



BEHAVIOUR POLICY

This policy relates to the Senior School. A separate policy exists for the Junior School.

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.

Self-discipline is promoted and good behaviour should be the norm. We expect rewards and sanctions to be applied fairly and consistently.

Discipline is based upon trust, mutual support and seeking to promote the positive, within clearly defined expectations. Rewards, encouragement and positive comments can help create an environment where sanctions can be kept to a minimum.

When things do go wrong, guidance and support are present through our pastoral system where a strong student-tutor relationship exists. Staff listen to students' opinions and vice versa: students are entitled to reasons, explanation and discussion and this in turn encourages self-discipline. Staff should always try to respond fairly and consistently. Quakers set store by how each person lives his or her own life; high ethical and moral standards are central to their beliefs and to the pastoral system at Bootham.

Conduct of students

A copy of '**What To Do At Bootham**' is made available to all students. This gives a useful summary of the rules and guidelines students are expected to observe; it also lists behavioural expectations.

A conventional range of sanctions is available if needed, including detention, gating, community service, or in more serious cases even temporary or permanent exclusion. The extent to which sanctions are used and the type of action taken will vary according to circumstances. A framework is necessary if everyone is to be supported and allowed to develop in a secure community. In such an environment students can grow into balanced individuals, respecting and caring for others and recognising their responsibilities as members of the community.

The School's responsibilities

The Head and all the staff are expected to promote self-discipline and proper regard among the students for each other and for the staff; we all have a responsibility to encourage good behaviour and respect for others, and to prevent as far as possible all forms of bullying among students. Well-planned, interesting and challenging lessons contribute to good discipline

Sanctions and rewards

Rewards include oral praise, commendations, half-day tutor group reward, Head of Year commendations, Head's commendations, and occasional public recognition of team/group or individual contributions.

Sanctions must be proportionate to the offence and should enable students to make reparation where possible. They include the setting of extra work, an oral reprimand, serving columns, monitoring slips, detention, support card, gating and rarely, internal exclusion, suspension or exclusion.

The school does not use, or threaten to use, any forms of corporal punishment.

Only the Head, or in his absence the Deputy Head, can exclude or suspend a student. The Clerk to Committee must be informed about any pending suspension, and must be consulted by the Head before any decision is made to exclude a student permanently. A later part of this policy addresses '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.

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 'Exclusion and Removal from the School'.

Involvement of staff and students

Staff will discuss the working of the school's policies from time to time, in staff meetings and/or in tutor periods. Students' views on all school issues are sought through the School Council and at other times through tutor groups. The Deputy Head in particular monitors pastoral aspects of school life.

Date of last review:	December 2017
Person responsible:	Deputy Head
Review group	Education Committee
Approval group	Governors' Meeting
Date of next review:	January 2020

Note: This policy will be checked and updated, on an annual basis, for matters of fact and process.

A further review of this policy was carried out following our staff INSETs in January and April 2018

September 2018: Updated to remove reference to the writing of Columns

REWARDS POLICY AT BOOTHAM

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 reinforcement is vital. Praise words are easily cancelled out by a reprimand. We try to use more words of praise than words of reprimand. Visible rewards will mostly be awarded for beyond the norm situations; these could be in work, in service to the community, in acting as a host, going above and beyond the call of duty. Students who shine outside of their own comfort zone are especially likely to be more formally praised. Rewards are within the reach of all students.

(Departments may use their own praise systems in addition to those below).

A. **In Hand** (Schoolroom students only)

Tutor groups can gain allowance for column writing by being served few columns as a whole group- This 'in hand' total can reach an amount for a Schoolrooms tutor group to be awarded a **half day reward**.

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. This can be run independently.

For Schoolroom students, commendations take the form of stickers; these will be stuck in the back of the workbook.

Seniors and College students should also be awarded commendations, and these should be entered electronically onto iSAMS.

C. **Head of Year Commendation Cards**

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
- Seniors - 5
- College - 4

Schoolroom and Senior students with no columns or monitoring slips for a term will also automatically receive a Head of Year Commendation Card.

