

# BEHAVIOUR, REWARDS AND SANCTIONS POLICY

## Policy Statement

Good discipline, and the maintenance of it, is of the utmost importance for the growth, welfare and development of pupils. Pupils should be given clear expectations, effective pastoral support and opportunities to build good social relationships.

There is a high expectation that the school and the wider community at St Teresa's will fully support this statement; that all members of the school will behave in a way that will allow for the full development of all individuals personally, socially and academically; that all will show tolerance and respect towards individuals and a responsibility towards the community as a whole. All should respect the school rules as stated in the school diary and as published when a pupil joins the school.

All Teaching staff are expected to be fully aware of the rules, procedures, and expected standard of behaviour, as laid out in the staff handbook. Form tutors should remind their pupils of the school's expectations and rules at the start of each term. All staff should work towards maintaining the positive and supportive aims of the school: rewarding high standards of effort and behaviour, and following sanctions procedures to deal with any breach of the school rules or expectations.

This policy is backed by a system of rewards and, where necessary, appropriate sanctions.

This policy is written to maintain good discipline throughout the working day at St Teresa's; the behaviour of pupils, who live in the boarding houses of St Teresa's, is managed through the separate *Boarding Behaviour Policy*.

St Teresa's places its five values at the heart of the school (faith, community, character, compassion and intellect); this policy exists for the benefit of all to achieve three of those goals:

### **COMMUNITY**

*The goal is to ensure a loving community where all care for and respect one another. We encourage our pupils to develop an awareness and appreciation of different cultures around the world; to celebrate and cherish our differences; and to promote qualities of tolerance and kindness that are actively demonstrated.*

### **CHARACTER**

*The goal focuses on affirming and celebrating the uniqueness and worth of each individual member of the school community.*

*We aim to provide opportunities for self-development, personal formation and self-knowledge, and to encourage the sharing of gifts and talents in a mutually supportive and appreciative environment.*

### **COMPASSION**

*The goal is to instil appropriate knowledge, values, skills and opportunities to foster kindness, and an awareness of the plights of others.*

*We empower our pupils to address injustice effectively in their community, wider society and around the world, and to encourage moral conviction that impels to action.*

The school's **Code of Conduct** (see *Policy Appendix 1-6*) is published in the pupil diary. The following guidelines are not exhaustive.

***St Teresa's expects all pupils to show respect as follows:***

**For Others**

Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- **Disruption:** which shows a lack of respect for both the teacher and other pupils will be dealt with firmly.
- **Relationships:** Public displays of intimacy are not acceptable within the school as they can be embarrassing and draw unnecessary attention to those involved. Pupils engaging in sexual activity on school premises or school outings may be expelled.
- **Bullying:** Any instances of bullying will be dealt with firmly and sensitively as per the school's *Anti-bullying Policy*. Our aim is to prevent bullying of any form. This requires pupils to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School is prepared to offer help and support to any pupil but bullying will not be tolerated. All pupils should be aware that, depending on the severity and/or nature of the bullying, permanent exclusion may result from their behaviour.
- **Malicious Allegations against a Member of Staff:** a pupil may make an allegation against a member of staff and the possible outcomes of investigations are:
  - **Substantiated**
  - **Unsubstantiated**
  - **False**
  - **Malicious** - an investigation which leads to this decision will be subject to the school's most serious sanctions (*see Policy Appendices B*)

**For Property**

The property of others is to be respected by all. Pupils should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed to their Form Tutor/Head of Year/Boarding mistress for safe keeping. All clothing and equipment should be clearly marked, and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected pupils must expect to be either suspended or permanently excluded

- **Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow pupil's, a teacher's or the school's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or permanently excluded

## For Self

St Teresa's wants all its pupils to have respect for themselves; therefore, the school strongly disapproves of, and will not tolerate, the following:

