

WHOLE SCHOOL BEHAVIOUR POLICY

This policy was revised in September 2011 in line with the School's Policy Review Schedule which ensures all policies are kept up to date and replaces that updated in 2010.

The Whole School refers to all staff and students at Lavant House School in the junior and senior school which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

INTRODUCTION

Lavant House is committed to recognising and providing opportunities for pupils to thrive under the Every Child Matters framework:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Social and economic well-being

Lavant House aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust, mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. At all times everyone in our school community (girls, staff, parents and governors) is expected to behave in such a way to promote effective teaching and learning in a happy and constructive atmosphere. We develop qualities of team-work and leadership through our programme of extra-curricular activities.

Lavant House is an inclusive community. We welcome pupils from a variety of ethnic and social backgrounds and faiths. We treat everyone as an individual, aim to develop the whole person equipped to take her place in the modern world. We take into consideration issues related to special educational needs and disabilities and reasonable adjustments are made for such pupils.

CODE OF CONDUCT

The Lavant House community of Governors, staff, parents and pupils adhere to a code of conduct. Lavant House sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour both inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's Rules and Regulations.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is written in girls' Homework Diaries, various school handbooks distributed to girls and their parents and is available for parents to read in a file in the school office. Lavant House is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's attendance policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at Lavant House undertake to uphold the school's policies and regulations, including this policy. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

We will always telephone the home as soon as possible on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them, e.g. via the School Council, which meets regularly.

SCHOOL RULES AND REGULATIONS

The school's Rules and Regulations are designed to encourage positive behaviour. Its sanctions are to help us to manage challenging behaviour. Copies of the Rules and Regulations are set out below, in the girls' homework diaries, in various handbooks distributed to girls and their parents and may change from time to time. Parents and Guardians undertake to support the authority of the Headmistress in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

School Rules

1. Smoking, alcohol and the use of drugs are strictly forbidden.
2. **Safety and Security:**
 - (a) In the event of a fire during school hours, all pupils to make their way quietly to the Fire Assembly Point by the Classroom Block and line up in form order for name-check.
 - (b) All pupils should stay within the school grounds during the school day. If they leave early or are in late they should sign out or in at school or house office.
 - (c) No one may enter the swimming pool and its surrounds unless accompanied by an adult responsible for them.
 - (d) The Junior school play area is for juniors only.
 - (e) No one should go upstairs in the Boarding House into the boarding accommodation during the day.
 - (f) Pupils should stay indoors after dark. They may only go outside with special permission.
 - (g) The stage in the gym is out of bounds.
3. **Appearance and uniform**

A clean and tidy appearance is expected:

 - (a) Full school uniform is worn by all pupils up to Fifth form. Day girls staying for prep should remain in uniform. Blazers should be worn to assembly.
 - (b) Make-up and nail varnish are not allowed with school uniform.
 - (c) Hair should be tidy, worn off the face, and tied back if long.
 - (d) Only the following items of jewellery may be worn: wristwatches, one pair of small ear studs, one gold or silver cross.
 - (e) All clothing and possessions must be named.
4. **General Behaviour**

Courtesy and respect for each other and the school environment are the core expectations of behaviour in school.

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Pupils are expected to be polite to all school staff at all times, including teaching, ancillary, office, domestic and maintenance staff.

The following are not acceptable:

- Bullying (see Anti-bullying Policy)
- rude, offensive or foul language
- rough play or behaviour which could result in a pupil being hurt, or the fabric of the building or school equipment being damaged
- borrowing without the owner's permission (particularly PE kit), or failing to return borrowed items
- dropping litter
- lack of punctuality

Food may not be consumed in any teaching or study areas. Eating should take place in the dining room or outside.

Pupils may not chew gum.

5. Mobile Phones

Pupils may bring mobile phones to school. They must be switched off and out of sight during all school sessions including in between lessons. They may be used during first break and lunch times.

6. Behaviour on the School Bus

Passengers must remain in seats with seatbelts on, behave in a quiet and considerate manner and obey the drivers' instructions at all times. There should be no eating on school buses. Girls who behave badly on buses may risk losing their place.

Junior School

Any behaviour that is deemed inappropriate will be reported verbally to the pupil's parents at the end of the school day. We hope that by tackling bad behaviour quickly we can prevent further incidents.

On the rare occasions that a child continues to behave badly, a daily written report will be made and copies sent home.

Sixth Form

Sixth Formers may wear their own clothes, but are expected to be appropriately dressed for the working environment. On formal occasions, girls are expected to wear a suit and blouse. They may use the front door and the front stairs. They may go out of the school grounds in groups, with permission, during the school day, but they must register in and out. Sixth Formers may drive themselves to school only after a written request from their parents has officially been granted. They may only give lifts to other members of the school as outlined in the Sixth Form guidelines.

