



## Behaviour Policy

---

### Introduction

The Royal Ballet School is a community built upon the principles of mutual respect, care and support. It is the expectation that all students will behave in a way that is civilised and civilising; that they will treat all in our community with kindness and respect; that they will not bring themselves, other students, or the School into disrepute and that they will abide by the letter, as well as the spirit, of the school rules. These might, for example, include the Student Code of Conduct, routine instructions provided by staff or the various school policies relating to behaviour.

This policy should be read in conjunction with the Alcohol, Drugs and Smoking Policy, the Student Concerns Policy, Safeguarding and Child Welfare Policy, the policy on Anti-bullying and the Student ICT Acceptable Use Policy. This list is illustrative, rather than exhaustive.

This policy takes account of the guidance in *Behaviour and Discipline in Schools*, DfE, January 2016 and *Preventing and Tackling Bullying*, DfE, October 2014. It also acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs (SEN).

The aim of this policy is to:

- Promote and safeguard the welfare of all of our students.
- Provide an orderly environment in school that supports artistic and academic teaching and learning and enables students to make good progress according to their ability and strive to do their best.
- Promote good behaviour, self-discipline and respect.
- Provide an appropriate structure of school rules (Code of Conduct), sanctions and rewards, which are fairly and consistently applied.
- Promote good manners and an appropriate regard for authority.
- Prevent discrimination of any kind including race, gender, disability, sexual orientation, nationality, religion, human rights or any other factor.
- Ensure that staff consider whether the behaviour under review gives cause to suspect that a student is suffering, or is likely to suffer significant harm. In such a case the school will follow the safeguarding policy. In the case of disruptive behaviour, staff should consider whether a multi-agency assessment is necessary.

### General Principles:

- Minor incidences of poor behaviour will usually be dealt with by a member of staff in a manner suitable to the nature of the incident. Repeated or more serious incidents are likely to be passed on to a more senior member of staff such as a Housemaster or Housemistress, an Artistic Programme Manager or a Senior Teacher.
- Persistent or more serious behavioural incidents are likely to be referred to the Assistant Principal (Pastoral and Welfare).
- The most serious behavioural concerns will usually be dealt with by the Academic & Pastoral Principal and/or the Assistant Principal (Pastoral and Welfare).
- Matters of extreme seriousness will be referred to the Artistic Director.

- When a student is interviewed in relation to a more serious incident they will be accompanied and supported by a member of the House team or another suitable member of staff. Parents do not attend such interviews to ensure consistency and fairness for all students.
- In these circumstances, a student will always be given the opportunity to give their version of events and present any mitigating circumstances or issues. Students are, where relevant and possible, asked to provide a written 'statement' of events as soon after an incident has occurred as is practicable.
- All serious disciplinary incidents will be dealt with as soon as it is possible to do so and all appropriate background information can be ascertained. It is not usual (unless there is a major welfare or safety concern) for serious matters to be dealt with in the evening or at the week-end.
- All sanctions relating to serious behavioural issues will be recorded in the school sanctions file. Academic, Artistic and House Staff will record details of sanctions at departmental level in their individual files.
- Although the school rules relate primarily to school life during term time, there are circumstances in which behaviour out of school and indeed, out of term time, will be dealt with by this and related policies. This would typically include any behaviour that could bring the school into disrepute or which has a serious impact on the school community or individuals in it, in either its physical or online environment.

## **Sanctions**

The purpose of a sanction is to demonstrate that certain behaviours are not acceptable. It is also important to reinforce the difference between right and wrong, to deter other students from similar behaviour and to express the disapproval of the community. It is hoped that students who have received a sanction will be genuinely sorry for their actions and that the behaviour will not be repeated.

In general sanctions should be proportionate to the circumstances. They take into account the student's age, any special educational needs or disability or religious requirement. At all times the school will endeavor to act reasonably and it will always act in accordance with the School's duties under the Equality Act 2010. They will allow reasonable time for the student receiving the sanction to eat, drink and use the toilet. Much consideration will be given to the specific needs and requirements of individual students. Individual Welfare Plans will be reviewed and considered when setting sanctions.

Whether academic (largely classroom based or prep based), artistic (largely studio based) or pastoral (everything outside the classroom and studio), sanctions may be formal or informal.

An informal sanction may include a conversation about areas of concern with a member of staff at a suitable time, such as the beginning or end of a lesson or rehearsal. Such sanctions are not recorded.

A formal sanction such as a detention or gating will be recorded in the Departmental, House or School sanction file dependent on the nature of the concern. Details of significant formal sanctions are also recorded in the individual student files. The Assistant Principal is responsible for overseeing the sanctions file in order to identify patterns of behaviour. A single sanction file for the School is held at White Lodge.

