



Behaviour, Rewards, Sanctions and Discipline

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Responsible Person: Deputy Head

The purpose of this policy is to:

- create an environment which is conducive to achieving the aims of the School
- provide clearly defined limits that are easily understood by pupils, staff and parents
- aid all staff in the management of behaviour
- ensure high standards of behaviour are promoted and maintained.

The policy aims to establish:

- a caring, stimulating and secure environment in which staff and pupils can work safely and productively
- good adult role models of caring, co-operative behaviour
- the reinforcement of positive attitudes to expectations
- the celebration of a wide range of achievements
- the acceptance by all School staff of a responsibility for maintaining good discipline.

The Behaviour Policy includes a system of rewards and sanctions which provide the main part of the structure for achieving the aims of the policy. Staff will try to encourage and praise pupils whenever possible and appropriate. It is hoped that such rewards will result in further motivation for improvement and will help to maintain the high level of discipline within the School.

The School believes that good discipline is best promoted by purposeful learning.

Behaviour

Warminster School's expectations require the highest standards of courtesy, integrity, good manners, good discipline and respect for the needs of others. We expect, and parents accept, that each pupil will take a full part in the activities of the School, will attend each school day, will be punctual, will work hard, will be well behaved and will comply with the school rules about the wearing of uniform and appearance. Good behaviour is promoted at Warminster in several ways. There is a strong pastoral ethos at the School which encourages positive moral and social attitudes. Church, Assembly and Life Skills events all focus on values (especially kindness, generosity, tolerance, citizenship and social responsibility). All staff are expected to act as positive role models, as are prefects, mentors and older pupils.

The School Rules are set out in the Calendar and other documents, such as the Parent Handbook, which are published annually. Parents and pupils have an opportunity on request to see the School Rules before they accept the offer of a place. When parents accept the place for their son or daughter, they confirm that they accept the authority of the Head and of other members of staff on the Head's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole. This policy, and the School rules current at the time, applies to all pupils when they are on school premises or not, in the care of the School, wearing school uniform, or

otherwise representing or associated with the School, including a school trip or activity at any place or time. Discipline is not an end in itself, but rather a means to ensure that all pupils are able to benefit fully from the opportunities the School provides. This policy therefore needs to be read in conjunction with other policies, for example Anti-Bullying, Special Educational Needs and Equal Opportunities, and also with the Parent Handbooks. Warminster Staff can rely on full support from Senior colleagues in applying the School's discipline policy.

High standards of behaviour, manners and discipline are expected of all pupils at all times. Pupils are expected to behave in such a way as to bring credit to the School. All pupils are issued annually with copies of the School Rules in their School Calendar.

The School is sensitive to pupils with special educational needs and will consider this when monitoring patterns and trends.

Particular attention is drawn to the following points:

- All conduct which is anti-social or tends to bring discredit to the School, whether on the premises or elsewhere, is deemed a breach of school rules.
- All pupils should be aware that the School expects high standards of appearance at all times. Pupils must travel to and from school in uniform unless they have permission to wear alternative clothing.
- Pupils needing to miss lessons or other school commitments must explain the circumstances to the appropriate teachers in advance and have obtained the permission of their Senior House Staff.
- Sports fixtures are compulsory for all those boys and girls selected to represent the School, and the majority of the fixtures take place on Saturdays. All pupils must understand this expectation before they arrive and will be reminded of it when appropriate.
- Pupils need to be aware of and adhere to the timings of their commitments. Punctuality is a requirement and a courtesy.
- All allegations of abuse by staff against pupils will be taken seriously and investigated thoroughly in accordance with government procedures and advice. However, all pupils and parents must be aware that if any allegations made against staff turn out to malicious or unfounded, then the School will deal with the perpetrator(s) most severely.

