



WESTBOURNE SCHOOL

PUPIL CODE OF BEHAVIOUR POLICY

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Introduction

The aim of this policy is to help pupils understand their rights and responsibilities and to aid them to achieve their potential. It is based on the principle that all pupils and adults of Westbourne School should treat one another with appropriate respect, kindness, toleration and consideration. It is based on a privilege / responsibility relationship.

Any students found to be in breach of this policy will be subject to the appropriate disciplinary action.

Students should respect the school rules at all times; and appropriate sanctions will be implemented if they are not.

Students should always respect the school at all times; both at home and during normal school hours. This includes any student disrespecting the school, bringing the school (and/or its name) into disrepute or taking part in any activity that warrants complaint of any kind on the school and/or its reputation. In addition, the school respects the right of students to freedom of speech, but stresses that extreme views that cause offence to other students and/or staff will not be tolerated. Serious breaches in any of these can result in severe sanctions – possibly permanent exclusion.

All pupils have the right to a good education. This means that:

- You are expected to attend and engage with all classes.
- You should arrive on time, but if you are unavoidably late you should give an appropriate apology and explanation.
- You should give your best in every lesson - work quietly and do not distract others and/or disrupt the lesson.
- You should have the right equipment for lessons.
- You should listen to and obey instructions.
- You should maintain your books to the highest standard.
- You should meet deadlines for the completion of homework, coursework and projects.
- You should complete your homework the night it is set

You all have the right to be treated with respect and to be happy. This means that:

- You should use well-mannered and polite speech at all times.
- You should care about each other's belongings.
- You should not bully others in any form, physically, verbally, etc.
- You should consider the feelings of others.
- You should listen to what others have to say.
- You should leave any dangerous or very expensive items at home.
- You should be well dressed and maintain high standards of uniform and appearance.
- You should be well behaved on your way to and from School, realising that you are seen as representatives of the School by the general public.
- You should ensure that behaviour on the School and public service transport is of a high standard.

You all have the right to a clean and attractive environment. This means that:

- You should keep your desk or table tidy.



- You should put litter in the bins and paper in the recycling bin.
- You should do everything to maintain and improve the school environment.
- You should keep the toilets as you would like to find them.
- You should eat and drink only in the dining room.
- You should not chew gum on the school premises.
- You should not vandalise or graffiti property.
- You should accept responsibility for meeting the cost of repair or replacement if you damage either school or an individual's property.
- You should take responsibility for keeping the locker room and any classroom you use neat and tidy.

We all have the right to be safe within the school. This means that:

- You should walk on the left and avoid pushing and anti-social behaviour, particularly in crowded and congested areas and on the stairs.
- You should exercise patience and courtesy to allow easy and safe movement around the school; for example, you should walk in the school.
- You should use all equipment properly and not act dangerously.
- You should observe instructions about certain areas of the school being 'out of bounds'.
- You should use roads safely, especially crossing the road outside the school.
- You should obey the instructions for safe travelling in minibuses, including behaving sensibly at all times and not distracting the driver.
- You should never leave the premises in School time without permission
- You should remain on the premises during the lunch break unless you go to the Boarding House for lunch.

You all have the right to be treated as individuals and valued members of the community. This means that:

- You should treat everyone in the same way.
- You should give particular consideration, support and encouragement to new pupils.
- You should treat all visitors to the school with courtesy and respect.
- You should stand as a mark of respect whenever the Principal/Vice Principal(s) or visitors enters the room.
- You should realise that you play an important part in achieving a happy and successful school.

Alcohol, Smoking/Vaping and Drugs

Alcohol

No students are permitted to bring alcohol onto School premises or to keep alcohol at School, including the Boarding House/Homestay properties. Room searches may be required when there is suspicion that alcohol is being hidden.

The School holds breathalyser equipment and may ask, but will not require, students of any age to submit to a test using this equipment if they suspect that alcohol may have been consumed against School Rules.



