



PARMITER'S SCHOOL BEHAVIOUR SUMMARY DOCUMENT

'All students are responsible for their own behaviour. They must accept our sanctions with good grace if they fall short of our expectations.'

The full version of the School Behaviour Policy is available on the school website:
www.parmiters.herts.sch.uk → School Life → Policies → Behaviour Policy

2018-19

PARMITER'S SCHOOL BEHAVIOUR POLICY

THE PARMITERIAN ETHOS

The ethos of Parmiter's School is epitomised by the school motto – “Nemo Sibi Nascitur” (No one is born unto himself / herself alone). As members of the Parmiter's family we are committed to serving each other and our wider community in the way Thomas Parmiter, our founder, intended.

Aims

Parmiter's School is committed to:

- the pursuit of excellence in all that we do;
- providing a broad education designed to enable every young person to achieve their full potential and make the most of their talents;
- creating a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a love of learning;
- engendering respect for individuality and difference so that all will feel secure and equally valued;
- nurturing a sense of social responsibility and spiritual and personal development;
- fostering integrity, confidence, resilience, creativity, good manners and sensitivity to the needs of others.

Our primary aim is for each Parmiterian to be self-assured and caring, an active and well-rounded citizen with integrity, who respects others and contributes to society.

The Sixth Form Code of Conduct forms part of the whole school Behaviour Policy.

This is a reminder of the agreement you signed when your child joined the school.

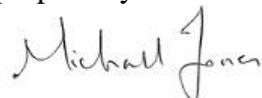
Home School Agreement

The ethos of Parmiter's School is epitomised by the school motto – "Nemo sibi nascitur" (No one is born unto himself / herself alone). As members of the Parmiter's family we are committed to serving each other and our wider community in the way Thomas Parmiter, our founder, intended. We find that the best outcomes for our young people are achieved when they, their parents/carers and the staff work together in an atmosphere of mutual responsibility and respect. This agreement is not a contract but it sets out some of the specific ways in which we can all play our part.

This agreement applies for the time your child attends Parmiter's School.

The School will...

- provide a broad education designed to enable every child to achieve their full potential and make the most of their talents;
- provide a healthy, happy, disciplined and supportive environment which promotes an independent work ethic, a love of learning and respect for individuality and difference;
- provide information to parents/carers about their child's educational progress and general development at parents' evenings and in reports and gradesheets;
- let parents/carers know of any concerns that may be affecting their child's work or behaviour;
- keep parents/carers fully informed about school activities through letters home, the school's website and newsletters;
- respond to enquiries from parents/carers promptly and appropriately.

Signed: 

Parents/carers – I will...

- support the ethos, aims and policies of the school (see below);
- make sure my child attends school regularly, on time, wearing the correct uniform and is properly equipped;
- take an interest in my child's progress and encourage their participation in wider school life;
- support my child with their homework and other opportunities for home learning;
- let the school know of any concerns or problems which may be affecting my child's work or behaviour;
- attend parents' evenings and meetings to discuss my child's progress.

Signed:

Students – I will...

- be polite and behave in an honest, sensible and helpful manner;
- show respect and care for others, property and the environment;
- attend school punctually and be properly equipped; be punctual to lessons;
- take a pride in my appearance by wearing my uniform correctly and adhering to rules regarding make-up and jewellery
- complete all school and homework tasks as well as I can and hand them in on time;
- get involved in school life and activities;
- follow the school rules and procedures;
- attend parents' evenings to help review and evaluate my progress.

Signed:

School Policies

It is expected that Parents/carers and students read and adhere to the following policies:

- | | | |
|---------------------|------------------------|--------------------|
| ▪ Attendance Policy | ▪ Anti-bullying Policy | ▪ Behaviour Policy |
| ▪ Homework Policy | ▪ ICT Policies | ▪ Uniform Policy |

SCHOOL RULES

Arrival and departure

- Before school students should only enter the premises via the main gate NOT the Sports Centre or Music Centre gates. The LRC (Learning Resources Centre) is open from 8.00am.
- Students should go promptly to their form room when the bell rings.
- After school students should leave safely via the main gate ONLY unless they are taking the school bus.

