



Promotion of Good Behaviour

CHARTERHOUSE



PROMOTION OF GOOD BEHAVIOUR

Charterhouse encourages its pupils to adopt the highest standards of behaviour. They are expected to show respect for and kindness towards each other, all staff employed by the School and all visitors to Charterhouse. Good behaviour should be promoted in all that the School does: in hashes, in Chapel, in the Houses and in all extra-curricular activities. The benefit to everyone of good behaviour is that it helps to create and maintain the harmonious and beautiful surroundings in which we live, work and flourish. For individual pupils good behaviour is acknowledged and praised by beaks and recognised more formally in different contexts by the awarding of various prizes, privileges and promotions to positions of responsibility.

The School Rules which form part of this document help to promote good behaviour. Emphasis is placed on the preamble to each section shown in italics. The School Rules refer to various School policies designed to promote good behaviour and the School's Policy on Bullying is particularly important in this regard.

- i) School Rules**
- ii) Rewards and Sanctions

i) SCHOOL RULES

These School Rules and the School's supporting rules, policies, protocols and codes of conduct are designed to maintain an orderly, purposeful and happy School community in which Carthusians develop and demonstrate the values of responsibility, perseverance, kindness, moral courage and open-mindedness. What follow are the general principles and rules which parents support and to which pupils are required to adhere.

General Principles

- Pupils are expected to exhibit a high standard of personal behaviour and to work to the best of their abilities at all times. Any pupil who does not do so may, after warning, be required to leave the School at any time or may not be permitted to enter the Remove or either of the Specialist years.
- The School Rules are not restricted solely to School premises and term time. Conduct, including behaviour on-line, outside School term time and off School premises may be deemed to be a breach of School Rules where that conduct has a detrimental impact on the School, its reputation or the School community.
- Breaches of these School Rules or any supporting rules, policies, protocols or codes of conduct may, when necessary, result in a sanction. Any sanction should match the severity of the breach and be issued in accordance with the School's Policy on Sanctions.



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- Serious or persistent breaches of School Rules may result in the pupil being suspended from School for a period of time, with the suspension sometimes being accompanied by a final warning regarding their future in the School. For the most serious breaches of School Rules, or indeed any conduct of a pupil or parent which undermines the School's trust and confidence in that person's ability or willingness to abide by the School Rules, a pupil may be required to leave in the absence of a prior offence and final warning.
- Any decision to expel will normally only be taken following a meeting with the pupil's parents (and pupil if appropriate) at which they will be given the opportunity to respond to the evidence of the conduct concerned. Where the Headmaster expels the pupil following such a meeting, the parents may appeal that decision using the School's Review Procedure, a copy of which will be given to them at that time.

Academic

All pupils are expected to work to the best of their ability and be committed to their studies and beyond: through wider reading and further enquiry, working beyond formal academic requirements, pupils should seek to pursue intellectual stimulation. Thereby, pupils might lay the foundations to become lifelong learners and, through good example, promote an environment in which everyone can flourish academically.

Everyone within the community has a responsibility to promote academic excellence and the love of lifelong learning: nothing should be done to undermine such an intent.

Within the hashroom and beyond, respectful behaviour to staff and other pupils is required. The highest standards of behaviour and courtesy are always expected, including punctuality and cooperation.

Attendance at hashes and other School activities, is compulsory, unless prior permission has been given by the relevant beak. It is the responsibility of the pupil to catch up with any work that has been missed.

Pupils should keep abreast of their studies, completing work to the very best of their ability in a timely fashion.

Care should be taken over academic materials, such as books from the library, text books and files: pupils should demonstrate pride in the pleasure of academic study.

Academic honesty is a requirement of all pupils: to do anything other than this is to be disrespectful of the work of others. Malpractice in all its forms is forbidden, and care should be taken to avoid plagiarism, collusion, disobedience or in any way seeking to gain an unfair advantage over others. Committing a serious act of malpractice may result in suspension and, in the case of malpractice in public examinations (including coursework and controlled assessments), any such infraction may lead to disqualification by the examination board.



The School's computer network and its devices must be used appropriately, in line with the School's IT Acceptable Use policy.

Behaviour and Relationships

Pupils are expected to promote the happiness of the School community by being cheerful, positive and helpful in all that they do. They should always give consideration to the feelings of others and take responsibility for reporting any concerns to a member of staff.

All pupils are expected to be honest, to act in accordance with the laws of the country and to apply common sense to all aspects of their behaviour.

Pupils are required to act in a way that protects and promotes their own and others' safety and wellbeing. Pupils should not bring anything into School that could be harmful, either to themselves or to others. There are particular rules about drug, alcohol and tobacco use which appear in separate policies. Mobile computing devices must be used responsibly and in accordance with the relevant policy.

In a close community it is particularly important to develop and maintain good relations with others. All pupils are expected to exhibit kindness, tolerance and empathy, and to show respect and care for others and their possessions. There is a separate Anti-Bullying Policy.

