

BEHAVIOUR POLICY

Introduction

Behaviour at Prior's Field should reflect our respect for each other, ourselves and our environment. Good behaviour and self-discipline are essential elements of our community to enable pupils to gain the best education, for effective teaching and learning, to best prevent bullying and is key to the success of this school. It is a requirement for every member of the school community.

This policy seeks to both promote and maintain good discipline in the school primarily by recognising and celebrating good behaviour and by offering a strong and robust system of pastoral support, see Appendix B. Leaders within the school including staff, prefects and PF peers are expected to model good behaviour. Sanctions are applied if needed and corporal punishment is never used.

This behaviour policy is reflected in our PSHE Programme and in the wider spiritual, moral and social education which we offer here. It should be read in conjunction with the Prevention of Bullying, Substance Misuse, Safeguarding (Child Protection), Positive Handling, Attendance and Absence policy, Exclusions and Equal Opportunities Policies, and the Pupil Acceptable Use of ICT Code, attached. In line with the Equality Act, 2010, the policy also recognises that challenging behaviour which stems directly from a disability must be managed differently, making reasonable adjustments wherever possible. This policy has regard to the DFE publications, "Behaviour and Discipline in Schools" March 2012; and "Ensuring Good Behaviour in Schools", March 2012.

Objectives

This Behaviour Policy will work to achieve the above through the promotion of:

- a clear sense of right and wrong
- personal integrity
- respect for individuals and for the community
- respect for the school environment and for each other's property
- responsibility for one's actions
- honesty, trust, tolerance, politeness and courtesy

Success Criteria

The policy will be considered successful if:

- standards of behaviour at Prior's Field are high
- there is an understanding of the sensitivities of others
- pupils have self-esteem, self-discipline and self-confidence
- there is a low level incidence of bullying incidents logged

- there is a respect for others and for the environment
- good, focused learning is in evidence throughout the school

Methodology

All staff are responsible for promoting the good behaviour of pupils both in the classroom, in the boarding houses and around the school. Good relationships between pupils and staff are fostered by the school's pastoral system. All staff must expect the highest standards in collective and self-discipline. PSHE provides a framework for guidance and discussion.

Poor behaviour reported to the school or witnessed outside of school by school staff will also be investigated and dealt with according to this policy.

The Assistant Heads are responsible for the implementation of this policy with the support of the Heads of Sixth Form, the Head of Boarding, Heads of Year, Form Tutors and all staff.

1. **Pupil Expectations:** Our expectations for specific elements of pupil behaviour are stated in the Pupil Expectations document – Appendix A. Pupils are reminded of these expectations at the start of each school year and these are published in Form Rooms.
2. Girls are expected to obey the **school rules** at all times, see Appendix D.
3. Pupils are expected to obey all members of staff without argument. If a pupil feels that they have been unfairly treated then they may appeal to the teacher concerned, their Head of Year or Assistant Heads.
4. Prefects and PF peers are briefed in the behaviour policy and support staff in encouraging good discipline, promoting and celebrating good behaviour throughout the school.
5. **Rewards:** Our primary aim is to be affirmative in nature, encouraging good behaviours by recognising and rewarding merit. This should be ongoing and consistent across the school. There are a variety of ways in which achievement and good will are acknowledged:
 - a) **“Merits”** are given to pupils for good behaviour, participation, helpfulness, effort, exceptional, or sustained good, academic work or endeavour at the discretion of members of staff. The number of merits given is at the discretion of staff, but generally, one merit is given at any one time.

Merit totals for each form are available to staff via our MIS. Form tutors are expected to monitor the awarding of merits, celebrating girls who have done well on a weekly basis and inviting the girls to keep a count of their weekly merit scores.

Gold, Silver and Bronze Certificates are awarded at the end of each term to individual girls in the Lower School who have achieved significant merits over the term.

Merits are awarded electronically and pupils are electronically informed of each merit by the MIS. Heads of Year monitor and review the number of merits each pupil receives on a weekly basis and liaise with form tutors about this so that they can feedback to girls during Form Time.

Merits also count towards the inter-house competition which takes place every term and Heads of House can access totals for their House.

Prefects may recommend a girl for a merit through the Deputy Heads, Heads of Sixth or Assistant Heads.

- b) **Head's Commendation:** Pupils who produce work of an exceptional standard can be sent to the Head on Friday mornings at 8.20am in recognition of their achievement. This is automatically worth 5 merits. The Head and Assistant Heads send cards to individuals to congratulate them on outstanding achievements, behaviour or attitude in any field of school life and to those girls who receive exceptional full school reports.

- c) **Boarding:** a variety of rewards are used in the Junior Boarding house for good behaviour including: room of the week, trips out, parties with staff and so on. Merits may also be awarded. In the Sixth Form house, rewards are given through break, catering privileges, or extended trips out.
 - d) **Departmental Rewards:** Various departments adopt their own additional methods of reward and recognition as extra to merits and Head's commendations including: raffle ticket systems, lollipops, stickers, badges, praise postcards. Departmental policies, in line with this policy, are available in departmental handbooks.
 - e) All opportunities for congratulation, celebration or recognition of effort, personal success, and improvement are encouraged on all occasions. They may occur informally through Form Tutors, staff members, prefects, boarding staff, house or year assemblies, Heads of Year, or through personal congratulations by the Head, in assembly, via the weekly eNews, congratulatory emails or notes and so on.
 - f) Prizes are awarded at Speech Day to all year groups for effort and achievement in academic work. In addition, subject prizes are awarded for excellence and individual trophies and awards are given for attitude, commitment to school life, Duke of Edinburgh, leadership and support for others in the school community.
 - g) Senior and Junior, full and half colours are awarded for excellence and commitment outside the classroom in Sport and the Creative Arts. These are awarded once or twice each year at the end of terms.
 - h) Scholarships and Exhibitions. Pupils are awarded academic, sport, music, drama and art awards on entry at 11+, 13+ and again for the Sixth Form.
6. **Sanctions:** Sanctions are used to help set boundaries and manage unacceptable behaviour. Breaches of school rules, poor behaviour will incur sanctions which may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity.

