



**Dunottar School**

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# Behaviour and Discipline

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# Behaviour Policy

## Policy Statement

Dunottar School recognises and seeks to promote good behaviour and not simply to set out the sanctions for misbehaviour. More likely to be achieved when pupils are engaged and inspired, have positive relationships with those around them and are able to maximise their potential. We believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. We promote a consistent approach to classroom and behaviour management by all our staff. We believe that stimulated and happy pupils are generally well-behaved pupils and that key to good classroom management is our policy of making every lesson outstanding. If, on occasion, our pupils behave in a way which is contradictory to the school aims or potentially harmful or offensive to another member of the community, we act fairly but firmly. This is across all areas of school life, but particular attention is paid to incidents involving racism, which are actively monitored by the Deputy Head (Pastoral).

To these ends, we seek to ensure that Dunottar School is a place where everyone feels happy, safe and secure and we aim to provide a caring environment in which all pupils are treated fairly, and with respect and understanding. In this context, Dunottar School is committed to rewarding good behaviour as well as using appropriate sanctions where behaviour falls short of the high standards expected. The aim of this policy is to seek to promote good behaviour and not simply set out the sanctions for misbehaviour.

In line with Section 131 of the Schools Standards and Framework Act 1998, corporal punishment of pupils is prohibited by law and is therefore forbidden. Dunottar School does not permit the use or threat of corporal punishment during any activity whether on or off the school premises. This prohibition applies to all members of staff including all those acting in loco parentis, such as unpaid, volunteer supervisors. Physical intervention is permissible to avert an immediate danger of personal injury to, or an immediate danger to the property of a person (including the pupil themselves), in accordance with Subsection 548(5) Education Act 1996. This behaviour and discipline policy should be read in conjunction with the school's Physical Restraint and Admissions and Exclusions, Expulsions, Removal and Review Policy.

This policy applies to all members of our school community and forms part of our School commitment to the United Learning Framework for excellence. This includes 'The best from everyone', 'Powerful Knowledge', 'Education with Character', 'Leadership in every role' and 'Continuous Improvement'.

Dunottar School is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010) in respect of safeguarding and in respect of pupils with Special Educational Needs. Further details are available in the school's Equal Opportunity policy document.

Dunottar School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office. This policy is given to all members of staff (including volunteers) upon induction.

This document is annually reviewed by the Deputy Head (Pastoral) or as events or legislation change requires. The next scheduled date for review is September 2025.

## **Key Personnel**

The Deputy Head (Pastoral) is responsible for behaviour management within the school. The Heads of Year and Director of Sixth Form all have pastoral responsibility and report directly to Mr John Weiner.

## **Dissemination of the behaviour policy to members of staff**

Staff members, both teaching and non-teaching will be required to familiarise themselves with the Behaviour Policy at the start of each academic year and it will also be available on the school website and the staff shared area on the school network. Voluntary staff will be able to access the Behaviour Policy on the website or a hard copy, on request, from the School Office.

## **Procedures for Supporting Good Behaviour and Discipline**

### **General Expectations**

It is expected that all members of the school community, including all pupils, parents and staff, will conduct themselves at all times in a considerate, tolerant and co-operative manner so as to provide an environment in which everyone feels happy, safe and secure. Importance is attached to courtesy, integrity, good manners and respect for others and we aim to enable all pupils to:

- show an awareness of the importance of the community and to show respect and consideration to others
- understand the importance of the protected characteristics as detailed in the Equality Act 2010.
- become self-disciplined
- appreciate the necessity for rules or guidelines
- understand the concept of fairness and justice
- have a high regard for the safety of themselves and others
- have regard for personal health and hygiene issues for themselves and others
- be caring and considerate
- be polite
- respect their own and other people's property
- be honest
- exercise self-control

With this in mind, Dunottar School does not tolerate racism or bullying of any kind and further details of the school's approach to this can be found in the Anti-Bullying Policy. Parents are also requested to contact the school immediately if they have any concerns about the welfare of their child.

