



Behaviour Policy Junior School and Senior School Policy including Boarding

There is a separate EYFS Behaviour Management Policy.

This policy should be read in conjunction with the School's:

- *Anti-Bullying Policy*
- *Code of Conduct for Senior and Junior Schools*
- *Exclusions Policy*
- *Complaints Procedure*
- *EYFS Behaviour Management Policy*
- *Searching, Screening and Confiscation Policy*

Introduction

As a Quaker School our aim is to encourage personal responsibility and self-discipline, showing respect for all, regardless of their status within the community. Our pupils are encouraged to be sensitive to others and where possible, peacemakers. All members of the community are expected to act responsibly, show courtesy and think about other people. An important part of the Quaker contribution to the spiritual life of the children is that through the silence of Meeting for Worship, they have time for reflection on their behaviour and actions. The belief that we should have respect for the individual and that every individual has a responsibility for their own behaviour is at the heart of this policy. The School understands its duties under the Equality Act 2010, including issues related to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils.

Aim

We aim to promote good behaviour amongst pupils by fostering a caring, supportive and purposeful atmosphere within the School to ensure that this right is enjoyed by all.

Staff Responsibilities

Staff are expected to maintain the highest standards of professionalism always, which will foster and inspire good pupil behaviour and work ethos throughout the School. Staff are expected to be punctual for morning registration and all lessons. They should dress as professionals who are role models in the work place for the young and should know the School's policies on pupil behaviour and insist on high standards of work and behaviour from pupils.

Pupil Responsibilities

At all times, pupils are expected to act responsibly, courteously and considerately to everybody. They are expected to exercise self-discipline and self-respect, showing respect to all, regardless of their status. It follows that courtesy is paramount just as much in minor as in major matters. Pupils are expected to do their best to contribute to a positive learning environment and allow others to do the same.

A conventional range of sanctions is available if needed, including loss of privileges, detention, report card, letter home or in more serious cases, even temporary or permanent exclusion. The extent to which they are used, and the type of action taken will vary according to the circumstances. Disciplinary action will be taken against pupils who are found to have made malicious accusations against staff. A framework is necessary if everyone is to be supported and allowed to develop in a secure community. In such an environment, pupils can grow into balanced individuals, respecting and caring for others and recognising their responsibilities as members of the community.

Liaising with Parents and Other Agencies

The School will whenever necessary liaise closely with parents and guardians on behavioural matters. Some behaviour matters may necessitate intervention and liaison with other external agencies such as a Counsellor, GPs, CAMHs and York City Council Early Years Team and/or Safeguarding Board. The School will keep records of communication with parents and external agencies as appropriate.

Date of last review: [Summer Term 2018](#)

Date of next review: [Summer Term 2020](#)

Reviewed by: [Deputy Principal and Head of the Junior School](#)

Managing Pupils' Transition

Pupil files are kept centrally in the School office. A full pastoral and academic handover occurs in the Summer Term when the Year 6 teacher discusses individual pupils with the Head of Year 7 and Boarding staff where applicable. These discussions also include any concerns regarding behaviour of pupils who have been victims of other pupils' misbehaviour. This close liaison also takes place between the Head of Lower School and Head of Upper School for pupils moving from Year 9 to Year 10 and between the Head of Upper School and Head of College for all girls moving into Sixth Form. When a pupil joins the Mount, there is close liaison where necessary with the previous school. When a pupil leaves the Mount and particularly if they have been identified as requiring additional support and intervention for their behaviour, the School supports the child and family by making every effort to identify alternative Schooling and aid transition.

Searching, Screening and Confiscation

If a pupil is suspected of carrying an item which is prohibited by the School, staff can conduct a search and if an item is found, this can then be confiscated. Guidelines for this search, items the School considers prohibited and the appropriate perimeters are clearly outlined in the School's 'Searching, Screening and Confiscation Policy'. In the event of a refusal to cooperate during a search of a pupil and their property, an appropriate sanction can be used. Appropriate punishments include loss of privileges, detention and possible exclusion depending on the severity of the case.

