



INTRODUCTION

Hutchesons' Grammar School aims to encourage students to adopt the highest standards of behaviour and to respect the ethos of the school. As an integral part of the educational process, we aim to create a civilised and caring community with a sense of responsibility, a concern for others, an understanding of good manners and their practice, and an orderly framework within which academic work is pursued and life enjoyed and profited from as freely and positively as possible. Promoting the emotional well-being of all of our students is key to their development. The school aims to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. The school develops qualities of teamwork and leadership through its extensive programme of extra-curricular activities.

Hutchesons' Grammar School community will adhere to an established routine and code of conduct, rather than to lists of rules. Education is a partnership. Staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The school expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the School.

Students must treat staff and each other with consideration and good manners and respond positively to the opportunities and demands of school life. Students should follow the school's established routine and understand what is expected of them. Sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect; particularly the vulnerable. Harassment and bullying will not be tolerated. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation, physical disability or learning difficulty.

Hutchesons' Grammar School reserves the right to take disciplinary action against students who are found to have made malicious accusations, whether against other students, staff or other individuals, which might include suspension or exclusion

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and guardians who accept a place for their child at Hutchesons' Grammar School undertake to uphold all the school's policies and regulations. They are expected to support the school's values in matters such as attendance and punctuality, behaviour, uniform and appearance, standards of academic work, extra-curricular activities and homework or private study. In the event of any behaviour management issue, the school will liaise with parents.

SCHOOL CONDUCT

The school's regulations are designed to encourage positive behaviour and self-discipline and are not intended to be an exhaustive list:

At all times the highest standards of behaviour and appearance are expected. Uniform should be worn on all school occasions and on any occasion where a pupil is representing the school.

Pupils should conduct themselves in an appropriate manner at all times. In particular, there should be no shouting, running and pushing inside the building.



Pupils must be punctual in their attendance.

No pupil is allowed to leave school during the day for any reason without obtaining permission from the Rector, one of the Deputes or the appropriate House Staff. Any pupil with permission must sign out in the book at Reception.

Property must be treated with respect. All areas of the school (e.g. Form rooms, S6 Study Room, Library, Underground) should be kept clean and tidy and all litter must be placed in the bins provided. Damage to school property must be reported immediately to a member of staff or the school office.

Only sealed and packaged food (e.g. sandwiches, along with cold drinks) may be taken from the Dining Room. No food or drink should be consumed in the corridors or other public places.

Chewing gum is not allowed.

Smoking/vaping by pupils is strictly forbidden:

- i) in school
- ii) on school approved activities
- iii) travelling to and from school in school uniform
- iv) in any situation that links the pupil's behaviour to school

Possession and the consumption of drugs or alcohol is likewise forbidden.

Mobile phones, or tablet computers, should be switched off, or silent,

- i) during lessons (unless directed/instructed by the teacher)
- ii) during assembly
- iii) while in the dining room, library and corridors.

Pupils are not allowed to use the school or its name to organise dances, excursions or other forms of entertainment except those for which the school accepts responsibility.

SANCTIONS

Minor Misdemeanours

It is vital that each teacher regards the conduct of students as their responsibility. Sanctions help set boundaries and manage challenging behaviour. Teachers may wish to issue low-level sanctions for very minor behaviour issues in their class or around the school, but the escalation of more formal sanctions is outlined below. It is important for all members of our community to remember that the standard walked past is the standard accepted.

Lunchtime Detention

For minor transgressions, lunchtime detentions can be issued as a sanction. This can be seen as a normal part of everyday classroom management, where other lower-level interventions have been used but the unwanted behaviour continues. It can also be used as a sanction when the transgression is more serious but not at the level where an after-school detention is required. Typical reasons for this level of sanction might include repeated 'low level' disruption in class, for example, persistently talking after a warning; more than one missed homework submission (in line with any existing departmental policy); disrespect of teachers and/or peers; repeated lateness to class. In cases of repeat behaviour



resulting in such a sanction, it is expected that staff will issue a clear warning in advance. Departments may have their own sanction policy for missed homework etc and this should be conveyed to pupils.

