

Presdales School



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Governor Link	
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Enquiries & comments

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Section 1

WHOLE SCHOOL AIMS

Presdales School aims to promote:

- individual fulfilment of potential and achievement of excellence
- the belief that education rightly challenges people to exceed expectations
- the expansion of interests through richness of opportunity
- the development of a sense of initiative and leadership skills
- good relations with the wider community and especially with parents whose support is invaluable to the educational process
- a love of learning throughout life
- the understanding of “What it is to be me” and, by extension, “What it is to be another”
- sensitivity to the needs of others and the willingness to work as part of a team
- the development of a social conscience through the experience of belonging to a community
- the development of a sense of public service
- respect for the environment
- acknowledgement of the importance of morality and the value of everyone
- curiosity about the spiritual dimension and eagerness to explore this
- the development of wisdom and the importance of vision
- resilience in the face of life’s challenges

CODE OF CONDUCT

(The Code of Conduct should be read in conjunction with the Whole School Aims)

People Matter

- Treat other people as you would like to be treated yourself. Any form of bullying is completely unacceptable and will be dealt with as a matter of the utmost seriousness.

Learning is a Privilege

- Work to the best of your ability at all times and make the most of all the other opportunities offered to you in school.
- Be punctual to school and lessons: anyone not at the start of registration is considered to be late.
- Be organised for each lesson: bring the correct books and equipment.

You represent the school

- Wear the correct uniform as described on the uniform list (attached) and make sure you look smart.
- Smoking is strictly forbidden on the way to and from school, anywhere on the school premises or during school-related activities.
- Illegal drugs are strictly forbidden at all times. Any illegal drugs-related incident short of dealing involving exchange of money on or adjacent to school premises will incur a fixed-term exclusion. Dealing in illegal drugs involving exchange of money on or adjacent to the school premises is likely to lead to permanent exclusion.

Being accountable to others for your welfare and safety

- If you are out of a lesson, you must carry your homework diary which is signed by your teacher.
- Do not leave the premises without permission. If you are in Years 7 – 11 you may not leave the premises at lunchtime unless you have brought a written note to Ms Chandler (KS3 Manager) or Mrs Inwood (KS4 Manager) and a permission slip has been obtained.
- If you are ill, report to Mrs Dewbrey in the First Aid Office, or in her absence, to Reception. You may not go home because you feel ill without the school's knowledge and permission.
- If you need to take medication during the school day, it must be kept in Reception and permission given by parents/carers for it to be administered.
- If you are unavoidably absent, make sure you bring a note from your parents/carers giving dates and the reason for your absence as soon as you return to school.
- You may not enter the following areas of the school unless accompanied by a member of staff: the Sixth Form area, the Science or Technology rooms, the woods around the school, or through the front door of the mansion.
- Behave sensibly when there is traffic in the school grounds.

Care for the environment

- Look after your form room and keep it clean and tidy at all times. It is a privilege to be able to stay in your form room at break and lunchtime, but this will be withdrawn if it is abused.
- Food and drink (apart from bottled water) may be consumed only in the canteen or out of doors. Chewing gum is not allowed.
- Put litter in bins
- Be aware of others as you move around the school and respect their needs.
- Do not run anywhere in the buildings.
- Silence must be observed on the way to and in assembly.
- Take care of your property and respect the property of others and of the school. Do not bring expensive items or large sums of money into school as we cannot be liable for damage or loss.
- If you have a mobile phone, it must be switched off at all times during registration and lessons. It may only be used outside the school buildings at break or lunchtime. Any mobile phone not switched off in school will be confiscated until the end of the week in question.

We expect you to keep to this code of conduct. Any infringement may lead to an appropriate punishment depending on the severity of the case.

PRESDALES SCHOOL UNIFORM

Our official suppliers are John Lewis. Their Welwyn store offers a fitting and ordering service, and on-line orders may be placed at any time from home. Additionally, the Presdales Association supplies high quality second hand uniform on request.

John Lewis website: <http://www.johnlewis.com>

Presdales Association email address: presdalesschoolassociation@gmail.com

Indoors

1. A Presdales School jumper.
2. A short-sleeved open-necked white blouse with flat revers, as supplied by John Lewis.
3. A simple dark navy box-pleated skirt as supplied by John Lewis, which must be at least knee length.
4. Navy tights or short white socks. Please note that no socks at all is unacceptable for hygiene reasons.
5. Black, brown or navy low-heeled shoes. Please note that trainers are unacceptable except for medical reasons, in which case a note must be brought.

Outdoors

Three options are available from both John Lewis and our 'nearly new' shop: a plain dark navy nylon/polyester 'Three in One' rain jacket with a removable fleece lining, a plain dark navy 'storm' coat and a plain dark navy nylon rain jacket. Additionally, the school will accept any other plain dark navy coat parents may identify, provided that it is dark navy only and is undecorated.