Rewards and Sanctions

Rewarding pupils for positive achievements is considered to be extremely important in developing a positive ethos within the School. The School very much believes in the importance of a culture of praise. Staff are encouraged at all times to offer pupils positive feedback on their efforts and achievements and to share positive information about the success of pupils in any aspect of school life. Likewise, tutors are encouraged to let parents know when their child has done something worthy of praise. A 'positive feedback' flag is available on iSAMS to inform tutors of any pupil successes that are worthy of such praise. This is available in addition to the following specific rewards:

REWARDS include:-

1. Engagement Grades allocated to pupils for all subjects in their curriculum and recorded on grade cards and in reports. All Reports and Grade Cards are recorded on the iSAMS system.
2. Prizes awarded for academic success and extra-curricular achievements on Speech Day.
3. Recognition of personal qualities by staff and peer group through the appointment or election of School and House Prefects, School Council Representatives as well as Year Group Captains responsible for organising teams for House competitions.
4. Letters of appreciation and congratulation sent by the Headmaster to pupils for outstanding work and service to the School.
5. Merits which are recorded on iSAMS. All positive iSAMS are made available to parents on Parent Portal. Pupils are encouraged to take outstanding pieces of work to the Headmaster or the Headmaster is invited to the department to see pupils' work.

6. House Points awarded for any effort made on behalf of the House – participation in teams, assisting the Head of House etc.
7. Displaying good work around the School.
8. Results of sports fixtures, music exams, drama and public speaking/debating successes are celebrated in School assemblies and by Heads of School in year group assemblies.

Colours

Guidelines:

Awards can be made in any co-curricular activity or academic subject; the crucial issue is the level of achievement made by the individual pupil. Awards are made on the basis of contribution over a period of time, rather than a single performance, however outstanding. The final decision as to whether a pupil qualifies for an award lies with the Headmaster.

Colours recognise the achievement of consistently performing or representing the School at an outstanding level.

To qualify for Colours in a particular activity a pupil should have fulfilled all of the following criteria:

- Highest level of school-based performance
- Outstanding level of commitment
- Outstanding engagement, attitude and reliability

Colours (Co-curricular)

Candidates will only be considered if they have made a significant contribution at the highest level e.g. in sport, this should be at least 75% of possible matches; for other activities, those under consideration should rank among the top performers in the School and their contribution should be the equal of that of a regular first team player. The Headmaster reserves the right to award colours to those not fully fulfilling the above, e.g. as a result of injury.

Prefects

The School strongly believes in the benefits of prefects. There are four categories of prefect in the School:

1. The two School Captains whose role it is to provide strong guidance and leadership to the pupil body as a whole.
2. The School Prefects (8-15 per year) who assist the School Captains in their role by carrying out various school based responsibilities.
3. House Captains whose role is to ensure that the pupils in their house receive strong guidance and leadership.
4. House Prefects who carry out various duties in the houses and set a clear example to others in the house.

Sanctions

While it is important to treat all pupils equally, it is accepted that staff must take additional care when administering sanctions to pupils who have Special Educational Needs, particularly if they have organisational difficulties, are receiving some form of academic support or are in transition. The School will sometimes moderate the sanction system in order to support a pupil if they have known difficulties. Consideration will also be given to any pastoral matters that may have an impact on a pupil's behaviour in class or around School, or on the quality of their work. Where there are, for example, problems at home, there is room for flexibility in the sanction system at the discretion of the Deputy Head.

SANCTIONS depend on circumstances and are applied according to which rules/ guidelines have been broken. The School Rules are listed in this policy. The sanctions imposed depend on the severity of the incident and the frequency of incidents. These sanctions reflect the powers vested in teachers by the Education and Inspections Act 2006 (EIA 2006). A full list of sanctions is attached as an appendix.

Academic and behavioural concerns are recorded and circulated through iSAMS to keep tutors and parents/house staff informed. The tutor is responsible for monitoring future progress in the matter. Serious incidents of concern should be referred to the relevant Head of School in the first instance. Sanctions include – removal of certain privileges; loss of break times to catch up academic work or perform community service tasks, detentions; being placed on academic monitoring; fixed-term exclusions and expulsion.

