



# LEWESTON

## SHERBORNE

### 3.2 CODE OF CONDUCT (BEHAVIOUR POLICY)

This policy outlines the expectations regarding behaviour of all pupils at Leweston School. Specific guidelines for Pupils in the Senior School, the Prep Department and the Nursery can be found under the relevant policy section.

#### Aims

The aims of this policy are that all pupils will:

- Be tolerant and understanding of the feelings and needs of others
- Develop a responsible and independent attitude towards their roles in the community
- Develop an awareness of right and wrong and differentiate between acceptable and unacceptable behaviour
- Learn to have respect for others and to behave courteously towards them
- Contribute to a safe environment
- Be able to work in an orderly atmosphere
- Be able to understand the role of and need for discipline as a positive part of school life.

#### Objectives

- Discipline and the development of self-discipline are achieved through a co-operative process involving pupils, parents and staff
- All members of the community work towards achieving the aims of this policy by:
  - Respecting one another as individuals
  - Contributing to a well-ordered environment in which all are fully aware of behavioural expectations
  - Encouraging, praising and rewarding good behaviour
  - Promoting a sense of belonging to the community
  - Providing good role models
  - Supporting one another

#### Strategies

- All members of the School community must be made aware of and agree with the expectations of behaviour. This is to be achieved through staff induction and regular discussion at staff meetings; Tutors and boarding staff play a major role in highlighting this to students
- A copy of the policy is available on the School website

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 1 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	

- In order to foster and promote good discipline, teachers will do the following:
  - actively look for the positive
  - praise, give positive feedback and reward good behaviour
  - provide clear, consistent expectations of behaviour

## Rewards and Sanctions

- It is the responsibility of all staff to make themselves aware of the systems operating at Leweston regarding Rewards and Sanctions
- Staff should monitor and compare the number and frequency of rewards and sanctions given, in order to ensure that there is a shared understanding of standards and expectations in implementing the system.
- Lunchtime detentions should be logged by individual staff members using iSAMS; serious sanctions should be referred to the Deputy Head.

## Corporal Punishment

Corporal Punishment is prohibited within the School and on School activities. It may not be used in any circumstances by a member of staff or volunteer.

## Physical Restraint

Physical Restraint must only be used to avert danger. If physical restraint becomes necessary, a Record of Physical Restraint record form must be completed, which can be found in the 'Policy on Physical Restraint' which is in the Staff Handbook in the Pupil Management folder.

## Arrangements for searching pupils and their possessions

It is very important that pupils' privacy and the security of their personal belongings is upheld. However in certain extreme situations (such as there being cause to suspect possession of illegal/prohibited substances, alcohol, or illegal material(s), or an instance of a serious theft) it may be necessary for the School to effect a search of a room or lockers or other personal space (school bags etc.). Please refer to the 'Room search policy' which is in the Staff Handbook in the Boarding folder.

The Code of Conduct applies not only in School but also when a pupil is representing the School or wearing School uniform, travelling to and from School or associated with the School at any time.

Form Tutors go through the relevant Code of conduct at the start of each academic year, and again when any updates or changes come into effect.

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 2 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	

## LEWESTON CODE OF CONDUCT

Pupils should:

- Show respect and good manners at all times to each other, to members of staff and to visitors.  
For example:
- Stand up when an adult/visitor enters a classroom.
- Open doors for others and stand back for staff and other adults to pass through first.
- Greet others in a friendly, courteous manner.
- Listen when others are speaking.
- Maintain Silence
  - When entering and moving around the Chapel, and when sitting in the Chapel.
  - In the Library when asked to do so, but particularly during study leave.
  - At other times when asked to do so.

### About the School

- Walk on the left and never run in the building.
- Move quietly and quickly in the corridors between lessons.
- Ensure that litter is disposed of in waste bins.
- Observe the rules for use of mobile phones. Pupils in Year 7 to 11 must not have a mobile phone on them during the school day unless required by a teacher. Sixth Form pupils may not use mobile phones in lessons (unless instructed to do so by the class teacher as a learning aid), or as they move around the school between lessons. Mobile phones must not be used in the Dining Room or the Chapel at any time. For details see the Mobile Phone Policy on Form Notice Boards.

### Preparedness and Punctuality

- Be on time for lessons and evening study.
- Have the correct books/equipment.
- Keep to deadlines for Prep/homework.
- Ensure that physical needs are met during breaks (e.g. have a drink, use the lavatories) so as not to miss lesson time.

### Respect for the Environment/Property

- Store belongings neatly when not in use. Secure valuables, including mobile phones, in a lockable unit with a combination or key lock.
- Keep Form room and Common Rooms clean and tidy.
- Be sure to fulfil teatime and classroom cleaning duties.
- Use other people's possessions only with their express permission; using or taking another pupil's possession without permission will be regarded as theft.

