

Behaviour Policy

It is expected that girls will behave in a polite and considerate manner both in and out of school and at all times contribute to the good reputation of the school.

All pupils will cooperate in maintaining an orderly climate for learning

All pupils are expected to respect the rights of other pupils and adults in school, school property and the school environment.

All staff should model good behaviour and never denigrate pupils or colleagues.

Pupils should be aware of and implement the Anti Bullying Policy.

Staff should take all reasonable steps to protect staff and pupils from bullying and deal effectively with reports and complaints about bullying. Staff will apply sanctions fairly, consistently, proportionately and reasonably. Staff will support, praise and as appropriate reward pupils' good behaviour.

Pupils are expected to follow reasonable instructions by school staff, obey school rules and accept sanctions. Pupils are to expect appropriate action from the school to tackle incidents of violence, threatening behaviour, abuse, discrimination or harassment. Parents will be informed of any serious infringement of school rules by their daughter. The school does not support or implement any form of corporal punishment.

Pupils are expected to cooperate with and abide by any arrangements put into place to support their behaviour.

Pupils are expected to wear the school uniform so that they are smart and presentable at all times adhering to the rules and guidance.

Pupils are to adhere the LES Code of Conduct for the Coaches and the Walks

LES Code of Conduct for the Car Parks and Burton Walks

- ◆ Do not walk in 'packs' - no more than three abreast
- ◆ Cross only at designated crossing points
- ◆ Stay on the paths and pavements- don't take short cuts
- ◆ Look carefully before crossing or stepping out
- ◆ Don't wear Ipods- you need your ears as well as your eyes
- ◆ No ball or missile games to be played at all
- ◆ Wear your school jacket/blazer
- ◆ Don't linger along The Walks, especially at the T junction - you are a hazard to motorists
- ◆ Do not hang around the barrier or ask to be picked up there
- ◆ Do not leave bags and coats by the barrier
- ◆ At all times be courteous and mature in your behaviour
- ◆ Remember that your responses could save a life

LES Code of Conduct for the Coaches

- ◆ If you have any concerns about behaviour, tell a sixth former or a teacher as soon as possible
- ◆ Always wear the seat belt throughout the journey if it is available
- ◆ Do not talk or distract the bus driver
- ◆ Do not move around the bus until it has stopped at your designated stop
- ◆ Do not throw any items around the bus
- ◆ Do not leave any litter on the bus
- ◆ Do not hang out of the windows or encourage others to do so
- ◆ Do not open emergency exits unless requested to do so
- ◆ Do not write on the windows in any way
- ◆ Remember that your actions could save a life

It is expected that pupils will have a knowledge of the following rules for the benefit of the whole school community.

RULES– Y7 TO Y11

1. There are two periods of registration daily – at 8.40am and 2.20pm. Girls must be in form rooms by these times and must be prompt to all lessons. If a pupil leaves school for any reason during the day she must sign out, and sign in if she returns.
2. Any girl from Y7 to Y11, who wishes to leave the premises during the school day, must bring a note from home addressed to her form tutor. If any girl has parental consent to go to town in the dinner hour, she must bring a note to the head of year at break.
3. If a girl feels unwell she must go to matron, who will arrange, if appropriate, for her to go home. No girl may make her own arrangements to go home during the day.
4. If a girl is unwell, a parent should ring school by 9.15am and when she returns a note should be sent confirming the absence to her form tutor.
5. All girls must adhere to the school's Drugs and Substance Abuse Policy, which forbids the possession and/or use of, for example, alcohol, drugs, solvents and cigarettes during the school day and on journeys to and from school.
6. Use of the Internet must be in accordance with the guidelines of the school and under the terms of the agreement signed by all girls and their parents/guardians. The use of chatlines is specifically prohibited.
7. Mobile phones and pagers should only be brought to school for reasons of personal safety, and on the understanding that no responsibility can be accepted for their loss. They must be switched off at all times during lessons, in the computer and resources rooms and in the library. Elsewhere on the premises they may only be switched on, and used if necessary, during

morning and lunch breaks. Mobile phones are not allowed in examination rooms.

