Behaviour Policy

Behaviour Policy

This policy relates to the Senior School. A separate policy exists for the Junior School. There is further guidance regarding expectations and behaviour for boarders in the boarding handbook.

This policy seeks to support all in the Bootham School Community. We expect Bootham to be a school where all individuals are respected and their individuality valued in accordance with the school's Quaker ethos and its aims, values, and behavioural expectations. The purpose of all aspects of Bootham's Quaker education is to equip its young people to flourish as adults and live adventurous lives that will serve to create a better world. The Head and all the staff are expected to promote self-discipline among the students. Everyone in the community has a responsibility to encourage good behaviour and respect for others, and to prevent as far as possible all forms of bullying among students.

Conduct of students

The school does not use, or threaten to use, any forms of corporal punishment. Rewards, encouragement and positive comments can help create an environment where sanctions can be kept to a minimum. Rewards include oral praise, commendations and Head of Year commendations. Rewards may also include hot chocolate and cake with the Head of Year/Head. When things do go wrong, discipline is based upon trust and mutual support. Guidance and support are present through our pastoral system where a strong student-tutor relationship exists. A conventional range of sanctions is available if needed, including columns/monitoring slips, detention, gating, or in more serious cases temporary or permanent exclusion. The extent to which sanctions are used and the type of action taken will vary according to circumstances. Sanctions must be proportionate to the offence and should enable students to make reparation where possible. They may include an oral reprimand, serving columns, monitoring slips, detention, support card, gating and rarely, internal exclusion, suspension or exclusion. Only the Head, or in their absence one of the Deputy Heads, can exclude or suspend a student. The Clerk to Governors' Meeting must be informed about any pending suspension, and must be consulted by the Head before any decision is made to exclude a student permanently. There is a separate policy dealing with 'Permanent Exclusion and Removal from the School'. A decision to exclude a student permanently will only be taken as a last resort when a wide range of other strategies has been employed previously, or if an exceptionally serious individual offence has been committed.

Parental co-operation

We aim to work closely with parents and expect parents to abide by the terms and conditions agreed when a student enters the school. Parents will be involved in discipline cases as appropriate. Parents are also encouraged to support good behaviour and positive habits in their children in school.

Date of last review:	September 2025
Person responsible:	Deputy Head
Review group	Education Committee
Approval group	Governors' Meeting
Date of next review:	September 2028

Appeals
Parents are entitled to appeal to a panel of governors against a suspension. The procedure is as for dealing with a formal complaint. A hearing will be set up as quickly as possible and the governors' decision is final. The school will continue to provide education for a student who remains on roll and will consider in each case how this might best be achieved. The Appeal process against permanent exclusion is described in the policy 'Permanent Exclusion and Removal from the School'.

Involvement of staff and students
Staff may discuss the working of the school's policies in staff meetings. Students' views on all school issues are sought through the School Council and at other times through tutor groups. The Deputy Head Pastoral monitors pastoral aspects of school life.

REWARDS SYSTEM
Bootham has a strong informal culture of praise. There is an expectation that students will do well and will adhere to the rules; this is an important understanding. The frequent use of verbal/ written feedback is key. Visible rewards will mostly be awarded for beyond the norm situations; these could be in academic work, in service to the community, in acting as a host and in going above and beyond what is required. Rewards and positive praise are frequent and within the reach of all students.
(Departments may use their own rewards systems alongside those below).

- A. Verbal Feedback

Verbal feedback is the most common form of feedback that students will receive in class and around the school. Verbal feedback can be given on an individual basis or can include the whole class where appropriate

- B. Commendations

Commendations are awarded for community action, for excellent work, for being helpful, for sporting contributions, for service etc.
Departments/ teachers may decide to award commendations at a set number of good marks.
Head of Year Commendation Cards (Lower, Middle and Upper Schoolroom)
Head of Year Commendation Cards can be awarded in a range of circumstances. The following number of regular commendations will automatically trigger a Head of Year Commendation:

- Lower Schoolrooms:- 20
- Middle Schoolrooms:- 15
- Upper Schoolrooms:- 10

SANCTIONS SYSTEM
SCHOOLROOMS: COLUMNS
The serving of columns is the normal response for most issues. This system gives the tutor a record of a student's behaviour each week. If students are served with eight (Upper Schoolroom), ten (Middle Schoolroom) or twelve (Lower Schoolroom) or more columns in a week, they must attend Thursday lunchtime detention with their Head of Year to discuss resolving the situation. Tutors send an email home informing parents.

