



NEWCASTLE UNDER LYME SCHOOL

Behaviour, Rewards and Sanctions Policy

This policy relates to Newcastle-under-Lyme School, including the EYFS. This policy is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website.

1. Introduction

Newcastle-under-Lyme School encourages pupils to adopt the highest standards of behaviour and moral standards and to respect the ethos and values of the School. Our pupils are co-operative, demonstrate a strong inclusive community feel and take care of one another. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual, aim to develop the whole person equipped to take his/her place in the modern world. We aim to teach trust and a model of behaviour of mutual respect for everyone.

We believe that good relations and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are then motivated to become life-long learners. Children learn by example both from positive interactions with adults and peers. Promoting the emotional well-being of all of our pupils is key to their development. We develop broader qualities of team-work and leadership through our extensive programme of co-curricular activities.

Pupils can bring to school a range of behaviours and the School endeavours to work towards standards of behaviour based on principles of honesty, respect, consideration, caring, and responsibility. School seeks to be individual in its approach to maintaining good behaviour where poor behaviour can link with more complex issues for which a pupil may need support (including those under the Equality Act 2010) including possible liaison with parents and external specialists. The School is aware of the stress which children can face.

Government non-statutory advice contained in 'Behaviour in Schools: advice for headteachers and school staff' (July 2022), has been followed when developing and

reviewing this policy. The School also acknowledges its legal duties under the Equality Act 2010 in respect of safeguarding and in respect of pupils with SEN and disabilities.

Any school needs rules and those for the Senior School and the Code of Conduct for the Prep School are listed at the end of this policy. Our rules are not detailed rules of behaviour because courtesy and good sense will dictate right responses to most situations both in school and outside. (Particular facilities and areas of activity, such as science laboratories and practical teaching subjects, have their own appropriate regulations for safe and responsible use).

Everyone has a right to feel secure and to be treated with respect at Newcastle-under-Lyme School, particularly the vulnerable. The School takes allegations of bullying very seriously and its *Anti Bullying and Anti Cyber Bullying Policy* which informs our strategy, and information displayed in Form Rooms, and discussed in assemblies and in PSHE demonstrates both the importance of overcoming bullying and confirms how pupils should behave towards one another. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation or physical disability.

2. Links

This Behaviour, Rewards and Sanctions Policy should be read in conjunction with the following related School policies:

- Safeguarding Policy,
- Anti Bullying and Anti Cyber Bullying Policy,
- Online Safety and ICT Acceptable Use Policy,
- Special Educational Needs and EAL Policy.
- Guidance to Parents of the Use of Emails
- Standard Terms and Conditions

3. Code of Conduct

The Newcastle under Lyme School community adheres to an established routine and code of conduct. Newcastle under Lyme School sees education as a partnership. Members of staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect 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.

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, as well as the consequences of poor behaviour.

We expect pupils to be ready to learn and to participate in school activities. They

should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

4. Involvement of Parents and Guardians

Parents and Guardians who accept a place for their child at Newcastle under Lyme School undertake to uphold the School's policies and regulations, including this policy, when they sign the Parent Contract. Parents support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, co-curricular activities and homework/private study.

Copies of the Rules are set out on the School website and may change from time to time. Parents and Guardians undertake, when signing the Parent Contract, to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

When pupils join the Senior School there are induction sessions which include time with Form Tutors and Heads of Years with Parent Information Evenings for parents and guardians which cover aspects of the School rules. In the Prep School pupils are invited to attend an Induction Day. We are always happy to consider suggestions from parents and hope that they will find the School responsive and open-minded.

5. Unexplained Absences

We will always telephone the home on the first day of an unexplained absence in order to make sure that children have not suffered an accident. Please note that the School does not approve of holiday being taken during term time.

6. Involvement of Pupils

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, Form and PSHE time and via the Senior Student Council and Prep School Pupil Voice, which meet regularly.

The School respects and encourages the pupil voice and in line with safeguarding principles takes any allegation against a member of staff seriously. If the allegation is later found to be malicious then the School will consider whether there are further safeguarding concerns regarding the pupil and will make every effort to support the teacher against whom the allegation was made. Where a pupil is found to have made a wholly malicious allegation then the Headmaster will decide whether the pupil is able to remain as a pupil in the School.

7. School Rules, Regulations, Sanctions and Rewards

See Appendix 1, 2 and 3

The School's rules and regulations are designed to encourage positive behaviour and self-discipline. Our aim is to reward and encourage good behaviour through our Rewards Scheme. Sanctions help us to set boundaries and to manage challenging behaviour.

In Assemblies and Year Group Assemblies, the mission, aims, values and ethos of the School are reinforced. Staff and senior pupils are encouraged to act as informal role models for appropriate behaviour; staff seek to apply appropriate sanctions and rewards fairly and openly, using agreed whole school judgement criteria as a way of modelling good behaviour. Consistency of sanctions is essential and meetings with Heads of Year help to ensure consistency of both rewards and sanctions.

