



FARNBOROUGH HILL
WHOLEHEARTEDLY

BEHAVIOUR POLICY **including REWARDS and SANCTIONS**

This policy has been written with due regard to the advice in 'Behaviour and Discipline in Schools' 2020 and should be read in conjunction with the following:

- Anti-Bullying Policy
- Drugs Policy
- Exclusions Policy
- Learning Support Policy
- Mental Health Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy

The Behaviour Policy is agreed by pupils (via School Council) and staff. A summary is printed in the Pupil e-Planner. It is as follows:

Farnborough Hill is a Catholic school committed to educating the whole person in a happy, caring, Christian community. It aims to establish an expectation of high standards amongst its members with regard to habits of work and behaviour, mutual support and courtesy displayed to one another and to members of the wider community.

Good relations are fostered by:

- valuing and respecting others and their opinions and treating them with kindness and consideration
- respecting all personal property
- looking after the School's working environment, both inside and outside the classroom
- upholding the reputation of the School by doing nothing to bring it into disrepute, including when travelling to and from school, on school trips and when using the internet and e-technologies
- acting fairly and equally in relation to each other

Staff are expected to reinforce the *Behaviour Policy (including Rewards and Sanctions)*, the School Rules and the Code of Conduct through all aspects of school life.

The general discipline of the School is the responsibility of each and every member of staff both inside and outside the classroom. Teachers should demonstrate high expectations of pupil behaviour. They should at all times support pupils to maintain good relations as detailed above. They should also insist that pupils:

- treat other pupils in a positive, thoughtful, kind and respectful way
- wear full, correct school uniform
- engage with teachers in a courteous and respectful way
- address all members of staff by their full titles (Mr, Mrs, Ms, Dr) and surnames
- are punctual for lessons
- are courteous and industrious in class
- are punctual in handing in written homework
- stand up when staff enter a classroom (depending on Year Group)
- open and close doors for staff, visitors and other pupils

Pupils' Responsibilities

Pupils should help each other and contribute fully to the life of the School by:

- following the advice on good relations listed above
- agreeing to follow school rules and the Code of Conduct, including those related to rewards and sanctions (the School Rules and Code of Conduct can be found in the Pupil e-Planner)
- working hard and not preventing others from doing their work, or the teacher from teaching
- taking every opportunity to represent the School and take part in co-curricular activities
- attending school with all the necessary equipment and being organised for lessons
- wearing their school uniform/Sixth Form dress correctly and with pride
- not participating in any kind of behaviour that is dangerous to themselves or others
- not being in possession of any items that could be misused to cause harm to self or others

Staff Responsibilities

Staff should support the ethos of the School by:

- being a good role model
- safeguarding and promoting the health, safety and welfare of the pupils in their care
- treating pupils fairly, adopting a consistent approach and recognising that each girl is an individual
- giving praise and acknowledging excellent effort and work, by giving House Points and other rewards
- using the School Rules and the Code of Conduct, including those related to rewards and sanctions, clearly and consistently
- understanding their duty under the Equality Act 2010 including issues related to pupils with special educational needs or disabilities, and how reasonable adjustments need to be made for these pupils and taking into account any relevant SEND adjustments and medical or mental health conditions when reviewing behaviour
- acknowledging that some pupils require more support and guidance than others and effectively managing the transition of pupils who are new to the School

Parents' Responsibilities

Parents should support their daughters in all that they do at school by:

- encouraging them to be independent and self-disciplined
- ensuring that they understand and follow the School Rules, Code of Conduct and *Behaviour Policy*

This *Behaviour Policy* refers to the School Rules and Code of Conduct which are readily available to pupils in their Pupil e-Planner.

REWARDS

Farnborough Hill aims to promote good behaviour and effort, kindness, courtesy, respect for others and self-discipline. Pupils are encouraged to adopt a positive attitude and approach towards learning. Pupils generally take pride in their work and gain intrinsic reward from their achievements.

There are various forms of extrinsic rewards including House Points, Headmistress's Commendations, Praise Postcards, One Step Beyond awards and other celebrations of achievement within departments and at school assemblies, as well as the awarding of certificates and trophies.