If any lunchtime detention is issued, staff can issue a lunchtime detention which the staff issuing the sanction will oversee and record centrally with a brief note of the reason. Pupils who accumulate 3 lunchtime detentions in a 6-week period will be flagged to House Staff, who will warn the pupil that another lunchtime detention within this time frame will result in an after-school detention. Parents will also be advised at this stage. If a pupil is given another lunchtime detention within this period, then an After-School Detention will be issued by House Staff.

In the event of accumulating another 4 lunchtime detentions in a session, the pupil will be issued an after-school detention by a member of the Senior Leadership Team.

After-School Detention

After-School detentions will normally take place after school on a Friday for one hour at 3.30pm. This will be as a result of more serious poor behaviour – these could include (but are not limited to) missing class without permission; being out of school without permission; accumulation of 4 lunchtime detentions; instances of bullying behaviour; misuse of technology. After-School detentions will normally be issued by House Staff, Heads of Department or Depute Rectors.

In each case, parents are informed and for After-School detentions, communication will be made at least 24 hours in advance. Parents and guardians undertake, when signing the Parent Contract, to support the authority of the Rector in enforcing sanctions in a fair manner that is designed to safeguard the welfare of the community as a whole.

Repeated After-School Detention

If a pupil accumulates more than one After-School detention in a school term, parents will be asked in to talk through an accumulation of pastoral concerns.

At that parental meeting, at which the Form Teacher may be present, the SharePoint record will be discussed, the causes for concern and a plan of action decided with calendared review date(s). It should also be discussed that if the behaviour does not improve, sanctions will start/continue to escalate, and this may culminate in suspension or worse. The parent should be given a copy of this policy at that time.

The necessity for a case meeting of all that pupil's teachers will be considered along with daily or weekly reports with relevant SLT, Form Teacher, House Staff and/or parental involvement.

MULT (Making Up for Lost Time)

Teachers who have concerns about the quality of a piece (or pieces) of work being produced by a student (or results in tests which illustrate lack of preparation and revision) where there are no obvious extenuating circumstances can issue a MULT via the Head of Department who will write to parents outlining the concern. This MULT will be overseen by departmental staff and should take place for one hour after school. House Staff should be made aware of this. Before issuing a MULT, staff should consider if any learning support issues have been identified or if there are other issues which might be a part of underperformance or incomplete work.

If a pupil accumulates more than one MULT detention in a school term in one subject, parents will be contacted to talk through an accumulation of academic concerns with the Head of Department. At



that parental meeting, at which House Staff could be present, the academic concerns will be discussed, the causes for concern and a plan of action decided with calendared review date(s). If there are MULTS for more than one department, House Staff should contact parents and talk through concerns. It should also be clarified at this time that if effort does not improve that sanctions will start/continue to escalate and that this may culminate in the most serious sanctions. The parent should be given a copy of the Behaviour Policy Service Level Agreement at that time.

The necessity for a case meeting of all that pupil's teachers will be considered along with daily or weekly reports with relevant SLT, Form Teacher, House Staff and/or parental involvement.

Serious Misdemeanours

When a pupil is involved in a serious misdemeanour, a Depute Rector will be tasked with managing the investigation to ascertain as much information as necessary to facilitate decision making. This will include information from pastoral staff, teachers, pupils and any other people involved. Should the information suggest that a high-level sanction may be required, the following protocol should be followed. For safeguarding reasons, or other welfare concerns, it may be that a pupil is suspended in the interim, without prejudice, in order to investigate an issue thoroughly. Examples of serious misdemeanours would include aggravated behaviour towards other pupils or staff, blatant disregard for the welfare of others, breaking the law, sustained bullying behaviours, intolerant behaviour towards others especially regarding protected characteristics, serious misuse of I.T., violent behaviour, consumption of alcohol or drugs or smoking/vaping on any school related activity (including the possession of any paraphernalia relating to this), bringing the school name into disrepute, persistent absence from school, damage to school property including graffiti, and persistent low level misconduct.