Respect for others and the school environment

- Students should be courteous to each other, to staff and to visitors and address staff as "Sir" or "Miss".
- Students should help to keep the school clean and tidy so that it is a welcoming environment. This means everyone is responsible for putting litter in the bins, keeping walls and furniture clean and unmarked, and taking great care of all displays.
- Students should move sensibly and quietly around the school, opening doors for others. A "keep left" rule applies in corridors and on staircases. Use of the main corridor is restricted to Sixth Formers and those students who are going from the Dining Hall to the Staff Room; others may only use it when accompanied by a member of staff.
- Unnecessary physical conduct will not be tolerated. A simple rule of thumb – 'students should keep hands and feet to themselves'.
- Regarding offensive language – if a comment is loud enough to be heard it is loud enough to face a consequence.
- Students may only use mobile phones with the expressed permission of a member of staff in an appropriate area - generally, in the foyer of the Bethnal Green entrance – outside Mr Hughes'/Mr Henson's office.
- Ball games are only allowed in the designated areas for each year group (using tennis balls or size 1 footballs, which are available for purchase from the PE Department).
- At break time and lunchtime no student may proceed to the servery in the Dining Hall until the duty staff arrive. Students buying food from the canteen should queue in an orderly way, eat sitting at a table and clear up afterwards. All food and drink purchased from the school canteen must be consumed in the Dining Hall / New Dining Hall / covered seating area. Students eating packaged food from home must use the designated covered eating areas between the Main Block and the Science Department. No food or drink may be taken or consumed elsewhere on the school premises or in the mini-buses without staff permission.
- Bicycles may not be ridden on the school premises. Students are expected to wear a cycle helmet on their journey to and from school.
- Students should respect *all* equipment in the school.
- Students should respect the environment around the school and local area by behaving in accordance with the Behaviour Policy.

Respect for learning

- Students should always enter classrooms in a quiet and orderly manner. If it is necessary to wait outside a classroom, they should do so sensibly without causing an obstruction.
- Classroom disruption is unacceptable as it adversely affects the learning of others.
- No student should be in a classroom before or after school, at break time or lunchtime without staff supervision.
- Students may only leave a lesson with the expressed permission of the member of staff.
- Students may only leave the school premises if permission has been granted. They must ensure that they sign out at reception before they leave the premises.
- Mobile telephones must be switched **off** during the school day and must **not be visible**.
- Mobile devices and headphones should only be used during the school day with the consent of the teacher.

Forbidden items and serious misconduct

- The following items are forbidden in school: stolen items, pornographic images, aerosols, high energy drinks, chewing gum, valuable items of personal property (e.g. jewellery), make-up, expensive electronic equipment, laser pens, lighters, cigarettes, e-cigarettes, shisha pens or alcohol, fireworks or other items that may be harmful or offer a threat to the health and safety of others, such as injurious liquids or any other items deemed 'unnecessary' in a school environment.
- Possession, use or supply of psychoactive substances and drugs paraphernalia; possession of offensive weapons (including replica items) or any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence or cause personal injury to, or damage to the property of, any person are extremely serious offences and likely to lead to police involvement and permanent exclusion.
- Students must not misuse mobile phones or electronic devices.
- Persistent defiance of school staff and/or school rules, bullying, abuse – verbal, physical, sexist, homophobic or racist, theft and bringing the school into disrepute are all offences which are likely to lead to serious sanctions.

See Department of Education Guidance Document (Sept 2016 update):

www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf

STUDENT RESPONSIBILITIES

Student Leadership

We believe that student leadership and responsibility should be fostered throughout the school, starting in Year 7. Areas of responsibility include the following:

- The tidiness of the classroom
- The tidiness and attractiveness of the school
- Maintaining a form notice board
- Collecting and distributing books
- Organising House teams and activities
- Assisting duty teams, form tutors and support staff
- Captaining sports teams
- Assisting staff with the coaching and officiating of extra-curricular sport
- Leading other students in an extra-curricular activity e.g. music, drama, dance etc.
- Showing visitors around the school
- Representing their cohort on the various School Voice Sub Committees

There may well be other areas in which responsibilities can be negotiated with the Form Tutor and other members of staff.