Where appropriate, liaison with outside agencies listed in the Anti-Bullying Policy will be undertaken.

The decision to sanction a student will only be made by a paid member of staff (or a member of staff authorised by the Artistic Director) on the school premises or while a student is under the charge of the member of staff.

## **White Lodge**

### **Detention**

Detention is generally given for poor academic effort: for example, if prep is unfinished, poorly completed or not handed in. Detention is given after an initial warning. The detention is held in the early morning (07.50 – 08.15) before school, in the academic block. It is monitored by an academic member of staff. Suitable work for the

detention is set by the academic member of staff who issued it. Warnings are not carried over from one term to another.

Individual departments keep a written record of students who have received detentions. Records may be kept electronically or manually in a departmental detention file. If a student attends more than two departmental detentions per term they may be put on a report card.

### **Report Cards**

A report card may be issued when unacceptable behaviour has become repeated. It may be issued by a senior member of the Artistic, Academic or House Staff teams and it will be used to assist students in their personal organisation, behaviour management and discipline. A report card is designed to be constructive and positive. It requires the signature of each member of staff that the student is taught by during the day. The student's progress is overseen on a daily basis and signed off by the staff member who issued it.

Completed report cards will be kept within the individual student file and recorded in the school sanctions file. Parents are informed when students are issued with a report card.

### **Supervised Prep (Years 9-11)**

Supervised prep is usually set where students fail to compete prep, complete it inadequately, or do not settle to prep in their dorm. Supervised prep is undertaken in the House study and it is supervised by a member of House staff. A record of supervised prep is kept in the House sanctions file.

### **Sanctions in House**

Where a student's behaviour falls below expectations in House or outside the studio or classroom, a House gating may apply. For general behaviour issues, where possible, a 'three strike' approach is used. This involves an initial warning, a final reminder and then the sanction. However, if the matter is more serious in nature a student may be given a gating for a first offence.

House gating involves a loss of free time and the completion of community service where applicable. This can take a variety of forms: additional orderly duties in House including tidying the common rooms and laundry collection; dining room duty and other such types of community activity. Students may also be given an early morning (7.00 a.m.) gating in school uniform.

Details of House gating will be recorded in the House sanctions file.

## **Upper School**

### **Detention - Academic**

A detention may be given when a student's academic work falls short of the standard required, where prep is not completed or deadlines are not met. Students will receive an initial warning and then a detention. Warnings are not carried over from term to the other.

Detentions are held weekly in the academic area of the school from 07.50 to 08.15. They are monitored by academic staff. Departments must keep a written record of students who have received detentions either electronically or manually in a departmental detention file.

Where significant or repeated behavioural issues occur, students may be referred to an early morning detention (07.45 - 08.15) with the Assistant Principal (Pastoral and Welfare). A record of this sanction is recorded by the Assistant Principal (Pastoral and Welfare) in the School sanctions file.

### **House Sanctions**

When a student's behaviour falls below expectations in House or when House rules are broken, a House gating may apply. For general behaviour issues, where possible, a 'three strike' approach is used. This involves an initial

warning, a final reminder and then the sanction. However, if the matter is more serious in nature a student may be given a gating for a first offence.

House gating involves a loss of free time and community service where applicable. This can take a variety of forms: additional orderly duties in House including tidying the common rooms, kitchen duties and other community-based tasks.

Under House gating students will be expected to be in House from 19.30 to 07.00 on week days. House gating can last for up to 5 days depending on the circumstances.

Details of House gating will be recorded by the Housemaster or Housemistress in the House sanctions file.

### **Withdrawal from Class**

Withdrawal from artistic class, for a fixed period, may be used when a student's behaviour in House or academic or artistic lessons has been unacceptable, or where there has been a repeated behavioural concern.

A record of withdrawal will be kept in the student's individual file and the school sanctions file.

## **General Points on Sanctions**

### **Poor behaviour away from School**

Students are expected to be excellent ambassadors for the school at all times. Normal school sanctions will apply if there is poor behaviour on school trips, travelling to or from school, during school performances and on any other occasion when students are representing the school.

Inappropriate behaviour online, whether during school time, or in the holidays will be sanctioned by the school.

### **Use of reasonable force**

*See Restraint Policy.*

### **Corporal Punishment**

Corporal punishment is illegal in all circumstances and is never used or threatened in school.

### **Behaviour Contracts**

When significant or persistent poor behaviour occurs in either the Artistic, Academic or Pastoral areas of the school, a student may be placed on an agreed Behaviour Contract for a given period of time, to enable the close monitoring of a student's actions and to enable the student to take responsibility for and assist in the management of their own behaviour.

