

P4 Behaviour and Sanctions Policy

Aims

This policy is designed to encourage, recognise and reward good behaviour by students, and to establish a clear and fair system for dealing consistently with poor behaviour. In this policy, the word 'behaviour' includes attitude to academic work and musical activities.

Principles and Expectations

The Purcell School encourages the good behaviour of its students at all times. The school works to instil the values of courtesy, integrity, good manners, good discipline and respect for the needs of others. The School Rules and the school's Anti-Bullying Policy make clear our expectations in this regard.

The guiding principle is that the school trusts students to know how to behave and to act at all times in their own best interests and those of the whole school community. Only when students breach this trust will sanctions be required.

When sanctions are unavoidable, students and parents have the right to expect the school to apply this policy fairly. However, this does not mean that sanctions will invariably be the same for each offence, as there may be differing circumstances which may be taken into account. In other words, every incident will be viewed on its own merits, using this policy as guidance.

The Purcell School does not use physical punishment of any sort. There is no corporal punishment and no punishment is intended to humiliate or intimidate any student.

The school's [Behaviour Management Strategy](#) is a graded scale covering both rewards and sanctions, intended to encourage students towards an acceptable level of behaviour. A copy of the Behaviour Management Strategy can be found at Appendix 1.

Rewards

Informal Rewards

Research has shown that recognising, rewarding and celebrating achievement make a significant contribution to raising student attainment, increasing self-esteem and creating a climate where success is admired by all. Such an environment gives students opportunities to learn how to value themselves and to aim for even greater achievements.

Good behaviour (including attitudes to work) by students should be rewarded frequently through praise from teachers and House staff. This can take the form of a public or private word of congratulations, a comment on a piece of work or in a planner, the display of particularly good work (for example, on a noticeboard or website), or a note to Tutor, Houseparent or parents.

Commendations

More formal reward is available through the Commendation system. Students who do particularly good work relative to their ability, whether in academic, musical or other spheres of school life,

receive a Commendation. The member of staff issues the student with a Commendation card, which the student takes to the Principal for signing.

Prizes are awarded at the end of the school year for the students with the most Commendations.

Prizes

At the end of the school year, prizes are awarded for achievement in academic subjects, in music and for general contribution to the life of the school.

Managing Behaviour – Guidance to Staff

Students should be encouraged to behave reasonably and responsibly. We should look in particular to foster a caring and courteous atmosphere, where individuals respect each other and look to act in the best interests of the community.

Minor breaches of school rules should be treated as such, preferably by a quiet word. However, they should not be overlooked, as this implies approval, and repeated offences must always be treated seriously.

Subject teachers are responsible for ensuring discipline in class. Academic transgressions should normally be dealt with by teachers in the first instance before resorting to the strategies set out below.

Sending a student out of class is a serious matter and must always be reported to the Vice-Principal, who will decide what further action is required. In general, student should not be excluded from lessons unless their continued presence will be detrimental to the education of other students. It is, however, acceptable to send a student to stand outside the classroom for a short period of time to “cool off”, without a requirement to pursue the matter further.

Sanctions

The following sanctions are employed, according to the severity of the offence. (See Appendix 1 for instances).

	Notes	Issued By
Community Service	e.g. clearing tables after meals, tidying public areas of the school	Any teacher / House staff
Early Bedtime	Boarders Only	House staff
Withdrawal of Privileges		Any teacher / House staff
Detention	At break time or lunchtime. Students must be allowed to eat lunch and go to the toilet	Any teacher / Houseparent
School Gating	Students are not allowed off school premises	Houseparents / SLT
House Gating	Students are not allowed off school premises. Boarders are confined to House from 7pm except for instrumental lessons or concerts. (See note 1 overleaf)	Houseparents / SLT

Behaviour Contract	A student may be required to sign a Behaviour Contract, in which he/she agrees to adhere to (or avoid) specific behaviour.	Houseparents / SLT / Tutors
	Notes	Issued By
School Detention	For serious misbehaviour, or persistent academic indiscipline. Friday 4.00-5.30pm	SLT
Academic Report	To monitor attendance, work done in class and homework, students are issued with a report card, to be signed by a teacher in each lesson and by their Tutor at the end of the week. Issued for one week at a time.	Tutors / Vice Principal
Supervised Private Study	For persistent poor work or absence from lessons.	Tutors / HoDs / SLT
Principal's Detention	Saturday morning for 2 hours. The last step before suspension.	SLT
Suspension	Temporary exclusion from the school (see below).	Vice-Principal / Principal / Director of Boarding
Expulsion	Permanent exclusion from the school (see below).	Principal

Note 1: Gated students who need to work in the Art or Music Technology Rooms during prep will require written confirmation from the appropriate member of staff.

Suspension

Serious or repeated disciplinary offences may result in the student's suspension for between two days and two weeks. While suspended, the student is expected to remain at home during the school day, and work will, whenever possible, be set. A suspended student may not attend any school function (e.g. concert) or social event. (A student may also be suspended whilst an investigation into an alleged serious incident takes place.)