SERVING COLUMNS
Columns may be served to any Schoolroom student for issues which do not warrant gating. Columns may be served by any member of Staff, teaching or non-teaching. The "service" of columns consists of recording the number of columns served online. Ten columns is the maximum service. For guidance, please see the tariff chart. For being sent out of class the maximum of ten is always served.

THURSDAY LUNCHTIME DETENTION (HOY)
Students served with eight (USch), ten (MSch) or twelve (LSch) or more Columns will need to go to Thursday's lunchtime detention with their Head of Year.
Schoolrooms' Tariff of Columns
The table below is designed to be a helpful guide for the amount of columns we serve our students. It is not meant to be a definitive list and common sense and discretion should always prevail.

Misdemeanour	Tariff
Being disrespectful (including chewing, rudeness, lying, defacing property/ planner and swearing)	1 - 3
Unkindness - Physical/verbal	1-3
No equipment	Warning 1st 1
No prep/ failing to meet deadlines (first or further offence) possibly with RWP	Warning 1st 2
Late	1
Disrupting Learning (yourself or others)	3
Misuse of Mobile Device (Acceptable Use Policy)	2
Uniform (first offence or repeat)	Information Slip

DETENTION
The information below details the specific stages and action taken on discipline based on the Monitoring Slips system. The aim of the system is NOT to reach stage 1, 2, 3 etc. but for the information to be used in helping the tutor change the behaviour or give guidance regarding poor work habits.

Stage 1. 8,(USch) 10 (MSch) 12 LSch) Columns in ONE WEEK (Thursday-Wednesday)
DETENTION on THURSDAY lunchtime with Head of Year
Email (1) to parents from Tutor (copied to Head of Year)

Stage 2. 20 Columns in one week or 8(USch),10(MSch) or 12(LSch) Columns repeated (does not have to be consecutive weeks)
DETENTION on THURSDAY lunchtime with Head of Year AND GATING by Head of Year
Tutor to speak to parents and/or invite parents in for a discussion
Head of Year to be made aware and included if appropriate

Stage 3. 8, 10 or 12 Columns repeated or 20 Columns repeated more than twice (does not have to be consecutive weeks).
DETENTION on THURSDAY lunchtime with Head of Year AND Meeting with Deputy Head Pastoral. Student will sign a BEHAVIOUR CONTRACT with the Deputy Head Pastoral. Parents invited in for meeting with Deputy Head Pastoral, Head of Year and/Tutor.

It is expected that very few students will reach Stage 3. If, however, a student were to reach this stage, then a meeting between the Head of Year, Deputy Head Pastoral and possibly the Head would take place to decide upon the next course of action.
A Behaviour Contract will usually be devised, agreed upon and signed by the student and the Deputy Head Pastoral. Not fulfilling the obligations within the contract is likely to result in a suspension, and this is likely to be followed by a discussion about the student's future at Bootham.

SENIORS AND COLLEGE
REWARDS
(As Schoolrooms)
Head of Year commendations to be awarded

- Lower Senior :- 5
- Upper Senior :- 5

SANCTIONS
Monitoring Slips
Seniors and College have Monitoring slips issued online by staff to tutors referring to concerns and/or poor behaviour. Four or more slips trigger a detention. Tutors will use information as discussion points in their pastoral work. Tutors will also monitor any challenges in behaviour and work with their tutee to achieve change and a positive outcome in the short and long term.
Seniors and College Tariff of Monitoring Slips

Misdemeanour	Tariff
Being disrespectful (including chewing, rudeness, lying, defacing property/ planner and swearing)	2
No equipment	1
No prep/ failing to meet deadlines (first or further offence) possibly with RWP	2
Late	2
Not engaged in lesson/Disruptive	2
Misuse of Mobile Device (Acceptable Use Policy)	2
Dress Code (first offence or repeat)	1
Lack of respect for Common Room Space/ Locker	2
Unkindness	2

The information below details the specific stages and action taken on discipline based on the Monitoring Slips system.