It will be considered a particularly serious offence for older students to supply younger students with alcohol or purchase alcohol for younger pupils or encourage younger pupils to drink alcohol. The Principal/Vice Principal(s), Pastoral Leads and/or the Boarding House Parent(s) reserves the right to impose punishments up to and including expulsion, even for a first offence, in line with punishments imposed on those taking or distributing illegal drugs.

Any alcohol confiscated will be destroyed.

Smoking (including 'Vaping and associated paraphernalia')

The possession, sharing and distribution of smoking and vaping items (including associated paraphernalia) is not allowed.

Westbourne School rules state that smoking (including e-cigarettes/vaping) is forbidden, either in School, including the Boarding House/Homestay properties or when pupils are recognisable as members of the School community. A smoker is defined for this purpose as anybody caught actually smoking; in the possession of cigarettes, e-cigarettes/vapes, cigars, pipes and the like; smelling of smoke; or in the company of another pupil who is smoking.

Any students caught smoking will be subject to disciplinary action including but not limited to detention or temporary exclusion, any subsequent infringement of the rules is likely to result in permanent exclusion.

Drugs

Under criminal law it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its premises to be used for those purposes. Any pupil discovered in term time or during the holidays, at School or elsewhere, and who is recognisable as a member of the School community, to be in possession of drugs, using drugs, passing drugs, under the influence of drugs or promoting the drugs culture such as on social media, may expect to be temporarily excluded and, in many cases, permanently. Every pupil should be aware that they can be recognisable as a member of the community even when off the School property and out of uniform.

The School will investigate any rumour about involvement with illegal drugs or substances and the police will be informed of any pupil who is believed to be breaking the law.

School Rules

General School Rules:

1. 100% attendance is expected from all pupils
2. Students should be polite and courteous to staff, each other and visitors.
3. Students are expected to be punctual for school and lessons.
4. Full school uniform is to be worn.
5. Alcohol, Drugs, Smoking/Vaping is strictly forbidden – both at school and while travelling to and from school. Should a student be caught with drugs, alcohol, or cigarettes/e-cigarettes, appropriate sanctions will be applied.
6. No non-school uniform (Coats, jumpers, hoodies, etc.) are to be worn in the school buildings.



7. Mobile phones should be handed into form tutors at the start of the day, and only returned in the case of emergency.

8. The school does not allow jewellery to be worn other than one small pair of stud earrings (i.e. rings, necklaces and drop earrings). Facial and tongue piercings are not acceptable on grounds of health and safety. The school will not accept responsibility for safe keeping of jewellery that students have had to remove.

9. Students are expected to behave at all times so that they bring credit upon the school. This particularly refers to travelling to and from school, especially on public transport and on the school buses. Students may be banned from the school bus for anti-social behaviour.

10. The school will not accept responsibility for personal items lost at school.

11. Students are not allowed to ride, or bring, skateboards or scooters to school.

Classroom Rules:

1. Arrive on time with the correct equipment
2. Work hard and allow others to do the same
3. Follow instructions
4. Treat everyone and everything with respect

In the Prep School (Reception to Year 5), all students are expected to uphold the principles of the Learning Charter below.

Our Learning Charter

Rights

We have the right to :

- Learn
- Be respected and treated fairly
- Be heard
- Feel safe

Rewards

- Praise
- Sticker
- Choice activity box
- Visit another teacher
- Plus points
- Awards
- Star of the Week

Responsibilities

We have the responsibility to :

- Allow others to learn
- Respect others and treat them fairly
- Listen to others
- Keep others safe
- Be kind

Consequences

(depending on level of behaviour)

Reminder
↓
Warning
↓
Spoken to by Form Tutor
↓
Parents/Carers informed
↓
Sent to Senior Leader



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Laboratory Rules:

1. Never enter a laboratory without the teacher's permission
2. Always listen carefully to instructions
3. Do not run in the lab
4. Coats and bags are to be under the bench at all times
5. Always wear goggles when told to
6. Tie back long hair and loose clothing
7. Do not touch gas, water or electrical fittings unless told to do so
8. Never eat or drink in the lab
9. Report any chemical spills or accidents to the teacher
10. Wash any chemicals off your hands and clothes immediately

Disciplinary Procedures and Guidelines:

At Westbourne we believe that any disciplinary action should be fair and appropriate to the situation. It is our aim that our pupils understand why they are being disciplined and that they perceive it to be a fair course of action.

