

Behavioural and Discipline Policy

BETHANY SCHOOL
 CURTISDEN GREEN
 GOUDHURST
 KENT

Pupils' views on why Bethany has a Behavioural and Discipline Policy

To ensure that we are praised for the good that we do and that we learn from our mistakes and only get punished when necessary.

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7.0	10 th April 2015	Update to Rewards and Misuse of ICT, Search and Drugs Policies
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8.0	10 th October 2015	Annual Review
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Version	Date Issued	Reason for Issue
12.2	February 2020	Update to Smoking, Drugs and Sanctions
13.0	September 2020	Annual Review

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1. Introduction

It is important to bear in mind that the vast majority of our pupils behave very well and try to do the right thing at all times. We should also remember that behaviour may always be modified for the better through regularly praising and rewarding for both good work and positive behaviour. The importance of good behaviour in the creation of an environment that promotes the wellbeing of the pupils. Pupils are expected to show kindness, respect and tolerance at all times and should understand the impact of their behaviour on the mental health and wellbeing of others.

However, the purpose of this policy is to provide pupils, parents and staff with a clear understanding of the expectations, standards and procedures relating to the maintenance of good order in the School. It is essential in the creation of a positive and high-quality learning environment that these expectations – of standards of work, appearance and behaviour – should be shared and supported by pupils, parents and staff.

It is inevitable that some aspects of a policy on discipline, in particular those that outline unacceptable behaviour, will be expressed in negative terms. However, the policy as a whole should be viewed as a positive document that will help to ensure the high standards, good behaviour and achievement of the majority are acknowledged and supported and that those who diverge from the accepted standards are encouraged to comply with them.

We follow the non-statutory advice Behaviour and Discipline in schools (2014). Specifically, we will observe our duties under the Equality Act 2010, including issues related to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils. We will provide appropriate support systems for pupils, liaise with parents and other agencies, manage pupils' transition, and take appropriate disciplinary action against pupils who are found to have made malicious allegations against staff.

In the administration of these standards it should be the particular responsibility of staff to be fair and consistent. At no time should we use language or actions that might be construed as derogatory, disrespectful, or sarcastic and unnecessary confrontation and escalation should always be avoided.

The School does not use corporal punishment.

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2. Positive Pupil Behaviour with Rewards

We aim to create an atmosphere where pupils behave with kindness, tolerance and respect for other people and their property and the environment and where pupils are able to strive for and give of their best regardless of their physical or mental needs.

Pupils' good behaviour is a whole school responsibility

- Guidelines on appropriate behaviour etc. and the scale of rewards and sanctions are published and on display in appropriate places
- Good communication verbal and written – the 'paper trail' - is essential
- The tutor is key, and parents need to be fully involved

There are prizes at the end of each term. There are prizes on Speech Day for a number of different areas of achievement, effort, performance and also citizenship. Merits are recorded on iSAMS and may be seen via the Parent Portal.

Staff are actively encouraged to reward pupils throughout the full age range of the pupils but are reminded that it is a particular responsibility of staff to apply sanctions fairly and consistently especially with reference to age, gender and ethnicity.

2.1 Level system for Rewards

LEVEL 1 Merit
<p>Academic merits can be awarded any teacher for very good work – in class, prep, practical / performance work, tests, marked progress, special effort.</p> <p>Non-academic merits can be awarded by any member of staff for considerate and helpful behaviour towards others or around the school. For a good contribution to a KRS competition overseen by the Head of KRS.</p>
LEVEL 2 Postcard Home (Equivalent of 5 x Merit)
<p>Academic – awarded by HoD for an excellent piece of work or contribution in practical or performance work.</p> <p>Non-Academic – Given HoY/ KRS Head of House/Tutor for an excellent contribution to House, KRS competition, Charity fundraising.</p>
LEVEL 3 Pupil of the Week (Equivalent of 10 x Merit)
<p>Academic – awarded by Departments weekly and Tweeted for the pupil showing outstanding contribution to learning that week in that subject. For example – Best exam score, Excellent Essay or Project, consistently outstanding in lessons.</p> <p>Non-Academic –awarded by Heads of Year for the pupil who has contributed to the Year in an outstanding way. For example – Organising a Year Event, best effort grade score in Year.</p>
LEVEL 4 Pupil of the Term (Equivalent of 15 x Merit)
<p>Awarded by Heads of Year and Competitive Houses for consistently outstanding contributions or exceeded expectations throughout the term to one pupil.</p>
LEVEL 5 Headmaster Commendation

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Awarded by the Headmaster for the better than 1.25 Effort Score in Head's Assembly, by specific nomination by a member of staff, the Prefect Team for an exceptional piece of work or contribution to the whole school.