Stage 1. Four monitoring slips in ONE WEEK (Wednesday -Tuesday)
DETENTION on THURSDAY lunchtime with Head of Year
Email (1) to parents from Tutor (copied to Head of Year)

Stage 2. Four monitoring slips in one week repeated (does not have to be consecutive weeks)
DETENTION on THURSDAY lunchtime with Head of Year AND GATING by Head of Year
Tutor to speak to parents and/or invite parents in for a discussion
Head of Year to be made aware and included if appropriate.

Stage 3. Four monitoring slips in one week repeated more than twice (does not have to be consecutive weeks).
DETENTION on THURSDAY lunchtime with Head of Year AND meeting with Deputy Head Pastoral. Student will sign a BEHAVIOUR CONTRACT with the Deputy Head Pastoral. Parents invited in for meeting with Deputy Head Pastoral, Head of Year/Tutor.

It is expected that very few students will reach Stage 3. If, however, a student were to reach the end of the monitoring system, then a meeting between the Head of Year, Deputy Head and Head would take place to decide upon the next course of action.
A Behaviour Contract will usually be devised, agreed upon and signed by the student and the Deputy Head. Not fulfilling the obligations within the contract is likely to result in a suspension, and this is likely to be followed by a discussion about the student's future at Bootham.

ALL YEARS - GATING
Gating is a restriction to premises due to a student committing what is deemed to be a serious misdemeanour. A gating may be requested by any member of staff and will begin as soon after the offence as is practicable. All gatings must be served by the Head of Year or the Deputy Head Pastoral. The Deputy Head (Enrichment and Technology for Learning) with responsibility for our co-curricular programme will gate for missing Activities. A gating may be accompanied by an email home.

GATABLE OFFENCES AND PERIODS OF GATING
The Deputy Head and Heads of Year will bear in mind the following tariff for:

- Cutting classes
- Late prep,
- Being out without leave:

Gating for 1 to 5 weekdays, depending on the circumstances (4pm or until 5.15pm – as appropriate) and on Saturday until 12.25pm.

- For smoking or being in possession of smoking or vaping materials:

Gating for 5 weekdays (4pm or until 5.15pm – as appropriate) and on Saturday until 12.25pm.

- For drinking or being in possession of alcohol, or smelling of alcohol).

Email home from the Head of Year. Gating for 5 weekdays (4pm or until 5.15pm – as appropriate) and on Saturday until 12.25pm.

If a student is, in the view of the school, seriously or dangerously drunk, a more serious response is likely. An alcohol-related incident that has been referred to The Lodge for health care is likely to involve internal or external exclusion for a number of days. If external health care is involved it is likely a period of suspension will be involved. When the incident relates to a school function the sanction is likely also to include being banned from a number of similar events in the future. Repeat offences will be considered on an individual basis.

Alcohol related incidents on school trips or residentials:
Day trips – Sanctions as above
Residentials – Students sign Behaviour Contract prior to departure. Sanctions may involve being sent home, parent to collect, being unable to take part in any further school trips.
For poor behaviour/ gross unkindness (also refer to policy on anti-bullying):

Email home from the Head of Year or Deputy Head Pastoral.

Gating for 5 weekdays (4pm or until 5.15pm – as appropriate) and on Saturday until 12.25pm.

Offences outside this tariff (e.g. bringing the school into disrepute) will be treated according to circumstances.

WHAT A GATING INVOLVES

- Entering the gating on iSAMS;
- Being served 10 columns (Schoolrooms), 2 monitoring slips (Seniors and College)
- Remaining on school premises except:-
- playing compulsory games at Bootham Junior School
- attending Meeting for Worship at Friargate
- attending other functions required by a member of staff
- taking part in a school match but only at the discretion of the staff in charge and the Deputy Head Pastoral or Head of Year.
- Having the Gating Form signed by the Deputy Head Pastoral, Head of Year or MoD/Receptionist at the times stated.
- Reporting to the Deputy Head (Pastoral) or relevant Head of Year each morning break.
    - College gatees should deliver the completed form to the relevant Head of College at the end of the gating.
    - Gatees in Seniors and Schoolrooms must deliver their completed form to the Deputy Head (Pastoral) or relevant Head of Year at the end of their gating.
    - *Each failure to have the form correctly signed should result in one extra day gated.*
- Being in Room F, working, from 12.55pm to 1.20pm.

