



# PRIOR'S FIELD SCHOOL

## BEHAVIOUR POLICY

Behaviour at Prior's Field should reflect our respect for ourselves, each other and our environment. Good behaviour and self-discipline are essential for our community to flourish. They enable pupils to gain the best education, allows for effective teaching and learning and prevents bullying. They are key to the success of the school and a requirement for every member of the school community both individually and collectively.

This policy seeks to both promote and maintain good discipline in the school primarily by recognising and celebrating good behaviour and by offering a strong and robust system of pastoral support. Leaders within the school including staff and prefects are expected to model good behaviour. Sanctions are applied if needed; corporal punishment is never used.

This behaviour policy is reflected in our PSHE Programme and in the wider spiritual, moral and social education which we offer. It should be read in conjunction with the Prevention of Bullying, Substance Misuse, Safeguarding (Child Protection), Positive Handling, Attendance and Absence policy, Exclusions, Online Safety and Equal Opportunities Policies. In line with the Equality Act, 2010, the policy also recognises that challenging behaviour which stems directly from a disability must be managed differently, making reasonable adjustments wherever possible. This policy has regard to the DFE publications, "Behaviour in Schools" September 2022 and "Getting the simple things right: Charlie Taylor's behaviour checklists".

### 1. Objectives

This Behaviour Policy will work to achieve the above through the promotion of:

- a. a clear sense of right and wrong
- b. personal integrity
- c. respect for individuals and for the community
- d. respect for the school environment and for each other's property
- e. responsibility for one's actions
- f. honesty, trust, tolerance, politeness and courtesy

### 2. Success Criteria

The policy will be considered successful if:

- a. standards of behaviour at Prior's Field are high
- b. there is an understanding of the sensitivities of others
- c. pupils have self-esteem, self-discipline and self-confidence
- d. there are few or no bullying incidents logged
- e. there is a respect for others and for the environment
- f. good, focused learning is in evidence throughout the school

### 3. Methodology

- a. All staff are responsible for promoting the good behaviour of pupils both in the classroom, in the boarding houses and around the school. Good relationships between pupils and staff are fostered by the school's pastoral system. All staff must expect the highest standards in collective and self-discipline. The curriculum promotes attitudes and values to enable pupils to contribute positively to their own personal development and to that of the school. An increasing focus on Service and a more systematic monitoring of pupils' involvement in service and co-curricular activities, helps to increase the girls' sense of a wider world and to improve their awareness of themselves and the needs of others. PSHE provides a framework for guidance and discussion.
- b. Poor behaviour reported to the school or witnessed outside of school by school staff will also be investigated and dealt with according to this policy.
- c. The Director of Pastoral Care and Learning Pathways is responsible for the implementation of this policy with the support of the Deputy Head, Head of Sixth Form, Heads of Year, Form Tutors and all staff.

### 4. Individual Responsibilities:

- a. Pupils:
  - i. Expectations for specific elements of pupil behaviour are stated in the **Pupil Expectations** document (Appendix A). Girls are reminded of these expectations at the start of each school year and these are published on FROG.
  - ii. Girls are expected to obey the **School Rules** at all times (Appendix B).
  - iii. **Pupil Code of Conduct for School Trips** must be adhered to on all excursions from school. (Appendix C)
  - iv. Girls should be familiar with, and adhere to, the **Acceptable Use of IT and AI Policy Code** (Appendix A Online Safety Policy)
  - v. Pupils are expected to obey all members of staff without argument. If a pupil feels that they have been unfairly treated then they may appeal to the teacher concerned or their Head of Year
  - vi. Prefects are briefed in the behaviour policy and support staff in encouraging good discipline, promoting and celebrating good behaviour throughout the school.
  - vii. The school council and other pupil forums such as the pupil boarding committee, the prefect body, house deputies, PF peers, the SPLT break, tutor group break time with senior staff and food committee all help to give the pupils a sense of involvement and citizenship and to feel influential and empowered. They also provide an opportunity for the discussion of behavioural issues.
- b. Staff:
  - i. As stated in the Staff Handbook, all staff should use the rewards and sanctions laid out in this policy and encourage the girls to be aware of these standards.
  - ii. All staff should be familiar with the **School Rules** and support the girls in adhering to them (Appendix B).

