



**BOLTON**  
SCHOOL  
GIRLS' DIVISION

**BEHAVIOUR POLICY  
FOR  
PUPILS**

## Review Schedule:

<b>Date:</b>	<b>Comment:</b>	<b>Reviewed by:</b>	<b>Next Review due:</b>
07/08	Amalgamation of previous documents; developed in consultation with HoDs	Deputy Head (Mrs Fairweather)	
Aug 2008	Finalised	Deputy Head (Mrs Fairweather)	Aug 2009
Feb 2009	Discussed at SMT and HoDs	Deputy Head (Mrs Kyle)	
July 2009	Minor amendments made (inc removal of date from title page)	Deputy Head (Mrs Kyle)	Summer 2010

# Introduction

Within Bolton School Girls' Division we aim to provide an environment which welcomes diversity and encourages mutual respect.

- All members of the school community have the **right** to complete their daily work in surroundings which are calm, orderly and safe.
- We all have the **responsibility** to ensure this is possible by the way in which we talk and interact with other members of the community.

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To assist clear communications between home and school we would ask all parents to check and sign their daughter's planner every week.

# REGULATIONS FOR PUPILS

## THE SCHOOL DAY

### **Entry to school**

- Use the crossing points at the junction with Tudor Avenue or the pelican crossing near Dobson Road.
- You may only enter through the Girls' Division Arch when the Sergeant is on duty, between 8.20 a.m. and 8.50 a.m. Follow the designated walkways. You may not walk down the drive leading to the Girls' Division Quad nor enter school via the Main Arch during this time.
- When crossing the Centre Quad, the Girls' Quad or using the drive from Tudor Avenue, be alert to moving vehicles. Use walkways or designated crossings whenever possible.

### **In the building**

- Keep to the left on corridors, to the banister side going downstairs, the wall side going up.
- If required to wait outside a room, wait quietly and do not block the corridor.

### **Form rooms**

You are allowed in your form room unsupervised by staff but:

- the door should be left open.
- casement windows should never be opened.
- black/white boards, projectors, radiator controls and curtains should not be touched.
- the room must be kept tidy at all times.

### **Registration and assembly**

- You should be in school by 8.40 a.m. and in your form room by 8.45 a.m.
- Everyone goes into assembly at 8.55 a.m. on Tuesdays, Wednesdays and Fridays. Silence should be observed on the corridors to and from the Hall, as well as in the Hall before and during assembly.
- If you arrive after 8.45 a.m. you should enter school via Reception and sign in.
- You should report for afternoon registration at 1.15 pm.

### **Breaks and lunchtimes**

- Reception may not be used as an exit/entry point by students below the Sixth Form unless you are signing out/in for registration purposes.
- You may bring a snack to eat at break. All litter must be disposed of carefully. Unconsumed food should be wrapped and cartons or cans of drinks must be empty before disposal in the bin. Food and drink should not be consumed on the corridors.
- Chewing gum is strictly forbidden.
- At lunchtime go to the dining room at the appropriate time. You may spend the rest of the time in your form room or outside. If you are

## **REGULATIONS FOR PUPILS**

outdoors, do not disturb sport practices and do not use Junior School equipment.

- You may meet members of the Boys' Division in designated areas at lunch time only, according to your year group's rota. Your behaviour should be appropriate for a place of work.
  
- The Sutcliffe Suite is for the use of the Sixth Form only. Girls and boys should not congregate outside the Sutcliffe Suite.
- The Hall may be used as a thoroughfare except when lessons are in progress or when the room is set out for examinations. It may be used as a meeting place for girls during lunchtimes.
- The Arts Centre is out of bounds unless you have a lesson or an official activity.
- At the end of breaks and lunchtime you should go immediately to registration or your next lesson.

### **Lessons**

- Conduct in lessons should maximise the opportunities for teaching and learning.
- Bags should be stored under desks/tables, not in the aisles.
- If a member of staff has not arrived five minutes after the start time for a lesson get on quietly with some work whilst someone reports to the Staff Room.

