



# **Behaviour, Rewards and Sanctions Policy**

## **1. Introduction**

- 1.1. In recognition that good behaviour and discipline are essential to high quality education and effective learning, the purpose of this policy is to outline the School's approach to promoting positive behaviour. This policy has been reviewed to include advice and statutory guidance as per the Education Act (2011), the Equality Act (2010), the Education and Inspections Act (2006) and Behaviour and Discipline in Schools (DfE, 2016). It also includes non-statutory guidance as per Mental Health and Behaviour in Schools (DfE, 2018).
- 1.2. This policy should be read alongside Reed's School Rules and Regulations, the School Code of Conduct and Reed's School policies on:
- Anti-Bullying Policy
  - Countering Cyberbullying Policy
  - Child Protection (Safeguarding) Policy
  - Complaints Policy
  - Equal Opportunities Policy
  - E-Safety Policy
  - IT Acceptable Use Policy
  - Restraint and Reasonable Force Policy
  - Smoking, Alcohol and Drug Misuse policies
  - Taking, Storing and Using Images of Children Policy
  - Relationships and Sex Education policy

## **2. Policy Rationale**

- 2.1. The aim of this policy is:
- To give individuals a clear sense of right and wrong and promote good behaviour
  - To promote a safe learning environment in a tolerant and nurturing community
  - To make pupils aware of their social responsibilities
  - To encourage pupils to consider others
  - To encourage pupils to be well mannered and courteous
  - To praise and reward good effort, work and behaviour
- 2.2. All members of the School Community including students, staff, parents, governors and visitors should:
- Adhere to the School Rules and Regulations
  - Adhere to the Classroom Code of Conduct

- Adhere to measures implemented to mitigate the risks of Covid-19
- Adhere to the IT Acceptable Use Policy
- Adhere to the Taking, Storing and Using Images of Children Policy
- Treat one another with dignity and respect at all times, in accordance with the School's values
- Try to develop and maintain high standards of behaviour

2.3. All members of the School Community including students, staff, parents, governors and visitors should respect other members of the Community and their property and not abuse their position or age by:

- Entering into inappropriate relationships
- Committing such acts against other individuals which are illegal e.g. physical assault
- Undermining, bullying or intimidating any other member of the School Community
- Understanding the potential linkage between poor behaviour and mental health concerns

They should:

- Arrive on time for registration, lessons, meetings and other School events
- Adhere to and support the School's Dress Code
- Report incidents or actions of others which they feel threaten the welfare and security of any member of the School Community

### **3. Safe Behaviour Guidance**

3.1. There are a range of policies or rules to which all members of the School Community are expected to adhere, for example:

- Adhere to measures in response to the Covid-19 pandemic
- Read Fire Notices and respond to fire/emergency/lock down alarms
- Register on time (pupils) and sign out at Reception if leaving School early
- Report to the Medical Centre if you feel unwell or sustain an injury
- Make sure safety belts and face masks are worn when travelling on School transport.

### **4. Rewards**

4.1. A range of measures are used to reward good behaviour and work:

- A quiet word or public commendation e.g. School Assembly or House (or Year Group) Meeting.
- Record good behaviour in SIMS using the code 'B' (for Good/Helpful Behaviour) or good work using the code 'G'.
- Further rewards are gained as below if pupils gain a required number of (G+B)- (M+W).

- In the First and Second Form, pupils achieving a positive total of 9 or more in a week will receive a £5 voucher for the School Shop. In the Third Form, the target is pupils 8 or more in a week. In the Fourth and Fifth Form, the target is 6 or more in a week. Alternative rewards will be in place whilst the School Shop is closed due to the Covid-19 pandemic.
  - School Shop vouchers are also awarded if pupils gain a half-termly total of 22 or more (The Close), 16 or more (Third Form) or 12 or more (Fourth and Fifth Forms). If they have been rewarded with School Shop vouchers for good performance in a week, the total for those vouchers is subtracted from the half termly total, so do not count twice towards a voucher. Alternative rewards will be in place whilst the School Shop is closed due to the Covid-19 pandemic.
  - The pupils in each year (Forms 1 to 5) who receive the most amount of (G's & 'B's) minus ('M's & 'W's) over the term are awarded a voucher at the end of every term.
  - A 'Distinction' is usually awarded by a teacher to recognise work of an excellent standard. Those pupils who are awarded 'Distinctions' are congratulated by the Headmaster.
- 4.2. Those pupils who demonstrate strong personal qualities and good behaviour are rewarded with positions of responsibility e.g. School Prefect, House Captain, Sports Team Captain, NCO in CCF. Upper Sixth Prefects support the teaching staff with School duties.