- iii. All staff have a responsibility to address misbehaviour directly. If they do not feel it is appropriate to do so, then they should inform a member of SLT.
- iv. Teaching staff should manage lessons to ensure learning and minimise opportunities for poor behaviour.
- v. Staff supervising pupils while on duty during break and lunch times should ensure appropriate behaviour outside the classroom, reinforcing positive behaviour through praise or rewards. (See Appendix D: Staff Duties)
- vi. Any staff supervising school trips should ensure that pupils are aware of the Pupil Code of Conduct for Trips (Appendix C)
- vii. All staff should be vigilant with regards to the use of ICT. (See Appendix E: Misuse of ICT)

## 5. Rewards:

- a. Our primary aim is to be affirmative in nature, encouraging good behaviours by recognising and rewarding positive actions. This should be ongoing and consistent across the school. There are a variety of ways in which achievement and good will be acknowledged:

### b. House Points:

- i. House Points are given to pupils for good behaviour, participation, helpfulness, effort, exceptional, or sustained good, academic work or endeavour at the discretion of members of staff. The number of House Points given is at the discretion of staff, but generally, one House Point is given at any one time.
- ii. House Points are awarded electronically on iSams and pupils are informed by email of each one. Heads of Year monitor and review the number of House Points each pupil receives on a weekly basis and liaise with form tutors about this so that they can feedback to girls during Form Time.
- iii. Certificates are awarded as girls hit significant milestones each year (25, 50, 75, 100 House Points).
- iv. House Points also count towards the inter-house competition which takes place every term and Heads of House can access totals for their House.
- v. Prefects may recommend a girl for a House Point and should communicate the reason to the Form Tutor, Head of Year or Director of Pastoral Care and Learning Pathways.

- c. **Head's Commendations:** Head's Commendations are awarded to pupils who produce work of an exceptional standard. They can also be awarded for exceptional contributions to the school or wider community. An email is sent home to parents informing them of the award and the girls are invited to a special break celebration with the Head.

- d. **Personal emails/postcards:** Tutors and Heads of Year send emails or cards to individuals to congratulate them on outstanding achievements, behaviour or attitude in any field of school life and to those girls who receive exceptional full school reports.

- e. **Boarding Rewards:** Within Boarding a variety of rewards are used in both the School and Huxley Houses for good behaviour including: Boarding Awards and/or trips out with staff.

- f. **Academic Rewards:** Departments adopt their own additional methods of reward and recognition in addition to House Points and Head's Commendations including: stickers, badges and praise postcards. Departmental policies, in line with this policy, are available in departmental handbooks.
- g. **Recognition:** All opportunities for congratulation, celebration or recognition of effort, personal success, and improvement are encouraged on all occasions. They may occur informally by form tutors and teaching/boarding staff or more formally in Year, House and Whole School assemblies.
- h. **Prizes:** Prizes are awarded at Prize Giving to all year groups for commitment, progress and achievement in academic work. In addition, subject prizes are awarded for excellence and individual trophies and awards are given for attitude, commitment to school life, Duke of Edinburgh, leadership and support for others in the school community etc.
- i. **Colours:** Sixth Form, Senior and Junior, full and half colours are awarded for excellence and commitment outside the classroom in Sports, Music, Drama, the Creative Arts, Boarding, Academic and Debating. These are awarded once or twice each year at the end of terms.
- j. **Scholarships:** Pupils are awarded academic, sport, music, drama and art scholarship or exhibition awards on entry at 11+, 13+ and again for the Sixth Form.

## 6. Sanctions:

- a. Sanctions are used to help set boundaries and manage unacceptable behaviour. Breaches of school rules or poor behaviour will incur sanctions. These may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity.
- b. It is recognised that poor behaviour may be a sign of unmet needs and as such a discussion will generally be held with a pupil about their poor behaviour. The Form Tutor oversees and monitors their tutees, providing early pastoral support as appropriate and involving the Head of Year as necessary. It is also recognised that poor behaviour may indicate a child protection issue; where poor behaviour gives cause to suspect that a child may be suffering, or is likely to suffer, significant harm, the Safeguarding (Child Protection) policy will be followed.
- c. It is generally the case that if a pupil is assigned a significant sanction their parents will be informed. Most commonly, the Head of Year, Head of Department or relevant Boarding Staff will inform parents, but in more serious cases and in the case of Fri day detentions, this information will come from the Deputy Head. Examples of sanctions include:
- d. **Verbal warning:** In general, staff should deal with unacceptable behaviour by discussing it with the pupil concerned. It is often the case that an initial warning or preliminary discussion will be sufficient to stop unacceptable behaviour
- e. **Levels:** Levels are given at the discretion of staff for unacceptable behaviour and/or poor academic effort. No level should be issued without a discussion with the pupil.

Levels are awarded electronically on iSams and pupils are informed by email of each level. They are also visible on the Parent Portal. Levels may be given for any one of the following categories:

- i. Poor behaviour
- ii. Chewing gum

- iii. Being poorly equipped for lessons
- iv. Lateness to lessons
- v. Using mobile phone
- vi. Uniform infringements
- vii. Late work
- viii. Swearing
- ix. Submitting work of poor quality avoidably.
- x. Vandalism

Heads of Year are responsible for monitoring levels. The Head reserves the right to use discretion in certain circumstances and all offences listed are examples only.