House Points are awarded by staff at both departmental and whole school level. House Points for excellent academic effort or achievement are noted in each pupil's Reward Card (in written, sticker or stamp form). Pupils may exchange a complete Reward Card for a physical reward. In addition, House Point tokens are awarded by staff to pupils who make a notable contribution to the wider life of the School (for example, Houses, Chaplaincy, School Community, Co-curricular, Drama, Music or Sport). These House Points can be exchanged for tokens that are added to the House Point collections in the Hall. All House Points contribute towards the totals for each House throughout the year, culminating in the awarding of the House Cup at the end of the Summer Term.

Praise Postcards can be sent to pupils' parents to recognise particularly excellent achievements for work such as extended projects and examination results or to congratulate pupils on gaining the requisite number of House Points in an individual subject. These will usually be written by subject teachers but also signed by

the relevant Head of Department, where possible. When awarded a Praise Postcard a pupil should also visit the Headmistress to discuss their achievement.

Headmistress's Commendations are awarded by the Headmistress on the advice of teachers for particular achievements and consistent effort.

If a pupil visits the Headmistress on two occasions after receiving a Praise Postcard or Headmistress's Commendation, a **Headmistress's Letter** will be sent home to congratulate the pupil.

Achievement Certificates are awarded by Heads of Year to pupils in Years 7 – 11 who gain mostly 'Outstanding' and 'Excellent', and no 'Requires Improvement', for Approach to Learning in their Interim Grades.

Each week a **One Step Beyond award** is given to one pupil in each Year Group and a member of staff who has gone above and beyond in their daily life at school to make a difference, help others, make the most of opportunities and live life wholeheartedly. Pupils and staff are able to nominate worthy candidates.

A number of other **department-based rewards** are also awarded for excellent work/effort. These complement the School's overarching rewards system. Examples include Certificates of Achievement, Star Baker, Mathematician of the Week or Linguist of the Month.

Colours are awarded by the Music, Drama and PE Departments for specific outstanding contributions and achievements in those areas. These colours are awarded at the end of the Summer Term.

Prize Giving

The School's Junior and Senior Prize Giving events provide a formal opportunity to recognise and reward outstanding achievements. They are both highlights of the School year and are held at the end of the Summer Term. Prizes are awarded to pupils for their achievements in subjects, for sport and music, and for their contributions to the life of the School.

Recording of Rewards

Praise Postcards, Headmistress's Commendations, Headmistress's Letters, One Step Beyond awards, Achievement Certificates and certain other rewards are recorded on iSAMS and can be viewed by parents on the Parent Portal.

SANCTIONS

Pupils at Farnborough Hill are expected to adhere willingly to the *Behaviour Policy*, and to show kindness, consideration and respect for others. However, sometimes sanctions are needed for inappropriate behaviour. Classroom teachers, Tutors, Heads of Department, Heads of Year and Assistant Heads of Year, the Deputy Heads and the Headmistress all help to facilitate and manage situations related to unacceptable behaviour.

Depending on the seriousness of the misdemeanour, different sanctions will apply. Once the concern has been satisfactorily dealt with, a record is kept by the teacher, on iSAMS or in the pupil's file in more serious circumstances.

Pupils who do not show the attitude and approach explicit in the *Behaviour Policy*, the School Rules and Code of Conduct may need to be directed towards that which is expected.

Staff will, in the first instance, issue a **verbal caution** for:

- inappropriate/unacceptable behaviour in lessons or around the School
- failure to complete work on time
- a minor infringement of the *Behaviour Policy*, the School Rules or Code of Conduct
- lateness which is the pupil's own fault
- not being fully equipped for lessons (including PE kit)

Detentions

If verbal warnings have not been effective in stopping unacceptable behaviour or academic infringements, then detentions may be given. Twenty-minute Teacher/Tutor Detentions and thirty-minute Head of Department/Head of Year Detentions will take place at lunchtime on a Tuesday or Thursday. These will be supervised centrally and collectively by staff on a rota basis. The Deputy Heads may also be involved in the detention process when appropriate. On rare occasions, longer detentions for more serious offences may take place after school (at the behest of the Headmistress or Deputy Heads). Detentions may also be given for other issues, such as repeated uniform infringements. Parents are informed in advance of any detention scheduled after school.

