



# HARRODIAN

## Behaviour Policy

Harrodian ethos is to provide a safe and secure environment for all members of the School community.

Every pupil has the right to enjoy learning, free from intimidation or disruption both inside and outside the classroom.

High standards of behaviour, respect for others and the School environment is expected at all times.

Harrodian does not tolerate any form of intimidation or disruption to the fostering of a positive environment. Therefore, we do not tolerate:

- Violent and threatening behaviour, racism, extortion, blackmail.
- Inappropriate IT use – computer hacking, cyber-bullying, endangering student wellbeing or impacting upon the reputation of the School.
- Bullying – physical, verbal or cyber.
- Misconduct of a sexual nature.
- Supply or possession of pornography.
- Theft or taking others' property without consent.
- Damage to property, including graffiti.
- Use or carrying of drugs and illegal substances or associated activity.
- Use or carrying of weapons, including knives of any kind.
- Use or carrying of tobacco, tobacco products, e-cigarettes or e-cigarette products.
- Use or carrying of alcohol.
- Anti-social behaviour, including rudeness, swearing, barging and running indoors.

### Searching without Consent

The Headmaster and staff authorised by him have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil is responsible for one of the listed above. Please refer to Harrodian's *Searching and Confiscation Policy*.

All pupils are expected to be polite to each other, members of staff and visitors to the School.

## **Pre-Prep**

### **Harroddian Ethos**

The ethos of the School is to create a positive and happy environment where the whole School community from the youngest pupil to the eldest member of staff can work together.

The beautiful physical surroundings reinforce this and help create an environment where all Harroddians can flourish in a positive atmosphere of mutual respect.

The central purpose of the Pre-Prep Department at Harroddian is:

- ❖ To foster the individual's sense of worth and respect of others, by requiring a wide range of knowledge and emotional, social and physical experiences.
- ❖ To nurture and motivate, through a broad and balanced curriculum and a wide range of skills and competences.
- ❖ To aspire to high levels of achievement, attitude and behaviour for all abilities.

From these principles our behaviour policy has been created which sets out guidelines and expectations for both staff and pupils.

### **The Responsibilities of the Staff**

- To respect each individual.
- To offer a broad and balanced curriculum.
- To ensure that the work is related to each child's level of learning and potential.
- To ensure that the lessons are stimulating and interesting.
- To ensure that the classroom is an attractive environment.
- To find frequent opportunities to praise good conduct.
- To encourage parental involvement in the child's education.

### **The Responsibilities of the Pupils**

- To work hard and to do their best.
- To be polite to others.
- To be encouraging to classmates.
- To pay attention in class.
- To help in the classroom.
- To remember to say 'please and thank you'.
- To be respectful to any teacher or any classroom visitor.
- To be helpful and responsible.
- To listen well.
- To ask permission to leave the classroom.
- To look after other people's property as though it were their own.
- To be respectful of other people's property and not to touch it unless asked to do so by the owner.

**Rewards for positive behaviour:**

- Positive verbal recognition.
- Stickers.
- Recognition in The Golden Book at weekly assemblies in front of staff and parents.
- Being sent to another adult or class for praise.
- A special privilege.
- A whole class treat.
- Being sent to the Head of Pre-Prep for praise.
- House points.

**In the playground pupils need:**

- To understand our golden rules.
- To have respect and understanding of smaller/younger children.
- To try and be friendly with everyone.
- To play with other children if they are feeling sad.
- To not play roughly.
- To know not to bully.
- To try and be a good loser and winner.
- To play considerately.
- To share the equipment.
- To understand where the boundaries are where they must not go.

**Moving around the school pupils should:**

- Know how to line up properly.
- Not push in line.
- Keep their hands and feet to themselves.
- Keep up with everyone else.
- Walk briskly.
- Not touch anyone or anything on the way.
- Knock on a door quietly before entering.
- Take care when going up and down stairs.

**In the Dining Room pupils should:**

- Wash their hands before eating.
- Walk quietly into the dining room.
- Say please and thank you.
- Taste new foods.
- Ask for food to be passed rather than reaching across the table.
- Leave the Dining Room quietly.

**On visits and school trips pupils should:**

- Look smart.
- Listen to the accompanying adults and behave accordingly.
- Obey any rules.
- Be polite to everyone they meet.

