



ROEDEAN MOIRA HOUSE BEHAVIOUR, REWARDS AND SANCTIONS POLICY 2018-19

Principles

This policy is for the whole school, including the EYFS. In Roedeans Moira House, we encourage the highest standards in collective and self-discipline. The ethos of the School and the planning of the broad curriculum promote the attitudes and values necessary for individual children to contribute positively to their own personal development and to that of the School. These values, decided collectively by the students are: inclusiveness, achievement, independence, confidence and respect.

These values are further encouraged through a balance between rights and responsibilities:

Rights	Responsibilities
To be treated with understanding and respect	To respect others; be truthful, reliable and courteous
Students should be able to learn and teachers to teach without interruption	To do nothing to disrupt effective learning
To learn and interact with others without being hurt	To always exhibit safe behaviour around the School
To be treated as an individual, be proud of our achievements and safe from bullying and harassment	To respect difference and not physically or verbally 'put down' others
To expect your possessions to be safe	To respect other people's property
To enjoy the traditions and culture of the School	To contribute positively to the School now and in the future
To live in a well-maintained environment	To respect uniform and codes of behaviour and look after the School's environment and reputation

Ethos

The ethos of the school is one of positive respect for every individual. This is paramount to ensure children build their confidence and believe in themselves. Staff feedback positively to the children to encourage them to achieve the best they can. The children receive a great deal of praise and appropriate direction to develop.

Roedeans Moira House School Rules

1. We behave in a manner that keep ourselves and others safe and brings credit upon ourselves and on the school
2. We are polite and courteous and behave appropriately in our relationships with each other
3. We listen and do what we are asked straight away and follow the school's policies and procedures
4. We attempt all tasks that are expected of us to the best of our ability and allow others to do the same
5. We respect other people and their property
6. We make sure we are in the correct place at the right time with the correct equipment
7. We take care of our school
8. We keep our school free from dangerous and illegal substances and objects
9. We attend school regularly and we are punctual to school, to lessons and to activities
10. We always look smart in our school clothes

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	ACHIEVEMENT	EXAMPLES (Academic / Pastoral / Social / Boarding)	REWARD	STAFF
1	Minor achievement of any kind	Attendance Punctuality Successful completion of work Good standard of work Attitude Tidiness Uniform Helping others	Praise	Member of staff
2	Repeated achievement of any kind		House Point(s)	Member of staff + Line Manager
3	Repeated achievement of any kind in more than one subject / area of school		Communication between Form Tutor and home (email / phone call)	Form Tutor
4	Additional achievements following Level 3	100% attendance 100% punctuality Superstar Student of the Week Milestone reached for House Points	Presentation of certificate in Section assembly	Head of Section / Head of Pyramid/ Head of Faculty / Senior Housemistress
5	Excellent achievement		Written letter to parents + Privilege	Head of Section / Head of Faculty / Senior Housemistress
6	Repeated excellent achievement or Single occurrence of outstanding achievement		Presentation of certificate in whole school assembly	Head of Pastoral Care
			Written letter to parents	
			Voucher	
			End of term special dinner	Principal
			Principal's Commendation Recognition / Prize at Prize-Giving	

General

All pupils and staff have a right to work in a calm, supportive and purposeful atmosphere.

All pupils have a right to come to School with the expectation that they will be accepted, included and affirmed for their talents and efforts.

When new pupils arrive at the school, the Admissions Department upload the pupil's background/history on PASS for the Form Tutor and Head of Section to read before they meet with the student.

Rewards

We have a system of House Points which are awarded for positive responses at any event, in the classroom and on their general behaviour at School. These merits accumulate to points for the Pyramid Cup presented at the end of the Summer Term.