### **Leaving school**

- You should leave the school building by 4.15 p.m. unless you have an organised school activity.
- If you miss your coach, you should report to the member of staff on duty or to Reception. Your parent will be contacted so that arrangements can be made to collect you.

## **UNIFORM AND PERSONAL PROPERTY**

### **UNIFORM**

- All uniform should be named and worn correctly.
- Make up, acrylic nails and nail varnish are not allowed.
- Extremes of hair colour and hair style are not permitted. Hair accessories should be plain black or maroon.
- Girls who have pierced ears may wear one stud in each earlobe. No other earrings or other jewellery is allowed with school uniform. Earrings must be removed for all sporting activities.
- Long hair must be tied back in the dining room and in lessons where it could contravene health and safety regulations.

### **PROPERTY**

- All items of property must be clearly named.
- The school cannot take responsibility for your personal property.

## REGULATIONS FOR PUPILS

- You are responsible for bringing to school all you need for the day ahead. Do not ask to borrow anyone else's property.
  - Do not bring to school any items of high monetary or sentimental value. Money, keys, your ID card and bus pass should be kept on your person at all times. Girls are strongly advised not to bring large sums of money into school.
  - Mobile phones and pagers must be switched off during the school day, including breaks and lunchtime, and, for security, kept in a lockable locker. Phones used in contravention of this rule will be confiscated.
- Cigarettes, alcohol, illegal substances, aerosol cans, knives and other sharp implements must not be brought into school.**

### ABSENCES

#### **Absence from lessons/school**

- Letters concerning a medical, dental or similar appointment should be addressed to your Form Tutor and brought to school well in advance of the date concerned. You should fill in an Appointment Sheet (lime green) with your Form Tutor. You should inform subject teachers in advance about known absence. Any other request for leave of absence should be addressed to the Headmistress and the envelope marked 'request for leave of absence'.
- You may not leave the school premises during the day without permission. If you have been given official permission to go out of school you should sign out in Reception and collect the permission slip on departure.
- If you are unable to attend school your parent should telephone between 8.30 a.m. and 10.00 a.m. and leave a message with the Receptionist. A note from home clearly marked with your name and form, addressed to your Form Tutor, giving the reason for absence and the dates and signed by your parent should be handed in on the day you return to school.
- You may need to miss all or part of a lesson for an interview (Careers, Headmistress/Deputy Head, Learning Support) or for a music lesson. It is your responsibility to make up the work missed.

#### **Illness**

If you are taken ill during a lesson your teacher will sign your personal planner ("Visit to Nurse") and ask a friend to accompany you (signed: "Out of Class") to the Medical Room; your friend should return immediately to report your safe arrival (she should not wait until Nurse is ready to see you if there is a queue). Outside lessons make sure that a girl who would normally be with you in the next lesson tells your teacher that you have gone to the Nurse.

### EMERGENCIES

- In the event of the alarm sounding during a lesson follow the instructions of your teacher.
- In other situations leave the building by the nearest exit and assemble on Beech House car park.
- Maintain silence.

# Guidelines on general conduct

## Your Behaviour around school

It is equally important that good behaviour is maintained outside the classroom as well as during lessons.

You should:

- Be aware of others as you move around school, making sure you hold doors open for staff or visitors. Make sure your bag is not a hazard.
- Walk briskly but do not run.
- Maintain reasonable levels of noise on corridors and in form rooms. There should never be any reason to shout.
- When waiting to enter a room, line up and wait quietly making sure you are not blocking the corridor or any doorways.
- Treat everyone - whether adults or fellow pupils - with respect.

## Your Behaviour on School Visits

You should:

- Always dress appropriately following staff guidelines.
- Come prepared with any background information, equipment and refreshments.
- Set a good example by showing interest and asking questions.
- Follow staff instructions at all times.
- Make sure your parents are aware of arrangements for the day so that staff are not inconvenienced by your late arrival or late departure.
- Be sure to thank all the organisers involved in the visit.