- Sit quietly on any transport.
- Respect the surroundings they are in.
- Pick up any rubbish they have generated.

Harrodian has a positive approach to good behaviour, giving praise to pupils who are well behaved, polite and hard working. All children are familiar with our four Golden Rules, which underpin our ethos and make clear our expectations. They are:

**Be kind and gentle**

**Listen**

**Work hard**

**Tell the truth**

Arising from this, and to continue these principles, the timetable allows for a “Circle Time” session each week for all pupils, no matter how young, as well as occasional year group assemblies. In these sessions varying subjects are raised, for example:

- co-operation
- sharing
- jealousy
- happiness
- sadness
- friendship

All classes in the Pre-Prep operate a traffic light system to encourage the children to manage their own behaviour from an early age. At the beginning of the day all the children in the class start on the green light. Children, who are on green at the end of the day, will have earned 5/10 minutes golden time. Children who remain on the green light all week will have all of their golden time. If the whole class remain on the green light for the week, teachers may decide on a small treat for their class. Children who remain on the green light for the whole half term, will receive a special certificate. Classrooms also have gold and silver stars for those children who regularly go beyond what is expected of them.

**For those occasions when the Golden Rules are broken, the following procedures must take place.**

- At the first sign of inappropriate behaviour children are given a quiet warning, either by a whisper or by their name being placed on the board. This is a warning for the children to change their behaviour.
- If there is no change in behaviour children move their name from green to amber. Children are reminded of the rule they have broken and how they can return to green.
- If the behaviour persists, children must move their name to red and a time-out will be given. Parent/carers will be informed and the child may be sent to the Head of Pre-Prep.

For instances of serious misconduct such as:

- Refusing to do as they are told.
- Deliberately hurting someone.
- Leaving the class or Pre-Prep site without permission.
- Being extremely rude or unkind.

Children will go immediately to the Head of Pre-Prep and their parent/carer will be told.

## Prep and Senior Schools

Linking and maintaining continuity with Pre-Prep, the Prep and Senior Schools actively promote and reward positive behaviour and learning attitudes within the School. Pupils are encouraged to be self-motivated, make positive contributions to School life, develop a sense of responsibility and be model Harrodians.

To facilitate this:-

- Timetabled PSHE/Citizenship sessions develop and extend the themes introduced in Pre-Prep. New topics are introduced and discussions are expanded and delivered at an age appropriate level, so that pupils can learn to cope with their development into young teenagers.
- The Harrodian Newsletter recognises individual or group achievements within the wider School community.
- Student Council encourages pupils to take on responsibilities within the School whilst demonstrating democracy in action.
- The Prefect system encourages positive role models and motivates pupils to take on responsibilities.
- Sports Colours are awarded in assembly at the end of each term to celebrate a pupil's contributions to Sport. Colours are divided by section (Prep, Senior and Sixth Form), and can only be awarded once during a pupil's time in the section.
- Art, Drama, Music and House Colours (Prep School only) are awarded in an assembly at the end of each term to recognise a pupil's contributions. Colours can only be awarded once during a pupil's time in the section.
- Good work and behaviour in classrooms and around the School are rewarded with praise (verbal and written), encouragement and, in the Senior School, Achievements are logged on SIMS (see below).
- At designated points in the academic year, pupils in the Upper Prep and Seniors will receive a progress report recording Effort and Attainment grades for all subjects. Pupils who have made significant progress will receive a letter from their Head of Year.
- Assemblies endorse and promote positive behaviour and recognise individual or group success. Specific themes help to stimulate ideas and thinking.
- Academic assemblies and annual prize giving ceremonies recognise excellence by awarding subject prizes. These assemblies link the Prep and Senior Schools together and promote continuity across the year groups. During these ceremonies, scholarships, exhibitions, and prizes for Citizenship are also awarded.
- House Colours are also awarded termly in recognition of pupils' outstanding contributions to their Houses.

### Specific Prep School Rewards

**House Points** are awarded to pupils for:

- Work which reflects high achievement.
- Work which shows particular care and thought.
- Work which shows marked improvement in attainment or effort.
- Lateral or independent thinking.
- Positive behaviour over a long period of time, helping others or showing initiative.
- Making a difference by helping others in some way.