Uniform Sanction	Incorrect Uniform		Logged on iSAMS. Break detention	3 uniform sanctions in 3 weeks results in a Level 2 (detention)
Level 0	Forgotten Items	E.g. Equipment – 1 <sup>st</sup> offence Books – 1 <sup>st</sup> offence Prep – 1 <sup>st</sup> offence Charged device Not email day before for absence	Logged on iSAMS so tutor/HoY can spot patterns. Support card/strategies put in place	Daily report for Level to tutors Hoy weekly report
Level 1	Poor choices	E.g. chewing Language (indirect swearing) Low level behaviour Equipment – 2 <sup>nd</sup> offence Books – 2 <sup>nd</sup> offence Prep – 2 <sup>nd</sup> offence Late to lessons Failure to attend uniform break detention	Logged on iSAMS Report to SLT at 4:10pm	Level 1 reset at 3 weeks. Hoys to monitor and inform SLT of level 2
Level 2		E.g. 3x level 1 in 3 weeks Not turning up for level 1 SLT meeting Minor damage Poor behaviour Language (abusive/discriminatory) Mobile phone	Logged on iSAMS Tutors contact home School detention	

		Refusal to complete work Wilful disobedience Inappropriate use of AI Truancy (onsite)		
Level 3		E.g. 3x level 2 in a term Truancy offsite	Logged on iSAMS  HOYS contact home Saturday morning detention Series of supervised lunch breaks by SLT	
Level 3+		Further levels that require a sanction	Logged on iSAMS  HoYs contact home Restorative behaviour programme for a day	
Level 4		E.g. 3xlevel 3 in an academic year (parents brought in) Alcohol/vape/tobacco (first offence) Serious behaviour Threatening physical violence Swearing at staff Bringing school into disrepute including through technology Breach of IT code	Logged on iSAMS Suspension (internal/external)	
Level 5		E.g. Drugs Weapons Alcohol/vape/tobacco (persistent offence)	Logged on iSAMS  Exclusion	

- i. **Withdrawal from lessons:** Any behaviour which interrupts or disturbs the learning of other girls will be taken very seriously indeed. If a girl is disruptive during a lesson, she will be asked to leave that lesson and go immediately to Oak Hall where she must report to the Head's EA or a member of staff on that corridor. In this instance, the Head of Year will be immediately informed, and it is usual that the girl's parents will be told too.

- ii. **Support Cards:** Support Cards may be used either as a support card or as a sanction-based report card. Pupils who repeatedly fail to make satisfactory academic effort are likely to be put on report by the Form Tutor or the Head of Year.  

This is most commonly used in the Lower and Upper School and is unusual in the Sixth Form. The pupil reports on a regular basis, generally daily, with the support card – filled in by teaching staff, for the Head of Year and/or Form Tutor, to monitor as appropriate. If a pupil is on work support, the Head of Year will usually have informed her parents. Occasionally, departments may also use departmental support cards to help and support a pupil’s work or efforts.
- iii. **Community Service:** Tasks that support the community for example collecting litter, putting up posters, helping in departments may also be used. This is part of the caution sanctions and could also be appropriate during a detention or as a boarding sanction where behaviour has shown a lack of respect for the community.
- iv. **Confiscation:**
  - 1. **Mobile phones:**
    - 1. First to Fifth Form: If a student is seen using her phone without permission outside of an academic lesson, it will be confiscated and given to a member of SLT. The confiscating member of staff will issue a level 2. The phone may be collected at the end of the day.
    - 2. Sixth Form: If Sixth Form use their phone inappropriately, it should be confiscated and taken to the Sixth Form office. The phone may be collected at the end of the day. A level 2 will be issued.
  - 2. **Jewellery:** Additional jewellery which breaches the uniform rules should be confiscated, put in a labelled envelope and deposited into the secure box in the staffroom. Confiscated jewellery may be collected after one week. A Level 1 will be issued by the confiscating member of staff.
  - 3. Staff reserve the right to temporarily confiscate any items that cause disruption to learning or breach uniform guidelines.
- v. **Detentions:**
  - 1. **School Detention:** A school detention occurs after school. Outright detentions can be given by the Deputy Head although this would generally occur either through the level system, as above, or for more serious misdemeanours or persistent flouting of school rules. (See Appendix F: Detention Clarification)  

Detentions can be entered on iSams by the Heads of Year or a member of SLT. All detentions are authorised by the Deputy Head. Parents will be informed by the member of staff awarding the detention. Detentions are served after school between 4.20pm and 5.20pm
  - 2. **Head’s Detention:** On occasion, a Head’s Detention may be set. This could be from an accumulation of levels or another misdemeanour that is considered serious enough to warrant the sanction. Head’s detentions are served on a Saturday morning.

**vi. Network restrictions:** If girls are involved in any inappropriate use of ICT in school, that is, they have infringed the IT acceptable use policy, the standard sanctions will be used but may also include restrictions on their network use for an agreed length of time. If the misdemeanour involves bullying then the bullying is addressed as usual.

**vii. Physical Restraint:** We reserve the right to use reasonable force to control or restrain in order to protect every person in our community. Please see the Positive Handling policy.

