

POLICY 9a: BEHAVIOUR

Reviewed: 11/2020

Next Review: 11/2021

The Arnold House Code of Conduct

The principles outlined in this Code of Conduct should underpin the daily lives of members of the Arnold House community and are written for the guidance of pupils, staff and parents. The aim of the Code of Conduct is to indicate the School's expectations of civilised behaviour in the belief that good manners and kindness provide the foundation on which a happy school is built.

Main Principles

- Boys, staff and parents are encouraged to show respect, good manners and consideration for others.
- Members of the community are encouraged to safeguard the interests and wellbeing of others.
- Members of the community should encourage the academic, personal and social development of the pupils.
- Communication between pupils, staff and parents should be open, honest and tolerant.
- In all situations, members of the community should exercise common sense.
- If there were only one principle delineated in the Code of Conduct, it would be to treat people as you would wish to be treated yourself.

Pupils' Behaviour

- Pupils are expected to be courteous and kind at all times with everyone they meet. Here is some particular advice:

The Social Graces

- "Please" and "thank you" are two of the most important phrases in the language. Always use them and never forget them, if you would like someone to render you a service, or if he or she had performed a kindness of which you have enjoyed the benefit. Ingratitude is very unattractive.
- Greet people. Smile. Be welcoming. Use people's names or title when addressing them. "Are you looking for someone Sir?" "May I help you, Mrs Atkins?"
- Allow adults to pass before you through doorways. Hold doors open for other people. Look ahead when walking down corridors, on pavements, indeed in any place in which other people are moving about.
- Be prepared to make conversation. Show interest in others. Ask questions of them. "How are you?" "What did you do at the weekend?"
- Stand up quietly when invited to greet visitors or when addressed by a member of staff.
- When talking to other people, keep your hands out of your pockets, keep eye contact and speak clearly.

Dress and Personal Appearance

Take pride in one's appearance and standard of dress. People who are neatly turned out immediately create a good impression. Correctly worn uniform is always preferable to dirty or unpolished shoes, shirt tails hanging out, uncombed hair and dirty hands. Boys in Arnold House uniform outside school should always remember that they are ambassadors of the School's good name and that they will be judged on their behaviour and standard of dress.

Punctuality

Punctuality has been described as "the courtesy of kings". Being on time shows respect and consideration for other people.

Apology

Always say "I am sorry" when it is required. A sincere apology nearly always defuses a possible confrontation, but an apology does call for a degree of personal honesty and humility.

Kindness and Helpfulness

There will be many occasions every day when you can help others. The most helpful and kindest people are those who do not wait to be asked before volunteering their help and support.

Honesty

A good, happy school should be able to operate in an atmosphere of trust. If something goes wrong: if an unkind or dishonest act occurs, if a rule is deliberately broken, or even if an honest mistake is made, the quick discovery of the truth avoids the risk of an injustice following in its wake.

Tolerance and Consideration

We must all learn to accept differences in people and to be respectful of their views and beliefs. Bad language and bad temper will only cause offence.

Conclusion

Good behaviour and courtesy are learnt by example. Staff and parents have a great responsibility in setting a good example for the young to follow. Mutually respectful but relaxed, confident but not over-bearing, easy but not familiar relations between the generations and the sexes, between boys and staff, staff and parents, boys and parents should be the aim we all strive for, but when we fail - as fail we will from time to time - we can only resolve to learn from our mistakes and do better next time.

Rewards

There is a strong emphasis on rewards at Arnold House. The system of rewards and sanctions at Arnold House has gradually evolved. We put more emphasis on rewards than on sanctions.

Boys are awarded Citizenship Bars in Years 1 to 7 and Citizenship Ties in Year 8 if their behaviour is considered to meet our expectations of an Arnold House pupil. They are aware that they can gain points for their House through their Citizenship Report. The Form Teacher/Form Tutor along with the Head of Year awards grades for conduct, courtesy and a boys' contribution to the life of the School. These grades are informed by Citizenship Bars and

Citizenship Ties or by other indications of good behaviour such as Residential Trip Commendations as well as by observations made by teachers.

Further details of the Citizenship programme can be read in the Arnold House Spiritual, Moral, Social and Cultural Development (SMSCd) Policy.

Behaviour and Discipline

Conduct and Attendance

We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that their son will take a full part in the activities of the School, will attend each school day, will be punctual, will work hard, will be well-behaved and will comply with the School rules about the wearing of uniform.

Attendance (recorded electronically) is monitored by the Deputy Headmaster (Pastoral) and the Senior Master. They will lookout for patterns of absence or poor attendance and address any concerns appropriately.