- **Smoking:** In accordance with legislation, the school is a non-smoking environment (*see policy appendix 7*), for those who offend internal suspension is likely to be sanctioned in the first instance; after this the sanction will be of a more serious nature
- **Alcohol:** This is far more immediately dangerous than tobacco. Sanctions against those who have possession of or who use alcohol in school will include suspension (*see policy appendix 7*)
- **Drugs:** Drug or solvent abuse (including the possession of illegal drugs) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others (*see policy appendix 7*)

## Procedure and Expectations

St Teresa's is your school; respect it and be proud of it. Do all you can to make St Teresa's a school in which all are treated courteously and are happy; where hard work is respected and rewarded, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of St Teresa's, you harm yourself, your friends and all members of our community.

All members of the school should be familiar with the policies and procedures which give guidelines on:

- Conduct, friendships and bullying
- Theft and vandalism
- Smoking, drinking and drug abuse

In addition, the following are specified as a practical expression for others and are intended to make life easier for everyone:

- *Be polite and show respect to all members of our community and to visitors to the school.*
- *Move about the school in a quiet and orderly manner - walk, do not run, in corridors and on staircases, and keep to the left.*
- *Make every effort to keep the school tidy - litter must not be dropped in the grounds, buildings or on the way to and from school.*

- *Make yourself aware of the bounds of the school as specified in the Code of Conduct - no pupil may go beyond the Dorking Drive gate, the swimming pool garden, the top of the main drive or into the woods.*
- *No pupil may leave the school premises without permission - everyone must sign out at Reception and sign in again when they return.*
- *Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.*
- *Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.*
- *Pupils who own musical instruments, or are loaned school instruments, must take responsibility for these items. Whilst these items are in school, they must be kept in the blue lockers in the Music Department.*
- *Wear your School uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school. You may not go home in your sports kit unless you have been taking part in after school sports' fixtures, training sessions or activities*
- *Food provided in the Dining Room must be eaten there and not removed to be eaten elsewhere. Food and drink must not be consumed in, or carried around, the corridors of the school and must not be consumed in classrooms.*
- *Chewing of gum is not permitted.*
- *Any personal electronic equipment brought into school is the responsibility of the individual. All phones for Years 7 – 11 should be kept securely in lockers. Staff may give permission of use of laptops in supervised activities during lessons. Anyone found using mobile phones should expect them to be confiscated for the remainder of the school day on the first offence, overnight for the second offence and over the weekend, to be collected by parents/guardians for any further offenses. Pupils in the Sixth Form may bring mobile phones into school but may only use them in the Sixth Form Centre.*
- *Arrive promptly in School for the formal start of the day at 8.35am.*
- **Sixth Form drivers** - *If you have permission to drive a car to school a permit specifying the names of the driver and permitted passengers, and to confirm permission to park on site, should be displayed at all times. Permission to drive a car to school may be granted to members of the Sixth Form by the Head of Sixth Form upon written request from the parents. You may not be driven by another pupil without the written consent of parents of both parties.*

Please remember that your behaviour out of school reflects on us all. Show courtesy to others, for instance by making way on the pavement. Avoid eating, drinking, noisiness or thoughtless behaviour in public. Wear your uniform properly and with pride.

## Behaviour on a School Trip

It is expected that all pupils observe the highest standard of politeness, courtesy and conduct at all times. The pupils are representing the school **at all times** and it is expected that they will behave in a way that reflects positively on them as well as the school. Pupils are reminded of their expected behaviour in meetings prior to the trip and during the trip. The member of staff leading a trip reserves the right to decide whether or not mobile phones or any other electronic devices may be taken on the trip and when they may be used if taken. As part of the paperwork for residential trips, a signed behaviour contract is required. Where a pupil's behaviour is such that it is likely to cause disruption or spoil the enjoyment of others or be a danger to others, then, if necessary, arrangements will be made for the pupil to be removed from the trip. The School will be consulted first for advice. Any additional costs required will be met by the parents of the individual concerned. The trip leader in conjunction with the designated member of the SLT will make the final decision and will contact parents or designated emergency contact person.