Pupils may be reported informally and formally on account of behaviour and attitudes, for the following purpose:

- for information;
- for consultation;
- for confirmation of action decided upon;
- for further action.

It will be made clear into which of these categories the matter they are being reported falls to.

Should the incident require for action to be taken by a more senior member of staff, the higher authority will be free to make their own decisions as to what is the appropriate course of action and if referred to a more senior member of staff, the pupil will not be disciplined twice for the same offence.

Consequence Progression Ladder

All matters will be dealt with fairly and consistently, as appropriate to the context and the student, and necessary distinctions should be drawn between the range of activities from minor offences to serious breaches of school rules. Whilst consistency is desirable, there must be an element of flexibility in the use of sanctions to take account of individual circumstances. This encourages the necessary use of professional judgement to decide the most appropriate form of action in each case.

In order to regularise disciplinary procedures, a tiered system as below will be observed (depending on the incident and school). As a general rule, pupils will not by-pass the early stages of this system,



though it is acknowledged that it may be necessary to implement the later stages earlier depending on the severity of the situation.

Level of behavioural/ pastoral issue	Person responsible	Possible consequences
C1	Staff member on the scene	Restorative conversation
C2	Class teacher or Lunchtime supervisor	Restorative conversation / Record on iSAMS / Move seating arrangements / 15 minutes detention (if appropriate)/ Time out (prep)
C3	Class teacher or Form tutor	Restorative conversation / Record on iSAMS / Reflection Sheet / Reflection conversation (prep)/ 15 minutes detention/ Time out (prep)/ Inform parents/legal guardians (if appropriate)
C4	Pastoral Lead/ School Coordinators (prep)	Restorative conversation / Record on iSAMS / Reflection Sheet / Reflection conversation (prep) 30 minutes detention/ Time out (prep)/ Student report (if appropriate)/ Parental contact (required)
C4+	Senior Leadership Team (SLT)	Friday detention / Time out (prep) Record on iSAMS / Mandatory parental contact to discuss any further disciplinary action. Following serious breaches of conduct a student may be excluded for a fixed term or permanently. (See Appendix 1)

Physical Contact/Corporal Punishment

Physical intervention is only used to prevent likely injury to the child concerned or to others, or likely serious damage to property.

Physical intervention is not used as a punishment and any form of physical punishment is prohibited under disciplinary procedures and potentially actionable in law.



Appendix 1

Level of Behaviour	Specific Examples	Type of Consequence
C1/2: Minor	Using a mobile phone in class Minor rudeness or answering back to staff	Classroom Sanctions <i>(Verbal warning, phone confiscation, or reprimand)</i>
C3: Moderate	Cheating in exams or plagiarism First offence smoking or vaping near school Moderate rudeness or defiance to staff Stealing low-value items Minor vandalism (e.g., writing on desks)	Detention <i>(Break, lunchtime, or after-school)</i> <i>Also involves parental contact and repairing/cleaning vandalism.</i>
C4: Severe	Fighting (physical altercations) Bullying (including cyberbullying or harassment) Racist, homophobic, or discriminatory behaviour Intimidation or threats towards staff or peers Severe vandalism (property damage) Bringing alcohol to school or being under the influence Significant theft	Fixed-Term Exclusion (Suspension) <i>(Temporary removal from school for 2 to 5 days)</i> <i>Requires a return to school meeting and possibly a behaviour contract.</i>
C4+: Extreme	Bringing, using, or supplying illegal drugs Extreme physical violence or assault Bringing the school into serious disrepute (e.g., major illegal activity linked to the school) Bringing a weapon onto school grounds Sustained, dangerous disruption to the school	Permanent Exclusion (Expulsion) <i>(Student is permanently removed from the school roll)</i> <i>May involve police or social services intervention.</i>

It's important to note that the list provided above is illustrative rather than exhaustive.