Teachers reward positive behaviour and effort inside and outside the classroom through a combination of praise and rewards. In the Senior School reward points are given for achievements in the classroom and also for positive behaviour across the School. On receiving 10 reward points a pupil (Year 7-11) will receive a choice of rewards (free item of food at break, elevated place in the dinner queue, a small item of stationery or confectionary); they will also be entered into an end of term draw where they can receive a voucher. The form with the most rewards will also receive an end of year special treat. In 6th Form students are awarded Merits culminating in award certificates and a prize at the end of the year for the pupil with the most Merits. In the Prep School House Points are awarded to recognize good behaviour and academic achievement, and the pupils receive a Headteacher's Award for the accumulation of House Points. Pupils can also be selected to have 'Afternoon Tea with the Headteacher' in recognition of their achievements. In weekly assemblies the Prep School pupils are awarded Merit Awards and the Courtesy Cup is presented by the Prep School Officials. In the Nursery, pupils receive 'Star of the Day' and are recognized on the 'Kindness Tree'. In addition to these daily rewards the School also recognises achievement in prizes awarded annually as part of the Prize Giving Ceremony in July each year. In addition to academic and progress prizes, some prizes provide an opportunity to recognise and reward personal qualities and positive contributions to the community life of the School.

It is our belief that pupils want to behave well; we see infringements of rules as an indication that the pupil needs help with that aspect of their life. It is often the case that to punish poor behaviour without finding the reasons for it will only have a short term effect. We emphasis praise and encouragement, but on occasions when sanctions are required, with this is included advice on how to improve.

A range of graded sanctions is applied when appropriate. The senior members of staff throughout the School, Senior School, Prep School and EYFS, and the Headmaster, for his part, undertake to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time, but will not involve any form of unlawful or degrading activity. **The School does not use corporal punishment nor does it threaten the use of Corporal**

punishment.

Examples of sanctions include, but are not limited to:

- Detention after school or on Saturday mornings
- Withdrawal of privileges
- Confiscation of property that is being used inappropriately or without consideration
- Assistance with domestic tasks, such as collecting litter
- Withdrawal from a lesson, school trip or team event
- Temporary exclusion (suspension)
- Permanent exclusion

All parents and pupils should be aware of the more serious sanctions, including temporary and permanent exclusions, that the Headmaster can impose for serious breaches of the rules and regulations, including criminal behaviour. Examples of serious breaches of the rules and regulations include, but are not limited to:

- Drug abuse and possession
- Alcohol and tobacco abuse and possession (including e cigarettes / vaping machine)
- Theft
- Bullying
- Physical assault or threatening behaviour
- Fighting
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Behaviour that brings the name of the School into disrepute
- Unacceptable parental behaviour or behaviour that brings the School into disrepute
- Possession of a dangerous weapon

Serious sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and / or warnings.

The Headmaster, Deputies and Head of Prep School (after consultation with the Headmaster) have the authority to suspend a pupil. Suspension from School is the sanction used for extremely serious 'one-off' offences or as a last chance for a particular type of behaviour. When a pupil is suspended the parent(s) will be required to attend a meeting to discuss the details. Following the meeting, the parent(s) will be sent the details of the suspension by letter and a copy will be put in

the pupil's file. During the suspension the pupil will be set work to aid his progress out of School. Repeat offences for which a suspension has been imposed may lead to permanent exclusion.

Very occasionally the Headmaster may, at his absolute discretion, permanently exclude or require the removal of a pupil from the school if he considers the pupil's attendance, influence on others, progress or behaviour (including behaviour outside School) to have been wholly unsatisfactory. During this process the parent(s) will be required to attend a meeting with the Headmaster and will then be required to remove their child from the School premises immediately. The Headmaster will always consult with the Chair of Governors when making this decision and will contact him when an issue arises. A letter will then be sent to the parent(s) making it clear that their child is no longer a pupil at Newcastle under Lyme School.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps and will make reasonable adjustments to avoid placing children with Special Educational Needs or EAL at a disadvantage compared with other children.

The School has a confidential register of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and form, the nature and date of the offence and the sanction imposed.

The Headmaster meets weekly with the Chair of Governors and makes him aware of serious behaviour incidents, as well as any bullying incidents.

8. Physical Restraint

Like all schools, we reserve the right for our staff to use *reasonable force* to control or restrain a pupil in specific circumstances.

The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)
- Causing personal injury to any person (including the pupil themselves)
- Causing damage to the property of any person (including the pupil themselves)
- Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise

Authorised school staff may also use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, fireworks, pornographic images or article that they reasonably suspect are likely to be used to commit an offence or cause harm. (Education Act 1996)

The Education and Inspections Act also defines to whom the power applies as follows:

- Any teacher who works at the school

- Any other person whom the head teacher has authorised to have control or charge of pupils

Staff are advised always to use their voices first, and if restraint is necessary to use the minimum force necessary to restrain a child for the shortest possible period of time. In judging whether the use of physical restraint is appropriate, staff are advised to consider the following factors:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used
- The chances of achieving the desired result by other means
- The relative risks associated with physical intervention compared with using other strategies

The staff member should continue to attempt to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. In such cases only the minimum force necessary will be used whilst maintaining a calm and measured approach.

