



Behaviour and Discipline Policy

Bromley Independent Grammar

1. Aims and Expectations

It is a primary aim of our School that every member of the School community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The School's behaviour policy is therefore designed to support the way in which all members of the School can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The School has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the School community in aiming to allow everyone to work together in an effective and considerate way.

The School expects every member of the School community to behave in a considerate way towards others.

We treat all students fairly and apply this behaviour policy in a consistent way.

This policy aims to help students grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the School community.

The School rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

2. Rewards and Punishments:

We praise and reward students for good behaviour in a variety of ways:

- Teachers congratulate students
- Teachers give Golden Tickets
- Each week students are given a golden ticket for a range of achievements and are entered into a draw, the prize for which is a voucher
- Students are nominated for the Golden Book for consistent good work, excellent behaviour or outstanding acts of kindness/respect

The School acknowledges all the efforts and achievements of students, both in and out of School.

The School employs a number of sanctions to enforce the School rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect students to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own
- We expect students to try their best in all activities. If they do not do so, we may ask them to redo a task

- If a student is disruptive in class, the teacher reprimands him or her. If a student misbehaves repeatedly, we isolate the student from the rest of the class until s/he calms down, and is able to work sensibly again with others
- The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the class teacher stops the activity and prevents the student from taking part for the rest of that session
- If a student threatens, hurts or bullies another student, the class teacher records the incident and the student is punished
- If a student repeatedly acts in a way that disrupts or upsets others, the School contacts the student's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the student

The class teacher discusses the School rules with each class. In addition to the School rules, each class also has its own classroom code, which is agreed by the students and the teacher. In this way, every student in the School knows the standard of behaviour that we expect in our School. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class at an appropriate time.

The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all students attend School free from fear.

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfES Circular 10/98, relating to section 550A of the Education Act 1996: The Use of Force to Control or Restrain Pupils. Teachers in our School do not threaten, hit, push or slap students (not use or threaten corporal punishment). Staff only intervene physically to restrain students or to prevent injury to a student, or if a student is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of students.

3. The Role of the Class Teacher

It is the responsibility of class teachers to ensure that the School rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The class teachers in our School have high expectations of the students with regard to behaviour, and they strive to ensure that all students work to the best of their ability.

The class teacher treats each student fairly and enforces the classroom code consistently. The teachers treat all students in their classes with respect and understanding.

If a student misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Principal.

The class teacher liaises with external agencies, as necessary, to support and guide the progress of each student.

The class teacher reports to parents about the progress of each student in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a student.

4. The Role of the Principal

It is the responsibility of the Principal, under the School Standards and Framework Act 1998, to implement the School behaviour policy consistently throughout the School. It is also the responsibility of the Principal to ensure the health, safety and welfare of all students in the School.

The Principal supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Principal keeps records of all reported serious incidents of misbehaviour.

The Principal has the responsibility for giving fixed-term suspensions to individual students for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Principal may permanently exclude a student.

5. The Role of Parents

The School collaborates actively with parents, so that students receive consistent messages about how to behave at home and at School.

We expect parents to support their student's learning, and to cooperate with the School. We try to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their student's welfare or behaviour.

If the School has to use reasonable sanctions to punish a student, we expect parents to support the actions of the School. If parents have any concerns about the way that their student has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Principal. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented in accordance with the Complaints Procedure.

6. The Role of the Owner

The Principal has the day-to-day authority to implement the School's policy on behaviour and discipline, but the owner may give advice to the Principal about particular disciplinary issues. The Principal must take this into account when making decisions about matters of behaviour.

7. Fixed-Term and Permanent Exclusions

We do not wish to exclude any student from School, but sometimes this may be necessary. The School has therefore adopted the DFE's national standard list of reasons for exclusion, and follows their standard guidance in any decision to exclude a student from School.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf

Only the Principal (or the Acting Principal) has the power to exclude a student from School. The Principal may exclude a student for one or more fixed periods, for up to 45 days in any one School year. In extreme and exceptional circumstances the Principal may exclude a student permanently. It is also possible for the Principal to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Principal excludes a student, she/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Principal makes it clear to the parents that they can, if they wish, appeal against the decision to the School's Directors. The School informs the parents how to make any such appeal.

The Principal informs the owner about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

When the Directors meet to consider exclusion, they consider the circumstances in which the student was excluded, consider any representation by parents, and consider whether the student should be reinstated.

If the Directors decide that a student should be reinstated, the Principal must comply with this ruling.

8. Drug and Alcohol-Related Incidents

It is the policy of this School that no student should bring any drug, legal or illegal, to School. If a student will need medication during the School day the parent or guardian should notify the School and ask permission for the medication to be brought. This should be taken directly to the School secretary who will ensure a consent form is completed by the parent or guardian. Any medication needed by a student while in School must be taken under the supervision of the authorised member of staff.

The School will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any student involved will always be notified. Any student who deliberately brings substances into School for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the student will normally be permanently excluded, and the police and social services will be informed.

If any student is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that student to be taken home.

It is forbidden for anyone, adult or student, to bring onto the School premises illegal drugs. Any student who is found to have brought to School any type of illegal substance will normally be punished by a temporary exclusion. The student will not be readmitted to the School until a parent or guardian of the student has visited the School and discussed the seriousness of the incident with the Principal.

If the offence is repeated the student will be permanently excluded.

If a student is found to have deliberately brought illegal substances into School, and is found to be distributing these to other students for money, the student will be permanently excluded from the School. The police and social services will also be informed.

Should the Principal judge that it is appropriate for the student to be required to leave, they will present the case to the owner or a director and request approval for this action to be taken.

9. Use of Reasonable Force

In some circumstances, for example, to physically separate students found to be fighting; or to remove a disruptive student from a room when they have refused instruction so to do; or to restrain a student at risk of harming themselves through physical outburst; the School has the power to use physical force to intervene. I.e. for two main purposes – to control students or restrain them.

This intervention decision is down to the professional judgement of the staff member concerned, should always depend on the individual circumstances; and should be through use of the minimal force required. is informed by 'Use of Reasonable Force' – Advice for Principalteachers, staff and

governing bodies' DFE July 2013:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

10. Monitoring and Review

The Principal monitors the effectiveness of this policy on a regular basis. The Principal keeps a record of any student who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the Principal to ensure that the School policy is administered fairly and consistently. Particular attention is paid to matters of racial equality. No student is treated unfairly because of race or ethnic background.

Date	Position	Name of Reviewer	Date of Next Review
January 2020	Principal	Mrs L. Harries	January 2021
January 2020	Proprietor	Mr A. Khan	January 2021