Code of Conduct

The School Code of Conduct (see above) is published on the School's website and is provided in hard copy as part of the registration pack sent to all prospective parents.

Discipline

Parents must accept the authority of the Headmaster and of other members of staff on the Headmaster's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the school community as a whole. This applies to all pupils when they are on school premises, or in the care of the School, or wearing school uniform, or otherwise representing or associated with the School.

Sanctions

At Arnold House, we work on the principle that timely warnings and explanations are more constructive and positive than any number of carefully graded sanctions. Boys will, from time to time, act in thoughtless, silly or unkind ways, but it is important to explain to a boy the error of his ways either informally or formally.

It is up to individual teachers to disapprove of bad behaviour and to follow up on incidents that occur that fall below the standards we expect. Individual members of staff, Form Teachers/Form Tutors and senior staff all share this responsibility.

Sanctions are few, with associated loss of privileges and written letters of apology felt to be the most effective means of underlining the School's displeasure when a boy's behaviour falls below the standard we expect of an Arnold House boy.

In situations where a boy's behaviour falls below the expected standard for Arnold House the incident is formally recorded. The member of staff who has witnessed and dealt with the incident records a Conduct Penalty electronically. The Deputy Headmaster (Pastoral) monitors patterns of poor behaviour for individual boys, forms and year groups and presents

this information when necessary in staff meetings. Repeat offenders can expect the Form Teacher/Form Tutor, Year Head or Senior Master to contact parents.

Conduct Penalties and suggested sanctions

Conduct Penalty	Behaviour Description	Pupil Action	Teacher Action
C1	Low level lesson disruption resulting in an impact on learning Lack of equipment/HW	Verbal apology Change in behaviour	Discussion/reprimand by teacher Lose some break to carry out a task to recompense
C2	Persistent C1 behaviour Poor attitude Inconsiderate/uncouth behavior	Written apology Change in behaviour	Discussion/reprimand by teacher Formal break detention with teacher
C3	Persistent C2 behaviour Defiance or disobedience Indirect use of bad language	Written apology signed by parents	Discussion/reprimand by HoY Parents informed by email Formal break detention with Form Teacher/HoY
C4	Verbal aggression Damaging of property Deliberate misuse of IT	Verbal and written apology signed by parents, during parent/HoY meeting	Discussion/reprimand by HoY Parents phoned and meeting arranged After school HoY detention
C5	Physical aggression Bullying Stealing	Verbal and written apology signed by parents, during parent/Headmaster meeting	Discussion/reprimand by SLT Parents phoned and meeting arranged with Headmaster After school Headmaster Detention Possible suspension/exclusion

Headmaster's Detentions

In instances of repeated bad behaviour or a serious misdemeanour, boys may be obliged to attend a Headmaster's Detention. This will take place after school and is administered by the Headmaster or a senior member of staff. Further transgressions subsequent to a Headmaster's Detention is likely to result in the escalation to a fixed-term exclusion.

Exclusions for Serious Misbehaviour

Suspension

A pupil may be sent, or released, home for a limited period either as a disciplinary sanction or pending a Governors' review.

Removal in other Circumstances

Parents may be required, during or at the end of a term, to remove their son, temporarily or permanently from the School if, after consultation with the pupil and/or parents, the Headmaster is of the opinion that by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School. The same applies if the parents have treated the School or members of its staff unreasonably, or if in the opinion of the Headmaster the parents have not remained fully committed to the ethos and values of the School. In these circumstances, parents may be permitted to withdraw the pupil as an alternative to removal being required. The Headmaster shall act with procedural fairness in all such cases, and shall have regard to the interests of the pupil and parents as well as those of the School.

Expulsion

A pupil may be formally expelled from the School if it is proved on the balance of probabilities that the pupil has committed a very grave breach of school discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches. The Headmaster shall act with procedural fairness in all such cases. The Headmaster's decision shall be subject to a Governors' Review if requested by a parent. Parents will be given a copy of the review procedure current at the time.

Governors' Review

The parents may request a review by Governors of a decision to expel or require the removal of the pupil from the School (but not a decision to suspend the pupil unless the suspension is for 11 School days or more, or would prevent the pupil taking a public examination). The request shall be made as soon as possible and in any event within seven days of the Headmaster's decision being notified to the parents. The parents will be entitled to know the names of the Governors who make up the review panel and may ask for the appointment of an independent panel member nominated by the Governors / Chair of Governors and approved by the parents, such approval not to be unreasonably withheld.

Sebastian Stones, Deputy Headmaster (Pastoral)

Chris Kerr, Senior Master