INTERNAL EXCLUSION/ SUSPENSION / PERMANENT EXCLUSION
School rarely needs to use a more serious sanction than gating. There are few specific offences which can be used as examples for these sanctions. The Head would need to authorise these sanctions and is likely to be involved in the interviews and discussions. In the case of a suspension, the Clerk of Governors' Meeting (Chair of School's Governors) will be informed, and will be consulted before any student is permanently excluded.

Internal Exclusion.
Likely duration, 1-3 days. Students will be in a room working on their own and reporting as would a gatee. Work will be sent to them from their regular lesson. Students will have a different break and lunch to their peers. In addition, Schoolroom students will normally be served 10 columns and Seniors will be issued with 2 monitoring slips.

Temporary Exclusion
The student will usually be kept at home or in the case of a boarder, they will go to a guardian for a period of between 1-3 days.
Parents will be contacted usually by the Deputy Head Pastoral. The action will be formally put in a letter to the parents and there is a Return to School Contract for the student to sign In addition, Schoolroom students will normally be served 10 columns and Seniors will be issued with 2 monitoring slips.

PERMANENT EXCLUSIONS
A decision to exclude permanently will be taken as a last resort when a wide range of other strategies have been previously employed, or if an exceptionally serious individual offence has been committed. Such offences might include serious violence, threatened or actual; sexual abuse or assault; supplying or bringing an illegal drug into school; carrying an offensive weapon. However it is possible that other individual circumstances may result in permanent exclusion. The Clerk of the Governors' Meeting (Chair of School's Governors) would be consulted.
Parents will be involved in discussions leading up to a suspension or exclusion. Parents will be invited to comment, ask questions and to give their opinion on the sanction. Parents may agree with the sanction or disagree but still accept it. If parents do not accept the sanction they have the right to use the Complaints Procedure during which time, the sanction will go ahead.
Please refer to the school's detailed policy "Permanent Exclusion and Removal from the School".
Note: This policy will be checked and updated, on an annual basis, for matters of fact and process.
Autumn term 2023
Fact and Process review undertaken. No changes required.
Autumn term 2024
Fact and Process review undertaken.
Autumn term 2025
Fact and Process review undertaken.

Schoolrooms Code of Conduct

All students are expected to:

- **Arrive on time**
- **Bring equipment**
- **Engage in Learning**

Social Etiquette

- Act kindly and respectfully towards all members of the community.
- Greet people: say hello, ask how they are when you pass them in the corridor or around the site.
- Talk, do not shout and be mindful of the noise level
- Consider whether the words you are about to say or actions you are about to do are hurtful towards someone else, directly or indirectly.
- Help others around you: this may be holding a door open, directing someone or checking if they are ok.

Professional Conduct

- Enter your classroom quietly and calmly.
- Put all equipment needed for the lesson on your desk at the start (planner, exercise book, pencil case, textbook if applicable)
- All bags should be tucked under your desk so the floor area is clear of hazards
- Arrive at all lessons on time, with equipment out and ready to learn by the second bell.
- Put your hand up if you wish to ask a question, seek support or contribute to the discussion.
- Ask politely for permission to move about the room if needed, from your member of staff.
- When moving inside the building, this should be in a calm and sensible manner. No running, and engage in quiet conversation.
- Jackets off inside the building and be wearing the correct uniform.
- Walking to lunch, lining up quietly and calmly
- Mobile phones left at home or handed into reception, to be collected on your way out from school.