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 3 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	

- Sit with feet off sofas and tables.
- Conserve resources – use recycling boxes, turn off lights, shut windows.

## Food and Drink

- No food except fruit may be taken from the Dining Room.
- Be considerate in the Dining Room. Clear everything away once meals are finished, putting chairs nearly under tables on departure.
- There should be no food or drink (including bottled water) in the Library, IT Rooms, Science Block, DT Rooms or Chapel.
- The use of chewing of gum is unacceptable in School.

## Bounds

- No pupil may leave School premises without permission. Pupils in Year 13 may leave school during periods 5 or 6 if they do not have any lessons or other commitments. Temporary absence for boarders should always be entered in the Exeat book on leaving and return indicated by a signature.
- Temporary absence for day pupils is to be recorded on the signing out list in Reception.
- Year 7 pupils may not go beyond the Boar.
- Year 7 – 10 pupils may not go beyond the bridge on the main drive, or the Art & Design Block on the lower drive. No pupil may go to the Belvedere alone.
- Year 11 pupils may not go beyond the Lodge.
- No pupil may enter the woods or fields adjoining the Leweston property or the Sisters' gardens.
- No pupil may leave the building after dark except to go to the Sports Hall or if they have an activity/portfolio work in the Art & Design block as long as a member of staff is in the building and they report to the teacher on entry and leaving.

## Intimate Relationships

- Sound relationships lie at the heart of life at Leweston and every member of our School community has a responsibility to ensure that their dealings with others are amicable and appropriate. This means that they should be considerate of others, respect their rights and opinions and maintain a high standard of conduct at all times.
- Leweston's Code of Conduct regarding intimate relationships is based on clear moral, educational, religious and legal considerations.
- Public displays of overt affection or intimacy, particularly those that might make onlookers feel uncomfortable, are unacceptable.
- Similarly, private acts of physical intimacy or of a sexual nature have no place at School. Pupils found in a compromising situation where there is a reasonable suspicion of inappropriate physical or sexual conduct (e.g. in a locked room or in a partial state of undress) are liable to be permanently excluded from Leweston.

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 4 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	

- In some cases, particularly if one or more of the pupils involved is under-age, Children’s Services will be informed, and the Police may be informed

Leweston is a mixed community and pupils are encouraged to form friendships in a mature and responsible way. Socialising is allowed in free time and pupils may visit designated communal areas at defined and published times. All other residential areas are out of bounds to the opposite sex. Boys and girls must be allowed privacy in their own areas of the Boarding House. Leweston pupils are at different stages of development and in some respects have different needs, yet all derive strength from each other and from being part of the community. In such a community, as mentioned above, intimate sexual relationships are not appropriate.

As defined in Leweston’s Safeguarding document, all reports of sexual violence or sexual harassment are taken seriously. These definitions are clear within the School’s Safeguarding policy, and the School will follow the appropriate steps in dealing with reports, including working with external agencies.

### Code of Conduct for Boarders – Years 7–11

Boarders are expected to abide by the ‘Code of Conduct for Pupils’. The following guidelines should also be observed.

- Times for rising in the morning and lights out for each Year group should be respected.
- Any pupil leaving her House area after evening Prep (e.g. to go to the Library, to visit other Houses etc.) should notify a member of the House Staff. If leaving the building (e.g. to play tennis, go to the Sports Hall etc.) they must sign themselves out in their House. No pupil may sign out or in on behalf of any other pupil.
- Boarders should only visit other Houses if they have the permission of their own Housemistress and that of the staff whose area they are visiting.
- Keep the House quiet during evening study times.
- Music may only be played at a volume which is not audible outside a pupil’s study and not during evening study times.
- Pupils should sign out each time they leave school. During the school day they should use the signing out file in the Reception area: during evenings or at the weekends, the book in their own House. They may only leave the campus during the school week with the permission and knowledge of their Housemistress.
- Pupils in Years 7 - 11 may not visit South Wing.
- Day pupils may not be invited to boarding areas without the permission of the Housemistress.
- After lights out a pupil may not leave their House for any reason except illness. In such cases they will be in the care of a member of the House Staff.
- No food is to be kept in bedrooms. Tuck should be stored in the lockers provided.
- Pupils are responsible for keeping valuables and money under lock and key.

### Conduct of Pupils at School Socials

- If a pupil is part of a group invited to a social event at another school, they must leave and return to Leweston by School transport. Any pupil who shows evidence of having consumed alcohol beforehand will be prohibited from attending.

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 5 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	

- It is our expectation that parents will not provide alcohol at home prior to a pupil joining a School social.
- Any pupil found smoking or having consumed so much alcohol that they are incapable of behaving appropriately will be escorted from the event to the Health Centre or their study bedroom; in the case of a day pupil, parents will be asked to remove them immediately from the social event. The School policy on alcohol and smoking will be referred to in such cases.