2.2 Merit Prizes

Cumulative Merit Prizes

Over the course of an Academic Year as a pupil accumulate merits then they can achieve the following prizes. Bronze and Silver to be awarded at House Assembly and Gold to be awarded at the end of Term Head's Assembly or at the assembly following their achievement and the tutor to inform the Headmaster accordingly.

Cumulative Merit Prizes:

Bronze = 20 Merits - £10 Amazon Voucher

Silver = 100 Merits - £ 20 Amazon Voucher

Gold = 200 Merits - £50 Amazon Voucher

End of Term Prizes:

House Merit Cup

Awarded to the KRS House with the most Merits accumulated in a term wins the House Merit Cup.

Pupil Merit Cup

Awarded to the pupil across the whole school who has accumulated the most merits in a term.

The Healy House Effort Cup

Awarded to the House with the highest combined average effort score for the term.

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3. Behavioural Expectations and Standards

In all circumstances, staff will expect all pupils to:

- Behave with kindness, tolerance, respect, and courtesy for other people – all staff, other pupils, parents, and visitors
- Respect other people’s property as well as their general environment and the fabric of the buildings
- Take responsibility for their own actions. This includes refraining from using offensive, vulgar, or foul language and behaving in an anti-social manner
- Respond co-operatively to instructions from staff and other school officials (for example: prefects)
- Dress according to the appearance guidelines and to be smart and well presented at all times
- Walk sensibly and quietly in the buildings
- Put rubbish and litter into the bins
- Not take food or drinks out of the dining room
- Refrain from chewing gum or spitting
- Keep mobile phones switched off and in pockets for the duration of the school day
- Follow all the school rules and encourage others to do the same

In addition, in lessons staff will expect all pupils to:

- be punctual, line up outside the classroom and enter in an orderly manner
- bring the appropriate books, equipment or games kit to every lesson
- listen to and follow instructions and to remain quiet when asked
- contribute to the lesson positively
- respect the right of other pupils to learn and teachers to teach
- complete classwork and prep to the best of their ability
- hand in work on time
- demonstrate the Bethany Virtue of Learning

3.1 SANCTIONS – Academic and Behavioural Concerns

In both areas concerns, and therefore sanctions, progress through five increasingly more serious levels. They start with a quiet word from a teacher or tutor, progress through debits, detentions, suspensions and finally, *in extremis*, permanent exclusion.

The tutor deals with all concerns in the first instance, helping their tutee and liaising with parents, then the Head of Year and/or the Head of Department become involved, followed by the SMT and finally the Headmaster. In order to promote the wellbeing of the pupils, staff should always consider what the motivation was behind any poor behaviour and be aware that poor behaviour is often a cry for help or a symptom of other needs which are not being addressed, these could be physical or mental needs.

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Level 1 Concern Slips – These are used to flag up concerns and hopefully, pre-empt the potential escalation of a problem;

Level 2 Debits – These are issued by a member of staff in response to Level 2 incidents. Three debits result in a Head of Year detention

Detentions – Parental consent is not required for detentions, however, letters are sent in advance, for information to parents by the Head of Year should a pupil be issued with an after school year detention or weekend detention.

Study detention (KS3) / Afternoon break detention Yr 10,11,12,13	for poor work, lack of prep etc.
Head of Year detentions	an accumulation of three level 2 debits or in response to a Level 3 incident
Weekend detentions (day to suit duty SMT)	an accumulation of more than 1 Friday detention or in response to a Level 4 incident

Level 2 and Level 3 debit slips are not carried over into the next half term.