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	OFFENCE	EXAMPLES (Academic / Pastoral / Social / Boarding)	CONSEQUENCE	STAFF
1	Minor non-compliance of any kind	Attendance Lateness Failure to complete work Poor standard of work Attitude Misbehaviour Untidiness Uniform	Warning	Member of staff
2	Repeated minor non-compliance of any kind		Extra work / duty given by the member of staff and student monitored by line manager (who might take further action if necessary)/ Community Service	Member of staff + Line Manager
3	Repeated non-compliance in more than one subject / area of school		Form Tutor report for a week	Form tutor
4	Lack of improvement following Level 3		Meeting with student, parent and staff (including Form Tutor) to agree action plan + Loss of privileges / Gating	Head of Section / Head of Department/ Senior Housemistress
5	Serious breaches	Any form of bullying Cheating, plagiarism Inappropriate use of IT, computer hacking Vandalism, Theft Absenting self from School without permission Blackmail, Physical violence, Intimidation, Racism Supply, possession or consumption certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco. Misconduct of a sexual nature	Written contact with parents + 60min Friday after school detention including a discussion in order to understand the detention and its consequences	Letter sent by Head of Section / Head of Department / Senior Housemistress Detention run by a member of ST (Head of School, Head of Pastoral Care, Head of Teaching and Learning)
6	Repeated serious breaches or Single occurrence of unacceptable behaviour	Other serious misconduct towards a member of the School community or which brings Roedean Moira House into disrepute on or off School premises - eg. a malicious allegation against a member of staff Persistent attitudes or behaviour which are inconsistent with the ethos of Roedean Moira House	Formal letter home	Head of Pastoral Care
			Formal warning	
			Internal suspension	
			Suspension (which can be a suspended suspension in exceptional circumstances)	
			Fixed term exclusion	
			Permanent exclusion	Principal

Sanctions

(This list is not exhaustive, but indicates some of the forms of behaviour which are not acceptable to Roedean Moira House.)



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Responses to behavioural concerns

We believe in promoting a positive atmosphere based on trust, internal self-management and mutual respect. Staff should ensure good social and academic order. The staff member who encounters the issue should deal with it in the first instance. If he or she needs support they should ask for support from the pupil's Form Tutor and from their line manager.

Suggested teacher strategies

- Talk the matter over with the student
- Give the student a verbal warning
- Ask the student to move to another desk
- In class, use the box/name system whereby a student is warned that the behaviour is inappropriate and if it continues will be given a detention / extra work
- Ask the student to stay after the lesson to explain her behaviour
- Ask for help from your Head of Faculty

Once these measures have been tried and felt to have been unsuccessful, the teacher may liaise with the Form Tutor who can put the student on Form Tutor report for a week.

Staff expectations

- To invite parents into school to discuss the matter face to face or to talk to parents directly by telephone rather than email them about issues
- To contact parents regularly to give positive feedback about their daughter
- To log all issues, interactions of note, detentions and rewards on PASS.

Detentions

Students, regardless of their behavioural issue, will:

- Be treated with fairness and respect
- Not have access to ipods, mobile telephones, tablets or computers
- Remain silent for the whole time
- Sit alone
- Write an account of their behaviour, the reason(s) for their detention and a plan for a more appropriate response in future.
- At all times we will endeavour to build positive and healthy relationships between student and teacher and in the case of the student, a clear understanding of their rights and responsibilities in a community.

Issues on the School Minibus

The School provides a School minibus service to bring students to and from School. Behaviour on the minibuses is usually excellent. However, if there is poor behaviour on the bus the bus prefect will report it to the relevant Head of Section who decide on the relevant course of action. However, if the poor behaviour persists we reserve the right to exclude the pupil from using the School minibus service.

Serious Incidents

Serious incidents are a very rare occurrence in our School. However, they can arise from time to time. Such incidents could lead to a more formal response.



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For the most serious one off offence or for persistent offenders we reserve the right to ask parents to remove their child from the School. As stated in our terms and conditions the Principal reserves the right to permanently exclude a girl, if in the Principal's opinion, satisfactory standards of work and conduct are not maintained or if the Principal considers that a girl's presence in the School is undesirable.

Corporal punishment and Physical Restraint

Corporal punishment is never to be administered by anyone at the School, staff, students or volunteers.

There may be times when physical intervention may be necessary. Staff must follow the guidelines in the Physical Restraint policy.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- Behaviour and Discipline in Schools (2016)
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Pastoral Care Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2017

NEXT REVIEW: June 2019