



## MANOR HOUSE SCHOOL BEHAVIOUR AND DISCIPLINE POLICY (SENIORS)

Date of Issue: **September 2023**

Date of Review: **September 2024**

Responsibility: **Designated Safeguarding Lead**

### **References:**

Anti Bullying Policy

Teaching and Learning Policy

[DfE: Independent School Standards \(2019\);](#)

[DfE: KCSIE 2022](#)

[DfE: Sexual violence and sexual harassment between children in schools and colleges 2021](#)

[Ofsted: Review of sexual abuse in schools and colleges 2021](#)

[DfE: Behaviour in Schools: Advice for headteachers and school staff \(2022\)](#)

[DfE: Approaches to preventing and tackling bullying \(2018\)](#)

***At Manor House School we encourage and reward good behaviour.***

### **Aims**

Manor House aims to encourage behaviour, which shows respect and consideration for other people and for their property, regardless of ethnicity, gender, age, disability or sexual orientation. Students should learn to take responsibility for themselves and for their own actions, and to value honesty, integrity, reliability and courtesy. Any form of bullying or deliberate exploitation or discrimination is completely unacceptable at Manor House.

### **Purpose**

- To maintain an atmosphere within the school which enables individual students to fulfil their potential in all areas, without infringing the freedoms of others. All students are expected to respect and value Manor House as a place of learning.
- To encourage students to appreciate the wider importance of self-discipline and consideration for others in society at large.
- To maintain the ethos and good reputation of Manor House.

It is hoped that this will be achieved as far as possible by positive means - by encouragement and the approbation of good behaviour, both personally and publicly - rather than by unconstructive criticism or unnecessary sanctions.

### **Expectations for Behaviour**

The normal expectation for all members of the Manor House community is that they will behave in a civilised, courteous and considerate way towards each other and towards members of society at large. Manor House aspires to the highest standards of mutual respect, behaviour, good manners, punctuality, appearance and care for possessions, and we regard this as an important aspect of education.

All members of the community are expected to speak politely and thoughtfully to each other at all times. We aim to be forgiving and supportive of others, to celebrate and share in our successes, and to help each other through our difficulties. Gossip and rumour can be particularly damaging. Malicious conversations are unacceptable.

Care for personal possessions and for the possessions of others is also an expression of mutual respect. This principle extends to school property and to the wider environment. 'Borrowing' without permission, graffiti, litter, waste of paper and other resources, lack of care for books, furniture and equipment all damage our communal welfare and are unacceptable.

### **Rewards**

As well as individual words of praise in private, the following methods of showing public approbation are available:

- House Points
- Merits
- Commendations
- Academic & Progress Prizes
- Team colours for sport
- Subject badges and postcards

#### **House Points**

House points are awarded for positive actions in relation to the school values. These are collected by the girls in their House Point book and are logged on Schoolbase by the Form Tutor on a regular basis each term. Periodically, House Points are exchanged for House tokens, which can be used to fill the House Point totalizer located in the Entrance Hall. Sweets, stationary and other rewards are given to students who reach a certain number of House Points within the year. The house with the most points at the end of each term also receives recognition in the form of a mufti day in the subsequent term.

## **Commendations**

Commendation certificates are awarded by subject teachers at the end of each term for effort and attainment in subjects and handed out in assembly by the headteacher.

Academic and progress prizes are awarded annually at Prize Giving. Heads of Department can also award significant achievement in their subject area during special assemblies, with badges, special mentions or team colours. Outstanding Form Captains may be awarded 'The Golden Toast', which entitles their form to a 'mufti' day.

Sharing success plays a fundamental role in building self-esteem and encouraging good behaviour and successes both in and outside of school are recognised in assemblies.

## **Discipline Around School and in the Classroom**

### **Guidelines for teaching staff**

Expect good order in lessons, and civilised behaviour as the students move around school. Please respond quickly and consistently in cases of indiscipline, discourtesy or comments that are or may be perceived to be derogatory. Any discriminatory behaviour must be tackled immediately and reported to the relevant Head of Key Stage. Good order can only be maintained if every member of staff takes action promptly. Misbehaviour in lessons should be responded to with a warning in the first instance, followed by an appropriate sanction for repeated misbehaviour. Ongoing problems in lessons should be discussed with the Head of Department and only referred to the Form Teacher and/or Head of Key Stage if necessary.