All pupils are expected to obey the school rules and adhere to the Dunottar School Code of Conduct which can be accessed via the app on the school ipads. Members of staff are required to apply consistent standards in ensuring that appropriate behaviour and adherence to the school rules are maintained; we expect pupils and staff to show respect to all members of the community and their

property. Example is potent, and discipline should not be left to others; all staff need to be actively involved in promoting good behaviour and ensuring that any unacceptable behaviour is addressed. It is the duty of all associated with the school to have high expectations and to strive to uphold our reputation.

The specific rules of the school are dictated by common sense. In addition, we have well-defined policies towards particular areas of behaviour. The following guidelines are not exhaustive. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil.

## Parents

Dunottar values highly a positive parent/school partnership based on mutual respect and integrity.

In addition to your other obligations included elsewhere in the School's Terms and Conditions (including in the remainder of this clause), you undertake to co-operate with the School and School staff in good faith, and including in particular by:

- Maintaining a constructive relationship with School staff (including in instances where the School is exercising its rights and performing its obligations under this contract);
- Encouraging your child in their studies, and giving appropriate support at home;
- Ensuring that your child attends in the correct uniform and with the correct kit for activities;
- Keeping the School up-to-date and informed of matters which affect (or may affect) your child (including circumstances which arise at any time that affect (or may affect) your ability to pay the fees and supplemental charges for your child) and ensure that all details or other information notified or otherwise disclosed to the School about you and/or your child are accurate, truthful and not misleading and that relevant details and information (or changes to it) are not withheld;
- Providing co-operation and assistance to the School so that your child can participate and benefit from the School's provision of education (including where the School may wish/need to provide such education remotely); and
- Attending meetings and otherwise keeping in touch with the School where your child's interests so require.

The Headmaster has the discretion to exclude parent(s) from the school premises or events if the Headmaster considers the behaviour of one or both parent(s) is unreasonable and/or adversely affects (or is likely to):

- the child's or other children's progress
- the Wellbeing of school staff
- the School's reputation

and/or;

- is not in accordance with parents' obligations under the School's Terms and Conditions.

The school places the highest possible premium on three broad values:

## Respect for Self

As a school we want all our pupils to have respect for themselves. In consequence we strongly disapprove of:

- **Smoking and Vaping:** In accordance with legislation, Dunottar School is a no smoking environment. Sanctions for those who offend are outlined in the Alcohol, Illegal Drugs, Substance abuse and smoking policy.
- **Alcohol:** In inexperienced hands alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of or who use alcohol in school are outlined in the Alcohol, Illegal Drugs, Substance abuse and smoking policy.
- **Drugs:** Drug or solvent abuse (including the possession of illegal drugs) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others. We will act strongly and expulsion will be likely.

## Respect for Others

This is fundamental to all that goes on at Dunottar School. Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- **Disruption:** which shows a lack of respect for both the teacher and other pupils will be dealt with firmly.
- **Relationships:** Public displays of intimacy are not acceptable within the school as they can be embarrassing and draw unnecessary attention to those involved. Pupils engaging in sexual activity on school premises can expect to be expelled.
- **Bullying:** We seek to nurture a culture in which all pupils are valued as people. Any instances of bullying will be dealt with firmly and sensitively. We have an agreed Anti-Bullying Policy. Our aim is to prevent bullying in any form. This requires pupils to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School is prepared to offer help and support to any pupil but bullying will not be tolerated. Anyone who continues to bully will have their membership of the school community reviewed by the Headmaster.

## Respect for Property

We are concerned to engender a culture in which the property of others is respected by all. Pupils should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed into the Form Tutor for safe-keeping. All clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected pupils must expect to be either suspended or expelled.
- **Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow pupil's, a teacher's or the school's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or expelled.

The Headmaster, Mark Tottman and authorised staff, John Weiner (Designated Safeguarding Lead) and Carrie Allison and Nicola Jackson (Deputy Safeguarding Leads) have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

The following items are prohibited items at Dunottar School:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that a member of staff reasonably suspects has been or is likely to be used, to commit an offence or cause personal injury to, or damage property of, any person (including the pupil).
- In addition, if any Digital Mobile Device is suspected of containing materials which may jeopardise a child's safety, in line with the Safeguarding Procedures of the school, they may be searched and material deleted. This will be carried out in accordance with the Electronic Devices Policy- Searches and Deletion.

