

KILGRASTON

BEHAVIOUR and DISCIPLINE POLICY SUMMER SCHOOL

Rationale

Behaviour is improved more effectively through a coherent and consistent system of positive reinforcement than negative punishment. There is often an injustice in the amount of time and energy the school devotes to those who misbehave, while the students who are meeting expectations may risk having their efforts unrecorded. By rewarding good behaviour the expected standards of behaviour are modelled. Kilgraston's discipline system is based on trust, courtesy and consideration of others. Pupils are expected to show good manners, be courteous, well-presented, punctual and reliable in fulfilling their obligations. They are expected to show respect, understanding and tolerance of others. They are expected to respond positively to the demands that community life places upon them. All staff are responsible for the behaviour of pupils. In order to ensure there is a consistent approach to managing behaviour, it is essential that all staff work together to maintain the high standards of behaviour expected at Kilgraston.

In the normal course of events every student is expected to be;

- Polite, courteous and helpful at all times.
- To respect the character, reputation and property of all those with whom she comes into contact.
- To do her best to maintain the high standards of work and behaviour associated with Kilgraston.

The role of the Summer School Course Director:

- To establish measures to promote good behaviour, self-discipline and respect for others, prevent bullying, ensure that pupils complete tasks reasonably assigned to them in connection with their education and regulate the conduct of students both on and off school premises.
- To communicate Kilgraston Summer School's behaviour policy within the school and to parents, guardians and children, otherwise it may be unlawful to impose its sanctions.
- Working alongside Kilgraston School's Headmistress (the Named Person) and using the GIRFEC National Practice Model making sure the wellbeing of all the students is upheld.

Staff should familiarise themselves with the behaviour policies and procedures of the school so that they are clear about the extent and limits of their authority:

- All staff at Kilgraston Summer School will receive initial training on behaviour management procedures at their Induction.
- All members of staff have access to this policy via the staff area.

Rewards

Whenever possible we celebrate student achievement. It is important that the school is fair and consistent in its system of rewards so that all pupils understand that hard work and good behaviour will result in commendation. Achievement may also be recognised through Awards Assemblies; by means of trophies or certificates; by House points; by contact with home.

We expect to reward:

- good or improved class work
- good or improved behaviour
- positive effort
- excellent attendance
- commitment to afternoon activities
- contribution to the social programme/House Championship events, etc.
- contribution to the positive ethos of Kilgraston Summer School e.g. care shown for others
- representing the school with good or improved behaviour on excursions

Procedure for awarding of House-points

- Each pupil has own House-point card in staff-access folder (House colour visible)
- When a member of staff awards a House-point it must be recorded on their card and communicated to the Welfare Manager
- Once a day the Welfare Manager records the total House-points.
- Each day the House Captains will announce the House with the highest points at assembly.
- A trophy is awarded each week to the House with most House-points collected over the course of the week
- Pupil in each House with highest number of House-points is presented with an award at the end of week
- Pupil achievement in earning House-points is recognized as shown in the following table:
- Reward Certificates are awarded at Prize Giving on Friday evening.

REWARD	NUMBER OF HOUSE-POINTS
BRONZE	20
SILVER	50
GOLD	80
PLATINUM	100

SANCTIONS

Rationale

Teachers and staff in charge of students have the right to deal with students' misbehaviour and to impose sanctions in accordance with the school's Behaviour and Discipline Policy. This extends to students outside of school on an excursion, in accordance with the schools Code of Conduct for Students as found in the Management of School Trips document. Poor behaviour may result in the student being sent home at her parent's expense. Poor behaviour by students on the way to or from school or in the community in general will be dealt with by school if deemed appropriate.

In determining whether the issuing of a sanction is reasonable, the following matters must be taken into account:

- whether the issuing of the sanction constitutes a proportionate punishment in the circumstances.
- any special circumstances relevant to its issuing on the pupil which are known to the person imposing it (or of which she/he ought reasonably to be aware) including in particular:
 - the pupil's age,
 - any special educational needs she may have,
 - any disability she may have, and
 - any religious requirements affecting her.

All sanctions should be recorded by the member of staff issuing the sanction by completing a Sanction Report form. All sanctions must be reported to the responsible manager. The manager may wish to speak to the Summer School Course Director for further advice or support.