**viii. Search:** Searching pupils or their possessions is noted to be generally undesirable and unnecessary. However, pupil behaviour may give sufficient cause for concern for a search to be considered. See Appendix G for Guidelines for Searching Pupils

**ix. Exclusion:** In serious cases, the Head/Deputy Head may exclude a pupil for a fixed or a permanent period. This is only likely to occur when all other alternatives have been tried or where the breach of behaviour is very serious.

Very serious incidents of breaking bounds or misconduct entitles the Head to require girls to be withdrawn from the school forthwith and without any refund of fees, in line with the Exclusions policy.

Parents therefore have a role in ensuring that their daughter knows the Rules thoroughly before entering the school and are asked to co-operate in their observance.

**x. Boarding sanctions:**

1. School House has a number of sanctions in place for poor behaviour. These will generally suit the particular misdemeanour and involve being on boarding report, the withdrawal of privileges or community service. All sanctions are recorded in the boarding logs, monitored by the Heads of Boarding.

2. In Huxley House, there are few formal sanctions, but if a girl is not working, the Head of Sixth or Head of Boarding might require her to stay in school after 4.15pm until 6.00pm in Supervised Prep, to complete her work. Most misbehaviour at this level is dealt with through discussion with the pupil(s) concerned and her tutor, the Head of Sixth or Huxley House Head of Boarding. All sanctions are recorded in the boarding logs, monitored by the Heads of Boarding.

3. The Deputy Head or the Head will be involved in serious cases. If there is no improvement in a girl's behaviour then the Head/Deputy Head may exclude a pupil for a fixed or a permanent period from their Boarding House.

**xi. Particular situations:**

The following sanctions will be automatic:

1. **Smoking and Vaping:** First offence found with smoking/vaping equipment is a detention. Subsequent offences will result in a suspension. If a student is caught smoking/vaping then it will be an automatic suspension.

2. **Drinking:** Girls are expected to obey the law on the purchase and consumption of alcohol. The consumption of or introduction of alcohol into the school at any age without the knowledge and consent of a senior

member of staff will result in suspension. Drinking on school trips is never allowed, even if of legal age.

- 3. Drugs:** If any girl is found to be supplying controlled or illegal substances within the school, she will be excluded.

If any girl is found in possession of controlled or illegal substances, the school reserves the right to suspend or exclude the girl depending on the circumstances. A girl who has been suspended will be offered counselling as part of the pastoral support available to her on return to school. She will also be referred to Catch 22 for more specialist support. She and her parents may be required to agree for the girl to take a drugs test at any time as requested by the school.

A copy of our Substance Misuse policy is available on staff share or on request from the school office.

- 4. Swearing:** If a student swears directly at a member of staff it will result in an immediate suspension.
- b. Bullying:** The school takes bullying very seriously. All staff are aware of this Behaviour Policy which makes clear the sanctions available to address poor behaviour including bullying. Although the particular sanction imposed for bullying will vary depending on the circumstances, the sanction will always reflect the seriousness of the charge. Sanctions specific to bullying may include pupil interviews with senior staff, detention, Head's detention, letters home to parents, meetings between parents and senior staff, fixed exclusion period and, in the cases of severe and persistent bullying, permanent exclusion. It is our policy to provide support for both the victim and the bully.
- c. Malicious allegations** against staff by pupils will be dealt with by the Head; sanctions imposed will depend on the seriousness of the case and may include the sanctions listed in this policy.

## **7. Monitoring**

The monitoring of behaviour is the responsibility of all staff. Within school, in lessons, in the Boarding Houses, in the grounds, during activities and on school trips, all staff must be aware at all times of the need to support each other and the girls by insisting on the same high standards of behaviour. This will be apparent in, for example, insisting on appropriate uniform, keeping classrooms tidy and dealing with inappropriate behaviour fairly and quickly.

Head of Year, Tutors, Boarding and Departmental meetings provide opportunities for staff to share problems that they may have with specific pupils and positive strategies for dealing with them.

## **8. Evaluation**

This will be carried out by the Head of Learning Pathways and Pastoral Care working with the Head of Boarding, Head of Sixth Form and Heads of Year. Evaluation will be on-going and will include:

- a. evaluating how effective the rules are that operate within the school
- b. discussion with the School Council and prefects to identify areas of concern with the pupils
- c. evaluating the effectiveness of the rewards and sanctions

<b>Reviewed by</b>	<b>Deputy Head</b>
<b>Date of next review</b>	<b>22 March 2027</b>
<b>Governor's review</b>	<b>E&amp;W Summer 2025</b>
<b>Location</b>	<b>Website/isi/portal</b>

## **APPENDIX A: Pupil Expectations**

“We live by admiration, hope and love”. Prior’s Field motto sums up the caring, supportive community in which we want to work and live at Prior’s Field. We expect girls to show respect, pride, self-discipline and concern for themselves and for others in all that they do in the school.