## Classroom Code of Conduct

- **We have the right to learn** – this means:
  - *Everybody should:*
    - arrive on time
    - listen to instructions
    - bring the proper equipment
    - work quietly
    - do her homework
  - *Nobody should:*
    - disrupt lessons
    - interfere with the work of others
    - interrupt when others are speaking
  
- **We all have the right to be treated fairly** - this means:
  - *Everybody should:*
    - be considerate
    - respect each other's belongings
  - *Nobody should:*
    - make racist or sexist comments
    - swear or name call
    - fight or bully
  
- **We all have the right to work in a clean and attractive environment** - this means:
  - *Everybody should:*
    - wear the correct uniform
    - respect our classrooms, locker rooms, communal areas and the grounds
  - *Nobody should:*
    - drop litter
    - eat in classrooms or the corridors

- cause damage of any sort or vandalise property belonging to the school or its community

➤ **We all have the right to be safe** - this means:

- *Everybody should:*
  - use equipment properly
- *Nobody should:*
  - run or push
  - act dangerously

**We expect all Pupils to:**

- arrive on time and, before form time and lessons, wait to be invited into the classroom by a member of staff
- organise yourself in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats).
- arrive with all textbooks, exercise books and other equipment that is relevant and expected.
- listen carefully to instructions.
- complete all tasks that the teacher has set in an orderly and appropriate way - the instructions for the activity must always be followed carefully.
- listen in silence and be attentive whenever the teacher is instructing / explaining / talking. St Teresa's will not tolerate any interruption of the teacher.
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something - we will all follow common courtesy and listen to each other.
- seek the teacher's permission to contribute to class discussion by raising your hand.
- complete all work by the deadlines that you are given - no late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.
- note that swearing will not be tolerated.
- ensure that all classrooms are left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson.
- note that no eating or chewing gum is allowed in class – ask permission before having a drink.
- arrive and leave the class dressed as per the school uniform rules.

At the start of every academic year, the Heads of Year and form tutors will work with their year group to ensure that the classroom rules for form time, lessons and lunchtime are understood and added to as required (*see Policy Appendices A4*).

## Monitoring Behaviour

As part of the duties of the Form Tutors, Heads of Year and the Deputy Head (Pastoral) behaviour of a pupil may be monitored through the use of a report card. The card will be personalised to the pupil.

## **REWARDS and SANCTIONS**

Positive behaviour is rewarded through merits, commendations and communication to parents/guardians. Negative behaviour incurs order marks, lunchtime and after school detentions. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil.

## **REWARDS**

Pupils are rewarded through merits and commendations:

### **Merits**

These can be given for good work, excellent behaviour, or a good deed. They are credited to the pupils' Houses. Merits are recorded electronically on iSAMs, by the individual member of staff.

### **Years 7 – 9**

The Head of Year will reward a pupil who receives:

- **20 merits** with a **bronze** merit certificate
- **40 merits** with a **silver** merit badge
- **60 merits** with a **ruby** merit badge
- **80 merits** with a **gold** merit badge
- **100 merits** with a **diamond** badge
- **125 merits** with a **platinum** badge
- **150 merits** with a **rose diamond** badge
- **200 merits** with a **black diamond** badge
- **250 merits** with a **purple holographic** badge

Badges are returned on receipt of the next level of award. The highest value badge achieved may be kept.

### **Year 10 & 11**

The top merit scoring forms each term have pizza in the last week of term.

**Years 12 & 13** do not generally receive merits. Every week in the newsletter, individuals (nominated by a member of staff) are identified and praised for any achievements (academic and pastoral).

After each report cycle, the Head of Sixth form sends letters home praising the girls' achievements.