A cumulative tally of House Points is kept during each academic year and certificates (see below) are presented in House, Year or Whole Prep assemblies as each new target is reached.

Certificate	No. House Points
Bronze	25
Silver	50
Gold	100
Sapphire	150
Diamond	200
Platinum	250

### Senior School Rewards

**Achievement Points** are awarded and recorded on SIMs for:

- Commitment to independent learning.
- Showing outstanding effort in research, preparation or planning of homework.
- Meeting deadlines.
- Effective and responsible target setting.
- A definite positive change in attitude towards academic study.
- Spontaneous acts of kindness or helpfulness of the pupil's own initiative

A **Senior Star** is nominated by Heads of Year each fortnight for exceptional achievement or contribution in areas of School life outside the academic sphere. Examples where the Senior Star award could be given include:

- Extra-curricular activities: consistent punctuality and helpfulness in the organisation of activities; motivating/encouraging others; being considerate and helpful to staff; showing organisation or leadership.
- Citizenship: helpfulness; consideration; positive leading by example.
- Leadership: carrying out a School office or extra-curricular responsibility with exceptional care, commitment and skill (e.g. School Council, Team Captain, School Ambassador, etc.).
- Care of others: demonstration of exceptional support of others in need, or showing considerable sensitivity and care in a difficult situation.

A letter announcing this award is sent home and the names of winners are announced to all staff in Staff Briefing and to pupils by the Head of Year in year assembly. The name of the Senior Star will be displayed outside the office of the Deputy Head of Senior School (Pastoral).

The **Harroddian Shield** is awarded on a termly basis by the Deputy Head of Seniors (Pastoral) to a Senior School pupil for their outstanding contribution to the life of the School.

## **Prep and Senior School Sanctions**

A range of sanctions and an escalation system is employed to cater for the differing age groups of pupils and the range of offences. Where misbehaviour occurs outside of class, all Harroddian teaching staff (with a particular onus upon assigned Duty Staff during morning break or lunchtime break) have a responsibility to deal with incidents that are brought to them or witnessed by them.

### **Low-Level Misbehaviour – The Three Step Approach**

Calling out, the disruption of others and talking inappropriately will be dealt with using a consistent stepped approach, familiar to all pupils and outlined in their Planner.

1. Pupils will receive a clear verbal warning informing them that if the behaviour continues, further action will be taken.
2. If the behaviour continues, they will receive a Time Out, meaning they are asked to step outside of the classroom for a few minutes to consider the impact of their conduct and the necessity of amending it. Time Outs are logged by the subject teacher on SIMS. An email will automatically be sent to the pupil's Form Tutor, notifying them of this development.
3. Following a Time Out, a pupil will be briefly spoken to by their teacher, making clear why this step occurred, and he/she will be allowed back into class. Any similar misbehaviour from this point will result in a Friday Behaviour Detention at the end of the week, in which the pupil will write a reflective essay considering their conduct. This detention is supervised by a member of Senior Management.

### **Detention**

#### **Lunchtime Detention**

For lack of homework, dress code, unauthorised cafe use and chewing gum.

Lunchtime detention runs for 35 minutes Mondays to Fridays from 12.05 to 12.40 in the Prep School and from 1.05pm -1.40pm on Tuesday and Friday in the Senior School.

#### **Lates Detention**

If a pupil is late twice or more in a single week, they must sit a detention at 8am on the following Thursday morning following a letter home. This is overseen by AWO in the Senior Library.

#### **After School Detentions**

For lack of homework and inadequate academic work, Senior School only. Runs on Tuesday and Thursday.

#### **Friday Behaviour Detention**

This happens on a Friday afternoon after school and is supervised by a member of Senior Management. In this, pupils will write an essay reflecting on the nature of their misbehaviour.

#### **Saturday Detention**

This occurs approximately once every three weeks and is supervised by a member of Senior Management. An official letter home will notify parents of a Saturday Detention.

If deemed necessary, a pupil in Lower Prep may receive a Friday after school detention, a Saturday detention or be put on report. This is at the discretion of the Head of Year together with the Head of Lower Prep.

