

Prep School

At Howell's we expect high standards of behaviour. Our core values include respect for others and encouraging pupils to take responsibility for themselves. This policy should be read in conjunction with the whole school Anti-Bullying policy and the Expectations of Students (Junior School).

Expectations of behaviour are frequently referred to and discussed with the girls by class teachers. The School Rules are displayed on the classroom wall in addition to Classroom Rules, the latter being devised by the girls early in the autumn term.

If a member of staff feels a girl is not behaving appropriately, the Headteacher should be informed and the following procedures should be followed:

- The Headteacher informs the Key Stage Co-ordinator, who will discuss the matter with the class teacher and suggest strategies to use.
- The Key Stage Co-ordinator will monitor the situation – parents to be informed
- If the child does not respond to the strategies used by the class teacher, the KS Co-ordinator will see the child.
- If necessary, the child will then see the Deputy Head and finally the Headteacher as a last resort.
- All action should be documented accurately.

The Head of Junior School is the person who has overall responsibility for discipline in the Junior School. She will keep the Principal informed of any concerns over a girl's behaviour.

Aims and Expectations

It is a primary aim of our school that we are an inclusive school, and that every member of the school community feels valued and respected and so we have developed a whole school approach to behaviour.

The Behaviour Policy is designed to support the way in which all members of this school community can live and work together in a supportive way. Promoting appropriate behaviour is the joint responsibility of all parents, staff and children.

The emphasis of our Policy at Howell's is on:

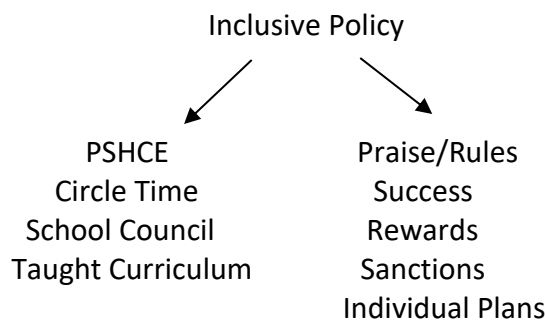
- empowering practices which focus on belonging and social responsibility;
- creating an ethos of care, cooperation and mutual support;
- recognising the rights of the child and encouraging children to understand rights and responsibilities;
- developing Social, Emotional and Behavioural Skills (SEBS) as the means of achieving excellent standards of behaviour and achievement;
- positive approaches which raise the stakes through consistent and determined use of 'rewards';
- a commitment to effective teaching, additional support and individualized approaches which ensures all children will feel successful in learning;
- a motivating climate in which human needs are met;
- seeking the talents in all staff and children;
- establishing systems which are about reward and NOT PUNISHMENT

The Role of the Class Teacher

It is the role of the class teacher to ensure that the inclusive policy is put into practice in the classroom. PSHCE/Circle Time are the vehicle for intensive work around attitudes, responsibilities and behaviour.

It is the responsibility of the class teacher to ensure that the school rules are enforced in class and around school and that their class behaves in a responsible manner during lesson times and outside school during school hours.

The class teacher and support staff treat each child fairly and enforce the classroom code consistently. The staff treat all children in their class with respect and understanding.



We perceive our responsibility for teaching and maintaining appropriate behaviour on two levels:

- The curriculum and PSHCE (see Policy, Planning)
- Rules, Praise, Rewards and Sanctions

Rewards

We have a number of school rules for indoor and outdoor, but the primary aim of the Policy is not a system to enforce rules. We aim to praise and reward children in a variety of ways, for good learning and behaviour, for improved learning and behaviour and for developing self-management skills and good relationships.

Rewards:

- Staff positively encourage and congratulate children;
- Staff give stickers and Housepoints;
- Staff nominate a child each week in their class to have a certificate for effort/achievement during Headteacher's assembly
- Staff send child to Key Stage Co-ordinator/Headteacher to show their work which has evidence of excellent effort or achievement.
- Acts of kindness and caring, responsible behaviour and attitudes, using initiative and independence will be recognised through Ty Hapus Treasure and Hazelwood Star Awards.

