



# Rewards, Behaviour and Sanctions Policy

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Date of next review:	September 2023
Owner:	Deputy Master
SLT committee responsible:	-
Intended audience:	All staff, parents and pupils
Location:	School portal and website

## 1. Introduction

1.1 Haileybury is a Christian foundation and the School's ethos and values reflect this. At Haileybury, we aim to:

- provide a spiritual, ethical and intellectual framework within which fundamental issues can be explored and informed choices made;
- promote respect for all individuals (regardless of any protected characteristic including sex, gender, identity, sexuality, disability, race, nationality, ethnicity, religion or belief);
- encourage a willingness to help others;
- foster excellence in scholarship and academic studies;
- be a happy and purposeful school with a culture of inclusivity that celebrates equality and diversity;
- offer an experience rich in variety, challenge and reward.

1.2 We aim to give all of our pupils the opportunity to discover and develop their talents to the full. We also hope they will grow as human beings and that they will develop a sense of self-discipline within a firm ethical, moral and spiritual framework.

## 2. Pupil behaviour

2.1 **Our expectations:** We expect good behaviour from all of our pupils so that they can flourish in a well-ordered community and so that they can achieve success and develop their self-confidence. We are committed to being a welcoming and friendly community, where pupils are encouraged to respect one another and to be helpful and tolerant. It follows that all pupils should be free from discrimination of any kind.

We provide a comprehensive pastoral support system for all pupils through which good behaviour is taught and modelled. Pastoral support is provided by, amongst others, Housemasters/Housemistresses (HMs), Tutors, Matrons, the School Counsellor, the School Doctor, the Proctor, the School Chaplain, the Deputy Master and the Master.

Our rules and expectations are set out in the Pupil and Parent Handbook which is provided to all pupils and parents at the beginning of the academic year. All pupils new to the School and those at key transition points are made aware of the expectations that the School has of them regarding behaviour and discipline.

Pupils are encouraged to recognise the importance of good behaviour in various ways including:

- in Wellbeing and in Theology and Philosophy classes where the values of friendship and tolerance are stressed;
- in Chapel where Christian values and the importance of love, tolerance and being a good neighbour are regularly taught (pupils have the chance to lead worship in Chapel as well as to receive these important messages from others);
- in tutorial sessions where groups and also individuals meet with their Tutor and discuss incidents, issues, values and concerns;
- in House, where the HM, Tutor and Matron will regularly praise achievement and will have many opportunities for one-to-one discussion with pupils; HMs also relay news about achievement and good conduct to parents.

All of these aspects work to support our Countering Bullying Policy (available on the Policies page of the [School Portal](#) or [website](#)) by raising standards of behaviour and reducing the likelihood of bullying.

2.2 **Behaviour issues and child protection:** In assessing cases of poor behaviour, consideration should be given as to whether the behaviour in question gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Consideration should also be given as to whether poor behaviour could be the result of an unmet special educational need or disability or because a pupil is experiencing other difficulties, perhaps when moving from another country or school. Where these causes of bad behaviour might be relevant, parents, guardians and other agencies may be consulted and the appropriate school policy followed. Consideration will also be given to any mental health or wellbeing need.

2.3 **Rewards and incentives:** Pupils respond best to recognition, appreciation and encouragement and, with this in mind, there is a strong emphasis on praise, encouragement and reward at Haileybury. Staff are encouraged to give praise where it is due, including providing feedback to a Tutor/Housemaster/Housemistress or the Head of Year/Head of Performance when a pupil does well.

One way in which pupils can receive recognition for achievement is through the Yellow, Blue and Green Ticket system. These are registered on iSAMS.

- **Yellow tickets** are used to commend improvement as well as to recognise outstanding achievement in academic work. For example:
  - an outstanding piece of Prep or class work;
  - a significant improvement in the quality of a piece of Prep or class work (i.e. showing considerable improvement from one task to the next);
  - outstanding progress at a certain stage in a project or extended piece of work;
  - a presentation to the class that demonstrates effort or achievement beyond the expected level;
  - an excellent contribution to a group task;
  - a significant improvement in a subject-specific skill;
  - an excellent piece of extension work;
  - an intelligent and thoughtful contribution to a lesson showing that the pupil has done some reading or research outside of class;
  - a significant improvement in focus and motivation within a subject.

