



# Kent College Behaviour and Discipline Policy

## Whole School

### 1. Policy Statement

- 1.1 Kent College aims to encourage girls to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school.
- 1.2 As a Christian school with a grounding in Methodist education, Kent College aims to promote trust and mutual respect for everyone. Kent College is an inclusive community where girls from a wide variety of ethnic and social backgrounds and faiths are welcomed.
- 1.3 Good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious girls, who are motivated to become life-long learners. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a mutually, beneficial way.
- 1.4 Behaving appropriately and being aware of acceptable social boundaries are key life skills which prepare our girls for life beyond Kent College.
- 1.5 The principles contained in this Behaviour Policy are based upon the school's aims as stated in the Mission Statement and Core values.

#### Mission statement

*Kent College exists to provide an inspirational education that enables girls to develop into courageous young women equipped to make a purposeful contribution to the world;*

#### Core values

- *Daily life at Kent College is underpinned by the Wesleyan values of 'doing all the good you can' in a tolerant and supportive Christian ethos.*

- *We provide an inspirational educational framework in which intellectual curiosity and love of learning is fostered.*
- *We place, physical, spiritual and mental wellbeing at the heart of school life.*
- *We value and celebrate each girl as an individual.*

## **2. General Code of Conduct**

Kent College expects girls to:

- Treat all members of the school community in a kind, courteous and considerate manner
- Maintain the highest standard of behaviour inside and outside the classroom
- Dress appropriately and in accordance with the school uniform policy
- Always be ready to learn and participate in school activities
- Take good care of all buildings, equipment and furniture
- Respect all school rules

## **3. General Roles and Responsibilities**

3.1 The Governors and staff believe that in order to enable teaching and learning to take place, good behaviour in all aspects of school life is necessary. We seek to create an inclusive and caring learning environment in the school by:

- promoting good behaviour and discipline;
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect ;
- ensuring equality and fair treatment for all;
- encouraging consistency of response to both positive and negative behaviour;
- promoting early intervention;
- providing a safe environment free from disruption, violence, bullying or harassment;
- encouraging positive relationships with parents and guardians which support the school's policies and procedures;
- promoting a culture of praise and encouragement in which all girls can achieve.

3.2 All staff, including teachers, support staff and volunteers, will be responsible for ensuring that this policy and its procedures are followed, and consistently and fairly applied. Mutual support amongst all staff with the implementation of the policy is essential. They have a responsibility for creating a high quality learning environment and for implementing the policy. Staff should be aware of, and have consideration for, any girl with learning support needs or disabilities.

- 3.3 If a girl misbehaves repeatedly in class, it is the responsibility of the class/subject teacher to record all such incidents. Staff should refer to **Appendices A and B of the Behaviour Policy** for guidelines on types of misdemeanour and response. In the first instance, the class/subject teacher deals with the incident him/herself. In the Senior School, form tutors should be kept informed and they should keep a record of all incidents. If misbehaviour continues, the girl will be referred to the Head of School/Key Stage, Deputy Heads/Head of Prep School and ultimately the Headmistress. A log of all serious incidents of misbehaviour (both Senior and Prep School) is kept by the Bursar.
- 3.4 Class/ Subject teachers report to parents about the progress of each girl in their class, in line with the whole-school policy. The class/form teacher may also contact a parent if there are concerns about the behaviour or welfare of a girl.
- 3.5 Class/Form teachers should discuss the school rules with each class/form. The school rules/pupil code of conduct are reviewed regularly by the School Councils. In addition to the school rules, each class in the Prep School also has its own classroom code, which is agreed by the girls and displayed on the wall of the classroom. In this way, every girl in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during 'circle time' or at another appropriate time.
- 3.6 Where external support agencies are involved in meeting the needs of a particular child, teachers will liaise and work co-operatively with those agencies, as necessary, to support and guide the progress of the child.
- 3.7 Play therapist (Prep School)

A play therapist visits the school on a weekly basis. She is available to meet with girls on an individual/group/class basis to help provide strategies for interpersonal skills. She is also available to meet with parents.