## Department Commendation

A Head of Department may award a department commendation for an outstanding piece of work. The commendation is worth 5 merits. The Head of Department records the commendation electronically and notifies the staff secretary who issues the certificate to the Head. The commendation will be awarded in the year assembly.

## Headmistress' Commendation

This is awarded for an outstanding extended piece of work or for service to the school. The member of staff who wishes to award the commendation should discuss it with the Head. Once approved, the member of staff records the commendation electronically on the Day Book and notifies the staff secretary who issues the certificate to the Head. The commendation is worth 10 merits, it is given out at a main school assembly and a letter of notification is sent to the pupil's parents or guardians.

## SANCTIONS

Minor infractions of the school rules and expected behaviour should be dealt with immediately by the member of staff concerned.

**No member of staff should ignore poor manners or behaviour.**

A verbal warning should be given **and/or** a written comment may be made in the pupil's diary.

Infractions of the school rules by Sixth Form pupils should be referred to the Head of Sixth Form, in the first instance. Subsequent infractions will be passed to the Deputy Head. Serious infractions will be assessed and dealt with after discussion with the Head.

### Order Marks

These are issued at the discretion of a member of staff and **will be** given for:

Rudeness

Persistent lateness

Repeatedly forgetting books and equipment

Persistent failure to adhere to uniform regulations

Persistent misbehaviour

Order marks are recorded electronically, by the individual member of staff, on the iSAMs. The pupil is informed that the order mark has been given.

Through iSAMs, the Heads of Year and Houses will monitor sanctions and will talk to the pupil about their behaviour.

If a pupil receives 3 order marks in a term, the parents or guardians are informed in writing by the Head of Year and the pupil will complete a lunchtime community service



task overseen by either the form tutor or Head of Year. The next order mark automatically results in an after-school detention.

**Order marks are not given for trivial offences e.g. first offences re uniform, make-up, jewellery.**

### Detentions

**Department detentions:** failure to hand in homework or to complete work to a satisfactory standard will result in a lunchtime detention. The time, date and reason for the detention is logged electronically.

If a pupil receives 3 lunchtime detentions in a term, the parents or guardians are informed in writing by the Head of Year. The next detention automatically results in an after school.

**After school detentions:** in addition to the above, this sanction may be used when deemed necessary by the Head or Deputy Head (Pastoral) when a pupil has committed a more serious infraction of a school rule. These detentions are supervised by a member of the SLT. Parents or guardians of a pupil will be informed with a minimum of 24 hours' notice of the after-school detention and they are expected to acknowledge the detention.

### Suspension

This occurs at the discretion of the Head and, usually, with discussion with the Deputy Head.

Suspension will be sanctioned when there has been a serious breach of the school rules, such as:

- **improper use of mobile phones or email**
- **bullying**
- **extreme disruptive or destructive behaviour**
- **malicious accusations against staff, possession or use of cigarettes, e-cigarettes or vaping equipment, alcohol, drugs or a weapon** (*see policy appendix 7*)

A pupil may be suspended from school **internally** for a half, whole or number of days. During that time they will be provided with work by the staff from whose lessons they are withdrawn; they will not be allowed to spend the break or lunchtime with their peers and they will be supervised by the SLT or Head of Boarding.

A pupil may be suspended from school **externally**. The Head will decide the period of time for the temporary suspension. The parent or guardian will be expected to come to the school to discuss the pupil's behaviour and to remove the pupil from the premises.

Parents and guardians will be notified both verbally and in writing of the suspension, and a record of this placed in the pupil's file.

In the case of the most serious breaches of the school rules or code of conduct, a pupil may be **permanently excluded** from the school. This decision will be taken by the Head in conjunction with the Board of Governors.

**The school does not use corporal punishment.**

### **Pastoral Monitoring**

The Heads of Year are responsible for monitoring the iSAMs entries for merits, order marks and detentions. These are reported to the parents or guardians on the pupil's school report.