Any teaching or pastoral staff can issue detentions for the following:

- repeated inappropriate/unacceptable behaviour in lessons or around the School
- repeated failure to complete homework on time
- failure to complete or submit homework without good reason
- repeated lateness which is the pupil's own fault
- not being fully equipped for lessons (including PE Kit) on repeated occasions

In the case of a pupil's continued non-compliance, there will be liaison with parents and (if appropriate) other agencies.

Recording of Detentions

Detentions are recorded on iSAMS and can be viewed by parents on the Parent Portal.

On Report

In order to provide additional support, in certain circumstances the Head of Year can place a pupil On Report. This will only be done after discussions with the relevant staff and on approval of either the Deputy Head - Academic or Deputy Head - Pastoral. A Report can also be used to help support a pupil who has had a number of detentions for failure to complete homework, repeated lateness or disruption of lessons. Whilst On Report, the pupil will carry a Report Form with her to each lesson, for completion by the subject teacher. In some cases, an electronic Report Form will be used. This action is usually for a specific period of time, for example a week, and is reviewed regularly. Using a Report is seen as a way to support a pupil's progress and is not seen as a sanction.

Other Infringements

Pupils are expected to take pride in their uniform and appearance, to adhere to the School Rules where issues such as jewellery and chewing gum are concerned, and to follow the School's conduct guidelines related to the use of mobile phones. They are also expected to respond courteously, respectfully and positively during any discussions with staff about these issues. If pupils do not meet the School's high standards in these cases staff will deal with these issues as appropriate. A detention or other sanction may be issued in certain circumstances.

In the Sixth Form, if a student is causing concern in terms of effort and/or progress, the privilege of going off-site during study periods may be withdrawn. In some cases, supervised study may be put in its place. A range of other responses may be used as appropriate, in discussion with parents.

Sanctions Record

A Discipline Log containing a record of sanctions for serious disciplinary offences is kept by the Headmistress and it includes the following:

- pupil's name and Year Group
- nature and date of offence
- sanction imposed

These offences and sanctions will also be the subject of a discussion between a member of the Senior Leadership Team and the pupil's parents before any action is taken. The Discipline Log will be reviewed termly by the Headmistress and the Deputy Head - Pastoral.

Exclusions

For very serious incidents a pupil might be excluded either temporarily or permanently. A pupil will not be permanently excluded without grave cause. The circumstances which may lead to exclusion include:

- abuse on the grounds of race, religion/belief, disability, special educational needs or any form of unlawful discrimination etc
- sexual harassment, sexual violence or misconduct, including in relation to indecent images and youth-produced sexual imagery
- taking inappropriate photographs at school and posting them on social networking sites or websites
- bullying or persistent bullying, including through social media and other forms of cyber-bullying
- physical assault/threatening or intimidating behaviour/blackmail against pupils or adults
- fighting
- verbal abuse/threatening behaviour against pupils or adults
- wilful damage to property/vandalism
- drug, psychoactive substance, solvent and alcohol misuse (including supply/possession/use)
- tobacco, e-cigarette or vape misuse (including supply/possession/use)
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff
- bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, knives, other weapons, corrosive substances, pornographic material etc
- computer hacking or other computer misuse
- persistent disruptive behaviour or breaches of the School's *Behaviour Policy* or *Schools Rules and Procedures*, or persistent attitudes or behaviour which are inconsistent with the School's ethos
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community
- misconduct which brings, or is likely to bring the School into disrepute
- making a malicious accusation against a member of staff or other adult closely linked to the School, such as a Governor
- committing a criminal offence
- unreasonable or inappropriate parental behaviour (see *Exclusions Policy* for further detail)

Where required, the School reserves the right temporarily to exclude a pupil after communicating with parents, but before a face-to-face meeting has taken place. However, this meeting will be arranged as soon as possible.

A complaint which could lead to permanent exclusion will be investigated thoroughly and fairly. In such cases parents are contacted as soon as reasonably practicable.

While a pupil is excluded, no work will be set, nor may the pupil contact teachers for support. Suitable work to be completed by the pupil will be available on OneNote.

Corporal Punishment

Corporal punishment is strictly forbidden and deemed to be abhorrent. This applies to all members of staff.

