

Aldenham School

Managing Behaviour in School: Guide to Sanctions

Prompted by certain recent concerns over specific or repeated misdemeanours, it seems advisable to look further at how we manage behaviour. Generally we should accept that our students behave well. Difficult behaviour can be classified in levels:

1. Low level; that which the teacher or tutor can deal with effectively
2. Repeated low level offences and medium level behaviours which can be referred to Housemaster or Tutor
3. High order offences which require referral to and action by SMT
(Refer to pyramid policy model) or, more specifically, Deputy Head

Type of Incident	What to do	Who else to involve
<i>Level One</i>		
Lack of prep	Admonishment ; use of work period	
Low level disruption in class	Admonishment ; move place	
Uniform; appearance	Correct; ask to see the student later if necessary	
Loitering between lessons	Send on their way~ detain during break	
<i>Level Two</i>		
Repeated lack of prep	Work period or Friday detention	Head of Dept; Detention through Deputy Head
Continued low level disruption in class	See student in breaks or after school to discuss behaviour	Head of Dept; let tutor know
Continued violation of uniform	Correct each time; give blue	Housemaster/Housemistress
Minor truancy – 6 th form out in PS time etc	Speak to student and refer upwards	Housemaster/ Housemistress
Jostling, loud, uncouth etc around School (this could also be level one or three)	Stop the behaviour and point out why it is inappropriate	Housemaster if sufficiently serious, otherwise tutor
<i>Level Three</i>		
Serious incident in class-swearing, refusal to obey direct instruction	Send to office immediately for referral to Deputy Head	SMT will deal and will inform you, tutor and Head of House
Truancy		Housemaster and Deputy Head
Smoking	Follow policy – 1 st instance – letter from office to home	Housemaster and Deputy Head
Bullying	Follow policy	Deputy Head & Housemaster
Drug offence	Follow policy	Deputy Head & Housemaster

General Points

- All staff are responsible for behaviour in their own classrooms and of the students generally around the School. Do not turn a blind 'eye' particularly on matters of dress or gum
- Tutors are responsible for day to day issues of punctuality and appearance and for keeping a record of incidents to provide a whole picture. It is desirable if the tutor's relationship is biased towards pastoral and academic care and less in the direction of discipline and punishment.
- Heads of Departments are responsible for ensuring that the work in their subject is suitable for all students so as to minimize disruption. They are the first line of help for classroom problems.
- Housemasters/ Housemistress are responsible for more serious breaches of discipline and dress code, including 6th Formers. They should contact parents as necessary.
- Deputy Head is responsible for more serious breaches of discipline such as drugs, drunkenness, bullying or persistent inappropriate behaviour.
- The Headmaster is responsible for most serious behaviour, likely to result in final warnings and exclusion, whether long term, temporary or permanent.

Where these guidelines appear blurred, err in favour of a response at the next level up.

DEM

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