

BEHAVIOUR, DISCIPLINE and EXCLUSION POLICY

Primary person responsible for this policy: Assistant head (Welfare) (with David Bradbury)

Job title: Assistant Head (Welfare) (Designated Safeguarding Lead) (with Headmaster)

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable) Part 39a

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

CODE OF CONDUCT

Pupils at Portland Place have a right to expect a well-ordered environment that is conducive to study. This right can only be provided in circumstances where all individuals accept their obligation to honour the Code of Conduct:

RESPECT each other and ourselves. Treat others as you would wish to be treated by them.

CELEBRATE our differences.

COMMIT to giving of your best at all times and in all things.

Portland Place School is the place you come to work. You should not prevent others from learning. You should treat everyone with politeness, courtesy and respect. You should care for and look after the school and the people in it. You should think about your safety and that of others.

This Code of Conduct is included in pupil planners to provide a clear guide.

BEHAVIOUR POLICY

Principles and Aims

Principles

- Children and adults have the right to be respected and be happy.
- Good behaviour is essential to purposeful learning.
- Good behaviour is best encouraged by reinforcing expectations.
- Unacceptable behaviour can be changed.

Aims

We aim to provide:

- Good adult and peer role-models of caring and co-operative behaviour.
- Reinforcement of positive attitudes to expectations.
- Recognition of a wide range of achievements.
- Acceptance by all students in school of a common responsibility for maintaining good discipline and promoting the school's basic guidelines.

Practice

Guidelines to pupils at Portland Place School.

We expect you to:

- Show respect for others, their views and their property.
- Follow all instructions given by staff.
- Move quietly in and around school.
- Bring all the equipment and books that you need for each session.
- Be punctual.

- Be safe.

Further Guidance

- Any mobile telephones should be switched off whilst in school unless being used for a purpose directed by your teacher. On school premises they are the responsibility of the pupil.
- Chewing gum is banned at all times.

Serious Misconduct

Serious misconduct, e.g. physical violence, serious safety risk, total defiance, will result in the pupil being sent home pending enquiries after which the pupil may be internally excluded, suspended (externally excluded), expelled (permanently excluded) or withdrawn by parents. The individual circumstances will determine the course of action by the school.

School Trips

A student who has been the subject of a behaviour contract, or serious misconduct is not automatically allowed to go on school trips. Students will be reviewed individually before permission is granted.

LOWER SCHOOL (YEARS 6 - 9) BEHAVIOUR MONITORING

Pupil Rewards

The aim of this system is to reward and so reinforce good behaviour and work habits in our pupils. We use the online Pupil Rewards system to record and track the achievement of our pupils. In this they accumulate points awarded by their teachers that can be traded in by the pupil for a reward. A range of awards are available and have varying point costs. Points are awarded for a variety of reasons, at the discretion of the teacher. For example points can be given for

- Good work.
- Improved work.
- Evidence the pupil has put in a particular amount of effort.
- Exemplary behaviour or helpfulness.

Points are assigned by the teacher, either into Pupil Rewards itself or into the Behaviour module of SIMS.

Headmaster's Commendations

The Headmaster's Commendations are certificates that are presented to pupils nominated by their teacher to recognise a particularly outstanding achievement or piece of work.

Pupils will receive certificates which are awarded in assemblies and presented to students by the Headmaster. Students will also get a letter sent home to inform parents of what has been achieved.

UPPER SCHOOL (YEARS 10 & 11) BEHAVIOUR MONITORING

Credit System

Commendation Letters are sent out at the discretion of the Head of Faculty or Department. If a pupil receives three Commendation Letters within a particular faculty a certificate and voucher is presented to him/her.

General Expectations:

Swipe entry cards

Pupils must use these cards responsibly. Their card is for their personal entry into the school only. It must not be loaned or given to any other pupil or member of the public. Any pupil who uses his/her card in an inappropriate manner will have his/her card withdrawn. Lost cards will be charged for.

Lateness

Pupils arriving late after registration or assembly must sign in at reception. They will be given a late slip to take to the subject teacher.

