



Board of Governors of the City of London School for Girls

Date: FRIDAY, 27 JUNE 2014
Time: 11.00 am
Venue: COMMITTEE ROOM 2 - COMMITTEE ROOMS

Members:

Sir Michael Snyder	Ann Holmes
Clare James,	Alderman Vincent Keaveny
Professor John Betteridge, (co-opted) (External Member)	Sylvia Moys
Nigel Challis	Deputy Richard Regan
Dennis Cotgrove	Mary Robey, (co-opted) (External Member)
Deputy Billy Dove,	Virginia Rounding
Revd Dr Martin Dudley	Nicholas Bensted-Smith
Dr. Stephanie Ellington, (co-opted) (Ex-Officio Member)	Alderman William Russell
Stuart Fraser, (ex-officio) (Ex-Officio Member)	Richard Sermon, (co-opted) (External Member)
Tom Hoffman	Deputy Dr Giles Shilson, (ex-officio) (Ex-Officio Member)

Enquiries: Georgina Denis tel. no.: 020 7332 1399
Georgina.Denis@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **ORDER OF THE COURT OF COMMON COUNCIL**

Order of the Common Council of 1 May 2014, appointing, the Board and setting its terms of reference.

For Information
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman pursuant to Standing Order No. 29

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman pursuant to Standing Order No. 30.

For Decision

6. **APPOINTMENT OF BURSARY COMMITTEE**

To appoint the Bursary Committee for the year ensuing – to comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

THE BURSARY COMMITTEE IN 2013/2014 COMPRISED:

Clare James MA (Chairman)
Nigel Kenneth Challis MA FCA FCSI (Hon)
William Harry Dove MBE JP, Deputy
The Revd Dr Martin Raymond Dudley
Sylvia Doreen Moys
Virginia Rounding

For Decision

7. **APPOINTMENT OF REFERENCE SUB-COMMITTEE**

To appoint a Reference Sub-Committee to consider arrears of School fees, sabbatical leave and Estimates (including fee increases and other such matters as the Board may decide).

The Reference Sub-Committee comprises of the Chairman and Deputy Chairman of the Board and up to five other Governors.

THE REFERENCE SUB-COMMITTEE IN 2013/2014 COMPRISED:

Sir Michael Snyder (Chairman)
Clare James MA (Deputy Chairman)
Nigel Kenneth Challis MA FCA FCSI (Hon)
William Harry Dove MBE JP, Deputy
The Revd Dr Martin Raymond Dudley
Tom Hoffman
Virginia Rounding

For Decision

8. **APPOINTMENT OF AGBIS REPRESENTATIVE**

To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year.

For Decision

9. **MINUTES**

To agree the public minutes and summary of the meeting held on 6 February 2014.

For Decision
(Pages 3 - 6)

10. **RE-APPOINTMENT OF CO-OPTED GOVERNOR**

Report of the Town Clerk.

For Decision
(Pages 7 - 8)

11. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 9 - 12)

- a) Health and Safety Committee Meeting Minutes - 23 April 2014 (Pages 13 - 14)
- b) Behaviour Management Policy - Draft (Pages 15 - 18)

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
14. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

15. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 6 February 2014.

For Decision
(Pages 19 - 24)

16. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Report of the Town Clerk.

For Information
(Pages 25 - 28)

17. **WILLIAM WARD'S TOMB**

Verbal report of the City Solicitor.

For Information

18. **NON PUBLIC REPORT OF THE HEADMISTRESS**

Non-public report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 29 - 38)

- a) Ascham Exchange Proposal (Pages 39 - 40)
- b) Service Based Review (Pages 41 - 42)
- c) Pupil Number Summer 2014 (Pages 43 - 44)
- d) Admission Statistics 2004-2014 (Pages 45 - 46)
- e) City of London Girls School (CLSG) drainage blockage (Pages 47 - 52)
Report of the City Surveyor.

19. **PRESENTATION FROM MRS KATE BRICE ON ADMISSIONS AT 11+**

Verbal presentation from Mrs Kate Brice (Head of Lower School and Head of History).

For Information

20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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Agenda Item 3

WOOLF, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 1st May 2014, doth hereby appoint the following Committee until the first meeting of the Court in April, 2015.
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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. Constitution

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with experience relevant to the Board

The Chairman of the Board shall be elected from the City Corporation Members.