Your Attitude

- Act kindly and respectfully towards all other members of the community
- Be open and honest in all things
- Be punctual and fulfil all your commitments
- Always be prepared to consider that you may be mistaken, and learn from your mistakes
- Collaborate positively and generously with others
- Use mobile technology positively and within school guidelines
- Develop a healthy balance between hard work and recreation

Your Learning

- Be on time, properly equipped and prepared for all lessons and activities
- Ensure that your behaviour in class allows effective teaching and learning
- Engage actively in lessons and strive to do your best
- Complete your work to the best of your ability and meet all deadlines

- Revise for all tests and exams, and always make sure you learn lessons from them

Your Community

- Make your tutor and year groups welcoming, positive and inclusive of all
- Meet the obligations that come with being a member of the community
- Treat all other members of the community fairly and aim to resolve any conflict peacefully
- Stand up for those who might be mistreated by others
- Speak out respectfully when you notice things in school that need challenging or changing
- Look after social spaces and be especially sure to behave well in them
- Respect your teacher and other staff. Accept consequences and address it with your tutor/HoY later if you feel anything is unfair.

Seniors Code of Conduct

All students are expected to:

- **Arrive on time**
- **Bring equipment**
- **Engage in Learning**

Attendance and Punctuality

- Students must be in school for 8.40 (except Tuesdays) to attend registration.
- Students should be prompt to lessons and avoid visiting the lockers between lessons
- Any students missing lessons must see the teachers of the lessons they missed to collect any necessary work

Common Room

- Students should treat the common room and locker space with respect- share common resources and look after them
- PE bags are not to be kept on top of the lockers
- Students must sign out for leave at lunch time on their leave days, and must not go until after their lunch bell.
- Property of others must be respected
- Litter must be placed in the bins provided
- Students must abide by the expectations and requests of **all** staff
- Mobile phones must not be used in lessons unless allowed for a specific learning purpose directed by the teacher
- Mobile phones should only be used in the Common Room at lunch time.

Behaviour and Conduct

- Students should arrive at each lesson in good time
- Students should bring the correct equipment with them for learning, including textbooks and stationary

- Students must not chew gum
- Students are expected to contribute to each lesson to the best of their ability
- Students should not undermine the learning of others
- Students are expected to use appropriate language

Dress Code

- Students should dress following the dress code. Smart dress is expected that is appropriate to the work place

Personal Organisation and Meeting Deadlines

- If a student is struggling, they should meet and discuss their work with their teacher, who will be able to provide support.
- All students are expected to complete prep and hand it in on time
- Students are expected to work independently towards coursework deadlines, and let teachers know if they are struggling
- Students are expected to attend activities, particularly MFL orals, and reply promptly to emails when sent when they are missed.

College Code of Conduct

All students are expected to:

- **Arrive on time**
- **Bring equipment**
- **Engage in Learning**

Attendance and Punctuality

- Students must attend all lessons including registration and meeting
- At least 95% attendance is expected
- Students should be prompt to lessons
- Students planning on attending a university open day must inform their tutor
- Any students missing lessons must see the teachers of the lessons they missed to collect any necessary work

College Area and Independent Study

- Students must demonstrate a proactive willingness and engagement in independent study across all their chosen subjects; this includes prep and wider reading
- Quiet/ respectful working is expected in the College Area. Students should not disturb others. Computer games/films with no educational purpose are not expected
- Litter must be placed in the bins provided
- Students must abide by the expectations and requests of all staff
- There is an expectation that students will carry out at least 3 hours per subject of additional study per week – even if they are not given homework

Behaviour and Conduct

- The school behaviour code applies to all College students
- No smoking or vaping in or around the school premises
- Mobile phones **MUST** not be used in lessons unless allowed for a specific learning purpose directed by the teacher
- Mobile phones should only be used in the College area for educational purposes and must not be visible in the main school building
- Headphones should not be worn around the school site and are only permitted in the college area.

Dress Code

- Students should dress appropriately for College, in a style suitable for an employment setting. Students who are inappropriately dressed will be asked to change

Part Time Employment

- Whilst it is understood that some students may wish to engage in part-time employment whilst in College, it is expected that employment will not impact their studies.

Personal Organisation and Meeting Deadlines

- Students should come prepared for lessons with correct folders/ books and other equipment
- Students must respond to emails promptly and return reply slips/consent before deadline

Driving Tests and Lessons

- Driving lessons may not be booked during school timetabled lessons. Lessons are to be limited to one per week and should only take place during study periods. Parents must give permission via email for the lessons and students must sign in/out.
- Tests may be booked during the school week.

Car Parking

- Sixth Form students should not park on school grounds at any time
- Cars parked in the vicinity of the school grounds are parked at students own risk and they must be considerate to residents