



CITY OF LONDON
SCHOOL FOR GIRLS

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BEHAVIOUR POLICY

Addendum (from September 2023)

From September 2023 all Year 5 and Year pupils on roll at City of London School for Girls (CLSG) will be educated at City Junior School (CJS). They remain pupils of CLSG and will still be subject to all CLSG policies and procedures and will be expected to live out the values of CLSG. However, whilst on site at CJS, they will also be expected to adhere to CJS policies and procedures where relevant.

Policy last reviewed by:	Susannah Gilham
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Approved by:	Board of Governors
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This policy should be read in conjunction with:

Related School and City of London Corporation Policies:

- Admissions Policy

- Anti-Bullying Policy
- Complaints Procedure
- Exclusions Policy
- Physical Contact and Restraint Policy
- Pupil Searches and Confiscation of Pupils' Belongings Policy
- Safeguarding & Child Protection Policy
- SEND Policy
- Curriculum Policy
- Online Digital and eSafety Policy
- Behaviour in Schools 2022
- CJS Parents' Handbook

1. Introduction

City of London School for Girls aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional wellbeing of all of our pupils is key to their development.

The school aims to teach trust and mutual respect for everyone. It believes that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners.

City of London School for Girls is an inclusive community. We welcome pupils from a wide variety of cultural and social backgrounds, faiths and needs. We treat everyone as an individual and aim to develop the whole person equipped to take her place in the modern world.

2. Involvement of Parents

Parents and guardians who accept a place for their child at City of London School for Girls undertake to uphold the school's policies and regulations, including this policy when they sign the Parent Contract.

They agree to support the school's values in matters such as attendance and punctuality, behaviour, uniform, dress and appearance, standards of academic work, extra-curricular activities and homework.

3. Teaching and Learning

The school aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom.

Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way.

The school's teaching staff offer every child a high level of individual attention together with consistent and helpful advice. In return, the school expects every pupil to co-operate and to work hard.

4. Code of Conduct

- 4.1 The Pupil Code of Conduct is published in full on MySchoolPortal in the Parents' Handbook (Year 5 and Year 6 parents see Junior Section). The school expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.
- 4.2 We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.
- 4.3 Everyone has a right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated. Our anti-bullying policy is published on the school website. The school is strongly committed to promoting equal opportunities for all.
- 4.4 We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's attendance policy. They should care for the buildings, equipment and furniture. The school expects pupils to behave at all times in a manner that reflects the best interests of the whole community.
- 4.5 The school's rules and regulations are designed to encourage positive behaviour and self-discipline. Sanctions are imposed fairly, and, where appropriate, after due investigative action has taken place. The use of force is never used as a punishment in accordance with our Safeguarding and Child Protection Policy.
- 4.6 The school's Exclusions Policy is available on the portal.

5 Rewards (for Years 7 – 11)

We aim to reward a range of behaviours that supports pupils' personal development and achievements.

5.1 Merits

Merits are awarded to pupils in Years 7 to 11 in recognition of Effort, Achievement and

Contribution, examples might include:

- An excellent piece of work.
- Consistent work of a high standard for that particular pupil (e.g. three excellent pieces of homework).
- Consistent and sustained effort.
- Significant improvement in attainment over a substantial period of time, e.g. half a term.
- Significant improvement in effort over a substantial period of time, e.g. half a term.
- Notable contribution to Co-Curricular Activities, e.g.: regular performance in a team.
- Outstanding commitment over a significant period of time, e.g. half a term, to extra-curricular teams, groups or clubs.
- Contributions to the community life of the school, e.g. courtesy, kindness, helpfulness, care for the environment, most likely to be judged by Heads of Section and Tutor.
- Outstanding contribution to tutor group and House charity events and activities and the community service programme, as judged by Heads of House, Form Tutors.
- Contributions to School, Year and House Assemblies.

Merits are awarded via ISAMs and an email notification is sent to the pupil, the form tutor and the head of year. Parents are able to see the merits that have been awarded to their children through MySchoolPortal.

For Years 7 – 9, Bronze, Silver and Gold award certificates are given out during assembly for those pupils who have accumulated a certain number of merits across the term/academic year.

5.2 Letters of Congratulation

Letters of congratulations will be sent home by Heads of Year after mid-term reviews, twice a year, to pupils whose effort and/or attainment has been considered excellent by several teachers.

5.3 The Headmistress will see individual pupils at lunchtime to congratulate them personally on exceptional achievement, effort or contribution to the school life.

Year 5 and Year 6

All children will receive appropriate recognition and rewards for achieving their personal targets in learning and behaviour. All staff can give rewards for positive behaviour, effort and kindness as well as any actions in line with the school values. These can be group or individual rewards. Teachers, teaching assistants and all support staff actively look out for and praise positive qualities.