8. Devices that play music (for example, iPods, MP3 players, data sticks and mobile phones) should not be used for that purpose on the journey to or from school or during the school day.
9. Correct uniform must be worn by all girls from the Y7 to the Y11 with neither make-up nor jewellery (except that a girl with pierced ears may wear one pair of simple earrings).
10. All items of uniform and personal belongings must be clearly marked with the owner's name. The school does not accept responsibility for any loss.

GUIDELINES

1. Silence should be observed at assembly time and in the library.
2. School cannot be held responsible for any money or valuable possessions brought into school unless such items are given into the safe keeping of a member of staff. Such items must be marked with the owner's name.
3. At morning break girls may eat snacks only in the form room or outside, and litter should be put in the bins provided. All lunches are eaten in the dining room or outside, except for Y11, who have the privilege of eating in form rooms. No one may eat or drink in the computer areas, the hall, corridors, on the stairs or in transit. Girls are discouraged from eating off-site in public places whilst in school uniform.

RULES AND GUIDELINES - SIXTH FORM

RULES

1. There are two periods of registration daily – at 8.40am and 2.20pm. Sixth formers must be in form rooms by this time and must be prompt to all lessons.
2. Sixth formers are allowed out of school during the lunch hour, if parents give their consent at the beginning of the Lower Sixth year and at other times **ONLY** after consultation with form staff, Head of Sixth form or a member of SMT, who will advise on procedure. Girls must sign out at the office and sign in again on their return.
3. If a student feels unwell she must go to matron, who will arrange, if appropriate, for her to go home. No student may make her own arrangements to go home during the day. If a girl is unwell, a parent should ring school by 9.15am and when she returns a note should be sent confirming the absence to her form tutor.
4. All Sixth formers must adhere to the school's Drugs and Substance Abuse Policy, which forbids the possession and/or use of, for example, alcohol,

- drugs, solvents and cigarettes during the school day and on journeys to and from school.
5. Use of the Internet must be in accordance with the guidelines of the school and under the terms of the agreement signed by all students and their parents/guardians. The use of chatlines is specifically prohibited.
 6. Mobile 'phones and pagers should only be brought to school for reasons of personal safety, and on the understanding that no responsibility can be accepted for their loss. They must be switched off at all times during lessons, in the computer and resources rooms and in the library. Elsewhere on the premises they may only be switched on, and used if necessary, during morning and lunch breaks. Mobile phones are not allowed in examination rooms.
 7. Devices that play music (for example, iPods, MP3 players, data sticks and mobile phones) should not be used for that purpose on the journey to or from school or during the school day.
 8. Any student wishing to drive to school must obtain authorisation from her parents and from the deputy head and follow the rules laid down. Students travelling as passengers must supply parental authorisation in writing to the deputy head.
 9. All Sixth form students must wear, from the school uniform shop, a black suit (jacket and either skirt or trousers) which they can wear with a top of their own choice and personalise with jewellery, scarves etc. In addition to this the girls may also buy similar styled dark suits from other retailers, which again they will be able to customise for their own tastes. The school suit will be worn for important school occasions to give a consistency of dress and presentation. It can of course be worn as an everyday item.

June 2008

GUIDELINES

1. Silence should be observed at assembly time and in the library.
2. School cannot be held responsible for any money or valuable possessions brought into school unless such items are given into the safe keeping of a member of staff. Such items must be marked with the owner's name. The school does not accept any responsibility for any loss.
3. At morning break snacks may be eaten in form rooms, the Common Rooms, or outside and litter should be put in the bins provided. No one may eat or drink in the computer areas, the hall, corridors, on the stairs or in transit.
4. Members of LGS Sixth form are invited into the Common Rooms between 1.10 and 2.20pm
5. Sixth formers are responsible for keeping the Common Rooms as clean and tidy as possible, and have responsibility for organising their own tea, coffee etc. – and washing up their own crockery. If any small electrical appliance is

brought to school, it has to be checked by the school's electricians, before it is used.