The Deputy Head (Pastoral) monitors and keeps an overview of serious sanctions, in addition there are records of pastoral and behaviour concerns, bullying (including racial, religious and gender intolerance). This information is held on a pastoral monitoring spreadsheet and in CPOMS.

Behaviour Policy First completed version 01/2015 JE – amended and updated 06/05/15 JE  
R & S Policy Reviewed 09/12 JE/VL 06/13 JE/VL 08/14 JE Reviewed and updated 22/05/15 JE  
New Behaviour, Rewards and Sanctions Policy created from merged policies JE/JG/LKS/JW 25/05/16  
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Updated PCA/VLO 5/3/2020  
Updated PCA/VLO 12/5/2020  
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## **APPENDIX 1**

***As published in the pupil diary:***

### **ST TERESA'S CODE OF CONDUCT**

Registration: **All** pupils must attend morning registration; a pupil arriving after registration has closed or who misses registration for an extra-curricular lesson must sign in immediately at Reception.

Absence: School should be informed by email or telephone **on each day** of absence - no later than 09:00.

Day girls remaining in school after 16.30 must be in Study or with a member of staff and inform their Form Tutor at Registration and sign out when they leave.

**Before form time and lessons**, pupils should not enter classrooms or teaching areas until invited to do so by a member of staff. Pupils are expected to line up outside classrooms and wait quietly. In the classroom pupils should wait to be invited to sit by the member of staff.

If a pupil feels unwell, they must ask permission from a member of staff to report to the Medical Centre. **No pupil** may telephone / text / email parents or guardians to ask to be collected. The decision to send a sick pupil home is taken by the school nurse in conjunction with one of the Deputy Heads or the pupil's Head of Year.

Day girls must not go into the dormitories/study bedrooms. They may only go into boarders' common rooms when invited and authorised by a member of staff. Boarders in Years 7-11 are not allowed upstairs during the school day.

All money and valuables should be locked in a pupil's locker. Alternatively, items can be handed to the Form Tutor or Head of Year. The school cannot be held responsible for such items. Pupils are advised to use padlocks on their bags.

No pupil may at any time bring into school or use cigarettes, drugs or alcohol. Possession of these articles will be treated as a very serious offence. Possession or use of drugs on school premises may result in immediate expulsion.

Damage: Damage or defacement to school property must be reported immediately to the Form Tutor/Boarding Mistress. Offenders will be expected to pay repair costs.

Bounds: No pupil may go beyond the Dorking Drive gate, the swimming pool garden, the top of the main drive or into the woods.

Food is not to be consumed in classrooms, corridors, the Sports Hall or any other teaching area.

Chewing gum is not allowed in any part of the school premises, including boarding areas.

## **APPENDIX 2**

### **Years 7 - 11 Uniform List**

Girls in Years 7 – 11 wear a navy jacket and school kilt or school trousers every day. The girls are expected to wear uniform from the list below – **NO additional or alternative items may be worn.**

**Unless indicated\*, all uniform items should be purchased through our suppliers, Schoolblazer.**

The girls are expected to take pride in their appearance at all times:

- Hair styles should be conventional and natural in colour. Long hair should be tied back completely, and hair should be generally tidy.
- Hair bands should be plain dark blue, black or pink.
- Any type of vest top worn under school shirts must be **white**
- **Suitable, sensible black shoes** should be worn at all times - shoes should be **black leather - not high heeled or pump/trainer style footwear.**
- Earrings should be in the form of a simple stud and **may only be worn in the ear lobe - one in each ear lobe.**
- **Year 11 are allowed one ring on their finger.**
- **Multiple earrings and piercings in any other part of the ear are NOT permitted**
- No other form of body piercing is allowed.
- **Make-up or nail varnish is not acceptable with school uniform.**
- Items of jewellery permitted are a necklace with a religious significance and a simple wristwatch which should have the pupil's name on it.