### **Dress and Appearance**

Show respect for yourself and for the school in your appearance. Follow the established dress code, detailed in the Uniform List, at all times.

In the Lower and Upper School, this includes:

1. Having tidy hair, of natural colour, which is kept off the face
2. Wearing appropriate shoes
3. No make-up, except in the Fifth Form when discreet make up is permitted
4. No jewellery except stud ear rings, two per ear and in the ear lobe, and unobtrusive chains of religious significance
5. Wearing smart uniform, unrolled, without holes or noticeable stains

In the Sixth Form and for any student wearing home clothes whether in school or on a trip, this includes:

1. Not wearing clothes with holes in them
2. Not wearing tops that show bare midriffs and/or are low cut
3. Wearing suitable footwear, no flip flops
4. Ensuring body piercings, with the exception of the ears, are not visible
5. Ensuring tattoos are not visible
6. Not wearing coats in school buildings

Adjustments to uniform regulations will be made in exceptional circumstances after careful consideration of the Head. The Head’s decision is final.

### **Property**

Show respect for your own property and for other people's property. This means:

1. Naming all items of your property
2. Taking care of your own property and not leaving it lying around
3. Leaving bags tidily in form rooms or in designated areas such as on coat hooks or bag racks and not left in corridors
4. Never taking or borrowing another’s girl’s property without permission
5. If property is mislaid, checking lost property as soon as possible
6. If property is missing or suspected stolen, reporting the item to your form tutor as soon as possible

### **Behaviour**

Show respect and courtesy towards other people. This means:

## **Bullying**

Is not acceptable in any way at Prior's Field. A copy of our full Prevention of Bullying Policy can be found on the school web site and a guide found in the prep planner.

### **In Lessons**

1. Arriving promptly to lessons
2. Having all necessary books and equipment with you
3. Putting your hand up to answer questions, unless advised otherwise
4. Playing a full and active part in the lesson and being attentive, engaged and energetic throughout the lesson
5. Listening courteously and objectively to the opinions of others
6. Packing up promptly and leaving the classroom tidy

### **In Breaks**

1. Being patient and honest when picking up break or tea snacks from dining hall
2. Not eating in corridors, classrooms or form rooms
3. Waiting politely and patiently in queues such as lunch, break, tea, without pushing or shrieking
4. If Dry Stay Outside expectations for breaks and lunchtimes are that every student is expected to go outside unless it is wet/other inclement conditions.

### **Code of Conduct if inside**

5. Enjoy the space and have fun!
6. Do not sit on desks.
7. No feet on chairs or desks.
8. If you move a chair or table, please put it back.
9. If you create any mess, clean it up—including paper.
10. Please do not write on the whiteboard unless given specific permission by a teacher (e.g., for revision purposes)
11. Please do not use the teachers' desk, computer or chair
12. No running in corridors or rooms.
13. Volume when inside should remain below a shout.
14. Use of devices is not permitted unless you are in the library or working with a teacher on homework or study.

### **At Assembly**

1. Entering and leaving quietly; waiting in silence to allow for reflection;
2. Involving yourself courteously and whole-heartedly in the collective act of worship or thought – through silent prayer or singing as appropriate.

### **At Form Time**

1. Arriving on time;
2. Quickly and efficiently organising your books and equipment for morning lessons;
3. Being silent whilst the register is taken and responding formally to the register;
4. Listening carefully to any notices;
5. Engaging positively in form time activities including PSHE;
6. Leaving form time promptly and ready to start the day.

### **General Courtesy**

Girls should always be aware of their impact on others. This might include:

1. Holding doors open for any member of the community
2. Making way for adults in corridors
3. Acknowledging other people with a smile and greeting
4. Acknowledging guests with a smile and greeting and, if appropriate, offering assistance
5. Not chewing gum at school at any time
6. Not littering or leaving areas untidy, but using the bins and recycling options available
7. Laughing is infectious and very welcome, shrieking or shouting should be avoided inside school buildings
8. Thanking people for any service such as holding open a door, taking you on a trip organising a social event, driving a coach or minibus. Consider writing a specific thank you note for significant events or trips.

## **APPENDIX B: School Rules**

The School Rules are set out below. These should be read in conjunction with the Behaviour Policy.

We seek to provide a disciplined, respectful and constructive environment in which all pupils know what is expected of them, and in which all behaviour is based on consideration for others and normal good manners.

These rules are planned for the comfort and smooth running of the community as a whole and for the wellbeing of each individual member of it.

### **Pupil Expectations**

As a common courtesy it is expected that all pupils adhere to Pupil Expectations (Appendix A)

### **Serious Misdemeanours**

The behaviours listed below will result in immediate and serious sanctions as described in the Exclusions Policy. They are considered wholly unacceptable and unsafe. This list is not exhaustive.

