Dunhurst
Behaviour, Discipline and Sanction
Policy

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Tick which category this document refers to:

| ISI requirement to be made available | Y |
| ISI requirement to be on website    | Y |
| For Inspection Use                  |   |
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| Internal only                        |   |
DUNHURST BEHAVIOUR POLICY

Dunhurst believes that rules should be kept to a minimum and that pupils understand that they should conduct themselves in a sensible manner that will not cause offence to others in the community. Pupils are also required to show respect to the environment and other people’s property. We encourage and promote good manners and believe this to be a key Dunhurstian.

Remember that all should “Work of Each for Weal of All”.

• Pupils should empathise; treat others as you would wish to be treated.
• Help those who need help and support.
• Pupils must try to understand the feeling of others.
• Pupils must be aware how their actions may affect others.
• Be honest, fair and forgiving
• Don’t be hurtful, unkind or humiliating
• Respect people, property and place

The rules and guidelines listed below are for the safety and welfare of every pupil in the school.

Food at School
• All food should be eaten in the dining room or Scoffs unless you have permission from a member of staff. Food can only be brought into school with permission from a member of staff. Chewing gum and food containing nuts cannot be brought into school.

Dining Room Guidelines
• Behave quietly and sensibly both outside and inside the dining room. There are guidelines for when pupils can leave the dining room after eating, and this is to ensure pupils take time to enjoy their food and the social aspect of having a meal together
• Wash your hands and use the hand gel before entering the dining room.
• Only take as much as you can eat - you can go back for more!
• Say ‘please’ and ‘thank-you’ when asking for food.

Movement around School
• All pupils must register when they arrive at school and again after lunch.
• Any pupil leaving school during the school day, with the permission of their tutor or class tutor, must sign out at reception when leaving and sign in again when returning.
• Day pupils are not allowed ‘On Wing’ unless they have the permission of SMT, House staff or the Matrons.
• Always walk; never run, when inside school.
Break time and Playground Guidelines

• Pupils should play outside, within the school boundaries when the weather is good.
• Football can only be played on the Dunhurst pitches.
• When it is wet it is not safe to play on the Adventure Playground or the Dunhurst pitches. Check with duty staff if you are unsure and keep an eye out for signs in Reception of near the PE office.
• Pupils should take note adhere to the guidelines on safe use of the adventure playground which is explained to them at the start of each term.
• Driveways and car parks are out of bounds for pupils during play time and free time.
• The bookable IT room can be used for playing certain advertised computer games during wet breaks.
• Pupils wearing a helmet can skateboard or rip stick on the tarmac play area.
• When it is dark pupils should only play in lit areas.
• You can climb trees but only twice your height.

Personal Belongings

• Electrical equipment can be kept and used ‘on wing’ but must not be brought into other parts of the school.
• All electrical equipment brought into school must be handed in to test that it is safe.
• Lockers and drawers are personal places and should not be opened without the owner’s permission.
• Please do not borrow PE kit from other pupils; get extra kit from the Matrons and return it afterwards so others can use it.

Telephones

• Pupils needing to phone home during the day may ask to use the phone at Reception. Pupils should, unless in an emergency, restrict the use of the phone on Reception to break and lunch times.
• Day pupils needing to bring a mobile phone to school should hand their phone in to reception on arrival and collect it when they leave school.
• Boarders who have signed a ‘Pupil Mobile Device Agreement’ may use mobile phones between 7.30pm and 8.45pm. House staff will look after boarders’ mobile phones at all other times. Please refer to Pupil Personal Mobile (IT) Device Policy & Agreement: Sept 2019 (T/dunhurst/staffreferencearea/policies/2018/2019/)

The following items are not permitted in school:

Knives or weapons, alcohol, any drugs covered in the school’s Drug Policy and associated paraphernalia, stolen items, tobacco and associated paraphernalia, fireworks and pornographic images; and any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property.
Searches
Searches will be conducted in accordance with the law and as per the school’s policy, which is set out in the Expulsion and Removal from School policy.

POLICY ON DISCIPLINE AND SANCTIONS
This policy is based on mutual respect and places education and understanding at the heart of the Behaviour, Discipline and Sanctions procedure, and should be read in conjunction with the Dunhurst Welfare Policy. The pupils are expected to learn from their mistakes with an emphasis on the consequences of their actions in relation to themselves, pupils, staff and the school community as a whole.

We try to deal with misdemeanours fairly without getting things out of proportion. Discussion is essential, either at the time or at a later date when the ‘heat’ has gone from the situation and the pupil must feel he or she has a chance to put their side across without prejudice. Often more can be achieved with encouragement and positive reinforcement. Pupils usually realise what they have done wrong and are happy to work with staff and parents to improve and the school will ensure the pupil is aware of all the support mechanisms available from the school.

When dealing with discipline and sanctions, the school also recognises 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.

Monitoring and Record Keeping

I-SAMS Daybook
The Daybook is the central method for the recording of pastoral information. It is used by all staff to record positive and negative behaviour, as well as to log pastoral and academic concerns. Associated meetings and discussions with parents are also logged. Groups class teachers and Blocks tutors are vital in monitoring and communicating trends or concerns regarding pupils in their care.