Suspensions

Internal suspension	an accumulation of weekend detentions or in response to a Level 4 or 5 incident
External suspension	in response to a Level 5 incident

A central record of serious sanctions is maintained by the Deputy Head and is reviewed monthly by the Headmaster and annually by the Chair of Governor responsible for the Complaints Policy.

In boarding houses records for minor sanctions are held in boarding houses there but the more serious sanctions are held centrally in the serious sanctions register.

3.1.1 Permanent Exclusion

- Any pupil who sells drugs to other pupils on school premises will be permanently excluded.
- An accumulation of detentions and suspensions may well result in a pupil being asked to leave the School.
- The School will also consider whether permanent exclusion is a suitable response to bullying.
- Permanent exclusion is subject to a right of appeal and the procedure is as outlined in Stage 3 of the Complaints policy.

3.2 Appropriate Staff Responses

During Lessons

Wherever possible, an incident should be dealt with **at the time it arises** by the member of staff taking the lesson, who will benefit from having dealt with it effectively. Often this will also prevent what is probably a relatively minor offence escalating and becoming more difficult to deal with. Staff should calmly, but assertively, remind the pupil of our expectations.

If the difficulty persists staff will follow the guidelines referring to the pupil's Tutor, HoD, the pupil's HoY, SMT or Headmaster as appropriate.

Outside of the Classroom

Similarly, the member of staff witnessing an incident should, wherever possible, deal with it at the time it arises. This should prevent the situation escalating

If the difficulty persists then, as above, they will follow the guidelines.

3.3 Exclusion from lessons

This should only be used if a pupil is disrupting or disturbing lessons and the usual strategies have not worked and where, despite our best efforts, the indiscipline of the pupil is preventing us from teaching others.

In the first instance, and this is likely to be in response to a Level 4 incident, the pupil should be sent to the HoD, if they are teaching the same year in the vicinity, accompanied by a reliable pupil and with the appropriate work. If not, they should be sent to the HoY, and if they are unable to socially distance them appropriately from other year groups, to reception and SMT. If this proves difficult a reliable pupil should be sent to find a senior member of staff who should come to the classroom to deal with the situation.

The second, more serious, instance, is likely to be a response to a Level 5 incident. The pupil should be sent to a member of the SMT, once again accompanied and with work. If this proves difficult a reliable pupil should be sent to find a member of the SMT – this may well need to be via the School Office – they should then come to the classroom to deal with the situation.

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3.4 Pupil Behaviour Responses

LEVEL 1 INCIDENT	RESPONSES	STAFF / ACTION
Minor everyday incidents / disruptions: e.g. lunch queue; poor dress; failure to register; chewing First repetition of level 1 incident	Quiet word Move to back of queue Quiet reminder Level 1 debit issued	Teacher concerned Verbal contact with tutor
LEVEL 2 INCIDENT	RESPONSES	STAFF / ACTION
Repetition of minor everyday incidents/disruption: e.g.: poor dress; chewing... Minor conflict with another pupil Minor bullying Inappropriate or foul social behaviour and language Repeated failure to register Out of bounds	Appropriate words of reprimand Level 2 debit issued Inform tutor	Teacher concerned Tutor informed on paper Tutor speaks with tutee Tutor speaks with parents Verbal contact with HoY
LEVEL 3 INCIDENT	RESPONSES	STAFF / ACTION
Persistent repetition of minor everyday incidents/ disruption/: e.g.: poor dress despite earlier interventions by tutor (accumulation of 3 L2 debits) Rudeness to another pupil Repetition of bullying More serious conflict between pupils Inappropriate, flippant comments to staff Repeated occurrence of being out of bounds	Appropriate words of reprimand Inform tutor Inform & refer to HoY Head of Year detention Letter to parents Behaviour support plan (HoY)	As Level 1 & 2 - plus HoY informed on paper HoY speaks with pupil HoY speaks with parents Verbal contact with SMT
LEVEL 4 INCIDENT	RESPONSES	STAFF / ACTION
More serious 'one-off' type incidents/disruption Significant disregard for basic standards of dress or behaviour or language Rudeness to staff Vandalism Smoking Minor theft Being out of bounds – self or others at risk Breaking of behaviour contract	Exclusion to HoY Inform tutor Refer to HoY Weekend detention Internal suspension Fine Letter to parents Behaviour support plan (SMT)	As Level 1, 2 & 3 - plus SMT informed on paper SMT speaks with pupil Verbal contact with HM
LEVEL 5 INCIDENT	RESPONSES	STAFF / ACTION
Serious breakdown in behaviour Persistent disruption Use of abusive language to staff	Exclusion to SMT Inform tutor Inform HoY	As Levels 1, 2, 3 & 4 - plus HM informed on paper HM speaks with pupil

