

Harrogate Ladies' College

Positive Behaviour Policy



1. Policy Statement

- It is our belief that the best way to ensure the highest standards in both behaviour and work is to create a positive ethos where the self-confidence and self-esteem of pupils is promoted by regular praise, congratulation and affirmation. A school culture that is dominated by a mutual respect between pupils and between staff and pupils will lead to harmonious relationships and to the fulfilment of pupils' potential, both academically and socially.
- There are also opportunities for the explicit development of social and relational skills in the PSHE programme, designed to support pupil learning with respect to behaviour.
- We expect our pupils to know, understand and follow our Code of Practice. This is sent to pupils and parents as part of the Welcome Pack and the Rewards and Sanctions guidelines are set out in the planners given to pupils at the start of each academic year. Form tutors discuss these guidelines with pupils at the start of the academic year during form time and the first PSHE lessons.
- At the start of the academic year, Housemistresses discuss with boarders in the first House meetings House rules, to ensure the smooth running of the boarding community. These rules are published on the main notice board in each boarding house.
- The school seeks to work with parents to gain their support in all these areas.

This policy should be read in conjunction with the School's Anti-Bullying Policy, Child Protection Policy, Complaints Policy, and Substance Abuse Policy.

2. Rewards

Our aim is that rewards should outnumber sanctions.

Formal rewards are given in the following ways:

- Merits
- Form Community Award (termly)
- Awards/rewards in assembly each week
- Speech Day Prizes

The Merit System:

- Merits may be awarded to girls from Year 7 – Year 13, by teaching staff and House staff
- Merits contribute to the Merit Cup awarded in final assembly at the end of each term
- Departments may use either stickers or stamps (of their choice) on exercise books/files to indicate the award of a merit. Housemistresses record merits in the House Rewards and Sanctions book.
- 5 stickers/stamps = a merit
- A significant piece of work/special achievement/major contribution to the boarding community may be awarded a merit immediately
- 10 merits = a certificate:
 - blue = 10
 - yellow = 20
 - red = 30
 - green = 40
 - purple = 50
 - pink = 60
 - orange = 70
- Certificates are awarded in final assembly at the end of each term
- Girls awarded 20 merits or more each term will receive a letter of commendation from the Headmistress
- A Merit must be recorded by the teacher or Housemistress on eportal, on a girl's 'Events' page.

A list of 'positive events' will appear and the teacher or Housemistress will choose the appropriate descriptor, applying a 'best fit' rule for the award.

The following categories will appear on eportal under 'Positive Events' for the awarding of a Merit:

- **Work**
- **Effort**
- **Attitude**
- **Progress**
- **Contribution in boarding**
- **Other**

Eportal stores the information with date of award, teacher's or Housemistress's name and reason for award. There is also a box for a brief comment, if a teacher or Housemistress wishes to add one.

The page on eportal will be available for parents to view.

Heads of Year will collate the information at the end of each term to pass to Head of Boarding who translates merits into House points for the Merit Cup

The Director of Studies and Head of Boarding will monitor the system to ensure consistency of application across departments and Houses.

3. Sanctions

- Demerits may be given to girls from Year 7 – Year 13, by teaching staff and House staff
- The system begins with a warning, recorded by the teacher or Housemistress or Assistant Housemistress in his/her mark book or in the House Rewards and Sanctions book
- 3 warnings lead to a demerit
- A demerit may be given immediately if a member of staff feels the offence is serious enough to warrant this
- A demerit must be recorded by the teacher or Housemistress on eportal, on a girl's 'Events' page. A list of 'negative events' will appear and the teacher or Housemistress will choose the appropriate descriptor

The following categories will appear on eportal under 'Negative Events' for the awarding of a demerit:

- Inappropriate behaviour in school or House
- Prep missing, incomplete or copied
- Late arrival at lesson/unprepared
- Misuse of mobile phone/electronic devices
- Uniform infringement/untidiness in House
- Breaking House rules
- Other

4. **Sanctions System**

Event	Who?	What?
<p>Low level disruption</p> <p>e.g. talking in class late arrival missing, incomplete, copied prep uniform infringement untidiness minor mobile phone offence</p>	<p>Classroom teacher or Housemistress/AHM, as appropriate</p>	<ul style="list-style-type: none"> ▪ Verbal warning ▪ Move girl in class ▪ Recorded warning ▪ 3 warnings = demerit on eportal ▪ Inform HoD – possible departmental detention ▪ If jewellery/mobile phone removed, place in named envelope and give to Head of Year/HM ▪ Make-up/nail varnish remover held in offices of Heads of Year/HM
<p>Serious disruption</p> <p>It is anticipated that this will be a rare occurrence</p>	<p>Head of Year + HM if boarder involved</p> <p>Members of SLT</p> <p>Headmistress</p> <p>Parents</p>	<ul style="list-style-type: none"> ▪ The teacher may feel it necessary to remove the girl from the lesson and take her to the school office. Either Head of Year or member of SLT will be contacted to deal with the matter. Parents may be involved. ▪ If the disruption happens in the boarding house, the HM should notify Head of Boarding and Headmistress at once. ▪ Discussion between girl and member(s) of staff will follow. Parents may be involved. ▪ Strategies will be drawn up together to overcome the problem. Targets will be set and the situation monitored. ▪ Possible contract
<p>Recorded demerit on eportal</p> <p>e.g. missing prep late arrival to lessons misuse of mobile phone/electronic devices uniform infringement untidy bedroom</p>	<p>Head of Year + HM if boarder involved</p> <p>(Parents able to see demerits on eportal)</p>	<ul style="list-style-type: none"> ▪ Interview with girl: discuss strategies for improvement ▪ Possibly put on daily report ▪ Suspension of email facility/lap top use/mobile phone use ▪ Loss of town privileges ▪ Deputy Head's school detention (recorded on end of term report + letter to parents)

<p>More serious offence</p> <p>e.g. bullying truancy cheating abuse to staff vandalism smoking drinking</p>	<p>Members of SLT + HM if boarder involved</p> <p>Headmistress</p> <p>Parents</p>	<ul style="list-style-type: none"> ▪ Interview with girl and contact with parents ▪ Individual behaviour plan ▪ Possible contract between girl and school
<p>Theft Substance abuse Violent or threatening behaviour</p>	<p>Headmistress</p> <p>Members of SLT HM if boarder involved</p> <p>Parents</p>	<ul style="list-style-type: none"> ▪ Interview with girl and contact with parents ▪ Possible suspension ▪ Possible exclusion