



St Paul's School
FOUNDED 1509

Behaviour, Rewards and Sanctions Policy and Procedures

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued and to always consider the best interests of the child. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We operate within a culture of openness and recognise and accept that abuse can happen in any organisation.

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1. Policy Aims

- 1.1 To ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School and the community;
- 1.2 To support every pupil, as far as possible, in the development of positive values, personal habits and disciplines to equip them for a happy and successful future.
- 1.3 To support and protect the cultures of kindness, respect and scholarly learning central to the education provided at St Paul's.
- 1.4 To enable the High Master and the Surmaster to carry out their responsibilities of maintaining order and good discipline in the School and setting out a range of appropriate sanctions to be adopted in the event of pupil misbehaviour.
- 1.5 To promote good behaviour among pupils by setting out, for pupils, parents and staff:
 - the School's expectations of all pupils, in the Pupil Behaviour Code;
 - details of how expectations are communicated and promoted among pupils, parents and staff;
 - how the School and its staff will promote and reward positive behaviour and achievement;
 - how the School and its staff will act to address instances of poor behaviour, including breaches of the Pupil Behaviour Code.
- 1.6 The Governors and the High Master intend that the Pupil Behaviour Code, and the sanctions contained within this policy, shall be capable of regulating the conduct of pupils of all age groups and at all times, whether they are on the School site or are away from school premises, as follows:
 - at School, representing the School or wearing School uniform or otherwise identifiable as a member of the school;
 - travelling to or from School;
 - in the evenings, at weekends or during holidays;
 - on a School field-trip, visit, expedition or holiday;
 - involved in any activity associated with the School or communicating with any other member of the School community, in person, on paper or online.

This will normally be where the conduct in question affects the welfare of a member or members of the School community or which brings the School into disrepute.

2. Communicating Behavioural Expectations

- 2.1** The Pupil Behaviour Code (section 3 of this policy, hereafter ‘the Code’) shall set out the values and principles held by the School and detail its expectations of pupil conduct in three main areas:
- self-respect;
 - respect for others;
 - respect for property and the environment.
- 2.2** The Code shall be set by the High Master. Parents and pupils will receive a copy of this when the pupil joins the School. The Code shall also be published on the School’s web-site (contained within this policy), the intranet and in the Club List. The Code is necessary:
- to protect the safety and well-being of every member of the School community;
 - as a foundation statement of the values that the School seeks to aid each pupil develop;
 - as a guide for pupils of the standards that they will each be held to;
 - to support and protect the cultures of kindness, respect and scholarly learning central to the education provided at St Paul’s.
 - to protect the reputation of the School;
 - to protect School property and the wider environment.
- 2.3** Parents are expected to read the Code with their child before the start of their first term at the School and from time to time thereafter. Pupils are expected to know, understand and comply with the Code, which may be amended from time to time. Behavioural expectations will be reinforced periodically at assemblies by Undermasters and at other times.
- 2.4** All staff (including teaching staff and support staff, governors, and vetted volunteers and freelance workers where they are likely to be involved in teaching/supervision of pupils) are made aware of the Code during their induction and through ongoing training. All are expected to comply with this policy at all times in promoting and maintaining good order and discipline in the general course of their work.
- 2.5** The Tutors and teaching staff, in conjunction with the Undermasters, Deputy Head Pastoral and the Surmaster, are responsible for day to day behaviour management issues and the High Master is in overall charge. The Surmaster, Deputy Head Pastoral and the Undermasters provide guidance and support to other staff and can access expert advice to provide specific support to any pupil in need.
- 2.6** A number of other School policies support and are referred to within the Code, including:
- Anti-Bullying Policy
 - Attendance Policy
 - Drugs and Other Substances Policy
 - E-Safety Policy, including the ICT Acceptable Use Policy Agreement
 - Mobile Phone Policy

These policies detail the School's procedures in the named areas and place additional responsibilities on pupils, staff and parents. They should be read in conjunction with, and viewed as extensions of, this Behaviour, Rewards and Sanctions Policy.

3. Pupil Behaviour Code

3.1 *General Principles*

3.1.1 Core personal values respected by St Paul's School are:

- Integrity
- Humility
- Commitment and Perseverance
- Responsibility, Accountability and Independence
- Kindness and Respect for others
- Scholarly Interest and Curiosity

These values should guide your approach to all of your commitments and interactions with others, whether on or off the School site; in person, on paper or online. We emphasise their worth because we believe that they underpin the strength and decency of character that can enable each of us to thrive within, and be of positive service to, any and all communities to which we belong – including to the School community.

We also seek to help each pupil develop the positive personal habits and disciplines that will equip them for a happy and successful future. These include courtesy, punctuality, organisation, respectful presentation, thoughtful treatment of the environment around them, service to others, personal responsibility and accountability. We value both effort and achievement in all of these fields, and we seek to encourage and reward every positive development made by each pupil, as well every contribution that they can make to the life of the School.

3.1.2 This Code exists:

- to protect the safety and well-being of every member of the School community;
- as a foundation statement of the values that the School seeks to aid each pupil develop;
- as a guide for pupils of the standards that they will each be held to;

- to support and protect the cultures of kindness, respect and scholarly learning central to the education provided at St Paul’s.
- to protect the reputation of the School;
- to protect School property and the wider environment.

Each pupil is required to abide by the Code, and also by the other School policies referred to within it, such as: the Anti-Bullying Policy; Attendance Policy; Behaviour, Rewards and Sanctions Policy; Drugs and Other Substances Policy; Mobile Phone Policy; ICT Acceptable Use Policy Agreement. Compliance with these policies and subsequent amendments to them is a condition of membership of the School. Parents and pupils are expected to read through these policies carefully. The most recent versions of these policies are available via this page of the School Website: www.stpaulsschool.org.uk/about-st-pauls/school-policies.