At any point, the School reserves the right to move straight to an escalated sanction (missing out the verbal warning and Time Out) if misbehaviour is of a serious nature, including (but not limited to) significantly disrespectful behaviour towards a teacher, or dangerous or abusive behaviour in class. In such cases, a pupil might be referred straight to their Head of Year, to receive a behaviour detention or, in serious cases, a Saturday detention.

### **Monitoring Reports**

Where pupils are persistently failing to meet the required standards of conduct in School, a number of approaches may be employed.

- A struggling pupil may be matched to a Sixth Form mentor who will meet with them once or twice weekly to offer advice, role modelling and accountability.
- We may also refer pupils to our School Counsellor.
- Pupils who persistently receive 'Time Outs', or a given a number of Homework Detentions, or who are involved in a more serious offence involving suspension from School, will be placed on a Monitoring Report card and meet regularly with their Form Tutor/HOY to discuss progress.

Pupils will be moved onto 'report' either because they have incurred a particular number of detentions or Time Outs, following a suspension, or following a concerning Progress Report. The monitoring report card system has a stepped approach.

- Green Report Cards are issued for those pupils who are being monitored for behaviour.
- White Academic Report Cards are for those pupils who are being monitored for the quality of their work.
- Being on either will involve regular discussions with the Form Tutor and a Friday review with the Head of Year.
- A time scheme is linked to behaviour and performance grades on the report cards. This results in pupils being kept behind for a designated number of minutes on a Friday afternoon, depending on the grade awarded by subject teachers on the report card.
- - Receiving a 1 means excellent – if a pupil has lessons with 5 1s on their grade card he/she will have 10 minutes taken off their Friday afternoon detention.
  - Receiving a 2 means satisfactory - for every 2 a pupil receives, they will have to spend 2 minutes after school on a Friday.
  - Receiving a 3 means unsatisfactory – for every 3 a pupil receives, they will have to spend 10 minutes behind on a Friday afternoon.
  -
- After three weeks on White or Green Report it is expected that pupils will have met the required standard (as indicated by the number of marks given by subject teachers on the report card) and will no longer be on report.
- Where pupils have not met the required standard they will be moved onto Yellow Report, which involves remaining after school each day and losing certain privileges regarding extra-curricular activities and representing the School.

A further escalation will result in the pupil being on Red Report, requiring referral to the School's Counsellor and a review with the School's Head of Section.

Pupils can only be on one White or Green report once a term. If they need to return to White or Green within a term they are immediately escalated to yellow.

### **Serious Misconduct/Suspensions/Exclusions**

Where an offence is of particular seriousness and is seen to endanger the safety or wellbeing of a pupil or the wider community, a pupil may be suspended, either internally or externally, for a stated period of time. This is ultimately the decision of the School's Head of Section. The pupil will then return, pending a meeting between the School and parents. Pupils may be asked to fill in a self-evaluation document upon return and are usually placed on Monitoring Report and given a Sixth Form mentor to help them reintegrate into School life.

Exclusion from the School is rare and certain serious misconduct will not be tolerated and will likely result in a pupil being asked to leave. This includes:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol, tobacco, e-cigarettes or e-cigarette products;
- theft, blackmail, extortion, physical violence, intimidation, racism or persistent bullying (including cyber-bullying);
- misconduct of a sexual nature;
- supply or possession of pornography;
- possession or use of unauthorised firearms or other weapons, including knives;
- vandalism;
- misuse of Information Technology and computer hacking;
- persistent attitudes or behaviour which are inconsistent with the School's ethos;
- other serious misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises; and
- unreasonable parental behaviour.

### **Behaviour on trips**

Participation in a School trip is viewed as a privilege and those pupils participating in them are acting as ambassadors of the School. Misbehaviour and disruptive conduct may be viewed with additional seriousness by the School and may involve escalation to a member of Senior Management.

### **Responsibility**

It should be noted that on a site hosting pupils from the age of 4-18, older pupils are expected to behave with additional responsibility. This is because of their inherent status as role models and the expectation that they will have developed greater maturity, acknowledging their larger size and the need to keep younger, smaller pupils safe.

This applies in particular to those given additional responsibility (and privileges, such as the use of the coffee shop during school lunchtime and break time) such as Prefects and members of the School Council. Such positions and privileges can be withdrawn if these pupils are not seen to be upholding the required standards of conduct or acting as appropriate role models.