All completed Sanction Report Forms must be recorded in the student's file on the T:/drive.

The following sanctions should be used:

Type of incident	What to do	Who else to involve
Disruption		
Low level disruption in class/activity	Admonishment, move place, note down.	
Low level disruption outside class/activity	Admonishment. Warning of Yellow Card.	Inform Welfare Manager (WM)
Continued low level disruption in class/activity or around school.	Discuss with pupil. Record incident. Yellow Card	Inform Director of Studies (DoS), Activities Manager (AM) or WM
Loud or disruptive behaviour around school	Stop behaviour, explain why it is inappropriate. Record incident. Possible Yellow Card	Inform DoS, AM or WM

Serious Incident – swearing, refusal to obey a reasonable instruction etc.	Send a reliable student to find DoS, AM or WM, or SSCD. Record incident. Red Card Detention either lunchtime or afterschool as appropriate.	Summer School Course Director (SSCD) will deal and inform teacher, DoS, AM & WM. SLT will be informed. Parents/agents will be informed.
Homework		
Lack of homework/ appropriate resources.	Admonish, note down.	Inform DoS and WM/Residential staff.
Repeated lack of homework.	Discuss reasons with pupil. Strategies to improve organisation. Record. Warning of yellow card	Inform DoS/WM/Residential staff.
No improvement	yellow card – opportunity to catch up (lunch time or afterschool). Record incident.	Inform DoS/WM. Reported to SSCD.
Late		
First Occasion	Check the reason and admonish if unsatisfactory. Note down. Warn	Check excuse with colleagues, if one given. Inform DoS/AM/WM if reason not confirmed.
Repeatedly late to class/activity.	Ensure there is no good reason. Yellow Card. Record.	Inform DoS/AM/WM
Follow up occurrence	After two yellow cards send to DoS/AM/WM for discussion. Detention to catch up (if necessary) Record incident.	Inform DoS/AM/WM and SSCD. Parents/agents informed.
Missing classes/activities without permission (students not declared absent by WM in daily staff briefing)	Call duty manager after 10 minutes to report. Maintain lesson attendance registers. Confirm absences are legitimate.	Inform Duty Manager, DoS/AM/WM and SSCD who may speak to parents.
Other		
Leaving the premises without permission.	Report directly to SSCD. Record in student file.	SSCD will investigate alongside SLT.
Smoking	Smoking by pupils on School premises or whilst on excursions is unacceptable.	Inform SSCD who will inform parents/agents.
Bullying	Follow policy.	WM and SSCD.

Drug offences	Follow policy.	SSCD
Possession or consumption of alcohol.	Follow policy.	SSCD
Possession of dangerous items not included above.	Follow policy.	SSCD
Misuse of mobile phones or other electronic equipment. Use of inappropriate material.	Immediate confiscation and report to WM	WM and SSCD

The individual circumstances surrounding all incidents will be considered carefully. These may determine that the student is dealt with by sanctions either more or less severe than indicated within this table.

It must be emphasized that each member of staff is responsible for the management and discipline of their own class/activity session. It is expected that all staff ensure good order and discipline themselves in accordance with the school's aims and policies.

The table below sets out who is authorised by the Senior Leadership Team (SLT) to use which sanctions. This refers particularly to temporary or permanent exclusions. Under no circumstances should any form of corporal punishment be used as a sanction within the School. Punishments must not be demeaning or undermine a student's Human Rights.

Sanction	Who	Conditions
Verbal warning/rebuke	All staff	<ul style="list-style-type: none"> • Must be proportionate and fair
Letter home	SSCD	<ul style="list-style-type: none"> • Check to ensure correct details and spelling, punctuation and grammar
Moving a student in a lesson.	All teachers	<ul style="list-style-type: none"> • No reason is needed except that it facilitates good learning.
Seeing a student at the end of a class/activity	All staff	<ul style="list-style-type: none"> • This must not interfere with other scheduled activities
Yellow Card	All staff	<ul style="list-style-type: none"> • Appropriate warning procedures will have been followed.
Detention	DoS	<ul style="list-style-type: none"> • Must be proportionate and