The contract will be discussed with the student and relevant members of staff and two copies will be signed. One is kept in the main student file and the other is kept by the student.

## **Rewards**

Recognising good behaviour is an essential process in the development of an orderly and happy school. Staff are encouraged, and will look for ways, to praise individuals and groups for good behaviour and acts of kindness which make a positive contribution to school life.

The issue of positivity is further reinforced in the PSHE programme – *see PSHE Policy*. The aim is to encourage positive behaviour and an increasing sense of self-responsibility as students' transition through the school.

The recognition of good behaviour may be informal such as a simple "well done" in an artistic or academic class or in the boarding house, but there are also a number of ways in which the school formally recognises and rewards students.

## **White Lodge**

### **Commendations**

Commendations may be awarded at White Lodge by a member of staff (Academic, House or Artistic) to recognise attainment, effort or behaviour on the part of any student, that is above and beyond what is routinely expected.

This might be attainment, effort or behaviour that is a:

- 'Significant' achievement for that student in that context but not simply to recognise effort where none might have been evident before.
- Regular achievement of the 'highest standards' of effort, attainment or behaviour.
- Attainment, effort or behaviour that is of 'special note' in any given set of circumstances.

For each commendation the student will also receive 2 points which will contribute to the House Shield Competition.

### **White Lodge Commendation**

A White Lodge commendation can be awarded to recognise effort, attainment or behaviour that is 'exceptional' or 'outstanding' by any standard.

For each White Lodge Commendation the student will also receive 10 points towards the House Shield Competition.

### **Commendation Certificates**

These are issued at the end of term assemblies as follows:

10 commendations/points = Bronze Certificate.

20 commendations/points = Silver Certificate.

30 Commendations/points = Gold certificate.

### **Progress and Excellence Prizes**

Prizes for progress and excellence are presented to students in each year group at the end of year assembly.

There are progress and excellence prizes awarded in the following areas: Artistic, Academic, Sport (Year 7 and 8), History of Ballet and Art (Sketchbook - Years 7 to 9).

### **Community Service Prizes**

This is awarded to a student from the Senior House and Junior House at the end of each year. It is awarded to a student in each house who has made a significant contribution to community life.

### **House Competitions**

A range of competitions take place throughout the year which contribute to the House Shield Competition.

These are diverse in nature and they include: the House Swimming Gala and National Poetry Day Competition amongst many others.

### **House Shield**

The four Houses (York, Lancaster, Tudor and Windsor) compete for the accolade of winning the House Shield which is awarded at the end of school year assembly. The name of the winning House is engraved on the shield and it is put on public display. Regular updates of the House scores are given at assemblies throughout the year and posted on the House Shield noticeboard.

### **Artistic Competitions**

There are a number of artistic competitions throughout the year and these include: the Kenneth MacMillan Choreographic Award and the Ninette de Valois Junior Choreographic Award. The focus of these competitions is artistic excellence.

### **Head Boy and Head Girl**

The student body is led by a Head Boy and Head Girl who are selected from Year 11. The criteria for selecting these students includes exemplary behaviour, positive and mature attitude, willingness to co-operate, lead and engage and an excellent work ethic.

### **House Captains**

House Captains are selected from the Year 11 students in each House. Their role is to lead the House in organising House assemblies, House competitions and events. They are selected by the staff and students in the houses.

### **Year Reps**

Each Year group has two Year reps who represent the year group on the School Council. They are selected by the staff and students. The criteria for selection includes a sense of responsibility, maturity and diligence.

### **Assemblies**

Assemblies are used for the presentation of certificates and awards to students and to praise individual students and groups of students for their achievements in all aspects of school life.

### **Boarding House Meetings**

Daily House meetings are used as a means of giving positive feedback to students in the boarding community.

## **Upper School**

As at White Lodge, staff are encouraged to praise and encourage individuals or groups of students for good behaviour, effort, community spirit and attainment. Many of these opportunities are informal but a formal structure is also in place.

### **Commendations**

Artistic and Academic staff may award commendations, to students in Years 1 and 2, for individual or group achievements.

They are awarded for attainment, effort or behaviour that is a:

- 'Significant' achievement for that student in that context but not simply to recognise effort where none might have been evident before.
- Regular achievement of the 'highest standards' of effort, attainment or behaviour.
- Attainment, effort or behaviour that is of 'special note' in any given set of circumstances.

A member of staff should inform the student that a commendation has been awarded and an email sent to the Assistant Principal (Pastoral & Welfare) to record the award. The commendations will contribute to the discussion and award of prizes at the end of year assembly.

