

Section C: Pastoral Care, Child Protection, Behaviour & Discipline

C.3 Standards of Behaviour & Discipline

Our approach at UCS is to gauge our response to pupils' behaviour as nearly as possible to the pastoral needs of each pupil. The emphasis in our pastoral system on strong relationships between pupils and staff helps to achieve this.

Good behaviour and impressive work are recognised through the award of Commendations which bring pupils to the notice of Lower School Wardens, Deme Wardens and the Headmaster. Prizes, both for academic work, sporting prowess and for wider contribution, are also awarded. Wardens award certificates and colours at the end of each term. Outstanding contribution to the school's extra-curricular life is recognised through the award of Certificates of Excellence at the end of each term. Pupils of all ages are eligible for these Certificates.

Consistent with the principles upon which UCS was founded, every effort is made to offer pupils as much scope for individual expression as is consistent with high standards of achievement and with proper standards of behaviour. We expect the highest standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

Pupils are expected to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. Harassment and bullying will not be tolerated. Our Anti-bullying policy is set out as a separate document. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

Such particular rules as are necessary to support our expectations are communicated to pupils (and, if necessary, to their parents) as circumstances demand.

The general standards that we expect and that we strive to maintain are briefly summarised here:

General Behaviour of Pupils

- Pupils must be properly dressed. In the Lower and Middle Schools, they must wear school ties and school blazers. Sweatshirts, if worn, must be plain. In the Transitus and Sixth, a more casual dress code is acceptable. All pupils must be smartly and cleanly dressed.
- Pupils must treat one another and, of course, all members of the school staff and all other adults, with civility and respect.
- Pupils must not eat outside the Refectory and, especially, not in classrooms.
- Pupils must respect the property of others and of the school.
- Smoking is forbidden at all times during the school day, including the journeys to and from school.
- Pupils in the Lower and Middle Schools must not leave the school site without permission and must sign out at the School Office when they have permission and must sign in on their return.

- Pupils in the Transitus and Sixth may not leave the school site during the morning without permission. They may leave during the lunch-hour and (other than in the first term of the Transitus) after their last afternoon lesson, but must sign out and in at the School Office.
- Pupils must never behave, either inside or outside the school, in a manner that might bring disrepute upon themselves, their families or their school.

Sanctions are in place to help us manage challenging behaviour. The Headmaster undertakes to apply any sanctions fairly and, where appropriate, after due investigations have taken place. Sanctions may undergo reasonable change from time to time, but will not involve any form of unlawful or degrading activity.

Sanctions for behaviour deemed antisocial may include assistance with domestic tasks (i.e. in the Refectory or playground); withdrawal of privileges; detention (before school, during breaks or after school); for more serious matters, pupils may be detained after school or during a day at the end of term or before the beginning of a term. Parents are informed in advance if a pupil is to be detained after school. For particularly serious breaches of discipline, pupils may be suspended for a specified period or expelled. The school's policy on Discipline and Exclusions is set out as a separate document.

Behaviour and Application of Pupils In The Classroom

- Pupils must attend morning and afternoon registration punctually, and must be prompt in the delivery of notes to explain absence. This is equally a requirement of members of Transitus and Sixth Form.
 - Late-comers must report to the teacher on Gate Duty and attend Assembly or form period. If arriving too late for that, pupils must report to the School Office.
- Pupils must be punctual for lessons and for games.
- If pupils have permission to miss a lesson - for a music lesson, for example - they must still inform the teachers affected in advance of the scheduled lesson.

Academic Discipline

- Pupils must not behave in class in a way that might distract others or threaten the learning environment. Chatting inappropriately, answering back and other forms of low-level disruption will not be accepted and will initially be dealt with by the class teacher.
- Pupils must follow instructions about the work they are to complete in class and should work to the best of their ability on the tasks set.
- Pupils must complete homework reliably and on time.

Sanctions for unacceptable academic performance

Academic and behavioural shortcomings in particular subjects are dealt with by the individual teachers concerned. If a pupil's behaviour is such that their presence in the

classroom is in any way dangerous or totally disruptive of that class, or is actively undermining the role of the teacher in that class, the teacher can, exceptionally, exclude the student from the lesson. If a 'cooling-off' period is required, the pupil may be asked to remain outside the room for up to five minutes before returning to the class; otherwise the pupil will be sent to the school office to locate his/her Year Warden or Deme Warden. In the event of behaviour in class which is not acceptable and which cannot be immediately resolved by talking to the pupil(s) concerned, the class teacher must inform the student's Form Teacher, the Deme Warden or Lower School Warden and the Head of Department that an issue has arisen.

Students may be privately detained before school, at lunch-time or after school, or sent to the Supervision Class if it is deemed necessary. This takes place each day from 1.30 – 2.10pm.

In the case of general academic concerns a pupil may be placed 'On Report'. The pupil's progress is monitored by teachers in each lesson and reported back to the form-teacher who will discuss developments with the student concerned. Parents will be informed before a pupil is placed 'On Report' and of his/her progress while the sanction is in place. Our aim is to limit the period of the sanction as far as possible, in order to encourage pupils to develop reliable habits of study. In particularly serious cases, a pupil may be placed 'On Headmaster's Report'. He/she will then be required to present a completed card to the Headmaster each week, who will report directly to the student's parents. If concern is limited to the proper completion of homework, then a 'Homework Card' may be used.

Involvement of Parents and Guardians

Parents and guardians who accept a place for their child at University College School undertake to uphold the school's policies, including this policy. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework.

It is the School's policy not to allow holiday to be taken during term.