D. **Head's Commendation Cards**

- Head's Commendations may be awarded for exceptional contributions whether these be academic, sport, music or any part of school life
- Schoolrooms/Seniors getting no columns or monitoring slips for the whole year are awarded a Head's Commendation
- To be awarded to students and publicly recognised in Morning Meeting
- Parents will be notified when a Head's Commendation has been awarded
- The Head is encouraged not to have too large a backlog at any one Meeting
- Departments are encouraged to feed in gradually and not to dominate

BOOTHAM SANCTIONS SYSTEM

Many students never need sanctions. Our students are mainly well behaved and will react positively to minor reprimands if their behaviour is not appropriate. We recognise that rewarding positive behaviour is better than imposing a sanction. However we should not shy away from using the sanctions available and referring misbehaviour / rule breaking to Heads of Department, Tutors, Heads of Year, Deputy Head or Head, where it is deemed appropriate.

The school does not use, or threaten to use, any forms of corporal punishment.

The types of sanction available from minor to major:

A

- An oral reprimand
- In Schoolrooms - a small number of Columns for minor offences (see tariff chart in Appendix 1)
- In Seniors - one monitoring slip
- A sanction appropriate to the offence e.g. confiscating a mobile phone (giving it to the Deputy Head) / last into lunch / clearing up litter / etc.
- Reducing the “in-hand” work book number for the Schoolroom tutor group

B

- In Schoolrooms - a larger service in a work book (up to 10 - see tariff chart)
- In Seniors and College (two monitoring slips, maximum)
- Sent out of class (in combination with 10 columns/ 2 slips.....automatic)
- Return Work Prep or Detention
- Support card (may also be used as a support mechanism)
- Short gating

C

- Detentions. e.g. Saturday afternoon detention, traditionally known as an ‘hour’ / monitoring slip detention
- Email home. To accompany a detention or for other reasons
- Sent to see a Head of Year/ the Deputy Head
- Gating

D

- Parents invited in to school
- Sent to see the Head
- Internal exclusion
- Drugs testing
- Suspension

E

- Permanent exclusion

(Columns served, monitoring slips, gatings and ‘hours’ should be recorded on iSAMS).

SCHOOLROOMS: COLUMNS AND WORKBOOKS

(Note: MoD = member of staff on duty)

Each Schoolroom student is issued with a Planner by their tutor at the start of each Academic Year. One function of the Planner is to record rewards and sanctions and it must be kept in excellent condition without graffiti. The issuing (or "serving") of columns is the normal punishment for most offences. The system of serving columns gives the tutor a record of a student's behaviour during each week. If students are served more than twenty columns during any week they are expected to stay in school on Saturday afternoons to do any reasonable jobs the MoD wishes them to undertake. This is known as "Doing your hour". Tutors send an email home informing parents that this will happen.

SERVING COLUMNS

1. Columns may be served to any Schoolroom student for offences which do not warrant gating. Columns may be served by any member of Staff.
2. The "service" of columns consists of recording the number of columns served, the offence, the date of the service, and the signature of the server; this is recorded in the Students' Planner
3. The Planner must be with a student at registration, in lessons and in Prep. At other times it must be available within a minute or two. There is an automatic service of five columns for failure to comply, in which case columns may be served via the Tutor. A Planner may never be left with a member of staff, except a Tutor in exceptional occasions.
4. Ten columns is the maximum service. One, three, five, seven or ten columns are normally served for misdemeanours; for guidance, please see the tariff chart. For being sent out of class the maximum of ten is always served.

SIGNING COLUMNS

1. The Planner needs to be signed each Wednesday evening on the Columns Service Record for that week, by Parents, Guardians or Boarding House staff. Students may be served further columns if this is not done. The Planner is given to the Tutor at Registration on Thursday
2. The Tutor may sign completed columns when making up the Planners on Thursday.

COLUMNS "IN HAND"

Each member of a tutor group has the same number of Columns 'in hand': each student starts each term with three columns "in hand" and this number is reviewed each week. The number of columns "in hand" is written each week in a student's Planner, alongside the tutor's signature.