POSITIONS OF RESPONSIBILITY IN THE SIXTH FORM

School Captains

The School Captains lead a team of Prefects and Senior Prefects who take responsibility for helping at school functions and organising lower school clubs and associations. The School Captains chair the School Congress, and they, along with the Senior Prefects, attend Governors' and Parents' Association Meetings.

Senior Prefects

Senior Prefects assist the School Captains with several duties such as assisting at important school events and taking a lead on the administration and dissemination of information regarding the Student Voice activities.

Prefects

Prefects are role models for younger students. They help with the organisation of the various Student Voice Subcommittees – Attitudes to Learning, Community, ICT & Communications, Growth Mindset and Teaching & Learning. Prefects support Year 7 & 8 tutor groups, take an active role in the Sustain initiative, Diversity and Equality, support supervisory staff at break times and help in every subject area. They also take visitors around the school.

House Captains (YR13) and House Vice Captains (YR12)

Duties include passing on information about House events, organising teams and publicising forthcoming House events.

POSITIONS OF RESPONSIBILITY IN YEARS 7 TO 11

Junior and Middle School Captains

There are two Year 8 (Junior School Captains) and two Year 10 students (Middle School Captains) who represent their respective cohorts, Years 7 & 8 and Years 9 & 10. Their duties include chairing the appropriate School Congress meetings, meeting with the Senior Leadership Team and representing the school at a number of events throughout the year. They are elected by their peers at the end of the summer term prior to taking up their role in September.

School Congress Representatives

Every student is welcome to attend the various sub-committee meetings which steer the agenda for the School Congress. The sub-committees are Communication & Media, Community and Teaching & Learning.

Form Representatives

There is a Form Captain and Vice-Captain, elected by secret ballot, who assist the Form Tutor and Head of Year with any required task or duty.

Other Representative Opportunities

Students are invited to represent the views of their peers at a number of societies that run across the school.

REWARDS

An ethos of encouragement, affirmation and praise is central to the promotion of good behaviour. Rewards and celebrating success is one way of achieving this.

Positive Behaviour Points are awarded when a student demonstrates behaviours beyond the expected norms. These are recorded by teachers electronically with rewards given depending on totals achieved.

Positive Behaviour	Points
Outstanding work / homework	1
Outstanding contribution in a lesson	1
Exceptional effort	2
Working effectively and collaboratively with peers	3
Creativity	3
Leadership	3
Resilience	3
Respect for others	3
Helpfulness	3
Good manners / courtesy / politeness	3
Excellent attitude to learning in lessons (half termly)	3
Contribution to school life	3
Representing your House	3
Participation in a charity event	3
Being an excellent role model	3
Outstanding commitment and contribution to an extra-curricular activity over a prolonged period of time (term/season/year)	5
Participation in a school production or concert	5
Involvement with Student Voice meetings/committees	5
100% attendance (termly)	10

Reward	Net Points
Every 15 + points = raffle number – prize draw (end of term)	+ 15
Post card home from Form Tutor	+ 15
Post card home from Head of Year	+ 30
Early lunch pass (Fridays)	+ 45
SLT certificate	+ 60
Break time pass	+ 75
Headmaster's certificate & blazer badge	+ 90
Parents invited in to meet with SLT/Headmaster	+ 120

Speech Night Prizes

In Year 7 to 10, the boy and girl in each form who has made valued and sustained contributions to their tutor group and displayed a consistent level of effort across all subject areas (based on the various data collections). Positive Behaviour Points awarded may also be a contributing factor. The boy and girl in the Year group with highest average effort score across all three data collections throughout the year will receive the Year prize.