In certain cases, a student may be put into 'internal - or technical - suspension', where they will be required to work in school under supervision but out of lessons and away from their peers.

Following a suspension, the student (and if possible his or her parents) will be required to attend an interview with the Principal or Vice Principal to discuss his/her future conduct. A final warning may also be issued at this stage.

Expulsion

In the most extreme circumstances the Principal reserves the right to expel a student from the school. Although the student's best interests will be taken into consideration, the interests of the whole school community and the nature of the offence will be of particular significance. In such circumstances, parents have a right of appeal to the school governors, information about appeal will be communicated with the parents.

Parents' attention is drawn to the school's Terms and Conditions, paragraph 7(b), which states that:

The Principal may at his/her discretion require you to remove or may suspend or expel your child from the School if he/she considers that your child's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory or (at the Principal's sole discretion) for any other reason if in the reasonable opinion of the Principal the removal is in the School's best interests or those of your child, other children, staff or parents.

The Principal is required to act fairly and in accordance with the principles of natural justice. The Principal will make a decision on a case-by-case basis, will expel a student from the School only as a last resort and will not expel a student other than in grave circumstances.

Withdrawal of Right to Board

For repeated boarding offences, or where the continued presence of the student is felt to be detrimental to good order in the House, a boarding place may be withdrawn either temporarily or permanently at the Principal's discretion.

Policy author / reviewer:	Policy date / review date:	Next review due:
Christine Rayfield	October 2018	October 2019
Paul Bambrough	January 2020	January 2021
SLT	September 2021	September 2022
SLT	January 2023	January 2024

APPENDIX 1 – BEHAVIOUR MANAGEMENT STRATEGY

The following are only guidelines – each case will be treated individually, depending on circumstances. The lists of examples are not exhaustive, and the sanctions under ‘Possible Actions’ represent a range of possible responses, not all of which may be appropriate to any particular incident.

(1) Boarders Only

(2) For Academic Misdemeanours in the Sixth Form Only

Level	Examples of Behaviour	Possible Action(s)
1	<ul style="list-style-type: none"> • Outstanding achievement: this can be for musical, academic or pastoral areas and is reserved for examples of the highest achievement by any measure. • 25+ Commendations during the year. 	<ul style="list-style-type: none"> • Letter from Principal to parents • End of Year Prizes
2	<ul style="list-style-type: none"> • Consistent positive achievement or exceptional effort; outstanding improvement in test or grades; consistent positive attitude; excellent organisational skills; thoughtfulness to peers etc. • 10-24 Commendations during the year. 	<ul style="list-style-type: none"> • Letter from Vice Principal to parents • End of Year Prizes
3	<ul style="list-style-type: none"> • A particularly good piece of work or positive behaviour in any area of the school e.g. Improved time keeping in House, keeping bedroom tidy over a set period of time. • Success in individual and group competitions. 	<ul style="list-style-type: none"> • Commendation Card • Stickers (for Juniors • Additional privileges in House (1)
4	<ul style="list-style-type: none"> • Low level negative behaviour e.g. lateness; inappropriate dress; incorrect equipment; talking out of turn; off task in lesson/rehearsal; poor effort/incomplete/homework not done; rudeness/bad language used in public areas; uncooperative in House. 	<ul style="list-style-type: none"> • Verbal warning • Break / Lunchtime detention • Reported to Tutor by email • Withdrawal of privileges in House / early bed (2)
5	<ul style="list-style-type: none"> • Repeated level 4 behaviour or more serious negative behaviour e.g. open defiance; disruption in lessons/rehearsals; refusing a reasonable instruction; frequent use of mobile phone in assembly/lessons/rehearsal; repeatedly out of bed after lights out; breaking bounds; insufficient work or homework (second offence); absence from lessons/rehearsals without good cause. 	<ul style="list-style-type: none"> • Referral to Vice Principal and Houseparent • School Detention • Academic report • Supervised Private Study • Gating
6	<ul style="list-style-type: none"> • Repeated level 5 behaviour, or more serious offences e.g. swearing at adult; truanting; vandalism/graffiti; bullying/cyber bullying; assault; in possession of/under influence of alcohol; smoking in school building; fighting; theft. 	<ul style="list-style-type: none"> • Principal's Detention and letter home • Behaviour Contract • Fixed Term Suspension (up to 5 days)
7	<ul style="list-style-type: none"> • Repeated level 6 behaviour, or major infringement of school rules e.g. possession or distribution of drugs/alcohol/weapons; abusive behaviour or violence; persistent or aggravated bullying; sexual misconduct; racist abuse; deliberate damage to property; persistent disruptive behaviour; persistent refusal to complete work or attend lessons/rehearsals; any act likely to endanger others. 	<ul style="list-style-type: none"> • Fixed Term Suspension (more than 5 days) • Expulsion