Sanctions:

Girls are given the opportunity to amend any unacceptable behaviour:

A girl is given a verbal warning from any adult and informed of the consequences, ie, the above protocol (first section).

SENIOR SCHOOL

Discipline

We expect high standards of behaviour and good manners from everyone. It is essential that learners have a clear understanding of what is and is not acceptable, a thorough knowledge of the School Rules and an understanding of the disciplinary structure.

Our guiding principle, if someone commits a minor misdemeanour, is **to warn first** rather than to punish immediately.

If a learner behaves in an inappropriate way, including causing disruption in class, being disrespectful towards teachers or other learners, failing to produce homework, the teacher responsible should give a verbal warning and make a note of this on Sims.

If the misdemeanour is serious, the teacher should report it immediately onto Sims. Sims is monitored by the Senior School Leadership Team, who will decide on any punishment. Parents are informed as appropriate. Thereafter further sanctions will be at the Principal's discretion. These include suspension or expulsion.

Rewards

The incentives for learners to win House Points in the Senior Section are twofold: firstly, as a token of recognition of their efforts and achievements; secondly, as a way of contributing to the success of their respective Houses.

A House Point is awarded to a learner for academic work which is of a good standard for the class or when the learner has clearly tried hard. Very exceptionally, two House Points may be awarded for excellence. A House Point may also be awarded when someone has been very helpful, or helpful in a number of ways, to a teacher.

In Years 7 and 8, each week, Form Tutors, will calculate the number of House Points each learner has gained and issues certificates once certain milestones have been reached.

An overall House Point Competition Winners' Cup will be awarded to the House Captain of the victorious House at the end of the year.

Sanctions

Teachers and tutors may organise other punishments as appropriate. These might be lunch time community service or detentions, and should be in keeping with the misdemeanour. The Head of Senior School should always be informed of these measures. Parents will be contacted to keep them informed.

Code of Conduct for Use of Mobile Phones

Mobile phones are useful to many learners and are increasingly regarded as essential by girls who have a difficult journey at the beginning and end of the day. However, inappropriate or irresponsible use of mobile phones can have a negative impact on learning and on the emotional well-being of our learners.

Senior School students are allowed to bring their phones to school, however these have to be locked away during the school day and this rule applies as soon as they enter the school building in the morning. If there are any special circumstances which would require girls to use their phones during the day, they will be allowed to do so as long as they ask permission. The girls have been told that their phones will be confiscated if they do not follow these rules. Should this happen in the first instance, the phone can be collected from the school office at the end of the day. Any subsequent occurrence will result in parents being asked to come into school to collect the phone.

Code of Behaviour

How we should treat each other

Everyone should:

- be aware of the feelings of others and listen to their opinions
- be positive in their dealings with others and never put them down
- offer support to anyone who is unhappy
- respect the differences between people, whether physical, social, racial or religious
- be polite and courteous to everyone
- be especially considerate of younger girls
- respect the property of other people; (hand in lost property and do not tamper with other people's work or possessions)
- respect the environment that we work in; to keep it clean and pleasant
- respect the need for peace and quiet, especially during examinations
- respect the privacy and emotional wellbeing of others by not using mobile phones to bully upset or shock anyone else

Bullying, threatening behaviour, cheating, stealing, dishonesty and discrimination of any kind are serious offences against our code of mutual respect, and will not be tolerated. If anyone treats you badly, talk to your Head of Year or your Form Teacher about it, and they will take action as appropriate. You could also talk to a prefect.

Do not let anyone tell you that talking to a teacher is wrong. They are only saying that to protect themselves.

How we should behave

Everyone should:

- be polite, courteous and respectful
- be positive and co-operative
- take responsibility for their own learning
- be well organised and bring appropriate equipment to the lessons
- copy up work promptly if a lesson is missed
- pay attention in class and complete homework as well as they can
- let the teacher know if there are problems with work and be appreciative of extra support that is given
- excuse themselves properly in advance if they know that they need to miss a lesson

The Wider Community

When travelling to and from school, and when out of school on trip or other activities, everyone should treat members of the public as they would wish to be treated themselves. Remember that when you are wearing your uniform, you represent the School.