## **Bullying**

A *Bullying Policy* is available separately. Bullying of any pupil by an individual or group will not be tolerated either on or off site. An initial approach may see a 'no blame' policy, with communication and honesty encouraged between all parties, leading to self-evaluation and a witnessed commitment to refrain from certain specific behaviours under the guidance of the Head of Year and pastoral leader. If such behaviour is then seen to continue, with a particular party to blame, serious sanctions, up to and including exclusion, may be employed. Harrodian also encourages onlookers to realise and utilise the power they have to speak up in situations where they see one party behaving unacceptably towards another. They are encouraged in regular assemblies to harness the positive potential of peer pressure.

## **Specific rules and sanctions worth noting:**

### **Chewing Gum**

The school is a 'gum-free zone'. Any chewing of gum will result in an immediate detention.

### **Mobile Phones**

Mobile phones are not allowed to be used during school hours. If seen being used outside of lessons, phones will be confiscated and pupils referred to Senior Management. If used in lesson, a behavioural detention will be given.

### **Dress code**

The aim of Harrodian's dress code is for pupils to be smart. Details of the School's dress code and sportswear can be found in the Parent Handbook and the *Dress Code Policy*. Dress code infractions will result in a lunchtime detention. Pupils will be asked to change into appropriate clothing and may be sent home if the situation cannot be fixed in this way.

### **Punctuality**

Prep and Senior pupils may not arrive in school before 8.00a.m. unless attending a supervised club, trip or event. Pre-Prep children are asked to wait quietly outside their classrooms until 8.30 a.m. so that they are in time for registration at 8.40 a.m. All Prep and Senior pupils should be in their form rooms by 8.30 a.m. for morning registration at 8.35 a.m.

If a Prep or Senior pupil arrives late to School after registration i.e. after 9.00 a.m. he/she should sign the Signing In /Out Book in Reception (8s to 12s) or sign in at the Senior School secretary's office (13s to Sixth Form). Pre-Prep pupils who arrive late should go to their classroom immediately.

If a Prep pupil is frequently late then parents will be contacted.

If a Senior pupil is late on two occasions in one week this will result in a Lates DT on a Thursday morning.

### **Being prepared for lessons**

Pupils are expected to organise themselves so that they have the right books and equipment to participate fully in class. Failure to prepare for the day ahead means that lessons are disrupted, and peers are affected if they have to share books or equipment. Where this is a

repeated pattern and it becomes detrimental to the pupil's ability to reach his or her full potential the subject teacher can consider the following actions:

- Speaking to the pupil to find out reasons behind their disorganisation, and to identify any support needed.
- Issuing a Behaviour Incident Report via SIMS.
- Discussing with the Form Tutor about any support needed.

### **Homework**

All pupils are expected to organise their time effectively so that they are able to meet their homework commitments. If they are unable to meet a homework deadline, they should speak to the subject teacher in advance and arrange an alternative deadline. Where pupils fail to hand work in on time, the reasons should be considered, and action taken as appropriate. This may involve:

- Speaking to the pupil, assessing the reasons behind the delay and arranging a new deadline at the earliest opportunity.
- The giving of an age related Homework Detention.
- A referral to the Form Tutor or Head of Year.
- When a pupil misses a second homework in a term in one subject, the subject teacher will email home to inform parents.
- Where a Form Tutor finds a pupil has missed three deadlines, they will discuss with the pupil and email home to inform parents.

Emails can be found in Harrodian Drive, Pastoral, Behaviour for Learning.

*For the various stepped procedures of our Behaviour Policy please see the appendix diagrams.*

## **Sixth Form**

Academic performance and behaviour in the Sixth Form is expected to be exemplary at all times, to comply with the Behavioural Code of Conduct and rules for responsible use of the Internet and IT. As such, sanctions are at the discretion of teaching staff, Form Tutors the Deputy Head of Sixth Form and the Head of Sixth Form.

Sanctions and intervention follow the principle of enfranchisement for teaching staff and Form Tutors in the first instance with escalation to Head of Department and the Sixth Form Management Team as appropriate.