		<p>fair.</p> <ul style="list-style-type: none"> • Must be scheduled in a free-time session & not interfere with other activities • Specifically to catch up on uncompleted work.
Loss of Privilege	SSCD & SLT	<ul style="list-style-type: none"> • E.g. removal from school trip, where the behaviour displayed leads to concern about an unacceptable risk whilst on the trip.
Isolation	SSCD & SLT	<ul style="list-style-type: none"> • Arrangements are made for continued learning. • Parents/Guardians are informed promptly. • Letter sent home.
Confiscations	All staff	<ul style="list-style-type: none"> • Where appropriate arrangements should be made to return confiscated items at the end of the school day e.g. mobile phone. (See ICT policy). For more serious incidents e.g. where use of mobile phone for bullying is suspected, confiscated items should be passed to SSCD who will investigate and contact Parents/Guardians. • Where a valuable item has been confiscated, it should be passed immediately to the SSCD for safe keeping. • Confiscated items should be only be disposed of after consultation with the SLT.
Physical intervention when students' Health and Safety is at risk.	All members of staff.	<ul style="list-style-type: none"> • No one should put themselves at risk of injury. • Minimum force and contact should be used. • Only to be used when no other alternative strategy is possible and only then after completing a quick mental risk assessment

		and the benefits outweigh the disadvantages. (See use of Physical Restraint in Child Protection Policy)
Search of bags and clothing.	SSCD & SLT	<ul style="list-style-type: none"> • In the company of another colleague and same-sex only. • Senior staff may search a pupil for offensive weapons, using reasonable force if necessary.
Calling the Police	SSCD & SLT	<ul style="list-style-type: none"> • Where a serious breach of the School's behaviour and discipline policy has occurred or where there is a serious risk to the safety of other members of the school community.
Expulsion	SLT	<ul style="list-style-type: none"> • A pupil is liable to expulsion for a serious breach of School discipline, for example, persistent failure to comply with School conduct, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its property or any of its members.

Confiscation of pupil property

In most cases, confiscation is a sufficient sanction, and return of the item at the end of the lesson, school session, or school day is adequate time to reinforce the school rule. This also limits the chance of problems with loss of items while in the care of school staff.

There may be some instances when the School chooses not to return an item to the student:

- Items of no value, such as an inappropriate message scrawled on a piece of paper, may simply be disposed of. However, staff should be mindful that some items of seemingly no value may have value to the student - staff should establish if this is the case before deciding whether or not to dispose of the confiscated item.
- Items of value which the pupil should not have brought to school, or have misused in some way, might, if judged appropriate and reasonable, be stored safely at the School until the end of the student's Summer School stay. For example, there is no acceptable reason why a pupil should

bring a cigarette lighter to school. Likewise, as a general rule, students should not use mobile phones in lessons. In such circumstances retention is a reasonable step.

- Other items which the pupil should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the School to an external agency for disposal or further action as necessary. This should always be followed by a letter to the parents confirming that this has taken place and the reasons for such action.

Serious Misbehaviour

Expulsion

A student is liable to expulsion for a serious breach of School discipline, for example, persistent failure to comply with School conduct, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its property or any of its members. Upon expulsion the student's name will be removed from the roll of the School and a reference to the circumstances and the facts will be made available in response to every reference request. Any outstanding fees will be payable, and paid fees non-returnable.

Parents/Guardians/Agents will be invited to a meeting with the SLT before expulsion takes place. No student will be expelled without prior consultation with the Senior Leadership Team.

Appeals

The Parents/Guardians are entitled to ask for review by a panel of three Governors of a decision to expel a student or to require a student to leave for disciplinary reasons.

There will be no right to an appeal of other sanctions but a student who feels aggrieved may ask a member of the management team to take up their concerns with the member of staff who imposed the sanctions.

A Parent/Guardian who remains dissatisfied with the response to a concern raised may request a copy of the School Complaints Procedure.

Related Policies

Child Protection and Confidentiality

Drugs and Illegal Substances.

Anti Bullying

Equal Opportunities

ICT Safety Online Policy

Related Documents

Kilgraston Complaints Procedure

Date	Action	Responsibility
Oct 15	Policy updated	GMcF
Jan 17	Policy Updated	GMcF
Sept 18	Policy reviewed	GMcF
March 20	Policy reviewed	SM

Sept 20	Policy Updated Summer School	for	DD
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