The following steps will be used to congratulate pupils for gaining a specific number of yellow tickets within a term:

- 7 = announced in Call in House by HM
  - 14 = announced in tutor group meetings and year group assembly and email sent from Head of Year
  - 21 = announced in Lists and congratulatory meeting with the Assistant Head (Academic)
  - 30 = congratulatory meeting with the Master
- **Blue tickets** may be awarded to a pupil when they have shown kindness, thoughtfulness and delivered acts of service to others in the community, for example:
    - outstanding support for or kindness to peers;

- outstanding 'Community Action' work (volunteering, service programme, outreach programme);
- one-off acts of kindness and generosity;
- helping others in any school context;
- significant commitment to service projects over a period of time.
- **Green tickets** may be awarded to a pupil when they have shown outstanding achievement or significant improvement in their co-curricular endeavours, for example:
  - outstanding effort, achievement or improvement in any area of co-curricular activity;
  - an excellent performance for a school sports team, or in a concert or drama production;
  - outstanding commitment to an optional activity, club or society;
  - excellent leadership in CCF, or any other co-curricular area;
  - significant improvement in a skill.
- **Colours** are awarded to recognise distinction in the co-curricular field. This will embrace sport, music, drama, service and other conspicuous contributions to the co-curricular life of the School.
- **Academic Exhibitions** are awarded termly to those pupils displaying the very highest academic standards across the School, and are usually awarded in Lists.

In addition, other mechanisms exist for the recognition of positive achievement, as follows:

- recognition for individual or team achievements at House meetings;
- announcement of particularly prominent individual or team successes at Lists (School Assembly) on Monday mornings, which will include the award of cups, trophies and prizes as appropriate;
- the presentation of certificates by the Master in Lists on Monday mornings;
- the award of prizes on Speech Day as a result of achievement and involvement in the activities of the School.

2.4 **Pupil leadership:** We are keen for the pupils to express their opinion about how the School is managed through their representatives in the School Senate. Each House has representatives from the Sixth Form and the Middle School. Lower School also has its own Senate which includes representatives from each tutor group.

Pupils are encouraged to behave well and act as positive role models to each other and to the wider community through a variety of activities. For example:

- in sports and games, where they learn to accept victory and defeat in a sporting fashion and with good grace;
- in community service, where they learn to appreciate their own good fortune and the importance of giving willing and consistent support to others in the community;
- those who are appointed, following application, as College Prefects will be expected to lead by example in setting high standards of behaviour for others to follow. As emphasised in the Countering Bullying Policy, such senior pupils have a significant role in the prevention and reporting of bullying behaviour.

### 3. The role of the teacher

- 3.1 Teachers play a key role in encouraging and maintaining good standards of behaviour, developing good relationships between adults and pupils at the School; modelling respect and tolerance in their own conduct; and in upholding the School's Countering Bullying Policy. The School's expectations are set out during staff induction when a new teacher joins the School. Additional targeted sessions offering support and further training to staff on various aspects of pupil and staff behaviour are covered within Haileybury's Professional Development Programme.
- 3.2 The School's expectations of teaching staff are that they will:
- have high expectations of pupils in their behaviour and achievement in lessons;
  - provide consistent classroom management of the pupils in lesson time;
  - model good behaviour in their own conduct and manner towards the pupils;
  - insist on good conduct on the sports field;
  - discuss issues with tutees in one-to-one and group sessions;
  - challenge examples of poor behaviour, including child-on-child abuse, and any form of unconscious bias or discrimination.

