WINDERMERE SCHOOL
FOUNDED 1863

Windermere School BEHAVIOUR MANAGEMENT POLICY

Reviewed by: SLT

Review Period: 12 months

Next Review: August 2026

Staff Responsibility: Deputy Head

This policy is applicable to all students including those in the EYFS.

General

This policy provides a framework for the creation of a happy, secure and orderly environment in which pupils can learn and develop as caring and responsible people. It is written for all members of the School community, to allow each one to understand the policy of the School and to apply it consistently and fairly.

Support systems for all pupils

All pupils should feel safe and supported at School and with this in mind we will ensure that each pupil has a robust support network. We will do this by:

- Having a consistent approach to behaviour whilst understanding pupils' personal circumstances.
- Providing strong leadership and clear expectations in the classroom.
- Giving appropriate rewards for good behaviour.
- Giving appropriate sanctions for poor behaviour.
- Training and supporting staff in dealing with pupils appropriately.
- Using the Tutoring system effectively to support all pupils throughout their career on an individual basis and to liaise frequently with parents.
- To take seriously and respond appropriately to pupils who are found to have made malicious accusations against staff.

Effective communications with Parents and other agencies

- To support good behaviour and deal appropriately with poor behaviour choices the school will talk openly and honestly with parents at all times.
- Parents are encouraged to communicate with the Tutor through email, telephone, or pre-arranged meetings to discuss any worries.
- In the cases where other agencies are involved with a pupil, the Deputy Head Pastoral will usually nominate the most appropriate member of staff to work alongside these agencies.
- Where a Safeguarding issue arises, this will be automatically deferred to the DSL. The aim will always be to promote the wellbeing of the child involved.

Standards of Behaviour

- We expect high standards of behaviour and endeavour to encourage good habits of work and behaviour from the moment a pupil enters the School.
- Punctual attendance at School and lessons is required.
- All absence from lessons must be explained. Permission for a known absence from school should be sought from the Head of Section or Deputy Head in advance. Permission will be granted according to DfE guidelines. The Office will follow up any unexplained absences.
- Behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

School Expectations

The School's Expectations are designed to encourage positive behaviour. Its sanctions help us manage challenging behaviour. Parents/ Guardians undertake to support the authority of the Head in enforcing them in a fair manner, designed to safeguard the welfare of the community as a whole.

Examples of sanctions include conduct marks (Junior School), parental meetings, restorative action plans, detentions (Senior School), withdrawal of privileges, suspension for a specified period, removal or expulsion.

Some examples of serious breaches of the rules and regulations include drug, alcohol and tobacco abuse, theft, bullying, physical assault, threatening behaviour, fighting, sexual harassment, any sexual activity in School, racist, sexist or homophobic abuse, damage to property, disruptive behaviour, breaches of the IT Acceptable Use policy and allegations about a member of staff that turn out to be malicious.

Expectations for Prep School pupils

Every pupil at Windermere School (Prep School) is expected to:

- Be kind to others.
- Show courtesy and respect for others at all times.
- Look after School property and to treat the belongings of others with respect.
- Remain within the School grounds and keep off the turning circle and main drive.
- Wear their uniform smartly with shoulder length hair tied back.
- Move safely round School, walking not running inside the buildings.
- Show allegiance to your House, listen to and support your House/Vice Captains
- Consider others at playtimes

Expectations & Contract for Senior School pupils

At all times as a pupil at Windermere School I promise to

1. Show respect and courtesy to all members of the School community,
2. Never intentionally harm or bully another person,
3. Wear my uniform in a well-presented fashion,
4. Attend School and be punctual,
5. Respect the privacy, opinions and beliefs of others,
6. Uphold the good name and reputation of the School through my behaviour,
7. Act as a role model for younger pupils,
8. Not make any public displays of affection,
9. Not bring into School or use cigarettes, vapes, alcohol or drugs,
10. Not use any item of technology in an inappropriate or offensive way.
11. To keep mobile phones turned off and locked in pouches during the school day or refrain from bringing them into school, (Years 7 –11).
12. Produce work with academic integrity and not pass off work of others, or of Artificial Intelligence as my own.

This is an agreement that I will uphold the highest possible standards in my conduct in School, on School trips and when engaged in any School activities.
I understand that a breach of this agreement or a breach of the School rules is serious and will jeopardise my place at the School.

