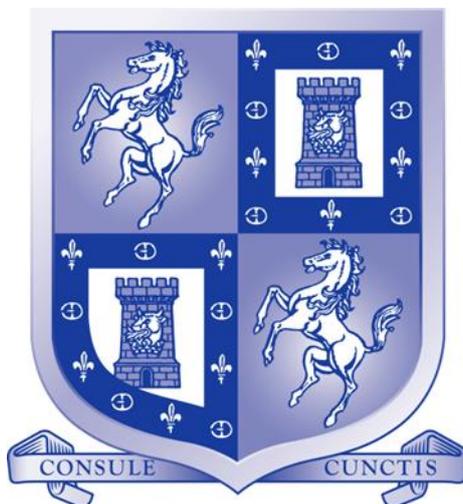


GRAVESEND GRAMMAR SCHOOL



Student Discipline Policy

Date Policy Originated/Amended	Date Policy Approved by GGS Governing Body	Signature
August 2011		
July 2012	3 July 2012	G Ralph
May 2015	25 June 2015	Ms J Murray

[Next review due – Spring 2017]

An Academy in The Gravesend Grammar School Academies Trust

GRAVESEND GRAMMAR SCHOOL

Statement of General Principles of Overall Behaviour and Discipline Policy

School Ethos

The School is a community which values all individuals. Adults consistently act as role models for pupils and the positive relationships which exist between staff and pupils are based on genuine mutual respect. Pupils are encouraged to show respect for others' feelings, values and beliefs. There are consistently high expectations of behaviour implicit in the school's values and culture. The discipline policy is designed to develop a positive attitude of self-discipline amongst all students. It assumes that all members of the school community act primarily from goodwill towards the members of the community. There are a limited number of necessary school rules to support the dress code and school routine.

In every classroom are displayed

- **The principles by which behaviour is judged, based on the school motto:**

“Consule Cunctis (Take thou thought for everyone) – this means:

You must always allow others to work.

You must always allow teachers to teach.

You must show respect and courtesy to all other members of the Community.

- **Bullying**

A poster dealing with the nature of bullying

Aims

The aims of this policy are to:

- Promote good behaviour, self-discipline and respect;
- Prevent bullying;
- Ensure that pupils complete assigned work; and which regulate the conduct of pupils.
- Apply a consistent approach to behaviour management.

When does this policy apply?

Any misbehaviour when the student is:

- In School
- Taking part in any school-organised or school-related activity
- Travelling to or from school
- Wearing the school uniform or identifiable as a student at the school

Or where behaviour which

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school.

Teachers have statutory authority to discipline pupils for misbehaviour in the circumstances above. The power to discipline also applies to all paid staff (unless the HT determines otherwise) with responsibility for pupils, such as teaching assistants

Rewards and Punishments

Behaviour is best modified positively by reward or motivation, rather than punishment, so the latter will be applied at the minimum level necessary to be effective. Teachers are encouraged to offer praise wherever possible. Before any formal punishment is applied verbal expression of disapproval, warnings and one-to-one conversations with the miscreant should be used. Punishment will be primarily to correct poor behaviour, seen as breaches of the “Consule Cunctis” principles. Students may be given work assignments to improve standards of work or organisation. Teacher disapproval will usually be the appropriate punishment, but more serious offences will receive stronger action and may be dealt with by Heads of School or their Assistants.

Sanctions should always be graded, increasing in severity for more serious issues. It is anticipated that, for most students, most of the time, the following actions will have some impact

- Separating students.
- Additional tasks.
- Removal of privilege (e.g. exclusion from classroom at break/lunch time, banning from the computer network for a fixed period of time)
- Lunchtime detention. (a note in homework diary to inform parents)
- Telephone conversations and face to face meetings with parents
- Monitoring sheets
- Letters / email to and discussions with parents
- Consultation with subject leaders for advice, guidance and support

Detentions

If combinations of the above have no impact, or for more serious breaches of behaviour or application, Detentions may be used. If this is the case students and parents will normally receive written notification. In giving a Detention staff will consider the safety of a student and examine circumstances such as the examples given below

- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether safe travel arrangements can be made by the parent for the pupil

Exclusion

For more serious, or repeated, issues Exclusion either Internal, External or Permanent, may be used. Decisions about External or Permanent Exclusion will be made by the Headteacher.

Exclusion is a serious sanction and will only be applied after consideration of other options. It will normally, but not exclusively, be used for offences of violence, theft, defiance of school authority and handling or possessing illegal substances.

Permanent exclusion will be used where students bring illegal substances onto the school site intending to supply or provide them to others. Otherwise, permanent exclusion will only be used for repeated serious misbehaviour after warning has been given, or exceptionally a very serious offence which would equate with some types of criminal action.

Bullying in School

The school is aware of the possibility of physical, verbal and cyber bullying and treats any incidents seriously and effectively. The school will investigate every report of bullying and at the very least keep a record of this centrally. Any report of bullying by a student will be taken seriously and the student will always be listened to, no matter how frequently he complains. The action taken will depend on assessment of the individual situation, as outlined in the school bullying policy, but every attempt will be made to resolve incidents so as to prevent further problems. A statement on bullying appears in every classroom asking students to report any case of suspected bullying to an appropriate adult.

Discrimination, Racism, Homophobia in School

The School will not tolerate any discrimination, racism, homophobia in School and will thoroughly investigate every report made, keep a record of this centrally, take appropriate action and report incidents to the Local Governing Body.

Student Procedures

A dress code, set of student procedures and guidelines for behaviour are issued to every student on entry to the school and up-dated versions are presented to students via form tutors early in the academic year. Students who contravene the dress or hair code may be sent home to rectify the situation, after parents are informed.

Support for students

Where appropriate external agencies will be used to help students displaying continued poor behaviour. Students in danger of being permanently excluded will be encouraged to agree a Pastoral Support Programme.

Procedure for investigation of incidents

In cases of serious misconduct, Student Support Officers will collect written statements from those involved and any witnesses; students or staff. Whenever possible when a student is being interviewed, another adult will be present. Parents and staff will be kept informed of any disciplinary action to be taken. The action will be determined by the Assistant Head of School / Head of School or Headteacher as appropriate

Staff Development

There are opportunities throughout the year during the school CPD programme for staff to re-visit behaviour management strategies.

Malicious accusations against staff

Malicious accusations against staff will be dealt with by the Headteacher.

Concluding Remarks

The above policy is designed to develop a positive attitude of self-discipline amongst all students. It assumes that all members of the school community act primarily from goodwill towards the members of the community. The social and moral development of the individual is a key aspect of the policy, within the context of meeting the needs of both the individual and those of the student body as a whole.