Poor academic performance or disruptive behaviour will firstly be dealt with by the relevant classroom teacher. As appropriate, teachers may exclude a student from a lesson, ask for work to be completed or repeated, or ask for an improvement in behaviour. Should it occur, persistent poor performance or behaviour will be recorded in SIMS and brought to the attention of the Head of Department, the relevant Form Tutor and the Head/Deputy Head of Sixth form and appropriate interventions such as emails/phone calls to parents or face-to-face meetings will be organised. In the event that it should prove impossible to resolve ongoing behavioural issues or poor academic performance, a student may ultimately be asked to leave the School.

### **Specific Sanctions**

In the event that a Sixth Form student is late to School twice in a week this will result in an 8.00am detention the following week. This will be organised and supervised by the Deputy Head of Sixth Form as appropriate to academic and sporting commitments. More than two late attendances in a week or persistent offending will result in further early morning detentions or other appropriate interventions such as emails/phone calls to parents or face-to-face meetings, at the discretion of the Head/Deputy Head of Sixth Form.

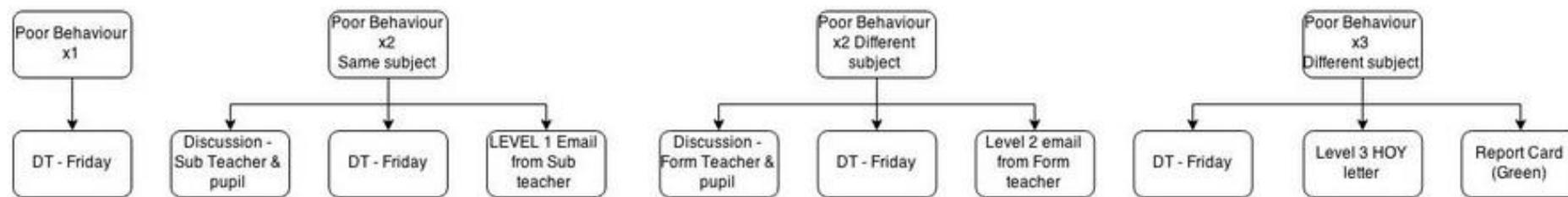
**Linked Policy:** - *Search and Confiscation*

Person responsible for Behaviour Policy: Section Heads

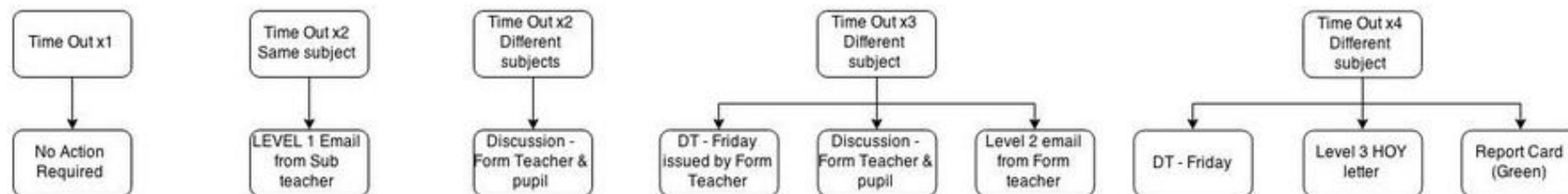
Last updated: November 2018

Next update: September 2019

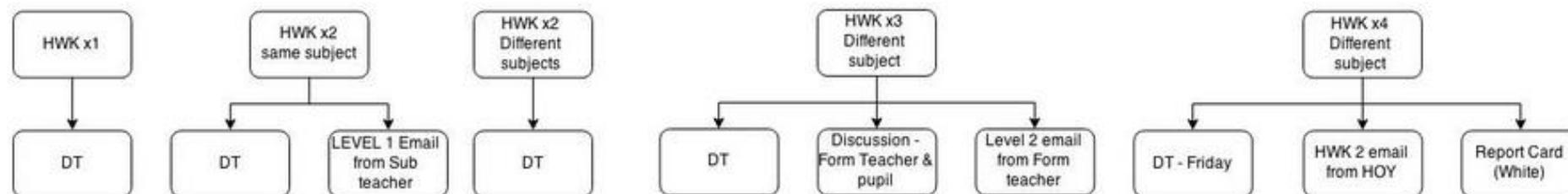
## APPENDIX 1: Stepped Procedures for dealing with misbehaviour