This document should also be read in conjunction with the following policies:

- School's Admissions Policy,
- Physical Restraints Policy,
- Exclusions, Expulsion, Removal and Review Policy,
- Electronic Devices - Searches and Deletion (part of the Technology Policy),
- Alcohol, Illegal Drugs, Substance abuse and smoking policy,
- Teaching and Learning Policy.

This Behaviour Policy works hand in hand with the School's Anti-Bullying Policy, the Equality Act 2010 and also the school's Child Protection (Safeguarding) Policy, particularly in respect of pupils with Special Education Needs.

### **Code of Conduct**

Dunottar is your School; respect it and be proud of it. Do all you can to make the School one in which all are treated courteously and are happy; where hard work is honoured, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of Dunottar School, you harm yourself, your friends and all members of the School community.

All members of the School should be familiar with the School Policies and Standards in which guidelines on Disruption, Relationships, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition, the following are specified as a practical expression for others, and are intended to make life easier for everyone.

1. Be polite and show respect to all members of the School community and to visitors to the School.
2. Move about the school in a quiet and orderly manner and walk, not run, in corridors and on staircases, and keep to the left.
3. Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.
4. Make yourself aware of the bounds of the school. No pupil may go outside the boundary of the school, during the school day, without written confirmation from parents. They must sign

out in the School Office, and sign in or log in using the computer system again when they return to the School.

5. Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
6. Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.
7. Wear your school uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school. You may go home in your sports kit if you have an after school games practice.
8. Remember that food should be eaten in the lunch hall. Food and drink should not be carried around the corridors and through-routes of the school and should not be consumed outside the front of the school. The chewing of gum is not permitted.
9. Pupils in Years 7-10 will have their phones taken in at morning registration and returned to them during afternoon registration. Pupils in Year 11 must not use their phones during the school day other than in their form rooms. Sixth form may use their phones in the sixth form centre.
10. Arrive promptly in school for the formal start of the day at 8.25 am.
11. Sixth Form pupils are not allowed to drive on any part of the school site unless they are in a dual controlled car with a driving instructor.

Please remember that your behaviour out of school reflects on us all. Show courtesy to others, for instance by making way on the pavement. Avoid noisiness or thoughtless behaviour in public. Wear your uniform properly, and with pride.

## **Classroom Code**

### **All Pupils Must/Will:**

- arrive on time and organise themselves in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats).
- arrive with all textbooks, exercise books and other equipment that is relevant and expected.
- listen carefully to instructions.
- complete all tasks that the teacher has set. The instructions for the activity must always be followed carefully.
- listen in silence and be attentive whenever the teacher is instructing/explaining/talking.
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something. We will all follow common courtesy and listen to each other.
- complete all homework by the given date.
- note that swearing will not be tolerated.
- ensure that all classrooms must be left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson.
- note that no eating will be allowed in class but drinking water from a water bottle is permitted where appropriate.
- understand that chewing gum is not allowed in any area of the school.
- note that headphones are not to be worn or used around school without the express permission of a member of staff.



## **On Uniform**

Our aim is to instil and maintain a high standard of uniform amongst our pupils, and also a pride in wearing the Dunottar outfit, to this end we are implementing the following which will sit alongside the existing policy:

- All staff will be monitoring uniform throughout the day but ultimately it is the pupils who need to take responsibility for their appearance.
- Pupils who fail to meet the expected standard with regard to uniform may be punished with a lunchtime detention.
- Pupils who persistently fail to meet the expected standards of uniform, even after serving a lunchtime detention will be issued with a detention after school on a Thursday.
- If a pupil needs to wear trainers for a medical reason, a note from a parent/guardian must be provided and this note should give an estimated date by which the pupil will be able to return to wearing school shoes.

We understand that occasionally wardrobe malfunctions do happen and that shoes may break or shirts will become too small to wear but we would ask that parents try their utmost to pre-empt these things to avoid pupils being sanctioned for incorrect attire.