Year 11 prizes are awarded to those students who have made excellent progress and achieved outstanding results in their public examinations.

Other Rewards

Other rewards include School Colours, early lunch passes (based on achievement, improvement & effort - gradesheet/report data), Headmaster's breakfasts and year group / form parties. Departments and Heads of Year may adopt a range of other rewards as appropriate. The School Congress and Senior Leadership Team review rewards at all levels on a regular basis.

GENERAL PROCEDURES

ATTENDANCE AND PUNCTUALITY

- Be punctual to school and to lessons - do not waste time.
- Attend school every day. If a student is unable to attend school, the parent or carer should telephone or email the school immediately and provide a note to explain the absence on return to school.
- Absences exceeding three days must be explained by a further telephone call followed by a note on return.

ARRIVAL AND DEPARTURE

Before School

- Go straight onto the school site through the main gate, **not** the gates to the Sports Centre or Withersfield House.
- The Learning Resource Centre is open before school from 8.15am.
- Go promptly to your form room when the bell sounds at 8.30am.

After School

- Leave safely only through the main (pedestrian) gate, and with respect and consideration for others.
- If you walk or cycle, make your way safely and sensibly, being mindful of your behaviour and the reputation of the school
- If you travel by car, wait in a safe place to be collected.

If you travel by coach or bus, wait in an orderly way in the proper place. Show respect and courtesy to the driver and to all passengers when boarding the coach and during the journey. School rules also apply on school and public transport.

Uniform should be worn correctly on the journey to and from school

DETENTION STRUCTURE

The subject teacher / form tutor will have attempted to resolve the situation using other appropriate strategies prior to a detention being issued. Detentions should only be set as the final course of action.

Departmental (HoD) Detention (time specified by subject)

- Issued by subject teacher
- Result of subject based misdemeanour (behaviour, rudeness, poor effort, lack of homework etc.)
- Regarding homework, 1 warning is given, then Departmental Detention issued
- Recorded electronically on the student's record

Failure to attend will result in a Full Detention

Head of Year (HoY) Detention (Monday & Friday lunchtime 1.45 – 2.15pm)

- Issued by HoY
- Result of incidents outside of lessons that have been reported to HoY
- 2 x late to registration in a week. Lateness to period 5 will also be monitored (late = arriving after the register has been called)
- 15 negative behaviour points
- Recorded electronically on the student's record

Failure to attend will result in a Full Detention



Full School Detention (Wednesday 3.20 - 4.20pm)

- Issued by HoD/ HoY/SLT
- Result of:
 1. Failure to attend a HoD/HoY detention
 2. General misconduct
 3. Arriving late to a Departmental / HoY Detention
- Recorded electronically on the student's record

Failure to attend will result in a SLT detention



Senior Leadership Team (SLT) Detention (Friday 3.20 – 5.00pm)

- Failure to attend a Full School Detention
- 3 x Full School Detentions
- Serious incident of misconduct
- Recorded electronically on the student's record

Failure to attend will result in a two day internal isolation the following week



Saturday SLT detention (at least one per month)

- Issued by SLT (Mr Henson or Mrs Stevens)
- Result of:
 - i. Persistent misconduct
 - ii. Three SLT Detentions
- Recorded electronically on the student's record
- Reported to the Headmaster

Non-attendance at a Saturday detention will result in a two day fixed term exclusion. Following a Saturday Detention, parents will be invited to meet with the Head of Year and/or SLT

ALL DETENTIONS ARE RECORDED ON THE STUDENT'S RECORD

FORMAL DISCIPLINARY PROCEDURES & SANCTIONS

If the behaviour is sufficiently serious to warrant an immediate sanction, the following **formal disciplinary procedures** are used:

Negative points - issued by teacher where student behaviour is having a detrimental effect on others