It is recognised that poor behaviour may be a sign of unmet needs and as such a discussion will generally be held with a pupil about their poor behaviour; the Form Tutor oversees and monitors their tutees, providing early pastoral support as appropriate and involving the Head of Year as necessary. It is also recognised that poor behaviour may indicate a child protection issue and where poor behaviour gives cause to suspect that a child may be suffering, or is likely to suffer, significant harm, the Safeguarding (Child Protection) policy will be followed.

It is generally the case that if a pupil is assigned a significant sanction, this will be more than a caution, their parents are likely to be informed. Most commonly, the Head of Year, Head of Department or relevant Boarding Staff will inform parents, but in more serious cases and in the case of Friday detentions, this information will come from the Deputy Head. Examples of sanctions include:

- a) **Warning:** In general, staff should deal with unacceptable behaviour by discussing it with the pupil concerned. It is often the case that an initial warning or preliminary discussion will be sufficient to stop unacceptable behaviour
- b) **Cautions** are given at the discretion of staff for unacceptable behaviour and/or poor academic effort. Cautions can also be given by prefects, under the jurisdiction of a member of the SLT although this is unusual. Cautions may be given for any one of the following:
 - i) repeated failure to hand in prep if no acceptable reason is given and, preferably, after warning a pupil that this is unacceptable
 - ii) repeated failure to comply with school uniform regulations

- iii) rudeness or lack of courtesy to staff or to other girls
- iv) eating or drinking in school corridors after a warning
- v) a lack of respect for school property and the school environment – this might include leaving a classroom very untidy, or deliberate littering.

Cautions are given electronically; form tutors should keep a close eye on the number of cautions accumulated by pupils.

The following sanctions are applied for accumulating cautions over a term. The caution count is reset each term.

3 cautions	A discussion with the Form Tutor and a warning.
4 cautions	A discussion with the Head of Year and an agreed plan of action. Parents will be informed, usually informally by telephone or email, by the Head of Year.
7 cautions	Report card with Assistant Heads to correct and monitor the issue with specific targets set. Letter sent to parents.
10 cautions	Friday evening detention between 4.15pm and 5.30pm with the Deputy Head. Parents receive a formal letter from the Deputy Head.
15 cautions	Head's detention on Saturday morning. Parents will receive a letter from the Head. It is likely that they will be asked to attend a meeting with the Head at this point. Any further cautions will require a meeting with the Head.

- c) **Removal from lessons:** Any behaviour which interrupts or disturbs the learning of other girls will be taken very seriously indeed. If a girl is disruptive during a lesson, she will be asked to leave that lesson and go immediately to Oak Hall where she must report to the Head's PA. In her absence, she should report to the front office, and wait for either the Deputy Head or the Head to see her. In this instance, the Head of Year will be immediately informed and it is likely that the girl's parents will be told too.
- d) **Department 'Keep ins':** If a pupil persistently fails to hand work in, or produces consistently poor work, it is the relevant Department's responsibility to sanction this in the first instance. It is likely that the relevant teacher will require the pupil to attend a department "keep in" to get the work done. If this is unsuccessful, or if the pupil persists in poor academic effort, the Head of Department may well set up a more prolonged Department Keep in. Department keep-ins should be entered into the MIS following discussion with the relevant Head of Department. They are monitored by the relevant Head of Year.
- e) **On Report:** Report cards may be used either as a support card or as a sanction based report card. Pupils who repeatedly fail to make satisfactory academic effort are likely to be put on report by the Form Tutor or the Assistant Heads.

This is most commonly used in the Lower and Upper School. The pupil reports on a regular basis, generally daily, with the report card – filled in by teaching staff, for the Head of Year and/or Form Tutor, to monitor as appropriate. If a pupil is on work report, the Head of Year will usually have informed her parents. The Report should be logged by the Assistant Heads in our MIS. Occasionally, departments may also use departmental reports to help and support a pupil's work or efforts.

- f) **Detention:** Outright detentions can also be given by staff members although this would generally occur either through the caution system, as above, or for more serious misdemeanours or persistent flouting of school rules.

On occasion, the school might also choose to use the Friday evening detention, to address a particular disciplinary issue which is causing concern – for example, chewing gum or breach of the mobile phone regulations.

Parents will be informed in a letter from the Deputy Head. For further information about Detentions, see Appendix F. Detentions are entered through the MIS, sent and authorised by the Assistant Heads to the Deputy Head.

- g) **Assistance with community based tasks:** This may include assistance with tasks that support the community for example collecting litter, putting up posters. This would most often be appropriate during a detention or as a boarding sanction where behaviour has shown a lack of respect for the community.
- h) **ICT sanctions:** If girls are involved in any inappropriate use of ICT in school, that is, they have infringed the ICT acceptable use policy, the standard sanctions will be used but may also include restrictions on their network use for an agreed length of time. If the misdemeanour involves bullying then the bullying is addressed as usual.
- i) **Confiscation of items of jewellery or dress:** Members of staff can require girls to remove any inappropriate items of dress or jewellery worn by pupils during the formal school day. There is a uniform list. These should be clearly labelled with the pupil's name, the date and the initials of the staff member who removed them. These should then be handed to the Assistant Heads for safe-keeping. The girl may then regain her property, by application to the Assistant Heads.
- j) **Confiscation of mobile phones or property:** If a girl is found to be using a mobile phone inappropriately during the school day, i.e. not for school or learning purposes, or a mobile phone interrupts a lesson or formal school time, it may be confiscated by the nearest member of staff.

If any item of property is being used inappropriately or without due consideration it may be confiscated by a member of staff. If this occurs in a lesson, the member of staff would ordinarily return the item at the close of the lesson. If the reason for confiscation is felt to be more serious a caution may also be issued and the property clearly labelled with the pupil's name, date and initials of confiscating staff, handed to the Assistant Heads for safe keeping. The pupil may then regain her property by application to the Assistant Heads.