Above all, we want our school to be a friendly, welcoming and happy place, where everyone can do their best and become confident, and where everyone feels happy to work.

Our Expectations of You:

- Arrive in your form room by 8:25am and in Period 5 by 2.40pm.
- If you arrive late, sign in the late book.
- Always wear the proper uniform.
- You may wear a wrist watch. No other jewellery is allowed.
- Never wear nail varnish or make-up.
- Extreme hair styles and colours are not permitted. Long hair must be tied back neatly.
- Keep all valuables in your locker, which should be kept locked at all times with your own personal padlock.
- Make sure that you bring everything you need to all your lessons.
- You are allowed to stay inside: however, no eating in form or locker rooms at any time.
- Do not bring chewing gum to school.
- Make sure you read the Respect Contract and that you understand it.

Respect Contract

I have read the following statement and agree to abide by it:

I belong to Howell's School where every student deserves to be treated with respect. Everyone has the right to be part of this community and to feel happy and comfortable.

I agree that no students should ever feel threatened, be discriminated against or made to feel unhappy by the actions of any individual or group of students. I accept that this includes inappropriate communication by mobile, email and internet, including social networking sites such as Facebook, Twitter, Snapchat, WhatsApp and video sites such as Youtube.

I will show understanding towards my fellow students, respect and support them and help any student who is obviously upset or hurt. If I am concerned about bullying of any kind, I know I can report it to my form tutor and seek support.

My form tutor has also explained the rules about mobile phones and I agree to follow them.

Student's signature: _____

Parent's / Carer's Signature: _____

Date: _____

The Co-Ed College

In the College, students are expected to follow agreed rules of positive behaviour. All students have a planner in which there is a student contract which they must agree and sign. Guidelines on what we expect regarding conduct are also in the student planner. Where there are concerns regarding behaviour that breaks any expectations, students are seen and if necessary the contract is re-signed. Parents are involved where appropriate.

The following expectations are included in the planner and directly address the student.

College Principles

Howell's College expects all students to abide by these principles in order that you might achieve your best in your studies and continue to develop as thoughtful, responsible people.

- Be present in lessons
- Be punctual to lessons
- Have a positive attitude towards your studies
- Be properly prepared for lessons
- Complete set work
- Meet deadlines
- Treat others with respect
- Take on appropriate responsibilities
- Carry out responsibilities in a reliable manner

Expectations regarding Attendance

- The best way to learn is to be in lessons! This includes academic lessons, tutorial sessions in the morning, Enrichment and the College Meeting.
- You should attend all curricular and extra-curricular commitments.
- Personal appointments, such as medical, dental or driving lessons, must be booked in non-contact time unless there is an emergency. Known absences should be requested in advance.
- You are allowed three days for open day visits.
- Notes requesting leave of absence should be made in writing/by email three days in advance.
- If you are absent, your parent/guardian is asked to inform the College. This can be done by phone on 02920 562019 or on 02920 261807 or by email: absences@how.gdst.net or by letter addressed to Head of Year or Mrs Chyba.
- If you know in advance that you will miss a lesson or lessons, we expect you to see the teacher/s concerned and collect work in advance so that you do not fall behind in your studies. Missed work must be completed as soon as possible.

- If you are in College, you are expected to be in your lessons. Under no circumstances absent yourself without permission from the teacher who would be teaching you. If you are ill you must report to the Reception or School Office.
- You may leave the premises if you have no other commitments, but you must sign out and sign in again for health and safety reasons.