School staff should not put themselves at risk of injury. In these circumstances, the staff member should remove the other pupils who may be at risk and seek assistance from a colleague or colleagues. Staff should inform the child/children that they have sent for help. Until assistance arrives, staff should continue to attempt to defuse the situation orally and try to prevent the situation from escalating.

Members of staff must inform the Headmaster immediately after he/she has needed to restrain a pupil physically. The School will always inform parents when it has been necessary to use physical restraint.

9. Searching Pupils

The School has legal and contractual authority to search a pupil where it has reasonable grounds to believe that the pupil may be in possession of the following items including those prohibited by the School rules:

- an offensive weapon, (offensive weapons can include blades, knives, replica firearms or pellets for them)
- an illegal/controlled drug,
- alcohol,
- tobacco products and related materials, (smoking-related materials can include cigarettes, matches, lighters, cigarette papers, e cigarettes and vaping materials, joints and cannabis grinders)
- stolen goods,
- fireworks,
- pornographic images.

The School reserves the right to exercise this authority during an investigation.

The School respects a pupil's right to privacy under Article 8 of the Human Rights Act and will carry out any search of a pupil's possessions in a way which is justified and proportionate. The School will search a pupil's possessions when it has reasonable grounds to believe that a pupil is in possession of a prohibited item. The School, when exercising these powers, will consider the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs and making reasonable adjustments that may be required where a pupil has a disability. Wherever possible the School will gain the consent of the pupil but in extraordinary circumstances will search possessions without their consent in line with the DfE guidelines "Searching, Screening and Confiscation – advice for schools" July 2022.

Searches of pupils will be carried out according to the following guidelines:

- The Headmaster or staff authorized by the Headmaster are permitted to search a pupil. Staff authorized are members of the SMT. There must be (at least) two members of staff present, one of whom must be a member of the Senior Management Team and the other of whom may be a Head of Year. One of these members of staff must be of the same gender as the pupil. If the pupil does not give their consent then the search can only be carried out by a member of staff of the same gender.
- Searches should not take place in front of other pupils. Pupils must be told the reason(s) why a search is necessary before proceeding.
- Pupils may be asked to empty the contents of their pockets, bags or locker onto a desk or table for inspection. They may also be asked to turn out pockets to demonstrate that nothing remains in them, and to hand over bags and jackets to a member of staff for examination.
- Members of staff must never touch a pupil during a search and staff must never conduct a strip search.
- Pupils may be asked to remove outdoor clothing, jackets, pullovers or shoes, but no other items of clothing beyond these.
- Pupils may be asked to open or empty any smaller bags or packages that may be produced during the search.
- Any items found that are not permitted by school rules or which are illegal should be confiscated. It may also be necessary to retain any item (including mobile phones and laptop computers) that may contain evidence of a crime for the purposes of a police investigation.
- Mobile phones and laptop computers that have been confiscated or seized must not themselves be searched by members of staff. Pupils may be asked to show (and possibly print out) relevant messages or other communications relating to the issue being investigated (including allegations of bullying), but no attempt should be made by a member of staff to actively search the device for such messages. Staff are reminded that they must never intentionally view, print or share indecent images of a child / children. If an image, data or file might constitute a specified offence then it will be delivered to

the police as soon as is reasonably practical.

- Confiscated and seized items will be locked in a secure safe (at Reception or in the Lancaster Office). Everything else should be returned to the pupil at the completion of the search. Stolen items, weapons or items which are evidence of a suspected offence, controlled drugs, and pornographic images which are of an extreme nature or an indecent image of a child will be delivered to the police as soon as possible.
- No attempt should be made to seize bags or belongings by force, to search pupils by force, or to forcibly move a pupil who is blocking access to a locker.
- If a pupil refuses to cooperate with a search, the pupil's parents will be asked to come into school and to undertake the search in the presence of members of staff. If the parent(s) refuse to cooperate or are unable to cooperate with the search then the search will not take place. The pupil will be immediately automatically suspended from membership of the School, pending a meeting between the parents and Headmaster to discuss the future of the pupil at the School.
- If a pupil refuses to cooperate with a search and the pupil is suspected of carrying an illegal item, or an item that may contain evidence of a crime, then the Police will be called. The pupil will be advised of this before calling the Police and given one further opportunity to cooperate with the search. Unless there is an immediate risk of harm and where possible the School will inform parents of the pupil suspected on concealing an item in advance of the search.
- In both cases, the pupil must be kept isolated and supervised by two members of staff until either the Police or parents arrive to carry out the search and until the search has been completed. Under no circumstances should the pupil be let out of the sight of a member of staff whilst waiting for Police / parents to arrive.
- The senior members of staff involved in the search must make a written record of what has happened (and why) at the earliest opportunity. This will include the date, time and location of the search, staff involved, reason for the search, items found and follow up action agreed.