USE OF PHYSICAL INTERVENTION OR RESTRAINT

This section of the policy is in accordance with the following document:

Use of reasonable force: Advice for head teachers, staff and governing bodies (DfE July 2013)

Staff are expected to encourage a climate of calm discussion between pupils, or pupils and staff, who are in conflict. At Farnborough Hill, fighting between pupils is almost unknown but if it happens, staff need to intervene appropriately.

In managing pupil behaviour, staff should be aware of the above document which clarifies the position about the use of physical intervention for staff. The law forbids a teacher to use any degree of physical contact

which is deliberately intended to punish a pupil or which is primarily intended to cause pain, injury or humiliation. That said, everyone has the right to defend himself or herself against attack, provided they do not use a disproportionate degree of force to do so. However, this action should only be taken as a last resort when other options have been exhausted or are not possible.

If a pupil is at immediate risk of injury or on the point of inflicting injury on someone else, any member of staff would be entitled to intervene.

Before physical intervention, a teacher should:

- adopt a calm and measured approach
- tell the pupil who is behaving inappropriately to stop
- continue to talk to the pupil throughout
- have another member of staff present if at all possible
- be aware that the shoulder and upper arms are the most suitable areas for the application of restraint
- make it clear that physical contact or restraint will stop as soon as it ceases to be necessary

A restrained child should feel safe, even if also furious/angry/upset. If the teacher believes she/he may be at risk of injury themselves, they should not intervene without additional help.

Reporting Incidents of Physical Restraint

Immediately following any such incident when physical intervention or restraint is used, the member of staff concerned should tell the Headmistress and provide a written report. This should give all appropriate details, names, witnesses and the outcome. The report must be signed and dated.

This policy is reviewed annually by the Deputy Head - Pastoral and Heads of Year.

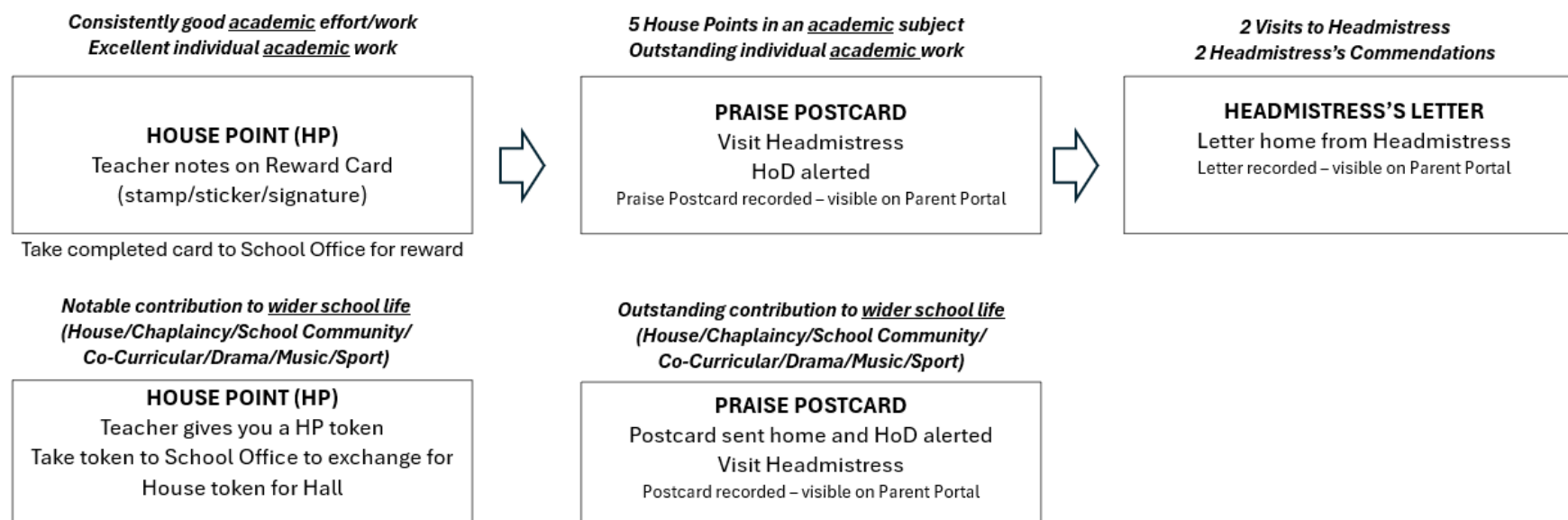
The next review is due in September 2025.