### **House Commendations**

House staff may also award commendations for contributions to community life and advise the student and Assistant Principal in the same manner. These commendations will also contribute to the discussion and award of prizes at the end of year assembly, especially the Community Service Prize.

### **Progress and Excellence Prizes**

Prizes for progress and excellence in both the academic and artistic areas of the school are presented to each year group at graduation.

## **Exclusion**

### **Introduction**

The overwhelming majority of disciplinary offences committed by members of the School are adequately addressed by means of the School's internal sanctions. It occasionally happens that a student's behaviour falls beyond the range of these sanctions. Under these circumstances, it may be necessary to exclude a student from the School. The Artistic Director (or in his absence, the Academic & Pastoral Principal) will make the final

decision with regard to excluding a student. Exclusion may be temporary or permanent, taking into account all of the circumstances, the evidence available and the need to balance the interests of the individual student against those of the whole School community.

### **Temporary Exclusion (Suspension)**

A student may be liable to temporary exclusion at the discretion of the Artistic Director (or in his absence the Academic & Pastoral Principal) if he or she is in serious, or repeated, breach of any School rule, policy or other reasonable general behavioural expectation.

Some offences are liable to immediate temporary exclusion and include the misuse of alcohol or drugs, repeated smoking, serious bullying, cheating or plagiarism, very poor or provocative behaviour. This list is illustrative rather than exhaustive.

In all cases where a student is temporarily excluded, he or she will be given a Formal Warning, which includes a warning as to the consequences if there is any repetition of the behaviour which led to the temporary exclusion. In some circumstances a student may be given a Final Warning, which means that any repetition of the offence or any other serious breach of School regulations may lead to permanent exclusion.

Any student who has been temporarily excluded is expected to remain fit to dance and to keep up with all of his or her academic work during the period of suspension.

On return from suspension it is usual for students to be placed on a Behaviour Contract.

### **Permanent Exclusion (Expulsion)**

A student may be liable to permanent exclusion at the discretion of the Artistic Director (or in his absence the Academic & Pastoral Principal) if he or she is in very serious, or repeated, breach of any School rule, policy or other reasonable general behavioural expectation. A student will only be permanently excluded after consultation with the Chair of Governors, or their nominated deputy.

Some offences that may lead to immediate permanent exclusion include the sale or use of illegal drugs, the serious or repeated misuse of alcohol, acting in a way that endangers the safety of other people, wilful damage to property, theft, breaking out of a boarding house, behaviour likely to bring the School into disrepute or the breaching of the terms of a Final Warning. This list is illustrative rather than exhaustive.

Where there is evidence that a criminal act may have occurred, the school is likely to involve the Police (e.g. drugs, weapons, theft, assault, peer abuse and cyberbullying). In such situations we will make all reasonable efforts to keep parents and guardians informed.

Any student who has been permanently excluded may not enter the School grounds without the express permission of the school. When a student has been permanently excluded, the School will make every reasonable effort to assist that student in finding a place at a new school.

### **Malicious accusations against school staff**

Any student found to have made a malicious allegation against a member of staff will see the Artistic Director and will be excluded. The Artistic Director, in consultation with the Chair of Governors, will decide whether the exclusion is temporary or permanent.

### **Continuing Education**

Parents must take responsibility for their son or daughter if they are excluded. The School will maintain the education of any student excluded for more than five days, and parents must ensure that their son or daughter participates in this process. The School will discuss with parents the reintegration of the student into the school community.

### **Student Code of Conduct**

There is a code of conduct for students at White Lodge and Upper School. The code of conduct is displayed in classrooms and boarding houses and it can also be found in the student handbook – see below.

## Code of Conduct – White Lodge

**Belongings** - All personal belongings must be labelled and looked after carefully. Valuable items must always be locked away securely -this is your responsibility. Items belonging to other students should never be removed or used without permission.

**Bullying** - Bullying (including cyberbullying) is a serious matter and it is always unacceptable (see the Anti-Bullying Policy).

**Chewing gum** – Chewing gum is not allowed on any part of the school site.

**Consideration of others** - Students are expected to have good manners and to show respect and consideration for other students, staff and visitors to the school. Students should stand when visitors come into a classroom or area where they are sitting and will be directed by artistic staff in the studio.

**Dining Hall** - Students should queue in an orderly manner and in accordance with the year group rota. The dining hall must be left tidy after use and food should not be removed without permission.

**Door Codes** - Door codes are an important security measure and they should never be given out to other year groups, parents or visitors.