If the police carry out a strip search then the School will inform the pupil's parents. Irrespective of what is found or not following a strip search by police, the School offer appropriate support to the pupil to ensure that attention is given to the pupil's wellbeing. If a strip search finds no items then safeguarding will be at the centre of support in order to support the pupil to deal with the experience and also regarding wider issues that may have informed the decision to conduct a strip search in the first place. The pupil involved will be given the opportunity to express their views regarding the strip search and events surrounding it.

The Headmaster and the DSL/DDSL will be informed of any searching incidents. The DSL/DDSL will be involved in searches where there is a safeguarding risk. If the DSL/DDSL finds evidence that a child is at risk of harm, they will make a referral to children's social care immediately. The DSL/DDSL will then consider the circumstances of the pupil who has been searched to assess the incident against potential wider safeguarding concerns.

Whether or not items have been found as a result of a search, the School will consider whether the reasons for the search give cause to suspect that the pupil is suffering or is likely to suffer harm, and / or whether any specific support is needed. Where this is the case the School's *Safeguarding Policy* will be followed. The DSL/DDSL will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

10. Substance Abuse

We recognise that alcohol, tobacco and tobacco related products, e-cigarette products / vaping machines, illegal and controlled drugs are readily and increasingly available to young people in our society. We take seriously our responsibility to educate pupils about these matters, including the dangers of taking and becoming involved with illegal drugs and the sub-culture they create. Our pastoral and PSHE programmes address these issues. The Nurse and teaching staff in general are available to provide help and advice to pupils. This section of the Behaviour Management Policy deals with these issues from a behavioural management and disciplinary point of view.

10. Alcohol, Tobacco and Cigarettes including e cigarettes

We have extensive health education and PSHE programmes at School that focus upon the potential risks from excessive consumption of alcohol and risks of smoking. They concentrate on teaching the importance of young people making healthy, informed choices. The programmes involve pupils of all ages and continue throughout your child's time at the school. They extend across the curriculum, involving PSHE and we also have Assemblies on the topic. Pupils can discuss their individual worries about drinking and smoking with their Head of Year. They can also refer themselves to School Nurse and to the School Counsellor for individual guidance, without fearing sanctions or adverse report.

Alcohol

All pupils are forbidden from bringing alcohol into school, and must not consume it either in school, whilst on a school trip or visit, or whilst in school uniform. Sixth Form students must not consume alcohol in school, whilst on a school trip or visit, or whilst in school uniform, unless given explicit permission to do so on a specific occasion by the Headmaster. Pupils must not be on school premises, or in the vicinity of the School, whilst under the influence of alcohol.

Pupils caught breaching these guidelines on alcohol can expect to receive a temporary or permanent exclusion. A pupil may be referred for a session of counselling where we have reason to believe that he or she has issues with alcohol.

Tobacco and Cigarettes including e cigarettes and vaping machines

Pupils are forbidden from bringing cigarettes, other tobacco-related products, e cigarettes and vaping machines into school and must not smoke such products either in school, whilst on a school trip or visit, or whilst in school uniform.

Pupils caught breaching these guidelines on tobacco and cigarettes including e cigarettes and vaping machines can expect to receive a temporary or permanent exclusion. A pupil may be referred for a session of counselling where we have reason to believe that he or she

has issues with tobacco and cigarettes.

11. Illegal and Controlled Drugs

We are committed to promoting a healthy, safe environment at the School, in which good citizenship and respect for the law can flourish. We believe that it is important to deliver a clear, consistent moral framework that promotes the integrity of our community, and gives all of our pupils the understanding and self-confidence to reject illegal drugs and substances.

We have extensive health education and PSHE programmes at School that focus upon the potential short-term and long-term risks to health from drug and substance abuse. As with our related programmes concerning alcohol and tobacco, they concentrate on teaching the importance of young people making healthy, informed choices. However, they also include an ethical dimension, designed to instill an understanding of the importance of complying with the criminal law. Our programmes involve pupils of all ages and continue throughout your child's time at the School. They extend across the curriculum, involving PSHE and we also have Assemblies on the topic.

For the purposes of this policy, illegal and controlled drugs refer to any substance defined as such by criminal law in force at the time. Except in the case of a controlled drug that has been medically prescribed, any use or possession of an illegal/controlled drug either in school, whilst on a school trip/visit, or whilst in school uniform is a serious disciplinary matter that may result in expulsion from the School. The supply of illegal/controlled drugs to other pupils, and/or the active encouragement of other pupils to experiment with such drugs including psychoactive substances (so called 'legal highs'), will usually result in expulsion from the School. Psychoactive substances will be treated as unauthorised substances and if there is uncertainty about what the substance is, then it will be treated as a controlled drug.

The normal sanction for possession or involvement with drugs either in school, whilst on a school trip / visit, or whilst in school uniform, is expulsion. Any pupils found offering drugs to another pupil will be permanent exclusion.

