



Downe House

## THE BEHAVIOUR AND DISCIPLINE POLICY

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## 1.0 INTRODUCTION

When parents accept the place for their daughter at the School, they warrant that she will take a part in the activities of the School, will attend each School day, will be punctual, will work hard, and will comply with such rules regarding the wearing of uniforms, appearance and behaviour as shall be issued by the School from time to time. The School's Behaviour and Discipline Policy which is current at the time applies to all girls when they are on or off the School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School, including a School trip or activity at any place or time or when a pupil's behaviour is likely to impact negatively on the School community.

## 2.0 POLICY STATEMENT

In accordance with the Aims and Objectives of Downe House we aim to provide good adult and peer role models of caring, considerate, courteous and cooperative behaviour, where mutual respect ensures that each person is permitted to thrive and develop a right sense of self-worth.

Downe House has high expectations of each member of the school community in terms of creating a positive attitude which is constantly and consistently reinforced by praise and encouragement. We seek to celebrate personal achievement in all areas of school life and thus raise self-esteem.

Downe House recognises the importance of the role of the various representative bodies within the School, including the School Council and the House Committees, in promoting the highest standards of behaviour around the School. Service to the community is intrinsic in the ethos of the School and is expected of everyone. It is expected that everyone will take a common responsibility for maintaining only the highest standards of personal conduct in accordance with the aims and objectives of the School.

At Downe House we encourage good behaviour in all aspects of school life. We promote the fundamental British Values of:

- democracy.
- the rule of law.
- individual liberty.
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

This policy is intended to support the School Code of Conduct and the following policies:

1. Prevention of Bullying Policy
2. The Anti-Substance/Drug Abuse Policy
3. The Alcohol Policy
4. The Safeguarding and Child Protection Policy
5. The Equal Opportunities and Valuing Diversity Policy
6. Internet and Social Networking Policy for girls
7. Permanent Exclusion and Removal Policy and procedure

A serious breach of the School's Behaviour and Discipline Policy, the School Code of Conduct or School Rules is liable to lead to a pupil's suspension and/or to invoke the School's Permanent Exclusion and Removal Policy and Procedure.

The School's Behaviour and Discipline Policy is underpinned by the following fundamental principles:

- the level of punishment should be proportionate to the seriousness of the offence
- punishment must be fair and seen to be fair by the pupil(s)
- teachers must at all times be consistent and seen to be consistent by the pupil(s) in their application of School sanctions
- breaches of discipline will be managed in a caring, supportive and fair manner, with due regard to a pupil's age, understanding or any other Special Educational Needs and Disability (SEND)
- in the event of any behaviour management issue, the School will liaise closely with parents and, if relevant, other support agencies

### 3.0 THE SCHOOL ETHOS

Downe House offers a stimulating environment committed to the pursuit of excellence in academic and extra-curricular pursuits combined with the celebration of individuality. Within our School we aim to build a happy, caring environment where strong friendships are built and relations between staff and girls are productive and respectful. We introduce girls to a huge variety of interests across all disciplines and encourage them to develop their own passions. Our aim is to ensure that, by the time they leave, all girls feel there is nothing they could not achieve.

Should girls have any concerns they should refer their Academic Tutor, House staff or anyone mentioned on the form 'Where can I go for help and advice?' included as appendix A.

### 4.0 THE SCHOOL CODE OF CONDUCT

- **Everyone, whether younger or older, must be treated with the same kindness and respect with which you yourself would wish to be treated**
- **Any breach of the law of the land is a breach of School Rules**
- **The welfare or safety of another must not be put in jeopardy through your words or deeds**

The School Rules have been drawn up in an effort to establish a well-balanced, civilised, positively motivated, protective but not repressive environment in which every individual may live happily and develop fully and healthily, socially, intellectually and spiritually, morally, emotionally and physically. The purpose of the School Code of Conduct and School Rules is to help every pupil to know what is expected by the School and to encourage courtesy and consideration of others. Anti-social or irresponsible behaviour will not be tolerated.

**The School's guiding principles are that:**

- everyone has the right to be respected
- good discipline is best promoted by purposeful learning
- unacceptable behaviour can be modified in a supportive environment

**Downe House expects every girl to be:**

- trustworthy, courteous, considerate, punctual and tolerant
- justly proud of her achievements rightly conscious of her own worth
- proud of her appearance

### 5.0 SCHOOL RULES

These rules must be read in conjunction with House rules and other rules and codes of conduct, for example, those governing laboratory use:

1. General courtesy is required around the School: for example, girls should use appropriate language at all times, remember to hold doors open for others, arrive for all lessons or commitments punctually and stand up for the member of staff at the start of a lesson or any visitor to a lesson.
2. Every girl must treat her environment and all property and belongings with respect
3. The code of conduct for public examinations applies to all school examinations
4. Every girl must avoid any form of bullying. Bullying includes any behaviour which causes physical or psychological hurt or distress to others. The School's Code of Conduct and its Prevention of Bullying Policy must be adhered to.
5. Every girl must avoid any form of discrimination against others. The School is committed to a policy of equality and opportunity and every girl must adhere to its Equal Opportunities and Valuing Diversity Policy.
6. Every girl must avoid disruptive/anti-social behaviour.
7. In order to preserve the cloister area girls may not walk on the grass except in the designated areas and must treat this with the utmost respect.
8. As chewing gum is often the cause of damage to clothing, carpets and paths when not disposed of properly, it is not permitted on site.
9. Girls who have permission to go out must ensure that they are always in a group with at least two other girls
10. No girl may leave the School premises without the permission of her Housemistress/Housemaster
11. All girls up to and including the LVI, must have permission from their Housemistress/Housemaster to use a taxi, or the permission of the Medical Centre to use a taxi for medical appointments.
12. Borrowing anything without the permission of the owner is not allowed. Theft is forbidden.
13. Visits from family are welcomed at the weekend. However, guests (whether family or friends) should never wander around the site unaccompanied and should always make their visit known to the Housemistress/Housemaster. No male guests, whether family or friends, should go anywhere near bedroom areas. (Special arrangements are made at collection and drop-off times before and after holidays.) This is for everyone's protection.
14. **NB** If a girl does have permission from her Housemistress/Housemaster to have a male guest on site; she must act with total propriety. Any contravention of this will be considered a serious offence.
15. Girls must observe check-in punctually.
16. The use of cars is strictly limited and any girl wishing to bring a car to school must have the permission of the Headmistress and abide by the set procedures and, in particular, with regard to lifts. No School pupil may travel in the car of another School pupil, or another pupil's parents, unless written permission has been given by her parents.
17. No alcohol may be brought into School, or be consumed or used without permission from the Headmistress or Deputy Headmistress on any pretext whatsoever whilst a girl is in the School's care.
18. No illegal or controlled substances may be brought into School, or be consumed or used on any pretext whatsoever whilst a girl is in the School's care.
19. Smoking is forbidden: no cigarettes or tobacco may be brought into School, consumed or used on any pretext whatsoever whilst a girl is in the School's care.
20. Every girl must observe the fire procedures as displayed on the House Boards. In particular girls should note that, on hearing the alarm, they must go quickly and in SILENCE to the designated assembly points.
21. Every girl should attend meals.
22. Full School Uniform must be worn at all times during the School day.
23. No jewellery other than a discreet pendant and chain, a watch and one small pair of studs in the ears, as appropriate, may be worn during the School day; hair of shoulder length must be tied back; no nail varnish or make-up may be worn (in Lower and Upper schools). Hair should not be dyed inappropriately. Body piercing and tattooing are not permitted.