The School's policy is under-pinned by the following fundamental principles:

- The level of punishment should be proportionate to the seriousness of the offence.
- Punishment must be fair and consistent and, where possible, seen to be so by the pupil(s).
- All sanctions should be awarded as a last, rather than as a first, resort.
- Concerns about academic progress, behaviour or uniform can be highlighted using the 'concern' flag on iSAMS, so that tutors have an opportunity to deal with issues without resorting to sanctions.

Two forms of concern registered through iSAMS (but must be communicated verbally to the pupil first): an Academic Concern and a Behaviour Concern. The purpose of these sanctions is to separate clearly concerns about academic work from the conduct of pupils both inside and outside of the classroom.

Guidelines on sanctions

Academic Concern – relates to the quality of or effort put into academic work (in class or as prep), the engagement in a subject or a pupil's organisation.

Academic concerns are to be issued if a pupil falls short in terms of the expectations for:

- Organisation
- Engagement
- Prep
- Classwork

Behaviour Concern – relates to the conduct or behaviour of a pupil during the school day and a pupil's timekeeping.

Behaviour concerns are to be issued for:

- Absence without authorisation
- Poor conduct/disrupting the learning of others
- Lateness

The process for a Behaviour Concern for poor conduct in a lesson/activity is as follows:

1. The teacher warns the pupil clearly about their conduct, which is disrupting the lesson.
2. The pupil continues to act in an inappropriate manner and is therefore issued a Behaviour Concern.
3. Should a pupil continue to disrupt the lesson after being issued a Behaviour Concern, they should be sent out of the lesson to the relevant Head of School. If he/she is unavailable, then the pupil should seek Deputy Head (Academic).

Once an Academic or Behaviour Concern is issued on iSAMS, an automated email will be sent to the relevant tutor and HoS. Staff should enter these concerns on the day of issue. The tutor then discusses the sanction with the pupil and a brief email is sent to the teacher confirming that this matter has been addressed.

The first three Academic or Behaviour Concerns a pupil receives per half term are dealt with by the tutor. Once a fourth is received, the pupil concerned will meet with the member of staff listed below, which will

result in a suitable action plan being put in place for that individual, possibly with the use of a monitoring mechanism and if deemed necessary an appropriate detention.

- Year 7 and 8 – Head of Lower School
- Year 9, 10 and 11 – Head of Middle School
- Lower and Upper Sixth – Head of Sixth Form

Should a pupil fail to respond to the measures put in place by the staff listed above, they will be sent to the Deputy Head (Academic) and sterner provisions will be put in place. In the case of extremely poor behaviour, a pupil can expect to be issued a Senior School or Deputy Head's Detention.

Physical Intervention

Refer to the School's Use of Reasonable Force to Control or Restraint Policy and Procedures.

Corporal punishment

Under Section 131 of the Schools Standards and Framework Act 1998, corporal punishment is prohibited for all pupils in independent schools, including Warminster.

Boarding Sanctions

The following guidelines must be observed:

- Sanctions must only ever be used as a last resort; education and positive relationships between tutors and pupils (and between the pupils themselves are greatly preferable).
- All sanctions given in House should be in accordance with school policy and should be recorded on iSAMS.
- Sanctions must be applied consistently across all houses.
- At no time should sanctions be of a physical nature, humiliating or degrading.

Immediate action if a lesson/activity is being disrupted:

Pupils are expected to behave in a manner which will maximise their opportunities for learning, and those of their fellow group members. Behaviour which does not enhance learning opportunities will not be tolerated and staff will apply appropriate sanctions. Staff are expected to be sensitive to students with SEN, in particular those affected by conditions such as Tourette's or Asperger's Syndrome that can produce involuntary inappropriate responses under certain conditions. In cases of unacceptable behaviour during lessons/activities the teacher should inform the pupil(s) what it is they are doing that is causing the disruption and warn them that they will be issued a Behaviour Concern if they continue. If the disruption continues a Behaviour Concern is issued. Should a pupil continue to be disruptive they are sent to the Deputy Head/Deputy Head Academic. Pupils should not be placed in the corridor outside a lesson or be sent to the library

