



Code of Behaviour

Aims

Belhaven Hill School aims to maintain high standards of discipline and behaviour by fostering an approach which encourages the pupils to adhere to the school's Code of Behaviour at all times. The school's multi-layered approach to pastoral care aims to help the children think about their own behaviour and to take responsibility for their own actions

In a well-run community with a positive environment and extensive opportunities for purposeful activity, conduct and discipline will not present regular difficulties. Discipline has to exist, and this has to be seen to be firm but fair, as fairness is always paramount in a child's mind.

Most children will pass through school without being involved in disciplinary action. For most children a word of advice or caution is sufficient. In all cases it is hoped that good discipline is maintained via mutual respect between staff and pupils, and where necessary in conjunction with the parents, whilst there is an awareness, on behalf of the children themselves, as to why discipline or school rules are necessary within the community.

All pupils and their parents have access to the Code of Behaviour, which is reviewed annually by the Headmaster in conjunction with the Board of Governors. From September 2017, the Code of Behaviour forms part of the Parental Contract, signed by all parents in the March before their child starts at Belhaven in September.

The current version of the Code of Behaviour is always available to parents on the website and in the School Office. Pupils are issued with a copy of the current Code of Behaviour at the start of the new academic year.

At Belhaven, school rules as such do not exist; heavy emphasis being put on the application of common sense at all times. There is, however, a Code of Behaviour to help in the running of the school, which all pupils are given at the beginning of each term.



Codes of Behaviour

1. The teachers, matrons and all other staff deserve my respect as they are trying to help me. Being polite and helpful shows respect.
2. If I behave badly in lessons, I am making it difficult for the other children in the class to learn. This is selfish and I will stop myself from doing it.
3. There is absolutely nothing to be gained from making another child's life unhappy, either by what I say or do. By stopping others who are doing so, I should be proud of myself for being so strong.
4. I must respect the school's property and the property of other people. Borrowing always means asking first.
5. Dangerous behaviour puts me and other people at risk. I must think before I get involved in any such behaviour.
6. I must be aware that I am representing Belhaven at all times. I will show respect and courtesy to others, both in the school and in the wider community. I will always strive to be well-mannered and respectful.
7. At all times it is a good idea to think first about the effect of what I say or do will be on other people. If I am kind to other people, then they will be kind to me.
8. I must listen to what I am being told at all times. If I am asked to do something by a member of staff, I must do it immediately and not wait to be asked again.
9. must do my best to be on time for everything. It is not only good manners to be punctual; it also shows that I am well-organised.
10. I must be correctly dressed at all times and suitably presented. I must also ensure that I have the right kit for everything. It is respectful to be well turned out and well prepared.

Any breach of common sense is a breach of the Code of Behaviour



Plus and Minus System

Discipline is maintained within the school via the Plus and Minus System, which is overseen by the Senior Master. Children are rewarded with a Plus for good behaviour, kindness, courtesy and being helpful. Misdemeanours are punished with a Minus.

At each 'Weeks' Marks' all Plus and Minuses are added up and results are distributed to tutors and form teachers. These can then be mentioned in the Patrol meetings with positive praise for children who contribute positively to the Patrol.

In the use of minuses it is important that consideration is given to see that a child does not become seen as a habitual miscreant. The child's tutor or form teacher will discuss with the pupil why they have accumulated minuses and point out the error of their ways.

Children who accumulate more than five minuses, which is considered most unlikely, see the Senior Master. If any child has to see the Senior Master more than once in a term, it is his prerogative to use sanctions, such as loss of free time and privileges, changing room tidying etc.

General Points Concerning Discipline

Where children constantly misbehave, the Headmaster, Senior Master and tutor have the right to monitor a child's behaviour by putting them on a Support Book. This is where a child's behaviour is assessed and reported on in each lesson, before reporting to his/her tutor for a daily meeting. Heavy emphasis is placed on the positive side of the Support Book, with the child being able to gain Pluses for his Patrol for sustained good behaviour.

Elsewhere, punishment may be the withdrawal of privileges, extra work, a letter of apology or a duty (clearing up a room). Where possible the punishment should fit the crime, with careful application of common sense and a clear explanation of why such punishments are being administered.

Patrol Leaders (e.g. senior children) within the school hierarchy, are appointed to help and oversee the running of the school. It is hoped that they will act as the role models for the remainder of the school to follow. Whilst having no right to punish or discipline children themselves they are expected to report misconduct and wherever possible ensure that the school rules are applied.