Behaviour	Points
Late to lesson	1
Out of seat	1
Lack of equipment	1
First homework incomplete (dept. detentions issued thereafter)	1
Incorrect uniform	2
Make-up	2
Chewing gum	2
Talking out of turn	2
Lack of effort	2
Eating out of bounds	3
Dropping litter	3
Confiscated item – mobile phone, jewellery etc.	3
Disrupting the learning of others	3
Alleged racist comment	3
Alleged sexist comment	3
Alleged homophobic comment	3
Refusal to follow instruction	4
Rudeness or defiance	4
Removal from lesson – reflection time (5 minutes)	5
Inappropriate language (overheard or in conversation)	5
Spitting	5

Sanctions:

Sanction	Net Points
HoY detention	- 15
Loss of break and lunchtimes for 1 week	- 30
HoY to meet with parents	- 45
2 days in isolation	- 60
Parents to meet with SLT	- 75
Fixed term exclusion – 3 days	- 90
Fixed term exclusion – 5 days	- 120
Possible permanent exclusion	-150

Detentions

The following misconduct could result in a detention: defiance, disruptive and inconsiderate behaviour, damaging property, forgetting equipment for lessons, not producing homework, inadequate work, dropping litter, persistent lateness to school, persistent lateness to lessons, truancy, wearing jewellery, make up etc., poor standard of uniform, out of bounds, eating out of bounds, chewing gum, using a mobile phone or any other personal electronic equipment without permission. Other misdemeanours, such as bullying, will be dealt with appropriately. The school is aware that there may be exceptional circumstances that make it difficult (on occasions) to deliver homework on time. Students should anticipate this and discuss it with the teacher(s) concerned.

- **Departmental detention [in specified teaching rooms]:** Duration of 30 minutes, either at lunchtime (1.45pm – 2.15pm) or after school (3.20pm – 3.50pm). The day of the detention will depend upon the department
- **Head of Year detention [in P4]:** Duration of 30 minutes (1.45pm – 2.15pm) every Monday or Friday
- **Full School detention [in IT2]:** Duration of one hour (3.20pm – 4.20pm) every Wednesday
- **Senior Leadership Team detention [report to Mr Henson's Office]:** Duration of 1 hour 40 minutes (3.20pm – 5.00pm) every Friday
- **Saturday detention (report to reception):** Duration of 2 hours (9.00am – 11.00am) at least once month

Issues associated with classroom behaviour are normally dealt with by the subject teacher with referral to the Head of Department when necessary. Extraordinary situations may demand immediate referral out of the classroom to SLT via Main School Reception.

If parents are unable to collect a student at the end of an after school detention, arrangements can be made for the student to remain in school until 6pm. This would be organised by the Head of Year or a member of the Senior Leadership Team.

- For each subject, students will receive one warning for a missed homework. The warning will allow for the completion of the homework by a revised due date (usually next day). After this warning, a departmental detention will be issued when homework is missed. One warning will be given each half term.
- Detention slips will be issued to students for all Departmental and HoY detentions. These require a signature by parents and should be returned to the school by the student for collection at the time the detention is sat.
- Parents will be informed about SLT detentions via email.
- Letters and an email will be sent to parents notifying them of Saturday detentions.
- Following two Saturday detentions, parents will be expected to meet with the Head of Year and/or SLT.
- All detentions will be recorded on SIMS, our electronic Behaviour Management System.
- To provide clarity, Departments should display their detention policy regarding possible sanctions in every classroom.
- **Attendance at detentions is compulsory.**
- **Detentions will only be rearranged in exceptional circumstances.**

Removal from lessons

If a student is disrupting the learning of others in the class, he or she will be removed, initially for a brief period of reflection and then, if the problem persists, to another room under the supervision of the Head of Department / senior member of the department. On the rare occasions where a serious matter such as physical or verbal abuse is involved, the student will work out of normal lessons under supervision while the matter is investigated. Parents will be informed. All teaching staff, including supply teachers, student teachers and support staff, are empowered by the Headmaster to impose confiscation, detentions as listed above, community service and emergency removal (from their lesson). Other adults working in the school, such as coaches and volunteer helpers, are empowered to impose confiscation, and emergency removal; they may also supervise students completing punishments set by teaching staff.