Serious bullying Serious vandalism Serious theft Persistent smoking Smoking in a building Involvement with alcohol or illegal drugs Non-compliance with and/or disregard for behaviour contract	Refer to SMT Internal Suspension External Suspension Fine Letter to parents Meeting with parents Behaviour contract Possible expulsion	HM speaks with parents
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3.5 Pupil Academic Concern Responses

LEVEL 1 INCIDENT	RESPONSES	STAFF / ACTION
Minor everyday classroom incidents: Late for lesson Lack of equipment Talking out of turn Poor class work Incomplete/ Poor prep First repetition of level 1 incident	Quiet word Reprimand Clear expectation for work completion Consider change of seat if appropriate Level 1 debit issued	Teacher concerned Verbal contact with tutor Verbal contact with HoD
LEVEL 2 INCIDENT	RESPONSES	STAFF / ACTION
Repetition of minor classroom incidents: Repeated lateness for lesson Repeated lack of equipment Repetition of poor work Repetition of poor prep Repetition of no prep Inappropriate behaviour or language	Appropriate words of reprimand Level 2 debit issued Study / break detention Inform tutor Inform HoD	Teacher concerned Tutor informed on paper Tutor speaks with tutee Tutor speaks with parents HoD informed on paper HoD speaks with pupil Verbal contact with HoY
LEVEL 3 INCIDENT	RESPONSES	STAFF / ACTION
Despite earlier intervention, persistent repetition of minor classroom incidents: Lateness Lack of equipment Poor work Poor prep No prep Disruption in class Rudeness to another pupil Inappropriate, flippant	Appropriate words of reprimand Inform tutor Inform & refer to HoD Inform HoY Head of Year detention Letter to parents Academic Support Plan (HoD / HoY if across subjects)	As Level 1 & 2 - plus HoY informed on paper HoY speaks with pupil HoY speaks with parents Verbal contact with SMT

LEVEL 4 INCIDENT	RESPONSES	STAFF / ACTION
comments to staff Significant disregard for standards of work in class or in prep Rudeness to staff More serious classroom disruption Not meeting academic support plan targets	Exclusion to HoD Inform tutor Inform HoY Refer to HoD Weekend detention Internal suspension Letter to parents Academic Support Plan (SMT)	As Level 1, 2 & 3 - plus SMT informed on paper SMT speaks with pupil SMT speaks with parents Verbal contact with HM
LEVEL 5 INCIDENT	RESPONSES	STAFF / ACTION
Persistent: Poor work in class or prep Disruption in class Use of abusive language to staff Non-compliance with and/or blatant disregard for academic support plan	Exclusion to SMT Inform tutor Inform HoD & HoY Refer to SMT Internal Suspension External Suspension Letter to parents Meeting with parents	As Level 1, 2, 3, & 4 – plus HM speaks with pupil HM speaks with parents

3.6 Misuse of IT and Electronic Equipment in School Responses

This section should be used in conjunction with the ESafety and Computer Usage policy for pupils.

