



## SCHOOL BEHAVIOUR POLICY

Version: 8

Reviewed by: Deputy Head (Senior School)

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### **POLICY**

Dover College aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust, mutual respect for everyone and the community as a whole. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of pupils at the College. We aim to develop qualities of teamwork and leadership through our programme of extracurricular activities and Round Square philosophy.

Dover College is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and we aim to develop the whole person.

The aims of the Policy are:

- To promote good behaviour;
- Prevent bullying;
- To ensure that pupils complete assigned work;
- To ensure, so far as possible, that every pupil is able to benefit from and make his/her contribution to school life;
- Regulate the conduct of pupils.

## **CODE OF CONDUCT**

Dover College school community of Governors, staff, parents and pupils adhere to a code of conduct. Dover College sees education as a partnership. Members of our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's rules and Regulations.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our safeguarding, anti-bullying and peer on peer abuse policies add further details. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

### **Pupils should bear in mind the following three principles:**

- Obey the law of the land and the obligation of good citizenship;
- Show care and respect for other people and their property;
- Maintain the good name of Dover College.

## **INVOLVEMENT OF PARENTS AND GUARDIANS**

Parents and Guardians who accept a place for their child at Dover College undertake to uphold the school's policies and regulations, including this policy. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study. Parents will be made aware that their lack of respect for the rules naturally encourages their children to do the same and is often the forerunner of serious problems.

Please note that it is our policy usually not to allow holidays to be taken during term.

## INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them, for example via the School Council, Food Committee and Pupil Welfare Meetings (round tables, which meet regularly).

## SCHOOL RULES AND REGULATIONS

The school's Rules and Regulations are designed to encourage positive behaviour. Its sanctions are used to help us manage challenging behaviour. The rules and regulations are clearly set out and sent to parents. Parents and Guardians undertake to support the authority of the Headmaster in enforcing them in a fair manner and are designed to safeguard the welfare of the community as a whole.

The following are specifically unacceptable (please note this is not an exhaustive list):

- Rudeness or aggressive behaviour of any kind towards peers and staff;
- Sexual harassment of any type;
- Lateness to lessons;
- Repeated failure to sign out;
- Incorrect uniform;
- Failing to bring essential equipment in lessons;
- Lack of cooperation and disruptive behaviour in lessons;
- Verbal or physical bullying;
- Cyber-Bullying whether by text message, the internet or any other method (see IT Acceptable Usage Policy);
- Physical displays of affection and sexual relationships;
- Chewing gum;
- Spitting;
- Possession of firearms, fireworks, knives or any other weapon. This includes BB guns;
- Gambling;
- Use of mobile phones during the school day (mobile phones are collected at the start of the day and returned at home time);
- Possession, purchase or use of drugs, solvents or alcohol;
- Possession, purchase or use of any smoking material;
- Unauthorised possession of any school key or security fob;
- Photographing or videoing others without their consent;
- Dropping litter;
- Graffiti;
- Vandalism and destruction of school property
- Theft
- Dangerous driving on site
- Accessing, possessing and distributing material of an indecent nature
- Any offence which would be deemed as criminal behaviour

## **BULLYING**

The College's definition of bullying, four-pronged approach to bullying, whole school strategy and procedures to deal with bullying can be found in our Anti-Bullying policy. **All reports of bullying or suspected bullying must be added to the School Bullying Log.**

## **SANCTIONS**

**To maintain the standards of expected behaviour the School is committed to discipline pupils whose behaviour is unacceptable both at School and on School outings.**

The Headmaster and his Senior Leadership Team, undertake to apply sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change when deemed necessary and appropriate, but will not involve any form of unlawful or degrading activity. Corporal punishment is illegal. The majority of misdemeanours will warrant immediate sanctions and these include negative points, detentions, assistance with community and withdrawal of privileges and responsibility roles.

Sanctions can only be imposed by paid members of DC staff, on school premises. Sanctions must not breach any legislation and must be reasonable and proportionate. Account must be taken of the pupil's age, any special educational need or disability and any religious requirement affecting them.

If the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer significant harm, then the Safeguarding policy will be followed.

Teachers may confiscate a pupil's property as a punishment. Teachers may have the power to search without consent for prohibited items such as knives and weapons, alcohol, drugs, stolen items, tobacco, fireworks, pornographic images and any item that may be used to commit an offence and has been banned by the school. Any illegal material such as weapons and knives, extreme material and child pornography must be handed to the Police, having firstly notified the DSL.

## **SERIOUS BREACH OF DISCIPLINE**

Serious breaches of discipline will necessarily warrant more serious sanctions.