Detention System

These are issued for other breaches of school discipline. There are four categories of detention:

1. Lunchtime Detention
2. Senior School Detention
3. Deputy Head's Detention
4. Fixed term exclusion

The following guidelines should be applied in issuing detentions. If in doubt about the appropriate sanction, staff are asked to discuss the matter with the Deputy Head (Academic) or the Deputy Head. Sanctions should only be applied as a last resort after other avenues have been explored. Pupils should have a clear picture of the expectations of all staff and should also be given the opportunity to meet and to maintain the standards

expected before any sanction is applied. It is equally important that both good behaviour and the adherence to the common courtesies are praised at every opportunity and tutors should be informed if such praise has been given so that it can be reinforced.

While it is important to treat all pupils equally, it is accepted that staff must take additional care when administering detentions to pupils who have Special Educational Needs, particularly if they have organisational difficulties, are receiving some form of academic support, or are in transition. The School will sometimes moderate the detention system in order to support a pupil if they have known difficulties.

Consideration will also be given to any pastoral matters that may have an impact on a pupil's behaviour in class or around school, or on the quality of their work. Where there are, for example, problems at home, there is room for flexibility in the sanction system at the discretion of the Deputy Head (Academic) on the advice of HMs Heads of School or tutors. In such situations the detention system is often useful in highlighting anomalies or possible problems. Each incident will be dealt with on a case-by-case basis.

The School has a legal right to insist that a pupil attends a detention, both in the working day and outside the working day. In the case of evening or weekend detentions consideration must be taken of the pupil's transport arrangements and these sanctions are only used after discussion with the Deputy Head and parents will receive written confirmation of any sanction at least 48 hours before the detention is due to take place. Detentions at the weekend are to take place in one of the boarding houses and this must be negotiated with senior house staff. If the detention is for a serious breach of the School's Code of Conduct it is appropriate for the pupil to be required to wear school uniform for a Saturday detention.

Depending on the nature of the offence, pupils in detention will be set additional academic work to be completed during the session, engage in reflective writing tasks or complete tasks which assist the School administration, such as fixing labels to envelopes.

All teachers are entitled to put students in lunchtime Detention after consultation with the relevant HoD or Head of School. Weekend or evening detentions are arranged through the Heads of School or the Deputy Head. Teaching Assistants are not authorized to put pupils into detention.

Lunchtime Detentions:

These are issued, following appropriate warnings, to pupils only a HoD can authorise this sanction. There should be evidence of dialogue between teacher, HoD and tutor before this sanction is applied. The Deputy Head (Academic) should be copied into emails so that he has a clear idea of when such sanctions are likely.

Senior School Detentions (SSD):

SSD Detentions may only be awarded by Heads of School or staff members of SMT. The detention takes place as required on Friday evenings for one hour, starting at 5.00pm. Pupils will be required to undertake reflective writing as directed by their Head of School or the Deputy Head.

The following might, for example, merit a Senior House Staff Detention:

- Failure to attend activities (including games, music practices and sporting fixtures) without the appropriate permission.
- A repeated, minor breach of the School rules (e.g. chewing gum, incorrect use of mobile phones, unacceptable dress or appearance).
- Persistent late arrival to Registration
- Rudeness to a member of staff.
- Missing a lesson without the appropriate permission.
- Missing morning Church/Assembly without the appropriate permission.
- Being told by a member of staff to leave a lesson for disciplinary reasons.

- Misconduct deemed to be too serious for a Senior School Detention but not meriting a fixed term exclusion.
- Being off site during school hours without the appropriate permission.
- Entering other pupils' space (to include desk area/ locker) without permission.
- Certain driving offences (e.g. using the car during the School day without permission).

Deputy Head's Detention (DHD)

These are awarded by the Deputy Head or Deputy Head (Academic) for more serious breaches of school discipline (Misconduct deemed to be too serious for an SS Detention but not meriting a fixed term exclusion). A Deputy Head's Detention lasts for two hours and takes place on Saturday mornings as required. Pupils will be required to undertake reflective writing as directed by the Deputy Head or Deputy Head (Academic).

