



# Promoting Positive Behaviour Policy and Procedures (Senior School)

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## Key aims:

- To promote and sustain high standards of behaviour.
- To maintain the safety of the school community.
- To ensure that all pupils within the school community are able to benefit from and contribute to school life.

## School vision:

Runnymede undertakes to provide a safe, respectful and caring environment in which students can prosper personally, intellectually, culturally, morally, academically, socially and physically. Discrimination of any sort has no place at Runnymede and the values of respect, tolerance and open-mindedness underpin everything we do.

## The aims of the School are:

- To provide an all-round, academic, liberal humanist education to all students.
- To help each child to fulfil their potential, both academically and socially.
- To foster an international outlook, awareness of and respect for different cultures.
- To ensure all students attain a native level of English.
- To encourage the development of positive values: respect, curiosity, determination, responsibility, integrity, community, tolerance, kindness, enthusiasm

Within a campus which includes both Senior and Junior schools, the whole community is united under our commitment to Runnymede Values. The purpose of promoting good behaviour is to support and reinforce these values so that every pupil may succeed to the very best of their ability, and leave Runnymede with respect for themselves, for others and for their community. When a pupil upholds the school values and gets things right, this is acknowledged and celebrated in the form of rewards. When behaviour goes against our values, or a pupil gets something wrong, this may be marked with a sanction, but more importantly, through support for a pupil to ensure that they can learn from mistakes and move forward positively.

## Roles:

- **All staff** have a role to play in the promotion of positive behaviour. They should intervene and follow the steps to ensure that positive behaviour is encouraged and poor behaviour is dealt with.

## Scope and Application:

This policy (together with the school rules and all policies relating to behaviour or discipline) applies to pupils at all times when a pupil is:

- in or at school.
- representing the school or wearing school uniform.
- travelling to and from school.

- associated with the school at any time.

It also applies to all pupils at all times and places, including out of school hours and off school premises where their conduct could have repercussions on the orderly running of the school, its reputation, the welfare of its community members, or the public.

### **Promoting Positive Behaviour:**

- At Runnymede we seek to reward pupil behaviour which exhibits our values in any aspect of school life. The school recognises that, often the use of positive discipline and rewards methods may enable the school to manage a student's behaviour more effectively and improve their educational outcomes, particularly where challenging behaviour is related to a student's special educational needs or disability.
- Every Head of Year has access to data summarising the rewards received by pupils in their year and reviews this on a regular basis. The Head of Year then works alongside Form Tutors, Deputy Heads and Heads of Department to determine responses to this which celebrate and reinforce good habits.

There is **special recognition** for excellent behaviour, academic excellence or effort through:

- The awarding of **House Points** by staff, in a consistent and fair manner. All staff are encouraged to actively look for opportunities to praise and reward pupils both within and beyond lessons.
- **Reward Bracelets** - pupils are awarded with a bracelet as their house point totals increase and they achieve different levels - bronze, silver, gold or platinum.
- **Meeting with the Headmaster and/or Assistant Headmistress** - All pupils who reach platinum level will be invited to a meeting to be personally congratulated, and are also presented with a certificate of commendation in front of their peers.
- **Congratulatory emails** are sent home regularly to parents of pupils who have been best in their House for a particular House point category
- **Certificates** are awarded at the end of each term to celebrate positive house points totals.
- **Prize Giving** at the end of each year is also an opportunity to celebrate academic and co-curricular achievement and effort.

Hard work, positive contributions to school life or lessons, good attitude to learning over a period of time, achievement and behaviours that reinforce our school values (examples below) are acknowledged and rewarded:

- Respect
- Curiosity
- Determination (academic progress, commitment, effort, improvement in behaviour/attitude, resilience, subject specific skill)
- Responsibility (dress code, line up points, punctuality)
- Integrity (honesty, solidarity)
- Community (community spirit, green points, house spirit, participation, teamwork)
- Tolerance
- Kindness (helpfulness, politeness, respect)