The School forbids intimate sexual relations. Pupils who put themselves in a compromising situation risk appearances being interpreted at their most serious with consequences for their future at the School.

Contact with the media on matters relating to the School may only be made with the express permission of the Headmaster.

Pupils are expected to take pride in their appearance and to maintain high standards in both their attire and personal grooming.



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House

A pupil's Housemaster or Housemistress and Matron have particular responsibility for their safety and welfare while they are at School. All pupils are required to ensure that their Housemaster or Housemistress knows of their whereabouts at all times.

Separate rules are published regarding times for being out of House, including visits to other Houses, to Godalming and to go home at weekends.

Environment

The School grounds and buildings are for the use and enjoyment of all members of the School community. All pupils, parents and members of staff are expected to care for them so that future generations will benefit from them too.

Enjoyment of the School's grounds and buildings should not be at the cost of anyone else's enjoyment of them. Excessive or offensive noise should be avoided; litter should be placed in the bins provided; books, kit and other belongings should not be discarded but taken back to boarding houses.

Any accidental damage should be reported as appropriate.

Houses, Departments, sports and activities may have their own rules, policies, protocols and codes of conduct which must also be known and observed. From time to time the Headmaster, Second Master or Deputy Headmasters provide definitions of particular rules.

Pupil Complaints

If a pupil has a complaint it may be addressed to the Head of House, Head of School, Head Boy, Head Girl, Tutor, Matron, Housemaster, Deputy Headmaster (Pastoral) or Second Master. If matters cannot be resolved by them, or if circumstances dictate a direct reference to him, the Headmaster may be consulted. Alternatively, the matter may be referred to one of School's Independent Listeners:

Mrs Mary Morris
Willow Grange
Woking Road
Guildford
GU4 7QS

T: +44 (0)1483 543520

M: +44 (0) 7949 685683

email: mary.morris@cofeguildford.org.uk

Mr Julian Roberts
Long Barton
Longdown Road
Guildford
GU4 8PP

T: +44 (0)1483 563359

email: jvroberts@hotmail.co.uk



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Parents or pupils may also contact:

The Children's Commissioner	0800 5280731
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Surrey County Council Children's Services	0300 4709100
Child Line	0800 1111
Independent Inspectorate	0207 600100
OFSTED	0300 123 1231 enquiries@ofsted.gov.uk
The Local Authority Designated Officer	0300 1231650

For Child Protection issues please consult the Designated Safeguarding Lead or his Deputy:

Mrs JM Richardson	07833 435904
Miss AJA Hawkins	07827 956697

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- i) School Rules
- ii) **Rewards and Sanctions**
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Academic Discipline

Rewards

Good effort should be reported through the *Calling Over* and *Attainment and Effort Grade* system. Individual pieces of good work by pupils in the Under School, or, more rarely, consistent work of a very high standard, are usually rewarded by giving a *Send-up*. Once given, the *Send-up* will be shown by the pupil to his/her Housemaster, followed by the Second Master. A book token prize will be awarded for every three gained. All *Send-ups* awarded will be recorded in a send-up book, and a list of *Send-up* will be published regularly by the Second Master. Heads of Departments may make individual arrangements to see sent up work before it is given back to the pupil. *Send-ups* should be presented to the Second Master as soon as possible after they have been awarded, and certainly in the same Quarter.



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A *Commendation* may be given for good work which does not quite merit a send-up. Commendation chits should be sent to the relevant Housemaster.

Send-up cards and commendation chits are to be found in the cupboard opposite the photocopiers in Brooke Hall.

A number of subject prizes and named prizes are awarded throughout the year for exceptional performance in particular subjects; decisions on the award of these are usually made by the relevant Department.

Sanctions

School sanctions take into account protected characteristics in accordance with expectations of the Equality Act 2010.

The regular reporting of pupils' progress takes the form of the *Calling Over* system in the Under School (see section C4: feel free to ask the Master of the Under School for any clarifications) and the *Attainment and Effort* Grade system for Specialists. This is where disapproval of a pupil's effort can be expressed, by giving a D or E grade, although it is a good idea to have alerted their Housemaster and/or Tutor before doing so. Poor effort grades by any member of the School can lead to the pupil being put on Satis by the Master of the Under School or Master of the Specialists, either for one subject or for all. This means that the beaks concerned are asked to comment on the pupil's progress in writing at the end of each hash. Absence from hash should be recorded on an *absence chit*, the white copy should be sent to the relevant Housemaster and the pink copy retained by the beak.

Individual pieces of work which are unsatisfactory can be dealt with in a number of ways:

1. *Repeats*. A beak can ask for a piece of work to be done again.
2. *Sent to Housemaster*. A beak may demand that the piece of bad work be shown to the pupil's Housemaster, and the repeated work be signed by the Housemaster.
3. *Extra School*. A pupil may be put into Extra School for 45 minutes or 1½ hours. This should be entered in the book kept in Brooke Hall, with details of the work, which should be additional and academically valuable. The pupil's Housemaster should be informed. The Extra School book is seen by the Deputy Headmaster (Pastoral). If a pupil is in Extra School three times in a Quarter, his Housemaster must send him to the Deputy Headmaster (Pastoral). No pupil should be taken out of Extra School nor should the punishment be postponed without the agreement of the beak concerned and the relevant Housemaster. It is usual to consult the Housemaster before putting a School Monitor into Extra School. Never put an entire division in Extra School.