THE WEEKLY FORM TOTAL

One principle underlying the Columns System is that the tutor group has a vested interest in each student's behaviour. Every Thursday morning the tutor will take in their tutor group's Planners, add up the columns served since the previous Thursday and enter the totals onto iSAMS. Students served with 12 or more Columns will need to go to Thursday's lunchtime detention with the Head of Year in Room F. Students with 20 or more columns will receive their hour (see below). The sum of all the columns gained by the tutor group is used to find the 'in hand' number for the next week. The 'in-hand' changes by plus or minus one, having started the term at three in hand. If the tutor group averages no more than one column per student the 'in hand' goes up one; if more than two then down by one. It is therefore in everyone's interest to help friends avoid columns.

If a tutor group reaches ten in hand, a half-day trip will be arranged by the tutor.

SATURDAY AFTERNOON DETENTION ('Hours')

Any student gaining 20 or more columns in a week will have a detention on Saturday afternoon, traditionally known as 'doing your Hour'. Parents are informed in writing by the tutor, usually by email sent via the School Secretary who will then record the "hour" and enter the student into detention on iSAMS. Detention involves community work (e.g. litter clearing/ lunch clearing) at the MoD's discretion. Students are gated for the afternoon from 12.30 and report hourly (or as directed) until they are free to leave after reporting at 2.00pm.

If a student is in a school match or other school commitment the detention may be deferred, at the tutor's discretion. Hours are deferred at full Leave Weekends and at half term.

Columns will be recorded on iSAMS by the Tutor.

SENIORS / MONITORING SLIPS

Monitoring records unsuccessful behaviour of students in the Senior year groups. Slips are given by staff to tutors referring to a student's behaviour either in or out of the classroom (using iSAMS). Normally a student will know when a slip is going to be given to a tutor concerning their behaviour (but this need not be the case).

Tutors will use the slips as discussion points in their pastoral work with the students. Thursday long registration may not be enough time for this and other occasions will need to be found. The aim of the system is NOT to reach stage 1,2 etc, but for the monitoring to achieve a positive outcome and change of behaviour in the short and long term. The count from stage 1 to 5 start anew each term.

If patterns emerge and students are consistently receiving monitoring slips - for lates, for example, or if students regularly get three monitoring slips but not the four which trigger a detention - tutors are encouraged to discuss possible solutions with students and also to contact parents.

- Stage 1:** 4 Monitoring Slips in ONE WEEK (Thursday - Wednesday)
Count slips by Thursday registration.
DETENTION FRIDAY 4.30-5.30pm
Email (1) to parents from tutor
- Stage 2:** 4 Monitoring slips in one week repeated (does not have to be consecutive weeks).
Count slips by Thursday registration.
DETENTION FRIDAY 4.30-5.30pm
Email (2) to parents from tutor
- Stage 3:** 4 Monitoring slips in one week repeated (does not have to be consecutive weeks).
Count slips by Thursday registration.
DETENTION SATURDAY (12.30-2.00pm) (Lunch duty + academic work)
Email (3) to parents from tutor, inviting parents in for a discussion (with tutor)
- Stage 4:** 4 Monitoring slips in one week repeated (does not have to be consecutive weeks).
Count slips by Thursday registration.
DETENTION SATURDAY (12.30-2.00pm) (Lunch duty + academic work)
Parents to be kept fully informed by email (4) from Tutor and possibly the Head of Year, depending on the circumstances
- Stage 5:** 4 Monitoring slips in one week repeated (does not have to be consecutive weeks) OR 7 or more slips in any one week. Count slips by Thursday registration.
DETENTION SATURDAY (12.30-2.00pm) (Lunch duty + academic work)
Email to parents from tutor inviting parents to see Head of Year and a member of LM

It is expected that very few students will reach Stage 5. If however a student were to reach the end of the monitoring system, then a meeting between the Head of Seniors, Deputy Head and Head would take place to decide on the next course of action. A behavioural contract will usually be devised, agreed upon and signed by the student and the 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.

COLLEGE MONITORING

In order to record and monitor patterns of behaviour amongst College students, please use the commendation and monitoring slip system already in place, and make sure that both are recorded onto iSAMS. Normally, you will inform a student that a monitoring slip has been given.

If you simply wish to send information to a tutor, and not apply a sanction, please use 'Information Slips'.