Form teachers share news of good choices and excellent conduct made by the pupils in the class through:

- ☒ A note in the homework diary
- ☒ A short email to parents
- ☒ A phone call home
- ☒ Face to face conversation with the parent / carer at the end of the day

Certificates of Achievement

Every week, certificates of achievement are awarded in our weekly Celebration Assembly, to two pupils in each form. These certificates are awarded in line with CJS Values and the CJS Code of Conduct to celebrate positive characteristics that have been exhibited. Staff use clear and specific language so children understand what they are being recognised for.

Class Incentives

Teachers may also use their own motivational schemes in class e.g. marbles in a jar, table points, Class Dojo. Teachers ensure these are applied fairly and consistently and these are overseen by the Head of Year.

Head of Year Behaviour Award

Every week, Heads of Year nominate one pupil from the year group for exceptional behaviour. This should be to a pupil who has exhibited exemplary conduct.

CJS Head's Commendations

CJS Head's Commendations are awarded for excellence in learning, behaviour and service to the wider life of the school. Once a week the Head hosts an open-door afternoon with pupils selected by form teachers to share examples of their learning, for which a commendation may be awarded. Commendations may also be awarded for taking part in public facing events, playing in a concert, taking part in performances and sporting / extra-curricular achievements.

6 Rewards (for Sixth Form)

Given the expectation of pupils to work much more independently in Years 12 and 13, the Sixth Form follows a different rewards and sanctions procedure from the Lower and Senior Schools, which, whilst following basic guidelines, is often followed on a case-by-case basis.

Merits are not given out at Sixth Form level, as it is felt that praise given directly from subject teachers

and Heads of Section is more appropriate. There are, however, some specific times of the year where pupils are rewarded:

- As with the Senior School, letters of congratulations will be sent home by Heads of Year after mid-term reviews, to pupils whose effort and/or attainment has been considered excellent by several teachers.
- This review is also used as a means of monitoring and imposing constructive sanctions e.g. informing parents and further monitoring.
- Pupils are also rewarded through special privileges in the Sixth Form.
- Pupils are allowed to leave school at lunch time or before the end of the school day if their timetabled lessons have finished. With written permission from their Head of Year, pupils are also allowed to leave school during their frees. Timetable permitting, pupils are allowed one free morning or afternoon a week. This is recorded in the register by the pupil's form tutor, and a central list of free mornings and afternoons is kept by the Sixth Form office.

7 Good Citizen Awards (Years 7 - 13)

Twice a year members of staff will be asked to nominate pupils for a 'Good Citizen' award'. Good Citizen awards are given in recognition of those pupils who demonstrate acts of good citizenship within - or indeed outside - school. It may be awarded to pupils who are, for example, consistently helpful to those around them, who raise awareness of social issues, who stand up for the less fortunate or extend friendship to those who find it harder socially. Parents of the pupils nominated will be sent a letter by the Headmistress and the Headmistress will meet with the award winners.

8 Prizes

Contributions to school life, academic ability and improvement are recognised through prizes at our annual prize giving afternoon in the autumn term. There are a number of service prizes awarded as well as subject prizes that are awarded to pupils in KS3, KS4 and KS5. The School's Values prizes are awarded to Year 11 pupils in recognition of those that best embody our values of respect, responsibility and resourcefulness.

9 Sanctions (Years 7 - 13)

The School rejects corporal punishment.

Sanctions will be issued for behaviour that is disruptive to teaching, learning and achievement and behaviour that devalues and undermines interpersonal relationships and the fabric of the school community.

Verbal reprimands should be used for minor offences to remind pupils when they stray from expected behaviour or ignore instructions. To prevent repeats of unacceptable behaviour the most effective approach is for individual teachers to respond and deal with the unacceptable behaviour concerned immediately. Electronic pink slips are for recording behaviour and themselves are not a sanction.

9.1 Pink Slips – To record minor infringements

Electronic pink slips should be given to pupils in Years 7 – 13 when they fall short of expectations. Examples of behaviour that might incur a pink slip include:

- Lateness to lessons (one major infringement or 3 minor lapses of punctuality with no clear explanation / reason).
- Poor quality of work handed in (3 below standard pieces of work for the individual concerned).
- Disruptive behaviour in lessons (1 verbal warning and 2nd occurrence incurs a pink slip).
- Misuse of technology.
- Uniform infringement.
- Disruptive behaviour in the dining room.
- 3 pink slips will normally lead to a detention, but the Head of Section has the ability to cancel pink slips in the context of serious pastoral concerns.

9.2 Early Morning Report

EMR is used to encourage pupils to be punctual. Registers are reviewed centrally, and tutors and Heads of School are kept advised re: parent letters and pupils put on EMR. Pupils are placed on EMR if they are late 4 times in a term. If they are late 8 times in a term, they are asked to complete EMR again, and they will attend an SMT detention. Failure to comply with EMR or persistent EMR results in pupils being sent to the Headmistress.