**House Points** can be awarded for the following reasons:

- Notable act of kindness to a member of the school community
- An act of care for the school environment
- Particularly good individual progress made in a lesson
- Commitment to a co-curricular activity
- Excellent representation of the school (co-curricular, trips etc.)
- Consistent excellence of uniform presentation
- Participation in a wider-school event (e.g. charity)
- Excellent use of language in a lesson
- Particular improvement in personal attainment
- Consistently punctual and ready to learn
- Notable demonstration of academic curiosity
- A remarkable and sustained improvement in any previously negative issue

Positive House Points	Consequences	Actions
20	Conduct Reception	Upon receiving 20 house points, you will be invited to meet with the Headmaster or another member of senior staff for a special reception to recognise your continued excellence.
15	Head of Year Commendation & Lunch Pass	Upon receiving 15 house points, your parents will be contacted by your Head of Year to reinforce your continued adherence to school values and rules, and you will be issued with a lunch pass for your and a friend.
10	Form Tutor Commendation	Upon receiving 10 house points your parents will be contacted by your Form Tutor to congratulate you.

**Behaviour of Concern:**

- We know that Runnymedians may, on occasion, get things wrong. The school will always seek to address behaviour of concern fairly, equitably and any corrective measures should be proportionate to a pupil's age, personal circumstances as well as to the nature and seriousness of the offences committed.
- In line with our school value of Integrity, we expect all pupils to be honest during investigations into behaviour of concern. Pupils who are dishonest about their behaviour should expect this to be considered as a serious additional concern.

**Consequences for behaviours of concern:**

**Negative House Points:**

There are a series of consequences for Negative House Points that can be seen in the table overleaf.

- Following a clear warning, pupils will be given one negative house point per behavioural infringement.
- Sanctions will be issued for accrued penalties during the school year.
- More serious behaviour incidents (level 3 and 4) are dealt with by members of the Pastoral team.

Warnings	Negative House Point	Escalation
<ul style="list-style-type: none"> <li>● Talking over the teacher in lessons.</li> <li>● Excessive levels of noise in lessons.</li> <li>● Failing to start work quickly.</li> <li>● Failing to complete classwork to a good standard in the first instance.</li> <li>● Incorrect uniform.</li> <li>● Not speaking in the language of the lesson.</li> <li>● Off task in lesson.</li> <li>● Use of iPads or laptops anywhere in school outside of lessons..</li> </ul>	<ul style="list-style-type: none"> <li>● Repeating any behaviour following a warning.</li> <li>● Lack of essential equipment or resources.</li> <li>● Uncharged or forgotten iPad.</li> <li>● Incorrect uniform or PE kit.</li> <li>● Missing, complete or substandard homework.</li> <li>● Inexcusable lateness to a lesson or registration.</li> <li>● Speaking over the teacher.</li> <li>● Poor conduct outside of lessons.</li> <li>● Eating inside the school building.</li> <li>● Chewing gum in school.</li> <li>● Inappropriate use of iPad.</li> <li>● Offensive language.</li> <li>● Persistent use of the inappropriate lesson language.</li> <li>● Unauthorised use of the list.</li> <li>● Talking inappropriately during lessons or distracting others from learning.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Cheating</b> or any form of academic misconduct or malpractice.</li> <li>● <b>Bullying</b> or deliberate unkindness.</li> <li>● <b>Physical Violence.</b></li> <li>● <b>Xenophobia or Homophobia</b>, or any other form of discriminatory behaviour.</li> <li>● Use of any form of device in school (mobile phones, smart watches etc.).</li> <li>● Disrespectful, rude or defiant behaviour towards teaching or non-teaching staff.</li> <li>● Bringing the school into disrepute.</li> </ul>

- Pupils are informed directly by the teacher if they are given a negative house point. A guide to such behavioural infringements can be found overleaf.

### Behaviour Report:

A student goes on report when their behaviour or academic progress becomes a matter of concern. This is done in consultation with the Head of Year. Clear areas of required improvement are written on the report, and behaviour is monitored for 5 school days. The report is signed by both the Form Teacher and parents on a daily basis, and the period of the report is concluded with a reflective meeting. (This corrective measure may be replaced with the withdrawal of privileges for VI Form students, in conjunction with a formal meeting.