## **5. Sanctions**

- 5.1. A range of sanctions are available to the teaching staff or other adults who are in lawful charge of students in the event of poor or inappropriate behaviour from pupils. These sanctions also apply to off-site School events such as sports matches and educational visits and at any time when under School discipline:
- 5.1.1. Record poor behaviour in SIMS using the code 'M' (misbehaviour). An 'M' will be given for minor offences. Six 'M's and/or 'W's (poor work) in a week will lead to a School Detention as will 12 'M's/'W's over a half term.
  - 5.1.2. Lunchtime Detention – given for minor misdemeanours such as having a shirt hanging out or littering. These detentions will be served in year group bubbles during the Covid-19 pandemic.
  - 5.1.3. Departmental Detention – given by the Head of Department for work related issues such as late work, poor effort or incomplete prep. These detentions will be served in year group bubbles during the Covid-19 pandemic.
  - 5.1.4. School Detention – pupils are given a School Detention for poor behaviour e.g. rudeness, aggression, disobedience, deliberately missing a School activity. School Detention takes place on Friday afternoons from 4.15pm to 5.15pm. Parents are informed by the Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic) when their child has been given a School Detention and the letter is put on record. A pupil who is given three or more School

Detentions in one term is sent to the Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic) or Headmaster and is likely to be given a Headmaster's Detention. These detentions will be served in year group bubbles during the Covid-19 pandemic.

5.1.5. Gating – Boarding pupils who misbehave can be gated for a period of time. This means the pupil is not allowed to leave the School and go home or stay with a friend.

5.1.6. Headmaster's Detention – given for serious breaches of the School Rules or persistent poor behaviour. This is a three hour detention which takes place over the weekend usually on Saturday morning from 9.00am to 12.00pm. Parents are informed by the Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic) when their child is put into a Headmaster's Detention and the letter is put on record.

5.1.7. Internal Exclusion – When a pupil is excluded from School activities, lessons may be used as an alternative or as a sanction in its own right in relevant circumstances e.g. for a boarder who cannot be sent home.

5.1.8. Fixed-term Exclusion (Suspension) – given for serious breaches of the School Rules such as stealing or fighting, or bringing the name of the School into disrepute. A pupil will be seen by the Headmaster and/or a Deputy Head and excluded from School for a fixed period of time. The Headmaster or a Deputy Head will see and write to the parents in the event of a fixed-term exclusion and the letter is put on record.

5.1.9. Permanent Exclusion – a pupil may be permanently excluded from School in the event of a serious breach of the School Rules e.g. using or supplying drugs or persistent poor behaviour. The Headmaster will see the pupil and his/her parents. Reference should also be made to the School's Exclusions Policy.

5.2. Sanctions should be used fairly, consistently and proportionately taking into account the personal circumstances of the individuals involved and also the needs of the wider School community.

5.3. The Headmaster has specific power to enable the policing of behaviour away from the School site and when pupils are not under the charge of School staff.

## **6. Right to Search**

6.1. This section has been written with due regard to the Department for Education's guidance titled "Screening, searching and confiscation: Advice for headteachers, school staff and governing bodies" (DfE, January 2018).

6.2. School staff can search a pupil for any item if the pupil agrees. Members of staff who have been authorised to do so by the Headmaster are able to search, without consent, pupils for knives or other weapons, illegal drugs, stolen items, tobacco and cigarettes papers, fireworks, pornographic or illegal images, any item suspected to have been used to commit an offence or to cause injury or damage. However, the member of staff should have reasonable grounds for undertaking this search without

consent. If a search without consent is to be conducted, it should be conducted by a member of staff specifically authorised to do so by the Headmaster. The member of staff must also be the same sex as the pupil and must have a witness, who should also be of the same sex. Exceptions to this guidance might be if the member of staff believes that harm might be caused to other pupils, if the search is being conducted in the context of mobile devices and it is not possible to summon another member of staff. If a search is carried out, only the pupil's outer clothing can be removed and if the search is of a pupil's possessions, the pupil must be present. If a pupil fails to accept a search without consent, they will be dealt with according to the School's disciplinary channels. Consideration must be given to searches undertaken during the Covid-19 pandemic so that the welfare of pupils and staff is considered.

- 6.3. A boarding Housemaster can search a boarding pupil's room for illegal substances or a stolen/dangerous item if there are reasonable grounds for suspicion.
- 6.4. Staff can examine and erase data/files on electronic devices found as part of a search if they think there is good reason to do so. In this case, staff must reasonably suspect that the data has been or could be used to cause harm, disrupt teaching or break School rules.