#### **4. Expectations: Girls and Parents**

- 4.1 Girls are expected to:
- take responsibility for their own behaviour. They will be made fully aware of the school policy, procedure and expectations;
  - take responsibility for their social and learning environment, making it both safe and enjoyable by reporting all undesirable behaviour to a member of staff;
  - work to the best of their ability;
  - show, through their behaviour and language, respect and consideration for all staff and other girls;
  - take proper care of books, equipment and the fabric of the buildings;

- avoid behaviour which is intimidating, open to misinterpretation, is loud or results in unwanted physical contact;
- be punctual at all times;
- respond positively to the opportunities and demands of school life;
- uphold the highest values and standards of behaviour at all times, including any written or electronic communication;
- accept and support the Behaviour and Discipline policy and the Pupil Code of Conduct (Senior School ) or Sixth Form Contract.

#### 4.2 Parents and Guardians are expected to:

- encourage and support their daughters to take responsibility for their behaviour, both inside and outside the school;
- work in partnership with the school and to assist it in maintaining high standards of behaviour. Parents and Guardians who accept a place for their daughter at Kent College undertake to uphold the school's policies and regulations;
- support the school's values in matters including attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study;
- encourage their daughter to recognise the importance of good behaviour as an integral part of effective learning;
- respect all members of the school community;
- encourage their daughter to be properly prepared for school each day.

## 5. Promoting good behaviour - Rewards

5.1 A school ethos of encouragement is central to the promotion of positive behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping girls to realise that desirable behaviour, self-awareness and responsibility to self and others is valued. Integral to the rewards system is an emphasis on constructive praise.

5.2 We praise and reward girls for good behaviour in a variety of ways:

- staff will immediately identify and encourage positive behaviour;
- staff will regularly inform each other of girls' praiseworthy actions;
- staff will inform parents of exemplary behaviour as well as achievement (via means such as praise postcards, parents' evening, or informally via a note in the girl's planner or telephone call/email) ;
- staff may give privileges to girls who behave consistently well and to those who have made a special effort to do so;
- achievements will be recognised in celebration assemblies and at Speech Day. Individual departments in school may also celebrate achievement.

### **In the Senior School:**

- all staff will use the Merit Cards/House points and Commendation systems.
- girls deemed to have shown care, consideration and kindness to others consistently will be awarded the Wesley Badge.

### **In the Prep School:**

- teachers and staff give girls house points;
- staff distribute merits (certificates, stickers, table points etc.) in lessons, to girls, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
- girls are sent to the Head of Prep School to be appropriately praised for their effort or a particular achievement;
- Year groups are rewarded for caring for their shared spaces and the Cloakroom Cup, is awarded half termly;
- Girls can earn privileges. If they are rewarded with 5 privilege cards for good manners and excellent behaviour, the Head of Prep School hosts a lunch for them;
- a “Class Star” is celebrated on the screen in the front foyer;
- give recognition of outstanding work on the “Achievement Tree” in the foyer of the school;

## **6. Dealing with unacceptable behaviour – sanctions**

- 6.1 The school employs a number of sanctions to support and enforce the school rules, and to ensure a safe and positive learning environment. The Headmistress/Head of Prep School undertake to ensure due investigative action has taken place and to apply any sanctions fairly. Corporal punishment is never used nor threatened. Punishment will be proportionate to the girl's misbehaviour and any detention will be reasonable in all circumstances. Consideration will be given to the girl's circumstances such as age, specific learning needs, religion or travel problems.
- 6.2 The school may choose to use a range of sanctions (as outlined in Appendix A - Senior School and Appendix B - Prep School), including suspension or, in extreme cases, permanent exclusion. Staff, girls and parents should be aware of the Behaviour Policy Level of Sanctions.
- 6.3 Minor or first time misdemeanours will usually be dealt with on the spot. More serious or repeated instances are referred to the tutor/class teacher and then to the Head of School/Key stage or Deputy Head (Pastoral)/Deputy Head Prep. If the matter involves a boarder the relevant Boarding member of staff will be informed prior to any decision being made to contact the parent. Failure to respond at this level will result in referral to the Headmistress/Head of Prep.