2. Quorum

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. Membership 2014/15

ALDERMEN

- 1 William Russell
- 1 Vincent Keaveny

COMMONERS

- 13 (4) Tom Hoffman
 - 13 (4) Sylvia Doreen Moys
 - 4 (4) Virginia Rounding
 - 18 (2) Dennis Cotgrove, B.A., *for three years*
 - 14 (3) Richard David Regan, Deputy
 - 25 (3) Sir Michael Snyder, Deputy
 - 2 (2) William Harry Dove, M.B.E., J.P., Deputy
 - 13 (2) The Revd. Dr. Martin Dudley
 - 7 (2) Clare James, M.A.
 - 2 (1) Nigel Kenneth Challis
 - 1 (1) Ann Holmes
- (One full term vacancy remains)

together with :-

- Prof. J. Betteridge
- Dr. S. Ellington
- Ms. Mary Robey
- Mr R. Sermon MBE

together with the ex-officio Members referred to in paragraph 1 above .

4. Terms of Reference

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Thursday, 6 February 2014

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at City of London Girl's School - ST GILES TERRACE, BARBICAN, EC2Y 8BB on Thursday, 6 February 2014 at 11.30 am

Present

Members:

Sir Michael Snyder (Chairman)	Tom Hoffman
Clare James (Deputy Chairman)	Alderman Vincent Keaveny
Professor John Betteridge (External Member)	Sylvia Moys
Nigel Challis	Mary Robey (External Member)
Revd Dr Martin Dudley	Virginia Rounding
Alderman David Graves	

Officers:

Gemma Stokley	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Carol Bell	- City Surveyor's Department
Diana Vernon	- Headmistress, City of London School for Girls
Ned Yorke	- Bursar, City of London School for Girls.

Chairman's announcements

The Chairman opened the meeting by paying tribute to former School Governor Stella Currie who had served on this Board for a total of 26 years. The Board stood in memory of Stella Currie.

The Chairman went on to refer to the Bursar who had recently indicated his intention to retire this Summer. Governors were informed that the Bursar had been in post for 16 years and the Chairman, on behalf of the Board, thanked him for all of his hard work during this time.

The Board were informed that Dr. Stephanie Ellington had now reached the end of her current three year term as a co-opted Governor. Dr. Ellington had indicated that it was her wish to re-stand for a further term and this appointment would be considered at the next Board meeting.

Finally, the Chairman welcomed the Chief Commoner, George Gillon, as an observer.

1. **APOLOGIES**

Apologies for absence were received from Deputy Billy Dove, Stuart Fraser (ex-officio), Henrika Priest and Richard Sermon (co-opted).

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

The public minutes and summary of the meeting held on 14 November 2013 were considered and approved as a correct record.

4. **SCHEME OF DELEGATIONS**

The Board considered a report of the Town Clerk regarding those elements of the City Corporation's Scheme of Delegations and Standing Orders for which they have responsibility.

The Town Clerk highlighted that the overall Scheme of Delegations had now been approved by the Policy and Resources Committee.

The Chairman stated that he felt that matters delegated to the Head Teacher should give consideration not only to existing approved budgets but also to future budgets. He requested that the wording be amended throughout in order to reflect this. He suggested that the Boards of the two other Independent City Schools might also want to consider this amendment. The Board delegated authority to the Chairman and Headmistress to finalise the wording.

The Board were also of the view that paragraph (c) should be expanded to include not only the Director of Studies but also 'other members of the Senior Management Team' with final selection in consultation with the Chairman and Deputy Chairman of the Board of Governors 'or their appointed representatives'.

Finally, the Board suggested that paragraph (d) be expanded to also include reference to pastoral appointments and Heads of Section.

The Headmistress stated that she had been closely involved with the production of those aspects of the Scheme of direct relevance to the School.

RESOLVED – That:

1. the delegations relating to the Headmistress of the City of London School for Girls as set out in the appendix be amended as suggested before being submitted to the Court of Common Council for final approval in May 2014; and
2. Governors note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.

5. **REPORT OF THE HEADMISTRESS**

The Board received a report of the Headmistress of the City of London School for Girls relative to various School issues including Forthcoming Events and Educational Visits, Health & Safety, Lettings and Building Projects.

Building Projects (Gymnasium)

The Headmistress reported that a consultation meeting had recently taken place at the end of January 2014.

The Board was informed that two objections to the planning application had been received to date on the basis of noise transmission. Governors were informed that the City Surveyor was now working to address these points.

The Chairman highlighted that, as there was no proposal to extend the current gymnasium building, there should not be any notable rise in the current level of noise emitted.