- k) **Confiscated property:** It is noted that confiscated property, inappropriate items of dress or jewellery, mobile phones used inappropriately or any other item confiscated to ensure the safe and orderly running of the school, is not the responsibility of the school or member of staff but that staff will endeavour to keep items safe.
- l) **Boarding sanctions:** The Junior Boarding House has a number of sanctions in place for poor behaviour. These will generally suit the particular misdemeanour and involve the withdrawal of privileges – for example, girls staying up past bedtime might be asked to help with wake up. All sanctions are recorded in the boarding logs, monitored by the Heads of Boarding and the Deputy Head.
- m) **Sixth Form:** In the Sixth Form, there are few formal sanctions, but if a girl is not working, the Heads of Sixth or Head of Boarding might require her to stay in school after 4.15pm until 6.00pm in **Supervised Prep**, to complete her work. Most misbehaviour at this level is dealt with through discussion with the pupil(s) concerned and her tutor, the Heads of Sixth or Sixth Form Housemistress. The Deputy Head or the Head will be involved in serious cases.

- n) **Physical Intervention:** On very rare occasions, physical intervention or restraint of pupils may be necessary. Please see the Positive Handling policy.
- o) **Exclusion:** In serious cases, the Head may exclude a pupil for a fixed or a permanent period. This is only likely to occur when all other alternatives have been tried or where the breach of behaviour is very serious.
7. **Bullying:** The school takes bullying very seriously. All staff are aware of this Behaviour Policy which makes clear the sanctions available to address poor behaviour including bullying. Although the particular sanction imposed for bullying will vary depending on the circumstances, the sanction will always reflect the seriousness of the charge. Sanctions specific to bullying may include: pupil interviews with senior staff, generally, the Deputy Head and the Head, detention, Head's detention, letters home to parents, meetings between parents and senior staff, fixed exclusion period and, in the cases of severe and persistent bullying, permanent exclusion. It is our policy to provide support for both the victim and the bully.
8. **The Pupil Expectations** document is issued at the start of each academic year and is published in each Form Room and in the student planner. These documents clearly articulate expectations for behaviour, see Appendix A. In addition, the school council have produced a pupil Code of Conduct, see Appendix C, to which all pupils were given the opportunity to contribute.
9. The **curriculum** promotes attitudes and values to enable pupils to contribute positively to their own personal development and to that of the school.
10. **Pupil voice:** The school council, the pupil boarding committee, the prefect body, house deputies, PF peers, the Head Girl's coffee, tutor group break time with senior staff, the school magazine, the lower and upper school forums, Art scholars committee, music scholars committee and food committee all help to give the pupils a sense of involvement and citizenship and to feel influential and empowered. These also provide a forum for the discussion of behavioural issues.
11. An increasing focus on Service and a more systematic monitoring of pupils' involvement in service and co-curricular activities, help to increase the girls' sense of a wider world and to improve their awareness of themselves and the needs of others.
12. Head of Year, Tutors, Boarding and Departmental meetings provide opportunities for staff to share problems that they may have with specific pupils and positive strategies for dealing with them.
13. Staff **supervising pupils** while on duty during break and lunch times ensure appropriate behaviour outside the classroom, reinforcing positive behaviour through praise or rewards. Please refer to the Pupil Supervision guidelines.
14. Form Tutors work on a daily basis to **promote our high expectations** of behaviour and effort. Form Times and PSHE sessions will often provide a forum for discussion of behavioural issues.
15. **Physical Restraint:** we reserve the right to use reasonable force to control or restrain in order to protect every person in our community. Please refer to the Positive Handling policy.
16. **Malicious allegations** against staff by pupils will be dealt with by the Head; sanctions imposed will depend on the seriousness of the case and may include the sanctions listed in this policy.

Monitoring

The monitoring of behaviour is the responsibility of all staff. Within school, in lessons, in the Boarding Houses, in the grounds, during activities and on school trips, all staff must be aware at all times of the need to support each other and the girls by insisting on the same high standards of behaviour.

This will be apparent in, for example, insisting on appropriate uniform, keeping classrooms tidy and dealing with inappropriate behaviour fairly and quickly.

The Assistant Heads are responsible for circulating this policy and ensuring that all staff are clear about this policy and their individual responsibilities within it.

Evaluation

This will be carried out by the Assistant Heads working with the Head of Boarding, Head of Sixth Form and Year Leaders. Evaluation will be on-going and will include:

- evaluating how effective the rules are that operate within the school
- discussion with the School Council and prefects to identify areas of concern with the pupils
- evaluating the effectiveness of the rewards and sanctions

Education and Welfare Committee Reviewed: Summer 2018

Next Review date: 22 March 2019

APPENDIX A: Pupil Expectations

"We live by admiration, hope and love". Prior's Field motto sums up the caring, supportive community in which we want to work and live at Prior's Field. We expect girls to show respect, pride, self-discipline and concern for themselves and for others in all that they do in the school.

Dress and Appearance

Show respect for yourself and for the school in their appearance. Follow the established dress code, detailed in the Uniform List, at all times.

In the Lower and Upper School, this includes:

1. Having tidy hair, or natural colour, which is kept off the face
2. Wearing appropriate shoes
3. No make up, except in the Fifth Form when discreet make up is permitted
4. No jewellery except stud ear rings, one per ear and in the ear lobe, and unobtrusive chains of religious significance
5. Wearing smart uniform, unrolled, without holes or noticeable stains

In the Sixth Form, this includes:

1. No holes in clothes
2. Shoulders to be kept covered, no bare midriffs, no low cut tops
3. Suitable footwear, no flip flops
4. Ear/body piercings must not be visible other than one in pair of earrings, one in each ear lobe. Tattoos must not be visible.

Property

Show respect for your own property and for other people's property. This means:

1. Name all items of their property
2. Take care of your own property and do not leave it lying around
3. Bags should not be left in corridors but left tidily in form rooms or in designated areas such as on coat hooks or bag racks outside the Science labs or ICT rooms
4. Under no circumstances should any girl take or borrow another's girl's property without permission
5. If property is mislaid, lost property should be checked as soon as possible
6. If property is missing or suspected stolen, report to the form tutor as soon as possible

Behaviour

Show respect and courtesy towards other people. This means:

Bullying

Is not acceptable in any way at Prior's Field. A copy of our full Prevention of Bullying Policy can be found on the school web site and a guide found in the prep planner.

