



# Behaviour, Rewards and Sanctions Policy

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# 1 Related Information

## 1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

## 1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

9. The standard in this paragraph is met if the proprietor promotes good behaviour amongst pupils by ensuring that—
- (a) a written behaviour policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupil misbehaviour;
- 32.—(1) The standard about the provision of information by the School is met if the proprietor ensures that—
- (b) the information specified in sub-paragraph (3) is made available to parents of pupils and parents of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate;
- (3) The information specified in this sub-paragraph is—
- (a) particulars of the School's policy on and arrangements for admissions, misbehaviour and exclusions;

## 1.3 Supporting Documents

The following related information is referred to in this policy:

Absence Policy
Anti-Bullying Policy
Coach Code of Conduct
Complaints Policy
Criminal Justice and Immigration Act 2008
Education Act 1996
Education and Inspections Act 2006
E-Safety Policy
Expulsion and Suspension Policy
General Data Protection Regulation (2018)
Keeping children safe in education (September 2019)
Misuse of Drugs Act 1971
Safeguarding Policy
School Rules
Schools (Specification and Disposal of Articles) Regulations 2012
Screening, searching and confiscation (January 2018)

## 1.4 Terminology

**Expulsion** is the permanent dismissal of a Student from the School following serious misconduct formally recorded.

**Head** means the Head of The Haberdashers' Aske's Boys' School.

**Parents** includes one or both parents, a legal guardian, or education guardian.

**School** means The Haberdashers' Aske's Boys' School.

**School Rules** include any behaviour code or code of conduct.

**Student** or **Students** means any student or students in the School at any age.

**Suspension** is the temporary exclusion of a Student from the School.

## 2 Introduction

We aim to encourage all Students to take pride in their School and to have a sense of responsibility for all members of the community so that everyone can flourish. The School expects all members of the School community to be considerate, inclusive and role models for each other. Poor behaviour will not be tolerated and will be investigated thoroughly following a carefully set out process.

This policy is applicable to all Students at the School, although the rules and their application may differ according to their age. This policy is also mindful of and gives advice on the need for equality, malicious allegations against staff, the use of reasonable force, searching and confiscation.

The School attaches importance to, amongst other things, courtesy, integrity, honesty, good manners, good discipline and respect for the needs of others. All Students are expected to engage fully in School life, to be punctual, to work hard, to follow the School's behaviour code and to comply with the School Rules regarding uniform, see Appendix B – School Uniform. The Head (and other members of staff acting on their behalf) has authority delegated by the Governing Body to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of all members of the School community.

### 2.1 Behaviour Away from the School Premises

This policy applies to Students when they are away from the School premises, for example when:

- Travelling to and from School by whatever means
- Taking part in or supporting any activity organised by or endorsed by the School.

All Students using the coach service must adhere to the Coach Code of Conduct.

This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member of the School community or a member of the public, or which brings the School into disrepute.

The School's behaviour code is based on the premise that each Student should be able to learn in safety and in civilised surroundings. All Students should be aware that any serious or repeated breach could lead to Expulsion. The School expects the atmosphere in the classroom to be purposeful and the Students to be attentive and courteous so that there is an orderly and disciplined approach. Students are expected to complete class and homework assignments according to the published timetables and to the best of their ability.

The Head is entitled to exercise discretion in relation to the School's policies, rules and regime and will exercise this discretion in a reasonable and lawful manner, and with procedural fairness when the status of a Student is an issue.

## **2.2 Equality**

The School will make reasonable adjustments for managing behaviour which is related to a Student's special educational need or disability. The School recognises that where challenging behaviour is related to a Student's special educational need or disability, use of positive discipline and reward methods may enable the School to manage the Student's behaviour more effectively and improve their educational outcomes.

Where Expulsion needs to be considered, the School will ensure that a Student with a disability or a special educational need is able to present their case fully where their disability or special educational need might hinder this.

Due regard will also be made for any requirements relating to religious observance that affect the Student.

## **2.3 Malicious Allegations against Staff**

Where a Student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

Where Parents have made a deliberately invented or malicious allegation, the Head will consider whether to require the Parents to withdraw their child or children from the School on the basis that they have treated the School or a member of staff unreasonably.

In accordance with the DfE's guidance Keeping children safe in education (September 2019), the School will consider a malicious allegation to be one where, on the balance of probabilities, there has been a deliberate act to deceive and the allegation is entirely false.

## **2.4 Use of Reasonable Force**

Corporal punishment is never used or threatened to be used.

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance Use of reasonable force (July 2013) and only when immediately necessary and for the minimum time necessary to prevent the Student from doing or continuing to do any of the following:

- Commit a criminal offence
- Injure themselves or others
- Cause damage to property, including their own
- Engage in any behaviour prejudicial to good order and discipline at the School or among any of its Students, whether that behaviour occurs in a classroom or elsewhere.

In deciding whether reasonable force is required, the needs of individual Students will be considered, and reasonable adjustments will be made for Students with special educational needs or disabilities.

Where reasonable force is used by staff, this is recorded in writing and Parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment.