LEVEL	EXAMPLES	RESPONSE	STAFF/ACTION
1	Minor misuse of IT: such as using a mobile phone in a lesson.	Quiet Word Reprimand If in lesson kept behind or return at break/lunch Confiscate phone for a period of time.	Teacher concerned: Verbal contact with Tutor Verbal contact with HoD if in lesson
2	Misuse of technology that disrupts learning of oneself during lessons (eg – using Skype, gaming, on unauthorised websites) or misuse of school provision of broadband outside of lessons. Using mobile phone as a hotspot, sharing passwords, setting up a bogus account, take pictures of other people without	Appropriate words of reprimand Debit Inform Tutor Inform HoD if in lesson Let HoY know Study / Afternoon break detention to catch up work	Teacher concerned: Tutor informed on paper Tutor speaks with tutee Tutor speaks with parents HoD informed on paper HoD speaks with pupil Verbal contact with HoY One-week confiscation of the device (to be locked in the school safe, if deemed appropriate by HoY)

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	permission, internet history should not be deleted for periods when devices are used in school, having mainstream material and games that are age inappropriate in school.		
3	Misuse of technology that disrupts the learning of others (sharing or showing others in a lesson material not related to the learning in the classroom) or misuse of technology by inappropriate behaviour as defined in the Acceptable Use Policy. Minor 'fraping', obtaining passwords of others without consent, one off use of threatening or offensive language, take pictures of another person without permission with the intention to cause distress or to film other people without permission unless it is to be used as evidence to show a senior member of staff, deliberately share someone else's private information, sharing mainstream material and games that are age inappropriate in school,	Appropriate words of reprimand Inform tutor Inform & refer to HoY HoY detention Letter to parents IT Behaviour report	As Level 1 & 2 - plus HoY informed on paper HoY speaks with pupil HoY speaks with parents Verbal contact with SMT Confiscation of any device including laptop. Repeated offences will lead to weekend detention.
4	Misuse of technology that contravenes the System Security including the use of VPN / proxy sites or other methods of circumventing the school security system including accessing Staff or Guest wireless networks. OR serious misuse of technology in the school environment such as viewing inappropriate material such as pornography or using gambling websites. Frape, obtaining staff passwords,	Inform tutor Refer to HoY Weekend detention Internal suspension Letter to parents IT Behaviour report	As Level 1, 2 & 3 - plus SMT informed on paper SMT speaks with pupil Verbal contact with HM Reasonable precautions for the return to use depending on the offence including the ability of the school to carry out random spot checks of the equipment.

	knowingly introducing a virus into school, deliberate damage to school hardware or another pupils hardware, use of threatening or offensive language, picture or film a member of staff without permission unless it is to be used as evidence to show a senior member of staff.		
5	Repeated misuse of technology or serious misuse of technology that breaks the law of the land or use of technology that has a serious negative impact on other students. Attempting to access administrator rights for the school system, installation of spyware, key loggers or hacking programmes.	Exclusion to SMT Inform tutor Inform HoY Refer to SMT Internal Suspension External Suspension Letter to parents Meeting with parents Behaviour report Possible expulsion	As Levels 1, 2, 3 & 4 - plus HM informed on paper HM speaks with pupil HM speaks with parents

Please note the use of IT for bullying will require the use of the Bullying Policy in conjunction with this document.

A repeat infringement at any level may lead to the level above being applied.
Plagiarism and breaking copyright will be treated seriously. All incidents should be reported to the Deputy Head Academic.

4 Smoking, Vaping, Drinking and Drugs (See also Annex 1 to this Policy for more detailed guidance)

No smoking or vaping is allowed by pupils at the School or on School outings. Pupils found to be smoking/vaping, **or** in the company of smokers/vapers **or** with smoking/vaping equipment, will be given a Saturday detention. For an 'inside' smoking or vaping offence, an external suspension will be issued. This is because it is illegal to smoke inside a school building. It is also dangerous and potentially puts others at risk. Vaping is treated the same as smoking in respect of an 'inside' smoking offence. Parents will be informed if and when such offences occur.

The possession of alcohol is forbidden by all pupils at School and the consumption of alcohol by Sixth Formers is only permitted under supervision and with the permission of the HoM concerned and parent/guardian. Infringements of this rule are also the immediate concern of the Headmaster/Deputy Head as is the possession, and/or supply, and/or taking of any banned/illegal substance.

The possession use and/or supply and/or manufacture of drugs/illegal substances is totally forbidden and is also unlawful. Pupils in the possession of drugs will be suspended and may be expelled. Any pupil who supplies and/or manufactures illegal drugs or harmful substances must expect to be expelled from the School, and where appropriate, to have their actions reported to the Police.