In Lessons

1. Arrive promptly to lessons

2. Have all necessary books and equipment with you
3. Be silent when a teacher enters the room, unless advised otherwise
4. Put your hand up to answer questions, unless advised otherwise
5. Play a full and active part in the lesson and to be attentive, engaged and energetic throughout the lesson
6. Listen courteously and objectively to the opinions of others
7. Pack up promptly and leave the classroom tidy

In Breaks

1. Be patient and honest in picking up break or tea from dining hall
2. Wait politely and patiently in queues such as lunch, break, tea, tuck shop, without pushing or shrieking
3. Avoid congregating in congested corridors
4. Avoid being raucous or noisy in form rooms
5. Always leave their form rooms tidy after break
6. Aim to be outside if weather permits

At Assembly

1. Enter and leave quietly; wait in silence to allow for reflection;
2. Do not bring mobile phones into assembly;
3. Involve themselves courteously and whole-heartedly in the collective act of worship or thought – through silent prayer or singing as appropriate.

At Form Time

1. Arrive on time;
2. Sit at their own desks and have their equipment organised when the form tutor arrives;
3. Be silent whilst the register is taken and respond formally to the register;
4. Listen carefully to any notices;
5. Leave form time promptly and ready to start the day.

General Courtesy

Girls should always be aware of their impact on others. This might include:

1. Holding doors open for any member of the community
2. Making way for adults in corridors
3. Acknowledge other people with a smile and greeting
4. Acknowledge guests with a smile and greeting and, if appropriate, offering assistance
5. No chewing gum during the school day
6. Do not litter or leave areas untidy, use the bins and recycling options available
7. Laughter is infectious and very welcome, shrieking or shouting should be avoided inside school buildings

8. Thank people for any service such as holding open a door, taking you on a trip organising a social event, driving a coach or minibus. Consider writing a specific thank you note for significant events or trips.

APPENDIX B: Whole Hearted Listening



Your **Head of Year**

Childline call, email, text, chat
0800 11 11
www.childline.org.uk

ChildLine
0800 1111

Social Services Surrey
0300 123 1640 or
01483 517898

Dr Clark School Doctor
01483 239903
(In the Medical Centre
Tuesday & Friday at 8.30am)

Your **Form Tutor**
or
Any **Teacher**

Independent Listener
07747 187422

Ms Jan
Head of Upper Sixth
Mrs Westerman
Head of Lower Sixth

Mrs Whiffen / Mrs Worsdell
The School Nurses

Mrs Sapseid
Assistant Head
Wellbeing

Mrs Picken
Head of Boarding

Ms Troup
Assistant Head
Pastoral

Your **Prefect**

Mrs Kirnig
Head

School Counsellor
Kim Bradshaw
Contact the Medical
Centre

Your **Boarding Housemistress**
Juniors: **Mrs Jones**
Sixth Form: **Miss Bralley**

Mrs Morwood
Director of Teaching
& Learning

Mrs Wilcock
Deputy Head
Academic

Children's Commissioner
Anne Longfield
0800 528 0731 // 020 7783 8330
www.childrenscommissioner.gov.uk

Mr Taylor
Deputy Head

Child Law Advice Line
08088 020 008
www.lawstuff.org.uk

Wholehearted Listening
Who to contact if you have a problem

APPENDIX C: School Rules

The School Rules are set out below. Further detail is available in the Behaviour Policy.

We seek to provide a disciplined, respectful and constructive environment in which all pupils know what is expected of them, and in which all behaviour is based on consideration for others and normal good manners.

These rules are planned for the comfort and smooth running of the community as a whole and for the well being of each individual member of it.

1. Bounds

- a) Girls may not leave the school grounds at any time without permission.
- b) In the winter, girls may not leave the school building between 7.30pm and 8.00am the following morning, except to get to particular departments. After 7pm, sixth form girls wanting to visit other areas of the school for work or pastoral reasons with junior boarders, must have permission from the boarding duty staff and should sign in/out as required.
- c) Girls are not permitted in the wooded area of the school grounds during the winter unless they are accompanied by an adult. They may be in the wooded area during the summer but only if they are in groups of 3 or more.
- d) All pupils are permitted to be outside in the grounds of the school, during break time, in good weather. Girls should be responsible and sensible when playing outside during break or lunch.
- e) First – Fifth Form girls may visit the sixth form house when invited.

2. Bullying

Any occurrence of bullying is unacceptable and will immediately be reported and action taken in line with the Prevention of Bullying Policy. A copy of our full Prevention of Bullying Policy can be found in the policies section on staff share, on line on our web site and a guide to the policy found in pupil's prep planners.

3. Mobile Phones

First to fifth form

All phones must be locked away in lockers at the start of the school day and remain there until 4:10pm

1. They must not be taken out and used at break or lunch times.
2. They may not be used in public areas, such as the corridors, dining room, assembly hall, and library or outside.
3. They may not be used for listening to music in lessons or during prep.
4. They may not be used for accessing social media during supervised prep.
5. Devices such as phones and iPads may be used in lessons for academic work at the discretion of the teacher, but should follow agreed etiquette – phones should be visible on the desk or should be silent and away safely in their bag; phones should be being used for learning purposes and should not disrupt the lesson for example with audible alerts.
6. Laptops, where they are the normal way of working for a student, may be used.
7. In reading lessons/Thursday tutor time, students may access an audiobook or kindle via a device (including a phone)
8. For students on SEN register, taking a photo of the board/accessing a dictionary/using alarms for organisation and reminders are allowed at the discretion of the teacher.
9. Laptops and other devices may not be used to watch films at break or lunch times.

10. Teachers can, and should, monitor to ensure devices are only used for academic purposes.
11. If a parent needs to get a message to their daughter, they should go via the front office.

Sanctions

1. First to fifth form: if a student is seen using her phone outside of an academic lesson, it will be confiscated and taken to the pastoral office (to Ms Troup), who will issue a caution. The phone may be collected at the end of the day.
2. Sixth form: If sixth form use their phone inappropriately, please confiscate, take to sixth form office (JJ; GW) and they may be collected at the end of the day.
3. *Please ensure you leave a name with the phone.*

Sixth form

1. They do not need to lock their phones away and may use them in the sixth form house.
2. Around the school they must set a good example and not use their phones in public spaces. In lessons, use is at the discretion of teachers.