Uniform

Pupils coming in to school with incorrect uniform will be given the option to borrow an item of uniform from school. If a pupil is wearing outside clothing within a classroom then it could be confiscated until further notice. Parents will be contacted by the school.

Smoking

Smoking is banned throughout London W1 at all times. If a pupil is caught smoking on or off the school premises the parents will be informed and the pupil will be sent home immediately, receiving a one day suspension. Note, this also includes the use of e-cigarettes (“vaping”) in line with [Public Health England](#) regulation and guidance.

Criminal Activity

If a pupil is caught or suspected of being involved in any **criminal activity**, he/she will be sent home whilst the case is investigated. This may result in the pupil being asked to leave the school.

Substance Abuse (See appendix 1 for definitions and procedures)

If a pupil is suspected of using any illegal or restricted substance, within school time, the school reserves the right to give the pupil involved a drug test. If tested positive for any Class A and/or B drugs then the pupil will be expelled immediately. If the pupil tests positive for cannabis or alcohol then the school will monitor his/her punctuality and general behaviour until a second random drug test is given (typically within a month). If the pupil tests positive for a second time then he/she will normally be asked to leave the school.

A restricted substance is one whose legal use is dependent on age (e.g. alcohol) or prescription (e.g. zanax). This also includes new psychoactive substances (so-called “legal highs”).

Possession of an Illegal Substance

If any pupil is caught in possession of any illegal substances, including cannabis, they will be expelled from the school immediately.

Mobile Phones and School iPads (for further guidance see [ICT usage policy](#))

Mobile Phones may only be used in lessons if directed by the class teacher. Students are not permitted to use mobile phones when being escorted between buildings or sporting venues. Inappropriate use of mobile phones, and School iPads including taking pictures, videos or other recordings will result in the phone being confiscated and given to a member of SLT. The phone can be collected from the member of SLT at 4.00pm on the same day.

DETENTIONS

It is necessary to have sanctions that can be used in the case of work and/or behaviour that fails to meet our expectations. Detentions are given, at the teacher's discretion, when prior intervention has not seen the pupil's behaviour improve. For example, they can be given for

- Class work or homework below expected standard per individual pupil.
- Class work or homework incomplete, late or not handed in.
- Poor behaviour in school time.
- Not having the correct equipment for lessons.
- Wearing incorrect school uniform, including wearing non-stipulated jewellery.
- Using mobile phones in school other than as directed by a teacher (plus confiscation).
- Chewing gum.
- Littering of classrooms and/or corridors.

Teacher Detention: Detention set and run by a teacher.

SLT /Faculty Detention: Detention run by subject departments/faculties/SLT. This is an escalation of the teacher detention for repeated poor behaviour/work in that subject or faculty. Parents may also be called in at this stage.

Head of Year Detention: If a pupil misses a subject detention, receives numerous subject detentions or for an incident deemed serious enough then a Head of Year Detention is given. Parents will also be called in at this stage.

IMPORTANT

Please note ALL detentions given (Lower and Upper School) MUST be recorded in SIMS and copied to the relevant Head of Year. The Head of Year can then monitor how many pupils are receiving.

SCHOOL MONITORING REPORTS

The School uses a variety of strategies and reports to help support students in their learning. Some reports are disciplinary while others are intended to support a pupil with a particular issue i.e. 'organisation'. The aim is to ensure that all individuals continue to make good progress. Pupils are placed on a School Monitoring Report at the discretion of the Head of Year. These are run through the Report Card function in SIMS.

EXCLUSION

Pupils guilty of serious misconduct may be liable to either **suspension** (fixed-term exclusion) or **expulsion** (permanent exclusion). In circumstances where a pupil's behaviour, while he/she is not at School (as defined below), damages or threatens, actually or potentially, the wellbeing of any member of the School community or the reputation of the School, the School may investigate the pupil's conduct. As a result of this investigation, if it is considered appropriate to protect wellbeing and the School's reputation, sanctions may be imposed proportionate to the seriousness of the misconduct.

