

**Woodbridge School**  
**BEHAVIOUR POLICY, INCLUDING REWARDS AND SANCTIONS**

## **1 Policy Statement**

Woodbridge School expects its pupils to behave in a way that reflects well on themselves and the School.

Note: The Abbey and Queen's House have additional continuation policies (The Abbey Promotion of Good Behaviour Policy; Queen's House Behaviour Policy including rewards and sanctions) which are specific to younger children.

## **2 Procedure**

### **2.1 Pupil Code of Conduct**

- Treat all others as you would expect to be treated by them with the highest possible dignity, courtesy and patience; recognise and tolerate differences between individuals.
- Accept responsibility and volunteer instead of waiting to be asked.
- Be unselfish, self-restrained, fair, honest and trustworthy.
- Have a proper regard for authority and be positive and enthusiastic about all aspects of School life.
- Remember you represent the School at all times and act in a positive appropriate manner.
- Work to the very best of your ability.

In particular, all pupils should:

- Maintain a neat, tidy, ordered personal appearance, including well cut hair of moderate length. Girls should tie back hair longer than shoulder length; boys should have hair clear of the ears.
- Contribute positively to a neat, tidy and peaceful environment.
- Show visitors to their destinations, not just give directions.
- Stand up when appropriate if staff or visitors enter a room; speak to others without hands in pockets.
- Open doors for others and, when appropriate, let others pass through first, looking behind before letting a door swing closed.
- Eat meals in a civilised, quiet and ordered way, using cutlery in the accepted fashion, and never eat whilst standing up or on the move.
- When you join the Senior School, your Housemaster/Mistress will give you the above Code of Conduct on a pocket-size card.

## 2.2 Expectations in lessons (These are written with the Senior School in mind; The Abbey and Queen's House have separate, similar set of expectations)

### Start of lessons:

- There is no designated travel time between lessons. It is expected that all pupils should be ready to start lessons promptly at 0850, 1120 and 1420. Other lessons should start as soon as possible, and it is the expectation that pupils will move to these lessons quickly and without diversion.
- If the teacher taking the lesson has not arrived within five minutes of the start of it, then it is the responsibility of a member of the class to alert another teacher, even if this means interrupting a class already working.

### On entering a classroom/laboratory pupils should:

- Take out from any bags all the books and equipment which might be needed for the lesson. This should include red diaries, as homework can be set at any appropriate time during the lesson.
- Store bags in the designated place.
- Open their exercise books ready to begin the lesson.
- Sit down quietly, and if there is an opportunity, read over the most recent work.

### During the lesson:

- A worthwhile lesson is one in which you as pupils make progress in either your skills or your knowledge. Good lessons have well defined objectives, and you should know what these are. But more importantly good lessons necessitate an excellent attitude to learning. Amongst other things an excellent attitude to learning is judged on whether:
- Pupils respond positively, are well motivated and co-operative, show interest and apply themselves, sustain concentration and develop the ability to study by themselves.
- Pupils have constructive learning relationships with each other, talking about academic problems with each other and with their teachers, and are tenacious in understanding difficult work.
- Recognise the differences between private and collaborative study, and when and where these are appropriate.
- Pupils show initiative and take responsibility for their own progress.
- Pupils demonstrate the highest standards of behaviour in class, in study areas (including the library, ICT centre and house rooms).

At the end of a lesson

- The end of a lesson is determined by the teacher, not by the bell.
- Pupils should ensure that they are aware of any homework that needs to be undertaken, and when and where this needs handing in. In nearly all cases this needs to be recorded in the red diaries.
- When dismissed pupils should leave lessons quickly and quietly, ensuring that any litter is cleared away and that the classroom/laboratory is in good order for the arrival of the next class.

### 2.3 Rewards and sanctions (also see appendix below)

Rewards form an integral part of the life of the school: public praise via School and House assemblies, the regular newsletters (Woodbridgian Weekly and Abbey Extra); prize givings (in Assemblies, and on Speech Days); and in class through the awarding of a variety of tokens, house points and commendations (each section of the school has its own systems).