Incidents can also be entered in the Daybook as a way of recording and passing information to a tutor / class teacher, SMT member, as well as parents.

Positive daybooks can be copied to parents. Negative daybooks a call home is required so parents are aware- we do not send home negative daybooks.

Boarding Pastoral Logbook
On the boarding wings the boarding staff make regular pastoral notes about the pupils. These are often observational comments and help to spot patterns of behaviour and assist handover times between staff. They may also include minor ‘boarding sanctions’ such as early to bed and the notes are reviewed at the Boarding team meeting on Monday morning. Where incidents are considered more significant, or information needs to be shared with other staff, the school Daybook is used as above.

On boarding wings any accusations of bullying are recorded via I-Sams daybook in line with the schools anti-bullying policy.
Warning System in Class

Children in class are given 3 opportunities to get things right. The way it works is as follows:

1. Ask pupil to stop what they are doing if it is inappropriate or disrupting other pupils learning
2. Another warning is given if it continues
3. Pupil asked to wait outside class and teacher once sets work for remainder of class has a quiet chat with pupil to understand why they are choosing to behave in such a way
4. If this continues after the above has taken place they are then given a note and asked to go and sit outside the Heads PA office where the Deputy Pastoral or Head of Groups or Head of Blocks will see them to find out what has happened. Post lesson the teacher will come and see the pupil as well to chat over with either the Deputy Pastoral or Head of Groups or Head of Blocks what has happened- at this point consideration will be given to possible sanctions

Monitoring Cards

Card can be used for any number of things. But it is an opportunity for the child to show they can do it and get it right. This should be a positive card to show what they can do.

Staff are asked to sign and comment on the card at the end of each lesson. Parents should be informed by the tutor or class teacher if their pupil is on a card.

Incident File

More serious offences, such as suspension, are entered in the Serious Incident book which is kept in the Deputy Head – Pastoral's office. There may also be more detailed notes and letters kept in the pupil’s file.

Pupil’s File

A central file is kept in the PA’s office, next to the Heads study. This may include detailed notes on a pupil, an offence or correspondence between the school and parents.

General Sanctions

Dunhurst is unique in that it doesn’t operate a traditional detention system though it does operate a **Wednesday work** for those children behind with prep or classwork. This comes about when a child has been given a number of opportunities to rectify the issues. Parents are informed and indeed children may be removed from Matches, community service, Peef visit and early home time if it is deemed appropriate. The Deputy Head Academic coordinates these sessions

**School service**- is for pupils who have not respected an area of the school. This for example could be the dining room where they have been disrespectful, not used manners and been using food in different ways, which is deemed offensive. School service will have the pupil tidy and help
members of staff to ensure the space is kept clean and tidy. The idea here is actions bring consequence but needs to be relative to the space in which it occurred. The Deputy Head Pastoral coordinates these sessions.

**Time out**

On occasions, pupils get themselves into a state or in a way that they cannot see light at the end of the tunnel. Or the school deems it appropriate to have timeout form lessons or school. This is in liaison with parents, to ensure the pupils interests are kept at heart.

**Internal Suspension**

For more serious offences, or a continuation of minor offences, a pupil may be given an internal suspension by the Head. This would require the pupil working alone and losing privileges such as free time. Parents will be asked to come into school and a note is made in the Serious Incidents book and Daybook and appropriate letters and notes kept on the pupil’s file. An internal suspension would usually last for 1-2 days.

**Suspension**

In line with Three Schools Discipline Procedure Policy

For serious offences, such as bullying or stealing, a pupil would be suspended by the Head and sent home. Parents will be asked to come into school and a note is made in the Serious Incident book and Daybook, and appropriate letters and notes kept on the pupil’s file. A suspension would normally last between 2-4 days depending on the severity of the offence. For some serious offences an internal suspension may also be used, if it is felt that the pupil may be better supported in school due to home of family circumstances.

**Permanent Removal from School**

In line with Three Schools Discipline Procedure Policy

In very serious cases a pupil may be permanently removed from the school. This would usually follow a very serious offence or a string of offences where the pupil concern has shown no willingness to improve. Parents will be asked to come into school and a note is made in the Serious Incident book and Daybook and appropriate letters and notes kept on the pupil’s file. We are not in the business of damaging a pupil’s future education and will work hard with the parents and the pupil to find a school more suited to the pupil’s needs. Often it is a positive experience for a pupil to have a clean start at another school where a history of offences and reputation is not known. Parents have a right of appeal and there is a process outlined in the Parents’ Handbook.

We do not use corporal punishment, humiliation, public example or any other form of punishment, which belittles or emotionally undermines a pupil.

Dunhurst is a lovely school and has freedom that other schools won’t or are unable to have. But with this comes responsibility. The guidance we give the children is that with freedom comes responsibility, if they cannot be responsible they lose their freedom for a while until trust has returned.
Finally, we often say to the children, we love individuals but they need to know and realise along with the Head, Staff, Parents and Pupils no one is bigger than the community.
Example of sanctions include:

Name____________________________                     Date_________________________

**What happened?**

What were you thinking and feeling at the time?

What have you thought about it since?
Who has been affected and in what way?

How could things have been done differently?

What do you think needs to happen to make things right?