### 4. Sanctions

- 4.1 **General principles:** We believe that the essence of all discipline is self-discipline; the aim of the teacher is to develop this quality in pupils. All pupils are asked and expected to:
- co-operate with their teachers and treat them with respect;
  - co-operate with their fellow pupils and treat them with respect;
  - help to promote a constructive and purposeful attitude in the School;
  - speak the truth and act honestly;
  - aim to do their best in all they undertake;
  - maintain high standards of behaviour and appearance;
  - accept reprimand with good grace when they fall short of these expectations.

Recognising that an important part of growing up is learning to accept that wrong actions attract consequences, we try to keep sanctions to a minimum. Teachers are encouraged to address any unacceptable behaviour themselves with pupils directly in the first instance. If further action is necessary, the next step is to issue a red flag on iSAMS. More serious incidents should be recorded on CPOMS as a 'behaviour related log'.

As part of the follow-up for poor behaviour, we believe that we have a responsibility to educate pupils about why their actions were inappropriate. In certain cases, such as where behaviour might amount to discrimination, and if it is deemed appropriate by the Proctor, some students might be placed on the **Anti-Discrimination Programme**, an intensive course which enables individuals to engage with high-quality educational materials and in an ongoing dialogue with the Diversity and Inclusion Coordinator, the Assistant Head (Professional Development and EDI) or another appropriate member of staff, to better understand their behaviour.

There will be certain situations where the use of mediation or the principles of **Restorative Justice** would be appropriate. The School will always seek to use Restorative Justice where it can be positively implemented to enhance student relationships and behaviour.

Where a pupil or a group of pupils behaves poorly outside the school grounds and that behaviour is likely to bring the School into disrepute or to cause repercussions for the orderly running of the School, Haileybury reserves the right to take action against that pupil or group of pupils. Examples of such circumstances could include behaviour while travelling to or from school, while at away matches or whilst off-site but in a local town. The full range of sanctions may be considered for use in responding to such cases.

The sanctions below are permitted at Haileybury. This list is not exhaustive and additional sanctions may be issued at the Master's discretion.

4.2 **School sanctions:** School sanctions are issued by the HM, Proctor, Deputy Master or another senior member of staff. Meal cards are issued to pupils who persistently miss meals (or a particular meal e.g. breakfast); uniform cards are issued to those who break the School's uniform rules. Staff issuing school sanctions will log incidents using iSAMS.

4.3 **House-based sanctions:** The HM and House Tutor Team will explain to all pupils the expectation of good, considerate and appropriate behaviour in order for the House to function effectively and for the benefit of all. When a pupil's behaviour falls short of these expectations (e.g. talking after lights out, disrupting study sessions, not signing out when leaving House during free-time, using mobile phones during study or after lights out) the HM/Tutor/Matron will choose the course of action to take. This may include initially reminding them of the rules, issuing a verbal warning or issuing a sanction. The following list of sanctions is not exhaustive but is indicative of the type and extent of the sanctions issued:

- House gating (confinement to House for a period no longer than 24 hours without authorisation from the Proctor);
- signing in with the HM/Tutor during free time;
- early bedtimes (only in exceptional circumstances to include loss of weekend exeat privileges);
- early morning registration (no earlier than 7:00am);
- House detention to a maximum of one hour;
- pupil separation (for example to an alternative room) during study period;
- additional confiscation of mobile telephone / iPad / electronic devices.

HMs will seek authorisation of the Proctor to use sanctions not listed above. House staff issuing House-based sanctions will log all incidents using the 'House Sanctions' flag in iSAMS.

4.4 **Classroom behaviour management:** It is always best for classroom teachers to try and resolve issues with pupils through dialogue. However, in some situations it is necessary for teachers to use sanctions. The School, and all members of staff, hold the highest expectations of all of our pupils. Our belief is that every single pupil has the right to learn in a focused, committed and safe environment. We expect that all pupils will be prepared for their lessons, will focus during their lessons and will be polite and courteous to their fellow learners.

Accordingly, we reward and sanction pupils' behaviour and attitudes during lessons. Where a pupil has completed a single piece of work to a high standard, or is consistently performing to a high level, they should be awarded a yellow ticket as explained above.