## **2.5 Searching and Confiscation**

The School staff may search a Student and/or their locker, for any item, with the Student's consent. This will always be conducted by two members of staff. Appropriate consideration will be given to factors that may influence the Student's ability to give consent. If the Student refuses, sanctions will be applied in accordance with this policy.

In relation to prohibited items, as defined in the School Rules, the Head and any staff authorised by him, may search a Student or a Student's possessions, without their consent, where they have reasonable grounds for suspecting that a Student has a prohibited item in their possession.

Such action will be taken in accordance with the DfE guidance Screening, searching and confiscation (September 2018), see Appendix A.

## **3 Behaviour**

### **3.1 Behaviour in the Pre-Preparatory and Preparatory School**

All Students must abide by the rules set out in the School Rules as listed below. A copy of the School Rules is given to all Students and their Parents and they are also available on the School website.

### **3.2 School Rules in the Pre-Preparatory and Preparatory School**

Safety:

- You must not be in the School buildings before 8.00 am and only when the member of staff instructs you
- Do not run in the corridors and wait quietly outside classrooms. Walk on the left when going up and down the stairs and along the corridors
- Take care when crossing the road over to the Senior School. Stop, look for any traffic and wait until the road is clear
- Never leave the Preparatory School without permission and telling a member of staff
- At morning break and at lunchtime, you must be in the playground unless you have permission from a member of staff
- When there is wet weather, behave sensibly in the classroom and report any problems to the member of staff on duty
- If you travel by coach, you must follow the Coach Code of Conduct; i.e. wear your seatbelt, have a mobile phone switched on and identify the adult meeting you at the coach stop
- If you travel by car, remember the 10 minute rule which is if the adult collecting you has not arrived within 10 minutes of you waiting at the Car Park then you must return to the Preparatory School to alert the Duty Teacher
- Follow the School's E-safety Policy and ICT Acceptable Use Policy for Pupils.

Courtesy:

- Uphold and take pride in the School Values
- Do not bully Students – we all have a right to be respected
- Follow the dress code of the School
- Do not use bad language at any time
- Respect the ideas of others, listen and do not interrupt them. Everyone is entitled to their opinion. Remember, if you have something to say, put your hand up and wait to be asked
- Bullying will not be tolerated; speak to a member of staff if you are worried



- Listen carefully to instructions given to you by your teachers. They are given to help you and may involve your safety
- Mobile phones should be switched off in the School
- Stand up promptly when staff or visitors enter a classroom and hold the doors for anyone who is following you
- Respect other people's property and do not take it without permission
- Always treat others as you would like to be treated yourself. Be friendly and allow others to join in your game
- Do not be spiteful or unkind
- Be honest and truthful in all that you do, and you will have done your best.

### **3.3 Behaviour in the Senior School**

All Students must abide by the rules set out in the School Rules as listed below. A copy of the School Rules is given to all Students and their Parents and is also available on the School website.

### **3.4 School Rules in the Senior School**

Attendance:

- The campus opens to Students at 8.00 am and no Student should arrive before this time
- Students should not remain on the School premises after 4.15 pm unless they are taking part in an organised activity run by a member of staff or if they are undertaking supervised study in the library
- All Students must attend School and all timetabled activities punctually and regularly
- Except in the event of illness, no Student may be absent from School without permission previously obtained. Any Student requiring planned absence from School should obtain permission from their Form Tutor by email or by letter. If the absence is longer than half a day, permission will be sought from the Head of Section. If more than one day's absence is required, Parents should write to the Head for their permission – see the School's Absence Policy
- Students are expected to be committed both to their academic work and to the co-curricular activities of the School. They have an obligation, if selected by the School, to take part in School games/matches and other out-of-School activities and to attend practices and meetings on School days, weekends and before term unless special exemption has been granted with at least seven days prior notice
- Except for short periods, exemption from Games or Physical Education lessons is granted only upon receipt of a medical certificate.

The Community:

- Students should always treat all members of the School community, visitors and members of the public with courtesy and respect
- Contact with the media in the name of the School is forbidden without the approval of the School (this includes posting on social media)
- Any action which might bring the School's name into disrepute, verbally, in print or online is forbidden
- Students in the Upper Sixth may bring cars to the School only with the written permission of the Head of Sixth Form or Senior Tutor.

#### The Campus:

- All Students must take pride in the appearance of the campus. Litter should be put into the waste bins provided
- Students are forbidden to order items for delivery to School unless permission is given by a member of staff
- Food should not be eaten inside the School buildings other than under supervision or in the Bates Dining Hall, Sports Hall catering facilities and Sixth Form Common Room unless under supervision
- Chewing gum and spitting is not permitted anywhere on the School campus
- Any malicious damage to the School property, apparatus or books must be paid for and should be reported to a member of staff immediately
- Throwing snowballs is not permitted.