24. Mufti (non School Uniform dress) must be tidy and appropriate.
25. The School's IS Acceptable Use Policy in respect of ICT (including internet use and email), the Library and all other specific facilities must be adhered to.
26. Gambling is forbidden.
27. Girls are not permitted to undertake any form of trading, unless they have arranged this with a member of staff and have the permission of the Deputy Headmistress. This restriction includes the use (either as buyer or seller), of internet based auction sites, such as e-bay, as well as the purchase or sale of private property such as CDs.
28. Accessing or encouraging others to access any form of pornography is forbidden.
29. Forgery and fraud are forbidden.
30. In addition to these rules, any action which puts or could put the reputation of the School in jeopardy, or which impacts or could impact negatively on the School Community, will be regarded as a serious breach of School Rules, whether on or off the School premises or during or outside of School hours. It should be noted that School Rules apply on any off site trip or activity.

Parents and girls should ensure that they read and are familiar with the School Code of Conduct and School Rules, and that they are familiar with all the routines laid down in the Student Planner.

## **6.0 REGISTRATION**

Registration is a legal requirement. Each girl has an identification card which she can use to electronically register on Merlin via a registration terminal. Staff must enter an absence code onto Merlin for any girls that have a valid reason for not being at School. All girls must be registered or an absence entered onto Merlin by 9.00am (Monday to Saturday). After this time girls will be considered to be late.

At 8.45am (Monday to Saturday) the Receptionist will email a list of girls that are unaccounted for to the relevant Houses, the Boarding Deputy and the Deputy Headmistress. At 9.00am if the girls are still not registered the Receptionist will escalate the situation to a member of the Leadership Team to chase the girls further. This may involve a member of the reserve team in the Staff Common Room going to check classes to confirm the girl's attendance.

### **Day Girls**

Morning registration for the day girls takes place either in house or after 8.30am (Monday to Saturday) at Reception. They must register by 9.00am in the morning. A girl will be considered to be late if she has not registered by 9.00am. At lunchtime (Monday to Friday) the day girls register electronically via the registration terminal based in Reception. A girl is marked as late if she has not registered by 1.00pm. At 1.40pm the Receptionist will print off a lunchtime registration list which details any girls that are unaccounted for. This list is then circulated to the Reserve who will ascertain the whereabouts of these girls. If the Reserve hasn't found the girls and updated reception by 2.00pm, then the receptionist will escalate this to a member of the Leadership Team.

## **7.0 MANAGING TRANSITION**

Downe House recognises that moving sections is not only exciting but can present some challenges. To aid transition, not only between sections, but also between year groups the School offer specialist induction training, an assembly program as well as a system of House and academic buddies.

The School also provides support for girls joining the school during the academic year in the form of personalised induction via the Housemistress, support from their tutor and via House and academic buddies.

## 8.0 BEHAVIOUR

In all aspects of school life, the School Code should be respected. Staff should actively promote the following behaviour in and around the School:

### a) Behaviour towards other girls

Girls should respect the School Code of Conduct in relation to their dealings with all other girls, whether they are in their peer group, younger or older. The School does not tolerate any unkind behaviour towards other girls. Bullying is any behaviour which hurts, or causes distress to another person or group of people by taking advantage of their vulnerability, or by making them feel uncomfortable or threatened. It is not bullying when two young people of about the same size and strength have the occasional quarrel, however, and, although this kind of behaviour is not bullying, it will still be taken seriously by the school.

All girls have the right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated in person or online. Girls should be aware of different types of bullying, what they should do if they observe it and the processes in place to stop bullying. These are clearly explained in the Prevention of Bullying Policy on the School website and a summary can be found in both the girl's planner and in the School calendar.

Downe House takes its duties under the Equality Act 2010 seriously. We are committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, special educational needs, disability or learning difficulty, or the fact that a child is adopted or is a care. The School pays due regard to the DfE guidance "Preventing and Tackling Bullying" advice. A link to which can be found here: [Preventing and tackling bullying advice.pdf](#)

### b) Around School

Girls should respect the School Code of Conduct at all times. They should take care to look after the environment in which we live and work including all school equipment. Litter should always be placed in the proper place. Language used must promote a positive self-image. Swearing is not acceptable. If the fire alarm rings at any time, girls should move quickly and quietly to the assembly point. Girls should greet everyone with politeness and helpfulness, welcoming visitors to school with courtesy and guiding them to the right place as is appropriate. Girls should take care of their own safety and that of others and should report any stranger acting suspiciously to the nearest adult.

Day Girls should register with reception first thing in the morning before school and at lunch every day. The correct uniform, as listed in their planner, should be worn at all times during the School day unless otherwise directed.

### c) In the classroom and in prep

Girls should be punctual and organised, taking the correct books and equipment to classes. They should seek to play an active part in lessons, raising a hand to ask questions when appropriate.

Girls should follow the directions of the staff and should stand up when Staff and Visitors enter the room, following particular instructions carefully. Food should not be taken into classroom areas and they should enter the rooms quietly and sensibly, paying heed to any safety codes in operation in those areas e.g. Laboratories, or Swimming Pool.