Where a pupil is inadequately prepared for a lesson, the teacher will flag this using the iSAMS behaviour flagging system under the category 'Organisation'.

Within an individual lesson, if a pupil is behaving poorly, it is expected that they will receive a verbal warning. In the first instance, a teacher may choose to manage this within the lesson, either by moving the pupil, by keeping them back at the end of the lesson, or by using their tone of voice to clarify their expectations.

If this behaviour continues, it will be recorded on iSAMS as a behaviour flag, under the category 'Focus'. Flags can be given when pupils are off task, talking, shouting out or distracting each other. Where pupils' attitude is poor, either in being rude to pupils or to staff, this can be flagged under 'Attitude'. When recording flags on iSAMS, the teacher should note what action has already been taken. This may include putting the pupil into a school detention (see section 4.5).

It is expected that Heads of Year, HMs and Tutors will monitor trends in pupils' organisation, focus and attitude and take further action if appropriate such as placing that pupil on an Academic Report Card.

Once behaviour has been flagged, if the pupil continues to disrupt the lesson, the teacher may refer the pupil. At this point, the pupil will report to the referral teacher on duty, usually the Proctor, Assistant Head (Academic), the Deputy Head (Academic) or the Deputy Master. This member of staff will speak with the pupil in question and will make clear the expectations regarding classroom behaviour. If they are reassured that the pupil will seek to correct their behaviour, the pupil may attend subsequent lessons. A reconciliation meeting may be held. Such incidents will be logged using CPOMS as an Academic Cause for Concern.

In the lesson following the referral, if the pupil is referred again, they will meet with the Master. Such meetings will clarify expectations and will result in the pupil in question being placed on a behavioural contract.

- 4.5 **Tuesday school detention:** This can be given by a member of staff for offences such as disruptive behaviour, foul or abusive language, spitting, chewing gum, violations of the uniform regulations, being late for or skipping lessons, leaving the school site during the Half or at lunch, and incorrect equipment at an activity. Detentions are also issued to pupils who contravene the ICT Acceptable Use Policy (available on the Policies page of the [School Portal](#) and the [website](#)). Pupils placed in Tuesday school detention are supervised by a member of SLT on Tuesdays from 5.20pm to 6:00pm. Compulsory written tasks are provided for completion during such detention.

A pupil who fails to attend a Tuesday school detention without an acceptable reason will undertake the detention on the proceeding Saturday afternoon (see below).

If a pupil has been put in Tuesday school detention three times in one term they will be referred to their HM or the Proctor for a discussion about their behaviour.

- 4.6 **Lower School detention:** Lower School detentions take place on a Tuesday lunchtime between 1:40pm and 2:10pm. This can be given for similar reasons to the Tuesday school detention. Teachers enter the necessary information into "Lower School Monday Detention" on iSAMS. These detentions are supervised by the Head of LS1 or Head of LS2.

For more serious offences pupils can be issued with a Saturday school detention for similar reasons to pupils in the Main School. However, due to the ages of the pupils they sit their detentions at different times to pupils in the Main School. These detentions take place at the following times and are supervised by either the Housemaster of Russell Dore or a member of SLT:

- Level 1 - Friday 5pm - 6pm
- Level 2 - Saturday 12:30pm to 1:30pm
- Level 3 - Saturday 12:30pm to 2:30pm

All Saturday school detentions for Lower School pupils will be discussed with the Housemaster of Russell Dore, the Proctor and where necessary the Houseparent of Highfield. The Housemaster of Russell Dore or Houseparent of Highfield will write to parents of any pupils given a Saturday school detention to inform them of the sanction.

Saturday school detention for Lower School will be logged on iSAMS by the Housemaster of Russell Dore.