#### Student Welfare:

- Stealing is forbidden
- Gambling is forbidden
- All Students must adhere to the School's ICT Acceptable Use Policy for Pupils which is widely available on HabsNet
- Bullying in any form, including cyberbullying (photoshopping images, sharing or posting online with the deliberate intention of causing upset or offence towards Students or staff) is forbidden - see the School's Anti-Bullying Policy
- Peer on peer abuse will not be tolerated – see the School's Safeguarding Policy
- Students are forbidden to possess any illegal substances while under the jurisdiction of the School
- All recreational drugs, including those not controlled under the Misuse of Drugs Act 1971, (e.g. "legal high" substances and shisha products) are forbidden
- Students are forbidden to possess or use tobacco, e-cigarettes or e-sticks

- Students are forbidden to possess alcohol. In any case of infringement of this rule Parents will be informed and Students must expect to be temporarily excluded from School. If this occurs on a School trip, Parents will be contacted and asked to collect their son at their expense
- Students are forbidden to bring illegal weapons into School e.g. Taser guns, knives, cyber-weapons. The Head and staff authorised by him have a statutory power to search Students or their possessions, without consent, where they have reasonable grounds for suspecting that the Student may have a prohibited item. Prohibited items include knives, weapons, alcohol, illegal drugs, stolen items, cyber-weapons, tobacco and cigarette papers
- Students must have regard to the School policy for mobile technology.

Rules for Senior School Students which refer to the School grounds:

- No Student may go outside the School grounds during the School day without permission from a teacher
- Unless authorised by a member of staff, the following areas are out of bounds: the Head's House, the Yew Tree Garden, the games fields and Astro turf (except for Pitch Five or the Park pitches as directed by the Director of Sport), the North Drive gate, the assault course, the woods, the water gardens, the woodland walk, the Grounds store, the roof of any building, the coach park, the Staff Common Room, the dining room, the staff offices, the staff changing rooms and the staff toilets
- During School holidays, the School buildings and grounds are out-of-bounds to all Students unless present for an activity organised by a member of staff
- Students may not visit the Girls' School during break
- Sixth formers may visit the Girls' Sixth Form Common Room and the classrooms in the Sixth Form area provided they sign in at the Girls' School. Otherwise Students are allowed into the Girls' School only by invitation for specific activities, clubs and societies. Messages should be delivered by reporting to the office in the reception area
- Maps are displayed in tutor rooms and general notice boards on the allocation of playground space for each year group. When the weather allows, permission is given for Students to use the Park pitches and Pitch Five. An announcement is made to this effect.

## **4 Rewards**

### **4.1 Rewards in the Pre-Preparatory and Preparatory School**

In the Pre-Preparatory School:

- Positive praise, stickers and House Points are awarded for good work, effort and behaviour
- The Pre-Preparatory School have a Celebration Assembly each Friday afternoon to celebrate successes in and out of the School

- The Pre-Preparatory School have The Golden Book for academic work/supporting others/good behaviour. Each week, one or two Students from each class are chosen by their class teacher to be named in The Golden Book. They are rewarded with a certificate and 5 house points in Celebrations Assembly. At the end of each half-term, the Students in The Golden Book are invited to a special tea party in the hall.

#### In the Preparatory School:

- A special award will be presented to any Student who upholds and reflects the School Values. This is a badge to wear on the lapel of the Student's blazer and it displays the School Values. This is one of the most important awards that a Student can attain.
- Presentations Assemblies are held every half term in which certificates, medals etc. are awarded and celebrated in front of the whole Preparatory School. Special achievements, academic and non-academic (including outside of the School achievements) are announced in these Presentations Assemblies
- Students are awarded House Points for their academic and creative work. Members of staff indicate the awards in the homework diary or in the Student's exercise book
- Work that shows a significant effort has been made may be awarded a Haberdashers' Stamp, which is equivalent to five House Points. The stamp is placed in the homework diary and is signed by the member of staff awarding it. The Student is also awarded a "silver star" which is placed inside the appropriate House Point Cylinder
- Work that has been deemed "Excellent" will receive a "gold star" worth 10 House Points which is placed in the appropriate Cylinder. These Students will also sign "The Book of Excellence"
- A House Cup is presented each term to the House that has scored the greatest number of House Points through a term. A cup is also awarded for the House with the overall highest total across the year
- House Leaders select the eight House Captains and eight House Prefects. The Captains are awarded a special lunch with the Head of the Preparatory School where they can discuss various School matters as well as meeting regularly with the Deputy Head (Pastoral - Prep School) to fulfil other responsibilities
- Form Captains and Vice Form Captains (termly) are awarded to Students through a democratic election process. The Students have a special lunch with the Head of the Preparatory School where they can discuss important School matters
- Roles of Responsibility:
  - Lunch Prefects are chosen by the House Captains. They look after the children in the Bates Dining Room, supporting the members of staff on duty
  - Librarians and Art Monitors, selected by the appropriate staff, are awarded badges and follow rotas supporting the Art Subject Leader and the Librarian
  - School Council members are selected by each class to serve on the Council for 1 year. Year 6 Students have the opportunity to serve on the Committee. All of the School Council representatives have a lunch with the Head of the Preparatory School