Negative House Points	Consequences	Actions
3	Form Tutor Warning	You will have an individual conversation with your Form Tutor discussing the reasons for your penalties and will consider how to improve your conduct in the future.
5	Detention & Parent Notification	Your Form Tutor will contact your parents to notify them that you are not meeting the behavioural standards of Runnymede College. You will have a detention with your Head of Year and this will be recorded on your sanctions record.
10	Behaviour Report & Parent Meeting	You will be issued with a behaviour report for a period of 10 school days, in which each of your teachers will comment to what extent you have met your behavioural objectives. Your parents will be notified that this is taking place. Depending on the nature of reaching this threshold, the Parent Meeting may happen at this stage.
Continued Poor Behaviour	Parent Meeting & Serious Sanction	Your parents will be called to school to meet with your Form Tutor and Head of Year to discuss your poor behaviour and conduct. A more serious sanction will be issued at this time, which will also be recorded on your permanent record.
	Headmaster Meeting	Your parents will be called to the school to meet with the Headmaster or appropriate member of the Senior Leadership Team. An external suspension is a likely sanction at this time, as well as a final warning on your conduct.

### Guidelines for Level 3 sanctions:

- Any serious behaviour sanctions need to be communicated with parents **before** the sanction is imposed.
- All sanctions need to be communicated **via email** (i.e. any phone call conversations need to be followed up with an email).
- **Both** parents always need to be informed.

### Final warning:

A student may be placed on a Final Warning by the Head or Assistant Head based on the Headmaster meeting. The Final Warning may be issued in the event of:

- a serious breach of school rules which, if repeated would justify Permanent Exclusion
- the repetition of more minor breaches or
- a failure to comply with the requirements of an agreed behaviour plan

If the student repeats any of the behaviour in their Final Warning they are likely to be subject to a Permanent Exclusion/Required Removal. The school reserves the right to issue a Final Warning alongside other punishments, e.g. suspension.

### Required removal:

Parents may be required to remove a pupil from the school if:

- after consultation with one or more of the parents, and if appropriate the pupil, the Head is of the opinion that the behaviour or conduct of one or both parents is unreasonable
- the pupil's attendance or progress is unsatisfactory and the removal of that pupil is in the best interest of the pupil and other children.

### **Suspension:**

More serious conduct may result in suspension from the school for a certain number of days. The duration of the suspension is decided by the Headmaster, and a pupil is allowed to return to school after a meeting between the Headmaster and his/her parents in which clear expectations of future conduct are stipulated.

### **Permanent Exclusion:**

The decision to exclude a pupil is only ever considered under extreme circumstances. It is never taken lightly and will usually follow a formal case hearing with the Headmaster. A pupil may be asked to leave the school permanently, at the discretion of the Headmaster, for a significant breach of school rules and related policies, breaches of a Final Warning, behaviour that puts themselves or other pupils at risk, behaviour that damages the reputation of the school, criminal or illegal acts, or repeated or significant behaviour that undermines the school community. This can include persistent low-level behaviour of concern.

### **Other policies:**

This policy should be read alongside the following:

- Alcohol, Smoking & Drugs Policy
- Preventing Bullying Policy
- E-Safety Policy
- ICT Acceptable Use Policy
- Pupil & Parent Handbook
- Safeguarding & Child Protection Policy
- School Rules