Rewards

At The Mount School we lay particular emphasis on having a recognised informal culture of praise. Pupils are rewarded for positive behaviour and good conduct in different forms. Praise and positive feedback is given to individuals and to groups in private and/or public as appropriate.

In the Junior School, 'Golden Tickets' are rewarded to individuals in a weekly assembly. A record of those children is kept in the Head of the Junior School's Office. In

Other individual and class rewards are given as appropriate to different year groups and there are also opportunities for greater responsibility and privileges, as the pupils' progress through both the Junior and Senior School.

The School has a House System that is used to generate healthy competition through Sports events and other House based activities. House Captains lead the pupils in each House and staff are also allocated to a House. House Points are awarded when House competitions take place. A House Point system is currently being developed in which House Points are to be awarded to individual pupils for personal and collective achievements both in lessons and in wider school life. The emphasis will be put on awarding House Points for personal attributes, effort and achievement rather than simply academic performance. Each department and year group will have its own system of awarding House Points.

Pupil success is also celebrated within the School community by posting examples of achievements on the website, by communication with parents and praise from staff.

Sanctions

We recognise that rewarding positive behaviour is better than imposing a sanction and most students never need sanctions. However, the School will reflect on behaviour and implement sanctions where necessary.

The School does not use or threaten to use any form of corporal punishment.

Physical Intervention

Physical intervention is allowable to avert immediate danger of personal injury to the child in concern or others. If physical intervention has been used the member of staff must record the event. Parents must be informed on the same day or as soon as reasonably practicable. For further information please read 'Physical Intervention/Restraint' policy and 'EYFS Behaviour Management Policy'.

Examples of Unacceptable Behaviour and Possible Sanctions

The list overleaf does not aim to cover every example of unacceptable behaviour so should be regarded as a supplement to the guiding principle that sanctions will always be appropriate to the specific instance of unacceptable behaviour or the overall pattern of behaviour.

Examples of possible misconduct	A range of possible sanctions
<p>A</p> <ul style="list-style-type: none"> • Missed or late homework • Poor attitude to classwork or homework • Poor behaviour or attitude at any time • Distracting others • Talking in class • Dropping litter • Chewing gum • Lateness to lessons or activities • Misuse of electronic equipment • Having a mobile telephone visible to a member of staff during the School day 	<ul style="list-style-type: none"> • Talking privately with a pupil • Separation from those with whom they are behaving inappropriately • Verbal reprimand • Rectifying and make good any damage they have caused • Removal of mobile phone • Inform parents/other staff of minor offences
<p>B</p> <ul style="list-style-type: none"> • Persistent repetition of level A behaviour • Repeated lateness • Inappropriate physical behaviour • Being off the premises without permission • Inappropriate language • Defiance • Lack of respect for other students and staff • Persistent low-level disruption in class • Swearing at another student • Graffiti • Inappropriate use of social media • Use of mobile telephone during the School day (repeated offence) 	<ul style="list-style-type: none"> • Loss of privileges • Issuing a lunchtime detention or loss of free/playtime • Discussing the consequences of their behaviour and how to avoid such situations in the future (with the relevant Head of School/member of the Senior Leadership Team) • Issuing a report card system (may also be used as a support mechanism) • Parental discussion and letter home • Formal note on pupil's file
<p>C</p> <ul style="list-style-type: none"> • Persistent repetition of level B behaviour • Refusing to comply with the instructions of a member of staff • Truancy • Deception • Absenting a lesson • Failure to attend a lunchtime detention • Bullying of any kind • Continual inappropriate use of social media • Use of mobile telephone during the School day – 3 or more times 	<ul style="list-style-type: none"> • After School detention (Senior School) until 6.00pm • Letter home to parents • Parents invited into School to meet with relevant member of the Senior Leadership Team • Loss of privileges • Formal note on pupil file • Internal suspension • External suspension
<p>D</p> <ul style="list-style-type: none"> • Persistent repetition of levels above • Swearing at a member of staff • Serious actual or threatened violence • Theft • Smoking or drinking on School premises • Persistent/continual bullying • Verbal abuse • Physical assault • Carrying an offensive weapon • Vandalism • Racial or homophobic harassment 	<ul style="list-style-type: none"> • Internal suspension • External suspension • Permanent exclusion may be considered in extremel one-off cases