When judging whether to suspend or expel a pupil, the School will take into account all the circumstances; these will include the age of the pupil, the seriousness of the offence, its impact upon the School and any member of the Portland Place community (pupils and staff), and any extenuating circumstances raised by the pupil in his/her defence.

Suspension can be internal, i.e. the pupil attends school but works in isolation from their peers supervised by a member of SLT, or external, i.e. the pupil does not attend school for a set number of days. In either case on the morning of their return to school and normal lessons the suspended pupil will meet with the Headmaster before going to registration.

While we will work hard with pupils and parents to try and ensure behaviour improves, it is possible for a pupil to receive more than one suspension in their time at the school for repeated breaches of the Code of Conduct. Successive suspensions will increase in length and a suspension of 5 (or more) days should be seen as the final stage before expulsion.

For the purposes of this policy:

"at the School" means each of the following:

- (a) on School premises;
- (b) anywhere where a pupil is engaged in an activity organised by School staff or anyone acting on behalf of the School; and
- (c) whenever and wherever the pupil is wearing school uniform or other clothing which identifies him / her as a Portland Place pupil, including when travelling to and from the school

"serious misconduct" means any act or omission (or any series of acts and/or omissions) that:

- (a) is criminal; and/or illegal
- (b) has or could have had a serious adverse effect on: (i) any part of the physical environment of the School; (ii) any aspect of the wellbeing of any member of the School community (pupils and staff); and/or (iii) the learning of the pupil himself or that of any other pupil; and/or
- (c) harms the public image of the School

The following are examples of serious misconduct:

- Violent or threatening behaviour;
- Indecent, offensive, abusive, bullying or harassing behaviour;
- Theft;
- Possession or consumption of illegal drugs at the school;
- Possession of offensive weapons or any dangerous, poisonous, flammable or explosive items;
- Cheating in examinations;
- Deliberate or reckless damage to property;
- Rudeness to a member of staff or other adult involved in or encountered in the course of an event organised by the School, or acting on behalf of the School;
- Serious misuse of School ICT facilities (see the ICT Acceptable Use Policy);
- Persistent breaches of the School Code of Conduct;
- Breach of the Code of Conduct after a pupil has signed a behavioural or academic contract.

To support a pupil receiving a suspension, and who would thereby be at risk of expulsion (in the event that he/she were to commit another breach of the Code of Conduct), the pupil will be required to sign a Pupil Contract in which he/she will agree to a number of targets for behaviour improvement and/or academic performance. This will be monitored by a member of the SLT. Failure to comply could result in expulsion.

Appendix 1

SUBSTANCE MISUSE

DEFINITION OF SUBSTANCE MISUSE

For the purpose of this school policy, the term “substance misuse” is taken to mean the following:

- Illegal substances of all classes
- Illegally distributed prescribed drugs
- Solvent abuse
- Smoking
- Drinking Alcohol
- Over-the-counter medication

STATEMENT INTENT

The school condones neither the misuse, nor illegal supply of drugs for substance misuse by members of the school. The school acknowledges the importance of its pastoral role in the welfare of its pupils, and will take action to support and safeguard their wellbeing.

AIMS

1. To promote the personal, social and moral development of students and thus prepare them for the opportunities, responsibilities and experiences of life.
2. To encourage students to have due regard to the legal, social and physical risks involved in drug use/misuse.
3. To inform students in a balanced and truthful way about the use/misuse of drugs and the cultures surrounding them.
4. To enable students to understand accurately the biological and psychological effects of legal and illegal drugs and to provide them with sufficient information to protect themselves and others from the effects of drug misuse.
5. To keep up-to-date with developments in the drug field, thus ensuring that accurate and current information is made available to the students.
6. To raise awareness among teaching staff of substance misuse issues, thus ensuring an informed, measured and reasonable approach.

7. To enable students to understand aspects of legislation relating to drug use and to make them aware of sources of help and advice available within the family, the school and the community.
8. To ensure students understand that each drug and substance misuse experience is unique, and thus that individuals will be affected by different drugs in different ways at different times.