**Date: July 2023**

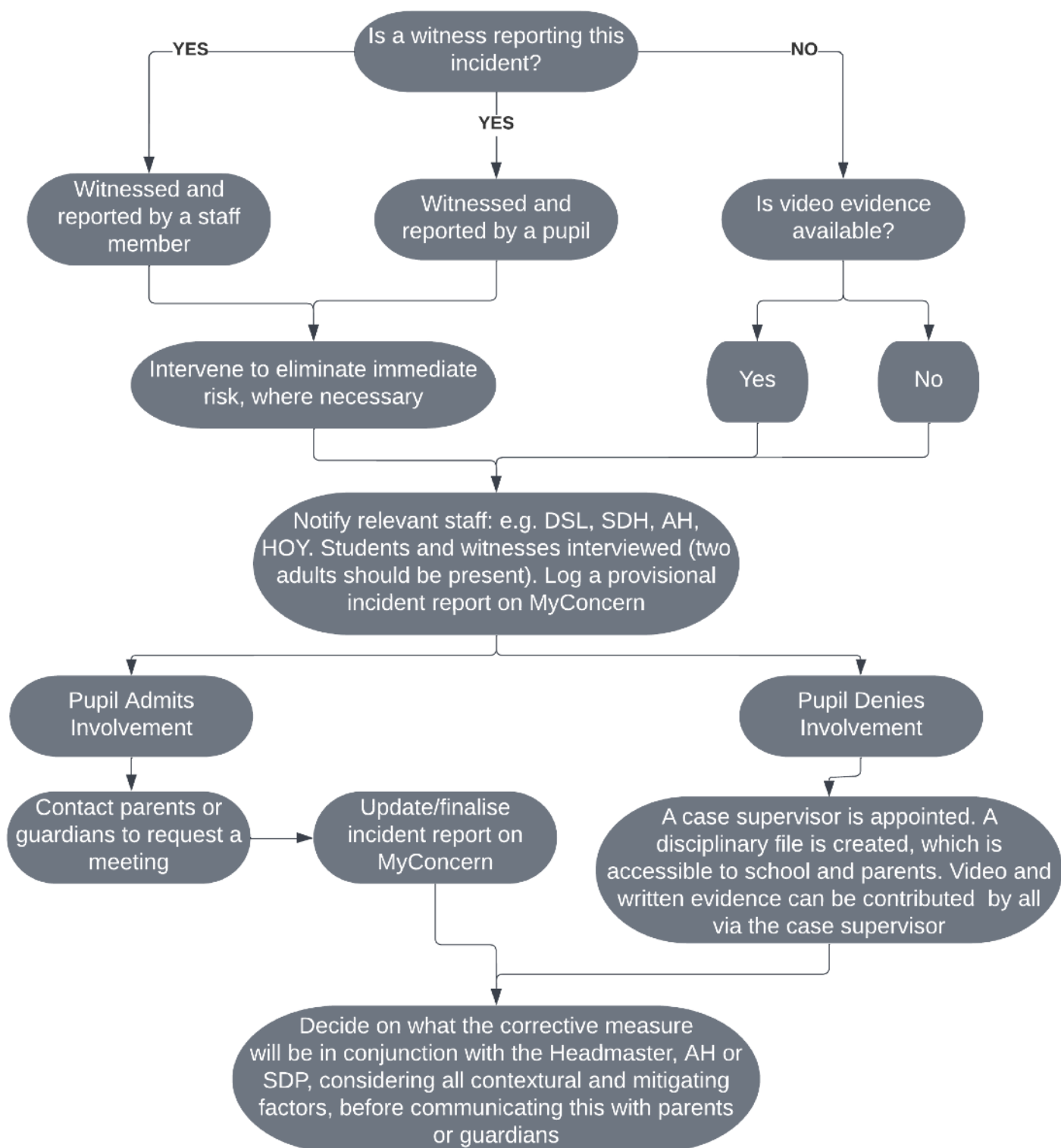
**Next review date: June 2024**

**Appendix A: Behaviours of concern and guidelines to disciplinary actions:**

*(Based on the 'Protocolo de Convivencia')*

	<b>Examples include, but are not limited to:</b>	<b>Disciplinary action</b>	<b>By whom? Format?</b>
<b>Level 1 Minor  (lacks self-respect)  (Article 8)</b>	Late to lesson/ school Lack of effort Lack of organisation Not adhering to dress code Work missing/ late work Misuse of technology (see Acceptable use of ICT policy)	Warning Verbal reprimand and/or Negative house point	Any member of staff