TIMELINES

The school will attempt to expedite any investigation as quickly as possible, but where a more detailed investigation is required, it may take up to 5 school days.

The Depute Rector or House Staff will ideally arrange a morning meeting in the Founders' Room with the following personnel: Senior Depute, parents, pupil (as appropriate), House Staff (as appropriate). A note-taker should be present to record proceedings. The attendance and involvement of the pupil is less likely with younger children.

At that meeting, the Depute Rector or House Staff will explain the situation and the information gathered. The child's previous behavioural record should also be discussed, using a summary of pastoral concerns.

Parents should have their chance to have their questions considered.

If further information is needed, the time should be taken to investigate. It is noted here that investigating further may not be possible: pupil information may well change once the severity of the situation for their peer becomes apparent.

The routes available to the school should be clearly explained:

- No action
- Lesser sanctions e.g. SLT detentions, written warnings.
- Saturday Morning (Rector's Detention) – 2 hours on a Saturday with a Depute Rector



- Suspension from 1 to 3 days based on severity of situation and other mitigating factors.
- Referral to the Rector in the case of behaviour which is of very significant concern.

Parents should be provided with a copy of this policy. Parents may be provided with written notes giving the main information presented at the meeting. This will necessarily have to be redacted in line with GDPR.

The meeting will reconvene, ideally not sooner than the following day. This will allow the parents time to consider the information provided, matters arising to be dealt with and time for a decision to be considered. The Senior Depute will contact parents by telephone to inform them of a decision. Consideration will be given to the second meeting taking place in person if parents so request.

The follow-up telephone call (or meeting) will start with a summary of the main relevant information based on the notes taken previously. Parental questions will be invited and answered. Should there be any new information that was needed arising from the first meeting, it should be presented now. If new information arises, there should be a brief hiatus to allow for a final decision to be made.

The Senior Depute Rector will explain the final decision and the rationale. Explicit mention should be made of any school policies or procedures which are relevant to the decision being made.

A letter will follow to summarise the decision based on the written record that was taken. It will explain the sanction awarded and the consequences as appropriate.

REFERRAL TO THE RECTOR

The Rector and the Senior Depute should meet with the parents and pupil concerned within 24 hours of the referral. The Rector will review the information with the parents and take a further 24 hours to make a decision based on the information gathered.

REQUIREMENT TO REMOVE A CHILD FROM SCHOOL OR PROCEED TO EXPULSION

There are cases, however, where because of the extreme seriousness of the disciplinary problem or where suspension does not seem to have served as an adequate warning, the school may wish to proceed to expulsion or at the Rector's discretion to require a parent to remove their child from the school. In these circumstances the school will follow its designated procedures as follows:

- The Rector will inform the Chairman of Governors, or failing this the Vice Chairman, of the reasons for, and the decision to, require the removal of the child from school or to proceed to expulsion.
- The decision will be communicated to the parents, and the pupil if appropriate.
- Parents will be given a copy of their signed contractual agreement, relevant sections from the parental handbook and a copy of the parental complaints procedure. They will have the opportunity to appeal against the decision for up to seven days. The appeals procedure will be followed in the case of such an appeal and would start with a written appeal to the Chairman of the Board of Governors.

MONITORING AND EVALUATION OF THIS POLICY

The school monitors and evaluates its behaviour management procedures through the following activities:



- Senior leadership team discussion
- Regular analysis of records and sanctions distribution
- Regular scrutiny of concerns and complaints records by SLT

COMPLAINTS

Hutchesons' Grammar School hopes that parents will not feel the need to complain about the operation of its behaviour management procedures and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Parental Complaints Policy can be found on the Parent Portal.

Policy Owner: Mrs G Clarke, Depute Rector

Policy Approval: Mr M Ronan, Rector

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