Expectation of good behaviour is high and, if things go wrong, children are expected to own up without fear of disgrace.

Corporal punishment is not used or threatened at Belhaven.

Bullying

At Belhaven, bullying will not be tolerated. Any instances of bullying, either physical or mental, are reported to the child's tutor, Housemaster or Housemistress and Headmaster immediately. In such instances one or more of the above will talk to the child and endeavour to make them understand that such behaviour is unacceptable. Depending upon the seriousness of the bullying a child may be disciplined by writing letters of apology, loss of privileges/free time, demotion if in a position of responsibility, asking parents in for a meeting, and ultimately suspension or exclusion.

Proactive steps are taken to detect bullying and make children aware that such behaviour is unacceptable. The subject is often discussed in PSHE with emphasis on the necessity to live together and accept others for what they are. Further up the school children are encouraged to speak up about bullying or suspected bullying, be it to themselves or to others, with an emphasis on the fact that it is not 'sneaking'. This is also encouraged via the weekly tutor meetings, whilst the school Patrol Leaders have a standing brief to keep their eyes open for such behaviour.

Further information is available in our 'Anti-Bullying Policy' - available either on the website or from the school office.

Suspension and Exclusion

As mentioned above, in extreme cases it may be necessary to take measures which may result in a pupil being suspended or excluded. Each case will be considered fairly and all relevant circumstances will be taken into account. A pupil's previous record of good or bad behaviour will be considered.

The school has a duty of care to safeguard the wellbeing of not only the pupil concerned, but of the other pupils in the school. In circumstances where he deems it necessary to safeguard the wellbeing of one or more pupils, the Headmaster may in his discretion suspend a pupil with immediate effect for as long as he deems necessary pending further investigation or disciplinary procedures.

Decisions as to whether to suspend or exclude a pupil will never be taken lightly but will be considered as expeditiously as possible in all the circumstances.

If the Headmaster feels that a pupil's behaviour may require consideration of suspension or expulsion, he will consult the Chairman of Governors. If, having considered all the circumstances of the case, the Headmaster and the Chairman of Governors, determine that the pupil's conduct has been such a severe breach of the Code of Behaviour that it merits either suspension or expulsion, the Headmaster will then discuss the situation directly with the parents of the pupil concerned, ideally in person at the school. A record of the conversation will be kept. The Chairman of Governors, or his nominee, may also be present at the meeting. The Headmaster will consider any mitigating circumstances and will take into consideration any points raised by the parents, before making a final decision as to the appropriate course of action. The Headmaster may, at his discretion, either inform the parents of his decision in person at the time of the meeting, or do so in writing thereafter.

If, after the Headmaster has communicated his decision to the parents, they wish to refer the matter to the Conciliation Committee for review, they may do so within three days of receipt of the

communication, by email to the Chairman of Governors on angus.macpherson@esnoble.com or in writing, addressed to him at the school. The procedure to be followed is set out at Stage 3 of the School Complaints Procedure, which is available on the website or in the School Office.

Pupils and their parents should be aware that suspension or expulsion will be considered in the following instances (this list is provided for guidance, but is not exhaustive):

For offences such as consumption of alcohol; smoking; possession or use of illegal drugs; stealing; sexual misconduct; abuse on the grounds of race, religion, belief, disability or special educational needs; inappropriate use of the internet (in contravention of the School policy on internet use, which all pupils sign); verbal or physical abuse of a member of staff and severe or repetitive bullying.

Persistent infringement of the Code of Behaviour may result, after warnings, in suspension or even permanent exclusion.

In accordance with the Parental contract, the Headmaster and/or the Governors may exclude a pupil from school in certain circumstances; if fees remain unpaid, on the basis of unreasonable parental behaviour, if the pupil's attendance is unsatisfactory. If a child has been excluded from school under these circumstances, he or she may be allowed to return to sit an external examination for which he or she has already been entered

Broad Guidelines

It is the responsibility of members of staff to:

- uphold the decision of the Headmaster and/or Governors to suspend/exclude a pupil.
- refrain from all public comment on any suspension/exclusion.
- ensure that the work of the school continues as normal.

It is the responsibility of pupils to:

- refrain from any activity that may lead to suspension/exclusion.
- co-operate with the school whilst any investigation is taking place.

It is the responsibility of parents to:

- co-operate with the school whilst any investigation is taking place.
- uphold the decision of the Headmaster and/or Governors.

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