Any incident involving stealing, smoking (including e-cigarettes or vaping), alcohol, drugs should be reported immediately to the relevant Head of Key Stage and Deputy Headteacher / Headteacher.

Non-teaching members of staff are also encouraged to reward particularly good or helpful behaviour and should report misbehaviour to the relevant Form Tutor or Head of Key Stage.

### **Lessons**

The crux of good discipline in a school is what happens in the classroom. Set high expectations for all your lessons. Challenge low level disruption in a pleasantly assertive manner. Ensure you have a seating plan in place which is determined by the teacher and adhered to. Arrive punctually yourself and expect punctuality from the students. Expect students to bring the right materials and to put their bags on the floor so they are not an obstruction. Have a clear beginning to your lesson. Notice and deal with poor behaviour. Discourage calling out and expect students to listen to each other.

- If students misbehave in lessons and normal reprimands are not effective, they should be given a single warning plus an explanation, followed by sanction for any further misbehaviour e.g. moving position in class, being sent out for 2 minutes,

detention. For more serious misbehaviour students should be sent to the Head of Department, Head of Key Stage or the Deputy Head.

- Persistent misbehaviour in class should be dealt with by the Class Teacher and referred on to the Head of Key Stage, who may issue the student concerned with a report card. If this is not effective the student will be referred to the Deputy Head.
- Continuing misbehaviour elsewhere in school (including untidy uniform, lateness, rudeness) should be dealt with by Form Teacher and Head of Key Stage, following the same pattern (i.e. warning and explanation; detention, report card, referral to Deputy Head)
- In all cases Form Teacher and Head of Key Stage to be informed.
- If non-teaching members of staff witness unacceptable behaviour or wish to reward good behaviour outside of the classroom, they should speak either to the student's Form Teacher.



CPOMS should be used to record issues of pastoral concern and must be used to record any possible safeguarding or child protection matters.

### **Other Matters**

Students know that they may not eat in classrooms, the library, computer rooms or as they move around the school. The only exception to this is that they may drink water in classrooms and the library. If you see a student is seen chewing gum, ask her to place it in the nearest bin and she should be given a detention.

Please make sure you are familiar with rules on uniform, jewellery and make-up and if you see a student who is not complying, please ask her to remove the jewellery and give it to you. It should be placed in an envelope with the student's name and Form Group and passed to the School Office. This may be collected by the student at the end of the week. All teachers and support staff are expected to admonish a student whose uniform is scruffy or incorrect.

Students know they should not use mobile phones in school during the working day. Mobile phones are collected in at the start of each day and returned at afternoon registration. If you see a student using a mobile phone, remind her of the rule, confiscate it and inform her Form Teacher. The item should be placed in an envelope showing the student's name and Form Group, and passed to the School Office. Students should not be using their iPads outside of the classrooms or for non-learning activities during break times. iPads may be confiscated and taken to the school office if this is not being adhered to.

The school policy on Anti Bullying may be found in the Policies Document in Sharepoint.

## THE SANCTIONS AVAILABLE INCLUDE THE FOLLOWING:

AVAILABLE TO THE Headteacher ONLY:

**Permanent Exclusion** (after discussion with the Chairman of Governors)

**Fixed Term Exclusion**

AVAILABLE TO THE Headteacher or Deputy Head ONLY:

**Internal Exclusion**

IN SCHOOL:

**Sending out of lesson**

Students can be sent to the Head of Department or Head of Key Stage for disruptive behaviour in a lesson. (It may be necessary for a student to be escorted or preferably for her to be taken to the Head of Key Stage in this situation). This leads to a detention.

**Detention Structure**

There is a tiered detention structure.

First and minor offences will lead to a subject detention of 15 minutes, run during breaks by subject teachers. A suitable day should be chosen by the HOD in consultation with other HODs. Persistent offences and inappropriate behaviour will lead to a school detention of 30 minutes run by Heads of Department or Heads of Key Stage during a lunch break. A rota will be setup for these weekly detentions. All detentions MUST be recorded on SchoolBase and categorised as to whether they were for work or behaviour.