- Eco council members are also elected and meet regularly as a group and contribute to school council
- Sports Colours and values badges are awarded at the end of the autumn, spring and summer terms for Students who embody the School sporting ethos and morals, in addition to outstanding performance. The Head of Preparatory School presents these awards in the end of term assembly
- Colours are also awarded in Bushcraft climbing and hockey to Students who demonstrate outstanding commitment and performance
- Year 6 prizes are awarded in every subject, and many trophies and awards are presented in July each year of the culmination of a Student's work
- Years 3 to 5 are awarded their prizes at their own final Presentations Assembly in the summer term
- A whole School Presentation Assembly also takes place at the end of each term
- Musicians/performers are invited to perform in the School assemblies and lunchtime live sessions, from all age groups, in order to bring outstanding performances to a wider School audience
- Students who have produced exceptional work are invited to show the Head of Preparatory School what they have completed
- Many achievements are noted publicly in the Head of Preparatory School's Newsletters and on the School website
- Expressive literary writing is submitted for entry into the School magazine "Skylark" and displayed on the "Excellence in English" board.

## **4.2 Rewards in the Senior School**

In the Junior School (Years 7 and 8) Students may be awarded merits if a piece of work is of a high standard or shows improvement. Merits may also be rewarded for a good deed or kind act. If work is of an exceptionally high quality, then a Head of House Merit is awarded, and a Student has to show their work to their Head of House. The culmination of Merits results in the awarding of Bronze, Silver, Gold and Platinum certificates in the Junior Assemblies.

In addition to Merits, a wide-ranging system of formal rewards exists within the House and the School.

For example:

- Head of House award House ties termly, for outstanding contributions to the life of the House
- Sports Colours are presented termly for team participation and outstanding performance
- Awards ties of various sorts are presented (Honours Ties (community service in the Sixth Form), Prefects ties, Arts ties, Aske ties (community service in the Middle School) and School Colours Ties)
- School Prefect and House Prefect badges are awarded
- Commendation prizes are awarded at a Founders' Evening and all leavers' achievements are formally recorded in the Commendation Report

- Commitment to a particular sport in a particular term is recorded in the end of term Skylight newsletter
- Printed programmes are produced recording the names of all participants in the School plays and concerts
- Art and Design Technology work is exhibited, and prizes awarded
- Head of Houses award cups within the House for a variety of contributions
- Special achievements, academic and non-academic, are announced weekly in the School and House Assemblies
- Musicians are occasionally asked to perform in the School Assemblies in order to bring outstanding performances to a wider School audience
- Scribes are occasionally asked to read out their written pieces in the School Assemblies in order to bring outstanding performances to a wider School audience
- Students who have sustained through the term an outstanding academic performance or who have clearly worked with notable diligence are asked to see the Head at the end of a reporting term.

In addition to a series of academic cups and travel awards handed out at a Founders' Evening, a small number of Students are presented with School cufflinks for outstanding excellence in a specific field.

## 5 Sanctions

### 5.1 Sanctions in the Pre-Preparatory and Preparatory School (Appendix C)

The Form Teacher will deal with minor instances of misbehaviour. Staff can issue a verbal "Red Dot warning" to make a Student aware that they are being carefully monitored in their lesson. If it is necessary to punish the Student or Students concerned, the Form Teacher must be informed. This is to check any possible pattern of misbehaviour that might otherwise go unrecorded. Depending on the seriousness of the misbehaviour, the following sanctions may be appropriate:

- Recording a note in the Student's homework diary
- Keeping a Student in at lunchtime, supervised by the member of staff issuing the punishment to allow an opportunity to reflect
- Community service such as litter duty.

However, there are occasions when a Student's behaviour is totally unacceptable, such as persistently failing to carry out instructions or not handing homework in on time. Staff will issue a verbal "Red Dot warning". Should a member of staff need to make Parents aware of any further behavioural problems, then a Red Dot will be placed in the Student's homework diary signed by the member of staff dealing with the issue. This should be countersigned by their Parents to indicate that they have noted the dot. Amongst other things Red Dots can be awarded for:

- Failure to hand homework in on time
- Not having the homework diary signed having been repeatedly asked to do so and after multiple warnings
- Persistently calling out
- Persistent low level misbehaviour
- Persistent talking in line.

For all Red Dots, the house leader will be notified and will speak to the Student personally before completing a PSDR that will be passed to the Deputy Head (Pastoral - Prep School). Should two Red Dots be issued for another offence within the same term, the Form Teacher will contact their Parents by telephone. Following any further Red Dots, the House Leader will address all the issues and contact their Parents. The Deputy Head (Pastoral – Prep School) will be informed and may ask their Parents to come into the School.

Red Dots are not used in the Pre-Preparatory School. Should a class teacher need to make Parents aware of any problems, they will speak to their Parents at the end of the School day when the child is collected from the classroom or, where this is not possible, the class teacher will telephone their Parents.

The School sanctions include (in order of seriousness):

- A. Informal imposition – Red Dot warning
- B. Red Dot
- C. Entry into The Report Book (Preparatory School only): A Student's name will be entered into the Report Book for lying or physical and/or verbal abuse and the Form Teacher will be informed. The Head of Preparatory School sees these Students and their Parents are contacted. A second instance in a term would lead to a meeting with their Parents and the School
- D. A warning letter of concern
- E. An Internal Suspension - removal from normal classes for a day or more
- F. Temporary Exclusion from the School- Suspension
- G. Permanent Exclusion from the School – Expulsion.

