

# SEVENOAKS SCHOOL

# SUMMER PROGRAMME

## **Behaviour Policy**

Sevenoaks School Summer Programme expects pupils, at all times, to behave sensibly and show courtesy, consideration and respect for others. Summer Programme Rules apply at all times in boarding houses, school property, on excursions conducted under the School's auspices.

### **Expectations of Behaviour**

Pupils are expected to:

- Treat others with courtesy and consideration at all times.
- Be punctual to all lessons and activities
- Contribute to the learning atmosphere in class by taking an active part, concentrating, asking intelligent questions, getting work completed on time and not behaving in a disruptive manner, listening to their peers as well as the teacher.
- Respect School property and the property of fellow pupil.
- Avoid bad language in any language.
- Behave properly on all school occasions, e.g. when out on an excursion.
- Help keep the school campus free of litter
- A high standard of personal appearance is expected and it is the duty of all staff to ensure that pupils observe these requirements.
- Signs of affection: we rely on the good sense of pupils to behave decorously, and on the good sense of staff to encourage such behaviour. Overt displays of affection such as kissing or holding hands are not acceptable.
- Understand that failure to follow Summer Programme rules and expectations will have consequences.

### **In the Boarding House**

Pupils are expected to:

- Treat their bedrooms with respect by keeping them clean and tidy
- Treat common areas with respect by leaving rooms as you would wish to find them.
- Never enter another student's or a staff member's room without their permission.

## **During Lessons or Activities**

Pupils are expected to:

- Engage fully with the task at hand and make a contribution to the lesson/activity.
- Ask before going to the toilet.
- Leave only when given permission by a member of staff.

## **Rewards**

Staff should give praise and encouragement for pupils' efforts and achievements, being as positive as possible. These can take the form of verbal or written comments for particularly good work.

## **Disciplinary Sanctions**

We should always aim to motivate pupils by reward and encouragement, but sanctions may sometimes be necessary. In many cases simply speaking to the young person will be sufficient, but the Director should be informed so possible patterns of behaviour can be identified.

Sanctions should take place as soon as possible, be appropriate to the offence and to the individual pupil and the particular circumstances as indicated in the list below. No other punishments are acceptable. Corporal punishment, nuisance punishments, such as lines, or any action that could undermine, humiliate or deprive a pupil are not used. A breach of this policy by a member of staff would be highly unusual, and would be likely to invoke disciplinary procedures.

Examples of behaviour which might lead to a sanction include:

- Entering areas of the Boarding House accommodation reserved for the opposite sex.
- Wilful damage to or defacing of School property, or irresponsible behaviour which causes damage to property.
- Interference with another student's possessions
- Repeated lateness
- Absenting oneself from lessons or other compulsory activities without permission
- Antisocial behaviour, including bullying
- Misuse of electronic communication systems, including cyber-bullying
- Grossly discourteous, disobedient or insolent behaviour towards staff
- Grossly discourteous behaviour towards other students
- Possession of forbidden articles
- Persistent disruption in lessons
- Dangerous behaviour likely to result in injury
- The possession, viewing and/or distribution of pornographic or other offensive material
- Possession, use and/or distribution of alcohol, tobacco, drugs or other illegal substance.
- Bringing the name of Sevenoaks School into disrepute.

This list is not exhaustive and it is important to appreciate the overall seriousness of an incident will always be assessed and may require a more serious disciplinary response. Where punishment is required, the following sanctions will be used:

1. **First Warning** – the student is given a verbal first warning by the Director.
2. **Second Warning (parents informed)** – the student is given a written second warning by the Director and their parents are informed of the situation.
3. **Final Warning** – the student is given a final written warning by the Director which stipulates that they will be immediately sent home should they repeat unacceptable behaviour.
4. **Exclusion** – the student is sent home.

Sevenoaks School Summer Programme staff reserve the right, where appropriate, to exclude a student from a period of free time or an activity/excursion alongside their Second or Final Warning. This extra punishment would apply in cases of verbal abuse or violence perpetrated against another student or a member of staff.

Sevenoaks School Summer Programme reserves the right, at the discretion of the Director, to administer an immediate Final Warning or Exclusion for the serious breaches of discipline.

#### **Appeals against Sanctions**

The pupil or parent/educational agent should in the first instance speak to the Director.

See Pupils' Complaints Policy.