- 3.1.3 The School seeks to achieve all of the above through positive guidance and support as far as practicable but effective disciplinary action may also be required. Any conduct which amounts to a breach of this Code or other rules in place locally or temporarily around the School, or which is prejudicial to good order or school discipline, or to the efficiency or reputation of the School, will render the offender liable to formal school sanctions, even if there is no definite rule forbidding the offence. Such sanctions are detailed in the Behaviour, Rewards and Sanctions Policy. A serious breach of the Code, particularly when the wellbeing of others in the school community is significantly harmed, may lead to a requirement to leave the School community.

3.2 Pupil Behaviour Code: Conduct and Self-Respect

In this and the following sections, “you” means “pupils at the School”.

- 3.2.1 **Behaviour Generally:** Your behaviour should be a credit to yourself and to the School, whether you are at School or in public places such as streets, on public transport or in private coaches and whether in or out of School hours, online or offline. Always consider the consequences of your words and actions for yourself and for other people. You must always be prepared to follow the reasonable request or instruction of a member of staff or other responsible adult.
- 3.2.2 **Commitment:** We trust you will take pride in your membership of the School, be our ambassador on all occasions and enjoy your time here. You are expected also to take pride in your conduct and personal appearance and to show commitment to your academic and extracurricular activities. This extends to a commitment to attend school when you are fit and well and arrive punctually for School, your lessons and appointments with others.

- 3.2.3 **Honesty:** The School community relies on each pupil being honest and truthful and showing a good example to others. If you find, or if in some other way you come into possession of, money or property that does not belong to you, ensure that it is given back or handed to a member of staff as soon as possible. You must not plagiarise the work of others or infringe copyright.
- 3.2.4 **Attendance and Punctuality:** All pupils are expected to be punctual, both in arrival at school, and for lessons and other activities. The Attendance Policy details the procedures and expectations surrounding attendance and punctuality.
- 3.2.5 **Appearance and Dress:** School uniform must be worn from the beginning of Tutors each day, during and between lessons, and in the dining hall, and for official School activities unless special arrangements apply. You must be smartly turned out and in all other respects conform to the School's dress regulations which are set out below. Shoes should be clean, hairstyle moderate and colour natural. Earrings, studs, tattoos and other adornments of that nature are not allowed. Hooded sweatshirts and other sports apparel may only be worn during sports activities.

During the journey to and from school, pupils may wear non-uniform clothes. If they opt to do so, they must change into school uniform on arrival.

The proper Dress for Juniors is:

- The school blazer and plain dark grey trousers (not jeans). The blazer need not be worn during the working day, but it is required for formal occasions, and for certain school matches.
- A plain unpatterned white shirt; if t-shirts are worn underneath, they should be plain white.
- Plain black leather (not suede) shoes, properly cleaned. Boots or trainers are not allowed. Black leather trainers are not permitted.
- Plain dark socks (blue, grey or black).
- The school tie or colours tie, obtained from the School Shop.
- Jumpers, if worn, must be black, dark grey or dark blue and must have a V-neck to show the tie.
- Coats should not be worn in lessons, assemblies or the dining hall, and should be in accord with smart school dress.

8th Formers can continue to wear the uniform as stipulated above, or they can opt for 'smart office dress' as below:

- A school or other suitable tie must be worn.
- Shirts must be smart and suitable to be worn with a tie.
- Trousers should be suit trousers, or chinos or other trousers which are suitable smart; not jeans.

- Shoes should be smart and must not be trainers or casual shoes.
- Jumpers must be smart and suitable to be worn with a tie.
- Jackets are optional during the school day, but there will be formal occasions for which the wearing of a blazer or jacket is required; jackets must be in keeping with 'smart office dress'.
- Coats should be in accordance with 'smart office dress' and must not be worn in lessons, assemblies or the dining hall.
- The overriding principles governing "office dress" are smartness and suitability.

All pupils:

- Beards and moustaches are not allowed, except for religious, health or other reasons approved by the Undermaster.
- Whether in uniform or office dress, shirts should be tucked in and top buttons done up.
- Summer Dress is effective from the commencement of the summer term, when pupils may remove their jumper and tie.

Reasonable adjustments may be made to the dress code to permit appropriate gender expression. In this regard, exemptions, or appropriate alternatives to the dress code as outlined above, may be permitted to any pupil at any time, at the discretion of the High Master or Surmaster.

3.2.6 **Smoking, Alcohol and Drugs:**

Pupils are expressly forbidden to be in possession of drugs, or to use drugs, or to be involved in the sale or purchase of any form of drug except as may be prescribed by the School's Medical Officer, the pupil's own Doctor, or sold to the public without prescription.

Pupils may not smoke or be in possession of cigarettes (including e-cigarettes) or other tobacco at School, or on their way to or from school, or on a school activity.

Pupils are not permitted to bring alcoholic drinks to school or to any school activity or consume alcohol on or near the School site except on formal occasions and then only with the express consent of their parents and under the supervision of staff – on such occasions pupils are not permitted to 'pre-load' by consuming alcohol in the immediate lead up to the formal occasion.

The Drugs and Other Substances Policy applies to all pupils.

3.2.7 **Digital Conduct**

You must read and comply with the requirements of the ICT Acceptable Use Policy Agreement and Mobile Phone Policy. You should take care to keep any digital identity secure, as you will be held responsible for actions taken in your name.

3.2.8 **Conduct on Trips**

The Pupil Behaviour Code applies at all times during all school trips. On a trip, you must take particular care to follow staff direction, and be respectful to any host or institution that you visit. You should behave in such a way that anyone you meet on the trip should think highly of you and of St Paul's at the trip's end.

3.3 **Pupil Behaviour Code: Respect for Others**

3.3.1 **Effort and Achievement:** At St Paul's we respect and encourage each other as individuals and as members of teams. We also encourage intellectual curiosity, thoughtful inquiry, hard work and high standards. Each pupil is expected to and has responsibility to conform to these values and behaviours, and to contribute to the School's cultures of kindness and scholarship.