IMPLEMENTATION

Substance misuse education within the school is taught as part of the Citizenship programme, with Form Tutors supporting this as they naturally have a greater knowledge of form members, their backgrounds and needs.

Time is put aside during the academic year for visits from outside groups and the topic of substance misuse is also covered in subjects including English, Drama and Science. With the substance misuse education programme being delivered and supported by the methods specified, it is felt it will best achieve the policy aims.

CONFIDENTIALITY

Teachers cannot promise confidentiality to pupils. Where a pupil's actions are likely to place that pupil, or others, at moral or physical risk or in breach of the law, the teacher may choose to inform a member of the SLT, who will, if appropriate, arrange for the pupil to be counselled and the parents to be informed. Teachers are aware that holding onto information may compromise them at a later date.

PROCEDURES

The following are recommended guidelines for specific substance misuse related incidents. Each incident is unique and therefore the guidelines should be used as a reference rather than a set of rules.

1. Change in a pupil's behaviour

If a member of staff notices a change in a pupil's behaviour, they should initially speak with other members of staff to see if the same has been noticed by them. This should be followed by a suitable member of staff talking to the pupil involved. Any response should be carefully and objectively noted and placed (through the relevant Head of Year) in to the pupil's file. Parental contact could then be considered by the **Head of Year** or the SLT.

2. Reported Rumour

(a) By a Fellow pupil

In this situation the first intention should be to speak with both the pupil reporting the rumour and the pupil involved. From this point, further action clearly depends on the responses of the pupils, but care should be taken not to make accusations or reveal the source.

(b) By a parent, relating to their own child

The school should attempt to understand how much of the information given is fact rather than speculation, but generally should recommend counselling and/or talking to someone

trusted within the school. The school can offer support to the pupil and family and should supply contact numbers for relevant groups.

(c) By a parent, relating to another child

Initially the school should establish where the parent received the information from and should then ask for further details, discussing the information with the designated safeguarding lead and reporting back to the parent as and when necessary.

3. Disclosure

When a pupil discloses information regarding substance misuse to a member of staff, the issue of confidentiality should be clearly explained to the pupil. From here, advice regarding counselling from external groups and parental contact should be discussed with the pupil, and also possibly between other members of staff. The nature of the information disclosed will affect any further action taken.

4. Illegal substances found on the premises

All members of staff should be informed of the full details of the substances found and any suspicions arising as a result, from this point staff should be vigilant for any information regarding the incident. With regards to the pupils, the issue could be discretely brought up through Citizenship lessons or form time. A letter should be sent out to all parents informing them of the find and the matter being dealt with.

5. Pupils and substance misuse on the premises

Any pupils found to be carrying, taking or dealing substances on the premises will be isolated with as little discussion as possible and the following members of staff should be contacted:

Form Tutor

Head of Year

Designated Safeguarding Lead/Deputy Designated Safeguarding Lead

The pupil(s) has the choice to request a specific member of staff to be present, and a member of the SLT must also be involved in all questioning. The pupil(s) should be encouraged to hand over any substances they have in their possession, but staff should not attempt to take the drugs off them. Any substances handed over should be stored in the school safe, having been carefully labelled with all relevant details and signed by two members of staff and the pupil(s) involved. After evidence has been established, the substances will be destroyed or given to the police.

The staff should attempt to establish the facts of the incident and if there is any further substance misuse in school. Parents should, apart from in extreme cases, be contacted by a member of the SLT and called into school. Throughout this time the pupil(s) should remain isolated. Counselling and support should be the primary suggestion to parents. Questions of exclusion, suspension, testing and police involvement are dependent on the nature of the incident, and would be carefully considered by the Headmaster and SLT. The use of a "30 day rule" might also be included whereby a pupil is given notice that they will have to take a urine test after a period of 30 days to give them the opportunity to stop taking any suspected illegal substances.

Reviewed Annually by SLT