These are implemented at the discretion of the Head, the Head of Preparatory School and the Deputy Heads after detailed investigation and consultation. Suspension offers the opportunity for reflection and will only be used where a Student's place in the School is in doubt. Suspension sets in motion a procedure that examines a Student's suitability as a Student.

#### *5.1.1 Progress Book in the Preparatory School*

A Progress Book can also be used to monitor pastoral or academic issues. A Student whose effort or attainment in work persistently fails to reach satisfactory standards may be required to complete a Progress Book. This requires an assessment of the effort of the Student in class work and in homework throughout an entire week or over an agreed period of time. The Form Teacher will issue the book

after communication with Parents. At the start of each teaching period, the Student must present the Progress Book to the teacher. At the end of the period, the teacher will write an appropriate comment and sign it at the end of each day, the Student must take their book home for their Parents to comment on. This also requires the Student to reflect on the day and make a comment about their progress. Towards the end of the agreed period of time, the Form Teacher will re-establish contact with the Parents to inform them of their child's progress towards the desired objectives.

### 5.1.2 *Misbehaviour on the Coaches*

The School Rules and Coach Code of Conduct apply on the School coaches and if a Student misbehaves whilst on the coaches, the misdemeanour is reported to the Transport Manager who may refer the incident to the Deputy Head (Pastoral – Prep School). If there are further incidents involving the same Student, a letter will be sent to their Parents informing them that any further problems will result in removal of the Student's coach pass for a determined time.

## 5.2 **Sanctions in the Senior School**

### 5.2.1 *Misbehaviour*

The School aims to provide a positive respectful environment for all Students. Most instances where a Student is behaving in a way which is affecting the learning or safety of himself or others will usually be prevented by communicating clear expectations and admonishing the Student. The School Values are a basis for the School's expectations.

For Level 1 sanctions, it is expected that the Student will receive a verbal warning and an opportunity to change his behaviour before the sanction is issued.

Level	Sanction	Issued by	Disciplinary issue	Notification
<b>1</b>	Departmental Detention	Issued by subject teacher using iSAMS	Low-level behavioural offences in lessons	Head of House via iSAMS Parents only notified at discretion of Head of House
	Lunchtime Litter Duty	Issued by any member of staff using iSAMS	Low-level behavioural offences out of lessons	Head of House via iSAMS Parents only notified at discretion of Head of House



Level	Sanction	Issued by	Disciplinary issue	Notification
2	Formal Caution	Any member of staff can send the Student to their Head of House or Head of Section, who will issue a Formal Caution	<p>Recurrence of low-level behavioural offences after a Departmental Detention or Lunchtime Duty has been issued.</p> <p>Behavioural offences in or out of lessons.</p> <p>Any issue which requires a Student to be taken out of lessons e.g. inappropriate haircut, major disruption to a lesson, rudeness to a member of staff.</p>	Letter/phone call home from Head of House or Head of Section
	School Detention	Issued by any member of staff using iSAMS and signed off by Head of Section	<p>Repeated academic issues after a Departmental Detention has been sat.</p> <p>Serious academic issues e.g. bunking lessons, plagiarism</p>	Parents notified by iSAMS and letter/phone call home at the discretion of the Head of Section
	Removal from Coach (temporary or permanent)	Issued by Deputy Head (Pastoral)	Continued poor behaviour on coach which affects the safeguarding of Students	Letter home from Head of Section/ Deputy Head (Pastoral)

Level	Sanction	Issued by	Disciplinary issue	Notification
<b>3</b>	Internal suspension (½ day)	Issued by Head of Section in consultation with Deputy Head (Pastoral)	Medium level breach of behaviour policy	Letter home from Head of Section/ Deputy Head (Pastoral)
<b>4</b>	External Suspension	Issued by Deputy Head (Pastoral) after full investigation and evidence has been discussed with the Head	Serious breach of school behaviour policy (1, 3, 5 days – depending on context)	Letter home from Head and follow up re-entry meeting with the Head, Deputy Head (Pastoral), Head of House or Head of Section

All sanctions are recorded on a Student's Personal Learning Plan (PLP) and a weekly summary sent to staff via email and on the Common Room Notice Board.

### 5.2.2 *Unsatisfactory Work*

If a Student produces work which is of a poor standard, they may be asked to re-do the task within a reasonable period of time. The teacher will make a note of this in the Student's diary and their Parents are asked to acknowledge it with a signature. The Student will usually be asked to show this to their Form Tutor. When necessary, a subject teacher may arrange for the Student to complete the work at lunchtime or after School, and the teacher will supervise the Student. Due warning will be given to the Student and, if appropriate, their Parents. All punishments that take up a Student's time will be recorded by a note sent to the Student's Form Tutor. Sustained unsatisfactory work or failure to complete work may result in a Student being placed on report, although this may also be used to help the Student establish a routine if this is lacking, so it is not always seen as a punishment.

