

DARTFORD GRAMMAR SCHOOL

BEHAVIOUR & DISCIPLINE - A GUIDE TO STUDENTS & PARENTS*

[* or guardian as appropriate]

INTRODUCTION

At Dartford Grammar School we value honesty, hard work, respect for others and fair-mindedness. We also attach great importance to manners, good discipline, service and care for the school environment. We value effort and achievement and support every positive contribution that a student makes to the life of the school. We seek the support of parents in maintaining the high standards of behaviour and discipline for which Dartford Grammar School is known throughout the community.

In addition and outlined below are some firm rules, which are necessary:

for the safety and well-being of everyone at the school;
for the reputation of the school;
for the protection of school property and the wider environment.

The rules apply to all students and at all times when a student is:

at school, representing the school or wearing school uniform;
travelling to and from school;
associated with the school at any time.

Parents are asked to read through this booklet with the student from time to time.

A. ATTENDANCE

Regular attendance at school is vital to ensure students make the most of their time here. Absence should therefore be limited to the absolute minimum. In the case of illness, parents should telephone the school on the first day and must send a written note in to explain the absence when the student returns to school. All medical appointments should be outside school hours whenever possible. **Taking time off school for holidays is very strongly discouraged and will be regarded as unauthorised absence.**

If a student is taken ill while at school, or has an accident, she/he must report to a member of staff. On no account should a student leave the premises without permission. Exemption from PE, other than for short periods, will require a medical certificate.

NB. Other absences may lead to a record of unauthorised absence (which is illegal) on the student's file. If parents are in any doubt please check with the school first.

B. PUNCTUALITY

Punctuality at morning and afternoon registration and for all other lessons and activities is essential. Lateness wastes everyone's time and will be punished. Students who are late for morning or afternoon school must report to reception and sign the Late Book.

C. CONDUCT AND BEHAVIOUR

1. General.

The behaviour of students should always be a credit to the school. They should take pride in membership of the school and reflect this in academic, sporting and leisure activities, personal appearance, general conduct and behaviour at all times, not just during the school day and not just when on the school premises. At Dartford Grammar School hard work and high standards are highly valued. We applaud success and never mock the efforts or failings of others. We respect and encourage each other both as individuals and members of teams.

Honesty is just as important in the school community as in the world outside. Students should never cheat, steal or tell lies. If they see others misbehaving or breaking rules there is a responsibility to inform a member of staff immediately.

Bad language is ill-mannered and offensive; it is also unnecessary. It is forbidden and is liable to serious punishment, including exclusion from school. At all times in speaking to members of staff or visitors students should be respectful both in language and tone.

Threats, violence, name-calling, mocking, racism, sexism and all other forms of victimisation are not tolerated and those who engage in them are liable to serious punishment, including exclusion from school. All such cases must be reported immediately to a member of staff. Victims must avoid retaliation as this escalates disputes and is also liable to serious punishment, including exclusion from school.

From time to time, staff, students and visitors may need assistance. Students should be ready to offer help and be courteous in their dealings with others. Whether playing or watching school events, or on school journeys, behaviour should be exemplary. Students should play honestly, fairly and be gracious to opponents, both in victory and defeat.

2. Dress Code

School uniform must be worn during school hours and for other school activities. A protective laboratory coat must be worn in Science, Art and Technology lessons. Students must be smartly turned out and fully conform to the uniform requirements. Shoes should be clean, hair styles moderate and tidy. The dyeing of hair is not permitted. Male students' hair must be above the collar line and not covering the ears. Facial hair, earrings [apart from sleepers for girls], jewellery [apart from a single plain ring for sixth formers], tattoos and similar adornments are forbidden. The summer uniform arrangements will normally be announced to start on the first Monday after the summer half-term break. Blazers (jackets for sixth formers) are expected to be worn to and from school in the mornings and afternoons but not in lessons or around school. The exception is school assembly when blazers (or jackets) must be worn. Ties (or lapel badges) must be worn at all times.

3. School property

Most areas of the school are open to students throughout the school day, though entry is forbidden to certain areas. On no account, however, should anyone enter or use an area if by doing so, their safety or the safety or privacy of others is threatened. The school environment can be easily damaged by litter, graffiti and acts of vandalism. Perpetrators of these actions show scant regard for those who have to clean up after them, or for the school community as a whole. They will be dealt with severely when caught and may be excluded from the school. All students have a responsibility to take pride in the school environment and assist in keeping it tidy. There is also a responsibility to report any breaches of the rules to a member of staff.

In lessons students should enter classrooms as soon as they are empty and get books and equipment out, so that the lesson can start promptly. In the case of laboratories and workshops they should line up outside in silence. If the teacher is delayed, the group should get on with useful work quietly, while ONE student reports the absence to reception. Classrooms should be litter-free, and when visitors enter the room students should stand in silence unless told otherwise. During lessons students should be helpful and co-operative at all times, following instructions given by the teacher, without argument or other dissension. Windows and blinds may only be operated by students with the permission of a member of staff.

Any damage caused to school property should be reported, whether deliberate or by accident. Students may be asked to pay for the damage caused.