- a. Supply, possession or use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
- b. Theft, blackmail, physical violence, intimidation, racism and persistent bullying, including cyberbullying
- c. Misconduct of a sexual nature, including sexting; supply and possession of pornography or indecent images of children
- d. Possession or use of unauthorised weapons or anything that could be used as a weapon
- e. Vandalism and computer hacking
- f. Persistent attitudes or behaviour which are inconsistent with the ethos of Prior's Field
- g. Malicious accusations against a member of staff
- h. Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes), on or off the school premises.

### **Additional General School Rules**

#### **a. Bounds**

- i. Girls may not leave the school grounds at any time without permission.
- ii. Out of school hours, boarders must have permission from the boarding duty staff and should sign in/out as required.
- iii. All pupils are permitted to be outside in the grounds of the school during break times. Girls should be responsible and sensible when playing outside during break or lunch. This includes the woods but only if they are in groups of 3 or more.

- b. Chewing gum:** Chewing gum is not permitted in school. Any girl found chewing will receive a level. Multiple levels may result in a detention.

- c. **ICT:** Girls are expected to abide by the **Acceptable Use of IT and AI Policy** (Online Safety Policy Appendix A.)
- d. **Mobile Phones:** It is advised that mobile phones are locked away safely in lockers at the start of the school day and remain there until you leave school

The following rules apply to their use during the school day:

**i. First to Fifth Form**

1. They must be in a Yondr pouch for the duration of the school day including prep and clubs.
2. They may not be used for listening to music in lessons or during prep.
3. They may not be used for accessing social media during supervised prep.
4. Devices other than phones may be used in lessons for academic work at the discretion of the teacher. but should follow agreed etiquette –In reading lessons students may access an audiobook or kindle via a device other than a phone.
5. For students on SEN register, taking a photo of the board/accessing a dictionary/using alarms for organisation and reminders are allowed at the discretion of the teacher but not on a phone.
6. Laptops and other devices may not be used to watch films at break or lunch times.

Teachers can, and should, monitor to ensure devices are only used for academic purposes.

If a parent needs to get a message to their daughter, they should go via the front office.

**ii. Sixth Form**

1. Do not need to lock their phones away and may use them in Huxley House.
2. Around the school they must set a good example and not use their phones in public spaces. In lessons, use is at the discretion of teachers.

- e. **Travelling by car:** If a pupil uses her own car to travel to/from school she must ensure that it is roadworthy and ensured. It must be driven carefully on school site and parked in the permitted area. Pupils are encouraged to discuss with their parents when and if they should give /take lifts in a peers car.

- f. **Fire risks:** Candles, matches and anything that could give rise to fire, are forbidden.

- g. **Sex and relationships:** Girls must not be engaged in any sexual activity within school.

- h. **Medicines:** The school nurses can provide over the counter medicines and remedies to all girls. As such, no girl should carry their own personal medication in school.

Any prescribed medicines that need to be taken during the school day must be given to the nurse for safe keeping. This does not apply to inhalers and epipens although the school nurse should be made aware if any girl requires them.

- i. **Items of high personal value:** Day girls are strongly discouraged from bringing items of personal value to school.

- j. **Boarding Areas:** Girls should at no point be in the school house boarding area of the school during the school day unless given specific permission by the boarding staff on duty or the Head of Boarding.

Girls are welcome to visit with their friends in boarding after school but must sign in at the boarding office.

Sixth Form day girls should not enter boarding rooms unaccompanied.

### **Boarding House Rules**

- a. All medicines, including homeopathic remedies must be handed in to the medical centre. Medicines of any kind may only be kept in bedrooms by the permission of the School Nurse.
- b. Girls are advised to keep no more than £5 on their person or in their room; the remainder of their pocket money should be put in a named envelope and handed in to the boarding staff immediately. If it is necessary for a girl to bring into school items of value she should hand them over to her Form Teacher or House Staff for safekeeping. Boarders should keep small items of value locked in their lockable drawer.
- c. Playing of music is permitted in bedrooms at a reasonable level until bedtime, unless where it is disturbing other girls for example during study times or leading up to important exams.
- d. Electrical items must have electrical safety testing through the Head of Boarding who will arrange for electrical safety checks. E-cigarettes are not permitted at school.
- e. First – Fifth form should be in school during the day unless they have a permission to go to the Boarding House.
- f. No girls should have visitors to the boarding areas, without prior permission from the boarding staff. All visitors must sign in at the boarding office. All male visitors must stay in the boarding offices or the Common room.
- g. In the summer, First – Third Form may be in the school grounds after prep until quarter of an hour before bedtime, and seniors may be in the school grounds from the end of prep until 9.15pm with permission from the duty boarding staff. They must then return to the building until 8.00am the following morning.
- h. Sixth Formers who board may leave the school with the permission of the Head of Sixth or the member of boarding staff on duty.
- i. See also the Boarding Handbook.

Sanctions to breaches of rules can be found in the Behaviour Policy.

