



This *Behaviour Policy* forms part of a suite of policies which includes *Anti-Bullying* and *Rewards and Sanctions*. It has been drawn up following the Governors' Statement of General Principles with regard to Behaviour.

The purpose of this policy is to specify what behaviour and attitudes are expected of students at Stratford Girls' Grammar School, both in school and out of school when they are in uniform or on school visits or activities. The school values excellence, which is embraced by high quality teaching and learning. We expect both a positive, caring attitude and positive, caring actions towards all people. These will be characterised by showing respect to all people and the environment, whether within school or outside school.

All members of the school community have a responsibility to ensure there is a consistent approach to behaviour issues.

### 1 Behaviour expected of Pupils

Within our learning community each and every one of us will act with courtesy, consideration and understanding towards others with whom we share our collective experience at all times. We will always show due respect to other people and take responsibility for our actions and our belongings. Courtesy and politeness will be extended to all and movement around the school will be safe and demonstrate an awareness of circumstances and surroundings. At exam time, for example, silence will be required in certain areas. The fabric of the school will be treated respectfully and the site will be kept clean, tidy and safe.

#### 1.1 In lessons conduct ensures that it always possible for everyone to learn

Unsatisfactory behaviour is any behaviour which interferes negatively with teaching and learning within the community. The school's *Vision and Values* should be followed, and, in particular, the following guidelines for conduct:

- always show respect for others
  - by listening
  - by being supportive, encouraging and courteous, and giving praise to others
  - in dress (both general and specialist eg science or PE)
- take personal responsibility for one's own learning – including keeping on task in lessons, making adequate preparation, and completing subsequent follow-up work
- arrive on time for lessons, with the correct resources; know that arriving late for lessons will be dealt with using appropriate sanctions and logged electronically in SIMS Behaviour Manager
- know that disruption of lessons will not be tolerated – pupils may be asked to leave or be withdrawn from a lesson, and an IEP (Individual Education Plan) or PSP (Pastoral Support Programme) may be produced
- take good care of textbooks and other school equipment – and the school environment
- take responsibility for catching up on work missed following any absence
- ensure that mobile phones are switched off during the formal parts of the school day: in lessons, assemblies and meetings.

## **1.2 Learning outside lessons and through homework**

Homework provides an important extension to work during the school day, and opportunities for further development, practice, consolidation or research, for example. The following guidelines apply:

- always attempt to complete homework on time and as required
- inform staff, as soon as possible, if there are any problems with homework
- be encouraged to negotiate with staff after an absence
- know that good work should always be rewarded in accordance with the *Rewards and Sanctions Policy*
- know that unacceptable work may well be returned to be re-submitted by an agreed date
- work not handed in on time will be dealt with appropriately by the class teacher (or Head of Department if necessary) and logged in SIMS Behaviour Manager

## **1.3 Uniform**

Girls should ensure that they are correctly and smartly dressed at all times, in accordance with the uniform and dress codes, and know that uniform is worn to reflect a sense of pride and belonging in the school. All girls are expected to comply with uniform regulations, whether in Years 7-11 or in the sixth form:

- there are uniform lists with which students should comply (and this includes sixth form), and these are available on the school website and from the school office
- students are given a first verbal warning if uniform rules are not adhered to; a letter is sent home or a phone call made to parents if a further offence occurs; and if the problem still persists, parents are asked to collect their daughter from school (or the girl is sent home, if in the sixth form) in order to change into uniform
- jewellery – details can be found on the uniform list. If the rules are not followed then one verbal warning is given, followed by confiscation of the item/s for at least a half term
- hair should be of a colour within the natural spectrum and in a style that is not extreme; and should be tied back for practical lessons and when necessary for health and safety.

## **1.4 Out of lessons and in the wider community**

Positive, caring behaviour is expected at all times – and respect for others – whether in lessons or outside. This includes behaviour on activities arranged by the school, such as work experience placements, educational visits and sporting events; behaviour on the way to and from school; and behaviour when wearing school uniform in a public place. Girls should always regard themselves as ambassadors for the school; with a duty of care and responsibility to uphold the outstanding reputation which SGGS enjoys as a learning establishment. Within school:

- students must go into assemblies quietly, sit quietly in assembly as others enter and then leave in a quiet and ordered manner at the end of the assembly
- students must move in a sensible and calm manner between lessons and around the school premises.

## **1.5 Cigarettes, alcohol and illegal substances**

- Smoking is not allowed anywhere on the school site (for adults as well as students), on any school trip, or by any girl in school uniform anywhere; and smoking is illegal under the age of 16. Help is available to students in the sixth form through the Arden Medical Centre.
- Students are forbidden to have or to consume alcohol or other illegal substances on school premises, or to come to school having consumed alcohol or other illegal substances.
- Any student found dealing in illegal drugs on school premises will face permanent exclusion; any student found in possession of illegal drugs on school premises could face permanent exclusion.
- Breaches of any of these rules will be taken very seriously and dealt with initially by the Heads of House, the Head of Sixth Form and ultimately by the Head.

## 2 Further guidelines

### 2.1 Screening and searching students

- The reasons for searching students or their possessions/lockers will be made clear to them, and students will be given the opportunity to provide the required information/item before a search commences.
- Searches will be always be conducted by two members of staff, normally the Head of House or Head of Sixth Form, accompanied by a tutor or a member of SLT. These will be female staff if the search is on or around the person. The emotional state of the pupil will be taken into account and judged appropriately in this circumstance.
- Possessions, clothing and lockers may be searched without the pupil being present if deemed appropriate or necessary.
- Items secured in a search will be labelled (with details of where and when they were recovered) and stored securely (normally with the Head of House). Recovered or confiscated items will be dealt with appropriately at the discretion of the Head of House/Head of Sixth Form or Headteacher (for example, returned to parents/rightful owner or disposed of).
- Appropriate and proportionate sanctions may result from a search, ranging from warning (verbal or written) to detentions and ultimately exclusion (fixed term or permanent, dependent upon the gravity of the circumstances).
- Parents do not need to be informed before a search takes place but would normally be contacted afterwards, whether or not the search proved fruitful.
- Governors would expect staff conducting searches to act with discretion and within the bounds of the law. Specific training for staff would not normally be required by governors but they would expect the principles outlined in this policy to be adhered to.
- The Headteacher will be briefed and kept informed as events unfold.

### 2.2 The power to discipline outside the school gates

- The principles of how the school should handle incidents in these circumstances are outlined in the *Anti-Bullying Policy* in the section "Bullying outside of school".

See also:     *Anti-Bullying Policy*  
              *Rewards and Sanctions Policy*  
              *Equality Policy*  
              *SEND Policy*  
              *Pastoral Systems and Referrals*  
              *Physical Contact and the Use of Force to Restrain/Control*  
              *Child Protection and Safeguarding Policy*  
              *Staff Protection Policy (Code of Conduct)*

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