Sanctions for mundane offences are tailored to suit the circumstances and will not be dispensed as tariff punishments set according to the offence committed. The ethos of the School dictates that the punishment should seek to reform and improve the behaviour of the pupil, and hence should balance the need to deter with the imperative to educate. The three sites have their own range of standard sanctions from which to choose the most appropriate. Restricting access to free time; setting additional non-demeaning and productive tasks (which will often be paper-based); involving parents in the process; issuing short-term report cards. For more serious offences, see the anti-bullying policies and below.

### 2.4 Smoking

Smoking is against the School rules and any member who is caught will be disciplined.

Woodbridge School is a non-smoking site: parents and all visitors who need to smoke should do so outside the main perimeter.

### 2.5 Drugs

Any pupil discovered in term-time or holidays, at School or elsewhere, and who is recognisable as a member of the School community, to be in possession of drugs, using drugs, passing drugs, under the influence of drugs or promoting the drugs culture, may expect to be suspended temporarily and, in many cases, permanently. The term "drugs" includes solvents and similar substances. The police will be informed of any pupil who is believed to be breaking the law.

If any pupil approaches a member of staff for help or advice over drugs, we shall do everything in our power to be sympathetic. At the same time, there is a duty to protect other pupils and the reputation of the School. Pupils should be aware that a pupil can be recognisable as a member of the community even when he or she is off the School property and out of uniform, for instance, at a Saturday evening party.

Information about drugs will always be dealt with confidentially, and we hope members of the school community (parents and pupils) will see it as protecting others to pass on such information direct to the Headmaster.

## 2.6 Sex

Any pupil engaging in any kind of sexual activity on the school site, travelling to and from school, or on a school trip, will be disciplined, can expect to be suspended, in some cases permanently. The School follows the procedures outlined in Suffolk Safeguarding Children Board Protocol: Working with Sexually Active Young People Under the Age of 18.

Pupils can obtain specific advice from Mrs P Wilson, the Day Matron.

## 2.7 Other serious offences

The overarching procedure must be one of fairness and objectivity. Serious offences must be investigated thoroughly, and contemporaneous written records made and held on file.

Interviews with pupils should follow the procedures outlined in the Policy on Interviewing Pupils.

Decisions to punish must be made with reference to Senior Management, and parents must be informed in writing, and preferably by telephone or in person as well. Only Housemasters/mistresses and SMT have the right to impose Saturday morning detentions. Only the Headmaster, or the Deputy in his absence, or the Master of the Abbey has the right to suspend a pupil from school.

### **Appendix:**

#### **Rewards and sanctions (Senior School): commendations and detentions**

The commendation system is intended for pupils at all levels in the School.

Commendations are awarded for academic work of high quality achieved by pupils in the normal course of their academic study. The standard required is relative to the usual standard and ability of the pupil concerned: an average pupil who has worked hard to produce a piece of work well above his/her usual standard, or a very able pupil who has significantly excelled his or her usual high standards.

Commendations are awarded by Housemasters/Housemistresses. When four commendations are achieved, pupils visit the Headmaster (normally Friday 8.30, but at any other time if Friday is difficult) and are awarded a book token which may be exchanged for purchases in one of the town book shops.

Poor work either in class or for prep can result in an ESP (Extra Study Period). This will be organised within Departments, and is designed to help pupils improve. It might take the form of a factual re-test, but might involve extra teaching. Repeated ESPs will result in a “pink form” to the Housemaster and parents will be informed.

The Detention is also the sanction for poor behaviour or bad manners in School or around town and is supervised each weekday at lunchtime by house staff. Parents will be notified when a pupil is put into Detention. For more serious cases of poor work or behaviour, pupils will be required to attend either a study period on Friday after school or a Detention on Saturday mornings and the latter lasts from one to three hours.

Author(s):	SHC
Date:	September 2008, 09
Review Frequency:	Yearly
Review Date:	September 2010
References:	ISI 3.2d
Governor Agreement:	

Checked by M R Streat 10/10/09