3.3.2 **Courtesy and Good Manners:** You should always act towards others with thought and respect – this includes other pupils and any member of School staff, including those who are not teachers. You should take care to address others respectfully, whether in person or in any form of writing, on or off-line. Should you need to challenge the words or actions of another, you should do so with respect and care – belligerence, belittlement, or contempt are never appropriate. From time to time members of staff, parents, visitors to School premises or other pupils may need assistance. Please be ready always to offer help. It is very important that you should, even if to do so causes you inconvenience.

3.3.3 **In the Classroom:** We expect you to participate fully in the classroom by listening, making contributions, and co-operating with the teacher and with other pupils. Each pupil has their part to play in creating a positive atmosphere in which to learn.

3.3.4 **Sports:** Whether you are acting as competitor or spectator at team events or taking part in some other competitive activity, you are expected to behave with good manners and always to set an example that reflects well on the School. In particular:

For players:

Sportsmanlike conduct in the spirit of fair competition, and which reflects well on the school, is expected. In particular:

- There should be no violent or malicious conduct, or use of foul language, during the course of competition.
- There should be no abuse of any kind to the match official or opposition.

Significant formal in-game sanctions (for example, dismissal from the field in football or rugby) or other significant in-game misconduct will always be investigated by the

Undermaster. A proportionate school sanction may be set in consultation with the Director of Sport and with consideration for the laws/custom/codes of the relevant sport. Such a sanction may include a fixed-term ban from representing the school.

For spectators:

- There should be no abuse of any kind to the match official or opposition.
- No drums, horns, klaxons or instruments of any kind may be brought to fixtures
- Face paint is allowed, but should be restricted to a small monogram (e.g. “SPS”) or the school crest on the cheek. Coverage of the whole face is not permitted nor are any symbols, markings or words that might be construed as offensive or intimidating.
- No alcohol should be consumed before or during matches
- No pushing, jumping up and down or jostling of other supporters
- Flags or banners with the school crest and/or “SPS First XV”, or similar, may be displayed at the ground but should not obscure the view of others and must not be displayed in the streets before or after the game.
- In rugby, standard etiquette always applies – you should be silent while players are preparing to kick
- The decision of any member of staff (whether from SPS or the opposing school) is final, and must be obeyed by all supporters.
- Following the match, all supporters are asked to disperse quietly from the ground, disposing of any litter in the bins provided and showing consideration to our neighbours and members of the public on your journey home.

3.3.5 **Bad Language:** The use of bad language is unnecessary, may be insulting to others and damaging to the person who uses it. It creates an unpleasant environment and so is inappropriate at school, as in any formal or public setting. For these reasons its use is unacceptable and may lead to school sanctions.

3.3.6 **Tolerance of others:** It is expected that you will be accepting and tolerant of people who have different faiths or beliefs to yourself and that you will not take part in, accept or promote prejudicial or discriminatory behaviour towards others on the basis of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. Your conduct at all times should be guided by a spirit of kindness.

3.3.7 **Bullying and Fighting:** Threats, physical attack, name-calling, mocking, harassment, racism, bi- or homophobia, transphobia, misogyny, ostracism and all forms of victimisation, whether face-to-face or in another forum, are bullying. Bullying has never been tolerated at this School and will not be excused in any circumstances – it can cause great and lasting harm. It is a serious matter which may lead to requirement to leave or expulsion. You must not bully

others and if others bully you, or you see someone else being bullied, you should inform a member of staff or your parents immediately. All pupils are bound by the School's Anti-Bullying Policy. Fighting, which can harm those involved and create a threatening or dangerous environment for all, is also forbidden.

- 3.3.8 **Pupils with Special Educational Needs (SEN) or Learning Difficulties:** The School values each child as an individual irrespective of any SEN or learning difficulties. The School will take all reasonable steps to support pupils with special educational needs, learning difficulties and disabilities. This is subject to the physical accessibility of the School premises for a pupil with impaired mobility following any adjustments that may be reasonably made by the School. Bullying of pupils with SEN or learning difficulties will not be tolerated. Also see Policy for SEN and learning difficulties.
- 3.3.9 **Appropriate use of equipment, mobile and other devices:** The use of personal audio equipment on school premises is not permitted except in the atrium, the U8th Common Room, or where specifically authorised by staff. In class, pupils may want to use a mobile or other device for note-taking and research. Such use must be appropriate, agreed with the teacher, relevant to the lesson and mustn't distract others or prevent pupils from paying attention. Mobile devices should be on silent in the school buildings. Improper use of computers and mobile devices may also be regarded as a breach of this Code and may lead to appropriate sanctions. Also see the ICT Acceptable Use Policy Agreement and Mobile Phone Policy.
- 3.4.10 **Behaviour in a group or in a crowd:** you should be sensitive to the potential for a group of pupils, whether on or off the school site, to be perceived as loutish or threatening and must avoid any conduct when in a group which might be interpreted as such. You must always listen carefully to any member of staff, or responsible member of the public who asks you to disperse from a group.

3.4 Pupil Behaviour Code: Respect for Property and the Environment

- 3.4.1 **Vandalism, Graffiti and Litter:** Vandalism and graffiti-writing on School premises and elsewhere are regarded as serious breaches of School discipline. Please report, in confidence, any incident of wilful damage. Please take pride in your School environment and help keep it tidy. If you find litter, pick it up and dispose of it properly, making use of recycling facilities whenever you can.
- 3.4.2 **Other People's Property:** You must not interfere with other people's property or open lockers which are not your own. If someone has lent property to you it must normally be returned immediately as agreed or on request. You must not borrow anyone else's property, books, notes or projects without their previous permission. You must be strictly

honest with regard to money or property that does not belong to you or that you find. If you are in any doubt, ask a member of staff.