### 5.2.3 *Daily Report Card*

Occasionally it may be useful to track a Student's progress on a daily basis and a Student-specific report card is made and used for this purpose. The particular concerns are stated on the report card and this is presented to each teacher, by the Student, in each lesson. The daily report is monitored by the Student's Form Tutor at registration and often Parents may be asked to sign the card daily.

The daily report will last for a maximum of two weeks. The Form Tutor will then review it. If no progress has been made, then the Form Tutor will discuss the Student with the Head of Academic Support and their Parents may be invited to attend a review meeting.

#### *5.2.4 Departmental Clinics and Support*

If a Student is either struggling with a subject or failing to meet the required standard through lack of sustained work, then it may be that they are asked to attend subject-specific clinics or support sessions. Here their academic progress will be monitored, and the appropriate support will be put in place – see Departmental Policies.

#### *5.2.5 Misbehaviour on the Coaches*

The School Rules and Coach Code of Conduct apply on the School coaches and if a Student misbehaves whilst on the coaches the misdemeanour is reported by the Transport Manager who may refer the incident to the Deputy Head (Pastoral).

The Deputy Head (Pastoral) keeps a record of all misdemeanours. More serious incidents may be punished by the removal of the Student's coach pass and a ban from using the coach service.

There is a clear referral process for dealing with incidents relating to poor behaviour. All incidents which result in a sanction are recorded by the member of staff issuing the punishment onto iSAMS. These are collated by the Pastoral Team and recorded centrally. This allows for members of the Pastoral Team to spot trends in poor behaviour.

## **Appendix A - Searching and Confiscation**

All Schools have a general power to impose reasonable and proportionate disciplinary measures on Students (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a Student's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), Screening, searching and confiscation (September 2018).

### **1. Prohibited Items**

The following are "prohibited items" under Section 550ZA (3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that a member of staff reasonably suspects has been, or is likely to be used:
  - To commit an offence, or
  - To cause personal injury to, or damage to the property of, any person (including the Student) and
- Any item banned by the School Rules identified as an item which may be searched for. Students must not have any such item in their possession on the School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip).

### **2. Searching with Consent**

Before any search is undertaken, the Student will usually be asked to consent. In seeking consent, the age and maturity of the Student will be taken into account, together with any special needs the Student may have. Where possible two members of staff will always be present. Written consent will not usually be required. If a member of staff suspects that a Student has an item that is banned by the School, they can instruct the Student to turn out their pockets or bag. If the Student refuses, disciplinary action may be taken in accordance with this policy.

### **3. Searching for Prohibited Items**

Where the Head or an authorised member of staff has reasonable grounds to suspect that a Student may have a prohibited item, consent is not required, and the search will be carried out. Reasonable force may be used during such a search, with the exception of searches for items banned by the School Rules.

The Head has authorised the following staff to carry out searches and retain or dispose of items in accordance with this policy:

- Members of the Senior Leadership Team or Extended Leadership Team
- Designated Safeguarding Leads
- Designated Visit Leaders.

Searches will be carried out only on the School premises or, if elsewhere, where the member of staff has lawful control or charge of the Student, for example on a School trip or in training settings.

When Students travel outside England on a School trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which Students are outside England.

If it is believed that a Student has a prohibited item, it may be appropriate for a member of staff to carry out:

- A search of outer clothing
- A search of School property (e.g. Student's locker or desk)
- A search of personal property (e.g. bag or pencil case).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a Student or their possessions will be carried out in the presence of the Student and another member of staff. Where a Student is searched, at least one member of staff present will be the same gender as the Student.

Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a Student of the opposite sex and/or in the absence of a witness.

Where the Head or member of staff authorised by the Head find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

#### **4. Confiscation**

Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a Student's property as a disciplinary penalty where it is reasonable to do so. Confiscation of an item may take place following a lawful search as set out above, or however the item is found, if the member of staff considers it to be harmful or detrimental to School discipline.

## **5. Searching Electronic Devices**

An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been or could be used to cause harm, disrupt teaching or break the School Rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased if there is good reason to suspect that the data or files have been or could be used to cause harm, disrupt teaching or break the School Rules.

If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or of a criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

## **6. Disposal of Confiscated Items**

Alcohol: alcohol which has been confiscated will be destroyed.

Controlled drugs: controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the Student.

Other substances: substances which are not believed to be illegal drugs, but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

Stolen items: stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.

Tobacco or cigarette papers: tobacco, cigarette papers, e-cigarettes or e-sticks will be disposed of.

Fireworks: fireworks will not be returned to the Student. They will be disposed of safely at the discretion of the Head or other authorised member of staff, which may include donation to an appropriate charity.

Pornographic images: pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the Student has been abused, the School's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.

Other pornographic images will also be discussed with the School's Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority, the images will be erased after a note has been made for disciplinary purposes confirming the nature of the material.

An article used to commit an offence or to cause personal injury or damage to property: such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.

Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.

An item banned under the School Rules: such items may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of.

Electronic devices: if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break the School Rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded, the device must be collected by their Parents, and the Student may be prohibited from bringing such a device onto the School premises or on School trips. In serious cases, the device may be handed to the police for investigation.