In response to questions, the City Surveyor reported that the new gymnasium would be mechanically ventilated and that the City's Planning and Transportation Committee would be attached to this with regards to noise emissions.

RECEIVED.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no additional, urgent, items of business for consideration.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

<u>Item No</u>	<u>Exemption Paragraph(s)</u>
9	3
10	2 & 4
11	4
12	3
13	1
14	-
15	-

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 14 November 2013 were considered and approved as a correct record.

10. **PRESENTATION FROM HEAD OF CAREERS**
The Head of Careers, was heard with regard to areas such as university preparation and work experience.
11. **PRESENTATION FROM THE PREMISES MANAGER**
The Premises Manager gave a presentation entitled “Premises Team – An Overview”.
12. **CITY OF LONDON SCHOOL FOR GIRLS ACCOMMODATION PROJECT - ADDITIONAL CONSTRUCTION COSTS: REQUEST FOR APPROVAL**
The Board considered and approved a report of the City Surveyor regarding additional construction costs associated with the School’s Accommodation Project.
13. **NON-PUBLIC REPORT OF THE HEADMISTRESS**
The Board received a non-public report of the Headmistress reviewing the progress that the School has made over the past seven years and giving consideration to some areas for future focus.
14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions in the non-public session.
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
The Board considered two papers (tabled) regarding proposed staff restructures and also considered a request for Sabbatical Leave. The Chairman also paid tribute to the Headmistress given that this was to be her last Board meeting in post.

The meeting ended at 1.10 pm

Chairman

Contact Officer: Gemma Stokley
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Committee(s): Board of Governors of the City of London School for Girls	Date(s): Friday, 27 June 2014
Subject: Re-appointment of Co-opted Governor	
Report of: Town Clerk	Public For Decision
<p><u>Summary</u></p> <p>This report requests that Governors consider the re-appointment of Dr Stephanie Ellington as co-opted Governor of the Board for a further three year-term.</p> <p><u>Recommendation</u></p> <p>Governors are asked to consider the re-appointment of Dr Stephanie Ellington onto the Board for a further term of three years.</p>	

Main Report

Background

1. It was agreed, by this Board, that the appointment of all co-opted Governors would be reviewed after they had completed a period of 3 years in office. Candidates would then be given the opportunity to re-apply for their position on the Board if they so wished.
2. The current three year term of office for Dr Stephanie Ellington has now expired. She has expressed a willingness to stand for re-election as a co-opted Governor on the Board.
3. Governors are asked to consider the re-appointment at this meeting.
4. Following a discussion at the December 2011 Board meeting, the Town Clerk has also been asked to provide the attendance details of co-opted Governors when asking the Board to consider their re-appointment.

I can report that, since her last appointment to the Board, Dr. Ellington has attended 2 out of a possible 14 Board meetings.

6. Governors are now asked to consider the candidates re-appointment for a further full three year term.

Contact:

Gemma Stokley

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Committee: Board of Governors of the City of London School for Girls	Date: 27 th June 2014
Report of: The Headmistress	Public
	For Decision
Summary	
<u>Policies for Board Approval (paragraph 10)</u>	
It is recommended that the Board approves the Behaviour Management Policy attached at Annex B.	

Forthcoming Events

1.

27th June 30th June -11th July 30th June 30th June – 3rd July 2nd July 3rd July 4th July 7th-9th July 8th July 8th July 9th July 9th July 10th July 29th August 1st-2nd September 3rd September 4th September 8th September 10th September 10th September 11th September 12th September 16th September 19th September 19th September 24th September 2nd October 3rd October 7th October 8th October 16th October	Sponsored Walk Year 11 Work Experience 11+ New Parents Afternoon GCSE Drama Performances Prep Opera Performance Open Evening Year 7 Engineering Day Year 9 & 10 Greek Tragedy Performances Year 8 City Girls in Science Day Year 10 Parents' Evening MAD Competition and Mission Fete Year 11 Dinner Term Ends Staff Induction Day Staff Days Student Induction Day Term Begins Prep Curriculum Afternoon 7+ Open Morning Welcome to the 6th Form Evening Extra Curricular Fair Year 10 Parents' Breakfast 7+ Open Morning Year 13 Parents' Breakfast 16+ Open Afternoon 11+ Open Morning Junior and Senior Scholars Concerts 11+ Open Afternoon Year 7 Parents' Breakfast Prize Day 11+ Open Morning
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Educational Visits

