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Headmaster

GROSVENOR SCHOOL

POLICY TO PROMOTE GOOD BEHAVIOUR
and
DESCRIPTION OF SANCTIONS
(Including descriptions of the School rules)

Reviewed January 2012
Person responsible – CGJO
Next review January 2014

The discipline code of the School may be summed up in one sentence:

“We expect the pupil to work hard and to behave themselves while remaining considerate, thoughtful and courteous”

The staff will endeavour to support this by their attitude and approach to others, thereby setting the correct tone and example. This will reinforce the School ethos of courtesy and good manners.

Around School and used regularly in conversation with the pupils is displayed:

The Grosvenor Way

- We treat others as we would have them treat us
- We are peacemakers
- We forgive others
- We are truthful and honest
- We share
- We don't gossip, judge or criticise others
- We are patient
- We listen carefully to each other

<i>Teaching Staff</i>	<i>Parents</i>	<i>Other Staff</i>	<i>Friends</i>	<i>Neighbours</i>
<i>Education</i>	<i>Pupil should respect</i>			<i>Property</i>
<i>School</i>	<i>One another</i>	<i>Church and other religions</i>	<i>Ideas</i>	<i>Themselves</i>

POSSIBLE POSITIVE REINFORCEMENTS/REWARDS

- Praise
- Credits
- Sweets (occasionally)
- Recognition in front of class, staff, Headmaster, School, parents
- Relief of duties/chores

Remember – the positive is often underused.

POSSIBLE DISCIPLINE PROCEDURES

If a pupil does behave badly there are various steps which are taken, in ascending order of importance:

- The pupil will be spoken to by the subject teacher and dealt with as appropriate.
- The pupil will be spoken to by the Form Master/ Mistress if different and dealt with as appropriate. *(at either of the previous two stages a privilege point may be removed)*
- The pupil will be spoken to by the House Master/Mistress or Mrs Butcher as appropriate. *(after any of the previous three incidents, free time may be lost or tasks given - not in addition to the privilege point loss).*
- The pupil will work out of the class for a time and the parents will be informed and asked to help.
- The pupil will lose further free time or receive a brief punishment and may be placed on report.
- The pupil will work away from his/her peers.
- The pupil will work in the Headmaster's Office for a time.
- The pupil will receive greater punishment.
- The pupil will be spoken to by the Headmaster and the services of an Education Psychologist and/or Pupil Guidance Specialist will be requested.
- The pupil will receive a Headmaster's punishment.
- The pupil will be suspended from School.

Only rarely does the School have to go beyond stage tree on the list. In the Pre-Prep, the subject taker is often one and the same as the Form Master/Mistress. Next in hierarchy is the Deputy Head. The Headmaster should rarely be used at this stage except for congratulations.

EXPECTATIONS of PUPILS in SUPPORT of THE GROSVENOR WAY

ADDRESS

- Pupil should learn to look at those they are addressing or those who may address them. This will be done with charm (and no sign of dumb insolence at any time).
- Pupil are expected to be friendly and courteous showing concern to open doors, greet with a smile and part in a similar fashion etc.

DRESS

- School uniform will be worn and not an approximation to it.
- Pupil are expected to keep themselves tidy in the formal situation, from classroom to formal school events.
- Shoes and clothes must be cleaned regularly.
- Faces and hands must be washed regularly.
- Caps will be worn to and from School and on School trips by those boys in Year 3 and below. The girls will wear berets/boaters (All headgear will be in good condition).

All the above should be regularly addressed and supported in the classroom by all staff. It is helpful if, every year, each form is taken through this document, as appropriate, discuss matters arising from it e.g. bullying (see policy).

The contents of this document will be supported by the PSHE work in School.

SCHOOL RULES

- ALL BREAKAGES OF ANY KIND AND PERSONAL ACCIDENTS ARE TO BE REPORTED WITHOUT FAIL, IMMEDIATELY.
- NO pupils will cycle or scooter in or out of the School gate, or across the road.
- All pupils, except those Senior pupils GIVEN PERMISSION to cross by themselves, will be seen across the road, either by a member of Staff or will use the 'Green Man' light at the traffic lights.
- All outbuildings are OUT OF BOUNDS.
- THE YARD, TENNIS COURT AND HARD AREA BY THE FRONT DOOR ARE THE PLAYGROUNDS. No pupil will play in the changing areas, or on the drive without permission.
- No pupils allowed to stand or sit on the pipes, or to touch any taps on the heating apparatus anywhere.
- No pupil will touch any electric (power) switches, without permission.
- The Fire Escape is out of bounds, except in an EMERGENCY and for FIRE DRILL.
- No pupil may RUN down to the gate at the end of the School day.
- No pupil may EVER wait OUTSIDE the School gate for parents.
- Sweets/chocolates etc, may not be brought to School or consumed on the premises without the Headmaster's permission.
- Drinks of any sort, apart from water, may not be consumed on the premises without the Headmaster's permission.
- Packed meals may only be consumed at the specific time and place as directed by the member of staff in charge of the activity.
- All "teas" provided for the pupil after school must be consumed at the place of issue, i.e. stay late room or Dining Hall as appropriate.

