

School Rules

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Governor Committee: Pastoral

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Policy Review

This policy will be reviewed in full by the Governing Body every 3 years.

The policy was last reviewed and agreed by the Governing Body on 06/06/2023
It is due for review in 36 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Governors

SCHOOL RULES

At Hitchin Boy's School(HBS), high standards of behaviour are expected and are commonplace. We believe that high quality teaching and learning takes place in an environment that is stimulating and exciting yet is controlled and supportive. It needs to be an environment in which clear boundaries are set, an environment in which boys recognise the value of themselves and each other. The cultivation of a strong culture and good behaviour is the responsibility of all staff and reduces the need for punishments. We take a positive view of all pupils and understand that the most important means of creating a positive culture is to reward good behaviour.

We foster an environment in which pupils learn from their mistakes. There will be occasions when sanctions will be applied and we aim to apply sanctions which allow boys to learn from their mistakes. The consequences structure aims to enable boys to be accountable for their own behaviour, to respect themselves, each other, staff, parents and the belongings of others; above all to allow excellent teaching and learning to take place. It is predicated on the fact that good behaviour is learnt, and as teachers part of our role is to teach good behaviour. An important aspect of our behaviour management system is that misbehaviour will have a consequence. However, it is the certainty, not the severity of the consequence which will promote good behaviour and prevent poor behaviour.

We recognise that the teaching of good behaviour is a teaching and learning process and so whilst pupils may wish to challenge a consequence they must not do so directly to a teacher but must make representations to their HoY/HoK or other Senior Members of staff.

Overarching Principle

Hitchin Boys and staff must always conduct themselves with respect, compassion, and courtesy towards all, both in school and out of it. We will act with ambition, responsibility and respect, show kindness to one another working collaboratively and respond with resilience to all tasks and challenges.

Bounds

For reasons of safety pupils:

- i. The front door of school is for staff, visitors, Sixth Form students and those with impaired physical mobility (either short or long term) only.
- ii. The Quad is out of bounds other than for designated whole school gatherings. The garden adjacent to the main drive is out of bounds.
- iii. The wooded areas, known as the Plantation, are out of bounds but the path leading from North Court to Russell Field may be used.
- iv. The car park at the front of school and the vehicle driveway from the school's front gate must not be used by students.
- v. Pupils may not climb any tree, fence or building in the School grounds

- vi. Students must never enter a science laboratory, sports area or workshop without a teacher's permission and, generally, students must wait outside all classrooms to be invited in.
- vii. At Break and Lunchtimes pupils must remain in the areas designated for their Year Group.

Personal Conduct

For reasons of safety pupils

- i. should not throw anything which could cause injury – e.g. stones, sticks, pens/pencils
- ii. should behave in lessons, particularly in practical subjects, in a safe and self-controlled way
- iii. must walk their bicycle within the School grounds
- iv. may not bring to school, or use to get to school, roller-skates, or skate-boards
- v. may not drive a car or motorcycle to or in the school grounds without permission from the Headteacher
- vi. must not bring prohibited items into school. These include cigarette lighters, cigarettes, e-cigarettes and vapes, paraphernalia linked to illegal drugs use, tobacco products, matches, alcohol, knives, fireworks, solvent based products, illegal substances and anything else likely to cause damage or offence to people or property. The school may exercise its right to search a student if there is reason to believe that any of the banned items are in his possession. If such items are discovered they will be confiscated and appropriate steps taken to deal with them, according to the nature of the item, the circumstances, etc.

ICT, Mobile Telephones and Personal Music Players

ICT, including all Chromebooks and other portable electronic devices must be used responsibly. It is forbidden for pupils to store or send inappropriate or offensive material. Boys are not permitted to use mobile devices in the school grounds and are not permitted to have headphones in their ears when on the school site. The school reserves the right to confiscate a phone if known or suspected to be used inappropriately. Each student must observe the Student Acceptable Use of ICT Agreement but in letter and spirit.

Property

Students are not to bring expensive property into school. Students should ensure that all property is clearly name tagged, and that money and other personal items are kept in lockers. In the even of lost property, students should report it immediately to the Pastoral Office. Students should not touch or 'borrow' property that does not belong to them. If a student suspects theft they are advised to report it immediately to the Pastoral Team

Uniform and Appearance

Students must wear standard uniform (See Uniform guidelines) consisting of regulation jacket, plain white shirt with conventional style collar, black or charcoal trousers of conventional cut, dark grey socks, house tie, and plain black leather shoes. They may wear a school v-neck pullover. In winter, they can wear a plain navy blue, dark grey, or black coat of conventional design. Hoodies are not permitted at any time other than school hoodies which bear the HBS crest and name, these may only be worn when engaging in fixtures or sports training. Variations from the agreed uniform list are not permitted. All students must travel to and from school in school uniform. Students may wear non-uniform clothes only on designated days. For all school engagements, uniform/kit should be worn unless special permission has been given by the School.

If a student does not have their school shoes or any uniform item they should inform their form tutor or Head of Year on arrival at School. Clean and appropriate replacements might be available for the student to wear. If not, a note will be provided and parents contacted.

General

Hitchin Boys must act respect towards members of the public and conduct themselves under the guidance of the school values on public transport, in local shops and in the town. Students are reminded of the need to preserve and protect the legacy of Hitchin Boys. Pupils should be particularly courteous to visitors, stand when adults visit or enter a form room if asked to do so, and hold doors for each other, visitors and staff. Chewing gum is not allowed on the school estate or in any of the buildings. No public display of physical affection (and this would include hand-holding and embracing) is permitted when a pupil is on the school estate or in school uniform. No boy has any reason to carry a knife including a craft knife or scalpel. No boy may sell anything within the School without the permission of a teacher.