<ul style="list-style-type: none"> • Any behaviour that is likely to bring the School into disrepute • 'Hot-spotting' to avoid wifi restrictions • Unauthorised access to staff/guest wifi 	
E <ul style="list-style-type: none"> • Persistent repetition of levels above • Supplying any illegal drug • Drug or substance related abuse • Physical assault with intent to harm • Arson 	<ul style="list-style-type: none"> • Permanent exclusion

Note:

If there are any prior concerns about a pupil's behaviour in School, the School reserves the right to decline to take the pupil on a School trip.

Internal Suspension/External Suspension/Permanent Exclusion

The Principal is the only one who can will authorise suspensions and/or exclusions and will be involved in the interviews and discussions with pupils and parents. In the case of a permanent exclusion, the Clerk of the School Committee (Chair of Governors) will be informed and consulted before any student is permanently excluded.

A sanction must give a message to the pupil concerned and the rest of the School community. A suspension is used when that message must be heard strongly and clearly. Sometimes the misbehaviour is individual and so no public announcement is made.

Internal Suspension

The likely duration will be between 1 and 3 days. The pupil will be in a room working on their own under supervision. Work will be set for them from their regular lessons and the Head of Year will co-ordinate. They will have a different lunch and break to their peers.

External Suspension

Parents will be contacted as the misbehaviour is investigated and the pupil will be required to stay at home (or with a guardian) for between 1 and 3 days. Parents will be asked to meet with the Principal before the pupil is readmitted to School at the end of the external suspension.

Exclusion and Removal from the School

- A decision to exclude permanently will be taken as a last resort when a wide range of other strategies have been previously employed or if an exceptional individual offense has been committed.
- The decision to permanently exclude is taken by the Principal after discussion with senior staff and the Clerk of Committee. The parents are informed of the decision and asked to collect the pupil as soon as possible. Parents are usually asked whether they wish to withdraw their child rather than have them expelled.
- Parents will be concerned to have the School reach a decision which is in the best interest of their child. The School needs also to take account of the interests of the whole School community.

Rationale for Exclusion

Exclusion will usually be considered only where such action is deemed to be in the best interests of one or more of:

- the pupil concerned
- other pupils in the School
- staff in the School
- or where the pupil's action has brought or is likely to bring the School's reputation into disrepute.

Exclusion will also be considered where the pupil concerned is regarded on the balance of probabilities as having committed a criminal offence, whether connected with the School and whether criminal proceedings have been instituted.

A pupil is also liable to be excluded if fees remain unpaid unless an arrangement has been agreed with the Director of Business Operations for paying off those arrears.

Process of Exclusion

Before a decision is made to exclude a pupil from The Mount permanently, a full investigation, if required, will be undertaken by the Deputy Principal or Head of Junior School and the appropriate Head of Year. The Principal will not take part in the investigation as this may compromise their impartiality at the actual hearing.

While the precise procedure to be followed in a given situation depends on the circumstances of the case, the procedure outlined below would apply wherever possible:

- A fair and thorough investigation if required will be led by the Deputy Principal or Head of Junior School
- Pupils must be informed of the allegation and the evidence relied upon
- Pupils must be given a fair opportunity to exculpate themselves
- Parents will be informed as soon as practically possible
- A hearing will be conducted by the Principal and a decision reached
- An appeal should be offered, and this will be conducted by the Clerk of Committee

If a pupil is excluded by the Principal, the parent may appeal against the decision. Such an appeal should be made in writing to the Clerk of the Committee within 14 days of the decision to exclude and should set out the reasons for disputing the Principal's decision.

A pupil whose exclusion is subject to such an appeal will be suspended from attending the School pending the outcome of the appeal.

See separate 'Exclusions Policy' for further details about the exclusions process and holding an appeal hearing.