Girls should always treat other pupils with respect and not hinder the learning process for everyone. They should also treat the room and furniture with respect especially at the end of each lesson. There should be no graffiti. Prep and any other assignments should be completed and handed in on time. Use of computers must be appropriate and girls must remember to observe the School rules on acceptable use of the internet and email. Each girl has a Student Planner or diary and they should use it sensibly.

### d) In the House

By acting honestly and with integrity trust will be built up. Girls should treat everyone (girls, house staff, housekeeping staff) with courtesy and respect, remembering that this is a shared living space where common areas such as common rooms, kitchens and quiet rooms need to be tidied. Posters should only be put on boards provided, and these need to be appropriate and cannot cause offence to either resident or visitor.

Girls should observe House routines as laid down by House staff which includes being quiet after lights out, respecting the belongings and privacy of others.

Permissions should be requested well ahead of time so that proper planning can be done and girls must observe the rule of leaving the site in threes unless accompanied by an adult or otherwise given permission.

#### **e) On the field**

Girls should ensure that all instructions are followed. Frequently, they contain information relating to the Health and Safety Manual and are designed for the protection of the individual. It should be made clear to all girls that fair play is intrinsic in the Aims and Objectives of the School and the highest standards of sportsmanship will prevail. Support of the team is paramount and visiting teams will be accorded the proper courtesy and hospitality. Staff should ensure that girls recognise that bad language is unacceptable.

#### **f) In the dining room**

Girls are expected to show good table manners and each girl is expected to take responsibility for clearing her place at the end of each meal, so leaving it in the state she would like to find it. Girls must treat all catering staff in the same way as any member of the community, with kindness and courtesy and are expected to be helpful at all times. Cutlery, china and napkins are to be used appropriately and should not be removed from the Dining Room. No food should be taken from the Dining Room without special permission.

#### **g) In Chapel and assembly**

Girls should enter Chapel, the Farr Centre or the Performing Arts Centre in silence if directed to do so by the School Officers. Girls should remain seated until asked to leave by the School Officers.

#### **h) At performances of plays/concerts/events**

Girls should wear the correct dress as specified by House staff. Visitors should be entertained with courtesy and consideration. For example, they may have preference in terms of seating and performances should be supported with appropriate applause.

#### **i) On School outings or journeys**

Girls should respect the School Code of Conduct and remember that all school rules apply to any activity escorted by the school and that any instructions given by staff must be carefully observed. Girls should remain in groups as directed by the leader of the party, following general and emergency instructions as directed and must be punctual for check-in times.

### **9.0 ACADEMIC DISCIPLINE (Rewards and Sanctions)**

It is expected that all Downe House girls will work to the best of their abilities throughout their time at School. They must behave appropriately in class and play an active part in their own learning by asking questions in the correct manner and contributing their ideas when asked. It is each girl's responsibility to bring what she needs to the lesson. Girls must ensure that their own behaviour does not restrict the learning of others and poor behaviour will not be tolerated by teachers. Each classroom will display a classroom code of behaviour that must be adhered to.

#### **9.1 ACADEMIC REWARDS**

Downe House seeks to foster intellectual curiosity in its pupils and it is expected that, working together with their teachers, girls will be able to achieve more than they could have imagined when they arrived.

The School has a commitment to recognise both achievement and improvement, and work will be monitored regularly and carefully. Each member of staff is able to reward either excellent academic progress, or consistent and thorough hard work through the reward system listed below.

Service to the community is also a very important area of recognition, and it is hoped that all girls will be rewarded during their time at school for their willingness to help others in promoting a happy and purposeful school for everyone.

Pupils should be praised, whenever appropriate, for work, effort and any other actions both orally in class and in writing. There should be written praise on all appropriate pieces of written work, together with clear targets of how further improvements could be made.

A member of staff may bring any girl who performs well in any area of school life to the attention of her Head of Department or the Tutor, or the Housemistress/Housemaster of the pupil, or the Headmistress depending on whatever appears to be the most appropriate. Additionally, praise from other staff with direct concern for a pupil should always be encouraged and entered on Merlin when possible.

#### **a) Merit Stickers**

Individual departments may have a set of merit stickers to be used by teachers as they see fit to reward good pieces of work, tests or where significant effort has been made. Each department will have an agreed policy on how these stickers should be used. The Head of Department will monitor this.

#### **b) Commendations**

A commendation may be awarded for either a very good piece of work, an excellent test performance or evidence through class work and preps of good effort and commitment being made over a period of time. A teacher will note on the work (through a sticker or by other means) that a commendation has been awarded, congratulate the girl concerned and will enter the commendation on Merlin. Merlin will record this, and will alert the HsM, Tutor and HoS, and a commendation certificate will be automatically emailed to the girl.

#### **c) Stars**

A star may be awarded (and entered on Merlin) for an outstanding test result or exceptionally fine piece of work in any year group. When a star has been awarded for an outstanding piece of work in a given subject, the teacher should send examples of the excellent work to the Headmistress, who will congratulate the girl in person.

#### **d) Presentations of vouchers in assembly and in Houses at the end of term**

At the end of each term, the number of academic stars and commendations that pupils have accumulated over the term will be counted up and a list is prepared.

The top group of points awarded will be identified and the girls with the top scores in each year group will be presented with a voucher in final assembly by the Headmistress.

The next group of points awarded will be identified and girls will be awarded with a voucher which will be presented in house meetings at the end of term.

Vouchers will also be awarded at the Headmistress's discretion for the top examination performances in the most recent set of examinations.

The benefit of this system is that public recognition of work well done, and consistent effort being made can contribute to a real feeling of progress being attainable for each and every girl. This sense of personal achievement will enhance self-esteem and build confidence.



**e) Spontaneous book prizes**

These are awarded in recognition of progress, effort, contribution to school life, performances and recitals or as directed by the Headmistress.

**d) School prizes**

Attached to this document is a list of prizes (Appendix A) awarded annually after consultation with the Staff. They cover progress and also achievement.

**e) Colours: PE**

These are awarded for the different sporting disciplines on a termly basis. They are for sporting excellence, performance, attitude and commitment to the team effort. Individual PE staff will make recommendations to the Director of Sport.

House Games Captains make recommendations once a term to the Director of Sport for **Stars** as a result of commitment and performance in House Games. This gives a larger number of girls an opportunity to be recognised for their contribution to school life.

**f) Colours: Drama and Music.**

These are awarded annually to celebrate personal achievement in performance or in direction.