- 2.
- | | |
|--|---|
| 27th June – 2nd July | Year 10 Trier Exchange |
| 28th June–3rd July | Year 12 Biology Field Trip |
| 4th – 6th July | Silver D of E Qualifying Expedition |
| 5th July – 12th July | Kids Lit World Finals in Falmouth |
| 8th July | Prep Day Trip to Polesden Lacey |
| 8th July | Year 7 & 8 Stubbers Day Trip |
| 11th-14th July | Skern Lodge Trip |
| 1st – 5th September | Year 11 Geography Trip to Slapton Sands |
| 17th-19th September | Year 7 Sayers Croft Trip |
| 26th-28th September | GSA Netball Weekend |
| 29th September – 1st October | Year 9 Induction Trip |
| 29 th September – 2 nd October | L2 Trip to the Grove |
| 30th September–4th October | Year 8 & 9 Rhineland Trip |
| 6th-10th October | U2 Dale Fort Trip |
| 14th October | Year 10 Bonding Day Trip to Alice Holt |

Governors' Visiting Days

3. The School is always delighted to welcome Governors to spend a day in school either attending lessons in a specific subject or else shadowing a particular year group.

Any Governors who would like to make a visit are asked to contact the Deputy Head at the school to discuss possible dates and the programme that would interest them.

Health & Safety

4. An emergency evacuation drill took place on Friday 9th May 2014. An emergency evacuation drill will be held in the second half of term and a contingency plan “table-top” exercise for the Crisis Management Team is scheduled for 3rd July 2014.

The minutes of the Health & Safety Committee meeting held on Wednesday 23rd April are at Annex A. The next meeting of the committee will take place on Monday 1st September 2014.

There has been 1 reportable incident during the period from 15th January to 6th June 2014. This was a simple fall in the playground playing Netball resulting in a student needing 4 stitches to her knee.

At a meeting on 12th May with the City Corporation's Health & Safety Managers, representatives of the 3 City schools were updated on plans for the future including the proposal to standardise policies as far as possible.

Lettings

- 5.
- | | | |
|----------------------|-----------------------|------------------------|
| ABRSM | 14th June | Main Hall |
| Barbican Association | 29th April | Main Hall |
| Chinmaya Mission UK | 20th May | Main Hall |
| Crossrail | 10th April, 19th June | Committee Room |
| Dance-a-round | 28th June | Main Hall |
| Guild of Scholars | 1st April | Committee Room/Library |

Justin Craig Education	6th to 11th April and 3rd to 5th May	B Floor Classrooms
London Gay Men's Chorus	5th July	Main Hall
London Philharmonic Choir	30th July, 13th, 20th August	New Hall
London Philharmonic Orchestra	28th April	Main Hall
London Symphony Chorus	15th, 28th May, 17th, 18th, 25th June, 8th, 9th, 18th, 19th, 20th & 21st July	New Hall
The Philharmonia Chorus	1st & 7th June	Main Hall

Regular Hirers

Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Global Harvesters Fellowship	Every Sunday	Main Hall
Go Mammoth	Every Monday - Thursday Evenings	Gymnasium
Nanuk Swimming	Every Thursday & Saturday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall
Tri for Fitness	Every Monday & Tuesday	Swimming Pool

Summary of Staff Training Academic Year 13/14

6. The main focus of whole staff training this school year has continued to be on Assessment for Learning and related pedagogical techniques. The school has continued to work with Dr Christine Harrison of King's College, London who is an acknowledged expert in this field. In addition to attending training and discussion sessions all together, staff have met regularly in smaller groups to share good practice across departments and age ranges. The programme of peer observation of lessons has continued, enabling staff to learn from one another.

There have also been whole staff training sessions led by outside facilitators on adolescent mental health difficulties, and on differentiation in the classroom as well as in-house sessions led by our own staff on working with children with special educational needs, on the use of iPads in teaching and learning, and on changes to procedures for safeguarding and child protection. In addition to whole staff training, teachers have attended a wide range of individual training courses, including subject specific courses on forthcoming changes to examination specifications, courses on the use of ICT in the classroom, training for those with posts of pastoral responsibility and training in management.