June 2008

RULES and GUIDELINES for school exams

- All girls should have what is required before the examination begins. No girl may borrow anything from another girl, and neither may she ask to get anything from her desk or locker. No bags should be left by desks during an exam.
- Mobiles phones must be switched off and put either in a locker or school bag.
- Pencil cases should not be used and pens, pencils etc. should be contained in a polythene bag. There should be no mascots on desks. Only materials needed for the exam should be on the desk.
- There should be no writing on any girls' hands.
- Neither correcting fluid nor eraser pens must be used in examinations.
- No books or papers, other than those given out for the examination, may be on the desk.
- Girls should sit in alphabetical order or in alphabetical order in sets. Changes may be made only for special reasons with the invigilator's permission.
- There must be silence from the moment the invigilator requests this, and gives out the first paper, until the last paper has been collected. Nothing may be written until the invigilator indicates candidates can start to write. The beginning and end of each examination will be announced clearly and written on the white board. A warning will be given 5 minutes before the end of the exam.
- Girls needing anything must raise their hands and wait for the invigilator to come.
- All rough working must be done on examination paper and neatly crossed out and handed in with the examination script.
- Girls should concentrate on their own work and must not disturb other girls, look at anyone else's paper or attempt to communicate in any way with anyone other than the invigilator.
- Infringement of any of these rules and guidelines will be dealt with immediately after the exam and will result in loss of all marks in the subject involved.
- No gel pens and as good preparation for public examinations black ink should be encouraged.

Uniform and Equipment List for Y7-Y11

All uniform must be regulation and, unless otherwise stated, is only obtainable from the Endowed Schools' shop or the LHS exchange shop.

Compulsory Items

- Charcoal jacket
- Charcoal skirt
- Red and white striped blouse (long or short sleeved)
- Blue jumper with school logo
- Grey or black tights
- White overall for Food Technology
- Large name tapes to be sewn onto the outside of the PE kit and overall

Optional Items

- Plain dark navy or black cloth coat – not leather, suede, plastic or fur and without contrasting trimmings. No logos.
- School fleece scarf
- Black or navy gloves
- Ankle socks may be worn as an alternative to tights. These must be plain white ankle socks in the summer term and plain black ankle socks in the autumn and spring terms. Trainer socks and long socks are not allowed.

The following **compulsory items** can be purchased from any suitable stockist:

- Plain black leather shoes. Boots, trainers and patent and suede shoes cannot be worn. Heels should not be more than 3cms.
- Bags for bringing homework, lunch, swimming kit etc. should be black, grey or navy and without a logo. Baskets may be used for Food Technology.
- All uniform and other property such as watches must be marked indelibly or engraved with the owner's name.
- NO jewellery should be worn except a girl with pierced ears may wear a pair of simple ear studs or sleepers.

Physical Education Uniform

Compulsory Items (to be purchased from the LES shop or the LHS exchange shop)

- Navy blue pleated games skirt
- White blouse
- Navy games briefs
- Track suit trousers
- 'Hoody' navy blue sweatshirt
- White ankle socks
- Red hockey socks
- Athletics vest (summer term)
- Navy running shorts
- All-weather sports jacket
- Hockey stick (autumn and spring terms)
- Shin pads (autumn and spring terms)
- Tennis racket (summer term)
- **Predominantly white** trainers (not fashion trainers)
- Astro turf trainers

- One piece swimming costume, hat and towel (usually spring term only for Y7/8)
- Sports bra
- Mouth guard

The following **compulsory items** can be purchased from any suitable stockist:

- Hockey stick and shin pads
- Tennis racket (summer term)
- **Predominantly white** trainers (not fashion trainers)
- Astro turf trainers (also obtainable in the Endowed Schools' shop)
- One piece swimming costume, hat and towel
- Sports bra

Other Equipment

A calculator, Bible and Hymn book will be provided for your daughter and the cost added to your fee account unless you notify us to the contrary by Friday 8 June.