#### **Uniform:**

Navy one button fitted jacket with cerise lining  
Navy and pink tartan kilt (**worn on the knee** – kilts must not be shortened) or tartan trousers  
Pink and white stripe revere collar blouse (long and short sleeve options)  
Navy jumper with cerise stripe at v  
Navy knee high socks\* or navy opaque or cotton microfibre/wool tights\*  
Navy ankle socks\* (optional for summer)  
Navy art overall (Years 7 – 9)  
Navy reversible storm-proof branded jacket (optional)  
Navy/black coat  
Branded puffa jacket (available from the school)  
Navy and cerise scarf (optional)  
Black leather shoes (not purchased from Schoolblazer)

**Schoolbag: girls may use their own bags for school – it needs to be sensible and appropriate to carry schoolbooks and equipment eg. back-pack or satchel style bag**

#### **Sportswear:**

Navy and cerise tracksuit top	Swimming goggles (years 7 to 9)
Navy and cerise hoodie	Navy games socks with cerise turnover top
Navy training pant with cerise pipe	Navy crested base layer top (optional)
Cerise and navy polo shirt	Navy crested base layer legging (optional)
Navy and cerise skort	Navy and cerise athletics/ cross country vest (optional)
Navy crested cycling shorts	Shin pads (years 7 to 9) - (can be bought through school)
White PE socks	Navy and cerise games bag
Navy Speedo Endurance swimming costume*	
White crested swim cap	

## Sixth Form Uniform List

Girls in the Sixth Form wear a navy suit every day, either a skirt suit or trouser suit.

The girls are expected to wear uniform from the list below – **NO additional or alternative items may be worn.**

**Unless indicated\*, all uniform items should be purchased through our suppliers, Schoolblazer.**

The girls are expected to take pride in their appearance at all times:

- Extreme versions of jewellery make up or nail varnish are not acceptable with school uniform.
- Hair styles should be conventional, natural in colour and generally tidy.
- Hair bands should be plain dark blue, black or pink.
- Any type of vest top worn under school shirts must be **white**
- **Suitable, sensible black footwear** should be worn at all times - shoes should be **black leather - not high heeled or pump/trainer style footwear.**
- Earrings should be in the form of a simple stud and **may only be worn in the ear lobe - two in each ear**
- **Nail varnish colour can be selected from an approved colour palate**
- **Multiple earrings are not permitted**
- No other form of body piercing is allowed.

### Uniform:

Navy two button fitted jacket with cerise lining

Navy suit skirt (two styles available with and without waistband) or navy suit trousers

Pink and white stripe blouse (revere or to neck) long and short sleeve options

Navy plain cable knit jumper\* (optional)

Navy knee high socks\* or navy opaque or cotton microfibre/wool tights\*

Navy ankle socks\* (optional for summer)

Navy art overall (Years 7 – 9)

Branded puffa jacket (available from the school)

Navy reversible storm-proof branded jacket (optional)

Navy packaway waterproof (optional)

Navy and cerise scarf (optional)

Black leather shoes (not purchased from Schoolblazer)

**Schoolbag: girls may use their own bags for school – it needs to be sensible and appropriate to carry schoolbooks and equipment eg. back-pack or satchel style bag**

### Sportswear:

Navy and cerise tracksuit top

Navy and cerise hoodie

Navy training pant with cerise pipe

Cerise and navy polo shirt

Navy and cerise skort

Navy crested cycling shorts

White PE socks

Navy Speedo Endurance swimming costume\*

White crested swim cap

Swimming goggles (years 7 to 9)

Navy games socks with cerise turnover top

Navy crested base layer top (optional)

Navy crested base layer legging (optional)

Navy and cerise athletics/ cross country vest (optional)

Shin pads (years 7 to 9) - (can be bought through school)

Navy and cerise games bag

## **APPENDIX 3**

### **School Transport Rules**

1. Seat belts must be worn at all times.
2. Pupils must remain in their seats throughout their journey.
3. Pupils are not allowed to eat on the bus.
4. Their behaviour must in no way distract the driver whilst he is driving.
5. Pupils are expected to follow all the driver's instructions as requested.
6. Escorts are not provided on the buses and your daughter is under the driver's jurisdiction for the duration of the journey.
7. Pupils are expected to behave responsibly at all times – they are ambassadors for the School.
8. No child under Year 3 can be carried.
9. Only children aged 12 years or more, or over 135cm tall, may travel in the front seats and must wear the seat belt provided.