12. School Rules: General

- a. Candles, matches, alcohol, tobacco, e-cigarettes (including PV and ENDS), illegal substances and anything that could give rise to fire, are forbidden.
- b. No girl may at any time visit a public house. Any girl found doing so, or smoking, possessing or drinking alcohol or other illegal or dangerous substances, is liable to a fine, temporary exclusion, or in some cases expulsion.
- c. Travelling by car: No girl may accept a lift in a car driven by another girl in the school unless the parents of the girl who offered the lift have first notified the school in writing that their daughter has their consent to travel in the car of other pupils generally or with that pupil in particular. No girl may offer to another girl at the school, a lift in a car which she is driving, unless the parents of the girl offering the lift have first notified the school in writing that their daughter has their consent to offer such lifts and that the car is comprehensively insured for that purpose.
- d. Sex and Relationships: girls must not be engaged in any sexual activity within school.
- e. The uniform list applies and is updated each year for September.
 - i. No jewellery may be worn with school uniform except a watch, one pair of ear studs, one in each ear and only in the ear lobe, and a simple religious symbol. The latter must be worn inside the blouse.
 - ii. Confiscated jewellery will be returned at the end of the day for a first offence, at the end of the week for second and subsequent offences. Wristwatches must be clearly marked with the owner's name.
 - iii. Hair, which should be of a natural colour, must be worn off the face and tied back with a green, black or navy fastening.
 - iv. Clothing – should be clean and tidy at all times and in good repair. There are separate arrangements for Fifth and Sixth Form. See the uniform list.
 - v. No make-up may be worn with school uniform for girls in first – fourth form. Fifth and Sixth form may wear discreet make up and, if desired, clear nail varnish only.

- f. Chewing gum is not permitted in school. Any girl found chewing may be submitted to a Friday detention.
- g. Day girls are strongly discouraged from bringing iPods or other items of personal value to school.
- h. Girls should at no point be in the junior boarding area of the school during the school day unless given specific permission by the boarding staff on duty or the Assistant Head Wellbeing.
- i. Girls are welcome to visit with their friends in boarding but must sign in at the boarding office.
- j. Girls are expected to behave at all times in a manner in keeping with the school's Pupil Expectations document, Appendix A of the Behaviour Policy.
- k. Girls are expected to abide by the Pupil Acceptable Use of ICT Code.

13. Boarding House Rules

- a. All medicines, including homeopathic remedies must be handed in to the medical centre. Medicines of any kind may only be kept in bedrooms by the permission of the school Nurse.
- b. Girls are advised to keep no more than £5 on their person or in their room; the remainder of their pocket money should be put in a named envelope and handed in to the boarding staff immediately. If it is necessary for a girl to bring into school items of value she should hand them over to her Form Teacher or Housemistress for safekeeping. Boarders should keep small items of value locked in their lockable drawer.
- c. Playing of music is permitted in bedrooms at a reasonable level until bedtime, unless where it is disturbing other girls for example during study times or leading up to important exams.
- d. Electrical items must have electrical safety testing through the Head of Boarding who will arrange for electrical safety checks. E-cigarettes are not permitted at school.
- e. First – fifth form should be downstairs and in school during the day unless they have a permission slip to go upstairs, need to go to the Medical Centre, or have a lesson upstairs. Fifth form boarders may be upstairs in the boarding house during break and lunch times unless advised otherwise by the duty boarding staff or Assistant Head Wellbeing.
- f. No girls should have visitors to the boarding areas, without prior permission from the boarding staff. All visitors must sign in at the boarding office. All male visitors must stay in the boarding offices or the Sixth Form Common room.
- g. In the summer, first – third form may be in the school grounds after prep until quarter of an hour before bedtime, and seniors may be in the school grounds from the end of prep until 9.15pm. They must then return to the building until 8.00am the following morning.
- h. Sixth Formers who board may leave the school after 4.10pm only with the express permission of the Head of Sixth or the member of boarding staff on duty.
- i. See also the Junior Boarding Handbook or the Sixth Form Pupil Handbook.

14. Breach of Rules

Very serious incidents of breaking bounds or misconduct, entitles the Head to require girls to be withdrawn from the school forthwith and without any refund of fees, in line with the Exclusions policy.

Parents therefore have a role in ensuring that their daughter knows the Rules thoroughly before entering the school, and are asked to co-operate in their observance.

It is expected that in most cases concerning discipline a verbal reprimand will be adequate. Thereafter, a range of sanctions may be used, as listed in the Behaviour Policy.

a. Misbehaviour

Disruptive or inappropriate behaviour in the classroom may result in the pupil being sent to the Year Leader, Assistant Head Wellbeing or Deputy Head.

Detentions are serious penalties incurred for bad behaviour or consistently failing to produce work. If you are given a detention, you and your parents will be notified in writing and you will be asked to report to the Deputy Head at the allotted time.

b. Infringement of Boarding House Rules

Some privileges may be temporarily withdrawn for certain misdemeanours and always for failing to sign out.

In some cases, some form of community service e.g. picking up litter on the field, may be imposed. Boarding report may be used.

Sanctions imposed in boarding will be recorded in the sanctions log, signed by the Deputy Head.

c. Infringement of School Rules

The breaking of school rules may result in loss of privileges or a reprimand. The range of sanctions as listed in the Behaviour Policy may be used.

The following sanctions, however, will be automatic:

i. Smoking

First offence: a letter from the Head or Deputy Head and to the pupil's parents. Smoking in House will result in an immediate interview with the Head and a follow up letter to parents. Girls will also be expected to see the Medical Team to discuss strategies for stopping smoking. Second offence: may result in suspension. Girls are reminded that it is illegal to purchase cigarettes under the age of 18.

ii. Drinking

Girls are expected to obey the law on the purchase and consumption of alcohol. The consumption of or introduction of alcohol into the school at any age without the knowledge and consent of a senior member of staff may result in suspension.

iii. Drugs

If any girl is found to be supplying controlled or illegal substances within the school, she will be excluded.

If any girl is found in possession of controlled or illegal substances, the school reserves the right to suspend or exclude the girl depending on the circumstances. A girl who has been suspended will not normally be allowed to return unless she has agreed to counselling. She and her parents may be required to agree for the girl to take a drugs test at any time as requested by the school.