## **APPENDIX C: Pupil Code of Conduct for Trips**

*The health, safety and welfare of all pupils is of paramount importance and as such girls are expected to abide by the following code of conduct.*

All usual school rules apply on trips

1. Follow the instructions of the trip leader and other supervisors or instructors and be aware of Health and Safety. Girls should tell a member of staff if they have any concerns and must not take any unnecessary risks.
2. Show respect for all property – coaches, centre equipment and anything belonging to others. Safeguard your own property, anything of value should be handed in to your teacher for safekeeping.
3. Behave responsibly and dress in accordance with the school's dress code as set out in the Behaviour Policy at all times, in accordance with guidance from trip leaders and the activity being undertaken.
4. Your teachers must know where you are at all times. Do not leave the venue/activity without permission, always report in at check points on time and always keep with your group. If you become separated, phone the telephone number given to you. In an emergency you may have cause to dial 999.
5. Be kind and courteous to your fellow travellers and to anyone you might meet on the excursion. Observe road safety rules.
6. When travelling by coach, minibus or car you must:
  - a. always wear your seat belt
  - b. not distract the driver with singing or loud noise
  - c. remain seated until advised by your teacher that it is safe to disembark
  - d. not obstruct the aisle of the coach with belongings
  - e. thank the driver when leaving the coach
7. Dispose of your rubbish responsibly, if there are no bins take your rubbish with you.

## APPENDIX D: Staff Duties

### Staff Duties

Being on duty is an integral part of our responsibilities and is an essential part of our duty of care. It is therefore important that you are proactive and demonstrate a visible presence in your allocated zone. The school is divided up into eight duty zones. A duty may include more than one zone.

- Front of school
- Field Wing: Reception, Maths, History, Art, Textiles, English
- Sports Hall/Changing Rooms/ MPR
- Main School: Drama, Hall, Rose Wing, Technology, Business, History of Art, Sociology, Latin
- Arnold: Geography, Food Tech, Music, Science, RS, Psychology, Back entrance area
- Outside: Top Field, Woods, Bottom Field, Courts
- Dining Hall
- Courtyard (seasonally used for break and afterschool snacks)

A rota will be produced termly giving details of the zone and time you have been allocated. In general, good behaviour from the girls is expected and should be in line with the pupil code of conduct.

Specifically,

- Girls should not be using mobile phones during the school day – please confiscate if seen and hand in (with pupil's name) to a member of the Senior Leadership Team.
- Other devices should not be used during break and lunchtime. Pupils wishing to do school work using their devices should be in the library. The use of social media/playing games during the school day is not allowed.
- Eating and drinking is only allowed in the dining room. Therefore, please ensure that girls are not taking food/drinks out of the dining room at any time. Chewing gum is not allowed

Girls should be respectful of the areas they are using. Therefore, they should not be using the teacher's desk/chair or computer nor should they be using the whiteboards or other equipment. Please ensure that the girls leave the areas they are using tidy e.g. chairs put back under desks and litter put in the bin etc. Girls should also always be appropriately dressed. Duty teachers are expected to deal with low level problems appropriately and give cautions where necessary. Please ask KWI or SLT for additional support if needed. We need to ensure that all areas are properly covered and therefore if you are absent from school, the following procedure is required.

**Planned absence:** please arrange a swap with another member of staff in advance and inform KWI and SGA.

**Unexpected absence:** please inform both KWI and SGA that you are usually on duty when you notify school.

## **APPENDIX E: Misuse of ICT**

Prior's Field is committed to promoting high standards of behaviour in all areas of pupils' lives, including in their use of internet technology, social networking sites, texting and emailing. By logging on to the School Network or using a school device you are agreeing to abide by the Acceptable use of IT and AI Policy (Appendix A Online Safety Policy) and may be banned from the school network if they infringe this policy.

All staff have a duty to be vigilant regarding girls' behaviour on social networking sites. Ensuring girls are fully aware of the risks of misuse of social networking sites forms a robust and vigorous part of our PSHE education; and is an area that we will revisit with every year group. Any misconduct on social networking sites, or any behaviour or communication which brings the school's reputation into disrepute, will be treated very seriously and is likely to result in a significant sanction.

Equally, the school takes very seriously, any sign of bullying or hurtful behaviour to other girls through the network or using technology. This might include: sending malicious or hurtful texts, e-mails or photos or using malicious, insulting or other hurtful descriptions or comments using social networking media such as Facebook, Snapchat, Twitter, Instagram or Google Talk.

Any report of this sort of behaviour, will be regarded as bullying and treated in the same way by the school. See the Prevention of Bullying policy.

Whilst the school recognizes that much of this behaviour takes place outside of school and out of school hours, the school accepts its responsibility to follow up any allegations of persistent bullying through the network and parents will invariably be involved in any discussions of this nature with the relevant pupils.

Concerns regarding use of, or sharing of, pornography or sexualized images should be brought to the attention of the DSL and Director of Pastoral Care and Learning Pathways. In such cases, the UKCCIS (UK Council for Child Internet Safety) Guidelines will be followed along with any other relevant school policies.