Any pupil re-admitted to the School following their involvement in an incident of substance abuse must agree to be subject to random oral fluid testing at any time the School may request such and to comply with any actions requested by the Police. A test would be carried out under guidelines issued by the Medical Officers of Schools Association.

The School holds a separate Alcohol and Drugs Education Policy. The School's Medical Centre offers smoking cessation courses, whilst drugs education is delivered through PSHCE.

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5. Addendum to behaviour policy September 2020

In response to COVID-19 outbreak and subsequent planning for the return to school of all pupils at the start of the Autumn term 2020

5.1 Behavioural Expectations and Standards

On return to school, pupils will be required to:

Hygiene and social distancing requirements –

- Wash hands at regular points during the day as directed by Staff;
- Use hand gel on entering a classroom;
- Wipe the desk and chair space when moving to a new classroom/finishing the day;
- Wear a face mask or visor when inside a School building;
- Follow good respiratory hygiene practice: ‘catch it, kill it, bin it’;
- Maintain a safe distance from all other pupils of at least 1m;
- Maintain a safe distance from adults of at least 2m;
- Not touch other pupils or adults;
- Use the designated year group toilets;
- Remain in the year group spaces designated for breaks and lunchtimes.

Personal belongings and classroom requirements –

- Use only their own personal pencil case and equipment, or specific equipment as allocated by a teacher;
- Keep any items not needed for a lesson in their assigned locker;
- Sit in the seat that has been assigned in each classroom;
- Bring a personal water bottle for their own use only which is clearly labelled;
- Not touch or borrow other pupils’ belongings.

It is important that **all** pupils adhere to these requirements **at all times** during the school day to promote the safety and well-being of everyone within the Bethany community.

Non-compliance or disregard for these requirements will be taken seriously. Pupils will be issued with Levels for non-compliance.

Pupils who receive two or more levels in one day for offences related to the above will have their parent(s) / guardian(s) contacted by phone directly by their tutor who will explain why the levels have been awarded.

Pupils who continue to demonstrate non-compliance with, or disregard for, the requirements will have their parent(s) / guardian(s) contacted by phone directly by their Head of Year. Parents will be required to attend a meeting with the Head of Year and the pupil and parent will be asked to sign a behaviour support plan specifically related to Covid-19 Requirements. This will be kept on file, and a copy will be given to the pupil and their parent for their own records.

Any repetition of non-compliance or disregard to the requirements will result in a more serious sanction being imposed dependent on the specific circumstances of the offence. Parents will be required to attend a meeting with a member of SMT. It is possible that a final warning could be

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issued.

5.1.1 Permanent Exclusion

- Any pupil who uses coronavirus to threaten, for example, by deliberately coughing over another pupil, will be permanently excluded.
- The School will consider whether permanent exclusion is a suitable response to persistent non-compliance or disregard for requirements put in place in response to COVID-19.

5.2 Covid-19 Pupil Behaviour Responses

LEVEL 1 INCIDENT	RESPONSES	STAFF / ACTION
Minor infringement of hygiene and social distancing / personal belongings and classroom Covid-19 requirements – for example: forgetting to put mask on after break; standing too close to another pupil / member of staff... First repetition of level 1 incident	Quiet word Reminder of requirement Level 1 debit issued	Teacher concerned Verbal contact with tutor
LEVEL 2 INCIDENT	RESPONSES	STAFF / ACTION
Repetition of minor infringements (repetition to be classed as 2 or more repetitions in a day) related to Covid-19 requirements	Appropriate words of reprimand Debit Inform tutor	Teacher concerned Tutor informed on paper Tutor speaks with tutee Tutor speaks with parents Verbal contact with HoY
LEVEL 3 INCIDENT	RESPONSES	STAFF / ACTION
Persistent repetition of infringements related to Covid-19 requirements (persistent repetition to be classed as 2 or more incidents in a day following level 2 intervention)	Appropriate words of reprimand Inform tutor Inform & refer to HoY HoY to meet with and send a letter to parents Covid-19 behaviour support plan (HoY)	As Level 1 & 2 - plus HoY informed on paper HoY speaks with pupil HoY speaks with parents Verbal contact with SMT
LEVEL 4 INCIDENT	RESPONSES	STAFF / ACTION
Blatant disregard for and non-compliance with Covid-19 requirements Breaking of Covid-19 support plan in relation to Covid-19 requirements	Exclusion to SMT Inform tutor Refer to HoY Internal suspension or external suspension SMT to meet with and send letter to parents Behaviour contract – final level (SMT)	As Level 1, 2 & 3 - plus SMT informed on paper SMT speaks with pupil Verbal contact with HM
LEVEL 5 INCIDENT	RESPONSES	STAFF / ACTION
Defiant disregard for, and/or adamant refusal to comply with,	Exclusion to SMT Inform tutor	As Levels 1, 2, 3 & 4 - plus HM informed on paper

