



# BRUTON SCHOOL

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## FOR GIRLS

### **Discipline Policy**

In normal circumstances, pupils are encouraged to behave well by the frequent expression of approval by staff, and by the generous use of rewards, rather than by the extensive imposition of sanctions.

This document outlines the circumstances under which we would expect sanctions to be used. In all instances punishment and sanctions need to be applied fairly and consistently, making the distinction between minor and serious offences clear, yet at the same time allowing a degree of flexibility for individual circumstances.

### **Guide for the Conduct of Pupils (Senior School and Sixth Form)**

Each pupil is expected to have consideration for others and to respect the property of other people and the School. Pupils must follow these particular rules:

- 1. Good manners and courtesy:**  
Should be shown at all times to all members of the community and visitors. It is the norm for classes to stand to welcome outside visitors to the classroom.
- 2. General Conduct:**  
Whether on or off the school premises, on school business either in or out of term, girls are expected to behave responsibly and in a manner which does not discredit the school.
- 3. Keeping Bounds:**  
During school hours pupils must remain within the school bounds. Permission must be sought if it is necessary to leave during the School day and, if it is necessary to leave the premises, girls must sign 'out' and 'in' the Late book which is left in Reception. Sixth Form students may go off site during free periods providing that they sign 'out' and 'in' at Reception. Boarders must secure permission from the Housemistress before leaving the boarding house. Girls who do not keep within the bounds may be required to leave the School.
- 4. Alcohol, Tobacco, Drugs, Solvents and high caffeine based products and stimulants are not permitted in the school.**
- 5. Chewing Gum is not allowed in school.**

6. **Prescribed medicines** which need to be taken during the day must be handed to Sister.
7. **Money:** Girls should keep any money with them at all times. If it is necessary to bring a large sum of money (greater than £10 into School, it must be handed to the Tutor or Reception for safe-keeping during the day. In the event of failure to do this, the School cannot be held responsible for any loss or theft.
8. **Mobile Phones, iPods, MP3 players** must be kept in locked lockers, turned off and only used at recreation and lunch-time.
9. **School Uniform:** Forms 1-5 must wear uniform which conforms to the School's Uniform List.
10. **Appearance:** Each pupil is expected to take pride in her appearance:
  - a. Hair must be well groomed and of a natural colour. It should be off the face, preferably tied back neatly as the occasion demands, for safety and hygiene
  - b. Ribbons or clips should be green or predominantly green or black.
  - c. Make-up may not be worn with School uniform.
  - d. Jewellery may not be worn with School uniform, except for a cross and chain under the blouse and one pair of small stud earrings or sleepers
11. **Prefects** have been delegated responsibility by staff to carry out certain duties. A prefect can recommend a detention where rules have been broken, or a Hall Mark where praise is due.

### **Rewards**

Good discipline is founded on good relationships and the generous use of rewards as opposed to sanctions. Good work is rewarded by Honourables, Games Colours, Prizes at Speech Day and good behaviour by Hall Marks. Instructions to staff on the use of Honourables and Hall Marks are appended to this document. Letters of congratulations are sent by the Head and verbal praise often given in Assembly.

### **Honourables**

Honourables are awarded to all senior years (Form 1-Upper 6) both for consistently excellent effort and attainment.

As a guide, no pupil should be able to earn more than three honourables per subject per term and departmental policies reflect this in their criteria for awarding them.

### **Hall Marks**

Hall Marks are awarded to all years (Form 1-Upper 6) for citizenship and good deeds eg:

- Representing the Hall in Hall teams, Quiz teams and other Interhall activities – one per event.
- Offering to help staff without asking (those deeds which make the staff have a feel good factor)

- Taking part in an assembly – one per assembly.
- Collecting the register (without reminders) for half a term or equivalent.
- Hosting new girls on day visits and looking after new girls for their first week in School.

It is made clear to parents and girls that the same code of conduct and sanctions apply on all **school trips**. A girl may be returned to her parents or to School if the guidelines given by the party leader are not observed. Any costs incurred will be borne by the parents.

The School offers guidelines on the use of **e-mail and Internet**. Girls may be banned for set periods if they do not comply with the code. The sanctions for breaching the School Code of Conduct may also be involved.

**Purple slips** should be issued in Forms 1-5 for misdemeanours such as repeated failure to produce homework. Purple slips should also be used for any member of the Sixth Form who is late for work, persistently late for lessons or ill-prepared.

In the first instance, discipline will be administered by the teacher in class, reporting the incident to Tutors as a matter of course. In cases of **rudeness or indiscipline**, the girl may be sent out of class to the Head of Department. In serious cases, the 'sent out of lesson' procedure applies.

Many aspects of poor behaviour and attitude are dealt with by tutors.

The first or minor incidences of lateness, incorrect uniform, rudeness, lying, wilful damage, unpleasantness or quarrelling with other girls will be dealt with by tutors. Repeated misdemeanours, or more serious incidences will be passed to Heads of Hall, Head of Sixth, Deputy Head. They may also incur a Friday lunchtime detention, contact with parents by telephone or letter. Girls may also be expected to give a verbal or written apology as appropriate. Breaking bounds, fighting or other aggressive behaviour and theft will automatically be dealt with by Head of Hall, Head of Sixth or Deputy Head. The Head will be informed.

Smoking, drinking and the abuse of substances are all serious breaches of discipline and are dealt with in a separate document. Any instance of these must be reported to the Deputy Head and Head.

In extreme cases, suspension or exclusion may be invoked by the Head with the knowledge and support of the Governors.

The Deputy Head will provide an annual report to the Head.

*(Sunny Hill Prep School procedures vary slightly from this policy but match ethos and principle. Details in Prep School inset to Staff File).*

The policy will be reviewed annually.

