

Behaviour Policy

Philosophy

“Thornton College must be a place where Gospel values are proclaimed with conviction and lived without compromise.”

Principles

St Claudine instructs us, ‘You must love the pupils very much’. We demonstrate our love for our pupils in the way in which we deal with them and the expectations we have of them. We encourage them to exercise self-discipline and to become responsible young people primarily through praise and commendation.

Practice

The example we set for our pupils is crucial:-

- We worship together
- We are sensitive to the needs, pressures and demands placed upon the children in our care.
- We forgive and are ready to be forgiven.
- We arrive punctually for lessons, duties etc.
- Our work is well prepared
- We expect high standards of work, behaviour and dress.
- We show pupils that their work is appreciated through appropriate comments, commendations, display, referrals, etc.

Insist on the girls:-

- being punctual for lessons (hence the importance of being in time oneself);
- standing up and having their books ready when you walk in and saying "Good morning or Good afternoon";
- addressing you properly and saying "Thank you" or "Please" ensuring that girls extend these courtesies to non-teaching members of staff;
- only talking to each other about the work, with permission and not calling out.

Time is given early in the year to explaining these basic requirements to the girls. The lessons should not start until the class is quiet and attentive. All girls should learn to bring the correct books and equipment to lessons, do homework and give it in, and be polite.

Good behaviour, effort and the service of others should be rewarded in the following ways:-

- use of praise
- commendations
- awards
- public recognition
- parental contact.

We aim to challenge 'the sin and not the sinner' in our dealings with inappropriate behaviour. When using any of the following strategies our aim is to seek reform and reconciliation;

- discussion with the pupil
- withdrawal of privileges
- referral to other staff
- counselling
- detention
- community service
- parental contact.

Exclusion from school

Exclusion from school is a very serious matter. It would be considered if a pupil was a hazard to others or disruptive to the point of seriously affecting the learning of others. It may be impossible to accept responsibility for a pupil who is continually defiant and who, in effect, rejects the discipline of the school. Involvement with drugs in any way will be regarded as grounds for permanent exclusion.

Exclusions may be fixed (suspension) or permanent (expulsion). Only the Headmistress has the power to exclude a pupil from school. This power may not be delegated. The Headmistress may exclude a pupil permanently. In all cases the Headmistress will promptly

- inform the pupil's parents of the period of the exclusion, or that the exclusion is permanent.
- give the reasons for the exclusion.

Fixed term exclusions are given in response to very serious incidents of bad behaviour or repeated bad behaviour. The exclusion is an outward and visible sign that such behaviour is absolutely rejected by the school community and gives time for reflection and discussion at home, before schooling is resumed. Other punishments may be given alongside the fixed term exclusion. The pupil and her parents will meet with the Headmistress before being readmitted.

Permanent exclusion will be used in circumstances in which a pupil poses an extremely serious threat to the safety, educational progress or welfare of others or when after prolonged support and warnings the pupil continues to be defiant in seriously undermining the standards required by the school.

Parents will be asked to remove their daughter if in the opinion of the Headmistress the child is unable to benefit from the education the school offers.

Pupils may be permanently excluded for engaging in actions incompatible with the values of the school.

Day Book

Staff are requested to make a note of poor conduct around school in the Day Book. Tutors should follow up any entry and initial that they have taken action. Repeated misdemeanors should be brought to the attention of the SMT.

Poor conduct should also be recorded on half-termly record cards or the end of term reports.

Serious breaches of discipline which involve notifying parents or possible exclusion will be dealt with by the Head and/or Deputy in consultation with the form tutor.

Code of Conduct

The Code of Conduct has been developed by the pupils and approved by parents, teachers and governors. It is signed by the pupil, parents, teachers and governors when girls enter Thornton College. All girls are expected to abide by the Code. It is displayed in every classroom.

School Procedures

Behaviour on the Corridors

- Pupils may not run inside the building. They must keep to the left on stairs and in corridors and move about in a quiet manner.
- Pupils must always be considerate and courteous to one another in using doorways and corridors. They must be careful to allow members of staff (teachers and non-teachers alike) to have the right of way.
- Pupils must be ready to offer help to staff and visitors should the need arise. They should always acknowledge or greet them.
- No food or drink may be consumed on the corridor. This rule also applies to the Sports Hall, Library, ICT room and Expressive Arts Centre by pupils.
- Chewing gum is never permitted in any part of the house or the grounds.

Behaviour in Class

- Pupils line up quietly outside the subject room and go in after the member of staff, unless otherwise instructed.
- Each girl stands in her place quietly, ready to greet the teacher and sit down.

- During the lessons pupils must work hard in all types of activity, whether singly or in groups.
- At the end of class, after noting homework, pupils stand to be dismissed.

Going from School

- Full outdoor school uniform must be worn.
- Pupils must conduct themselves quietly and with courtesy for others.
- Pupils who have permission to leave school early must wait in the Reception Area to be collected by parents.

Permissions

- Permission of a teacher is required by pupils who wish to make or receive a telephone call.
- No pupils may leave the premises without written permission of parent or guardian. This permission must be given to the appropriate teacher for approval.

For reasons of safety, all pupils intending to leave school during the day must sign out, unless they are going to be accompanied by a member of staff who will notify the Office.

Absence

- A letter from parents must be brought to school explaining all absences. If a child is absent for three days and there has been no contact from home, Form Tutors should contact parents.

School Equipment

- Stock books must be kept by Class teachers in the Junior School and by teachers in charge of subjects in the Senior School.
- Each pupil must treat the school premises and equipment in a sensible and responsible manner. Deliberate damage is totally unacceptable.
- All classrooms will be left in perfect order at the end of each lesson.
- Accidental breakage or damage of school equipment must be reported at once.

Personal Property

- Money or valuables must not be left in cloakrooms or desks. They may be kept on the person or handed in to the Form Teacher or Deputy Head for security.
- Money may not be lent or borrowed.
- Mobile phones should **not** be switched on during the school day. If a mobile phone rings or is seen in use it should be confiscated and sent to the front office. If this is the first offence the phone will be returned

to the pupils at the end of the school day. Parents to be contacted by Deirdre Sheldon after the first warning.

- Each pupil is responsible for her own property and may not buy or sell items from each other.

Uniform and Personal Grooming

A high standard of personal grooming is to be demanded of each child. The official school uniform is obtainable only from John Lewis, Central Milton Keynes, or from the Nearly New shop run by the Friends of Thornton.

Full school uniform and regulation shoes must always be worn. This includes to and from school and on all educational visits unless pupils have been otherwise instructed.

Please ensure the following:-

- Hats must be worn by pupils from Reception to Year 6 (inc.)
- All items of equipment and clothing must be clearly named.
- Uniform must be worn in a tidy and acceptable manner. Pupils may not wear uniform in need of mending. Shoes must be kept clean and polished.
- Hair must be neat and not allowed to fall over the face. It should be tied back, if long. Hair that is dyed an extreme colour, is **not** acceptable.
- Make-up, nail polish and jewellery may not be worn at any time. Plain ear studs may be worn, but only one pair is permitted. Other types of earring are not allowed.