## **7. Communication with Parents**

There is no legal requirement for the School to inform Parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, the School will inform their Parents of any search that takes place and provide details of any items that have been found. In appropriate cases the School will consult Parents on how the School should dispose of certain items.

The School will keep a record of searches carried out, which can be inspected by Parents of the Student(s) involved, subject to any restrictions under the General Data Protection Regulation (2018). The record will include details of the disposal of items confiscated.

Complaints about searching or confiscation will be dealt with through the School's complaints procedure. See the School's Complaints Policy.

The School will take reasonable care of any items confiscated from Students. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

## **Appendix B – School Uniform**

### **1. Years 1 and 2 (Pre-Preparatory School)**

- School blazer with crest
- School cap with crest
- Trousers/School shorts – charcoal grey
- Polo Shirt – blue with striped collar
- Pullover – V-neck, navy blue with the School crest
- Socks – grey
- Shoes (not boots or trainers) - formal, plain and black
- Trainers (for Students to change into at break times)
- Scarves/hats if worn must be of the recognised School colours and purchased from the School Shop
- Coat – plain blue
- Art apron
- School bag
- Pre-Preparatory may come to School in games kit/tracksuits on games days
- Hair styles must be moderate and well groomed, of even cut and colour, not excessively short, and off the collar. Earrings, studs or other facial adornment are not allowed.

### **2. Years 3 to 6 (Preparatory School)**

- School blazer with crest
  - Trousers/School shorts – charcoal grey
  - Shirt – plain, blue
  - Tie – recognised house colours
  - Pullover – V-neck, navy blue with the School crest
  - Socks – grey
  - Shoes (not boots or trainers) - formal, plain and black
  - Trainers (for Students to change into at break times)
  - Scarves/hats if worn must be of the recognised School colours and purchased from the School Shop
  - Coat – plain blue (purchased from School Shop)
  - Art apron
  - Briefcase or School bag (purchased from the School Shop)
- Hair styles must be moderate and well groomed, of even cut and colour, not excessively short, and off the collar. Earrings, studs or other facial adornment are not allowed.



### 3. Years 7 to 11 (Senior School)

- School blazer with crest
- Trousers – charcoal grey
- Shirt – plain white
- A recognised School tie
- Pullover – V-neck, navy blue with the School crest
- Socks – grey or black
- Shoes (not boots or trainers) – formal, plain and black – clean and polished
- Scarves/hats/gloves – navy
- Coat – dark navy or black
- Hair-styles are required to be moderate: hair should be its own natural colour, lie off the collar and be of an even cut; very short or long on top cuts are inappropriate; ‘business-like’ should be the guiding factor
- No earrings, studs, other facial piercings or fashion jewellery such as rings are to be worn; tattoos are forbidden
- Mouth guards must be worn for Rugby and Hockey.

### 4. Years 12 and 13 (Sixth Form)

Sixth Formers are required to dress in a manner that is, in the opinion of the School, formal and restrained. The School are very proud of the smart appearance of the School’s Sixth Formers and respectfully ask that they adhere to the detail outlined in this code in order to maintain an identity suitable for senior Students with a leadership role. Students may be sent home in cases of not adhering to the code of appearance. Sixth Formers at Haberdashers are distinctive and distinguished by the wearing of formal, smart and business-like suits as follows:

- A suit of traditional formal style and cut; no loud stripes or checks; black; grey or blue
- A pale-coloured shirt, plain or with discreet stripes or checks; black and strong colours are inappropriate; top-buttons are to be done up
- A tie of choice; Students must avoid garish designs and colours
- If a pullover is worn, it must be a V-neck in a dark shade, with no zips, buttons or hoods
- Black formal shoes; no casual shoes, trainers or boots
- No earrings, studs, other facial piercings or fashion jewellery such as rings are to be worn; tattoos are forbidden
- Hairstyles are required to be moderate: hair should be its own natural colour, lie off the collar and be of an even cut; very short or long on top cuts are inappropriate; ‘business-like’ should be the guiding factor

- Students are expected to be clean-shaven. If a Student wishes to grow their beard for a religious reason, they should seek permission and collect a form to fill in from the Head of Sixth Form.

## Appendix C – Preparatory School Sanctions Guidelines

### 1. Informal Imposition

Before implementing a formal sanction for minor misbehaviour, colleagues should consider using a less formal intervention. This might include writing a note in the homework diary which should be signed at home or phoning home and advising the House Leader and the Form Teacher that a call has been made.