Schoolwork

All members of the school community are expected to do their best in all lessons and activities, and to work co-operatively with each other for their mutual benefit.

Pupils should attend all lessons on their timetables promptly and properly equipped with everything needed for the subject.

Homework should be recorded in the prep diary, and completed and handed in on time.

Pupils are expected to listen and speak in an appropriate manner in lessons, having due regard for the teacher and their peers.

All members of the school community should take proper care of books and equipment.

Rewards

House Points may be given for exceptionally good and helpful behaviour.

School awards at Speech Day, Certificates of Achievement, Cups and Prizes (Senior School)

Certificates of Achievement

Certificates of Achievement are awarded at the end of each term in Final Assembly to pupils who have either (a) achieved results excellent in themselves or (b) have made praiseworthy progress through sustained effort. Examination results determine those pupils eligible for Certificates on the grounds of (a); teaching staff meet to discuss and select candidates who qualify on the grounds of (b).

Cups and Prizes

Cups and Prizes are presented at Speech Day towards the end of the Summer Term. Each award (except those marked*) includes a book with a signed book-plate.

(a) Form Prizes

There are two for each form in the Senior School. One prize goes to the pupil who has the highest level of achievement and is based upon examination results over the year. A second prize is awarded to the pupil who has made the most significant effort and progress over the year.

(b) Academic Prizes

There are the following Subject Prizes, which are awarded on the basis of recommendation by the subject staff concerned. The recipients are normally in UVI leavers. Not every one is necessarily awarded every year if there is no outstanding candidate.

The Frances Harden Cup for English, Science, Classics, Humanities, Modern Studies, The Rosemary Simmons Cup for Modern Languages, The Ritchie Cup for Art, The Goulston Cup for Creative Arts, The Doris Houghton Music Cup.

The GCSE English Prize, The Miller Cup for the Vth Form girl who made the best all-round achievement in the GCSE year and The Ablewhite Prize for the best general progress in all subjects over the year are specifically Vth Form awards. They are awarded in addition to the two Form Prizes.

The Lilley Cup for progress in Mathematics is usually awarded to a pupil in KS3.

(c) Other Prizes including Sports

There are various other prizes awarded on the recommendation of specialist teachers:

EFL, The Susan Gebbett Cup for Speech and Drama, Mrs Pressdee's 10th Anniversary Plate (Speech and Drama), The Wood Performing Arts Trophy, The Christie Cup for Debating, The Deighton Cup for Public Speaking, The Nina Asling Dance Cup, The Dunlop Cup for overall improvement in Tennis, The Catt Bowl for Endeavour in Sport, The Games Prize, The Purley Cup for Enterprise, The Prize for Courtesy and Helpfulness, The Oakes Cup for a girl who has overcome considerable difficulties to achieve. These prizes are usually awarded to pupils in Forms V upwards. Governors' Prize for Independent Learning.

The Worsfold Shield for excellence in sport in the Middle School and The Elizabeth Finch Memorial Bowl for a significant contribution in the Middle School are both specifically awards for pupils in KS3.

(d) Special Sixth Form Awards

The Jane Ryan Cup for the girl who has made the most of her school life and her opportunities at Lavant House goes to an UVI leaver.

The Sports Captain Shield* is passed from the outgoing Sports Captain to the Sports Captain for the next academic year. The Sports Captain is usually a member of LVI.

There is a similar hand-over of a Silver Salver* from the outgoing Head Girl to the Head Girl for the next academic year. The retiring Head Girl is traditionally awarded the School Shield*.

Star Awards

From time to time throughout the school year a Star Award is made to a pupil who has distinguished herself in some way by services to the school or the wider community. The Star Award originated within the Sixth Form but is now available to deserving pupils lower down the school.

Certificates of Achievement, Cups and Prizes (Junior School)

Certificates of Achievement

Certificates of Achievement are awarded at the end of each term in Final Assembly to pupils who have either (a) achieved results excellent in themselves or (b) have made praiseworthy progress through sustained effort. Results determine those pupils eligible for Certificates on the grounds of (a); teaching staff meet to discuss and select candidates who qualify on the grounds of (b).

Cups and Prizes

Cups and Prizes are presented at Speech Day towards the end of the Summer Term. Each award (except those marked*) includes a book with a signed book-plate.

(a) Form Prizes

In Foundation every pupil is awarded a small prize at Speech Day. From Forms 1 to 6 there are normally two for each form in the Junior School. One prize goes to the pupil who has the highest level of achievement and is based upon examination results over the year. A second prize is awarded to the

pupil who has made the most significant effort and progress over the year. Occasionally a third prize for merit is awarded.