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<p>Covid-19 requirements Non-compliance with and/or disregard for with behaviour contract in relation to Covid-19 Use of coronavirus to threaten, for example, by deliberately coughing over another pupil</p>	<p>Inform HoY Refer to SMT External suspension or Permanent exclusion HM to meet with and send a letter to parents</p>	<p>HM speaks with pupil HM speaks with parents</p>
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6. ANNEX 1. Smoking, vaping, alcohol, energy drinks and legal highs

SMOKING AND VAPING

CONTEXT

- Bethany School is keenly aware of the health, social and legal implications of smoking tobacco and would want to educate our pupils accordingly. Vaping is considered the same as smoking
- The Headmaster and his staff understand and support an educational and disciplinary approach to the issue
- The pupils of the School are educated about the health, social and legal implications of smoking and vaping in PSHCE, Biology and PE lessons as well as in the tutorial and assembly programme (which includes house assemblies)
- In line with government guidelines the School is a smoke-free environment. Parents and visitors are asked not to smoke or vape on site, and this also applies to off-site visits
- The School, through the PSHCE programme, will arrange for occasional 'one-off' events to raise awareness of smoking and vaping and related issues – for example: parents' education, theatre groups, specialist speakers
- Pupils whose behaviour suggests habitual use of alcohol, vape, cigarettes, e-cigarettes or legal highs will receive welfare plans in order to facilitate the monitoring and review of their safety. Wherever possible, parents and guardians will be involved in this process.

RULES

- The purchase, use and possession of cigarettes, e-cigarettes, vape, tobacco and all smoking and vaping related items are forbidden by pupils at times and in places where they are the responsibility of the School.

DISCIPLINE

- The School has a clear set of guidelines which is communicated to pupils and parents appropriately. There are different sanctions for being caught smoking/vaping, or with smoking/vaping related items, inside and outside of a building.

Smoking/Vaping Outside:

- FIRST OFFENCE: Weekend detention
- SECOND OFFENCE: Weekend detention
- THIRD OFFENCE: Internal suspension plus an optional stop smoking clinic in addition to an interview with a member of SMT
- FOURTH OFFENCE: A two day internal suspension, plus an interview with a member of SMT
- FIFTH OFFENCE: External suspension from School and compulsory counselling paid for by parents

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- The Deputy Head in charge of behaviour co-ordinates the response to the first offence and subsequent offences and, with the tutor and the Headmaster, is empowered to make reasonable judgement of the appropriate action in certain circumstances. The nature of some of the tasks set during weekend detentions must be relevant to the offence.

Smoking/Vaping Inside:

- **FIRST OFFENCE:** Three-day external exclusion.
- **SECOND AND SUBSEQUENT OFFENCES:** A longer period of external exclusion; possible final warning – to be at the discretion of the Headmaster.

No discipline code is without fault and thus flexibility to make specific arrangements in an individual case is allowed.