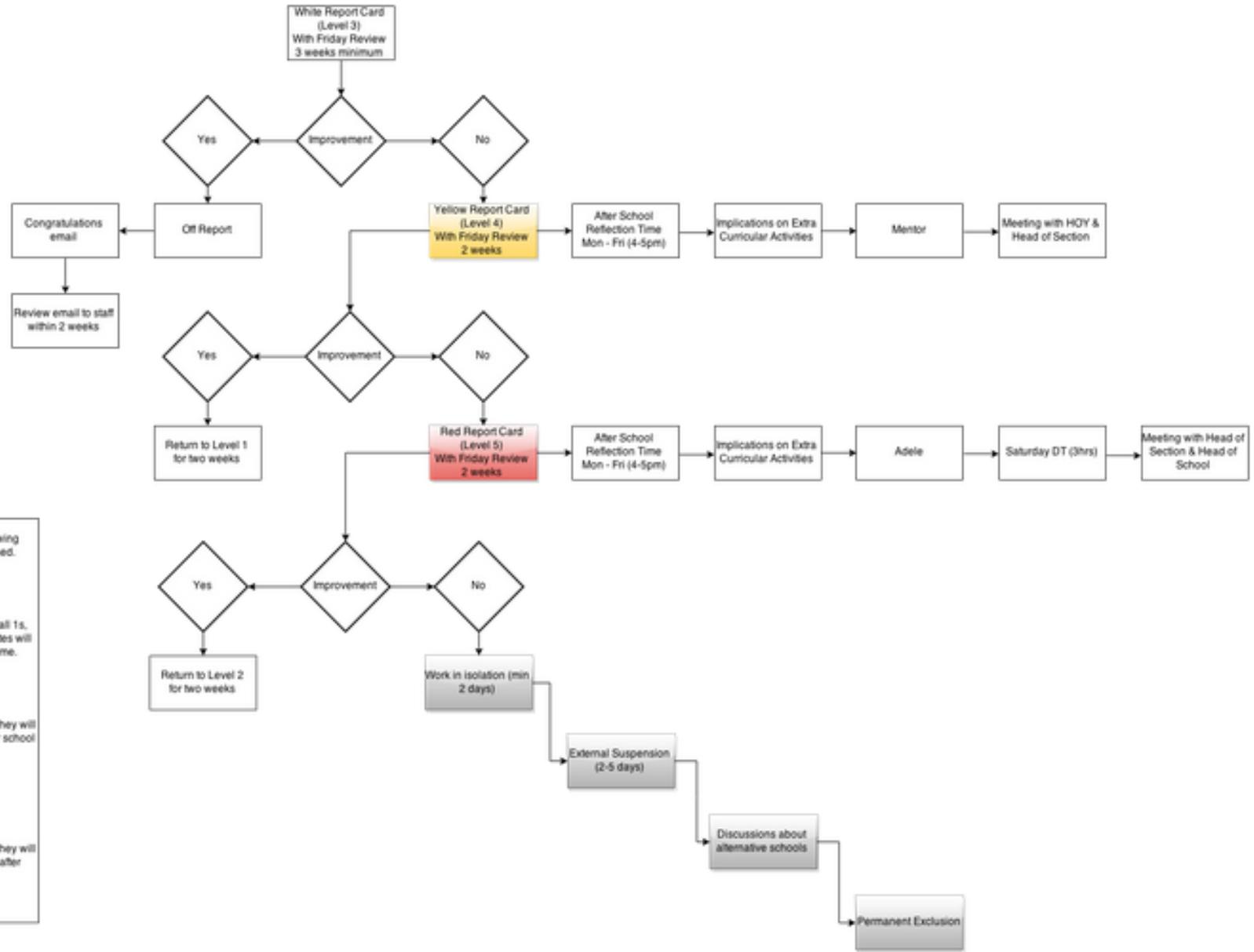


### Time Out



### Missed or inadequate HWK





While on Report the following scoring system will be used.

**1 – Excellent**  
If a pupil has a lesson with all 1s, five times in the day 10 minutes will be taken off their Friday time.

**2 – Satisfactory**  
For every 2 a pupil receives they will have to spend 2 minutes after school on a Friday

**3 – Unsatisfactory**  
For every 3 a pupil receives they will have to spend 10 minutes after school on a Friday.