## **7. Confiscated Items**

- 7.1. A member of the teaching staff will confiscate items of clothing or equipment from a pupil if they:
  - Pose a threat to health and safety of others e.g. laser pen
  - Pose a threat or distraction to learning e.g. mobile phone being used in a lesson
  - Breach the uniform rules
  - Have in their possession illegal or offensive items e.g. racist material
- 7.2. Confiscated items will be returned after a period of time unless to do so would potentially cause repeat offences, in which case parents will be contacted to decide upon a course of action. Confiscated mobile phones and other electronic devices are normally kept by the Head of The Close, Middle School or Sixth Form (as appropriate) for up to seven days.

## **8. Use of Restraint and Reasonable Force**

- 8.1. Reasonable force may be used to prevent a pupil doing, or continuing to do, any of the following:
  - Committing a violent act or offence
  - Causing personal injury to, or damage to property of, any person (including the pupil himself/herself)
  - Undermining the maintenance of good order and discipline at school either during the school day or after the school day where a member of staff has lawful control of a student.
- 8.2. The use of physical force should only ever be used as a last resort, where all other strategies have failed. If a situation develops into an incident where physical force becomes necessary, the teacher should continue to attempt to communicate with the

pupil throughout. He/she should make it clear that any physical contact will cease when it no longer appears necessary, so that any physical intervention takes place for the minimum amount of time required to achieve its aim.

## **9. Bullying**

- 9.1. Incidents of bullying including cyber-bullying are dealt with in accordance with the School's Anti-Bullying and Countering Cyberbullying policies. Bullying is the behaviour of an individual or group, usually repeated over a period of time, that intentionally hurts another individual or group physically or emotionally. It involves distress to the victim at the time of the contact and also through fear of repetition, which may cause psychological damage. Everyone has a right to feel safe in and out of School and it is everyone's responsibility, staff and pupils, to prevent bullying.

## **10. Late Procedure**

- 10.1. Registration - The School has a statutory obligation to register its pupils and record attendance. Pupils must, therefore, make a conscious effort to attend morning and afternoon registration (at the start of period 4a) punctually and reliably. A pupil who fails to attend a morning or afternoon registration for no good reason three or more times in one week will be put into a School Detention.
- 10.2. Lessons and/or Sport and Activities - Pupils should make every effort to attend lessons and other School commitments on time. They should adhere to the School Rules. Failure to do so may result in a sanction up to and including a School Detention.
- 10.3. Detentions - Pupils are expected to attend a Departmental Detention, a Lunchtime Detention, a School Detention and a Headmaster's Detention on time. Failure to do so may result in the pupil being sent away and required to attend another Detention at the next scheduled time. Lateness or persistent lateness may result in the pupil being given a more severe sanction e.g. a pupil who is late for a Departmental Detention may be given a School Detention.

## **11. Complaints**

- 11.1. Pupils should complain to their Housemaster or the Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic) if they feel they have been treated unfairly. The Housemaster or Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic) will investigate and uphold or reject the complaint. If the pupil is unhappy with the decision he/she should make an appointment to see the Headmaster.
- 11.2. In the event of a parent having a complaint about a sanction imposed by the School on their son or daughter, the parent should first complain to their son's or daughter's Housemaster or to the Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic). The Housemaster will investigate and either uphold or reject the complaint. Similarly, the Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic) will investigate the complaint and discuss the complaint with the Headmaster. If a satisfactory resolution is not reached, an appointment should be made to see the Headmaster.

## 12. Monitoring Behaviour

- 12.1. Parents can, and are encouraged to, monitor their son or daughters behaviour using Firefly, through which the numbers of G/B/W/Ws can be seen. If a parent has a question about the awarding of one of these rewards or sanctions, they should discuss this with their child in the first instance. The child's tutor should then be contacted if the question remains unresolved.
- 12.2. Pupil behaviour is monitored informally by the Headmaster in his daily meetings with the Deputy Headmaster (Pastoral) / Deputy Headmaster (Academic). The Housemasters discuss pupil behaviour at informal weekly meetings and more formally with the Headmaster and Deputy Headmaster (Pastoral) at minuted Housemasters Meetings which take place twice a term.
- 12.3. The Deputy Headmaster (Pastoral) provides a termly report on pupil discipline to the School's Welfare Committee and the Governors' Pastoral Committee.
- 12.4. Pupil behaviour is also discussed at meetings of the School Council which take place twice a term.
- 12.5. The Headmaster provides a termly report on pupil behaviour to Governors.

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