- 3.4.3 **Accidental Damage to, or loss of, Property:** You must report to a member of staff any damage you cause to property which is not your own or if you lose or misplace property that is not your own. You or your parents may be asked to pay for the damage and/or loss.
- 3.4.4 **Ornamental Lawns in Founder's Court and around the Colet Statue:** In order to help maintain the appearance of these areas, pupils are asked to keep to the footpaths and not use the lawns as thoroughfares. During morning break and lunch break in the Summer term, and only following the announcement of Summer Dress, pupils are permitted to sit on the grass. This concession is subject to pupils respecting the areas: no litter should be left on or around the grass, noise should be kept to an acceptable level and games are strictly forbidden. In addition, during exam leave or private study periods, pupils are asked not to congregate in large numbers on the grass in Founder's Court or on Pitch 1 (Big side) when academic lessons are taking place in the surrounding buildings.
- 3.4.5 **Parking of private cars and motorcycles:** Pupils may not drive themselves to school or other school activities in a motor car or on a motor cycle without permission obtained in advance from the Undermaster or, at weekends or outside school hours, the member of staff supervising the activity. There is no parking space available for pupils on the school site.

4. Rewards (including Procedure for Awarding Commendations)

The School recognises that positive affirmation of pupil effort and achievement in all fields builds pupil confidence and reinforces the merits of the quality behaviour. Specific opportunities and measures for rewarding impressive effort, achievement and character include:

- 4.1 **Grades:** Pupils with particularly good grades are sent to the High Master or Surmaster to be congratulated.
- 4.2 **Apposition and Junior Prize Giving:** Academic excellence is recognised by the award of Prizes at the annual Apposition and Junior Prizegiving ceremonies. Prizes for service are also awarded at Apposition.
- 4.3 **Whole School Assemblies:** In whole School Assemblies in the Autumn and Summer Term recognition is given to pupils who have excelled in Sport, Drama and Academic competitions such as Olympiads.
- 4.4 **Music Prizes:** Junior and Senior prizes are awarded at the annual Music Competitions.
- 4.5 **Commendations and Distinctions:** Pupils who produce a particularly noteworthy piece of academic work, or community or co-curricular action, can be awarded a commendation.

Commendations are entered in iSAMS so the pupil, their tutor and their Undermaster will automatically be emailed to let them know that a commendation has been awarded.

- 4.6 **Tutor Praise:** Tutors monitor, praise and celebrate the varied efforts and achievement of their tutees, individually or publicly within the tutor group as appropriate.
- 4.7 **Undermaster's Awards:** An Undermaster may choose to present awards to pupils in their year-group for outstanding effort or contribution to the school community, or to offer public praise at year-group assemblies.
- 4.8 The High Master and the Surmaster write to and/or meet with pupils to congratulate them on exceptional achievements or conduct. Additionally, various prizes are awarded to pupils during the year for contributions made to the School community, and/or for consistently demonstrating traits and attitudes the School deems exemplary, including leadership, bravery, support of others, commitment to voluntary service and/or charity work.
- 4.9 **High Master's Prize and Symposium:** At the end of L8th and over the Summer break, pupils are encouraged to write a 2,000 word piece of work on a topic of their choosing which is then reviewed by a subject specialist in that area. The High Master writes to congratulate those pupils who have produced highly commendable work.
- 4.10 **Drama Prizes:** Acting and Monologues Prizes are awarded annually and presented at the Whole School Assembly.
- 4.11 **Colours:** can be awarded for Sport (Sports Colours), Music or Drama (collectively 'Arts' Colours), Societies, or contributions to Pauls 4 All, at the discretion of the M. i/c in discussion with the Head of individual sports, the Director of Music or the Director of Drama, the Surmaster (for Societies' Colours) or the Director of Partnerships (for P4AC Colours). They are awarded to pupils who have shown outstanding individual talent or who have contributed significantly to the success of a team, cast or ensemble, society, or charitable activity. They can also be awarded for dedication and commitment throughout the season or term. Colours may be awarded in exceptional cases to pupils who have contributed significantly to a team other than the 'A' team.
- 4.12 Club Colours can be awarded at the discretion of Club Presidents. They are normally awarded to pupils in the Eighth form who have shown outstanding commitment or who have contributed significantly to the success of their Club. A "club square" may be awarded to a junior pupil after he has made several contributions to club activities.
- 4.13 The School recognises that where challenging behaviour is related to a pupil's disability, use of positive discipline and reward methods may enable the School to manage the pupil's behaviour more effectively and improve their educational outcomes.
- 4.14 **Procedure for awarding Commendations and Distinctions:**

- Tell the pupil you are awarding them a commendation or distinction and mark their work as 'commended';
- Record the commendation or distinction in iSAMS: Right Hand Menu Bar → SPS Reward → Academic/Community/ECA Commendation/SPS Academic Distinction;
- The pupil, their tutor and their Undermaster will automatically be emailed to let them know that a commendation or distinction has been awarded. The tutor is expected to share news of commendations and distinctions with their tutees' parents;
- Pupils can view their commendations and distinctions through the Student Portal.

5. Sanctions for the Breaches of School Discipline

The Governors have authorised the High Master (or their Deputy, usually the Surmaster or the Deputy Head Pastoral) to apply the below sanctions where appropriate to further the aims of this policy (see sections 6 and 8 for the procedures to be used). A central purpose of all sanctions issued is to help the misbehaving pupil learn from the consequences of their actions, and to develop their personal disciplines and outlook so that they avoid repeating harmful behaviours. After any significant sanction, the tutor and Undermaster will therefore carefully consider an array of options for supporting the pupil to that end.

For Serious Misconduct

- 5.1 **Expulsion:** A pupil is liable to expulsion for a grave breach of the Pupil Behaviour Code, for example a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the School.

The High Master (or their Deputy) is required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in grave circumstances.