All girls require the following:

- A medium sized dictionary (to be kept at home)
- A ruler, protractor (either 180° or preferably 360°) and pair of compasses
- A calculator - We prefer all the girls to have the same model which costs £6.50 when purchased through school.
- A Bible - the version used in school is the 'Good News Bible'. When purchased through school the cost is £12.00.
- Hymn Book – cost £6.00

Materials/Equipment needed for KS3 Art & Textiles

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| <ul style="list-style-type: none"> • Set of drawing pencils; ranging from 1H to 4B • Good quality eraser • 30 cm long ruler • Good quality pencil sharpener • A pair of paper scissors | <ul style="list-style-type: none"> • Set of pencil crayons • Set of felt tip pens • A strong glue stick • A thick black marker pen • A thin/fine black ink pen |
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A tub or container to hold a basic sewing kit consisting of:

- Small pair of thread scissors
- A quick unpick
- Pack of sewing needles
- Pins & pincushion
- Black & white thread
- Tape measure

June 2009

REWARDS

It is important to praise and reward pupils for their achievements. These include:

- verbal praise and written remarks about good work
- rewards

Rewards can be awarded for a range of activities, for example

- A single piece of excellent work
- Several pieces of excellent work (cumulative)
- Work that displays particular effort
- Contribution to school life – participating in a drama production, in a team (never missing a practice or match), helping on Open Day, charity, exemplary attendance, tidiness, behaviour etc

Rewards may take the form of a house point for inclusion in the excellence book or the direct award of a house point.

House points

Pupils who receive a house point are given a reward card completed by the member of staff. Girls then give it to their house captain at the next house assembly or at a time given by the house captains in the absence of a house assembly. They will be counted at the end of the collection by the house prefects. House prefects give the totals and the used cards to the deputy head mistress as and when a collection takes place.

Excellence Book

A member of staff completes a notice for assembly (held in headmistress's PA's office) and this is read out in assembly. The pupil(s) are invited to sign the excellence book on the table outside the headmistress's study at break or the next suitable time. A house point is awarded for an entry in the excellence book. These are collected monthly by the house prefects and the numbers passed to the deputy headmistress.

A further range of rewards is used to mark achievement at specific stages:-

- certificates are presented in assembly
- results and reports of all team matches are read out and the teams and the player(s) of the match are congratulated by the school
- girls who are successful in educational competitions e.g. Ogden Trust or Olympiads, are congratulated either in full assemblies or year assemblies as appropriate and convenient
- press releases are sent to local newspapers whenever notable success is achieved
- the Head Mistress bi-termly records the success of individuals, as well as In the Walks.

Achievement is recognised formally in the school's annual Prize Givings (Junior Y8-10 and Senior Y11-Y13) where a number of awards are presented, along with certificates

September 2008

A POLICY STATEMENT ON SANCTIONS

The school aims to provide a scheme of sanctions, appropriate to the age of any pupil involved. The scheme should help to promote and maintain acceptable standards of behaviour and to instill into each pupil a sense of right and wrong, in line with the aims and values of the school.

A list of the school's rules and guidelines is given to each pupil and to her parents when a pupil first enters school and when she enters the sixth form. These lists are included in the staff handbook for the attention of new staff and are read out and put up on form notice boards at the start of every academic year.

Sanctions may be imposed for any infringement of the stated rules.

Sanctions, as detailed, will be applied by the following staff:

- by any member of staff for misdemeanours related to inappropriate behaviour in non-contact time, including any misconduct on a school visit
- by subject staff for subject-related misdemeanours in either work or behaviour.

In such instances these will include reprimands or a detention

- by a head of year or deputy head or head, if the initial level of sanction applied has not resolved the problem. These will include interviews with a pupil, a letter to parents, an interview with parents, or putting a pupil 'on report' for a specific period;
- by the head for any serious misdemeanour. Sanctions in this category can include Saturday/holiday detentions and may include suspension or exclusion (see policy on exclusion etc).

All staff must ensure that details of late work, inappropriate behaviour, detentions etc, are sent to the appropriate form teacher by using a concern slip.

Any member of staff giving a detention must ensure that a detention slip, accurately completed, is sent to the pupil's parent(s) and is returned, duly countersigned. At least 2 days' notice of the date of the detention must be given and the form staff must also be informed.

School detentions are carried out after school from 4pm to 4.45pm and may either be work set by subject staff or tasks allocated by the Head of Year or Deputy Heads.

Policy on Expulsion, Removal, Suspension and Review available on request.

September 2008

