

Behaviour Management Guidelines

Definitions of Sanctions

GENERAL NOTE

Classroom indiscipline will be dealt with by Teaching Staff following the School's Behaviour Management Policy. (Copies available on request)

HOUSE GATING: After school, you are in the house at all times – unless accompanied by a House Tutor. Parents/carers will be informed by telephone.

- You will be placed on a **Stage 1 (Blue) House Card** to set behaviour targets and monitor progress.
- School uniform must be worn at meals.
- You must be accompanied to and from meal times.
- The privilege of first shop is withdrawn for the entire duration of gating.
- You are expected to help House Tutors on duty with evening routines.
- You are allowed to attend your official school hobbies, but you are suspended from house evening sports and other house activities for the duration of gating.
- You are allowed to represent the school in official fixtures for example sport, drama, music, debating, piping, drumming, and dancing.

SCHOOL GATING: After school, you are in the house at all times – unless accompanied by a House Tutor. Parents/carers will be informed by official letter from the Housemaster/mistress (HoM).

- You will be placed on a **Stage 2 (Yellow) Tutor Card** to set behaviour targets and monitor progress.
- School uniform must be worn until start of bedtime routine.
- You must be accompanied to and from meal times.
- The privilege of first shop is withdrawn for the entire duration of gating.
- You are expected to help House Tutors on duty with evening routines.
- You are not allowed to attend your official school hobbies, and you are suspended from house evening sports and other house activities for the duration of gating.
- You are not allowed to represent the school in official fixtures, for example sport, drama, music, debating, piping, drumming, and dancing.

ON REPORT: You follow the directions as stated under “SCHOOL GATING”. Parents/carers will be informed by official letter from a member of the Senior Management Team (S.M.T.). Parents/carers will be invited in for a meeting.

- You will be placed on a **Stage 3 (Orange) Senior Management Team Card** to set behaviour targets and monitor progress.

SUSPENSION: You will spend a period of time away from Queen Victoria School. Parents/carers will be informed by official letter from the Head Teacher.

- Before your return key personnel (parents/carers, Tutor, Housemaster/mistress, Support for Learning and Senior Management Team) must attend a **Stage 4 Meeting** to co-ordinate your support plan.

PERMANENT EXCLUSION: you are no longer invited to be a pupil at Queen Victoria School.

GENERAL NOTE

It is likely that there will be occasions when it will appear that a pupil has broken the rules. If there are valid reasons and a sufficient explanation to account for the apparent misdemeanour, sanctions will not be applied.

Within the tariff of sanctions between minimum and maximum will exist an element of discretion to be exercised by whichever member of staff is involved, so that appropriate sanctions are handed out.

Guideline 1

Offence	Minimum	Maximum
Breaking House and/or School Rules or Abuse of Privilege	Forfeit privileges and/or Class/House sanctions	Referral to HoM and/or Principal Teachers House gating

Remarks
Group sanctions e.g. across tutor group or year group are possible

Guideline 2

Offence	Minimum	Maximum
Damage to House/School property Damage to another pupil's property	Pupil and/or parents will have to pay a bill	Payment and school community service (e.g. litter picking, cleaning up)

Remarks
Suspected vandalism to be referred to HoM / SMT. Large bill for damage should also be referred to HoM / SMT
NOTE Extensive deliberate damage could result in a pupil being suspended or excluded If accidental damage is reported promptly a bill will not be raised

Guideline 3

Offence	Minimum	Maximum
Failure to sign out and / or back in to the Boarding House	House sanction (e.g. strike)	House gating 15 Minute reporting

Remarks
Pupil safety will be a determining factor here and severity of situation

Guideline 4

Offence	Minimum	Maximum
Improper and unacceptable dress	A Day of School community service	Referral to HoM Confiscation of items and loss of dress privileges

Remarks
A day of school community service can be given by a member of Staff, Monitor or Prefect Confiscated items to be returned to Parents by HoM NOTE Repeated breaking of this rule can result in a pupil losing the privilege of wearing their own clothes rather than uniform

Guideline 5

Offence	Minimum	Maximum
Absence	House gating for one evening	School gating

Remarks
Without satisfactory explanation from a timetabled commitment Repeated offences can result in a pupil being placed on Behaviour /Support card NOTE This will include CCF, hobbies etc

Guideline 6

Offence	Minimum	Maximum
Out of Bounds (Pupils taking themselves out of care and control)	School Gating	Referral to Head of Year to be placed On report

Remarks
According to the circumstances, being out of bounds could be regarded as a serious incident and will be referred to the Head

Guideline 7

Offence	Minimum	Maximum
Bullying (Physical, Verbal or Cyber Bullying) This is a Serious Offence	Letter sent to Parents and School gating	Permanent Exclusion

Remarks
<p>Bullying in any form will always be reported to the Year Head and brought by him/her to the Head's attention</p> <p>NOTE The wishes of the bullied child will be taken into account when dealing with bullying</p> <p>Any suggestion of a racial, sexual, cultural or disability element to the bullying behaviour will be considered a more serious matter</p>

Guideline 8

Offence	Minimum	Maximum
Stealing This is a Serious Offence	<u>For stealing in School</u> House Gating <u>For stealing outside School</u> School Gating	<u>For stealing in School</u> Suspension-Police may be informed Repeated Offences - Exclusion <u>For stealing outside School</u> Reported to the Police

Remarks
<p>All cases of theft will be reported to the Year Head and brought by him/her to the Head's attention. Parents may be required to visit the School to discuss the incident with senior staff</p>

Guideline 9

Offence	Minimum	Maximum
Being out of care and control This is a Serious Offence	School Gating / Letter to Parents	Suspension

Remarks
<p>All incidents will be reported to the Year Head and parental contact made</p>

Guideline 10

Offence	Minimum	Maximum
Gross insolence to a member of staff or Gross misbehaviour leading to a complaint by member(s) of the public This is a Serious Offence	School Gating	Exclusion

Remarks
All incidents will be reported to the Year Head Parents may be required to visit the School to discuss the incident with senior staff

Guideline 11

Offence	Minimum	Maximum
Alcohol Drug Related Offences Substance Abuse Smoking These are Serious Offences	School Gating /Suspension On return, a programme of counselling / monitoring may be implemented	Permanent Exclusion

Remarks
All incidents will be reported to the Year Head and brought by him/her to the Head's attention. Parents may be required to visit the School to discuss the incident with senior staff NOTE The following will be taken into account: Under age entry into a Public House or under age purchase of alcohol Possession and / or consumption of alcohol other than when authorised Possession of any banned substance If there should be any cost to the school in dealing with the incident, a bill will be sent to parents

Guideline 12

Offence	Minimum	Maximum
Use or possession of an offensive weapon This is a Serious Offence	Suspension	Permanent Exclusion

Remarks
<p>All incidents will be reported to the Year Head and brought by him/her to the Head's attention Parents may be required to visit the School to discuss the incident with senior staff</p> <p>The weapon will be confiscated</p> <p>NOTE Any knife for camp or Duke of Edinburgh expeditions must be handed to Housemaster/mistress</p>

Guideline 13

Offence	Minimum	Maximum
a) Inappropriate displays of affection	Warning	School Gating
b) Acts of sexual intimacy This is a Serious Offence	Suspension	Permanent Exclusion

Remarks
<p>All incidents will be reported to the Year Head and brought by him/her to the Head's attention Parents may be required to visit the School to discuss the incident with senior staff</p> <p>NOTE Depending on age of individuals, there may be issues of Child Protection</p>