### Detention divided into Pastoral and Academic

#### Pastoral

**Form Tutor**  
(15 minutes)

If 3 of above per term then  
**HOD or Head of Key Stage**  
(30 minutes) (Friday Lunch time)

If 2 of above then  
**Deputy Head**  
(60 minutes) (friday after school)

#### Academic

**HOD or Subject teacher**  
(15 minutes)

If 3 of above then per term  
**HOD or Head of Key Stage**  
(30 minutes) (Friday Lunch time)

If 2 of above then  
**Deputy Head**  
(60 minutes) (friday after school)

### **Friday/SLT Detention**

Following persistent infringement of the behaviour code or more serious one-off events, there will be an after school detention run by The Deputy Head or a member of SLT. If a student has been in subject or school detention 5 or more times, and this has been logged on SchoolBase, she will automatically receive a detention on a Friday after school.

Detentions will be held after school on Friday (16:00-17:00) with the Deputy Head. A letter or email will be sent home to inform parents of the detention providing at least 24 hours' notice. Parents are expected to collect their daughter from the deputy's office at 17:00

## **RULES AND REGULATIONS – Guidance for Students**

### **Bullying**

Any form of bullying or deliberate exploitation or discrimination is completely unacceptable at Manor House. It is regarded very seriously and could result in permanent exclusion.

### **Drugs**

The use, sale or possession of illegal drugs or the abuse of legal substances is absolutely forbidden and will normally result in exclusion. The police may also be informed.

### **Smoking**

Smoking, including vaping or use of e-cigarettes, is forbidden at all times and such items should not be brought onto the premises. Smoking in a school building will result in a fixed term exclusion.

### **Alcohol**

Students are not permitted to drink any form of alcohol.

### **Personal Possessions and Money**

- Theft is against the law. Any form of theft is regarded very seriously, and could result in permanent exclusion. The police may also be informed.
- All personal possessions should be clearly marked.
- Students should not borrow or lend possessions without permission from a member of staff.
- Large amounts of money should not be kept in school. All money apart from small amounts of cash should be handed in to the school office.

### **The School Day**

- Absence: No student is allowed to be absent from school, except for health reasons, unless she has prior leave from the Headteacher. In the students' interests, family holidays and social events should not encroach on the full school programme.
- Students are expected to attend all meals

- No students are expected to arrive at school before 7.45am.
- Registration: All students must register with their Form Teacher at 8.30am Monday to Friday. Afternoon registration with the Form Teacher is at 3.55pm. Students must arrive in time for registration. Latecomers will be reported to the Head of Key Stage.

### **Dress and Appearance**

All students should take pride in their appearance and wear their uniform correctly at all times.

*In school hours:*

Uniform should be worn according to the requirements of the published school uniform list (a copy is attached as appendix 1).

On school trips full uniform is worn or home clothes at the discretion of the Headteacher. Where it is home clothes, they must be smart and appropriate to the occasion.

There are key events in the Manor House year that require uniform to be especially smart. These are Prize Giving, Founders' Day and the Carol Service.

# Appendix 1

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## School Uniform

### Jewelry

One pair of small, plain gold, silver, pearl or diamond type studs may be worn in the lower ear lobes. Hooped earrings are not allowed.

A small gold or silver religious symbol such as a cross on a chain may be worn. All of these must be removed for PE. Girls may wear watches. No other jewelry is appropriate or safe to be worn in school.

### Hair and make-up

Hair must be of a natural colour and style. Hair must be brushed, kept tidy and fully fastened back if it reaches the shoulders. Longer fringes must be clipped back and pony tails should not be worn on the side or top of the head.

Hair ties, scrunchies or clips should be navy, green or black.

Hair clips must be performing a function and should not be purely decorative.

Clear nail varnish may be worn by Seniors only but no coloured varnish. Nails should be short and clean.

Make-up is not allowed to be worn by any girl below Year 11. Girls in Y11 may wear natural foundation and minimal mascara. In the case of any dispute, the Head of Key Stage or the Headteacher will decide on the appropriateness of a girl's make up. Their decision will be final. Make up should not be brought to school. A clear lip balm is allowed.

### School Shoes

Shoes must be suitable for school wear. They should stay firmly on the feet and offer protection and support to the feet. **Ballet pumps are not allowed.** Heels should be a maximum of 2.5cm. Patent leather is acceptable. Trainers should only be worn for PE and sports practices and matches. Blue tights or knee high socks must be worn in the winter and ankle white socks in the summer. Trainer socks may only be worn during PE lessons or for sports matches.