- 6.4 Parents will be given at least 24 hours' notice in writing concerning any after-school or Saturday detention. This allows parents the opportunity to make representations concerning the detention, but does not give them the right to refuse the sanction.
- 6.5 Kent College reserves the right to employ school sanctions for behaviour occurring out of school or in the holidays.
- 6.6 Should parents have a concern about the way that their daughter has been treated, they should initially contact the form tutor /class teacher. Parents may also feel it is appropriate to contact the relevant Head of School/Key Stage. If the concern remains unresolved, parents should contact the Headmistress, in line with Stage 2 of the school Complaints (Dealing with Parental Concerns) Policy.

## **7. Malicious accusations against any member of the school community**

- 7.1 The School recognises that there may be occasions when a girl justifiably needs to raise issues about the actions of a member of the community and has procedures for dealing with such concerns which can be found in the Safeguarding and Child Protection Policy. However, where the allegation is clearly one of malicious intent or fabrication, the school will give due regard to the most appropriate disciplinary sanction to be taken, which may include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed.

## **8. Off-site Behaviour**

- 8.1 The school will not take responsibility for the actions of any Kent College girls off-site, and the effects of such actions. Nevertheless, the school reserves the right to take action against such girls whose behaviour is judged by the school as being inappropriate and/ or where such actions result (or risk resulting) in bringing the school into disrepute. The following are given as examples of such actions which could be deemed as fulfilling the criteria for such judgements which could lead to action being taken, but do not constitute a closed list:
- behaviour on coaches (or other modes of transport) used by the school which falls below the expected standards of behaviour as listed in our Code of Conduct;
  - behaviour and/ or communication on social media sites which fall below the guidelines listed in the E-safety Policy and the Computer Acceptable Use Policy;
  - behaviour that is deemed to bring the school's name or reputation into disrepute where appropriate will be investigated and sanctioned if necessary.

## **9. Incident Recording**

9.1 Cases of behaviour resulting in a sanction at level 3 or above will be recorded in the school's Sanctions Book, held in the Bursary. Incidents of bullying or discrimination will be recorded in the bullying log by the Deputy Head (Pastoral).

## **10. Boarding**

10.1 Boarding Houses within the school follow the school's Behaviour and Discipline Policy. The school understands that Boarding Houses are a 'home from home' and therefore sanctions which occur 'at home' which are not of a school related matter should be dealt with by the Housemistresses.

10.2 Behaviour which is deemed to have broken school rules or guidance provided within the Behaviour Policy is recorded in the Sanctions Book. In all incidents of 'at home' behaviour the Deputy Head (Pastoral) and the Headmistress are kept informed. The Deputy Head (Pastoral) can then, if required, investigate further.

## **11. Internal Suspension/External Suspension/Requirement to Leave /Permanent Exclusion**

11.1 Suspensions can be either temporary or permanent (exclusion). The Headmistress will authorise suspensions and/or exclusions and will be involved in the interviews and discussions with pupils and parents. In the case of a suspension, the Chair of Governors will be informed and will be consulted before any student is permanently excluded. Parents will be made aware in advance if suspension or exclusion are a possible outcome of any meeting or investigation.

### **11.2 Suspensions**

11.2.1 As per the Parent Contract, the Headmistress may suspend a girl if she considers that her conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of the girls concerned. The School Behaviour Policy (Appendices A and B) set out or include examples of offences at Level 5 and 6 likely to be punishable by suspension. These examples are not exhaustive and the Headmistress may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of a girl's record at the School may be taken into account.

11.2.2 For temporary suspensions the school makes a distinction between one which is neutral and one which is a formal sanction. The school will inform parents which approach is being followed. A neutral suspension is one which the school requires a girl to be removed from lessons/school in order that an investigation can be conducted fairly and without further escalation of a problem. This suspension may be either internal or external and should ideally last no longer than two days to allow for an investigation to be completed. Should the investigation find in the girl's favour then she may return to school with no further consequences and with no negative record of the sanction. Should the investigation find that a formal sanction is required, it will be noted on the girl's record. The Headmistress can, at her discretion, count the time spent away from school as part of the recorded punishment.