- 5.2 **Requirement to Leave:** For a serious breach of School discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of the School community, the pupil may be required to leave permanently. This may include situations where, following repeated warnings and the application of formal school sanctions, a pupil has persisted in breaching the Pupil Behaviour Code. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another School. A boarder may be required to leave the boarding house without necessarily being required to leave the School.

- 5.3 **Suspension:** A pupil may be suspended for a serious breach of School discipline for up to three weeks as the High Master (or their Deputy) may decide. Another serious offence would normally result in requirement to leave or expulsion.
- 5.4 **Exclusion:** A pupil may be excluded for a serious breach of School discipline for up to a week as the High Master (or their Deputy) may decide. Another serious offence would normally result in suspension.
- 5.5 **Temporary Exclusion:** A pupil may be temporarily excluded for a period of up to one school day by the Deputy Head Pastoral or the Surmaster in any situation where the pupil's behaviour or presentation indicates that they pose a risk of harm to themselves or others or where their behaviour or demeanour indicates that they are likely to behave, or may have already behaved, in a manner that is materially contrary to good order and the proper running of the school. A decision to temporarily exclude a pupil will be taken only in exceptional circumstances and only after discussion between at least two members of the Senior Pastoral Staff. The decision will be explained to the pupil, recorded in writing and confirmed with the pupil's parent(s) as soon as possible. This might include a temporary exclusion from school pending the outcome of an investigation. Assistance will be given to the pupil to travel home where appropriate.

These sanctions (5.1, 5.2, 5.3 and 5.4) will form part of the pupil's permanent disciplinary record.

For Other Breaches of the Pupil Behaviour Code

- 5.6 **Teacher Action + Low Level Misconduct Flag** Staff will challenge and correct low-level misconduct in breach of the Pupil Behaviour Code. Where this behaviour falls short of requiring a formal sanction, but nevertheless requires formal discouragement, staff will Flag the behaviour and their intervention in the iSams Rewards & Conduct module. Where appropriate, teachers may also apply a minor restorative sanction, for example: a stern reprimand; requiring a pupil to apologise, or to clear up a mess they have made; to repeat a piece of substandard work; to remain after class for a short period (no more than ten minutes, and not impinging on any other lesson, lunchtime commitment or school transport). Such sanctions must always be recorded on iSams using the Rewards and Conduct module, and thereby shared with the tutor and Undermaster of the pupil concerned.
- 5.7 **Detention:** A pupil may be placed in detention, or a boarder may be "gated", where, in the opinion of a teacher, the sanction is a reasonable response to a breach of School discipline. A detention may also be given for persistent low-level breaches of the Code, as indicated by the receipt of multiple Flags. Varied detentions, detailed in the table below, enable a proportionate response to differing breaches of the Code.

- **Midweek Detention.** Can be awarded by all staff. Can be awarded among other reasons, for repeat failure to complete work adequately; persistent low-level misconduct; individual instances of misconduct that fall short of a higher level detention.
- **Friday Detention.** Can be awarded by all staff. Can be awarded among other reasons, for individual instances of significant misconduct that fall below the threshold for a Saturday detention; persistent low level misconduct; failure to comply with lower level sanctions.
- **Saturday Detention.** Awarded by an Undermaster in consultation with the Deputy Head Pastoral. For major misconduct below the threshold of serious misconduct.

5.8 **Other Sanctions:** The High Master (or their Deputy) may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote observance of School Policy and compliance with the Pupil Behaviour Code. This might include a pupil being sent home from school for presenting as improperly prepared to partake in school (this can include being inappropriately dressed), or a temporary suspension from school pending the completion . Sanctions for Attendance are as set out in the Attendance Policy, and include an Early Morning 8am Sign-In. Additional sanctions that can be applied within the boarding context are detailed in the School House Rules. These include an Early Rise, or being 'gated', when the sanction is a reasonable response to a breach of School or House discipline.

5.9 **Behaviour Related to a Disability:** The School will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Where expulsion needs to be considered, the School will ensure that a disabled pupil is able to present their case fully where their disability might hinder this.

6. Procedures to be Followed When Awarding Detentions or Other Sanctions

6.1 *Introduction*

Staff must act reasonably given all the circumstances when imposing a detention, and account must be taken of the pupil's age, any special educational needs or disability they may have and any religious requirements affecting them. Training and the guidance in this policy should inform staff decisions, as must the duties within the staff Code of Conduct to treat all pupils with dignity and respect when managing behaviour, in no circumstances acting in a way that might degrade or demean a pupil. If in any doubt about passing any sanctions or detention, the Undermaster, Deputy Head Pastoral or Surmaster should be

consulted (and the pupil may be told such). A minimum of 24 hours' notice should normally be given for any detention, both to ensure parents are informed regarding later return times, and also for the tutor or Undermaster to ensure any additional contextual concerns have been considered. Staff must consider in all cases whether the behaviour of a pupil gives cause to suspect that a child (including the pupil themselves) is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the safeguarding and child protection policy and procedures. Staff should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school will consider whether a multi-agency assessment is necessary.

Pupils can view their detentions through the Student Portal.

6.2 ***Detention Policy and Procedure***

All disciplinary actions above an informal redirection must be recorded on iSams, using the Rewards and Conduct module for the flagging of low level concerns or minor teacher actions, or the Discipline Manager module for the awarding of formal detentions. Midweek (Undermasters) Detentions and Friday Detentions should be entered by the awarding teacher; Saturday Detentions by the Undermaster.