Informal imposition	Examples include
<ul style="list-style-type: none"> <li>Name written on board</li> <li>Conversation between staff</li> <li>Behaviour management – Form Teacher's role at this point</li> <li>Red dot Warning (complete blue PSDR)</li> <li>Reflective time at break</li> </ul>	<ul style="list-style-type: none"> <li>Minor disruption in class</li> <li>Not following instructions</li> <li>Missing one piece of homework</li> <li>Not having diary signed – 1 warning and 1 Red Dot warning before Red Dot</li> </ul>

### 2. Formal Sanctions

Formal sanctions are more serious than informal impositions and should be recorded as follows:

- A blue PSDR should be completed and submitted to the House Leader
- Information should be entered onto iSAMS
- Sanctions remain on the Student's file
- Blue forms should be given to the Deputy Head (Pastoral - Prep School)

Formal imposition – Red Dot (Form Teacher and House Leader must be informed)	Examples include
<ul style="list-style-type: none"> <li>Keeping a Student in at lunchtime, for a short period of time, supervised by person who gave the Red Dot – can be any day that suits staff</li> <li>Letter of apology written at home and signed by Parents – seen by House Leader – scanned into iSAMS</li> <li>Spend part of lunchtime outside Deputy Head's office</li> <li>Reflective time at break</li> <li>Miss club activity at lunchtime</li> </ul>	<ul style="list-style-type: none"> <li>Repeated/continued disruption to class</li> <li>Distracting others in class</li> <li>Use of foul language</li> <li>Forgetting to have homework diary signed <b>twice</b>, having been repeatedly asked to do so and failed to get it signed by specific extension deadline</li> <li>Missing the extended deadline for an already late piece of work</li> <li>Persistent calling out</li> <li>Persistent talking in line</li> </ul>

<ul style="list-style-type: none"> <li>Community service e.g. pick up litter</li> <li><b>2 Red Dots – inform Form Teacher (who will call home), House Leader and Phase Leader</b></li> <li><b>3 Red Dots – inform Form Teacher, House Leader (who will call home) and Deputy Head (Pastoral – Prep School) (who may ask parents in)</b></li> </ul>	<ul style="list-style-type: none"> <li>Impolite</li> <li>Leaving the dining room without permission from staff member</li> <li>Minor coach issues</li> </ul>
<p><b>Formal Imposition – Report Book</b> (Form Teacher, House Leader and Deputy Head (Pastoral – Prep School) must be informed. Head of Prep to see Student)</p>	<p><b>Examples include</b></p>
<ul style="list-style-type: none"> <li>Staff member who gives the imposition discusses with House Leader. House Leader decides who phones the Parents and informs the Form Teacher and Deputy Head (Pastoral – Prep School)</li> <li><b>The House Leader or Deputy Head (Pastoral – Prep School) will call if another entry</b></li> <li><b>Full</b> letter of apology – signed by parent and scanned into iSAMS</li> <li>Time for reflection on the issue – maybe a written passage on what they have done wrong and how it can be rectified</li> <li>Removal of position of responsibility – Form Captain, monitor etc for a maximum of 2 weeks depending on severity</li> <li>Lose coach pass for 1 or more days</li> <li>Year 6 – Prefect badge removed</li> </ul>	<ul style="list-style-type: none"> <li>Serious incident/disruption in class</li> <li>A second 'red dot' level incident of poor behaviour in lessons</li> <li>Lying</li> <li>Physical or verbal abuse</li> <li>Rudeness</li> <li>Bullying</li> <li>Vandalism</li> <li>Stealing</li> <li>Racism</li> <li>Coach issues – not wearing a seatbelt, telephoning other Students, shouting, rudeness to driver/steward, filming – the Transport Manager will be made aware</li> </ul>

**A second instance in a term, or third in a year, (Report Book), would lead to a meeting between the Parents and the School (the Head, Senior Deputy or Deputy Head (Pastoral – Prep School)).**

**Progress Book** – used for academic and/or behavioural issues. Parents must sign daily. Length of time on the book should be determined by the Form Teacher in discussion with Parents and staff reports.

- Academic support in subject(s) – (may be effort related) discussion between Parents, Form Teacher and Student
- Support Student's behaviour and wellbeing – Form Tutor and Parents' discussion – notify rest of staff so that they know to sign it after a lesson.

### **3. Further Sanctions**

Further sanctions in order of seriousness:

- Warning letter of concern
- An Internal Suspension – removal from normal classes for a day or more
- Temporary Exclusion from School – Suspension
- Permanent Exclusion from School – Expulsion.

## **Appendix D – Special Arrangements for COVID-19**

Upon returning to School under the guidance from Government, some specific arrangements apply regarding behaviour. Note this is an appendix to the policy and the main body of the policy still applies.

All Students must:

- Strictly follow all altered routines for arrival and departure, and alterations to timings of the School day
- Move around the School as per specific instruction and only go to areas of the School as directed by staff
- Avoid mixing with students from other year groups wherever possible
- Follow clear School instructions on hygiene, such as hand washing and sanitising, and follow hygiene expectations regarding sneezing, coughing and using tissues.
- Follow instructions on social distancing and avoiding touching other students and their equipment at all times
- Only use School equipment and resources as directed by staff
- Abide by rule regarding the use of toilet and handwashing facilities
- Avoid, at all costs, coughing, sneezing or spitting towards any other student or member of school staff
- Respect the choices of others in relation to the wearing of face coverings and recognise that some students and staff will have personal, medical or family reasons for deciding to wear, or not to wear, face coverings.

Any student found to be deliberately breaking these rules will be deemed to be endangering the health of other members of the school community and must expect serious sanctions to be imposed.