



WINGATE SCHOOL

BEHAVIOUR AND DISCIPLINE POLICY

PURPOSE

At Wingate School the behaviour policy is based upon mutual respect. Children are expected to behave in a respectful and responsible way and good behaviour is always positively reinforced and praised throughout the whole school. We endeavour to promote a caring, friendly environment where the feelings of each individual are respected. We recognise that minor and serious misdemeanours will need to be dealt with in different ways. We should always emphasise that it is the behaviour and not the child that is disapproved of.

Wingate School - Code of Conduct:

All students must:

- Behave in a respectful way towards children, students, parents, visitors and all School staff
- Meet with our expectations of high standards of behaviour – in all areas of the School
- Be punctual, attend all classes and communicate reasons for any absence to the School Office
- Comply with School and class requirements, such as: wearing correct uniform; complete homework when set; meeting coursework deadlines; and have all equipment necessary to complete work set
- Not use foul and abusive language or spit on School premises
- Not be in possession of, or under the influence of alcohol or controlled drugs
- Not make inappropriate use of computer and electronic equipment

All students must be aware that:

- Smoking is forbidden in any part of the School at any time
- Chewing gum is not allowed in School at any time
- Mobile phones must not be seen or used in school unless the classroom teacher gives specific permission to be used as an aid to teaching and learning
- T.B.T.R. – *Their behaviour is Their Responsibility*

Sanctions for Poor or Inappropriate Behaviour:

Misconduct	First Level Action	1 st Sanction	2 nd Sanction	3 rd Sanction
Class disruption	Dealt with by class teacher	Detention at break or lunchtime set by class teacher	Detention at lunchtime set by a Senior Teacher	After school detention with Mr Macrae – parents informed
Punctuality or unexplained absence	Dealt with by class or Form teacher	Detention at break or lunchtime set by class teacher	Detention at lunchtime set by a Senior Teacher	After school detention with Mr Macrae – parents informed
Unauthorised use of a mobile phone	Dealt with by class, Form or teacher on duty	Confiscation until the end of the day. Phone taken to the Office	Confiscation by Mr Macrae for 1 week – parents informed	Repeated misdemeanours result in a lengthy confiscation - parents invited into school
Incomplete class work or homework	Dealt with by class teacher	Detention at break or lunchtime set by class teacher	Detention at lunchtime set by a Senior Teacher	After school detention with Mr Macrae – parents informed
Use of inappropriate language	Dealt with by class teacher	Detention at break or lunchtime set by class teacher	Detention at lunchtime set by a Senior Teacher	After school detention with Mr Macrae – parents informed
Fighting or aggressive behaviour, stealing or wilful destruction of school property				Dealt with by Mr Macrae assessed on each individual incident – parents invited into school
Smoking on school property				Dealt with by Mr Macrae – parents invited into school but initial action is a disciplinary suspension
Consuming alcohol in school				
Taking, or being in possession of any illegal substance in or out of school				Dealt with by Mr Macrae but results in immediate expulsion

Other School strategies to assist the management of student behaviour include:

- **Issuing Report cards:** whereby each member of teaching staff is required to complete at the end of their class to indicate attendance, punctuality and or appropriate behaviour. These are not designed to be a punishment but a method whereby a student is supported and constantly reminded of behavioural expectations
- **Mentoring** - The student can be referred to a Mentor which may be a staff member, a trusted student or other member of staff, who will advise the student and perhaps meet the student on a weekly basis to review behaviour, set targets or to help that student catch up with missed work
- **Student Services** – referral to Mr O'Leary to counsel and support, or referral to an external counsellor known to the school
- **Additional Support** – specifically looking at whether the student needs assistance because of a learning difficulty and what support can be arranged
- **Isolation** – students may be removed from the class temporarily and sent to the isolation room to work independently until the end of class
- **Suspension from certain activities until all work is submitted or behaviour improves.** This may include extracurricular activities or trips

Gross Misconduct

Any student accused of behaviour deemed as **Gross Misconduct** may be **suspended from the School immediately** pending an investigation. Suspension is not a punishment – it simply allows us to investigate any alleged incidents and make sure all of our students are safe. The seriousness of the incident and any mitigating circumstances will be taken into account at the resulting disciplinary hearing and the outcome could result in verbal or written warnings, disciplinary suspension and possible exclusion from School.

Gross Misconduct includes the following behaviour:

- Bullying and harassment of others, including via electronic means
- Threatening behaviour towards or assault upon students, staff or members of the public on or near school grounds, including sexual, racial, homophobic or transgender verbal abuse
- Misusing, damaging or vandalising School property
- Theft
- Possession of an offensive weapon, or articles made, intended or adapted for use as a weapon
- Plagiarism, cheating or collusion in exams, coursework or in applications
- Committing any criminal offence whilst on the School site, on School transport or on a School activity
- Committing any offence which results in a conviction from a criminal court
- Deliberate or reckless behaviour that endangers others
- Dangerous and reckless driving on School premises
- Being under the influence of, or in possession of alcohol, illegal drugs and other non-prescribed substances

Primary School Sanctions:

Younger children whose behaviour does not meet school expectations can be dealt with within the Infant or Junior Schools as the Head of School sees fit but the following sanctions have been agreed:

- Verbal warning
- Isolation within classroom to increase pace of work or to 'cool off'
- Discussion re-behaviour with teacher and Head of School with child
- Reduced or loss of playtime, either sitting out or removal from playground to stay with another teacher
- Removal from specific situations
- A written record may be kept stating the reason the child has been reprimanded or punished
- Informing parents either by homework diary, reading record or face to face if parents collect child, by telephone or by arranging an appointment with parents as soon as possible after the problem has occurred
- Referral to Head Teacher
- Suspension from school
- Exclusion from school



Mr Colin Macrae
Head of Wingate School