Level 3 or 4 Incident





## Appendix B: Level 3 and Level 4 Investigation and Disciplinary Hearing Procedure

<p><b>Level 2 Moderate</b></p> <p><b>(lacks respect to others/ school)</b></p> <p><b>(Article 9)</b></p>	<p>Repeated Level 1 behaviours (a)            Calling out, Distracting others, Chattiness (b)            Disrespectful language/ behaviour, unkindness (c) (Anti-bullying policy)            Dishonesty, Disobedience, Dangerous behaviour (d)            Disruption of normal school activities (k)            Mobile Phone not handed in at the office            Exam or homework misconduct (j)            Poor behaviour on bus, Out of bounds (d?)            Failure to report any concerns (l)            Lying or misrepresenting the truth (o)</p>	<p>Negative house point</p> <p>a) Going on report (in particular for repeated Level 1 behaviours)</p> <p>And/or</p> <p>b) Missing break time or lunch time            c) Extra academic task or school based community service            d) Exclusion from the class or activity            e) Suspension from extracurricular activity</p>	<p>Any member of staff Form Tutor</p> <p>Subject teacher, Form Tutor, HOY, HOD.</p> <p>HOY HOY</p>
<p><b>Level 3 Serious</b></p> <p><b>(Serious lack of respect to others/ school)</b></p> <p><b>(Article 9)</b></p>	<p>Repeated Level 2 behaviours (i)            Damage to school's premises and property (e)            Theft, damage or concealment of belongings of others (f)            Incitement or conspiracy to commit serious misconduct (g)            Participation in mutually agreed fights (h)            The dissemination of images or information of a personal nature about others (m)            Failure to comply with a sanctions/ measures imposed for a minor misdemeanour (n)</p>	<p>Options:</p> <p>a) Exclusion from classes or activities (for a maximum period of three consecutive school days)            b) Missing break time or lunch time (for a maximum of 15 days)            c) Extra academic task or school based community service (for a maximum period of one month)            d) Suspension from extracurricular activity (for a maximum period of three months)            e) Suspension from school (for a maximum of five consecutive school days)</p>	<p>HOY and DHP</p> <p>Pupils to acknowledge responsibility and apologise (return, repair, pay) (Article 15)</p> <p><b>Case supervisor</b> to be assigned.</p> <p>A <b>report</b> needs to be written up and signed by pupil (13+) (Article 17)</p> <p>Right to <b>hearing</b> prior to corrective measure must be respected.</p>
<p><b>Level 4 Very Serious</b></p> <p><b>(Very serious lack of respect to others/ school)</b></p> <p><b>(Article 10)</b></p>	<p>a) Serious acts of indiscipline, disrespect, insults, threats, defiance            b) The use of intimidation or violence, aggression            c) Violation of the right to privacy            d) Endangering the health of others            e) Discrimination, harassment or humiliation            f) Recording, exposure or disclosure            g) Serious damage caused intentionally or by improper use            h) Impersonation and falsification or theft of academic documents.            i) Use and trading of drugs or harmful substances or items            j) Improper or unauthorised accessing of school documents, files and servers.            k) Serious disruption of the school's normal activities and, in general, any serious breach of the rules of conduct.            l) Incitement to commit a very serious offence against the school rules            m) Repetition of two or more serious offences in the <u>same quarter</u>.            n) Failure to comply with a sanctions/ measures imposed for a serious misconduct.</p>	<p>Options:</p> <p>a) Exclusion from classes or activities (for a maximum period of three consecutive school days)            b) Missing break time or lunch time (for a maximum of 15 days)            c) Extra academic task or school based community service (for a maximum period of one month)            d) Suspension from extracurricular activity (for a maximum period of three months)            e) Suspension from school (for a maximum of five consecutive school days)</p>	<p>Headmaster, Assistant Headmistress, Senior Deputy Head</p> <p><b>Case supervisor</b> to be assigned.</p> <p>A <b>report</b> needs to be written up and signed by pupil (13+) (Article 17)</p> <p>Right to <b>hearing</b> prior to corrective measure must be respected.</p>