciprocal sense of trust between staff and pupils. There are many stresses and strains of living within a small community that can offset the considerable advantages, and pupils are asked to respond positively to such demands placed upon them. They are specifically asked to treat others with sympathy, understanding, tolerance and respect.

ENCOURAGEMENT

Good behaviour and effort have an intrinsic value and reward in themselves, in the self-esteem that they bring and to the enhanced quality of life they engender within the community as a whole. House and school positions of responsibility, such as House or School monitors/prefects and Team Captains are a clear outcome of positive friendships, behaviour, trustworthiness and reliability. Also, team colours, school merits and credits, commendations and prizes are all important means by which good work and behaviour can be justly rewarded.

RULES

Apart from the laws of the land to which we are all bound, it is important that pupils learn a sense of right and wrong. Pupils are also asked to accept the School Rules. Such rules have evolved to help regulate the life of the busy and supportive community at QEJUNIOR Junior School. All pupils are actively encouraged to share this common code, and to keep the rules in the proper spirit of the community. It is realised that things will sometimes and regrettably go wrong, rules broken or expectations not met, in which circumstances the School may wish to invoke the sanctions listed below.

SCHOOL RULES

Any act of uncivilised behaviour and any breach of common sense, common courtesy or respect and trust, is interpreted as a breach of School Rules.

THE SITE:

- a. Dress/uniform regulations must be strictly adhered to
- b. All pupils are expected to attend lunch, unless with the sanction of the Form teacher or Head. No food should be taken from the Dining Hall at any time. Chewing gum is strictly forbidden anywhere on site, as is eating in a lesson
- c. Normal rules of safety must be observed in and around all buildings. Nothing must be thrown from or at windows or stairs
- d. Rules of the Sports' Hall must be strictly adhered to at all times
- e. All laser pointers/pens are banned
- f. Mobile phones are not permitted, except with special permission from the Head for exceptional circumstances
- g. Imitation guns, BB guns and all types of knife are strictly forbidden
- h. Fireworks of any kind are banned at all times
- i. The possession and distribution of pornography any sort is strictly forbidden
- j. Rules for the use of the Internet and E-mail, published separately, are to be strictly adhered to
- k. Possession of, or use of, false ID in or outside of the school is forbidden
- l. No student has the right to use the latest technology (such as e-mail or internet) to intimidate, ridicule, embarrass, threaten, or any other behaviour that might cause hurt and upset to the recipient. Students do not have access to internet chat rooms or sites such as Bebo, Face-book etc through the school intranet

OUTSIDE OF SCHOOL:

- a. No student is allowed to go off-site except if accompanied and supervised by an adult
- b. Students should not eat in public (i.e. in the theatre, walking to the swimming pool or at Failand)
- c. Students must always remember that when off-site they are representing the school, and their behaviour should be exemplary and respectful at all times.

SERIOUS BREACHES OF DISCIPLINE

There are certain misdemeanours that are considered very serious. The following will command at least a period of temporary exclusion, and may lead to permanent expulsion from school. The overriding principles adopted by the school when dealing with breaches of school discipline however are forgiveness and reconciliation. The school is keen to actively seek to reconcile problems, particularly with reference to relationships, through support, counselling and 'Restorative Justice'.

1. **Bullying:** The Anti-bullying policy makes clear how the School defines bullying. It is viewed very seriously. Therefore, in any case of bullying the Form teacher will be initially involved and responsible for taking action. The Form teacher will immediately inform the Senior Master in charge of pastoral care who will then thoroughly investigate the matter, and between them they will decide on the seriousness of the case. The Headmaster will be informed at this point. Appropriate action will follow policy guidelines

2. **Theft:** The taking of possessions and money or bank cards belonging to others is an immoral act and a criminal offence. This includes 'borrowing' someone's possessions without first asking their permission to do so. The Senior Master or Headmaster will investigate the allegations, with the assistance of the appropriate Form teacher(s). The sanction will invariably be a period of temporary suspension from school of no less than three days for a first offence

3. **Abusive behaviour:** Rude and abusive behaviour, including the use of bad language or unpleasant gestures, is forbidden. The rule of thumb to be used is that anything that shows a lack of respect or is upsetting to others should clearly not be done or said. If it is done deliberately to upset and offend this is a serious misdemeanour which in the first instance will mean a Headmaster's detention, but if it persists is likely to result in the student being suspended or excluded permanently. Abuse towards any adult is likely to result in a period of suspension, or even exclusion depending upon the circumstances

4. **Vandalism:** The wilful damage of property is an act of vandalism, and will be treated with the utmost seriousness. The minimum sanction will be for the student to be made liable for the full cost of the damage done, and he will be made to undertake a period of community service

5. **Disruptive Behaviour in the classroom:** Behaviour which impedes the learning of others will not be tolerated, and will lead to in the first instance a school detention, but could lead to more serious action being taken, including exclusion

6. **Constant Breaking of School Rules:** Students who constantly stretch or break the rules, making little effort to curb their behaviour, will be at risk of being temporarily or permanently excluded from school.

SANCTIONS:

- **'The Late Book':** Any student late for registration will be asked to sign the 'Late book' kept in the School Office. A pattern of failure to register or sign the book will be placed into school detention
- **'Re-write' of work:** Students who fail to hand in work by the deadline, or fail to do the work at all, will be named in the 'Re-write' book, will be expected to repeat the work, or do extra work in recompense. A Student whose name appears three or more times will be asked to see the Head to explain why
- **School Detention:** for persistent misdemeanours the student will be placed on School detention, which will take place on a specified afternoon at 3.45 – 4.45pm. Students involved in sporting activities, outings etc on that afternoon will have to attend detention on the given day and therefore will not be available for their activity. A letter is sent home on each occasion
- **Headmaster's Detention:** For students who are persistent offenders, who are caught using bad language, or who are continually disruptive in class, will be placed on Headmaster's detention, which is to be held at 3.45 – 5 p.m. on Friday afternoons. A student attending three or more in a term may be suspended from school for up to 3 days. A letter will be sent to parents on each occasion
- **Internal Suspension:** for serious misdemeanours and persistent offending, a student will be asked to remain in uniform throughout the day, will lose all free-time, and during lessons will remain isolated from his classes, under the supervision of a senior manager. The longest period will be for 2 days
- **Exclusion:** temporary exclusion, for a maximum period of 2 weeks, but more normally less than one week, is for serious breaches of school discipline, as in examples given above. Subsequent misbehaviour following a temporary exclusion may lead to a request to withdraw the child from the school either temporarily (for a longer period) or permanently. The most serious misdemeanours, including criminally offences, will result in permanent exclusion.

Inadmissible Sanctions: Corporal punishment, fines, the imposition of lines and the unreasonable deprivation of liberty, preventing the student from having a school meal, are all inadmissible at QEH Junior School.