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Annex I: Rewards Flowchart for Pupils

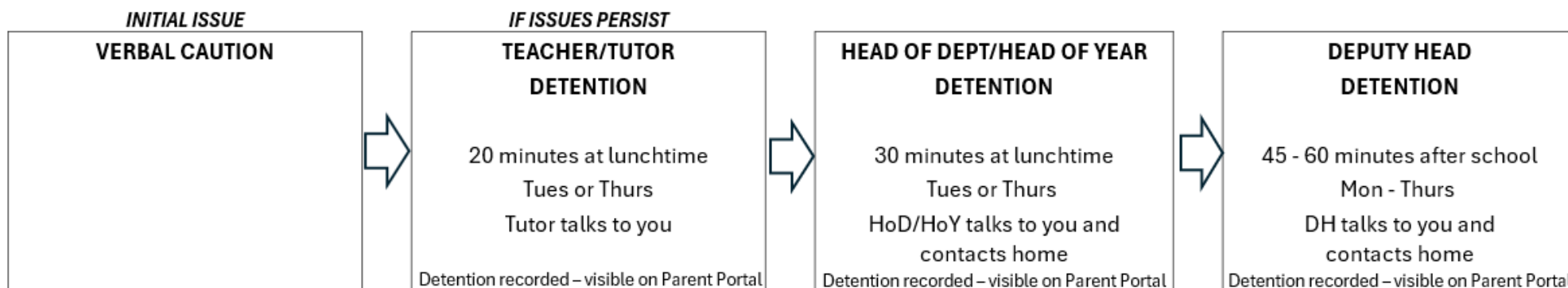
Rewards and Sanctions Guidelines for Pupils: REWARDS



	Head's Commendations	One Step Beyond Award	Praise Postcard	Achievement/Progress Certificate	Dept/House Reward
Reason Awarded	Excellent effort, work or other achievement	Going 'above and beyond' in daily school lives to make a difference, help others, make the most of opportunities and live life wholeheartedly	Excellent achievements, eg projects/assessment results	Pupils (7-11) who gain mostly 'outstanding' and 'excellent' (no 'requires improvement') for Approach to Learning in their Interim Grades Pupils who make significant progress in Learning Support	Excellent work/effort, eg Star Baker/Mathematician of the Week/House Ethos Certificates
Action	Announced in Assembly and Weekly F'Hill	Announced in Assembly and Weekly F'Hill + see Headmistress + invited to Celebration Event	Postcard sent to parents	Certificate from HoY in year meeting	Award/certificate from teacher/Head of House

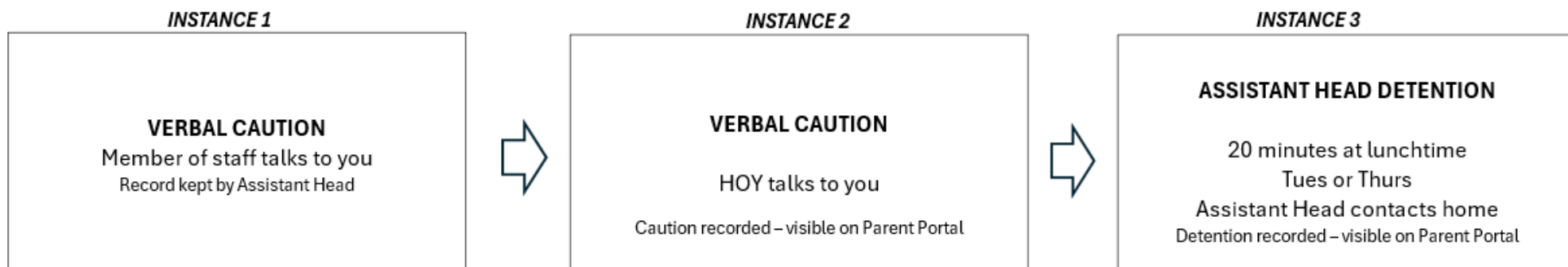
Rewards and Sanctions Guidelines for Pupils: SANCTIONS