- 6.2.1 **Low Level Misconduct Flag:** this should be recorded ('Flagged') using the Rewards and Conduct iSams module (whether for behavioural or academic issues). The pupil and their tutor and Undermaster will receive an email notification. Boxes should be ticked noting the nature of the concern, and a brief description given.
- 6.2.2 **Midweek (Undermasters) Detentions:** Midweek (Undermaster) Detentions are held from 4.20pm-5.20pm on a Monday, Tuesday and Wednesday. They should be entered on iSams using the Discipline Manager module. Where the misconduct relates to incomplete/inadequately completed work, work should be set by the member of staff awarding the detention. Other pupils should work in silence. An Undermaster takes this detention in Room 211.
- 6.2.3 **Friday Detention:** The awarding teacher should record this using the iSams Discipline Manager. Colleagues should not set their work for the pupil to complete during a Friday detention – tasks will be set by the Teacher in charge of Friday Detentions. Tasks last one hour and are carried out after school on a Friday in Room X301, starting at 4.20pm.
- 6.2.4 **For Major or Serious Offences**
- **Saturday Detention:** This detention should not be awarded without consulting the Deputy Head Pastoral or Surmaster in advance. It should be used as little as possible. It lasts up to 3 hours (9-12). It should be entered by the Undermaster. A letter is normally

written by the Undermaster to the boy's parents or guardians, with a warning that repeat offences could lead to formal disciplinary action which may result in the application of more serious sanctions, including exclusion or suspension.

- Serious Misconduct: The procedure where an investigation has revealed a case to answer of serious misconduct is outlined at Section 8 of this policy.

6.2.5 Pupils Failing to Attend a Detention

- The Undermaster will be informed by email and will take appropriate action. If a pupil has missed detention without good reason, it is entirely proper to give a further punishment as well as ensuring that he does the detention he was originally set; or for the level of sanction to be escalated proportionately.

6.2.6 Cancelling or Moving a Detention

- By agreement with the awarding teacher, a detention may be rearranged or rescinded. This is done by the awarding teacher (or Undermaster) emailing the School Admin Assistant (Juliet Latham) who will make the change in iSAMS and email the pupil, their tutor and Undermaster.

6.3 *Support Mechanisms*

6.3.1 A central purpose of all sanctions issued is to help the misbehaving pupil learn from the consequences of their actions, and to develop their personal disciplines and outlook so that they avoid repeating harmful behaviours. After any significant sanction, the tutor and Undermaster will therefore carefully consider an array of options for supporting the pupil to that end. A number of these are detailed in the table above, and they include Daily Reporting, structuring lunch-break time, assisting with work scheduling, mediation in friendship groups, SEN support.

7. **Use of Restraint, Reasonable Force and Corporal Punishment**

- 7.1 Any use of restraint or force by staff will be reasonable, proportionate and lawful. The circumstances in which staff can intervene using reasonable force are covered by the 1996 Education Act, with further guidance contained in the DfE non-statutory advice document

[Use Of Reasonable Force \(July 2013\)](#). Restraint will be used only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property, including their own.
- Engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

7.2 Staff may use such force as is reasonable to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- Prevent a pupil leaving a classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground
- Restrain a pupil at risk of harming themselves through physical outbursts.

Staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Guidance for conducting any search of pupil possessions or private spaces is outlined at section 8 below, and in DfE Guidance document [Searching, Screening and Confiscation at School \(Jan 2018\)](#).

Staff may never use force as a punishment.

7.3 Where restraint or force is used by staff, this must be reported to the High Master (or his Deputy) by the member of staff. All such instances will be recorded in writing and parents will always be informed.

7.4 **Corporal punishment is prohibited** for all pupils as specified under Section 131 of the Schools Standards and Framework Act 1998.

8. Procedures to be Followed in Cases of Serious Misconduct

8.1 Introduction

- 8.1.1 This procedure should be read in conjunction with the School's Drugs Policy and Anti-Bullying Policy. It will be used in cases of serious misconduct which could lead to expulsion, or the pupil being required to leave in any of the circumstances referred to below. In such instances, parents will receive a copy of this procedure prior to the Disciplinary Hearing at which a case of alleged serious misconduct is to be considered.
- 8.1.2 Expulsion in this policy means a dismissal from the School following serious misconduct formally recorded.
- 8.1.3 Removal in this policy means that a pupil has been required to leave, but without the stigma of expulsion.

8.2 Serious Misconduct

- 8.2.1 Serious misconduct likely to lead to the application of this procedure is (but is not limited to) conduct of the following nature:
- Supply / possession / use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco.
 - Theft, blackmail, physical violence, intimidation, racism, severe or persistent bullying (including cyberbullying, homophobic bullying).
 - Misconduct of a sexual nature; supply or possession of pornography.
 - Possession or use of unauthorised firearms or other weapons.
 - Vandalism or computer hacking.
 - Persistent breaches of the Pupil Behaviour Code or persistent attitudes or behaviours which are inconsistent with the School's ethos.
 - Malicious allegations against staff.
 - Other serious misconduct which affects the welfare of a member or members of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

8.3 Investigation Procedure

- 8.3.1 Complaints or allegations of serious misconduct should be referred to the Surmaster in the first instance. The Surmaster will cause an investigation into the matter to be undertaken with a view to establishing the facts. The Surmaster may carry out the investigation themselves or ask the Deputy Head Pastoral or an Undermaster, or other senior member of staff to investigate if they consider it appropriate. In cases where a criminal offence is

suspected, the police will be called immediately. In cases where a pupil is suspected of abuse of another pupil, the appropriate local Children's Social Care (CSC) team will be contacted immediately. In such cases, the School will not investigate until the police and/or CSC have discharged the matter, in accordance with the School's Safeguarding and Child Protection Policy and Procedures and Anti-Bullying Policy.