# Rewards

We expect that you will always work hard and behave in an appropriate manner.

**In Years 7 to 11** Particularly good work or good behaviour will be rewarded with a Merit.

Each subject department has its own criteria for deciding when good work warrants the award of a Merit. This may be for:

- a series of very good pieces of work
- one excellent piece of work
- sustained effort in organising work
- a significant improvement in attainment or organisation
- a significant contribution to lessons

Good behaviour either inside or outside the classroom may be rewarded with a Citizenship Merit.

## Years 7 to 9

- If you are awarded a Merit **you** should record this in your Planner and inform your Form Tutor.
- Your subject teacher will record your Merit on a computerised system.
- If you achieve **nine** Merits, across a range of areas, you will receive a book token which will be presented by the Headmistress in assembly.

## Years 10 & 11

- If you are awarded a Merit **you** should record it in your Planner.
- The member of staff will notify your Form Tutor.
- If you achieve **seven** Merits, across at least four different subjects, you will receive a book token which will be presented by the Headmistress in assembly.

# Promoting Good Behaviour in School

**Good Behaviour** is essential for you and your fellow pupils to learn successfully.

## Expectations

Your teachers will explain how they expect you to behave in the classroom:

- when to enter the room, where you should sit and how to move around safely.
- when you may speak and when you should be quiet.

## Behaviour which inhibits learning in the Classroom

Neither you nor your fellow pupils will be able to learn successfully if your behaviour is poor. Examples of unacceptable behaviour include:

- persistent chatting
- distracting other pupils
- rudeness to your teacher or to other pupils
- unsafe movement or unsafe use of equipment

## The Consequences of Unacceptable Behaviour

Poor behaviour is unacceptable and your teacher will always apply some form of sanction. The severity of the sanction will depend on the nature of your actions but is likely to follow part of the sequence below.

*Teacher identifies unacceptable behaviour*



*Verbal Warning*



*Contravention recorded in Planner*



*Order Mark*



*Lunchtime Detention*

**You** - can avoid any of the above sanctions by following your Teacher's expectations.

**Your Teacher** - will make clear when your behaviour is unacceptable as above.

**Your Form Tutor** - will receive a notification of any Merits or Order Marks and will monitor your Planner.

**Your Parent** - will check and sign your Planner each week and will countersign any records of Order Marks. Both Merits and Order Marks will be recorded in your Personal Record.

Good behaviour is equally important when you are in your form room or moving around the school. If your conduct is seen to be poor, an appropriate sanction will be applied. If your Form Tutor notes that your behaviour is unacceptable on several different occasions, she/he may arrange for you to be interviewed by your Head of School or by the Headmistress.

# Promoting Good Work in the Classroom

You are expected to work to the best of your ability at all times. However, there are reasons why you may, on occasion, produce a piece of poor work. In every case, this is something you need to avoid in the future.

- **Keep to work deadlines**
  - Always record deadlines for work set in your Planner.
  - If you have been absent for part of the intervening time, try to speak to your teacher before the deadline is reached.
  - If your work is late, see your teacher to apologise at an appropriate time.
- **Maintain a high standard of work**
  - Ask in the lesson if you do not understand your teacher's explanation of the work set.
  - Plan your homework time so you are not rushing any of the set tasks.
  - Ask your teacher for advice if you have particular difficulties with a topic.
- **Catch up on missing work**
  - If you have missed one or two lessons try to catch up before the next lesson.
  - Check first with a friend in your group who may be able to lend notes for you to copy up.
  - For a longer absence agree with your teacher how you will make up the work missed.
  - Ask your Form Tutor for help in planning your priorities after a long absence.

## The Consequences of Poor Work

Poor work is unacceptable and your teacher's response is likely to follow part of the sequence below.

*Teacher identifies unacceptable work*



*Action agreed, e.g. Work is re-done*



*Order Mark may be awarded if work is persistently late/below standard*



*Interview with Head of Department/Head of School*