It is not possible to define every situation but the most likely ones are as follows:

- Sexual misbehaviour i.e. exceeding the limits of acceptable behaviour between pupils of the opposite sex or of the same sex;
- Suspicion of supplying drugs (see Drugs Policy);
- Suspicion of supplying alcohol, being in possession of alcohol or under the influence of alcohol;
- Suspicion of the abuse of solvents;

- Suspicion of being involved in some activity likely to bring harm to himself/herself or other members of the College or community, including serious and persistent bullying(see anti bullying policy);
- Suspicion of theft.
- Severe and persistent bullying

Sanctions for serious breaches of discipline include **Internal Suspension, External Suspension** and **Exclusion**.

### **Suspension**

A pupil may be suspended from school either internally or externally, if after investigation including an interview with the pupil (and consultation with a parent if appropriate) and discussion with the Housemaster/Housemistress the Headmaster or Deputy Head is of the opinion that :

- The conduct or progress of the pupil has been unsatisfactory;
- A pupil is unwilling or unable to profit from the educational opportunities offered;
- A parent has treated the school or member of its staff unreasonably and any other case where removal is considered to be warranted – including non-payment of fees.

### **Internal Suspension (maximum 2 days)**

The general principle of an internal suspension is that the pupil spends his/her time in Priory Lodge. She/he must use the time profitably and given the opportunity to demonstrate that he/she wishes to make amends for their irresponsible behaviour and to rebuild their reputation and the trust, which must exist between the pupil and the school. Parents/Guardians are to be kept informed at all stages. Parents will be informed by the Deputy Head by letter/email.

### **External Suspension (between 1 and 5 days)**

There are times when it is best for a pupil, who has committed a disciplinary offence, to go home for a period of time to allow the school and those involved some time to review the situation and consider the future. This would be an external suspension and would last as long as the Headmaster requires to resolve the matter, or for as long as it is considered appropriate to redress the offence. Thus the external suspension may be used to provide some breathing space and/or as a sanction. Parents will always be informed by either the Headmaster or Deputy Head by letter/email.

### **Exclusion**

This is used for the removal of pupils from Dover College for very serious breaches of School Discipline.

The Procedure for Exclusion is at Annex 1 to this document

## **MINOR (LESS SERIOUS) BREACHES OF DISCIPLINE**

Poor behaviour or lack of effort with academic work (including missing or poor prep) should be dealt with on an individual basis, avoiding confrontation in front of other pupils.

**Teachers must record this by issuing a negative point on Satchel and negative points will lead to a reduction of one house point.**

Additionally, the following sanctions, increasing in severity for repeated behaviour, will apply (**all sanctions must be recorded on Satchel**):

1. **Lunch time detention:** this will take place in K2 every lunch (if it is for an offence of an academic nature such as lack of prep, this can also be with the teacher or Head of Department but it must be recorded on Satchel)
  - Lack of prep
  - Poor behaviour in lessons
  - Tardiness in lessons
  - Chewing gum
  - Using phones during the school day
  - Failure to sign out
  - Missing lessons
  - Incorrect uniform
  
2. **SLT detention:** SLT detention takes place twice a week (Tuesday and Thursday 16.30-17.30)
  - Failure to attend or poor behaviour during a school detention
  - Repeated poor behaviour in class or around school/lack of prep/poor work
  - More serious offences (e.g aggressive behaviour, rudeness, graffiti)
  
3. **Deputy Head's detention** (Saturday morning)
  - Persistent breaking of rules
  - Fighting/disrespectful behaviour/bullying (although this could lead to a more severe sanction such as suspension depending on the severity)
  - Smoking/drinking

## **BOARDING HOUSE SANCTIONS**

House staff should use the sanction ladder above for offences in the House including

- Poor behaviour
- Lack of respect for house rules and routines
- Disrespectful behaviour towards peers, staff and property
- Lateness to or missing roll call

House staff should carefully consider the severity of each offence in order to determine the sanction but offences such as fighting, leaving the Boarding House without authorisation and theft will automatically lead to internal suspension.

**ALCOHOL SANCTIONS (all pupils)**

The consumption and/or possession of any type of alcohol will result in the following sanctions.

Pupils who are caught in the company of peers consuming alcohol will be subject to the same sanctions, regardless of whether or not they have consumed alcohol themselves.

<b>Offence Number</b>	<b>Punishment</b>	<b>Action</b>	<b>Who informs parents</b>
1	1 week house gating  Deputy Head detention (Saturday morning)	HSM	HSM : letter and phone call to parents.
2	Suspension	Deputy Head	DH: letter and phone call to parents.
3	Exclusion	Headmaster	Headmaster: letter and phone call to parents

### **Smoking sanctions (all pupils)**

Smoking and vaping are forbidden, as is the possession of smoking equipment and paraphernalia. Pupils smelling of tobacco or caught in the company of peers smoking may be sanctioned in the same way as smokers.