We will investigate any information received about involvement of our pupils with illegal/controlled drugs and substances. Investigations may involve interviewing pupils who are suspected of being involved or who may be able to provide information. They may also involve searching pupils or their property in accordance with Section 9 above. We will liaise with Police at an early stage if there are grounds to believe that a crime has been committed. Our subsequent actions, including the point at which parents are informed, will be in accordance with Police advice and instructions at the time. If a pupil refuses to cooperate with a search we will ask the Police to undertake the search instead.

12. Teaching and Learning

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. 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. The

School's teaching staff offer every child a high level of individual attention together with consistent and helpful advice. In return, the School expects every pupil to cooperate and to work hard.

13. Recording

All rewards, behaviour for learning points and school behaviour points are recorded on SIMS. All disciplinary issues or behavioural concerns are recorded on CPOMS. This allows pastoral staff to see patterns and trends so that they can monitor and address them. This may be through working with individuals, through providing support and guidance to a group or groups of pupils or to reviewing policy and rules.

14. Complaints

The School hopes that parents will not feel the need to complain about the operation of its behaviour management policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's complaints procedures are on our website. We can send you copies on request. We undertake to investigate all complaints and to notify you of outcomes of an investigation within 28 days. We maintain records of all complaints for three years after your child has left the School.

	J A Simms
Policy Reviewed at SMT:	September 2023
Next Review due:	September 2024

Appendix 1

Prep School Rewards and Sanctions

The Prep School is a happy school and we want you to be very happy during your time here. In fact, we want everyone to enjoy school and take full advantage of what is on offer at the Prep School.

In consultation with the pupils at Newcastle under Lyme Prep School, we agreed that:

In Our School...

- We are kind
- We try our best
- We respect each other
- We work together
- We are proud of our school

1.1 Rewards

The School seeks to recognise and celebrate pupils' hard work and success in a number of ways. The most public celebration of success is the annual Prize Giving Ceremony. Assemblies offer excellent opportunities for the presentation of certificates and awards, and for simply acknowledging good efforts by teams or individuals. A variety of rewards are used in the Prep School to promote, encourage and reinforce good work and behaviour.

These include:

- verbal communication
- written comments on work
- stickers, particularly in Little NULS Nursery
- House Points
- House Point trophy
- Merit Certificates and badges for Bronze, Silver and Gold
- Courtesy Cup
- Headteacher's Award
- Afternoon Tea with the Head of the Prep School

1.2 Sanctions

The School understands that, from time to time, pupils may make mistakes. A variety of sanctions may be employed as we seek to help them to learn from their mistakes, to develop self-discipline and to reinforce the importance of good behaviour. Our approach to sanctions places high importance on restorative discussion with the pupil. The principles applied in determining the appropriate sanction are:

- consideration of the age of the child and his/her behaviour record
- consistency and fairness

- the nature of the offence

Sanctions used can include:

- Level 1
 - Verbally acknowledge undesirable behavior
 - Verbal warning
 - Time out/removal from activity/time without attention – then restorative conversation
 - Time out in another classroom/time without attention – then restorative conversation
- Level 2
 - Time out with member of PLT at agreed time (break/lunch). Follow up a few days later with the same member of PLT.
 - Phone call to parents from class teacher
 - For repeated behavior patterns, personalized positivity profile (Level 2 instigated)
- Level 3
 - Time out with Head (break/lunch). Follow up a few days later.
 - Meeting with parents to discuss behavior and moving forward approach may be;
 - Behavior report card with a weekly follow up conversation between Head and parents
 - Privileges removed such as selection for sport/music events
 - Social/emotional/behavior intervention planned for a number of sessions
- temporary exclusion
- permanent exclusion

Where a pupil has failed to complete classwork, or where its content is unsatisfactory, he/she will be expected to complete the work in his/her own time. If homework is incomplete or unsatisfactory, the School will inform parents.

Appendix 2

Senior School Rewards and Sanctions

2.1 Rewards

The School seeks to recognise and celebrate pupils' hard work and success in a number of ways. The most public celebration of success is the annual Prize Giving Ceremony. Assemblies offer excellent opportunities for the presentation of certificates and awards, and for simply acknowledging good efforts by teams or individuals.

Following discussions with staff and having surveyed all pupils in the school it was decided to introduce the following reward system from January 2020.

Reward points can be given to pupils for achievements in the classroom (termed as **Learning Achievement Points**) *and* also for behaviour more generally across the School (**Positive Contribution Points**). The subject specific *student of the week category* is worth 5 points (only one pupil from across all Year Groups can be awarded this accolade on a weekly basis).

Positive Contribution categories are designed to acknowledge the laudable behaviour which our pupils so often exhibit *outside* of the classroom.