A copy of our Substance Misuse policy is available on staff share or on request from the school office.

APPENDIX E: Misuse of ICT

Prior's Field School is committed to promoting high standards of behaviour in all areas of pupils' lives, including in their use of internet technology, social networking sites, texting and emailing. All girls are required to sign up to the ICT Acceptable Use policy and may be banned from the school ICT network if they infringe this policy.

All staff have a duty to be vigilant regarding girls' behaviour on social networking sites. Ensuring girls are fully aware of the risks of misuse of social networking sites forms a robust and vigorous part of our PSHE education; and is an area that we will revisit with every year group. Any misconduct on social networking sites, or any behaviour or communication which brings the school's reputation into disrepute, will be treated very seriously and is likely to result in a significant sanction.

Equally, the school takes very seriously, any sign of bullying or hurtful behaviour to other girls through the network or using technology. This might include: sending malicious or hurtful texts, e-mails or photos or using malicious, insulting or other hurtful descriptions or comments using social networking media such as Facebook, Snapchat, Twitter, Instagram or Google Talk.

Any report of this sort of behaviour, will be regarded as bullying and treated in the same way by the school. See the Prevention of Bullying policy.

Whilst the school recognizes that much of this behaviour takes place outside of school and out of school hours, the school accepts its responsibility to follow up any allegations of persistent bullying through the network and parents will invariably be involved in any discussions of this nature with the relevant pupils.

APPENDIX F: Pupil Acceptable Use of ICT Code

We provide pupils with access to our computer systems, PF network and wider networking connectivity. Pupils are responsible, as in every aspect of school life, for good, kind behaviour on or via the school computer network and when using their own devices. We live by admiration, hope and love.

All reasonable attempts will be made to protect a pupil's right to privacy and if they are boarders, their ability to communicate in private with parents or carers outside of school, subject to their adherence to the school's acceptable use policy – pupils may enjoy the use of school networks and connectivity to support and enhance their academic and wider life.

This Acceptable Use Policy is designed to protect our community and to protect pupils from carrying out activities that may be inappropriate. The school has a duty of care to its pupils: the international IT community comprises many aspects which provide immense educational and social opportunities, but there is also an unsavoury side to the use of IT technologies which it would be irresponsible to ignore.

IT technology means all IT equipment on site or which belongs to members of the PF school community, whether school owned or owned privately. This includes current and emerging technologies: computers, netbooks, networking connections between devices, internet connections, mobile phones, tablets, games consoles, iPods, iPads, memory sticks, DVDs, iPhone and other 3G/4G mobile phones, PDAs, social networking sites.

Our code reflects our school and its aims. It is designed to educate, to promote informed citizens for the 21st century and to develop safe IT users through education: in particular, older pupils are not simply banned from social networking sites, including Facebook, twitter. In this case, our approach relies absolutely upon pupils' co-operation. This is subject to review at any time and privileges may be withdrawn without notice, at any time, if they are abused.

As is standard practice in business, this is the code of acceptable ICT use for the PF network and computer systems and for technology devices within the school community. We want you to use the school systems as part of your life at PF but to do so in a responsible and courteous way. This policy applies to all IT at PF including network links from your laptop or other IT device, all personal IT devices brought into school and the use of school workstations.

These guidelines set out clearly what the school considers to be safe and acceptable use of the internet and all other electronic and digital services.

Pupils are responsible for good behaviour on the school computer network or when using their own devices and connectivity, just as they are in classrooms and other areas of the school. All pupils' behaviour within the PF community must be consistent with the aims of the school and with these guidelines.

IT staff, the Head, Deputy Head, Assistant Head Wellbeing/Sixth Form may access your school account, files, school emails and log website use if there is cause for concern, in accordance with school rules, our duty of care, Education Acts and the RIP Act 2000. Privately owned devices are containers, like school bags or lockers, and may hold inappropriate, threatening or unauthorized material. These personal devices may be examined by staff if at any time there are reasonable grounds for suspicion that school rules and this ICT User Code have been broken. Such devices may be taken and examined and back ups, images or print outs taken. This will only be carried out with the Head's permission and with the co-operation of either the pupil or the parent. Two members of staff will be present in such a situation and the pupil will be invited to be present. The pupil must give account of any relevant log on names and passwords when these are requested. Parents and pupils are expected to co-operate in this matter. Should co-operation be denied the school reserves the right to ban the machine from the PF site and, in cases where we believe the

law has been broken, to impound the machine and contact the relevant authorities (Police, Social Services etc).

Mrs Picken is the member of staff who oversees internet safety and the appropriate use of ICT systems in school. She is the school's designated safeguarding lead for Safeguarding / Child Protection issues.

Please read this Code carefully and pupils sign to show that you have read, understood and agree to uphold these requirements. Any infringements will be dealt with in accordance with other school policies, including this Behaviour policy and the Prevention of Bullying Policy.

DOs

- Use the system responsibly, sensibly and courteously at all times. Vacate your workstation if someone is waiting to do school work and you are using the machine for leisure.
- Filtering software is used to protect us from inappropriate sites, violence and obscenity. Inform a member of staff of the URL or web address if something offensive gets through.
- If anything someone else is doing or looking at using a computer offends you, tell a member of staff.
- If at any time you feel uncomfortable or threatened whilst on-line, report it and tell a member of staff. You may also want to use the CEOP reporting.
- For security, a password policy is in place which determines how often you must change your password and the make-up of your password – i.e. the number and type of characters long. Currently, your password must contain a mix of uppercase letters, lowercase letters and a digit or other character; you will be prompted to change approximately every 8-10 weeks.
- Check your school email account regularly; PF staff will contact you via school email. Ideally, this should be daily.
- Check FROG regularly for notices and other communications from staff. You will find many other school resources here.
- Let IT staff know if you are receiving unwanted emails or if an email you are expecting does not arrive. We do use spam filtering software.
- Regularly delete old emails from all folders including Inbox, Sent Items, Deleted Items.
- Inform us of any viruses; scan portable storage devices including flash memory USB using the anti-virus software on the network or ask for help from a member of IT staff.
- Always log off when leaving the machine - your account is your responsibility.
- Limit your Internet time daily – you may be making good use of the Internet but should not spend hours at one sitting in front of any type of computer screen. Monitor yourself.
- Sixth form may use social networking sites, private chat rooms, monitored chat rooms and discussion forums for leisure or work purposes at specific times, but must do so responsibly.
- It is easy to spend too much time online with social networking sites, chatting or gaming. Be careful to think about your own behaviour and time management; talk to a member of staff, you could use the Listening Tree, if you are worried about yourself or someone else.
- Only use the wireless facilities at a time and/or place which won't either disturb others or disrupt your own ability to work properly especially during the school day.