## **APPENDIX F: Detention clarification**

See **Behaviour Policy** for full details of systems. This document simply clarifies detention procedure:

### **1. School detention, after school with Deputy Head, given for:**

- a) Accumulated levels as per Behaviour policy – most often issued by the HoY
- b) Specific behavioural issues e.g. uniform infringements, truancy, not being in supervised after school activity if on the premises, using AI to produce work
- c) Single misdemeanours if they are regarded as sufficiently serious. These should be referred via the HoY or Director of Pastoral Care and Learning Pathways.

#### **d) Entering girls into detention:**

- i) Detentions are entered via the MIS and authorised by the Deputy Head.
- ii) All teaching staff can access detention overview via the MIS.
- iii) Entry into detention should be the first available date that is at least 24 hours away.
- iv) Once a detention is authorised, an email is sent to the tutor.
- v) The HoY makes contact with the parents informing them of the detention.

### **2. Head's Detention, Saturday morning with the Head, given for:**

- a) Accumulated levels as per Behaviour policy – issued by the Head of Year.

Single misdemeanours if they are regarded as sufficiently serious and beyond the remit of a school detention. These will be issued by a member of the Senior Leadership Team or the Head of Boarding.

## **APPENDIX H: Searching pupils**

### **Arrangements for searching pupils and their possessions**

These guidelines have regard to “Screening, searching and confiscating” DfES Feb 2014; they do not affect a pupil’s rights.

Searching pupils or their possessions is noted to be generally undesirable and unnecessary. However, pupil behaviour may give sufficient cause for concern for a search to be considered.

It is noted that the school has no requirement to inform parents before a search takes place or to seek consent to search their child. Unless the pupil is considered to be put at risk, it is desirable to inform the parents as soon as practicably possible, regardless of outcome. Staff cannot be required, by the school or Head, to undertake a search.

Under article 8 of the European Convention on Human Rights pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy. The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate.

### **Consensual Search**

Where there is due concern, pupils or their possessions may be searched by staff, with the verbal consent of the pupil, for any item:

1. A member of SLT should be consulted, where possible this would be the Deputy Head or Head.
2. The pupil should be informed clearly of the concern.
3. A second member of staff should be present as a witness when the pupil is informed and when the search is conducted;
4. Where possible, the search should be undertaken privately.
5. Where a member of the school community is considered to be at significant and immediate risk, the search may be conducted without SLT consultation and without a second member of staff present.
6. Staff may confiscate any item found which is against school rules or which is considered to be harmful or detrimental to school discipline.
7. If a pupil refuses to co-operate, this may become a disciplinary issue.

### **Non-consensual Search**

Where the school has reasonable grounds to suspect that a pupil has weapons, knives, alcohol, illegal drugs, fireworks, cigarette papers and/or tobacco, stolen items, any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage to the property of, any person (including the pupil) a search without the pupil’s consent may be carried out according to the procedure below:

1. The issue should be discussed with the Head, or in their absence, a Deputy Head.
2. Where the Head considers the issue to be serious enough to warrant it, a search will be authorised and undertaken.

3. A second member of staff will be present during the search. One member of staff should be a member of SLT, and one must be female.
4. The search should be undertaken privately where possible; it may only be carried out either on school premises or whilst a member of staff has lawful charge of a pupil such as on an agreed school trip or visit.
5. If alcohol, illegal drugs or potentially harmful substances are found, parents will be informed.
6. Where a member of the school community is considered to be at significant and immediate risk of serious harm and a second member of staff cannot reasonably and practicably be summoned, a search may be undertaken without consent and without a second member of staff present.
7. Where feasible and practicable, the pupil should be present during the search. They need not be present whilst a locker assigned to them is being searched.
8. The Positive Handling policy may also apply.
9. Pupil possessions may include their clothing, bags, mobile phones, USB sticks, form or PE locker, boarding room. Only outer clothing, not worn next to the skin or immediately over a garment worn as underwear, may be required to be removed. Pockets may be searched.
10. Members of staff can use such force as is reasonable given the circumstances.

Where sufficient evidence exists, items believed to be stolen will be returned to their owner.

School staff may seize any prohibited item found as a result of a search. Staff may seize any item, however found, which they consider harmful or detrimental to school discipline.

Weapons or items which are evidence of an offence will be passed to the police as soon as possible. All other items will be dealt with at the discretion of the Head and in accordance with the DfE guidance.

### **Electronic Devices**

Where an electronic device is found during the search, the staff conducting the search may examine any data or files on the device if they think there is a good reason to do so.

Following an examination, they may erase any data or files, if they think there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files, the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

Wherever practicable, a second member of staff should be present to witness the contents of the device and stored material. Wherever practicable, the Head should be consulted prior to any data files being deleted.

If inappropriate material is found on the device, the member of staff must consult with the Head, or in their absence the Deputy Head, as to whether material should be deleted, retained as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Please also refer to the Online Safety Policy Appendix A.