Learning Achievement Points (LAPs) – can be given for the following:

- Contributing to the learning of others
- Significant academic progress made in a subject
- Outstanding piece of work
- Excellent test/examination result
- Outstanding contribution to the lesson
- Showing academic initiative/independent learning
- Working with resilience and determination
- Consistently positive attitude to academic work

Positive Contribution Points (PCs) – can be given for the following

- (a) Organising and delivering a Year Group assembly
- (b) Challenging unfair behaviour towards another pupil
- (c) Tidying up without being asked
- (d) Ongoing support of other pupils in school
- (e) Outstanding extra-curricular achievement
- (f) Helping at a School event
- (g) Being an excellent role model
- (h) Commitment to the School community
- (i) Helpful to School staff
- (j) Being an ambassador for the School

1. For every 10 points pupils receive communication home (e-mail or text alert)
2. Then a choice of:

- *Free item of food at break*
 - *Elevated place in the dinner queue with a friend*
 - *A small item of stationery/confectionary (held by the Head of Year)*
3. Every 10 points gained by a pupil will procure them a ticket to an end of term draw where a larger reward is on offer e.g. £25 worth of Amazon Vouchers. Every 10 reward points gained qualifies for 1 ticket in the draw.
 4. Form competition: At the end of the School Year all the points are added up and the Form that has accrued the most receives a special treat (*e.g. celebratory lunch in School*).
 5. Recognition at the Annual Senior School Prize Giving Awards event

Colours

Sixth Form students who demonstrate outstanding commitment and ambassadorship in any of the School's major co-curricular activities may be awarded Half Colours for that activity. Students who, in addition, demonstrate excellence in that activity may be awarded Full Colours.

2.2 Sanctions

The School understands that, from time to time, pupils may make mistakes. A variety of sanctions may be employed as we seek to help them to learn from their mistakes, to develop self-discipline and to reinforce the importance of good behaviour.

The levels of detentions are:

Deputy Head Detention

School Detention (after school).

Head of Key Stage Detention (one lunchtime)

Detentions can be given for a single reason (see list below) or when a pupil has been given behavioural points.

Head of Key Stage Detention

The Head of Key Stage Detention will take place one lunchtime and will be supervised by one of the Heads of Key Stage. In this session work and guidance will be given to the pupils and work set will look to support and help the pupil focus on their learning.

Head of Key Stage Detentions will be given when a pupil has been given 5 behavioural points.

Pupils will receive **Behaviour for Learning Points** for unacceptable behaviour examples of which may include::

- A missed homework deadline
- No equipment / kit

- Throwing equipment
- Late to lesson (pupil's fault)
- Eating in class
- Talking in class (after having been given a warning)
- Disruptive in class
- Misuse of devices
- Failure to tidy work space / making a mess
- Misuse of classroom
- Lack of effort in lesson

If poor behaviour in class continues after a BFL has been awarded then the teacher can request a Head of Key Stage Detention.

The School Detention

The School Detention will take place one night after school from 4.15 – 5.00pm and will be supervised by a member of Senior Management Team. Work set will look to support the pupil and focus on their learning.

Prior to the detention, Heads of Year, Heads of Key Stage and the Assistant and Deputy Heads Pastoral will receive a list of those pupils who are to be set a detention. The HofYs, HofKS and AHP will analyse the list and decide if the pupil should be set a detention. HofYs, HofKS and AHP will take into account any concerns, issues (eg SEND pupils, or pupils with emotional needs) and this will help them decide if the detention should be issued or deferred. HofYs, HofKS and AHP are also sent through all points received so that they can look to follow up and support those pupils who may require pastoral intervention.

The parents of those pupils who are to receive a detention will be sent an email and they are requested to respond.

School Detentions will be given for a single reason (see list below) or when a pupil has been given 10 behavioural points (after having served HoKS Detention for 5).

Pupils will receive **Behaviour for Learning Detentions** for poor behaviour examples of which may include:

- Deliberate refusal to obey teacher instructions
- A pupil lies to a member of staff
- Use of foul language towards another pupil
- Unacceptable behaviour towards another pupil
- Rudeness to a member of staff
- Deliberate damage to School and or pupil property

School Behaviour Sanctions

These will be for 'outside of lessons' issues.

School Behaviour Sanctions will be set by Heads of Year who will take into account any issues that they are aware of.

If a member of staff thinks that a pupil should be issued with a *School Behaviour Point* or a *School Behaviour Detention*, they will email the pupil's Head of Year with details of the incident.

Pupils will receive a **School Behaviour Point** for unacceptable behaviour, examples of which may include:

- Throwing litter
- Using foul language
- Over aggressive behaviour whilst playing on the field at lunchtime
- Playing with a ball inside
- Mobile phone being used without permission (the phone should also be confiscated as per Mobile Phone Rules)
- Uniform infringements (shirt untucked, skirt rolled up, wearing jewellery etc)
- Climbing on external wall
- Being disruptive in the library
- Deliberate refusal to follow instructions of a Prefect
- Deliberately leaving their space untidy in the dining room.
- Unsafe behaviour on the School site

Pupils will receive a **School Behaviour Detention** for poor behaviour, examples of which may include:

- Rudeness to a member of staff
- Deliberate damage to school property
- Leaving school premises at lunchtime without permission
- Poor behaviour on coach travelling to a fixture / activity
- Throwing food in the dining room
- Returning to school after 4pm with food or sweets from the shop

Deputy Head's Detention

In cases of serious misconduct, or where lesser sanctions have proved ineffective, pupils may be issued with a Deputy Head's Detention by the Deputy Head Pastoral or the Deputy Head Academic. . Pupils may also be given a Deputy Head Detention if they have received 15 BFLs/SBPs or if the Deputy Head Pastoral in consultation with the Headmaster feels that a pupil has not responded appropriately to previous lesser sanctions. These normally take place on a Saturday morning and take priority over all other school activities. Such detentions are serious matters and will normally be preceded by discussion of the problem with the pupil's parents.