- Be careful and eco-minded when printing – do you really need a hard copy?
- Be aware of your digital footprint. Your use of the internet and especially social networking sites may be recorded by the wider world; your postings may also be circulated and passed on to other people and become quickly out of your own control by people who have legitimate access. Your online transactions may be used in the future by universities or employers as part of an application process for university places or jobs.
- Be mindful of your on-line behaviour so as not to place yourself at risk; group chats, sharing images of yourself in a state of undress are current risky trends in which you must not participate as part of the PF community.

DON'Ts

- Do not store unnecessary files such as personal photos, animations, music files, or old, unwanted coursework on the network. These should be held on personal storage, such as a memory stick or personal cloud storage.
- Do not give your password to anyone, including friends, family or teachers or other staff. Treat it like your toothbrush: not for sharing with anyone.
- Do not allow anyone else to use your account. Your account belongs to PF and is for your use only.
- Do not disclose any personal information about yourself, any other pupil, or member of the PF community using IT, such as your age, nationality, mobile phone number, the school's name, your credit card details, if you have one. This includes use of locating services provided by e.g. google. Your location may be passed on or visible by people outside your immediate friendship group. Remember: IT includes email, social networking and messaging.
- Do not eat or drink near a computer, do not cause any damage to the computer network, or damage or disable the property of another person or organisation.
- School computer and internet use should always be appropriate to your education. Under no circumstances should you attempt to access inappropriate material by hacking, cracking or otherwise circumventing the school filters or firewall; this is illegal in the UK and The Computer Misuse Act 1990 applies. Hacking includes unauthorised access to files as well as changing/deleting files.
- You may not trespass in folders, files or work that do not belong to you. You are not allowed to log on as anyone else - even with their permission. This permission can only be given by the account owner, the school.
- Do not pirate software, distribute already pirated software, compromise school licensing or disable school networks through the spreading of computer viruses by the inappropriate use of files, iPod, iPhone, games consoles, 3G/4G mobile phones, or other mass storage devices.
- Do not compromise the security or integrity of any IT system whether from inside or outside the school, regardless of who owns the system.
- Do not use IT for political purposes, or for personal or financial gain.
- Do not send or forward spam, suspected spoofs, chain mails, viruses, phishes. Some of these are illegal.
- Do not download or install any software or hardware without permission from IT.
- Do not use offensive, threatening, defamatory, sexually explicit, racist, homophobic or obscene language; you are an ambassador of the school at all times in school and whenever

you can be linked back to the school. The use of obscene, abusive or sexually explicit language, including sexting, is not permitted on PF electronic resources, privately owned devices used on the PF premises or social networking sites that are linked to or could be identified with the school. This includes walls, blogs, wikis, tweets and memes.

- Do not be unpleasant to anyone, about anyone or about Prior's Field using IT. Do not post any inappropriate or offensive files, including images, video clips, sound files. Do not link to any such files, or post comments about any member of the PF community that may be construed as inappropriate, defamatory, malicious, bullying or that may bring the school's good name into disrepute.
- Do not use names or reveal personal details about anyone. Ownership of social networking sites may rest with an external company and not with the author, e.g. someone else can use again anything you have written. We randomly check such sites.
- You must not use camera/video/audio recording facilities in mobile phones or other devices to photograph/record other members of the school community without their permission. Under no circumstances should you post image/video files of other members of the school community.
- Do not use your mobile phones in assembly, the lunch hall or in corridors to show respect for the occasion and other people around you - our community.
- Do not use your mobile phones whilst walking.

FACTS

- Your school account belongs to Prior's Field School.
- Any information or file held or created on the PF system is copyright Prior's Field School.
- Information, documents, parts of documents, images on the web belong to someone else. You may be breaking copyright laws if you use or include them in your work as per Copyright, Designs and Patents Act.
- Plagiarism is a serious offence. You should acknowledge by reference anything that you use in your work that you have taken from another source. Copying or downloading copyrighted materials from the internet is the same as copying from another pupil. It is cheating and intellectual theft and will be treated as such.
- Cyber-bullying is still bullying. The school takes very seriously any sign of bullying or hurtful behaviour to others through the network or using technology. Any report of this sort of behaviour will be regarded as bullying and treated in the same way as other forms of bullying. It is the responsibility of every member of the community to report any instances of cyber bullying, abuse and suspicious or dangerous behaviour by any other member of the school community. Reports can be made to any of the teaching, pastoral or boarding staff.
- We have regard to CEOP (Child Exploitation and Online Protection Centre) now part of the police protection force; they provide key further information for all ages and parents on staying safe online.
- It is illegal to take, send or pass on indecent images, in particular of people under age 16.

SANCTIONS

- All school rules and policies apply, including Behaviour, Exclusions and Prevention of Bullying.
- The Head or Deputy Head may impose an Internet and/or email ban on your account for a set time period if you behave irresponsibly or act against any of the above rules.

- A letter may be sent to your parents if the breach of conduct is serious or repeated; detention or exclusion may also be used.
- The school may take more stringent measures if deemed necessary. In exceptional circumstances social services and/or the police may be involved. Criminal investigations and prosecutions may be undertaken.
- Pupils and parents are reminded that under the provisions of the Education and Inspections Act, 2006, the school has the power to take action on misbehaviour outside the school, particularly where that misbehaviour is in any way related to the school, its constituency, its community or its reputation.