(b) Other Prizes

There are various other prizes awarded on the recommendation of the teachers concerned:

The Junior Lavant House Art Prize, The Junior Lavant House Music Prize, The Junior Lavant House Games Prize. These and The Tony French Cup for the girl who has made the most of her opportunities in the Junior School are normally awarded to Year 6 pupils.

The Susan Gebbett Cup for Speech and Drama and The Nina Asling Dance Cup may be awarded to Junior or Senior pupils at the discretion of the specialist teachers concerned.

Sanctions

Order Marks, which result in a breaktime detention

After school detention on Friday from 4.00 – 5.00 pm. This may be given directly, but is also the inevitable result of 3 Order Marks

If a serious case of bad behaviour occurs, parents will be invited to school to discuss the situation. The pupil may be suspended from school.

A pupil may be asked to leave the school if serious misconduct persists, or if the case is one of gross misconduct.

On report

If a student is persistently falling behind in work, behavioural issues or organisational matters relating to her studies, she may be put on report usually for a minimum of a week. In consultation with the Deputy Headmistress, parents will be informed and the pupil will carry a report card to each lesson to be signed by the teacher at the end of each lesson.

The pupil's performance will be reviewed at the end of a week by the Senior Mistress.

Use of restraint (see Child Protection Policy for further guidance)

In the case of any behaviour by a pupil requiring the use of physical restraint by a member of staff this should be by reasonable and non-injurious means,

only for the minimum time necessary to prevent injury to self or others, or very serious damage to property.

Corporal punishment of any sort is prohibited.

Some further points about general conduct

The use of form rooms:

We want the girls to use the rooms properly. To lock them out does not teach them how to use the rooms in a way we would like. We need to start by teaching them what we expect.

The classrooms are teaching and working rooms. They are not common rooms. Girls may use them as places to relax in at breaktimes, but must respect the primary function of the room.

- The teacher's desk/filing cabinet/other teaching materials/personal bags etc must not be touched in any way. The girls are trusted to be in the room on their own and not interfere in these areas which are the private space of the teacher.
- Girls may not write on the boards without the permission of a teacher i.e. not at all when no teacher is present.
- Tables and chairs should be left tidily ready for the next lesson.
- Possessions should not be left in classrooms. Girls will not be allowed into classrooms during lessons (including half way through a double lesson) to collect any bags, books etc. Such interruptions are very disrupting.
- Girls must not eat in the classrooms.
- Rubbish associated with eating should be put in outside bins so that classrooms do not smell e.g. of orange peel.
- Chewing gum (not permitted in school) should be properly disposed of in bins, not stuck on furniture or the floor.
- Care should always be taken not to damage any displays. It is good manners to report accidental damage immediately to the member of staff concerned.

If possible, or necessary, someone will check the classrooms every day at the end of first break and lunch break. If a classroom is not acceptable the girls will be banned from it for the following day.

Girls should be encouraged to go outside as much as possible during break times. There are seats outside the classroom block, and they can use the verandah. More seating areas are planned.

Uniform

Girls are expected to wear the correct clean and tidy uniform and obey the uniform rules.

Jewellery will be confiscated and may be collected at the end of the week.

Girls will be sent to the Head of Lower School to remove nail varnish.

Only one stud-type earring may be worn in each ear. Earrings must be removed or taped over for PE. A wristwatch may be worn. No other body jewellery may be worn e.g. nose studs.

Girls disobeying the rules may incur order marks, detentions, or be sent home.

If a girl wears incorrect uniform e.g. unsuitable shoes, tattered jumper, a standard note will be sent home (like the homework note).

Leaving Lessons

Other than in exceptional circumstances girls should not arrive late at lessons or leave lessons to go to the loo. They are reminded that they can go at break times and in between lessons. They should think ahead.

Similar advice applies to the need for a drink.

If a girl complains of a headache etc, encourage them to last out the lesson. Maybe just sit quietly in a corner till the end.

In all of these circumstances, staff need to use their judgment, but try to stop girls going 'walkabout'.

The Headmistress for her part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity. Examples of sanctions include: detentions at breaktimes, lunchtimes or after school on Friday afternoons, withdrawal of privileges, assistance with domestic tasks, such as collecting litter, suspension for a specified period, removal or expulsion. The school's policy on Discipline and Exclusions is set out elsewhere and available for parents in a file in the school office.

TEACHING AND LEARNING

Lavant House aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

COMPLAINTS

We hope that you and your child do not have any complaints about the operation of our behaviour policy; but copies of the School's complaints procedure are available on the School's website.

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