**9.2 PASTORAL REWARDS**

Service to the community and enthusiasm and effort in activities outside the classroom are equally valid reasons for recognition. It should be within every girl's reach to gain reward for their involvement in their houses, in sports or in other projects. Staff should praise girls for their willingness to contribute and should contact a girl's HsM, and tutor and enter as a comment on Merlin if their behaviour or achievement has been excellent in any area. House staff may award House commendations, and there are also commendations given in other areas, for instance Extra-curricular activity awarded.

**a) House colours**

Housemistresses/Housemasters may award house colours annually to girls in any year group who consistently support their house, peers and staff in any manner of ways.

**b) House trophies**

Competitions in GAMES, MUSIC and DRAMA enable a large number of girls to share in team and personal success at varying levels. Trophies are awarded to Houses who win inter-house competitions. A House Cup will be awarded by the Housemistress/Housemaster to an individual from each House at the end of each year in recognition of their service and contribution to the life of the House.

**c) House prizes**

Individual Houses run incentives within the House to promote tidiness, helpfulness, leadership and service. House Prizes are awarded to girls who make significant and sustained commitment to the House. Details should be made available in the House Handbook.

**d) Other personal successes**

These are celebrated by the Headmistress personally and recognised publicly before the school at assembly. Match results are read out to enable all teams and outstanding individual performances to be recognised. Special events are also celebrated at school assembly e.g. details of monies raised for charity.

Scholarship, Exhibitions and Rewards	Awarded For	Given By
Merit Sticker	Good effort or a Good result in work generally. Each dept will have its own criteria.	Subject teachers

Commendation (1 point)	A very good piece of preparation or class work or very good effort shown in one piece of work or over time.	Subject teachers
Star (2 points)	An outstanding piece of work	Subject Teachers
Gift Voucher	Gaining the highest number of stars and commendations in the year through the term, or for gaining the highest examination performance	HM
Excellent pieces of work	Outstanding work that is awarded a star in the first instance may also be sent to the HM, and she will congratulate the girl in person.	HM
Colours: PE	Awarded for different sporting disciplines on a termly basis.	Director of Sport (on PE staff recommendation)
Colours: Drama and Music	Awarded annually for excellent achievement.	Director of Drama and Director of Music respectively
House Colours	Awarded annually for good citizenship.	Housemistresses/Housemasters
Excellence in Examinations	Awarded for excellence	HM
House Cup	Awarded annually to one individual in each house for contribution to the House.	Housemistresses/Housemasters
House Trophies	Awarded to the winning house in Inter- House games, music and drama competitions	HM
Independent Learner Prize	Awarded for initiative and independent study	HM
Prize Giving (End of the Academic Year)	Please refer to the list below.	HM, HsMs, HoDs and the Chaplain

### 9.3 ACADEMIC SANCTIONS

#### a) Late or unsatisfactory work

Both in School and beyond, one of the most important skills we can learn is to manage our workload and keep to deadlines. It is expected that all girls will complete work set to the best of their ability and that it will be handed in on time. Disciplinary issues will all be dealt with in person by the teacher and other staff as appropriate.

If work is handed in persistently late or is incomplete or is unsatisfactory, the teacher will, in person, discuss the matter with the girl and he/she will ensure that the girl is placed in a department detention or placed in a Supervised Study Session. This will be entered in the correct section on Merlin, and the Housemistress/Housemaster (HsM), Tutor and Head of Section (HoS) will be automatically alerted. The girl must always complete the work or repeat it to the correct standard.

In the Lower and Upper School, failure to complete written work may result in further sanction. These include being put on a **subject report by the Head of Department** or being given a **Progress Book**.

**No Sixth Form girl who is behind with her work by 12noon on Saturday afternoon will be granted an exeat until the work is completed.** As such, the Housemistress/Housemaster must be kept informed of late or poor work and must be able to inform parents in good time if a request for exeat is likely to be denied.

#### b) Poor behaviour in or outside class

If a girl's behaviour in class is deemed inappropriate, rude, or is affecting the learning of other girls, immediate action will be taken by the teacher. Disciplinary issues will all be dealt with in person by the teacher and other staff as appropriate

In the Lower and Upper School, the subject teacher will then notify the Head of Department and the girl will undertake a **Departmental Detention**. The **Departmental Detention** will be entered by the teacher in the correct section on Merlin and the HsM, Tutor and Head of Section will be automatically alerted. An accumulation of at least three **Departmental Detentions** will lead to the girl being seen by the Head of Section (HoS).

Further sanctions will then be implemented by the Head of Section (HoS), which may include a period of time spent on **Subject Report** or **Progress Book**.

Girls persistently or seriously breaching classroom rules may be sent out of class to work in Wakefield House (see Appendix A).

In the sixth form the subject teacher will deal with disciplinary issues personally and inform the Head of Department and Head of Section. Depending on the severity of the issue, the Head of Section may implement further sanctions such as **Subject or Head of Section Report** to be decided on an individual basis.

### c) Missed lessons

Missing academic lessons is seen as a serious infringement of the ethos and privileges of the Upper School and Sixth Form.

In the event of a missed lesson, the girl must explain their absence in person (there will be no emailing of teachers to explain absence retrospectively) to the subject teacher. If the teacher is not satisfied with the reason, he/she will ask the HsM to issue a Saturday Afternoon Detention and will notify the Head of Department.

The Saturday Afternoon Detention will be entered by the teacher in the correct section on Merlin and the Housemistress/Housemaster, Academic Tutor and HoS will be automatically alerted. The girl will attend a Saturday Afternoon Detention in House. During this time there will be an opportunity to complete academic work or extension tasks. The subject teacher should give academic work to be completed to the Housemistress/Housemaster by Friday evening. An accumulation of missed lessons or late or poor work will lead to requests for exeats being denied.

### d) Plagiarism

When a girl's behaviour gives them an unfair advantage in any assessment, or part of an assessment, it is called **malpractice**. If another pupil supports them by allowing any part of their work to be used, or allowing their work to be submitted under another pupil's name for assessment, they are colluding and both girls are committing malpractice.

Malpractice also includes **plagiarism**. This is the representation by a pupil of the ideas or work of another person as her own. When a pupil uses another person's information in their work, without giving the person appropriate credit, they are taking their, intellectual property. However, a piece of work based on their original and individual ideas is not plagiarism. So any work a pupil submits for assessment, including all assignments (coursework, reports, Portfolios of art work) written or oral, must use their own expression, language and ideas.

