



6.2 DISCIPLINE

6.2.1 SCHOOL RULES

It is the corporate responsibility of the Staff to ensure effective discipline in the School and teachers must therefore be familiar with the School rules and dress regulations, and be prepared to enforce them. The School Rules are given in the Students' Handbook and the Dress Regulations are on the VLE.

6.2.2 SCHOOL DISCIPLINE

It is the School's policy to encourage good behaviour at all times, and to promote mutual respect and good manners amongst all those who live and work on the School site. Teaching staff are expected to make standards of behaviour, both in and out of the classroom, clear to pupils at all times, and to be consistent in their expectations. Punishments should be related to the offence and as far as possible should aim to encourage the pupil to understand why is/her behaviour was unacceptable.

The Classroom

It is important to establish the right relationship in the classroom as quickly as possible. A lack of proper communication will result if the regime is too strict, while little work will be done if the atmosphere is easy-going. As a general rule it is easier to relax a bit after a strict start than to tighten up after being over-indulgent. Members of the Common Room are always happy to discuss these matters with anyone new to the school. Pupils are generally called by their Christian names. Punctuality, both of the taught and the teacher, is important as is dress (see dress regulations). Stoics who appear in class looking scruffy should be made to smarten up immediately and could be required to parade later, tidily dressed, Alerts to Housemasters must be recorded on Apollo. Persistent offenders should be given a Uniform Report Card.

Members of staff should try to set a good example in the matter of dress: male teachers should wear jackets and ties (except in laboratories, workshops etc. or in very hot weather) and ladies should wear a skirt, or smart trousers, in the classroom.

Disciplinary problems can be dealt with in a number of ways. It is generally better for the teacher to take swift and appropriate action rather than to rely on the school system of routine punishments, although the latter can be useful at times. Pupils should not normally be sent out of class. If, exceptionally, a Stoic's behaviour warrants this treatment, the Stoic should be sent to the Head of Department, Head of Faculty or in extreme circumstances the Deputy Head (Academic).

Any pupil not abiding by the rules laid down will be sanctioned through the School disciplinary system. Housemasters and Housemistresses are always kept informed of punishments given to pupils via records that are kept on the School's central electronic database (Apollo). A separate record is kept by the Housemaster or Housemistress of punishments given within the boarding House.

The Disruptive Pupil

There are a number of strategies to use in dealing with the behaviour of the pupils.

- Staff are encouraged to deal with pupil misbehaviour during class time themselves, and should record notable reprimands on Apollo using **Held on Record**.
- **Standards** and **Detentions** can be used as necessary for misbehaviour; disorganisation, failure to work etc. and they are administered by the individual or department and recorded on Apollo.



- Repeated disruption may warrant the pupil being sent to the Head of Department or Head of Faculty who will follow through with a suitable punishment (See Sanctions) and recorded on Apollo. Poor behaviour outside lessons should be reported to the Housemasters who will follow through with a suitable punishment.
- If the disruption is very serious, and requires the removal of the pupil from class, he / she should be sent to the Head of Department in the first instance and then Head of Faculty and to the Deputy Head (Academic) in extreme circumstances, with his/her books.
- Headmaster's **Saturday Detentions** can be entered by the Head of Department, Head of Faculty or Housemaster when other methods have been tried but these must only be entered in consultation between the Housemaster, Head of Faculty and Head of Department.

NB. The systems described above are not a substitute for immediate and appropriate intervention by the member of staff dealing with the situation at the time.

Standards

Pupils can be given a Standard for academic or non-academic offences such as lateness, failure to have books, chattering in class etc., for a late or unsatisfactory piece of work or for non-academic offences such as untidiness, loudness, boorishness or scruffy dress. The punishment will depend upon the offence, but the pupil is normally required to write an explanation of what he/she did wrong, and to show an understanding of why such behaviour is unacceptable. A standard may also involve rewriting an exercise, an essay, some extra notes, or copying out a piece of writing. The punishment is decided on and administered by the member of staff, and recorded on Apollo.

Detentions

Detentions can be held by the classroom teacher for pupils who are wilfully behind or disruptive in lessons; some Departments also run centralised detentions in addition to, or instead of these. A record of pupils attending detention or HoD's detentions should be recorded on Apollo.

Sanctions

These are given for serious behaviour issues, cutting activities/lessons, dishonesty, rudeness, bad manners in lessons etc. Housemasters, Head of Faculty or Heads of Department should be consulted before pupils are entered into sanctions and staff are encouraged to use immediate forms of punishments through the use of standards in the first instance. Sanctions will run for a number of days depending on the seriousness of the behavioural issue.

- Staff enter the punishment on Apollo, and it is administered centrally by the Deputy Head (Senior Master). Pupils work silently under supervision in the morning from 7.15 – 8am.
- Pupils are informed of the punishment by e-mail. Failure to turn up, turning up late, failing to work properly, being disruptive or leaving without permission will result in a Saturday detention.
- It is the responsibility of all pupils to check their email to see when they are on sanctions. Ignorance is not an acceptable excuse for failure to appear.
- If for any reason a pupil is unable to carry out all or part of a sanction, it is their responsibility to inform the Deputy Head (Senior Master) in advance.



- The system is run on Apollo, and school uniform must be worn.
- Any member of staff who enters a significant number of one set/form must take the sanction themselves. He / she should consider holding a private detention.

Headmaster's Saturday Detentions

Headmaster's Detentions are for the most serious offences such as smoking, drinking, bullying or for repeated minor behavioural or academic issues. For some offences the Saturday Detentions is given for a week and may include fines, gating, weekend hourly report cards, targets, declarations of intent, copying out articles relevant to the offence or writing answers to questions designed to make the pupil reflect on his / her behaviour. It is processed by the Deputy Head (Senior Master) and includes Saturday evening detention from 8.45pm to 10.15pm. No pupil can be removed from this Detention without the Headmaster's permission. Headmaster's Saturday Detentions can only be entered by EMT, Heads of Department, Heads of Faculty or Housemasters.

Suspension

In the case of very serious breaches of School discipline, or repeated offences, the Headmaster may suspend a pupil from School for a period of time at his discretion. In such cases, the pupil remains at home, but academic work is set by teachers.

Removal of a pupil from the School

Where the Headmaster considers that a pupil's behaviour or continued behaviour makes his/ her presence detrimental to school discipline or to its reputation, he may require the pupil to be permanently removed from the school.

Expulsion

A pupil may be expelled at any time if the Headmaster is reasonably satisfied that the pupil's conduct or persistent conduct (whether on or off the School premises, or in or out of term time) has been prejudicial to good discipline or the School's reputation. The Headmaster will act fairly and in accordance with natural justice, and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion.

Parents of a pupil who is suspended for more than 11 days, whose removal from the school is required, or who is expelled, may request a review of the punishment by writing to the Chairman of Governors.