- 8.3.2 The School will inform the parents as soon as reasonably practicable following an investigation that the pupil may face formal disciplinary action and the reason for it. The Surmaster will inform the High Master, or, if he is not available, the Chair of Governors or, if he is not available, the Deputy Chair of the commencement of the investigation.
- 8.3.3 As part of the investigation the pupil may be questioned and the pupil's private space, belongings, clothing and private spaces may be searched in appropriate circumstances. Any such search will be conducted in accordance with DfE Guidance document [Searching, Screening and Confiscation at School \(Jan 2018\)](#). Clothing will only be searched if the pupil removes it voluntarily. No intimate search or physical compulsion of a pupil to remove clothing will be undertaken. Only outer clothing will be searched. All reasonable care will be undertaken to protect the pupil's human rights and freedoms. The findings of such a search may be confiscated. This includes electronic devices if there is reasonable suspicion that they might contain evidence of an offence, or of a breach of school rules; or that their subsequent use might impede the effective investigation of a breach of school discipline.
- 8.3.4 The pupil shall be entitled to be accompanied and assisted by their tutor, an Undermaster, or another appropriate member of the pastoral staff (e.g. the Head of Mental Health & Wellbeing, Safeguarding Coordinator or the Chaplain) other than the investigator during the investigation and in particular during any investigatory interview. The pupil will be encouraged to make a written statement in relation to the complaint or allegation.
- 8.3.5 During the investigation in appropriate cases the pupil may be suspended from attending the School and from engaging in any, or certain specific, School activities. Reasons for this include but are not limited to the need to protect good order within the school, or the need to protect members of the school community who may have been caused harm by another, pending investigation and disciplinary action. Suspension will also prohibit access to any part of the School site, including during weekend and/or evening events. Should a suspension continue for a period of more than 5 School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. The tutor will co-ordinate these arrangements with the pupil's parents or guardians.
- 8.3.6 On completion of the investigation the Surmaster (or the investigating member of staff) will prepare a written report on the investigation and advise the High Master (or their Deputy) whether:
- there is a case of serious misconduct which the pupil should answer; or

- the misconduct is less serious and a disciplinary sanction other than expulsion is appropriate; or
- there is no case for the pupil to answer.

8.3.7 A copy of the investigation report including written statements and evidence will be provided to the pupil, and their parents or guardians. Except as required by law, the School and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which has been acquired during an investigation. Written statements and evidence provided may therefore have names or identifying details redacted.

8.4 *Disciplinary Hearing*

8.4.1 In a case where the investigator has reported that there is a case to answer, a disciplinary meeting will be convened within 14 days of receipt of the report at which the High Master (or their Deputy) will consider the complaints of serious misconduct and the findings of the investigation. The investigator and the pupil's tutor shall be in attendance. The pupil and their parents shall be entitled to attend but they shall not be entitled to be legally represented. The pupil and the parents shall be given every opportunity to state the pupil's case. They will be entitled to ask witnesses to attend to support the pupil's case and to bring forward such evidence as they consider appropriate but not to cross-examine pupils or members of staff. Notes of the meeting will be taken by the School and the pupil and parents provided with a copy upon request after the meeting.

8.4.2 If the parents or the pupil have any special educational needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Surmaster so that appropriate arrangements can be made.

8.4.3 If the pupil or the pupil's parents experience difficulty in attending due to a disability, the School will make reasonable alternative arrangements to accommodate the disability. If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved with the disciplinary process and their child's education.

8.4.4 There are potentially three distinct stages of a disciplinary hearing:

- **The complaint(s):** The High Master (or their Deputy) will chair the hearing. They will explain and consider the complaint[s] and the evidence, including statements made by and/or on behalf of the pupil. The pupil will be granted the opportunity to further explain their case with their parents' support. Unless the High Master (or their Deputy) considers that further investigation is needed, they will decide whether the complaint has been sufficiently proved. The standard of proof shall normally be the civil standard, i.e. 'the balance of probabilities'. Appropriate reliance may be placed on hearsay

evidence but the High Master (or their Deputy) will not normally refer to the pupil's disciplinary record at this stage.

- **The sanction:** If the complaint has been proved the High Master (or their Deputy) will outline the range of disciplinary sanctions which they considers are open to them. They will take into account any further statement, or offered mitigations, which the pupil and / or others present on their behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the High Master (or Surmaster) will give their decision, with reasons.
- **Leaving status:** If the High Master (or their Deputy) decides that the pupil must leave the School, he will consult with a parent before deciding on the pupil's leaving status (see below).

8.4.5 The High Master (or their Deputy) will consider all that is said at the meeting and, if they feel they then have all the information necessary to make a decision, decide whether the complaint or allegation of serious misconduct has been sufficiently proved and the disciplinary sanction he will impose.

8.4.6 The High Master (or their Deputy) will make their decision on the balance of probabilities. If they find that the pupil has committed a very grave breach of School discipline or a serious criminal offence and there are no mitigating or extenuating circumstances warranting the imposition of a lesser sanction, they will decide that the pupil shall be expelled.

8.4.7 If they decide that there are mitigating or extenuating circumstances or that the conduct in question is insufficiently serious to warrant expulsion they may decide on another disciplinary sanction such as suspension for a fixed period or suspension from certain School activities or the imposition of a final warning.

8.4.8 The High Master (or their Deputy)'s decision shall be communicated to the pupil and the parents promptly, usually within 24 hours of the end of the disciplinary meeting. The High Master (or of their Deputy) will confirm their decision and the reasons for it in writing within 4 days of the meeting. The pupil or parents may request a review of the decision in accordance with the review procedure set out below.

8.4.9 The pupil shall stay away from the School following the disciplinary meeting pending the outcome of the High Master's decision and during any review procedure. The decision to permanently exclude the pupil will be effective immediately on its communication to the pupil and their parents.

8.5 *Leaving Status*

8.5.1 The leaving status of the pupil will be determined by the High Master (or Surmaster) as part of the decision, as: expelled, required to leave or withdrawn by parents. The High Master (or their Deputy) will confirm such matters as:

- The form of reference which will be supplied for the student.
- The entry which will be made on the school record and the student's status as a leaver.
- Arrangements for transfer of any course and project work to the student, their parents or another school.
- Whether (if relevant) the student will be permitted to return to school premises to sit public examinations.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the student.
- Whether the student will be entitled to leavers' privileges.
- Whether the student will be eligible for membership of the Alumni Association and if so from what date.
- The conditions (if any) under which the student may re-enter school premises in the future.
- Financial aspects: payment of any outstanding fees and extras: whether the deposit will be returned or credited: refund of prepaid fees.