If a pupil does use information or sources from another author in an assessment, it must be appropriately acknowledged. Otherwise they commit plagiarism.

Girls can avoid plagiarism by:

1. Acknowledging another person's work in footnotes, endnotes, references or bibliographies.
2. Using quotation marks when quoting verbatim from passages.

3. Treating any electronic media as a book or journal e.g. websites, CD-ROMs, emails.
4. Referring to the source of any material of images e.g. graphs, photographs, maps.
5. Crediting works of art such as music, drama, visual arts.

In all cases a pupil's teacher will tell the girl how to credit the work of other people. If there is any doubt in their mind, the pupil should always ask their teacher.

Any plagiaristic use of material will lead to the following sanctions:

For an assessment that is for internal use only:

- The first time plagiarism is identified the girl is asked to repeat the work within 48 hours.
- On the next occasion the girl has to re-write the assignment and receives a department detention.

For an assignment submitted for external assessment or moderation:

- The piece of work is referred to the Examination Board.

Plagiarism of coursework for public exams will be reported to the exam board, and may result in a pupil being disqualified from one or more subjects at the discretion of the board.

**Persistent poor behaviour of any kind will lead to parents being contacted by the Head of Section or other relevant senior member of staff. The Headmistress may decide, following a discussion with parents that a Contract of Behaviour be drawn up. This will be signed by all parties. Failure to abide by the terms of this document may lead to permanent exclusion from the School.**

#### 9.4 EXPLANATION OF ACADEMIC SANCTIONS

All of these measures are designed to provide a supportive environment which enables inappropriate behaviour and work practices to be modified. Use of sanctions must be clear and consistent and full details of their imposition and the reasons for them must be recorded according to procedure. The following are not permissible as sanctions: sending a girl out of class and back to house, setting lines, deliberate humiliation of a girl either privately or in front of her peers, any form of physical or verbal abuse.

**a) Departmental Detention** – each department may run a detention of at least 20 minutes as required. Girls will be asked to complete tasks as directed by the teacher or HoD, as a result of poor behaviour or poor quality of work.

**b) Subject Report** – as a result of continued failure to produce satisfactory written work or poor behaviour, a girl may be placed on a subject report by the HoD or HoS. They will have to present a subject report card to the subject teacher each lesson for comment. This will be reviewed regularly by the HoD or HoS.

**c) Supervised Study Session** – as a result of a failure to complete work, a girl may be required to undertake a supervised work session. Study sessions are used for completing or redoing prep or class work. Study sessions are to be seen as a supportive measure. Girls may sign up to a study session of their own accord.

**d) Progress Book** - as a result of frequent failures to complete work or continued episodes of poor behaviour, the girl may be sent to her tutor or house staff and be put on a period of Progress Book. The girl must present the book to her teacher at the start of each lesson and collect, with a comment, at the end of each lesson. Each night this must be discussed with her HsM and at the end of the period must be shown to the tutor and/or HoS.

**e) Head of Section Report** - as a result of a continued failure to complete written work and/or poor behaviour, the girl may be sent to the Head of Section and be put on Head of Section report.

## 9.5 PASTORAL DISCIPLINE

It is expected that Downe House girls will behave appropriately and will do their best to maintain the purposeful atmosphere, sense of community and fabric of the School. It is also expected that they will act in a tolerant and sensitive way towards the feelings of other people, and that they will endeavour to uphold the name and reputation of the School in the local community and beyond. Any breach of the laws of the land is a breach of School Rules.

The day-to-day pastoral discipline is the responsibility of the Housemistresses or Housemasters.

### a) Smoking Procedures and Sanctions

Smoking is forbidden: no cigarettes, e-cigarettes or tobacco may be brought into School, or be consumed or used on any pretext whatsoever whilst a girl is in the School's care.

#### Procedures

##### **Smoking in the school building**

Any girl caught smoking in the school building should be referred to the Headmistress or in her absence the Deputy Headmistress or Boarding Deputy.

##### **Smoking in the school grounds**

- If a girl is caught smoking in the school grounds, in the presence of a smoker, or smelling of smoke, she should be reported to her Housemistress/Housemaster (in her absence the Assistant Housemistress/Assistant Housemaster). If you are unsure of her name escort her back to the school building to the Boarding Deputy, Deputy Headmistress or another Senior member of staff, who should simply take her name, and send the girl away to wait in a designated area or areas e.g. Wakefield House or to her House, as appears appropriate, pending the outcome. Staff will take into account a pupil's age in dealing with her.
- Staff should always question girls who may appear to be on their way to smoke and send them back to the school buildings or another part of the site, checking that they have arrived.

#### Sanctions

**Please note that girls found in the presence of smokers or smelling of smoke will be treated in the same way as those who are caught smoking.**

Girls caught smoking outside:

- Will be required to tell their parents over the telephone
- Will have their free time curtailed i.e. gated during the week or weekend
- Will be required to do community service during curtailed time;
- Will be fined the sum of £10 on the first offence and £15 on a subsequent offence and be gated for two weekends or for three weekends for subsequent offences. The money from the fines collected will go to MacMillan Nurses.

In addition to the above mentioned sanctions, girls caught smoking in the building are likely to be:

- Suspended

Any girl found with cigarettes, lighter or other smoking paraphernalia and/or providing another with cigarettes will be treated in the same way as above

##### **Smoking off the School premises**

Girls caught smoking on school trips or during travel to or from the School or on a School activity will be dealt with on the same basis as above.

**Girls with positions of responsibility will lose these either temporarily or permanently.**

Continuous offenders (3 times or more) will be required to see the Headmistress and their ability to represent the School in teams, productions etc. may be called into question and/or they may

be suspended for a period of time. They will be required to see the Medical Centre regarding assistance with giving up smoking.

## **b) Alcohol Procedures and Sanctions**

No alcohol may be brought into School or be consumed or used without permission from the Headmistress or Deputy Headmistress on any pretext whatsoever whilst a girl is in the School's care. This section should be read in conjunction with the Alcohol Policy for Girls.

### **Procedures**

If a girl is caught drinking, in the presence of drinkers, drunk or smelling of alcohol, or with alcohol in her possession without permission from the Headmistress or Deputy Headmistress she should be reported to her Housemistress/Housemaster (in her absence the Assistant Housemistress/Assistant Housemaster).