Temporary and Permanent Exclusions

If a pupil commits a very serious offence, or repeatedly commits lesser offences, the Headmaster may decide to temporary or permanently exclude the pupil from the School. Examples of serious breaches of the rules that could result in one of these sanctions include, but are not limited to:

- Drug abuse and possession and supply
- Alcohol and tobacco abuse and possession and supply (including e cigarettes / vaping machine
- Theft
- Bullying

- Physical assault or threatening behaviour
- Fighting
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Behaviour that brings the name of the school into disrepute

Issues and factors that may unfortunately result in the exclusion of a pupil / withdrawal of a pupil's place at the School, are also available and detailed in the *Terms and Conditions Policy*, and this extends to the School reasonably believing that it does not possess the necessary trust and confidence any school must feel in its relationship with parent(s) to be able to school their child. (For further details see the School's *Terms and Conditions Policy*).

Sixth Form

The School does not believe that it is appropriate, or in keeping with the ethos of the Sixth Form, to manage routine problems with Sixth Form students by means of the formal detention system similar to the one that applied to Key Stages 3 and 4. Staff always seek to work with and alongside students to help and encourage them to take responsibility for their own actions (or lack of them), and to allow them the opportunity to reflect on their mistakes and to learn from them without immediately involving their parents. The importance of pastoral conversation is therefore one of the hallmarks of our work with Sixth Form students.

This said, it is important for the School to acknowledge, celebrate and record the positive contributions of Sixth Form students and to track closely student behaviour that falls below the expected standards of the School. This is done through a system of Merits and Marks as detailed below.

Merits

A SIMS based system that provides a *quantitative* and *qualitative* log of the achievements and positive contributions of Sixth Form students. Merits can be awarded under 5 broad categories:

1. Pastoral (caring for)
2. Co-curricular (taking part)
3. Academic (aiming high)
4. Service (giving back)
5. Personal Development (embracing challenge)

Examples of Merits awarded

- Positive role model to younger students
- Caring for others in the community
- Supporting other students
- Service to the School

- Leadership
- Enhancing the learning of others
- Consistently positive work ethic
- Working with resilience and determination
- Academic initiative
- Notable Academic Progress

Rewards

To include one or any combination of the following:

1. Year 12 achievement award (Prize Giving) for the most number of merits
2. Year 13 achievement award (Prize Giving) for the most number of merits
3. A letter home from the Head/Director of Sixth Form (agreed multiple)
4. Certificate of achievement (Sixth Form assemblies)

Marks

A SIMS based system that provides a *quantitative* and *qualitative* log of instances where the behaviour of Sixth Form students does not align to the standards expected of senior students.

Examples of Marks awarded

- Lack of punctuality
- Poor example to other students
- Missed academic deadline
- Lack of respect shown
- Insufficient participation
- Misuse of communal areas
- Irresponsible behaviour
- Unauthorised leaving of the School site
- Not following the uniform dress code
- Poor work ethic
- Impeding the learning of others

Sanctions

May include one or any combination of the following (at the discretion of the Director of Sixth Form and/or Headmaster)

1. Loss of free time – lunchtime and end of day
2. Loss of independent study periods
3. Formal meeting with parents
4. Removal from NULS Sixth Form

When a student is issued with a Mark or a Merit, this will be discussed with them by the relevant member of staff.

Additionally, there are various approaches that members of staff can take when managing Sixth Form students who do not produce the work that is asked of them:

- They can ask students to come to see them at a convenient time (without this being a formal detention);
- They can delay marking, work that is submitted late (as might happen at university);
- They can send students away to complete unfinished work if they consider this to be beneficial.

When problems persist, members of staff should discuss the matter with their Head of Department and then with the relevant Form Tutor and/or the Head or Assistant Head of Sixth Form and can liaise with parents directly if appropriate. If, after a period of time, the student is still struggling with what is required of him/her, full use should be made of the Progress Grade system to report the matter formally.

For more serious non-routine problems, the appropriate course of action will be discussed between parents, the student, and the Deputy Heads.

Appendix 3

Senior School Rules

All pupils are expected to abide by the school rules throughout the day, on their way to and from school, at all times whilst wearing school uniform and during any school activity. If a pupil breaks the law then they are also in breach of the school rules. Compliance with the rules is a condition of continued membership of the school. All decisions on discipline lie ultimately with the Headmaster.