#### 4.7 **Saturday school detention:** The following levels of Saturday detention operate:

- **Level 1 - 5:30pm to 6:30pm:** This detention will be given for the following reasons:
  - failure to attend school detention for no good reason;
  - turning up late for a fixture without the correct kit or equipment;
  - skipping a co-curricular activity;
  - leaving at the end of a fixture or activity without permission from the member of staff in charge;
  - poor behaviour.
- **Level 2 - 7:00pm to 9:00pm:** For incidents more serious than those covered by a level 1 detention. These could include the use of foul language or poor behaviour in public or the deliberate failure to attend a co-curricular commitment when selected to represent the School.
- **Level 3 - 7:00pm to 10:00pm:** For major violations of school rules and regulations, including the first two smoking and/or drinking offences (NB: please note the Alcohol, Smoking and Vaping Policy on the Policies page of the [School Portal](#) and the [website](#) provides further detail on other possible sanctions for these issues) or for the first two being 'out of bounds' offences. 'Out of bounds' includes if a member of the opposite sex is found in the private (i.e. non-communal) areas of a House. At the discretion of the Master and DSL, a pupil may also receive this detention for bullying.
- **Master's Detention:** For disruptive behaviour within the classroom. This detention is issued by the Master and means that pupils who misbehave during lessons are not permitted to represent the School in sport.

All Saturday detentions will be discussed and agreed upon by the relevant HM, Proctor and Deputy Master. Parents of pupils concerned will be informed of any Saturday detention by the HM.

All detentions will be logged by the Proctor in iSAMS.

Lower School pupils may complete level 1 Saturday school detentions on a Monday or Wednesday lunchtime at the discretion of the Proctor and HM Russell Dore. Given their age, Lower School pupils entered for a level 2 Saturday detention may receive a Saturday Lower School detention from 11.45 am to 1.45 pm at the discretion of the Proctor and the HM Russell Dore. The Proctor reserves the right to ask Lower School pupils entered for a Level 3 detention to complete a three-hour detention on a Saturday evening.

#### 4.8 **Additional sanctions:** The following additional sanctions may be used:

- **Suspension:** A pupil may be sent home for a period at the Master's discretion. A third smoking, drinking or 'out of bounds' offence automatically results in a suspension as does smoking inside a building.
- **Internal suspension:** This is issued for the same reasons as above but when the incident occurs towards the end of the term or circumstances dictate that the pupil needs to remain in school. The pupil will be required to remain in school either on a Sunday, on a day following the official end of term or they may need to return to school before the official start of term. The length of time of the internal suspension will be at the Master's discretion. All pupils on internal suspension will have a report card signed every hour, on the hour.
- **Permanent exclusion:** This is issued for an extremely serious offence or following written warnings to parents by the Master that further offences may result in permanent exclusion. Cases of potential exclusion should be dealt with under the School's Serious Disciplinary Cases Procedure.

4.9 **General guidance to teachers:** All sanctions must be proportional to the circumstances of the case. In assessing the sanction, the teacher should consider the behaviour in the context of the surrounding circumstances including any special educational need or disability. The sanction imposed may be adjusted where a pupil has an identified special educational need or disability. Staff should liaise with the Head of Learning Support if they require guidance on appropriate sanctions for pupils in such circumstances.

4.10 **Keeping records:** Electronic records of minor incidents and any disciplinary sanctions imposed are kept by the relevant HM to evaluate the effectiveness of the approach adopted and to enable the identification of any patterns in poor or unacceptable behaviour so that appropriate remedial actions can be taken. These records will be checked by the Proctor and Deputy Master each term. In addition, the Proctor and Deputy Master will monitor the proportion of sanctions issued to pupils on the SEND register and follow up accordingly with the HM and Head of Learning Support if necessary.

Electronic records of serious incidents and the disciplinary sanctions imposed are kept by the Proctor to evaluate the effectiveness of the approach adopted, to enable the identification of any patterns (for example in bullying, and if related to any protected characteristics) and enable remedial actions to be taken where necessary. The Proctor will report any findings to the Master who will, in turn, report findings to Governors at Council meetings. The above information is also reported on a termly basis by the DSL to the Governors' Safeguarding and Wellbeing Committee.

The use of, and any threat to make use of, corporal punishment is forbidden.