Tutors will use information as discussion points in their pastoral work. Tutors will also monitor any unsuccessful behaviour and work with their tutee to achieve change and a more positive outcome in the short and long term. Please keep tutors informed so that they can encourage students to take a mature approach to work and to school life.

Sanctions: College students should receive a monitoring slip for the following types of behaviour:

- Late to a registration (marked as late and 4 "lates" result in detention, however 2 monitoring slips are issued if students miss Registration in the Library so they could easily gain 4 in another week.
- Late to a lesson
- Prep not completed on time or to a high enough standard (and remember, RWP and Detention are also available to College students)
- Inappropriate dress
- Rude behaviour

If a student misses a Friday Detention without seeing the Deputy Head - in advance - to make alternative arrangements, they will be put in to the following week's Detention and also served a further 2 Monitoring Slips. Absence data is sent at the end of the week so Tutor time on Monday or Wednesdays should be used to check and count monitoring slips and also to monitor and comment upon attendance and punctuality. The following action should then be taken:

- Stage 1:** 4 monitoring slips in ONE WEEK (Monday to Saturday: ie slips counted at Monday or Wednesday's tutor time for the preceding week)
DETENTION on FRIDAY (4.30 to 5.30pm)
- Stage 2:** 4 monitoring slips in one week repeated (does not have to be consecutive weeks)
RWP and DETENTION on FRIDAY (4.00 to 5.30pm)
- Stage 3:** 4 monitoring slips in one week repeated (does not have to be consecutive weeks) OR 7 or more monitoring slips in any one week
RWP and DETENTION on FRIDAY (4.00 to 5.30pm)
Email to parents from tutor
- Stage 4:** 4 monitoring slips in one week repeated (does not have to be consecutive weeks) OR 7 or more monitoring slips in any one week
RWP and DETENTION on FRIDAY (4.00 to 5.30pm)
Email to parents from tutor inviting parents in for a meeting
- Stage 5:** 4 monitoring slips in one week repeated (does not have to be consecutive weeks) OR 7 or more monitoring slips in any one week
RWP and DETENTION on FRIDAY (4.00 to 5.30pm)
DETENTION on Saturday (12.30 to 2.00pm) - lunch duty and academic work on site
Email home to parents from tutor inviting parents in for a meeting with the Head of Year

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, except for those related to Activities, must be served by the Head of Year or the Deputy Head. The Assistant Head 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:

- (a) For cutting classes, prep, being out without leave:
Gating for 1 to 5 weekdays, depending on the circumstances (until 5.30pm) and on Saturday until 12.25pm.
Repeat offences (within a half term), as above plus the option of one Saturday afternoon detention.
 - (b) For smoking (which includes smelling of smoke) or being in possession of smoking or vaping materials:
Gating for 5 weekdays (until 5.30pm) and on Saturday until 12.25pm.
Second and repeat offences, as above plus the option of one Saturday afternoon detention. Email home from the Head of Year
 - (c) For drinking (which includes being in a public house or bar during the normal school day, being in possession of alcohol, or smelling of drink).
Email home from the Head of Year
Gating for 5 weekdays (until 5.30pm) and on Saturday until 12.25pm.
Second offence (within a half term), as above plus the option of one Saturday afternoon detention.
- 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 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 (e.g. a disco) 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.
- (d) For poor behaviour/ gross unkindness (also refer to policy on anti-bullying):
Email or letter home from the Head of Year or Deputy Head
Gating for 5 weekdays (until 5.30pm) and on Saturday until 12.25pm.
Second offence (within a half term), as above plus the option of one Saturday afternoon detention.
 - (e) For missing Activities, Friargate, Specials, Meeting
Gating for 1 weekday (until 5.30pm)
Second offence (within a half term), Gating for 3 weekdays

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

The Head, the Deputy Head and Head of Year will consult concerning the possibility of other sanctions:
e.g. suspension.