Behaviour and approach - Poor behaviour/Late work or lateness to lessons/Persistent equipment issues



In serious or persistent circumstances the matter may be referred to the Headmistress and a Headmistress's Detention issued (60 minutes after school on a Friday)

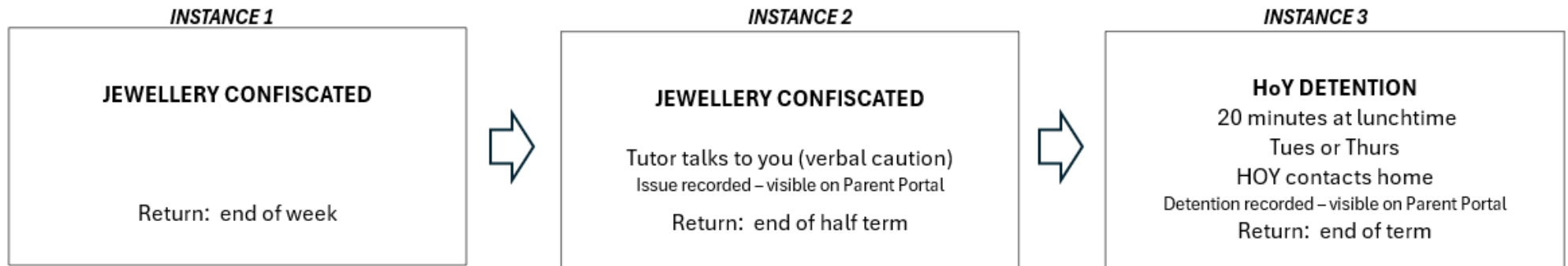
Uniform/Chewing Gum – Uniform worn incorrectly/Non-uniform clothing/Chewing gum



In more persistent or serious circumstances the HoY or Assistant Head will ask to see you each day before school for a period of time to check your uniform

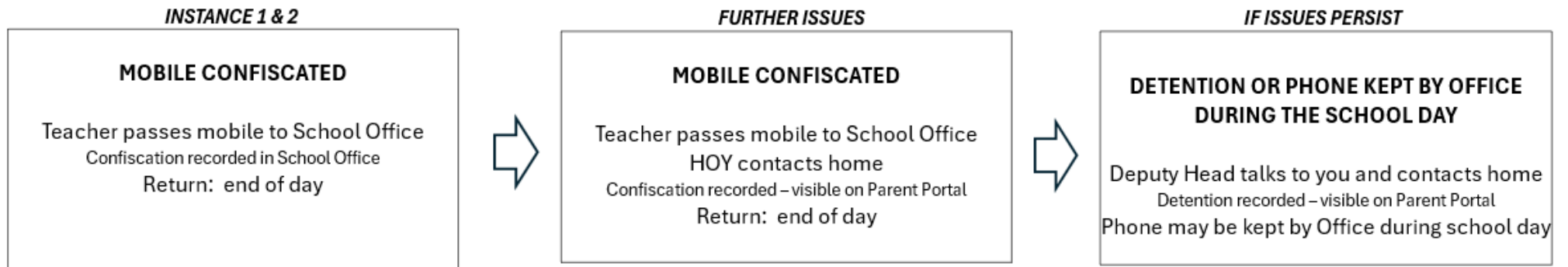
Rewards and Sanctions Guidelines for Pupils: SANCTIONS

