



Kent College Behaviour and Discipline Policy

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. Everyone is treated as an individual and the aim is to develop the whole person equipped to take her place in the modern world.
- 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.
- 1.4 Behaving appropriately and being aware of acceptable social boundaries are key life skills which prepare our girls for life beyond Kent College. The principles contained in this Behaviour Policy are based upon the one of the school's aims as stated in the Mission Statement:

We aim to maintain a tolerant and supportive ethos based upon mutual respect and firmly grounded in Christian principles.

2. General Code of Conduct

- 2.1 Girls are expected to adhere to the General Code of Conduct, listed in the girl's planner:
- 2.2 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 the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff with the implementation of the policy is essential. All staff should play a key role in implementing the policy. 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.

4. Expectations: Girls and Parents

4.1 Girls are expected to:

- 4.1.1 Take responsibility for their own behaviour. They will be made fully aware of the school policy, procedure and expectations.
- 4.1.2 Take responsibility for their social and learning environment, making it both safe and enjoyable by reporting all undesirable behaviour to a member of staff.
- 4.1.3 Work to the best of their ability
- 4.1.4 Show, through their behaviour and language, respect and consideration for all staff and other girls
- 4.1.5 Take proper care of books, equipment and the fabric of the buildings.
- 4.1.6 Avoid behaviour which is intimidating, open to misinterpretation, is loud or results in unwanted physical contact
- 4.1.7 Be punctual at all times
- 4.1.8 Respond positively to the opportunities and demands of school life.
- 4.1.9 Uphold the highest values and standards of behaviour at all times, including any written or electronic communication.
- 4.1.10 Accept and support the Behaviour and Discipline policy and the Code of Conduct

5. Parents and Guardians are expected to:

- 5.1 Encourage and support their daughters to take responsibility for their behaviour, both inside and outside the school.
- 5.2 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.
- 5.3 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.
- 5.4 Encourage their daughter to recognise the importance of good behaviour as an integral part of effective learning
- 5.5 Respect all members of the school community
- 5.6 Encourage their daughter to be properly prepared for school each day

6. Promoting good behaviour - Rewards

- 6.1 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 praise.
 - Good behaviour should be rewarded.
 - Staff will praise a girl/class immediately for their good behaviour.
 - Staff will regularly inform each other of 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.
 - Girls deemed to have shown care, consideration and kindness to others consistently will be awarded the Wesley Badge.
 - Achievements will be recognised in celebration assemblies and at Speech Day. Individual departments in school may also celebrate achievement.
 - All staff will use the House Points, Sunny Slips and Commendation system.

7. Dealing with unacceptable behaviour - sanctions

- 7.1 The Headmistress undertakes 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.
- 7.2 The school may choose to use a range of sanctions (as outlined in Appendix A), including suspension or, in extreme cases, permanent exclusion. Staff, girls and parents are aware of the Behaviour Policy Level of Sanctions.
- 7.3 Minor or first time misdemeanours will usually be dealt with on the spot. More serious or repeated instances are referred to the tutor and then to the Assistant

Headmistress. 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.

7.4 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.

7.5 Kent College reserves the right to employ school sanctions for behaviour occurring out of school or in the holidays.

8. Malicious accusations against any member of the school community

8.1 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. 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.

9. Off-site Behaviour

9.1 Although 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.
- Any behaviour that is deemed to bring the school's name or reputation into disrepute where appropriate will be investigated and sanctioned if necessary.

10. Incident Recording

10.1 Cases of extreme behaviour are recorded in the school's Sanctions Book, held in the Bursary. Incidents of a serious, bullying or discriminatory nature are recorded and filed centrally.

11. Boarding

11.1 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.

- 11.2 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 Assistant Headmistress and the Headmistress are kept informed. The Assistant Headmistress can then, if required, investigate further.

12. Right of Appeal

Girls and parents have the right to request a review of the Headmistress' decisions by the school governing body. Should they wish to exercise this right, they should write to the Clerk of the Governors within 5 working days of the decision. A panel of at least 3 members of the governing body will convene to hear evidence related to the decision. They will almost always expect to hear from the girl and her family in addition to school employees during the hearing. They will then inform the family of their decision within 5 working days of the hearing.

13. Complaints

Should there be any complaints about the operation of the school's Behaviour Policy copies of the school's complaints procedure are published on the school's website. We undertake to investigate all complaints and to notify you of the outcome of the investigation within 28 days.

Guidance given from the DfE on [Behaviour and Discipline in Schools February 2014](#) has been taken into consideration when writing this policy.

This policy should be read in conjunction with the Kent College Behaviour Policy, Anti-Bullying, Staff handbook, Assessment, Teaching and Learning, Code of conduct expected from Girls, Exclusion, and Educational Inclusion policies and the Every Child Matters programme.

DRAFT POLICY

Agreed: SLT August 2016

To be approved by Governors: Autumn Term 2016