WHAT A GATING INVOLVES

1. Entering the gating on iSAMS; writing students name on the white board in the staffroom
2. Being served 10 columns (Schoolrooms), 2 monitoring slips (Seniors and College)
3. Not attending discos, Amnesty Concerts, films, plays etc, unless attendance is required.
4. Remaining on school premises except:-
 - (a) playing compulsory games at Bootham Junior School
 - (b) attending Meeting for Worship at Friargate
 - (c) attending other functions required by a member of staff
 - (d) taking part in a school match but only at the discretion of the staff in charge and the Deputy Head or Head of Year.
5. Having the Gating Form signed by the Deputy Head, Head of Year or MoD/Receptionist at the times stated. Reporting to the Deputy Head or relevant Head of Year each morning break. College gatees should deliver the completed form to the Head of College at the end of the gating. Gatees in Seniors and Schoolrooms must deliver their completed form to the Deputy Head 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.
6. Being in Room B, working, from 12.55pm to 1.20pm (College gatees should NOT go in for an early lunch at 12.30 but should wait until 1.20pm)

END OF TERM

A gating should not normally be carried over to the next term (unless, because of events, this is unavoidable). Usually some task involving service to the community will be found that might delay departure on the day term ends.

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 School Committee (Chair of Governors) will be informed, and will be consulted before any student is permanently excluded.

INTERNAL EXCLUSIONS.

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.

SUSPENSIONS

A sanction must give a message to the guilty party and to the rest of the community. A suspension is used when that message must be heard strongly and clearly. Sometimes the misbehaviour is very individual and so no public announcement is made. The student is not named but where a general point can be made the school is spoken to about 'the type of behaviour' being unacceptable.

Parents are likely to be contacted as the misbehaviour is investigated (usually by the Deputy Head). It is hoped that the parents will understand the need for the suspension. 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. A suspension could be for a period of one day or more. Three days would be considered a major suspension. In addition, Schoolroom students will normally be served 10 columns and Seniors will be issued with 2 monitoring slips.

A 'Return to School Contract' is agreed on return from suspension.

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 School Committee (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 "Exclusion and Removal from the School".

STUDENTS' QUESTIONS ABOUT PUNISHMENT

Students should, in the first instance, go to the teacher concerned. Then, if necessary, to their Tutor or House Master/Mistress, the Head of Year, and finally, to the Deputy Head or Head, both of whom have the right to increase or decrease the punishment in question after considering all the factors involved. This would be done only after consultation with all concerned.

UNSATISFACTORY PREP

RETURNED WORK PREP

If a teacher feels that a student has given insufficient care or time to a piece of prep, or if the prep is deemed not to reach a satisfactory standard, then the student may be placed in Returned Work Prep. This is held in a classroom between 4.00pm and 4.30pm daily for Schoolrooms, Seniors and College. A member of the Leadership Meeting or Duty Staff supervises it.

Any teacher wishing to place a student in Returned Work Prep should enter the student's name and details onto iSAMS. The student concerned should be given a form indicating when he or she is expected to attend Returned Work Prep, and what work should be redone at that time.

If students in Upper Senior have fallen behind deadlines with their coursework or controlled assessments, they may be deprived of early leave on Friday afternoons and will be kept in school from 4.00pm to 5.30pm to work under supervision, alongside those in RWP and Detention. If tutors or teachers wish to put students into this session, they should enter the students' name onto iSAMS, along with those in RWP and Detention.

Date of last review:	December 2017
Person responsible:	Deputy Head
Review group	Education Committee
Approval group	Governors' Meeting
Date of next review:	September 2020

A further review of this policy was carried out following our staff INSETs in January and April 2018

September 2018: Updated to remove reference to the writing of Columns

Appendix One

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. Columns should hopefully never replace a discussion between staff and students.

Misdemeanour	Tariff
Late	3 or 5
Make - up (first offence)	3
No equipment	3
No prep (first offence) possibly with RWP	3
Uniform (first offence)	3
Columns unsigned (served by Tutor on Thursday)	3
Chewing	5
Make - up (repeat offence)	5
No lock after repeated warnings	5
No prep (second offence) possibly with RWP	5
Not having your workbook (discretion in PE)	5
Rudeness	5
Throwing something across the classroom	5
Trying to get others served	5
Uniform (repeat offence)	5
Unkindness	5 - 10
Being disrespectful	7
Swearing	7
Addition to a gating or suspension	10
Defacing property including a workbook	10
Lying	10
Not attending RWP	10
Sent out of a lesson	10
Using the "f" word	10