**Environment** - Students are expected to respect the school environment by keeping personal and communal areas clean and tidy and by disposing of rubbish in the bins provided.

**Hair** - Hair should always be neat and tidy, of the required length and appropriate for academic or artistic classes.

**Internet / electronic equipment** - Students must follow the ICT Acceptable Use Policy at all times. This includes following the rules and guidance on cyberbullying in the Anti-Bullying Policy. Years 7, 8 and 9 must hand all electronic equipment into staff at bedtime.

**Language** - The use of offensive, abusive language and swear words is unacceptable at all times.

**Mobile phones** - Mobile phones must be switched off and not used in academic or artistic lessons, unless teaching staff have indicated that they will be needed for a specific purpose.

**Out of bounds** - Students should not go into areas which are out of bounds (a plan of these areas can be found on the House noticeboards). Students should never leave the school site without the permission of staff

**Punctuality** - Students are expected to be punctual for classes, roll calls, house meetings and appointments.

**Relationships** –Students should not engage in a physical relationship with another student. If you have any concerns or worries about this please speak to a member of staff or Nurse.

**Safety** - Students must always follow the school’s instructions and guidance on Health and Safety. This includes in and around the school buildings, the boarding areas and when on school trips.

**Signing in and out** - Students must sign in and out when arriving at, or leaving, the school premises.

**Smoking, Alcohol and Drugs** - Smoking of any kind (including the use of electronic cigarettes and other such items) and the use of Alcohol or Drugs is not permitted (see the Alcohol, Drugs and Smoking Policy).

**Studios** - The highest standards of behaviour are expected including during private practice. Studios and the Loggia may only be used when advertised and in a safe and careful manner.

**Uniform** - Students are expected to dress smartly at all times. The correct uniform and footwear must be worn for academic and artistic lessons and when moving around the school.

**Visits** - Student behaviour should be exemplary on all off site visits and when students are performing out of school. This also includes unescorted trips to Sheen, Richmond or other locations.

*The examples here are illustrative rather than exhaustive.*



## Code of Conduct – Upper School

**Absence** - All absence from school must be authorised by a member of staff

**Alcohol** - Third Year students, who are over 18, may consume alcohol in moderation at the week-ends. Alcohol must not however, be stored or consumed in the Boarding Houses. It is acceptable for students over 16 to consume beer or wine (in moderation) at the discretion and under the supervision of staff at school functions. (See the Alcohol, Drugs and Smoking Policy).

**Belongings** - All personal belongings should be looked after carefully. Valuable items must be locked away securely - this is your responsibility. Items belonging to other students should never be removed or used without permission.

**Bullying** - Bullying (including cyberbullying) is taken very seriously and is never acceptable. (See the Anti-Bullying Policy)

**Chewing Gum** - Chewing gum is not allowed in any of the schools buildings or grounds.

**Consideration of others** - Students are expected to have good manners and to show respect and consideration for other students, staff and visitors to the school. Students should stand when visitors come into a classroom or area where they are sitting and will be directed by artistic staff in the studio.

**Door Codes** - Door codes and keys should never be given out to students in other year groups, parents or visitors.

**Environment** - Students should respect the school environment by keeping personal and communal areas clean and tidy and by disposing of rubbish in the bins provided.

**Exeats** - The boarding houses are closed during exeat week-ends and holidays. Students cannot be resident during these times, unless they are performing and they have permission.

**Food** - Food and drinks (other than water in a sealed bottle) must not be taken into artistic or academic classes.

**Holidays** - Students must be present during term time. Permission must always be sought, in advance, from the Artistic Director (through the House Staff) to leave school early, or return late after a holiday.

**Illness** - Students must report illness to the relevant House Staff, who will decide whether to sanction an absence from school.

**Punctuality** - Students must ensure they are on time for classes, roll calls, house meetings, curfews and appointments. Staff must be notified in advance if they are going to be late.

**Relationships** - Students should not engage in a physical relationship with another student. If you have any worries about this please speak to a member of staff.

**Safety** - Students should follow all instructions and guidance given by staff with regard to their health and safety in school, in the boarding houses or when on trips or visits.

**Signing in and out** - Students must sign in and out of the main school building and the boarding houses.

**Social areas** - The seats in the first floor foyer are for the use of visitors and should not be used by students.

**Smoking and Drugs** – Smoking of any kind (including the use of electronic cigarettes and other such items) and the use of Drugs is not permitted (see the Alcohol, Drugs and Smoking policy).

**Uniform** - Students are expected to dress smartly at all times. The correct uniform and footwear must be worn in class and when moving around the school.

*The examples here are illustrative rather than exhaustive.*