THE SCHOOL RULES WHICH RELATE TO THE SAFETY OF THOSE WITHIN THE BUILDINGS

- When moving about the School buildings, pupil must walk in an orderly manner, keeping to the left on the stairs and in corridors.
- Pupil must not wait or loiter on stairs.
- All corridors and stairs must be kept clear of obstacles such as bags and brief cases.
- No pupil is to go into the LABORATORY, I.T., DT ROOM, I.T. ROOM, CELLAR or ART ROOM unless there is supervision or unless special permission is given by a person in authority.
- Pupil must not interfere in any way with electrical plugs or fittings.
- No pupil is allowed in the kitchen unsupervised or without special permission.
- Pupils must not stand on desks, tables etc., for any reason.
- Pupils must not climb on the School buildings or boundary walls or fences for any reason.
- Pupils must not use hard cricket or hockey balls, or full sized footballs, without proper supervision.
- At the end of the School day pupils waiting to be collected must be within the School gates.
- No pupil is allowed in any of the School buildings unless there is a person in authority present.
- Pupils serving at the table during meals must carefully follow the instructions given.
- Groups of pupils are not to cross the road from School to the games field or back without proper supervision.


REWARDS AND SANCTIONS

Rewards - Credit Cards

Credits are awarded under the following criteria:

- Showing initiative in either a work or play situation.
- Volunteering help/assistance to staff/other pupils, unprompted, to a given task around school.
- Helping others with work/home duties/class tasks unprompted.
- Producing evidence from out of school activities which help class work or group discussion.
- An ability to encourage others and team leadership in sport.
- A positive act, not necessarily coming naturally, showing a willingness for the overall good and example to others.
- Setting a good example, acting as a role model for younger pupil.
- Promoting the School's image in public places.
- Making practical suggestions which help the everyday running of the School and help it to be a more pleasant place for all.
- Helping/volunteering to keep the School tidy/taking on "extra" duties unprompted.

Copy of Credit Card:

 Name			

(Staff signature and date required in each square)

Particularly good work or laudable behaviour initiative will be referred to the Headmaster, Deputy Head or Form Teacher as appropriate. ‘A’ grades for work should be shown to the Headmaster.

Particular excellence in behaviour, initiative, or activity (such as representing a county team) etc., will be recognized at Assembly and recorded for posterity, if appropriate.

Rewards – Effort Grades

- An alternative to noting a grade on a piece of work is the grade card. These are awarded for effort in a particular area.
- If an A, B or C grade is awarded for good effort, the pupils are issued with a House Point Certificate.
- The pupil receives a certificate in the colour of their House. The awarding member of staff signs it then the pupil takes it to their Head of House. It is then recorded onto the House tally in the “House Books” and the certificate counter signed.
- The pupils keep the certificate.

Sanctions – Pink Slips

Poor work, or effort, is noted in a similar way on a “pink slip”. This is passed directly to the House staff via pigeon-holes or by the pupil being sent straight to Head/House staff as appropriate) with the pink slip.

PINK SLIP
..... has, unfortunately, produced work of a standard not appropriate to his/her ability and has been given Grade as a result.
Signed House Staff
Demerit Grade = -1 pt Double Demerit Grade = -2 pts and possible detention.

Sanctions – Black Marks

Black Marks will be used to record **unacceptable** behaviour. They will be noted in the Black Mark book kept in the classroom.

One black mark is six lost group points. This loss of point is not “worked off” (see below). No extra points are lost for getting 3 – however a detention is earned. The detention is a warning for accumulating “3 Black Marks” for poor behaviour. Hopefully, there is a stigma attached for receiving such punishment.

The detention is also a gentle way of letting parents know about lapses in the pupil’s standards.

Worked off Black Marks

These save detentions only.

One group point is still lost, but by doing a job for a member of staff for fifteen minutes (the equivalent of a quarter of a detention) the chance and stigma of detention is prevented.

Sanctions – Detentions

On receipt of 3 Black Marks, a detention will be served.

- Year 4 serve 30 - 45 minutes
- Years 5-6 serve 45 minutes – 1 hour
- Years 7-8 serve 1-2 hours

The first two Black Marks received may be worked off, on clearance from a teacher when 15-30 minutes worth of chores will be done.

Other detentions will be given for incomplete work/homework or sub-standard work. These will be until 5.00 pm. or 5.30 pm. for Years 5 and 6 and 5.30 or 6.00 pm. for Years 7 and 8. These D.T’s are called “Study Support” and are different from Black Mark D.T’s, which are purely for rectifying the lack of decent work. Unfinished class work can be done in the break after lunch but staff must be aware of other commitments the pupil might have and take account of them. School chores take priority.

Pupil Sanctions Record

All “Black Marks”, (given for poor behaviour), are recorded in the class “Black Mark” book kept in each classroom in Year 4 and above.

All “Detentions and Study Support” is recorded in the “Detention and Study Support” book kept in the School Office.

Any exclusions / suspensions are recorded in the Bursary.