Expectations regarding Conduct

- You are expected to demonstrate high standards of behaviour, co-operation and courtesy towards all adults and students who work within the Howell's community as part of the Junior School, the Senior School or the College.
- Remember that we are a school as well as a college and you are role models for the younger students. Please treat them with respect and courtesy.
- The College is a place of work and you should dress in a manner that suits this purpose. You must wear College endorsed tops for all layers on the upper half of your body. The rest of your clothing must be presentable. How you look will make an impression on parents, visitors, younger students and passers-by. If you are unsuitably dressed, you will be told so and may be asked to go home and change.
- No smoking is permitted at any time anywhere on the grounds of the College or Senior School.
- You are expected to be aware of health and safety issues in your conduct. This includes disposing of food, wrappers, drinks and litter in the waste bins provided.
- Students should note that chewing gum is not allowed.
- College students are allowed to use mobile phones but phones must be switched off when in a lesson.
- You must look after your Common Rooms.
- Please remember that you are ambassadors for Howell's College. Your behaviour, and how you treat each other, matters.

Expectations regarding Work

- Be in lessons. This is the best way to understand your work and know what is required of you.
- You are expected to arrive promptly and to be properly prepared for lessons. Bring the right textbooks, equipment and a pencil case with you.

- Teachers will set work and give you due dates. These are deadlines, which you must meet. You can expect at least three - four hours work per subject, per week. This is on top of study time in College.
- If you submit work late and have not been ill or negotiated an extension, your work may not be marked. This rule also applies to all AS and A2 examination coursework.
- Late work must still be submitted to ensure you are covering the demands of your course.
- If you know you will be absent in advance of a lesson, you must inform the teacher and collect your work before you are away.
- You must not avoid a lesson because you have not completed a task. This is counter-productive, as you will miss more learning time. Be honest with the teacher. All teachers would rather you were in their lesson!
- If you are going to be absent on the day some work is due, you must submit it in advance or negotiate with the teacher.
- You must organise your time efficiently so that you are able to feel in control of your workload. If you are struggling to do this, tell your personal tutor.

Remember that we will write references about you to support your university, college and work-related ambitions. How you manage your studies is a key area we comment on. It reveals a great deal about how you approach and cope with demands placed upon you.

College Sanctions

Your Personal Tutor

Your personal tutor will meet with you regularly and support you throughout your two years in the College. He or she will deal with most matters affecting your pastoral welfare and academic progress, including supporting your higher education and career ambitions.

Our guidelines clearly establish what is expected of you. Should there be any concerns regarding your standard of work, attitude, behaviour, attendance, ability to meet deadlines or learning strategies, teachers will discuss this with you. If they do not feel the concern has been addressed, the Head of Department and/or your personal tutor will be told. Where necessary, your parent/guardian will be contacted.

Letters Home

It is important that concerns regarding your attendance, progress or well-being are reported to your family. If appropriate, we will send a letter home or ring them. A number of standardised letters from your personal tutor and Heads of Department are used to keep your parent/guardian informed of any concerns.

Interviews

A member of the College Leadership Team may interview you in order to discuss our concerns and the best way to support you. Your parent/guardian may also be asked to attend a meeting with you where concerns cannot be resolved by letter or phone call.

College Report

If we feel you have not met our expectations, we may put you on report to monitor you.

Howell's College Student Contract

Name: _____ Tutor Group: _____

I have read and accept the following:

- The College Principles
- Expectations regarding attendance
- Expectations regarding conduct
- Expectations regarding work
- The rules about what I can wear

I will do my best to achieve and uphold them. I understand that if there is any cause for concern, the College will take appropriate action. This will include speaking with me and may involve contacting my parents.

Signed: _____ Date: _____

Anti-bullying Contract

I have read the following statement and agree to abide by it:

I belong to Howell's College where every student deserves to be treated with respect. Everyone has the right to be part of this community and to feel happy and comfortable. I agree that no students should ever feel threatened, be discriminated against or made to feel unhappy by the actions of any individual or group of students. I accept that this includes inappropriate communication by mobile, email and internet, including social networking sites such as Facebook, Twitter and video sites such as Youtube.

I will show understanding towards my fellow students, respect and support them and help any student who is obviously upset or hurt. If I am concerned about bullying of any kind, I know I can report it to my personal tutor and seek support.

Signed: _____ Date: _____