ALCOHOL

CONTEXT

1. Alcohol will not be consumed on the premises unless authorised by the head teacher. For pupils under 18 years it is illegal for them to purchase alcohol. No pupil under 18 will consume alcohol while in the care of the School. The private residences of staff, over 18, are exempt from this except whilst on duty and in direct loco parentis of pupils.
2. The School's approach is a reasoned one which takes account of the law and research information as it becomes available.
3. This policy informs trips and tours run by members of staff. Parents and pupils are given strict guidelines prior to these trips and pupils must be aware that breaches of these guidelines will be treated as per this policy on their return to School.

RULES

4. Bars and Public Houses are out of bounds to everybody during the School day and to all boarders during School evenings unless supervised by parents.
5. The purchase, use and possession of alcohol is forbidden by pupils at times and in places where they are the responsibility of the School.

CLUBS, FUNCTIONS AND SIXTH FORM PUPILS

6. *Sixth Form Boarders:* Our Sixth Form boarders age 18 and over are allowed into Public Houses on Friday and Saturday evenings. Each time the permission from their House Master or Mistress must be obtained and a pub pass issued and recorded by staff and kept by the Sixth Former. Pupils must return to school by 10pm and any breach of sensible and lawful behaviour will result in the withdrawal of this privilege.

DISCIPLINE

8. If any of our pupils is found breaking any of these rules and guidelines, they can expect to be

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punished as appropriate. It is accepted that, with over indulgence, health issues may be the primary consideration and in this case discipline would be temporarily suspended.

- The pupil or pupils will be interviewed by a senior member of staff and their parents or guardians will be informed of the interview.
- They will be sent home, if possible, or back to their boarding house.
- They will be expected to undergo counselling.
- Discipline will include up to a week's School gating or a short-term exclusion, plus a banning from future School functions for an agreed amount of time, if appropriate.
- Senior pupils who break these rules and guidelines can expect to be treated as above, but can also expect to lose privileges and positions of responsibility.
- Alcohol related offences will receive sanctions in a manner similar to the sanctions for tobacco related offences, unless the health of the pupil concerned is so affected by the alcohol incident that this course of action is deemed inappropriate.
- The Deputy Headteacher co-ordinates the response to the first offence and subsequent offences and, with the tutor and the Headteacher, is empowered to make reasonable judgement of the appropriate action in certain circumstances. No discipline code is without fault and thus flexibility to make specific arrangements in an individual case is allowed.

Incidents involving pupils while on trips away from School will be dealt with as appropriate by the staff in charge of the trip when it is not possible to send the pupil or pupils home immediately. The situation will be reviewed as per this policy on the group's return to School.

LEGAL HIGHS AND CAFFEINE AND GUANINE BASED ENERGY DRINKS

Although these substances are not illegal their effects are unknown and they have no place at Bethany School. Staff are asked to be vigilant and mindful of these products when supervising pupils, especially on residential trips, during long journeys and at examination time.

The following substances are to be confiscated on sight and the child's tutor informed:

Legal Highs - including but not limited to: CBD products, Gamma-butyrolactone, Dimethocaine, BZP aka Benzo Fury aka benzylpiperazine, 5IAIm MDAT, Silver Bullet, Ivory Wane, Eric 3, Diabolo

These substances are to be confiscated on sight and then given to one of the Deputy Heads who will seek advice from Area Safer Schools Partnership in order to identify the substance and act in accordance with this policy. Sanctions will be applied to those who use these drugs. This section of Bethany's drugs policy will kept under review and updated in the light of guidance from the government's Advisory Council for the Misuse of Drugs (ACMD) which will be both categorising and introducing different types of ban on these products.

Legal High related offences will be dealt with the same severity as illegal drug use and

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possession and therefore will be sanctioned and supported in similar ways.

Energy drinks - including but not limited to: Red Bull, Monster, 5-Hour Energy, Rockstar, AMP, Blue Charge, Jolt Cola, Cocaine, Relentless

These drinks are to be confiscated on sight and given to one of the Deputy Heads who will instruct the housemaster/mistress or Head of Year of the pupil/s concerned to inform their parents/guardians that such items have been confiscated and are in his/her possession. Parents and guardians are encouraged to collect the items from School.

Energy drink offences will be sanctioned in a manner similar to the sanctions for tobacco related offences.

No discipline code is without fault and thus flexibility to make specific arrangements in an individual case is allowed.

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