If you are unsure of her name escort her back to the school building to the Boarding Deputy, Deputy Headmistress or another Senior member of staff, who should simply take her name, and if safe, send the girl away to wait in a designated area or areas e.g. alcove outside the Staff Room or to her House, as appears appropriate, pending the outcome. Staff will take into account a pupil's age in dealing with her.

### **Sanctions**

If a Housemistress/Housemaster or Senior member of staff has reason to believe that a girl has drunk alcohol without permission, they may contact the Headmistress, Deputy Headmistress or Boarding Deputy for permission to breathalyse the girl. Should the test prove positive, the following actions will be applied.

1. Girls who have alcohol in their possession without permission will have it taken away or disposed of.
2. They will be gated and their parents notified
3. A girl holding a position of responsibility may lose it temporarily or permanently
4. A girl who has consumed alcohol without permission and/or whose consumption gives cause for concern may be required to go to the Medical Centre.
5. Her parents will be notified and she may be suspended.

## **c) Illegal or Controlled Substances**

No illegal or controlled substances may be brought into the School or be consumed or used on any pretext whatsoever whilst a girl is in the School's care. Please see School's Anti-Substance Abuse/Drug Policy.

## **d) Anti Social Behaviour/ Bullying / Cyber Bullying**

A girl whose behaviour is consistently inappropriate e.g. disruptive to other girls' learning, or which puts the welfare and well-being of others into jeopardy e.g. bullying, may lead to the girl's exclusion from Downe House either temporarily or permanently.

In the event of a girl making threatening, abusive, offensive or insulting remarks in the form of a letter, telephone call, text message or email or a posting on an internet site, the School will refer to its Prevention of Bullying Policy and will take appropriate action.

## **e) Travel in cars**

Upper Sixth girls, who have passed their driving test, may apply to the Headmistress for permission to keep a car on site. Parents must complete a permission form, providing all the relevant documents and the girl must surrender her keys to her HsM for the duration of the [working/School week]. The car must be parked for that time in an agreed venue. No Downe House pupil may travel in the car of another girl, or another girl's parents, unless written permission has been given by her parents. If these regulations are not followed, the privilege of keeping a car at school will be withdrawn by the Headmistress.

**f) Trading**

Girls are not permitted to undertake any form of trading, unless they have arranged this with a member of staff and have the permission of the Deputy Headmistress or another member of the Leadership Team (for instance a charity stall etc). This restriction includes the use, (either as buyer or seller), of internet based auction sites, such as e-Bay, as well as the purchase or sale of private property such as CDs. Girls who participate in unsolicited trading may be gated depending on the nature of the offence.

**g) Gambling**

Gambling of any sort is against the School Rules. Girls who participate in gambling may be gated or for repeat offences may be suspended.

**h) Breaking curfew or bounds**

Breaking curfew or being out of bounds will result in a period of Gating, as decided by the HsM. Girls who persistently break bounds or curfew will be placed On Report by the HsM and will be sent to the Head of Section and/or Deputy Headmistress/Boarding Deputy.

**i) Use of pornography**

Girls accessing or encouraging others to access any form of pornography will be deemed to be damaging the moral ethos of the School, and will be sent to the Deputy Headmistress or Boarding Deputy who is also the DSL. If appropriate, a period of Community Service will be given and depending on the nature and severity of the offence, this may be reported to the necessary authorities.

**j) Forgery or fraud**

This is against School Rules and offenders will be seen by the Deputy Headmistress and appropriate sanctions imposed as per JCQ guidelines and the Controlled Assessment policy.

**i) Behaviour on school trips**

School Rules apply on any off site trip or activity.

**k) Bringing the School into disrepute/causing negative impact on the School community**

In addition to the offences listed above, any action which puts or could put the reputation of the School in jeopardy, or which impacts or could impact negatively on the School community, will be regarded as a serious breach of School Rules, whether during School hours or outside School hours and result in serious consequences, including temporary or permanent exclusion depending on the nature of the offence.

**9.6 EXPLANATION OF PASTORAL SANCTIONS**

All of these measures are designed to provide a supportive environment which enables inappropriate behaviour and work practices to be modified. Use of sanctions must be clear and consistent and full details of their imposition and the reasons for them must be recorded according to procedures. The following are not permissible as sanctions: sending a girl out of class and back to house, setting lines, deliberate humiliation of a girl either privately or in front of her peers any form of physical or verbal abuse.

**a) Community Service** – This sanction may be used by HsMs alone or as a part of a period of gating. It may include picking up of litter (gloves will be supplied), sorting laundry, tidying bookcases or similar tasks.

**b) Gating** - This sanction may only be used by an HsM or LT and will involve a girl being detained in house for a period of time and denied privileges.

**c) Weekend Gating** – This sanction may only be used by an HsM or LT and will involve a girl being detained in house over a Saturday and Sunday. Parents will be informed by the HsM as appropriate.

**d) House Report** – This sanction may only be used by a HsM, and will involve the girl reporting to her Housemistress/Housemaster at set times through the day for a period of time. This may be used in conjunction with gating or weekend gating. Parents will be informed by the HsM as appropriate.

**e) On Report** – This sanction is used by the Deputy Headmistress and the Boarding Deputy and involves a girl reporting to the Deputy Headmistress/Boarding Deputy at set points in the day for a period of time. This may be given in conjunction with other punishments i.e. weekend gating/Deputy Headmistress detention/Boarding Deputy. Parents will be informed by the Deputy Headmistress.

**f) Headmistress' Report**

– This sanction is used by the Headmistress and involves a girl reporting to the Headmistress at set points in the day for a period of time. This may be given in conjunction with other punishments i.e. weekend gating/Deputy Headmistress detention. Parents will be informed by the Headmistress.

## 9.7 USE OF RESTRAINT

It should be noted that shouting, invading personal space and physical restraint are unacceptable forms of sanction. Physical restraint may only be used in the event that a girl is likely to harm themselves or other people through their actions. Under subsection 548(5) of the Education Act 1996, teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the child herself)'. Teachers' powers under section 4 of the 1997 Act to restrain girls from engaging in certain activities remain.

No unacceptable, excessive or idiosyncratic punishments should be used by girls or staff, including any punishment intended to cause pain, anxiety or humiliation. Corporal punishment is forbidden.