#### 11.2.3 Internal Suspension

The likely duration will be between 1 and 3 days. The girl will be in a room working on her own under supervision. Work will be set for her from her regular lessons and the Head of School will co-ordinate. She will have a different lunch and break from her peers.

#### 11.2.4 External Suspension

A sanction must give a message to the girl concerned and the rest of the School community. A suspension is used when that message must be heard strongly and clearly. Sometimes the misbehaviour is individual and so no public announcement is made. Parents will be contacted as the misbehaviour is investigated and the girl will be required to stay at home (or with a guardian) for between 1 and 3 days.

### **11.3 Exclusion and Managed Removal from the School**

In the case of permanent exclusion, a girl's name will be permanently removed from the school roll. In addition, any references requested for the girl by external agencies will set out the facts and circumstances of the reasons behind the exclusion.

#### 11.3.1 Rationale for Exclusion

A decision to exclude permanently will be taken as a last resort when a range of other strategies has been previously employed in line with Sanctions Levels 1 -7 in the Behaviour Policy (Appendices A and B) or if an exceptional individual offence has been committed. Parents will be concerned to have the School reach a decision which is in the best interests of their daughter. The School needs also to take account of the interests of the whole School community.

Exclusion will usually only be considered when it is deemed to be in the best interests of one or more of:

- the girl concerned;
- other girls in the School ;
- staff in the School;
- the School's reputation.

11.3.2 Exclusion will also be considered where the girl concerned is regarded on the balance of probabilities as having committed a criminal offence, whether or not connected with the School and whether or not criminal proceedings have been instituted.

The Headmistress will make reference to the Parent Contract, when considering excluding a girl.

#### **11.4 Managed Removal**

11.4.1 The school draws a distinction between a Managed Removal from the School and Permanent Exclusion. A Managed Removal may be offered by the school at its discretion, as an alternative to permanent exclusion.

11.4.2 In the case of a Managed Removal, the school will require that a girl leaves the school but will provide reasonable assistance in ensuring that she can make a fresh start at an alternative school. In this case, no record of an expulsion will be made in any future references.

#### **11.5 Process for Permanent Exclusion**

11.5.1 The decision to permanently exclude for non-financial matters is taken by the Headmistress after discussion with senior staff and the Chair of Governors. The parents are informed of the decision and asked to collect the girl as soon as possible. Parents will be made aware in advance, if exclusion is the possible outcome of any meeting or investigation.

11.5.2 While the precise procedure to be followed in a given situation depends on the circumstances of the case, the procedure outline below would apply wherever possible:

- A fair and thorough investigation will be led by the appropriate Deputy Head
- Girls must be informed of the allegation and the evidence relied upon
- Girls must be given a fair opportunity to exculpate themselves
- Parents will be informed as soon as practically possible
- A hearing will be conducted by the Headmistress and a decision reached
- An appeal should be offered and this will be conducted by the Chair of Governors

11.5.3 Before a decision is made to exclude a girl from Kent College, Pembury permanently, a full investigation will be undertaken by one of the Deputy Heads and the appropriate Head of School. The Headmistress will not take part in the investigation as this may compromise her impartiality at the hearing.

### **11.6 Appeals process**

If a girl is excluded by the Headmistress, the parent may appeal against the decision in line with **Stage 3 of the School's Complaints (Dealing with Parental Concerns) policy**. The Appeals Procedure is set out in the Complaints Policy and the Headmistress will provide the parents with a copy of the Complaints Policy when sending the formal exclusion letter.

*This policy should be read in conjunction with the School's:*

- *Anti-Bullying Policy*
- *Attendance Policy*
- *Child Protection Policy Including Safeguarding Guidance*
- *Code of Conduct (Girls)*
- *Complaints (Dealing with Parental Concerns) Policy*
- *Drugs Policy (Girls)*
- *Equal Opportunities Policy (Girls)*
- *E-Safety Policy*
- *Kent College Staff handbook*
- *Marking, Assessment and Reports policy*
- *Parent Contract*
- *Policy on Use of Force to Restrain Girls*

***See Appendices A and B for Sanctions Guidance***

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