## 5. Use of restraint by teachers<sup>1</sup>

5.1 **Reasonable force:** All staff should be aware of Section 550A of the Education Act 1996 which confirms that, where necessary, reasonable force can be used in limited circumstances to control or restrain pupils. Situations in which reasonable force might be appropriate, or necessary, to control or restrain a pupil fall into three broad categories:

- where action is necessary in self-defence or because there is an imminent risk of injury to the pupil or to others;

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<sup>1</sup> For further information please refer to the Department for Education document, ['Use of reasonable force – advice for headteachers, staff and governing bodies July 2013'](#).

- where there is a developing risk of injury, or significant damage to property;
- where a pupil is behaving in a way that is compromising good order and discipline.

There is no legal definition of 'reasonable force', so it is not possible to set out comprehensively when it is reasonable to use force, or the degree of force that may reasonably be used. It will always depend on all the circumstances of the case. 'Reasonable in the circumstances' means using no more force than is needed.

Force must never be used as a punishment. Staff should never lock someone into a room as a form of restraint.

In cases where staff may find themselves dealing with difficult behaviour, they are encouraged to use the following strategies:

- remain calm and measured;
- do not humiliate or insult a pupil;
- give clear reasons why the pupil's conduct is unacceptable;
- explain the consequences of the pupil's refusal to co-operate;
- avoid any action that might exacerbate the situation;
- allow the pupil to give his or her version of the incident;
- communicate in a calm way to prevent the incident from escalating;
- summon the support of a nearby colleague if necessary;
- ensure there are witnesses where possible;
- keep talking to defuse the situation;
- use physical intervention only when all other methods have failed.

**5.2 Recording incidents:** It is important and required by the National Boarding Standards that there is a written report of any occasion (except minor or trivial incidents) where force is used. Immediately following any such incident the member of staff concerned should tell the Master, Deputy Master, Proctor or a senior member of staff and provide a written report as soon as possible afterwards. The report should include:

- the name(s) of the pupil(s) involved and when and where the incident took place;
- the names of any other staff or pupils who witnessed the incident;
- the reason that force was necessary (e.g. to prevent injury to the pupil, another pupil or member of staff);
- how the incident began and progressed, including details of the pupil's behaviour, what was said by each of the parties, the steps taken to defuse or calm the situation, the degree of force used, how that was applied, and for how long;
- the pupil's response and the outcome of the incident;
- details of any injury suffered by the pupil, another pupil, or a member of staff and of any damage to property.

The reporting staff member should also keep a copy of the report.

**5.3 Informing parents:** Incidents involving the use of force can cause the parents of the pupil involved great concern. It is always advisable to inform parents of an incident involving their

child and to give them an opportunity to discuss it. The Master, Deputy Master, Proctor or member of staff to whom the incident is reported will need to consider whether that should be done straight away or at the end of the school day and whether parents should be told verbally or in writing.

## **6. Confiscation of pupil property**

6.1 The Education Act 2006 gives teachers the authority to confiscate pupil property so long as three conditions apply:

- 1) the person acting in this way has the appropriate authority, which any teacher does;
- 2) the confiscation was on school premises or while the pupil was under the School's control;
- 3) the confiscation was reasonable.

Teachers should use this authority carefully and with common sense. An obvious example is in relation to mobile phones. It would probably be judged reasonable to confiscate a mobile phone that was being used during a lesson to send or receive texts or play games, but it would probably not be reasonable or proportionate to keep that phone after the end of the school day on which it was confiscated (see the School's Searching and Confiscation Policy on the Policies page of the [School Portal](#) or [website](#) for further information).

## **7. Malicious allegations against staff**

7.1 Haileybury will investigate all allegations against staff and will follow appropriate procedures in doing so. Where an investigation reveals that a pupil has made malicious or unfounded allegations against a member of staff, the School will take disciplinary action against that pupil and the full range of sanctions will be considered in such cases.

<b>Version history</b>		
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June 2017	Safeguarding and Wellbeing Committee	
May 2018	HMs Committee	
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