Isolation

Continued disruption of the learning of others in a particular subject is likely to lead to a longer period of working in isolation when that subject is timetabled. This will be done in consultation with a member of the Senior Leadership Team, Head of Department, Head of Year and Form Tutor, with parents being informed. It could also lead to exclusion from free time, functions or trips. With regards to functions or trips, the school is obliged to put the issue of health and safety, including the ability to follow instructions, as a priority.

Continued disruption of the learning of others across a number of subjects is likely to lead to a period of internal isolation including supervised break and lunchtimes. This will be done in consultation a member of the Senior Leadership Team, Head of Year and Form Tutor, with parents being informed. It is likely to lead to exclusion from free time, functions or trips. With regard to functions or trips, the school is obliged to put the issue of health and safety, including the ability to follow instructions, as a priority.

Serious incidents of misconduct (e.g. persistent poor behaviour, violent / aggressive conduct towards another student or member of staff) will result in the student serving a period of time in isolation. Work will be provided for lessons missed. In the unlikely event a student does not behave appropriately in isolation, a fixed term exclusion will be issued.

A detention will be issued and parents will be informed when a student is placed in isolation.

Reports

If students fall below expectation in terms of effort, behaviour or uniform, it may lead to them being placed on report to a subject teacher, Form Tutor, Head of Year, Assistant Headteacher or other senior member of staff depending on the nature and persistency of the indiscretion. This will be discussed with the student and parents/ carers. Targets will be set to help the student improve in the area of concern. The student will serve a specific period of time on report during which progress will be monitored by staff. Parents are expected to check and sign the report card every day. There is an expectation that there will be improvement both during and after the period on report. Failing to comply when on report to a member of SLT may result in a fixed term exclusion.

OTHER RULES OF NOTE

Uniform (see also School Uniform guidelines)

- Uniform must be worn properly at all times in school, on the way to and from school and at any event when representing the school off site. Top buttons must be done up properly, so too ties, with at least four stripes of the school's colour completely visible, and shirts tucked in. Girls' skirts should be worn no more than 3 inches above the knee. Students who regularly fail to meet expectations can expect a detention to be applied as a consequence. Students may be put on uniform report if there is not a marked improvement in appearance.
- Where non-uniform items (coats, scarves, hoodies, etc.) are worn, they may be confiscated (see Confiscation Procedures, Appendix 5 of the Behaviour Policy) or failure to comply may result in internal isolation of the student at break and/or lunchtimes.
- It is essential that students taking public examinations attend properly dressed in full uniform. A student who repeatedly fails to wear required uniform may not be admitted to the examination.

Jewellery/Make-up (see also School Uniform guidelines)

- Jewellery which is not permitted in our uniform guidelines will be confiscated. Likewise, students should not bring make-up into school; if found it will be confiscated (see Confiscation Procedures Appendix 5 of the Behaviour Policy). Make-up includes fake tan, false eye lashes, nail varnish, acrylic / gel / shellac nails or nail extensions or other 'beauty products'.
- Students wearing make-up will be sent to have it removed. Heads of Year and Assistant Headteacher will provide nail varnish remover and make-up wipes. Refusal to comply will lead to parents being contacted, possibly asking them to take the student home.
- Students who repeatedly fail to meet expectations can expect a detention and/or to be put on uniform report to their Head of Year or Assistant Headteacher. Parents will be informed.

Hairstyles

- Students' hairstyles should be of a neat, conventional appearance. We recommend that hair is not cut shorter than a grade 2 (clipper). There must be no shaved lines or patterns. This also applies to shaved eyebrows. Hair must be the student's natural colour. This also applies to braids. Only plain (navy, white or black), functional and safe hair accessories are allowed. If a breach of this code cannot be resolved to the satisfaction of staff, it may result in a specified period of internal isolation of the student at break and/or lunchtimes. Changes in hair fashions may require staff to apply their judgement to ensure appearances are acceptable and reasonable. Students should be clean shaven - the only exception being for religious reasons where a note must be provided by parents/carers.