Preserving Good Order

1. The highest standards of civilised behaviour are expected at all times.
2. Bullying, harassment, victimisation and discrimination will not be tolerated.
3. Pupils need to adhere to the Classroom Code of Conduct.
4. Illegal or dangerous items must not be brought into school.
5. Pupils are expected to wear the School uniform correctly and conform fully with the School's uniform and appearance regulations. School sports kit should be worn for all PE and Games lessons and sports fixtures.
6. Pupils are expected to complete homework in line with the School's homework policy.
7. Pupils staying in School after 4.15pm who are not engaged in a recognised and supervised school activity must be in either the Lancaster Library or the Stinton Cafe. The Lancaster Library is supervised until 5.30pm and the Stinton Café until 6.00pm.
8. Pupils must abide by the rules of the Library.
9. Food must not be taken out of the dining room or cafe.
10. Pupils are expected to follow the instructions of the Prefects.

Keeping Pupils Safe

11. Pupils are expected to register on time at morning and afternoon registration. Pupils arriving after registration, must sign in at one of the School offices on arrival.
12. Pupils who are taken ill or are injured during the school day must see the School nurse and must not sign out until permission is given.
13. All pupils must read and comply with the School's fire regulations.
14. If a pupil encounters a stranger on school premises without a visitor's badge, they must not let them into the School building, but direct them to the School office and/or inform a member of staff immediately.
15. Pupils in Years 7- 11 may enter the Form Room of other Forms within their year group, but not those of other year groups.
16. All pupils are forbidden from bringing alcohol into School, and pupils below the Sixth Form must not consume it either in School, whilst on a school trip or visit, or whilst in school uniform. Sixth Form students must not consume alcohol in School, whilst on a school trip or visit, or whilst in school uniform, unless given

explicit permission to do so on a specific occasion by a member of the Senior Management Team. Pupils must not be on School premises, or in the vicinity of the School, whilst under the influence of alcohol.

17. Pupils are forbidden from bringing cigarettes, other tobacco-related products or e-cigarettes / vaping machines into School and must not smoke such products either in School, whilst on a school trip or visit, or whilst in school uniform.
18. Except in the case of a controlled drug that has been medically prescribed, any use or possession of an illegal/controlled drug either in School, whilst on a school trip/visit, or whilst in school uniform is a serious disciplinary matter that may result in permanent exclusion from the School. The supply of illegal/controlled drugs to other pupils, and/or the active encouragement of other pupils to experiment with such drugs including psychoactive substances (so-called 'legal highs'), will usually result in permanent exclusion from the School. New psychoactive substances will be treated as unauthorised substances and if there is uncertainty about what the substance is, then it will be treated as a controlled drug.
19. Gambling must not take place.
20. Pupils are not allowed to sell any goods in School without the permission of the Deputy Head Pastoral.
21. Displays of physical affection are not permitted.
22. Pupils must not climb on to School roofs, or over School railings or gates.
23. When using School computers, pupils must abide by the School's network, email and internet agreement.
24. Areas out of bounds for pupils unless supervised by a member of staff: top field, sports hall, gym, swimming pool, Stubbs Field and science labs. Other areas may be declared out of bounds from time to time.
25. Stubbs Walk playground is out of bounds at all times.
26. The all weather pitch may be used for recreational purposes at lunchtime if it is not in use by the PE department. Pupils must wear suitable training shoes.
27. Pupils must not play with hard balls such as cricket and hockey balls, unless supervised.
28. Snowballing is not permitted.

Respect For Property

29. Pupils are responsible for looking after their own belongings. If they are unable to do so (for example, in a games lesson), then they must be handed into a member of staff for safe keeping or locked in the pupil's own locker.
30. Pupils must not interfere with the belongings of others without permission.
31. Pupils must be respectful of School property. Any damage done must be reported immediately.
32. All areas of the School must be kept neat and tidy. Pupils must not drop litter. Litter should be disposed of in the appropriate bins.
33. Bags should be stored neatly in Form Rooms or on the bag racks provided and must not cause an obstruction.

34. Pupils are advised not to bring into School large sums of money or expensive items.
35. Mobile phones and portable music devices must not be used during lessons (unless given permission by a member of staff) or whilst walking between lessons or whilst crossing between sites. They may only be used at break and lunchtimes.
36. Use of mobile phones or other devices to take photographs, videos or audio recordings, without staff permission, is not allowed.
37. Pupils must not play unsupervised ball games inside or within the vicinity of the School buildings.
38. Motor vehicles may be brought to School only with written permission from the Head of Sixth Form. This must be renewed on change of motor vehicle. Vehicles may not be parked in School grounds. Motor vehicles may only be used to drive to and from School and should not be used during the day. The School does not permit passengers to be carried without the permission of the parents of the passenger(s).
39. Cycles, skateboards etc must not be ridden in the school grounds. Bicycles must be padlocked and left in appropriate racks around in the School grounds. They are left at pupils' own risk.
40. Chewing gum is not allowed.

Games

41. Pupils who are selected to represent the School are required to play. This includes matches at weekends and out of normal School hours.
42. To be excused from a games or PE lesson pupils must bring a written request from their parent to the appropriate member of staff.