Jewellery - Non-regulation jewellery



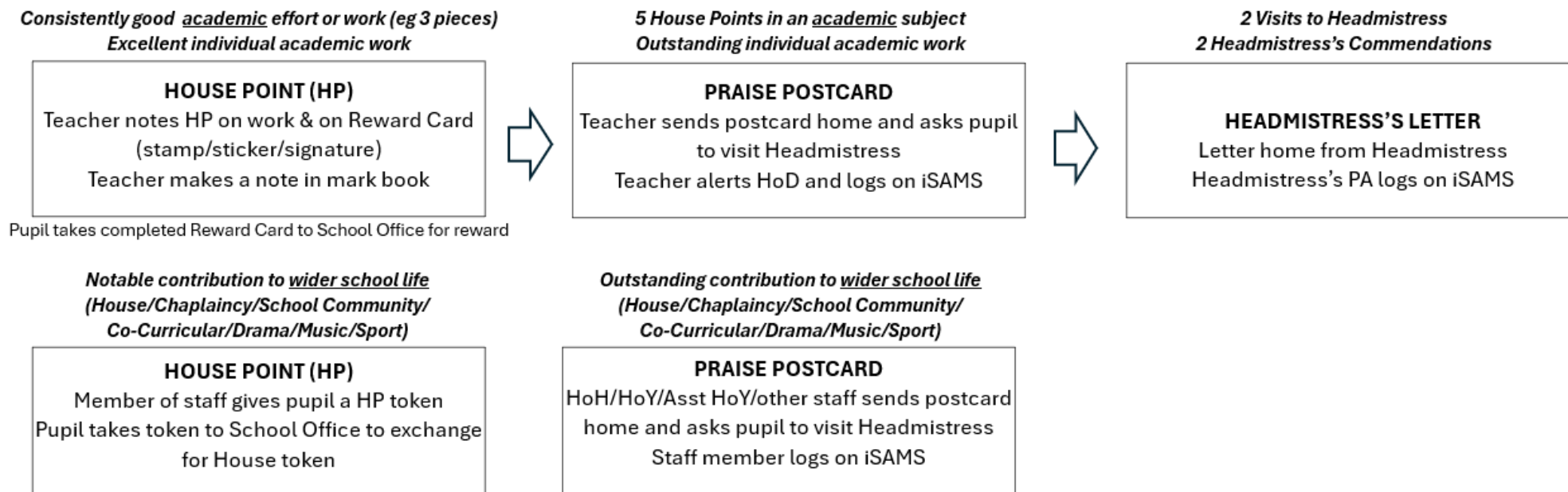
In serious or persistent circumstances the matter may be referred to the Deputy Head - Pastoral

Mobile Phones – Inappropriate use of mobiles



Annex 3: Rewards Flowchart for Staff

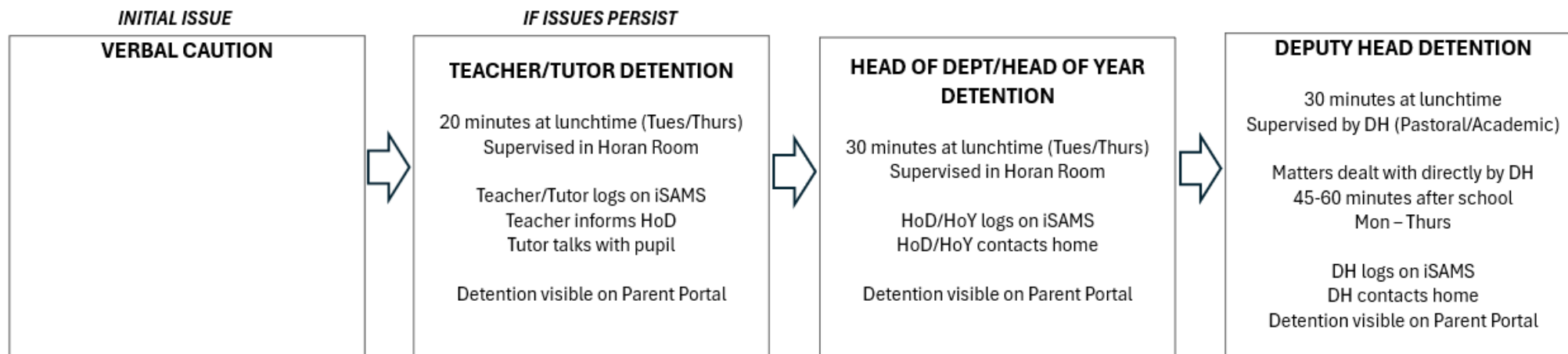
Rewards and Sanctions Guidelines for Staff: REWARDS