Involvement of Parents and Guardians

Parents/ Guardians who accept a place for their child at Windermere School undertake to uphold the School's policies and regulations, including this policy, when they sign the Parent Contract. They will support the School's values in matters such as attendance, punctuality, behaviour, uniform and appearance, standards of academic work, extra-curricular activities and homework/private study.

Rewards

Throughout the year prizes and awards are made for effort, academic progress and contributions to the community.

Details of awards can be found in the Behaviour Handbook Awards and include: Sports Colours and House Colours.

Prep School Rewards

- Verbal praise to individuals or a group
- Star of the Week
- Adventurer of the Week
- Pupils Choice
- Wizard Stamp
- Stars
- Compass Stamp
- Head's Commendation
- Compass Badge
- Round Square Award
- School Colours for Sport & House Colours

Senior School Rewards

- Verbal praise
- Public praise
- Commendations
- Discovery badges
- Achievement badges

Sixth Form Rewards

- Senior Privilege
- Learner Profile awards

Sanctions

We are committed to allowing each pupil to learn in a secure and productive environment. In order to do this a strong but fair and understanding discipline policy is required.

For serious or perpetual issues, parents will always be involved in discussions about a way forward for their son or daughter. Sanctions can be informal or formal and there is no set sanction for a particular misdemeanour, although there are guidelines and generally accepted procedures.

Sanctions will be applied where it is necessary in the circumstances to show appropriate disapproval.

- All staff should ensure that individual circumstances of each pupil are taken into account whilst being fair and consistent.
- All staff must seek to ensure that punishments are proportionate to the offence and should enable pupils to make reparation where possible. As far as possible the sanction applied should be as constructive as possible.

Details of behaviour, actions and sanction can be found in the Behaviour Handbook. All sanctions must be recorded; this is done directly onto SIMS.. Tutors should check and update these regularly.

Teachers' Powers

- Teachers are permitted to discipline pupils whose behaviour is unacceptable, who break the School rules or who fail to follow reasonable instruction.
- Teachers can discipline pupils at any time whilst the pupil is in School or elsewhere under the charge of the teacher.
- Any out of School hours detentions must be communicated to parents so that they are able to make alternative arrangements, please give 24 hours' notice.
- Teachers are permitted to confiscate pupils' property for a fixed period of time, provided it is looked after appropriately.

Physical Restraint

Staff can use reasonable force to control or restrain a pupil in specific circumstances.
The Education and Inspections Act 2006 enables School staff to use 'such force as is reasonable in circumstances to prevent a pupil from doing or continuing to do' any of the following:

- Committing any offence (or for a pupil under the age of criminal responsibility what would be an offence for an older pupil)
- Causing personal injury to any person (including the pupil themselves)
- Causing damage to the property of any person (including the pupil themselves)
- Prejudicing the maintenance of good order and discipline at the School, and among any pupils receiving education at the School, whether during a teaching lesson or otherwise

The Act also defines to whom the power applies as follows:

- Any teacher who works at the School
- Any other person whom the Head has authorised to have control or charge of pupils

Staff are advised to use reasonable minimum force. Every member of staff will inform the Head immediately after he/she has needed to restrain a pupil physically. We will always inform a parent when it has been necessary to use physical restraint and invite them to the School so that we can, if necessary, agree a protocol for managing that individual pupil's behaviour.

Hearings and Exclusions

If a pupil commits an offense deemed as serious and which could result in an exclusion, they will be initially suspended from the school. There will then be a short period usually a maximum of 5 working days, where relevant staff will put together the details of the offence along with any evidence and statements from witnesses. The parents and pupil will be informed of the date and time of a disciplinary hearing and invited to attend.

At the hearing a factual account of the offence will be given by one of the staff who conducted the investigation; the pupil and their supporter will have the right to question and reply. The pupil will be given an opportunity to make a statement at the hearing. This matter will be conducted in an age-appropriate manner.

The Head will consider the evidence and any statement before making a decision and will communicate this decision to the pupil and parent within 36 hours. If unhappy with the Head's decision, the pupil and parents have the right to appeal to the board of governors. A letter stating the intention to appeal should be sent to the Clerk to the Governing Body and a hearing will be set up as quickly as possible, but within 10 days at the latest. The Governors' decision is final.

Parental co-operation forms part of the contract between the school and all parents of pupils. A refusal to co-operate may result in a pupil be asking to leave the school.