### Conduct of Pupils out of School

Leweston is entitled to maintain a policy of investigating any information about a pupil's behaviour which is cause for concern, whether arising in school or out of school, including weekends and holidays. Doing so does not mean that the School is assuming responsibility for pupils when they are not in the care of the school. The aim of the policy is to ensure that the School can take disciplinary action if the behaviour of pupils outside school brings the School into disrepute, or if events outside school bring an overlay into School and adversely affect individual pupils or School culture.

Refer also to the following policies:

- Anti-bullying
- Code of Conduct for Sixth Form
- Rewards and Sanctions
- Alcohol and Smoking
- Anti-drugs and substances
- Policy on Physical Restraint
- Behaviour Policy Prep Department
- Room Search Policy

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 6 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	



# LEWESTON PREP

## PREP DEPARTMENT POSITIVE BEHAVIOUR (DISCIPLINE) POLICY

This policy meets the requirements of the Early Years Foundation Stage (EYFS). All members of staff have been given access to this policy as part of their induction and it has been explained to and is accessible to all parents. This is communicated to parents during the Welcome Sessions and on our website.

### Rationale

Children are valued as individuals and through interaction and sharing are helped to understand the need to respect others while coming to terms with their own needs.

Children are encouraged and guided through natural situations and difficulties that occur as they associate with their peer group and different age ranges.

Staff have high expectations of pupil behaviour and support this with a positive and attainable code initiated by the children.

### Aims

The aims are:

- To ensure the school is a place where children work to the best of their ability, show interest and enthusiasm and feel happy and secure.
- To give children the chance to make decisions about their work and play and to learn about responsibility.
- To trust children and to teach them to be honest and trusting with each other.
- To teach children to respect other people (whether they know them or not), their property, beliefs and ways.
- To develop in children respect, kindness and consideration for others.
- To create an environment where teachers and children alike can expect to be listened to and treated politely and fairly.
- To highlight, praise and reward good work and behaviour in the school.
- To encourage children to behave well inside and outside school - with or without an adult.
- To encourage children to think about their behaviour and learn self-control.
- To involve parents in the life of the school, including children's behaviour.

Strategies (and sanctions) used to achieve a high standard of behaviour:

- The Golden Rules of positive behaviour are displayed through the Prep Department and all the children are aware of the content.
- Encourage good behaviour by giving plenty of praise (verbal and written) and rewards (smiling face sticker/house points/certificates/badges/Happy Day monitoring cards).

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 7 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	

- Speaking to the child and explaining why something is unacceptable and discussing how it can be improved - ongoing monitoring.
- If bad behaviour persists, children may be issued with a 'Stripe' which is the loss of three house points. These should be recorded in the child's home-school diary. Any child with 3 stripes in a week will be asked to report to the Head of Prep to explain.
- If bad behaviour is displayed during break-time or lunch-time, children will be sent to stand outside the Head's office until they are ready to apologise and correct the behaviour.
- In the rare event of behaviour problems continuing, staff may resort to hierarchy for support. Further action may include loss of golden time or privilege time. Pupils may, after discussion with SLT, be sent to another year group for a short time. A chain of referral begins with the Form Teacher/ Nursery Practitioner, then the Head of the Prep Department.
- A pro-active and positive strategy should be maintained at all times. Parents should be informed and all incidents of unacceptable behaviour must be recorded. Records of conversation should be sent to all Staff involved, including the Head of the Prep Department. Incidents are monitored at Prep Departments Staff Meetings.
- PSHE lessons, including circle time sessions, are used to enhance the awareness of positive behaviour and the Golden Rules. The 'Rainbow' system for circle time is used in the Nursery.
- If Physical Intervention is necessary to ensure the safety of a particular child, a group of children or staff members, a written report detailing the circumstances regarding the intervention necessary will be recorded and shared with the health and safety officer within the school.

In the very unlikely event of extreme behaviour, reference may be made to the Exclusion and Suspension Policy.

Reviewed February 2015

Next review February 2016

Reviewed by AEP (Senior Teacher EYFS) September 2016

Reviewed by VBS (Head of the Prep Department) October 2016

Reviewed and amended by AEP (Head of Prep) August 2017

## GOLDEN RULES

We listen to people

We are honest

We are gentle

We are kind and helpful

We work hard

We look after property

Location	U:\SHB 2020-21\Section 3 - Pupil Welfare\3.2 Code of Conduct (Behaviour Policy) 2020-21.docx	Page	Page 8 of 8	Author	Head
Last review	Aug 2020	Next review	Aug 2021		
NMS		ISI		S48	