Policies for Board Approval

10. Please see attached Behaviour Management Policy attached at Annex B.

List of Annexes:

Annex A: Health and Safety Committee Meeting Minutes
Annex B: Behaviour Management Policy

Background Papers:
None

Contact:
Ned Yorke

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bursar@clsq.org.uk

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Wednesday 23rd April 2014

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), James Cunningham, Neil Codd, Jane Curtis, Maggie Donnelly, Kerry Dignan, Emily Herbert, David Libby, Sharon McCarthy, Ann McLean, Stephen Morley, Kirsty Packer, Jane Rogers, Adam Stylianou, Geraldine Walshe, Vicky Pyke (Secretary)

Apologies

Ena Harrop, Ellie Perkins, Andrew Douglas, Mary Robey

Item 1 Previous Minutes

Minutes of the Tuesday 7th January were approved.

Item 2 Matters Arising

a. Item 1 – Oxford Safety Risk Management Inspection

JV advised that all red items had been completed and that only the amber and green items to left to chase up. NY asked if anyone had any concerns – no one did so item signed off.

b. Item 2 – Management of Health and Safety in Schools Policy

NY advised that this item was still dragging on. He advised that our policy was fine but not compliant with the COL requirements. A policy covering the three city schools is now being put together and a meeting will be held next week for the first stage of the process.

c.. Item 3 – Work Experience Policy

NY wanted to congratulate EP in what she had put in place with regard to the online Work Experience Policy. NY asked if this was all up and running and VP advised that it was and that it was working ok. SMC advised that visits to placements will take place once the students are there but that tutors will need to be briefed on this.

Item 3 Safety Audit Report and Action Plan

JV advised that everything is up to date on this.

Item 4 Safety Assurance Report

JV advised that there was a poor turnout at the last inspection even though the dates were announced at the last H&S Meeting. He advised that the inspection went ahead anyway and that everything was complete.

The dates for the next meeting will be sent through via a meeting request invite. NY asked who was supposed to attend, JV advised it was the Director of Studies, Director of ICT, Mary Robey (Governor) and Jane Rogers.

Item 5 - Any Other Business

- NY advised all of the Tube Strike.
- NY advised that a Fire Drill will take place this term and an Emergency Evacuation will take place the second half of term.

Item 8 Next Meeting

Monday 1st September 2014

CITY OF LONDON SCHOOL FOR GIRLS

BEHAVIOUR MANAGEMENT POLICY

To be put before to the Board of Governors on 27th June 2014.

1. Introduction

- 1.1 City of London School for Girls aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development.
- 1.2 The school aims to teach trust and mutual respect for everyone. It believes that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners.
- 1.3 City of London School for Girls is an inclusive community. We welcome pupils from a wide variety of cultural and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take her place in the modern world.

2. Involvement of Parents

- 2.2 Parents and guardians who accept a place for their child at City of London School for Girls undertake to uphold the school's policies and regulations, including this policy when they sign the Parent Contract.
- 2.3 They agree to support the school's values in matters such as attendance and punctuality, behavior, uniform, dress and appearance, standards of academic work, extra-curricular activities and homework.

3. Teaching and Learning

- 3.1 The school aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom.
- 3.2 Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way.
- 3.3 The school's teaching staff offer every child a high level of individual together with consistent and helpful advice. In return, the school expects every pupil to co-operate and to work hard.

4. Code of Conduct

- 4.1 The Pupil Code of Conduct is published in full on the portal in the Parents' Handbook. The school expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.
- 4.2 We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.
- 4.3 Everyone has a right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated. Our anti-bullying policy is published on the portal. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender or sexual orientation or physical disability or learning difficulty.
- 4.4 We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's attendance policy. They should care for the buildings, equipment and furniture. The school expects pupils to behave at all times in a manner that reflects the best interests of the whole community.
- 4.5 The school's rules and regulations are designed to encourage positive behaviour and self-discipline. Our Sanctions and Rewards policy is published on the portal. Sanctions fairly, and, where appropriate, after due investigative action has taken place.
- 4.6 The school's Pastoral care, Discipline and Exclusions Policy is available on the portal. In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

References

Related School and City of London Corporation Policies:

- Admissions Policy
- Anti-Bullying Policy
- Complaints Procedure
- Pastoral Care, Discipline and Exclusions Policy
- Sanctions and Rewards Policy
- SEND Policy

- City of London Equal Opportunities Policy
- Framework for Assessment & Evaluation of Pupil Performance
- Teaching and Learning Policy

Externally Published Documents

- ISI Handbook for the Inspection of Independent Schools - The Regulatory Requirements, January 2012
- 'Ensuring Good Behaviour in Schools' - DfE, March 2012

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of the Local Government Act 1972.

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