Behaviour Expectations

Guidelines for dealing with Poor Behaviour

1. Every case will be investigated and dealt with according to individual circumstances
2. Every case will be dealt with fairly and action recorded
3. Sanctions will be applied fairly, firmly, consistently whilst maintaining the boy's dignity.
4. Sanctions should not be publicly and generally threatened and only in rare instances, when safety is threatened, should voices be raised in anger.
5. We disapprove of the behaviour not the pupil
6. HBS is alert to its Equalities Duties and considers SEND needs when applying sanctions will always take these into consideration when applying sanctions.
7. Through the actions taken HBS hopes to bring about improvements, so no absolute rules apply. Discretion will be applied to each case in the hope of affecting change.
8. The School accepts that the mental health of some pupils is affected from time to time by their personal circumstances and during times of stress allowance may be given in mitigation. The School must be alert to such instances. We can do much to foster the emotional well-being of our pupils, and to be of immediate and practical help to them when problems arise
9. Boys will be given a reasonable explanation of why they are receiving a sanction and they will not be applied without such an explanation in advance of the Sanction. It is accepted though, that when they are in trouble they feel victimised and that this can exacerbate their reaction to some circumstances, which will be taken into account.
10. The response made by a member of staff to a particular situation should reflect the nature and seriousness of the circumstances surrounding the situation. Equally, knowledge of the pupil will help to determine the outcome.
11. Praise and encouragement may be of greater value in some circumstances than outrage and disapproval.
12. On rare occasions it may be necessary for a teacher to use force to restrain a pupil. This should always be in accordance with the School's "Use of Restraint" policy.
13. All staff are responsible for promoting good behaviour.

In the first instance incidents are dealt with by the teacher. Thereafter, incidents are dealt with at the appropriate level of sanction and with involvement of the appropriate level of staff in the pastoral system. If low level behaviour persists, teachers should deal with these in conjunction with the Tutor, then the Head of Year, then the Head of Keystage

Some incidents will be so serious that the Deputy Head and Head will need to be informed and appropriate sanctions will be discussed with all concerned. Parents should be fully involved as early as possible. Phone calls, or face-to-face meetings will support communications by the Edulink system. Persistent disruptive behaviour is considered a serious disciplinary matter, as is any deliberate act of unkindness.

Pre-emptive Actions

For most occasions, good behaviour and high expectations are established by setting the right ethos in the classroom and around the school. Boys are expected to look smart, treat others in the community with kindness and respect, and demonstrate outstanding behaviour in the classroom so that they and others can learn to the best of their ability. Teachers help to create this environment in the classroom by planning lessons which will stretch and challenge the boys, by using class seating plans, establishing class rules, using a variety of teaching strategies, body language and gesture. By using carefully chosen language and "least to most"

intrusive strategies, positive relationships are built with and between boys. Outside the classroom, teachers can promote good behaviour by being present, and dealing with issues when the need arises. Whilst on duty, teachers will help establish this environment by taking an active and proactive role and constantly reminding boys of high expectations.

First Stage

Initial poor behaviour, such as calling out in class, forgetting a class rule etc. will be dealt with by teachers as positively as possible.

Consequences

C1s-C3 are issued for low level incidents, such as repeated calling out, failing to complete homework, poor organisation, lack of focus. They are followed up by the issuing teacher and an appropriate sanction is put in place. Concerns are recorded on SIMS/Edulink.

Consequences are for internal recording of low-level behaviour and are not an action in and of themselves. However, Tutors and Heads of Years closely monitor concerns. When a pattern of behaviour is identified, parents are notified, and interventions are put in place to support boys in improving their behaviour. A Head of Department/Head of Year Report Card may be introduced.

If patterns of behaviour persist, despite Head of Year intervention, boys are referred to the Head of Keystage and Deputy Head. Parents are contacted and the boy will be called in to discuss his behaviour and actions to improve. His behaviour will be closely monitored afterwards by means of an IBP or a PSP.

Serious Incidents of Misbehaviour

Single incidents of serious misbehaviour will be dealt with at the appropriate level and may involve action by the Head of Year, Deputy Head or Headteacher.

Detentions are recorded on Edulink.

Examples of things which are considered serious are:

- Bullying
- Physical violence
- Rudeness to members of staff
- Wilful defiance
- Deliberate Unkindness
- Dishonesty
- Persistent attitudes or behavior which is inconsistent with the ethos of Hitchin Boys School

This list is not exhaustive and any incident is dealt with appropriately.

The action taken may include:

- Loss of free time
- Long Detentions(formerly known as Internal Exclusions)

Suspension and Expulsion

The Deputy Head will discuss any very serious incidents, or persistent and chronic disruptive behaviour, which might merit suspension or Permanent Exclusion with the Headteacher.

A boy may only be suspended from School on the direct and personal action of the Headteacher or the Deputies in the event of the Head being uncontactable. A suspension may arise if a pupil has seriously broken the school rules/repeatedly makes the same mistakes, or if allowing them to stay in school would seriously harm their education or welfare, or the education or welfare of other pupils or staff.

Permanent exclusions can only be made by the Headteacher. Reasons for exclusion may include (but are not limited to) a persistent disregard for school rules, or a one-off incident involving (but not limited to) theft, violence, bullying or cyberbullying, breaking the law, serious misconduct towards a member of the school community or which brings the School into serious disrepute, on or off the school premises. They may also include persistent attitudes or behaviour which is inconsistent with the ethos of Hitchin Boys School. In all instances of Suspension parents may choose to appeal via the governing body of the school for a review of the Headteacher's decision.