Please be aware that any pupil reported to be not adhering to these rules will be dealt with through the School's Rewards and Sanctions Policy. The School also reserves the right to remove any pupil from school transport permanently if they persistently ignore the rules and regulations.

These rules and regulations are in place to ensure that the law is adhered to and, for the health and safety of the pupils, drivers and public.

## APPENDIX 4

# CLASSROOM RULES

- Before form time and lessons wait until you are invited into the classroom
- Be polite and helpful to teachers and your peers
- Do not talk when teachers are talking
- Treat everyone as you would like to be treated
- Do not touch any member of staff's property in the room
- Respect your, and your classmates', property
- No eating or drinking in classrooms at any time
- Do not write on the boards
- Put chairs under desks
- Do not leave any litter
- Tidy your area before you leave
- Stand up when a member of staff or visitor enters the room

Thank you

## **APPENDIX 7**

### **PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE USE OF ALCOHOL**

There are occasions when the use of alcohol on school premises in relation to various social or other events may be sanctioned.

Girls are not allowed to bring alcohol on to school premises at any other time, either for their own use or for the use of others.

Any flouting of this rule must be reported to the Headmistress immediately or one of the Deputy Heads in her absence and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

### **PROCEDURE TO BE FOLLOWED WHEN DEALING WITH SMOKING**

The possession and/or use of cigarettes, e-cigarettes and vaping items are forbidden on school premises, school transport or off-site where pupils can be identified in uniform.

Anybody disobeying this rule will be reported to the Headmistress or one of the Deputy Heads in her absence and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

### **PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE POSSESSION OF ILLEGAL DRUGS**

It is against school rules to be in possession of illegal drugs or to be found to have brought these into school for use by another pupil. It is known and understood that either action may result in expulsion.

Any drugs found in the possession of pupils will be confiscated immediately. Such confiscation should be witnessed by another adult as a defence against any accusation that the drug in fact belonged to the teacher or member of the boarding staff.

The Headmistress or one of the Deputy Heads should always be informed of drug possession on school premises.

If the drug is handed to the police, the Headmistress is not bound by law to give the name or other identifying characteristics of the young person from whom the drug was taken.

A school may maintain confidentiality over such matters.

A record of the incident is to be produced by the Deputy Head (with input from the staff involved) and it should be kept in the pupil's file.

The Governors will be informed by the Headmistress.

### **MALICIOUS ACCUSATIONS AGAINST STAFF**

Any pupil found to have made a malicious accusation against a member of staff will be subject to the school's most serious sanctions.

The Headmistress and Deputy Heads will have been involved in the investigation and it is likely that the Chair of Governors and the Safeguarding Governor will also already be aware.

The school will take direction and/or advice from the LADO and police as required. Parents and guardians will be kept aware of the matter with direction from appropriate authorities.



## **PROCEDURE TO BE FOLLOWED WHEN DEALING WITH POSSESSION OF AN OFFENSIVE WEAPON**

It is against school rules to be in possession of offensive weapons. St Teresa's has a duty to protect pupils' health and safety. If a pupil is suspected of having an offensive weapon in their possession, the Headmistress and any authorised member of the school staff has the right to search that pupil.

If a search reveals any 'offensive weapons or knives, or evidence in relation to an offence', the school must summon the police. The school has no discretion in this. (Section 45 of the 'Violent Crime Reduction Act').

This offence is punishable by exclusion.