9.3 Uniform infringement

Pupils who persistently ignore uniform rules will be required to change and borrow from the second-hand uniform store. They may also be sent home to change and return that morning.

9.4 Detention

Detentions are given for:

- Cumulative minor offences e.g. 3 pink slips following approval of the Head of Section.
- Single major offence e.g. purposefully missing a lesson

A letter will be sent to parents to advise. Pupils may be given community jobs, to support school or maybe required to complete their work, depending on circumstances.

There are two types of detention:

- Head of Section lunchtime detention
- Senior Management Detention – Wednesday 4.10pm – 5pm

9.5 Persistent Misbehaviour

Teachers will report causes for concern/persistent offenders/underachievers to the relevant Head of Year. This might result in weekly meetings with the Form Tutor/Head of Year, or the pupil being put on a monitoring report until things improve. A report can monitor attendance/punctuality, quality of homework and/or quality of class work. If a pupil is on report, either her form tutor or Head of Year checks and signs it each day. Parents are then informed of the pupil's response to being on report.

If the misbehaviour continues, then the pupil and their parents will meet with the Deputy Head (Pastoral) and be put on a behaviour contract and given a final warning that the next stage is to meet formally with the Headmistress.

Sanctions (Year 5 and Year 6)

If pupils fail to follow the Code of Conduct or are seen not to be acting or behaving in line with the school's values, then action is taken depending on the severity of the demeanour.

1. First reminder: A warning look by the adult (teacher, specialist or Teaching Assistant) and / or a request to stop the inappropriate behaviour
2. Second reminder: The adult will tell the child their behaviour is unacceptable; they will ask them to stop behaving in this way and will remind them of the expectations.
3. Restorative conversation: A restorative conversation is a one-to-one conversation (with the adult who witnessed the behaviour) designed to encourage the pupil to reflect on their actions and how they have impacted on themselves and / or others. The conversation allows them to reflect on how they might repair this harm and avoid the same behaviour in the future. When a restorative conversation has taken place, the form teacher will contact parents / carers (by email / telephone call) and log the incident and correspondence on CPOMS. They may also take the opportunity to speak with the parent / carer at the end of the day. Should the conversation be led by a specialist teacher or Teaching Assistant, they are responsible for informing the form teacher who then contacts the parents and logs the incident on CPOMS.
4. Playtime reflection: When a pupil needs a fuller conversation around a particular incident. On occasion, a pupil's behaviour will automatically warrant reflection time with a member of the SMT in which case the previous steps are overridden. A reflection sheet will be completed by the pupil with support from a senior member of staff and together they will fully discuss the incident, reflecting on its impact and identifying restorative actions and strategies to employ in

future. A member of SMT will contact parents / carers (by email / telephone call) and a record of the reflection sheet, next steps, any support put in place will be logged on CPOMS along with details of any correspondence, and inform the CLSG Deputy Head Pastoral.

5. Two or more reflection forms and serious infringements: If two reflection forms are given within a half term or period of six weeks, the pupil will miss a break-time, have a formal meeting with the CJS Head and CLSG Deputy Head Pastoral alongside their parents, and a letter will be sent home and be recorded on the pupil's personal file. If there is any cause for concern that is considered to be more serious, the CLSG Deputy Head Pastoral, CJS Head, Deputy Head and Assistant Head (Pastoral) will be informed and involved in discussions with pupils and parents as required. Episodes of extreme misbehaviour may lead to an internal suspension or exclusion under the CLSG Exclusion Policy.

10 Procedures

Our policy for Rewards and Sanctions works on a staged approach.

Initial Stage	followed up by Subject Teacher/Tutor
Secondary Stage	followed up by Head of Department/Head of Year
Final Stage	followed up by SMT

11 Homework Notification (Years 7 - 13)

The homework notification function will be used by a teacher to alert a pupil that their homework is overdue. Parents will also be able to see their child's homework notifications by logging on to MySchoolPortal.

The purpose of the homework notification system is to ensure a student is up-to-date with their work.

A homework notification is not a sanction – there may be very good reasons why a pupil's homework is overdue – however, this system of tracking homework ensures a student does not fall too far behind with their work.

Heads of Year will also have an overview of the homework notifications, and if they see that a pupil is receiving a disproportionate number of them, they will be in touch with parents to discuss what further support is needed to help a student keep on top of their homework.

Failure to hand in a piece of work following a homework notification may result in a pink slip.

12 Malicious Allegations

Malicious allegations against staff are considered a very serious offence and will be dealt with in an appropriate manner and receive an appropriate sanction, and could comprise of temporary or permanent exclusion.