In addition, the following are considered unacceptable forms of sanction:

Deprivation of access to food or drink, enforced eating or drinking, prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline, requirement to wear distinctive clothing, use or with-holding of medical, treatment, deprivation of sleep, fines exceeding two-thirds of the girl's available pocket money provision, or locking in a room or area of a building.

The School pays heed to government advice as follows: [Use-of-reasonable-force-in-schools](#)

## 9.8 SEARCHING POSSESSIONS

Where the School has reasonable grounds to believe there is a need to search a girl's possessions including digital devices e.g. to safeguard a girls' welfare, it will (where appropriate) ask for the girl's consent to do so.

This will normally be undertaken by two members of staff with the girl present where possible. If possible the girl herself should do the searching under close supervision of the staff.

The fact that a search has taken place should be recorded in the House Day Book along with information on the outcome.



Appropriate action will be taken, if necessary, in accordance with this policy.

Staff may search girls or their possessions, without consent, where they have reasonable grounds for suspecting that the girl may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the girl).
- Once authorised, staff may also search for any item banned by the school rules. Staff wanting to undertake a search will normally seek authorisation to do so from a member the Leadership team.

## 9.9 CONFISCATION

Staff may seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

The School pays heed to government advice as follows: [Searching-screening-and-confiscation](#)

## 10.0 SERIOUS MISBEHAVIOUR

Any girl found to be involved in serious misbehaviour may be sent home pending a decision by the Headmistress. Sanctions for serious misbehaviour include Headmistress' Report, suspension (internal or external) and permanent exclusion. The Headmistress reserves the right to consider prior offences when making a decision on any disciplinary matter.

- Violence or aggression towards another person
- Verbal abuse/threatening offensive, insulting or abusive remarks or behaviour against pupils or adults
- Serious or repeated bullying
- Discrimination
- Sexual misconduct
- Involvement with or use of illegal and/or controlled substances
- Serious or repeated alcohol misuse
- Malicious damage to property
- Theft
- Persistent disruptive/antisocial behaviour
- Parental behaviour
- Serious contravention of the School's ICT Acceptable Use policy
- Serious contravention of the School's social networking policy for girls
- Serious contravention of the School's Email Policy
- Serious contravention of the school's Behaviour and Discipline policy
- Behaviour which puts or is likely to put the reputation of the School in jeopardy
- Behaviour which impacts or is likely to impact negatively on the School community
- Illegal actions
- Extremist or radicalised behaviour
- The School reserves the right to take disciplinary action against girls who are found to have made malicious accusations, against other pupils, staff or other individuals. Disciplinary action may include suspension or exclusion.

## **11.0 PERMANENT EXCLUSION/REMOVAL AT THE REQUEST OF THE SCHOOL**

### **11.1 PERMANENT EXCLUSION**

A pupil may be permanently excluded from the School if it is proved on the balance of probabilities that she has committed a very grave breach of School Discipline or a serious criminal offence. Permanent exclusion is reserved for the most serious breaches. The Headmistress will act with procedural fairness in all such cases. Parents will be given a copy of the review procedure current at the time. The Headmistress reserved the right to consider prior offences when making a decision on any disciplinary matter including suspensions or exclusions.

The Headmistress's decision will be subject to a Governors' Review if requested by a parent. The pupil will remain away from the School pending the outcome of the Review (see "Governors Review" below).

This must be read in conjunction with the Permanent Exclusion and Removal Policy and procedure.

### **11.2 REMOVAL AT THE REQUEST OF THE SCHOOL**

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees temporarily or permanently from the School or after consultation with a pupil and/or parent, the Headmistress is of the opinion that by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School, or if a parent has treated the School or members of the staff unreasonably, and in any such case removal is considered to be warranted. In these circumstances, parents may be permitted to withdraw the pupil as an alternative to removal being required. The Headmistress will act with procedural fairness in all such cases, and shall have regard to the interests of the pupil and parents as well as those of the School (see "Governors" Review" below).

### **11.3 GOVERNORS' REVIEW**

Parents may ask for a Governors' Review of a decision to permanently exclude or require the removal of a pupil from the School. The request must be made as soon as possible and in any event within three days of the parents' receipt of the Headmistress's decision. Parents will be entitled to know the names of the Governors who make up the Review Panel and the independent panel member.

### **11.4 REVIEW PROCEDURE**

The Headmistress will advise the parents of the procedure (current at that time) under which such a review will be conducted by a panel of up to two Governors plus a person who is independent of the running of the School. If parents request a Governors' Review, the pupil will be suspended from School until the decision to permanently exclude or remove has been set aside or upheld. While suspended, the pupil shall remain away from the School and will have no right to enter the School premises during that time without prior written permission from the Headmistress.

### **11.5 COMPLAINTS PROCEDURE**

A formal complaint about any matter of School policy or administration not involving a decision to expel or remove a pupil must be started courteously in writing to the Headmistress and, if unresolved, should be restated in writing to the Chairman of the Governors. Every reasonable complaint shall receive fair and proper consideration and a timely response. Parents should refer to the Complaints Policy and Procedure for current parents in this regard, copies of which can be requested via the school office or found on the Downe House website.

## **12.0 Monitoring and Review**

Rewards, sanctions, their effectiveness and their support can be monitored through the recording system. The Heads of Section are closely involved in this process and information is readily shared by all parties concerned to ensure ongoing good management and support of the

individuals where possible. Time spent with girls still proves to be the most powerful influence. Sanctions will not be imposed without a face to face meeting between staff and pupil taking place.

There will be an annual evaluation of the sanctions, rewards and serious breaches in behaviour. This will be led by the Deputy Headmistress and the Heads of Section in conjunction with the Headmistress.

The Headmistress will keep the Governors informed on the implementation of the effectiveness of this policy. The Board of Governors will support the implementation of this policy and its practice.

This policy operates in conjunction with all other School policies and will be reviewed by the Policy Group of the Leadership Team annually.

