

## **Expectations policy**

The ethos of the College promotes the attitudes and values necessary for individual student to contribute positively to their own personal development and to that of the College. These attitudes and values are further encouraged through a system of rewards. The maintenance of good discipline is of paramount importance for the growth, welfare and development of a student.

The Ladies' College has clear expectations, effective pastoral support and embraces opportunities to build good social relationships. These aims are founded upon a system of rewards and, where necessary, appropriate sanctions, with rewards far outweighing any need for sanctions.

All students, staff, parents and others associated with the school are required to work together in a spirit of co-operation and understanding. Clear standards are set from the outset and positive behaviour is modelled by other students. Everyone, students, colleagues and parents are expected to behave well, with positive behaviours being celebrated and valued by the College. Specific rules are dictated by common sense and are published in all students' diaries and displayed in every classroom.

### **Our expectations are that:**

1. All students and staff have the right to work in a calm, supportive and purposeful atmosphere.
2. All students and colleagues have the right to come to College without fear of being bullied (see Anti-bullying Policy).
3. Expectations are displayed in each Form Room and students are reminded of these periodically by the Form Tutor, Year Co-ordinator and SLT.
4. There are a number of opportunities for older students to take on posts of responsibilities (see Student Leadership Policy).

**Please see the Rewards Policy to appreciate how good behaviour is encouraged and rewarded.**

In rewarding and disciplining we seek to support each individual student and with this in mind, appropriate adjustments may be made for a student with SEND. We also work with outside agencies and parents to resolve any issues which arise and where students are not meeting expectations.

## **If a student fails to meet expectations:**

### **Step 1: Member of staff takes action**

If a student does not meet expectations, e.g. fails to hand in homework on time, inappropriate behaviour, then **the member of staff** should take action. This might include a warning, an extended deadline, moving a student's places in class, arranging to meet the student to talk through the misdemeanour.

### **Step 2: Head of Department**

If the problem persists then the member of staff should speak to their Head of Department and supervise a short detention within the school day or agree some other appropriate action.

### **Step 3: Order Mark Referral**

If improvements do not happen an **Order Mark Referral** form should be completed. The subject teacher should discuss with the Head of Department. The form is passed to the Tutor. The Tutor should speak to the student and pass it to the Year Co-ordinator or for more serious matters discuss with the Year Co-ordinator who will talk to the student. The Year Co-ordinator will pass the slip to the Deputy Principal (Pastoral) for logging. The form then gets passed to the Year Co-ordinator for filing. A second Order Mark will result in a letter being sent home to parents asking them to support the College policy by encouraging their daughter to improve her conduct. Three Order Mark Referral forms will result in a Work Refusal (detention) of 40 minutes or Conduct Refusal (detention) of 60 minutes which will be organised by the Deputy Principal (Pastoral). Order Marks remain on the student's behaviour log on the Integris system, however, the system begins at zero at the beginning of a new academic year.

### **Step 4 : Conduct Refusal or Work refusal**

A **Conduct Refusal or Work Refusal** may be issued by the Principal or Deputy Principal (Pastoral) if an offence is considered sufficiently serious. As a result a student may be placed on a **Red Card Report** with Parent's notification. This is used to monitor a student's progress or particular concern such as organisation. It is the student's responsibility to get it completed and to meet with appropriate adult to have it checked.

## **Moving about within the College**

1. Students should walk quietly on the right hand side of the corridor, showing consideration for others. There should be no running in the corridors.
2. Students should be aware of others and should open doors for members of staff, visitors to the College and for anyone carrying awkward or heavy things.
3. College assemblies are a time of quiet reflection. Students should go to and from assembly in silence.
4. Students must stand up when a member of staff or visiting to the College enters a classroom.
5. Students should line up outside classrooms until a member of staff grants permission for them to enter the room.

### **Punctuality**

If students are persistently late for registration, initially their Form Tutor will investigate the reasons for this: serious difficulties will be referred to the Year Co-ordinator. If there is no reasonable excuse for lateness, then an **Order Mark** will be given after a half term in which a student has been late twice a week or more. A further Order Mark will be issued if punctuality has not improved over the fortnight following the issue of the first Order Mark; the College will also inform the parents/guardians of the problem by letter. If there is no improvement, then after another fortnight there will be a further Order Mark, and a detention (covered by the Senior Leadership Team). While these sanctions are being imposed, the Form Tutor and Year Co-ordinator will be working with the student to encourage improved punctuality.

If a student is persistently late for lessons, then similar procedures will be employed. A Head of Department will speak to a student to identify reasons for lateness before any Order Marks are issued.

### **Uniform**

The Ladies' College has a regulation uniform which is detailed on the Uniform Lists for Remove to Upper Five and the Sixth Form. Regulation uniform must be worn by all students. All colleagues, and in particular Form Tutors, monitor the appearance of students to ensure correct uniform standards are maintained.

Uniform infringements are dealt with by means of a 'green slip' system. Staff noting an infringement should first bring it to the student's attention (where possible) to put right but also record it on a green slip (available in the Senior School staff room). This is passed on to the Form Tutor who is expected to raise the issue and look to solving the problem. The 'green slip' is then passed to the Year Co-ordinator for information and then on to the Deputy Principal (Pastoral). A second green slip will result in a letter being sent home to parents asking them to support the College's uniform policy by encouraging their daughter to wear correct uniform. A third slip generates an after College detention. Students who persist beyond this stage in failing to wear correct uniform may be asked not to attend College until the issue is rectified. All infringements are recorded on the College Management Information System.

### **Confiscation**

Mobile 'phones, jewellery etc. which are confiscated must be made available to the student at the end of the day on which it was confiscated. Confiscated belongings should be handed to the Deputy Principal (Pastoral)/Reception. The student will sign for the item when collected.

### **Sixth Form**

Concerns over issues with the Sixth Form are dealt with via a Referral Form. Boy's forms are given to the Assistant Principal who will liaise with the Head of Sixth Form at Elizabeth College. The completed form for Ladies' College students is to be given to the Sixth Form Year Co-ordinator. These are discussed with the Form Tutor and or student in order to find a way forward and manage the problem before it gets too serious. The Head of Sixth Form will decide whether to implement a period of supervised study to help manage the student's time and encourage the student to adopt a more conscientious attitude towards independent study. If supervised study appears to be having little effect it will be necessary for parents/guardians to be invited into College to discuss the situation.

### **Exclusions (Temporary, Fixed and Permanent)**

Please see the Admissions and Exclusions policy.