PERSONAL/MOBILE IT DEVICES

- You may connect mobile devices through our system at school using the PF-BYOD Wi-Fi network: please see the IT team with your device.
- You should install and keep updated anti-virus and anti-malware software on your device(s).
- Keep regular back-ups of all work on your mobile device. This is especially important for assessed school work.
- PF advises parents and guardians that many mobile devices are 3G+ enabled and recognises that as a school, we are unable to monitor or regulate 3G+ access. PF recommends that parents investigate and use one of the products designed to help parents monitor access, such as MobileGuardian. Further information can be found at <https://www.mobileguardian.com/>

Reviewed annually by: SLT



AUIT Appendix A: ICT Code of Conduct



APPENDIX G: Detention clarification

See **Behaviour Policy** for full details of systems. This document simply clarifies detention procedure:

1. Department 'keep in' / 'catch up'

- a) A keep-in may be used for poor, missing or late work once a warning has already been issued.
- b) Keep-ins are sanctions. Catch ups are support. Both enable pupils to complete work to their best standard with academic support provided.
- c) A keep in will be referred through the HOD and then entered through the MIS.
- d) HOYs will be contacted by the MIS and will authorise the keep-in as well as monitoring and reviewing those given and patterns with specific girls.
- e) Department 'detentions' should be referred to as 'keep ins' rather than detentions.

2. School detention, Friday after school with Deputy Head, given for :

- a) Accumulated cautions as per Behaviour policy – most often issued by the Year Leader
- b) Specific behavioural issues e.g. uniform infringements or Mobile Phone use, which the school is targeting, if pupils have been made aware of this in advance.
- c) Single misdemeanours if they are regarded as sufficiently serious. These should be referred via the Year Leader or Assistant Head Wellbeing.

d) Entering girls into detention:

- e) Detentions are entered via the MIS, authorised by the Assistant Head Wellbeing to the Deputy Head.
- f) All teaching staff can access detention overview via the MIS.
- g) Entry into detention should be the first available Friday up until Wednesday break time, thereafter, pupils should be entered for the Friday the week after.
- h) Once a detention is authorised, an email is sent to the tutor.
- i) A letter is sent to parents, from the Deputy Head, informing them of the detention.

3. Head's Detention, Saturday morning with the Head, given for:

- a) Accumulated cautions as per Behaviour policy – issued by the Assistant Head Wellbeing or Deputy Head.
- b) Single misdemeanours if they are regarded as sufficiently serious and beyond the remit of a school detention. These will be issued by the Assistant Head Wellbeing or Deputy Head.

APPENDIX H: Searching pupils

Arrangements for searching pupils and their possessions

These guidelines have regard to "Screening, searching and confiscating" DfE Feb 2014; they do not affect a pupil's rights.

Searching pupils or their possessions is noted to be generally undesirable and unnecessary. However, pupil behaviour may give sufficient cause for concern for a search to be considered.

It is noted that the school has no requirement to inform parents before a search takes place or to seek consent to search their child. Unless the pupil is considered to be put at risk, it is desirable to inform the parents as soon as practicably possible, regardless of outcome. Staff cannot be required, by the school or Head, to undertake a search.

Under article 8 of the European Convention on Human Rights pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy. The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate.

Consensual Search

Where there is due concern, pupils or their possessions may be searched by staff, with the verbal consent of the pupil, for any item:

1. A member of SLT should be consulted, where possible this would be the Assistant Head Wellbeing or Head of Sixth, the Deputy Head or Head.
2. The pupil should be informed clearly of the concern.
3. A second member of staff should be present as a witness when the pupil is informed and when the search is conducted;
4. Where possible, the search should be undertaken privately.
5. Where a member of the school community is considered to be at significant and immediate risk, the search may be conducted without SLT consultation and without a second member of staff present.
6. Staff may confiscate any item found which is against school rules or which is considered to be harmful or detrimental to school discipline.
7. If a pupil refuses to co-operate, this may become a disciplinary issue.

Non-consensual Search

Where the school has reasonable grounds to suspect that a pupil has weapons, knives, alcohol, illegal drugs, fireworks, cigarette papers and/or tobacco, pornographic images, stolen items, any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage to the property of, any person (including the pupil) a search without the pupil's consent may be carried out according to the procedure below:

1. The issue should be discussed with the Head, or in her absence, Deputy Head
2. Where the Head considers the issue to be serious enough to warrant it, a search will be authorised and undertaken.
3. A second member of staff will be present during the search. One member of staff should be a member of SLT and one must be female.

4. The search should be undertaken privately where possible; it may only be carried out either on school premises or whilst a member of staff has lawful charge of a pupil such as on an agreed school trip or visit.
5. If alcohol, illegal drugs or potentially harmful substances are found, parents will be informed unless to do so would likely put the pupil at risk.
6. Where a member of the school community is considered to be at significant and immediate risk of serious harm and a second member of staff cannot reasonably and practicably be summoned, a search may be undertaken without consent and without a second member of staff present.
7. Where feasible and practicable, the pupil should be present during the search. They need not be present whilst a locker assigned to them is being searched.
8. The Positive Handling policy may also apply.
9. Pupil possessions may include their clothing, bags, mobile phones, USB sticks, form or PE locker, boarding room. Only outer clothing, not worn next to the skin or immediately over a garment worn as underwear, may be required to be removed. Pockets may be searched.
10. Members of staff can use such force as is reasonable given the circumstances.

Where sufficient evidence exists, items believed to be stolen will be returned to their owner.

School staff may seize any prohibited item found as a result of a search. Staff may seize any item, however found, which they consider harmful or detrimental to school discipline.

Weapons or items which are evidence of an offence will be passed to the police as soon as possible. All other items will be dealt with at the discretion of the Head and in accordance with the DfE guidance.

Electronic Devices

Where an electronic device is found during the search, the staff conducting the search may examine any data or files on the device if they think there is a good reason to do so.

Following an examination, they may erase any data or files, if they think there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files, the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

Wherever practicable, a second member of staff should be present to witness the contents of the device and stored material. Wherever practicable, the Head should be consulted prior to any data files being deleted.

If inappropriate material is found on the device, the member of staff must consult with the Head, or in her absence the Deputy Head, as to whether material should be deleted, retained as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Please also refer to the Pupil Acceptable Use of ICT Code.