## APPENDIX A

<b>Prize Giving (End of the Academic Year) Awarded by the Staff</b>
Bathurst LV Art Award
Elizabeth Palmer Cup for Technology
Excellence and High Achievement - awarded in each subject, for each year group
Foote Essay Prize
Foote Research Prize
Head of Drama Award
Head Senior Prize
Jennifer Davies Music Prize
Julie Newton Photography Award
Junior Olive Willis Prize – LV (made an all-round contribution to Downe House)
Junior Victor Ludorum Sports Cup
Liliana Heather Prize – Awarded to the Deputy Head Senior
Lucasta Partridge-Hicks Trophy - Mixed Age (for making the most of their opportunities)
Owen Sixth Form Prize (Modern Languages)
Priestley Cup for Most Promising Young Performer
Progress and Effort Prize - awarded in each subject, for each year group
The Austin Cup – AGN House Cup
The Barnes Cup – Holcombe House Cup
The Bedwell Singing Prize
The Berwick Cup – Darwin House Cup
The Doherty Cup – AGS House Cup
The Eileen Fairbank Cup (Music)
The Elizabeth Anne Beel Memorial Trophy for Mathematical Endeavour
The Elizabeth Pickering Prize (Music)
The Evelyn Barbirolli Woodwind Prize
The Glanville Prize (Music)
The Gosse LV English Prize
The Gwatkin Cup – Tedworth House Cup
The Houghton Cup – Aisholt House Cup
The Jo Butcher Prize (Music)
The Julia Dowson Cup (Music)
The Kate Edey Cup for All Round Contribution to Drama
The Lunn Cup - Hermitage
The Maclean Prize (Music)
The Maitland French Prize
The Margaret Gill Biology Prize
The Marjorie Gunn Music Prize
The Mary Midgley Prize (RS)
The Moore Cup - Hill House Cup
The Natasha Butcher Cup for Geographical Research
The Olive Willis Prize – UVI (made an all-round contribution to Downe House)
The Parsons Chapel Cup
The Power Carlier Prize for Artistic Endeavour in the LVI

The Rich LVI English Prize
The Russell Photography Award
The Salter Prize (Modern Languages)
The Speech and Drama Communication Skills Award
The Speech and Drama Cup for Overall Excellence
The Speech and Drama Musical Theatre Award
The Speech and Drama RADA Award
The Speech and Drama Trinity Award
The Steen Cup (Music)
The Stuart Alexander Cup – Contribution to Charity
The Van Oss Cup for Music, Drama and Musical Theatre
Victor Ludorum Sports Cup
Whitehouse-Vaux Cup (Most Promising Musician in the Lower School)
World Languages Cup for Exceptional Linguistic Achievement

## APPENDIX B

### **Procedure for sending girls out of lessons**

This sanction is for serious and repeated breaches of classroom discipline or health and safety regulations. It should only be used when other forms of sanction, i.e. Department Detentions, sending out to HoD class etc have been exhausted. It is most effectively used when the possibility of action has been discussed with either the Deputy Headmistress, Boarding Deputy, Academic Deputy or Head of Section (HoS) beforehand, but this may not always be possible.

The teacher should send the girl to reception, where she will be directed to a relevant member of LT.

The teacher should email Reception on [receptionist@downehouse.net](mailto:receptionist@downehouse.net) or by telephone on ext. 4600 or after 17:00 4602 to alert them to the fact that a girl will be arriving imminently. If after 15 minutes the girl has not appeared Reception will contact a member of LT.

Reception should ascertain from the PA to the Headmistress that the Deputy Headmistress or alternatively the Boarding Deputy or Academic Deputy is in the office and should explain the circumstances to her/him.

If the Deputy Headmistress, Boarding Deputy, Academic Deputy are unavailable, the Head of Section can be contacted by Reception either in her office or classroom in the same way. If none of the above are contactable the reserve should receive the girl in reception and should seat her outside the Deputy Headmistress office to complete work until one of the above returns.

At the next available time that same day, the teacher who has sent the girl out must make contact with the Deputy Headmistress (or other member of the LT if they have received the girl) to discuss the situation. No immediate disciplinary action will be taken until the teacher and the member of the leadership team have spoken to each other, to ensure that circumstances are fully understood.

Once contact has been made and action taken, the teacher should enter details of the event and action taken etc in the sanctions section on Merlin.

## APPENDIX C

# Where do I go

# for help and advice?

PALMER CENTRE  
NURSES  
01635 204657

MRS GILPIN JONES  
MRS DOUROUTAKIS  
MRS TOOGOOD

MY PARENTS AND  
MY FAMILY

MY HOUSEMISTRESS/  
MASTER  
MY ASSISTANT  
HOUSEMISTRESS  
MY MATRON

MY TUTOR  
MY TEACHERS  
ANY ADULT

MY HEAD OF HOUSE  
HOUSE PREFECTS  
PEER SUPPORT  
GROUP  
SENIOR GIRLS

THE CHAPLAIN

MRS BIZIOR  
MRS FORD  
MR HILL

MRS MCKENDRICK

THE HIGHER  
EDUCATION  
DEPARTMENT

SCHOOL COUNSELLOR  
MADELEINE LOUGHLIN  
07968 848079  
madeleine\_loughlin@msn.com

ALATEEN  
FOR FAMILY AND FRIENDS  
OF PROBLEM DRINKERS  
0207 593 2070

INDEPENDENT LISTENER  
DR CLARE ALSOP  
01491 681554

BEAT - EATING DISORDER ASSOCIATION  
YOUTH HELPLINE  
0808 801 0711

CHILDREN'S COMMISSIONER  
0800 528 0731

CHILDLINE  
0800 1111

**Revision History:**

Revision	Date	Description of changes	Requested By
	August 2015	Reviewed	Areti Bizior
	November 2016	Amalgamation of the Behaviour Policy with the Discipline Policy	Areti Bizior
	November 2017	Update of Appendix C	Areti Bizior

This policy makes reference to the following School policies and procedure, copies of which can be located on Merlin in the 'My Policies' section:

Alcohol Policy for Girls (Reviewer: DHM)  
 Anti-Substance/Drug Abuse (Reviewer: DHM)  
 Complaints Policy and Procedure for Current Parents (Reviewer: DHM)  
 Controlled Assessment Procedure (Reviewer: AD)  
 Email (Reviewer: DIS)  
 Equal Opportunities and Valuing Diversity (Reviewer: DHR)  
 Health and Safety (Reviewer: DEPS)  
 Internet Social Networking for Girls (DHM)  
 IS Acceptable Use (Reviewer: DIS)  
 Permanent Exclusion and Removal (Reviewer: DHM)  
 Prevention of Bullying (Reviewer: DHM)  
 Safeguarding and Child Protection (Reviewer: BD)

**Review Leader: Deputy Headmistress**

**Reviewed: November 2016**

**Next Review: November 2017**