Information Technology Equipment: The school has extensive facilities which are expensive to install, maintain and improve. It is essential that students use these facilities responsibly:

- a. Passwords - once assigned these must remain confidential, as misuse of computers will be traced to individual students via the password.
- b. Network [including E-Mail and the Internet] - any unauthorised interference or misuse is strictly forbidden and will be liable to serious punishment.
- c. Pen drives may be brought to school but must be cleared of viruses, before they are used.

d. Any deliberate or accidental damage to, or misuse of, equipment, must be reported to a member of staff.

4. Valuables

Generally these should not be brought to school at all (this includes large sums of money). Money brought for school trips etc. should be handed in promptly to the school office. It is forbidden to engage in buying and selling or “swaps” of any items on the school premises. All items of clothing or other property brought to school should be clearly marked with names. Items such as personal stereos, mobile phones etc. may not be brought to school by students in Years 7-11, and are liable to be confiscated. Students should not interfere with the property of others, or engage in disputes about ownership. Where there is a problem, this should be reported to a member of staff. Students must be strictly honest with property and hand in anything that is found. If any valuable is lost, it should be reported to a member of staff immediately.

5. Clubs, fund-raising etc.,

Permission is required to: form clubs or societies, promote or raise funds in any way, organise any social, cultural or sporting events connected with the school, produce or distribute any written or printed publication within the school or externally concerning the school.

6. Transport

When travelling to school by public transport of any kind the demeanour of students must reflect well on the school. Any complaints received concerning behaviour will be investigated and dealt with severely, including possible exclusion from school.

Cycling to school is allowed provided parents give permission. Riding cycles on the school grounds is not permitted for reasons of safety. Cycles must be parked in the cycle sheds and securely locked. Students are strongly advised to wear protective headgear when cycling.

Motor vehicles or motor cycles of students may not be brought onto the school premises and when parked must not cause obstructions to local residents. Parents should not bring cars on to the premises when travelling with their children to and from the school during the normal school day. They should also avoid parking on the main roads adjoining the school, in the interests of safety.

7. Safety

Students must know and obey all fire and other safety regulations at all times.

Specialist school equipment may not be used unless a member of staff has given permission.

Students must not retrieve footballs etc. from roofs or other parts of the building.

Students must not take risks with their safety or that of others.

Students are forbidden to be under the influence of, or have in their possession, or around the school premises at any time [including whilst travelling to and from school] any of the following:

- any tobacco or tobacco product, lighter, matches etc;

- any alcoholic liquor;

- any pornographic material;

- any knife, weapon or other item that might endanger their safety or that of others;

- any dangerous animal, insect or snake.

- any dangerous or classified drug or other harmful substance [other than when medically prescribed];

Any breach of this rule will be dealt with severely and may lead to exclusion from school.

8. Exceptions

Any requests for exception regarding the School's Behaviour Management Policy and Procedures are to be addressed to the Headmaster, who will respond within a reasonable time and indicate the action to be taken. A parent who remains dissatisfied after doing so has the right to refer the complaint, via the Clerk to the Governors, to the Chair of the Governing Body. Should the issue remain unresolved parent(s) have the right to approach the Local Authority.

D. SANCTIONS

Sanctions should be consistent, realistic and appropriate to the offence. There are no set punishments for specific misdemeanours, as the circumstances of each case vary and must be treated on their own merits. However, a graduated scale of sanctions is outlined below and is a useful general indicator for parents and students:

- A verbal reproof - a sharp word often does the trick.
- Extra Work - appropriate for poor/incomplete/unattempted work
- Lunchtime detention - should be supervised and work set and appropriate for minor/first offences.
Nb: students will be given time to have their lunch.
- Where the above are ineffective the Academic Manager will be informed and appropriate action taken.
- More serious misbehaviour and **three** poor/incomplete/unattempted pieces of work **may** result in after **school detention** for one hour [NB: the 3 pieces do not have to be consecutive to merit referral and may still form part of the record even if completed later].

Staff should ensure that students are aware of the reason for the referral.

The Curriculum Manager will take the appropriate action based on the referral.

If detention is authorised, the office staff will organize the formal letter home giving details of the detention.

The form tutor should pass the letter home to the student immediately (or it may be posted), and the student will be expected to return the reply slip, signed by a parent/guardian, to the school office the next day.

The student will then attend the detention on the given day and will be supervised by a senior member of staff. The member of staff making the referral will provide detention work for the student.

It is important that this process is completed quickly.

- If the student fails to attend the detention or does not return the reply slip the next day, the supervising teacher/member of the office staff will pass it onto the **Curriculum Manager** immediately who will issue **2** school detentions in the absence of a valid excuse. Any further failures to attend will be referred to the relevant Assistant Head.
- • The Curriculum Manager will decide on appropriate sanctions for matters referred to them. These may include: - letter home, parental interview, placing a student on Report Card or School Detention. In extreme cases the Head may exclude a student from school temporarily or recommend a permanent exclusion to the Governors.
- the very rare cases of serious misconduct, which require a student to be withdrawn from lessons, he or she **will not** be allowed to return to lessons until the parents/guardians have attended a meeting with a senior member of staff to discuss the incident and to outline the action the school has decided to take.

Prejudicial conduct

Students will be liable to exclusion from school if, during term-time or holidays, and on or off the school premises, they engage in bullying, dishonesty, cheating or any other conduct that is, in the opinion of the Headmaster, seriously disruptive or prejudicial to the reputation of the school or to the welfare of any other person.