Sportswear – *the following can be ordered online by going to <http://shop.htsports.co.uk>*

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|--|---------------------------------------|
| 1. Navy, red and white polo shirt with school logo | <i>Henry Tilly</i> |
| 2. Navy, red and white PE skort (skirt and shorts in one) | <i>Henry Tilly</i> |
| 3. Navy, red and white sweatshirt with school logo | <i>Henry Tilly</i> |
| 4. Navy track trousers (optional) | <i>Henry Tilly</i> |
| 5. Navy football shorts | <i>Henry Tilly</i> |
| 6. Red football socks | <i>Henry Tilly</i> |
| 7. A pair of trainers and white socks | <i>John Lewis, Henry Tilly</i> |
| 8. A pair of hockey/football boots | <i>Henry Tilly</i> |
| 9. A one piece swimming costume, hat, towel and flip flops | <i>Henry Tilly or any sports shop</i> |

NB All students should have a pair of shin pads and a gum shield for hockey. They may also like to have their own hockey stick and tennis racquet.

General

1. Jewellery is **not** allowed (which includes wristbands of all types). Students who have their ears pierced may wear only a single pair of plain studs; there should be no facial studs or rings at all.
2. Acrylic nails are **not** allowed for safety reasons.
3. No make-up should be worn by students in Years 7–9. Discreet natural make-up is permitted thereafter.
4. Hair dyed other than a completely natural colour is unacceptable and hair below shoulder length should be tied back during practical sessions for safety reasons.
5. Items of PE uniform should have initials embroidered on them, and all other items of property, including watches and fountain pens, should be clearly marked with the owner's name.
6. Where the colour navy is specified, this means **DARK** navy.

REWARDS POLICY

Merits can be awarded for the following:

- effort
- achievement in lessons/for homework
- service any help within/outside lessons (eg Open Evenings)

- reading can be given by form
staff/librarian/English staff

- extra-curricular activities

System

1. Merits will be signed and dated by the member of staff awarding them.
2. They are then stuck into homework diaries and full lines are signed off by Mrs Gray (Administrative Assistant) who keeps totals.
3. Mrs Gray issues certificates for every 10 merits.
A Gold certificate with a book voucher is issued for 100 merits.
These are presented in assembly.

Further rewards organised through Head of Year

- 30 merits = week's pass to go first into lunch with a friend
- Highest number of merits = presentation in end of year assembly
- In some years name is entered into a raffle.

The merit system is very important and should involve all Years 7 – 11.

If a student has worked very well on a sustained piece of work, her teacher may inform parents/carers by sending a postcard/letter home.

SANCTIONS POLICY

1. Conduct Page

Students will have their conduct page (in their homework diaries) signed in cases of minor infringements such as lateness to lessons etc. 5 signatures leads to a School Detention.

2. Internal Reports

A student can be put on Internal Report for up to 2 weeks for monitoring purposes. There are three levels:

Green - report to Form Tutor
Yellow - report to Head of Year
Blue - report to KS3/4 Pastoral Managers

There are immediate sanctions for poor daily reports which involve loss of lunchtime.

3. Automatic Departmental Detention

According to Department Policy For any of the following:

Poor behaviour / rudeness / disobedience in lessons / failure to hand in homework / bring correct equipment.

4a. For Lateness to Lessons, Automatic conduct mark

5 conduct marks leads to a School Detention.

4b. For Lateness to School, Automatic ½ hour detention after school Criteria

2 in a week
3 in a month

5. Automatic 1 Hour School Detention

For:

Smoking

Truancy

Failure to attend 3 department detentions

Persistent rudeness/poor behaviour/disobedience - with knowledge of Head of Department

6. Automatic 2 Hour Detention

Failure to complete 1 hour detention

Senior Management decision for serious breach of discipline.

7. 3 Hour Head's Detention

At the discretion of the Headteacher.

8. Internal Exclusion

Removal from class for single lesson (classroom teacher then takes responsibility for follow-up).

Removal from lessons – H of Y/SLG responsible.

Sanctions Policy continued.....

9. Fixed-Term Exclusion

Students may be given a fixed-term exclusion at the discretion of the Headmistress in circumstances such as the following:

- (i) an act of wilful disruption to the safe and peaceful workings of the school community (eg setting off the fire alarm, deliberate vandalism, stealing)
- (ii) an attack on any member of the school community, staff or student
- (iii) possession of illegal substances (ie any illegal drugs)
- (iv) possession of a dangerous weapon

(The Headteacher may determine that any of the above incidents may be so serious as to warrant permanent exclusion.)

- (v) continued disruption of teaching despite being “on report” and receiving appropriate sanctions en route, provided evidence is presented in advance of this sanction being used
- (vi) any other circumstances which could in the Headteacher’s judgement constitute a major threat to the school and which could not be dealt with by employing the other more serious sanctions.

10. Permanent Exclusion

This will be used at the discretion of the Headteacher only, when all other sanctions have failed or in extreme circumstances.

Such extreme circumstances may include:

- (i) dealing in illegal substances (ie any illegal drugs) involving exchange of money on or adjacent to school premises
- (ii) when it is clear that the safety of the school community would be severely jeopardised by the continued presence of an individual child who was unable to control his/her behaviour.