8.6 Appeals

- 8.6.1 Parents are entitled to ask for a Governors' Review of a decision to expel or to require the pupil to leave for disciplinary reasons, or to suspend the pupil for 11 consecutive days or more, or where suspension would prevent the pupil from taking a public examination. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.
- 8.6.2 There will be no right to a Governors' Review of other sanctions but a pupil who feels aggrieved may ask the High Master, Surmaster, their Undermaster or their tutor to take up their concerns with the member of staff who imposed the sanction.

8.7 Governor's Review

- 8.7.1 A pupil or their parents may request that the Governors review a decision by the High Master or Surmaster to expel them or require their removal or where a decision has been made to suspend the pupil for 11 school days or more, or where suspension would prevent the pupil from taking a public examination. An application for a review must be made in writing within seven days of the decision being notified in writing to a parent, or longer by agreement. It should be sent to the Clerk to the Governors. If the parents or the pupil have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made.
- 8.7.2 In their application the pupil or parents must state the grounds on which they seek a review and the outcome which they seek. For the avoidance of doubt, a mere disagreement with

the decision will not of itself be grounds sufficient for a Governors' review. It is not the role of the Review Panel (Panel) to overturn the decision but to consider the representations made as outlined below and to make recommendations to the High Master accordingly.

- 8.7.3 The review will be undertaken by a panel of three members of the Board of Governors. The Panel members will have no previous detailed knowledge of the case or of the pupil, parents or guardian and will not normally include the Chair of Governors. Selection of the Review Panel will be made by the Clerk to the Governors. Parents will be notified in advance of the names of the Panel members. Fair consideration will be given to any bona fide objection to a particular member of the Panel.
- 8.7.4 The role of the Panel is to consider the representations made as outlined below and to make recommendations to the High Master accordingly. It is not within the powers of the Panel to reinstate a pupil's place at the school against the wishes of the High Master. The Panel may either uphold the High Master's decision or refer the decision back to the High Master with recommendations so that the High Master may consider the matter further.

8.8 *Review Meeting*

- 8.8.1 The meeting will usually take place at Mercers' Hall, Ironmonger Lane, London EC2V 8HE. Save in exceptional circumstances, the review meeting will take place within fourteen days of the receipt of the application. The review procedure is a private procedure and all those concerned in it will be required to keep the proceedings of the review meeting confidential and not disclose any details of it save as required by law. Those present at the review meeting will normally be:
- Members of the Review Panel.
 - The High Master.
 - Parents or those with parental responsibility.
 - The pupil, if they or the parents so wish.
 - The Clerk to the Governors or their deputy.
- 8.8.2 If the pupil or the pupil's parents experience difficulty in attending due to a disability or the parent's travel and working commitments prevent them from attending, the School will make reasonable alternative arrangements to ensure the pupil and / or their parents can be involved in the Review.
- 8.8.3 The pupil and their parents may be accompanied by a friend or relation and by a member of the School's staff selected by them, if desired. Legal representation will not usually be appropriate. If the pupil and their parents will be accompanied by someone who is legally qualified, the Clerk to the Governors must be given seven days' notice.
- 8.8.4 The proceedings will be chaired by one member of the Review Panel and will be conducted in an informal manner. Any statements made at the hearing will not be required to be made

under oath. The Clerk will be asked to keep a handwritten minute of the main points that arise. All present will be entitled, should they wish, to write their own notes. The hearing shall be directed at all times by the Chair of the meeting who will conduct the hearing in such a manner as to ensure that all those present have the opportunity of asking questions and making comments. Each of the grounds given in the parent's request for review will be considered and discussed. The rules of natural justice will apply.

- 8.8.5 All those attending the hearing are expected to show courtesy, restraint and good manners. The Chair may at their discretion adjourn or terminate the hearing. If the hearing is terminated the original decision will stand.
- 8.8.6 If the High Master considers it necessary in the interests of the individual or of the School that the identity of any person should be withheld, the Chair of the panel may require that the name of that person and the reasons for withholding it be written down and shown to the Review Panel. The Chair at their discretion may direct that the person be identified.
- 8.8.7 Up to two members of the School staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so, but will not be expected to express an opinion about the decision which is being reviewed.
- 8.8.8 When the Chair decides that all issues have been sufficiently discussed, he/she will close the hearing. The Review Panel will decide:
- whether the facts of the case were sufficiently proved when the decision was taken to expel or require removal of the pupil on the basis of the balance of probabilities;
 - whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events which were found to have occurred and to the legitimate aims of the School in that respect.
- 8.8.9 If for any reason the pupil or their parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.
- 8.8.10 If, having heard all parties, the Panel is minded to recommend that the High Master (or Surmaster)'s earlier decision should be confirmed, it is open to the Panel, with agreement of the High Master, the pupil and their parents to discuss the pupil's leaving status with a view to reaching agreement.
- 8.8.11 When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, he may adjourn the meeting; alternatively the Chair may ask those present to withdraw while the Panel considers its recommendations. The Panel's recommendations will be notified in writing, with reasons, to the High Master and the parents by the Chair of the Review Panel or the Chair of Governors within three days of the meeting. The High Master will provide their response to those recommendations in writing within 24 hours. In

the absence of a significant procedural irregularity, the High Master's decision will then be final.

9. Records

- 9.1 Administration of major punishments will be recorded with the name of the pupil concerned, the reason for the punishment and the name of the person administering the punishment. The records will be kept in the central confidential file. A separate central record will be kept of all bullying incidents, in accordance with the Anti-Bullying policy.