## **Lateness**

Punctuality is one of the key attributes of a successful pupil, it allows them to focus the mind before starting the school day. In order to foster an environment where learners are able to make the most of the opportunities afforded to them, we are implementing a Lateness Policy, as follows:

### **Years 7-11**

- Pupils should be on school site by 8:25am and in their own form rooms before 8:30am.
- Registration takes place at 8:30am, any pupil arriving later than this will be given a "Late" mark on the register.
- Heads of Year and Tutors will monitor lateness and will act accordingly to the individual pupil, which may take the form of a sanction.
- Persistent lateness will result in communication with parents and the pupil may be issued with a School Detention after school on a Thursday.

### **Sixth Form**

- Pupils should be on school site by 8:25am and in form rooms before 8:30am.
- Registration takes place at 8:30am, any pupil arriving later than this will be given a "Late" mark on the register.
- Persistent lateness will result in a School Detention after school on a Thursday.

We are aware there may be times where extenuating circumstances may lead to lateness – i.e. late arrival of school buses – and form tutors will be made aware of these.

## **Reward system:**

In Year 7-11 credits and warrior marks will be awarded for effort, attainment, kind and considerate behaviour and to celebrate achievements. These can be awarded by any member of staff and noted

on EPraise. Those pupils achieving the highest number of credits and warrior marks will be awarded a certificate in the end of term assembly.

In all years, achievement cards will be sent home on a half termly basis by each department as well as the pastoral team. These will be addressed to the pupil and will celebrate effort, attainment, kind and considerate behaviour and other achievements.

Academic Distinctions: These can be awarded to all pupils for one off examples of outstanding work, consistently high standard of work or for pupils who go above and beyond the normal expectations for a Dunottar pupil.

### **Sanctions system:**

All Staff are encouraged to use the following informal sanctions, before applying one of the official school sanctions:

- Verbal reprimand
- Repeat inadequate work
- Report back for work at break or lunch-time
- A phone call home to parents

Pupils throughout the school can be given an E mark, which will be logged centrally.

E marks are given for missing equipment which impacts on the pupil's ability to partake in a lesson.

### Behaviour Detentions

Behaviour detentions are given when a pupil's conduct falls below our expected standards. These are held at lunchtime with the teacher concerned.

### Homework Detentions

If a pupil arrives at a lesson without their set homework, he / she will spend part of their lunchtime completing the work with the relevant teacher. This system is designed to help pupils who are struggling and to ensure they do not fall behind.

### After School Head of Year/Head of Department Detentions

For persistent offending, either with regards to behaviour, or repeated non-submission of homework, pupils may be placed in a Head of Department/Head of Year detention which is held every Thursday between 4pm and 5pm. These must be agreed in advance with the relevant Heads of Department or Heads of Year for consistency.

These detentions may also be used for one off events of a more serious nature, where a lunchtime detention is not deemed sufficient.

Where these detentions are given for behavioural reasons, a reflective task will be set.

Where these detentions are given for academic reasons work will be provided by the Heads of Department.

Parents are notified in advance by email to ensure they can make the necessary arrangements.

All detentions need to be recorded in iSAMS for this process to run smoothly.

### SLT detention

SLT detentions are held for two hours after school on Thursdays and will be administered by a member of the senior leadership team. SLT detentions can also be given for one off offences of a particularly serious nature. The use of this sanction rests at all times with the discretion of the Headmaster.

### **Definitions of Serious Offences**

Examples of serious breaches of behaviour include but are not restricted to the following:

- Aggressive or violent behaviour
- Severe or persistent bullying, including cyber-bullying
- Theft
- Drug or alcohol abuse
- ICT abuse
- Malicious behaviour, including malicious allegations brought against members of staff
- Sustained disruption in lessons
- Unauthorised leave during school hours
- Any deliberate actions likely to endanger others
- Any deliberate actions likely to bring the school into disrepute

### **Recording of serious offences:**

A record of all sanctions imposed for serious disciplinary offences is kept for a minimum of 3 years on the school management information system. The record includes the pupil's name, year group, date of the offence, nature of offence, sanction imposed and the name of the person administering the sanction. The record of sanctions is centralised so that patterns can be quickly identified by the school and appropriate interventions made. The record is shared with the LGB on a regular basis.

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<b>Governor responsible</b>	G.Watson	
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