<b>Offence Number</b>	<b>Punishment</b>	<b>Action</b>	<b>Who informs parents</b>
1	1 Week house gating.  Deputy Head detention (Saturday morning)	HSM  Stop Smoke - Medical Centre	HSM – letter and phone call to parents.
2	Internal suspension	Deputy Head	Deputy Head – letter and phone call to parents.
3	External Suspension	Deputy Head	Deputy Head – Letter and meeting with parents.
4	Exclusion	Headmaster	Headmaster phone call and follow-up letter to parents.

Smoking inside a school building is likely to lead to external suspension.

**Note: Whilst some sanctions such as gating relate to Boarders, in the event that day pupils consume tobacco or alcohol on site, we will consider sanctions to a similar level.**



## REWARDS

### **Points (awarded via Satchel)**

Points should be awarded for academic work/success as well as contributions in any areas where the pupil has gone beyond the norm, has shown significant effort improvement, effort and commitment, displays leadership, initiative and community-minded thinking.

Pupils will be asked by their Tutor to tally their points on Satchel every Friday and will be sent to collect a certificate from Priory Lodge when they reach 5 points (silver award), 10 points (gold award) and 20 points (platinum award). These certificates will also be announced in weekly assemblies and Tutors will email parents with the good news.

At the end of each term pupils in each year with the most points will receive a certificate at the end of term assembly.

All house points contribute towards the Inter-House Challenge Trophy:

- a. Pupils in Shell to Fifth form: 5 merits = 1 house point.
- b. Sixth form: 3 merits = 1 house point.
- c. Merits are awarded not only for academic work/successes, but can be awarded to pupils for music, sport, drama, art, community based achievement/positive involvement or a good deed to another pupil.

### **Headmaster's Commendations (awarded via Satchel)**

These are awarded by teachers for an excellent piece of work, outstanding effort in class or to an individual who has gone the 'extra mile' with their studies.

Subject teachers, having awarded a commendation, record this on Satchel, inform the Tutor/Housemaster and the Headmaster by email. Parents will be informed via Satchel and the pupil will also be invited to collect a certificate signed by the Headmaster in Priory Lodge. Headmaster's commendations should be celebrated during Friday's tutor time along with other pupils' achievements and successes.

A commendation is worth 3 house points.

### **Academic Commendations**

Pupils' effort and achievement in the classroom are recognised through the award of Academic Commendations in the Senior School Assembly.

## MONITORING OF ACADEMIC PROGRESS

Pupils' academic progress is monitored via the Pupil Mapping Document [Pupil Mapping Document](#), which is monitored weekly by Housemasters, the Tutors and the Deputy Head. Details of how this works can be found here: [guidance notes](#)

## **ANNEX 1 – Exclusion Procedures**

### **Exclusion**

A pupil may be excluded at any time if the Headmaster is satisfied that a pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School.

- The pupil's conduct is fully investigated by the Deputy Head;
- The investigating officer's report (either written or verbal) will be presented to the Headmaster;
- If the Headmaster feels formal action is necessary he will conduct an interview with the pupil in the presence of his/her Housemaster/Housemistress;
- Relevant staff will be consulted as will the Chairman of Governors;
- Parents will be kept fully informed and many attend the disciplinary interview which the Headmaster conducts with the pupil;
- It is likely that the pupil concerned will be suspended home before the final disciplinary meeting and decision so that they can consider their position with their parents (or guardian);
- The Headmaster will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances;
- Exceptionally in the absence of the Headmaster, the Deputy Head may exclude with the Chairman of Governor's agreement.

Exclusions are followed up with a letter giving details of the pupil's (and parents') right to a review.

### **Exclusion Review Procedure**

In the event that the Headmaster excludes a pupil then the parents of the pupil, or the recognised appointed guardian, have recourse to a review. The procedure under which a written application or a review may be made is as follows.

- The application for a review must be made in writing to:  

The Clerk to the Governors, Dover College, Effingham Crescent, Dover, CT17 9RH.
- This application must be received not later than 14 days after the date of notification to exclude the pupil;
- If it is intended to produce any new evidence which was not available to the Headmaster at the time that the decision was made, then details of such evidence must be supplied at the time that the application for the review is made. The College will wish to have an opportunity to investigate the new evidence;
- On receipt of the application a sub-committee of the College Council shall be appointed.
  - It shall consist of two or more members of the Council.
  - This sub-committee shall consider the application as soon as is practicable.

- The sub-committee shall also have a full report of the incident in writing from the Headmaster.
- After due consideration a meeting may be arranged so that all the issues can be fairly and properly put to the sub-committee.
- All parties shall be able to question each other.
- Both parties shall be allowed to appoint another person to represent their interests.
- When all the evidence has been submitted, the sub-committee shall retire to make their decision. Such decision shall be communicated to the parents, guardians or their representative as agreed within seven days;
- The decision of the sub-committee shall be final.