	Headmistress's Commendation	One Step Beyond Award	Praise Postcard	Achievement/Progress Certificate	Dept/House Reward
Reason Awarded	Excellent effort, work or other achievement	Going 'above and beyond' in daily school lives to make a difference, help others, make the most of opportunities and live life wholeheartedly	Excellent achievements, eg projects/assessment results	Pupils (7-11) who gain mostly 'outstanding' and 'excellent' (no 'requires improvement') for Approach to Learning in their Interim Grades Pupils who make significant progress in Learning Support	Excellent work/effort, eg Star Baker/Mathematician of the Week/House Ethos Certificates
Action	Noted in Assembly and Weekly F'Hill + Headmistress's Certificate Headmistress's PA logs on iSAMS	Noted in Assembly & Weekly F'Hill + see Headmistress + Celebration event SLT Secretary logs on iSAMS	Postcard sent to parents Teacher/HoY etc logs on iSAMS	HoY Certificate in year meeting HoY/HoLS logs on iSAMS	Award/certificate/prize from teacher/Head of House

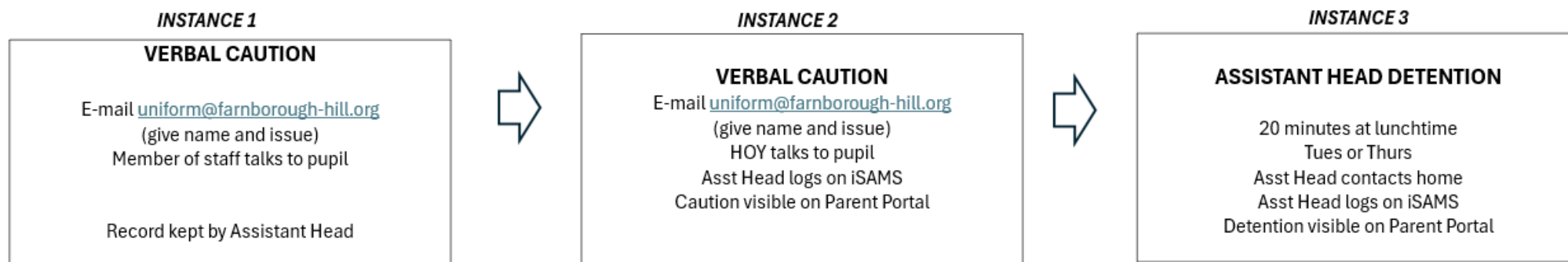
Rewards and Sanctions Guidelines for Staff: SANCTIONS

Behaviour and approach - Poor behaviour/Late work or lateness to lessons/Persistent equipment issues



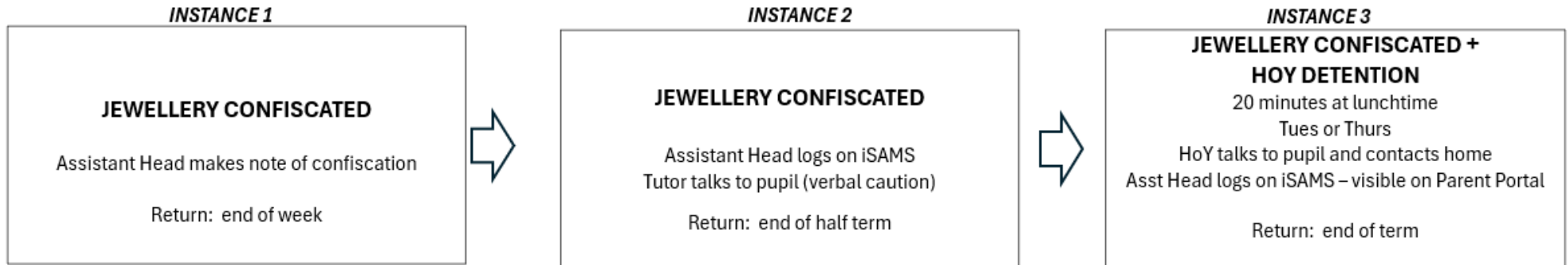
In serious or persistent circumstances the matter may be referred to the Headmistress and a Headmistress's Detention issued (60 minutes after school on a Friday)

Uniform/Chewing Gum - Incorrect uniform/Non-uniform clothing/Chewing gum



Rewards and Sanctions Guidelines for Staff: SANCTIONS

Jewellery - Non-regulation jewellery



In serious or persistent circumstances the matter may be referred to the Deputy Head (Pastoral)

Mobile Phones – Inappropriate use of mobiles