Extra School 45 minutes: This involves a pupil working under supervision on **Thursday** morning before hashes commence.



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This punishment might be issued for: persistently poor banco (perhaps issued after repeated work is signed by the housemaster), no banco in the under school, low level disruption in class (perhaps after an armoury run has been issued).

Extra School 1.5 hours (and loss of weekend leave): This involves a pupil being kept in school for the whole weekend and is therefore a fairly serious punishment which parents will hear about and which they may wish to discuss with the Housemaster. For this reason, a detailed explanation should be given to the Housemaster when the punishment is issued. This punishment is one level below School Punishment and the pupil will in effect be kept in School for a two week period.

This punishment would be issued for: No banco from a Specialist, where there are concerns about project or coursework falling behind, or where there has been more serious and sustained disruption in class.

The register of sanctions imposed for serious misbehaviour allows for monitoring and the identification of significant patterns and trends. This is monitored by members of the SLT in order that issues identified can be responded to.

Behaviour

Good behaviour is promoted across the School by encouragement from all beaks and senior pupils (particularly School Monitors). The work of the Master of the Yearlings in promoting good behaviour is particularly important, as is that carried out under the Peer Support Scheme.

In House, good behaviour is promoted by the Housemaster, Matron and Tutors and, again, by the senior pupils (particularly the House Monitors).

Positive feedback on a pupil's conduct or achievement is always welcomed by Housemasters and Tutors; this can be given more formally by using a *Commendation* chit.

Good behaviour is recognised and rewarded both in House and across the School with the granting of certain privileges (for example, being allowed to keep and ride a bicycle in School). Good behaviour is reported to parents informally and, more formally, in End of Quarter reports.

In dealing with a boy or girl whose conduct is unsatisfactory, it is essential that the pupil's Housemaster and Tutor are kept informed, even though the master will deal with the matter himself.

Absence from any activity should be recorded and followed up with an e-mail to the pupil, seeking an explanation for the absence, copied to the Housemaster.

Minor breaches of the School Rules may be satisfactorily dealt with by a verbal rebuke or with an Armoury Run.

Extra Labour is available for more serious offences and is a general punishment which involves a pupil completing extra chores around the house or School. It is used for non-academic related discipline problems. Details should be entered in the Extra School book.



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Extra Labour 45 minutes: *This involves a pupil completing chores under the supervision of the Housemaster (or Matron/Head of House) at a time decided by the Housemaster.*

This might be issued for breaking bounds (second offence), persistent dress offences, and relatively low-level misbehaviour during activities or at other times. This might be issued after keeping a pupil in at quarter for 15 minutes or getting them to report to Brooke Hall immaculately dressed during the quarter.

Extra Labour 1.5 hours (and loss of weekend leave): *This involves a pupil being kept in School for the whole weekend and is therefore a fairly serious punishment which parents will hear about and which they may wish to discuss with the Housemaster. For this reason, a detailed explanation should be given to the Housemaster when the punishment is issued. This punishment is one level below School Punishment and the pupil will in effect be kept in School for a two week period.*

This punishment might be issued for smoking or more serious misbehaviour during activities or at other times which doesn't warrant a Serious Offence Form being completed.

For more serious offences, beaks should send to a Housemaster any pupil caught breaking other major School Rules. The beak should also report the pupil to the Housemaster, who would normally be responsible for the completion of the Serious Offence Record Form (see Section A6). Copies should be sent immediately to the relevant Housemaster(s) and to the Deputy Headmaster (Pastoral).

The Deputy Headmaster (Pastoral) is responsible to the Headmaster for School discipline, and can be consulted at any time for advice about disciplinary matters.

Policy on the use of Restraint

Any use of physical restraint by a member of staff should be reasonable and non-injurious and only for the minimum time necessary to prevent injury to self or others or very serious damage to property or from causing disorder. It is recommended wherever possible that the Security Department and, if necessary, the Hunt Health Centre are called. And a record submitted to the Deputy Headmaster (Pastoral).

Security Department:

Duty Officer: 07831 467362

Chief Officer: 07881 915674

Office number: 01483 291777

Hunt Health Centre:

01483 291691



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All instances of physical restraint must be reported as soon as possible by email to the Deputy Headmaster Pastoral and to the Security Department.

The Security Department will keep a register of any instances where physical restraint has been used.

Further information is available in the DFEE Circular 10/98 'The Use of Force to Control or Restrain Pupils' and Section 550A of the Education Act 1996.

Malicious Accusations against a member of staff

Disciplinary actions will be taken against pupils who have made malicious accusations against a member of staff.

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