Fixed Term Exclusions:

These are awarded by the Headmaster, for very serious breaches of School discipline. They may also be awarded for repetition of an offence that initially merited a Deputy Head's Detention. During such an exclusion, pupils will not be allowed to attend lessons, the House, or activities and will not be able to represent the School competitively. At the Headmaster's discretion, an exclusion may be served on site in an area set apart from the rest of the pupils.

The following might, for example, merit a fixed term exclusion:

- Swearing about the action of a member of staff. Swearing at a member of staff is likely to result in permanent exclusion
- Leaving a boarding house after 10.15 pm without permission
- Deliberate vandalism
- Minor theft
- Violence
- Missing a Deputy Head's Detention without excuse

The lists for offences meriting a fixed term exclusion are not exclusive, but are merely given as a guide. Where a particular offence is not listed, a discussion with the Deputy Head or Deputy Head (Academic) regarding the appropriate punishment is important to ensure consistency. Any punishment must, in any case, take into consideration the particular circumstances under which an offence has been committed.

Permanent Exclusion/Expulsion

Please refer to the School's Expulsion Policy and Procedure.

Confiscation of Property

The primary aim in confiscating property is to maintain an environment conducive to learning and which safeguards the rights of other pupils to be educated. Teachers are legally entitled to confiscate property if it: poses a threat to others, poses a threat to good order, is against school uniform rules, poses a threat to health and safety, is counter to the ethos of the school or is illegal for a child to possess. Staff need to be sensitive to any items which may have religious or cultural significance.

Material which is confiscated must be kept safe. Staff should make a note of items which are confiscated and the grounds for the action. Illegal items should be passed to the Deputy Head for destruction. Other items should normally be kept for no more than 24 hours.

Consideration must be given to a pupil's need for a mobile phone, in particular if he or she travels to school on the bus, and mobile phones should be returned at the end of the working day unless there are very good reasons to keep it, such as it holding evidence for bullying or pornography. Teachers are encouraged to

pass confiscated property to the Deputy Heads' PA, Jill Cheetham, from whom the pupils can retrieve it at the end of the day. It is important to note that it is legal to confiscate a mobile phone, but not legal to investigate any material which may be stored on it without the pupil's consent.

Searches

If there is a well-founded suspicion that a student has contraband items in their possession, a search of a pupil's lockers can be made. Two members of staff in addition to the pupil concerned should be present. Pupils may also be asked to hand over substances voluntarily, for example by turning out their pockets or bag. If a pupil refuses to turn out his/her pockets etc. he/she should be advised that this could lead to serious repercussions, and could be regarded as a tacit admission of guilt.

GENERAL BEHAVIOUR EXPECTATIONS

Property and School Buildings

Pupils are responsible for their property and should avoid bringing valuables or excessive amounts of cash to school. The School enjoys an open campus but this means that there is always the possibility of occasional trespass by outsiders. Any items of value to a pupil should be stored in one of the two lockers provided for each pupil. Sports bags **must** be stored in the pupil's locker in the Sports Hall. Pupils are also advised to store watches and other valuables in their sports lockers during games sessions; no items of monetary or sentimental value should be left in the changing rooms at any time. Intentional damage to School or personal property will result in contact with parents to seek reimbursement of the cost of repairing the damage.

Out of School Visits

Pupils participating in such visits are required to behave in a manner which will maximise benefits of such an activity. Staff organising and supervising such visits will ensure parents are aware of this aspect of the events where appropriate. Pupils should be aware that they are representing Warminster School whilst on external visits of all kinds (academic, sporting or extra-curricular) and any behaviour which reflects badly on the School will not be tolerated.

Signing In and Out

Pupils are required to "sign out" and "sign in" at Reception or the Library when they leave the site before the end of the School day (eg for a medical appointment) or arrive after the register has been taken.

Behaviour/Attitude/Homework/Organisation

If pupils are failing badly in any of above aspects of their School studies then they will be placed on academic monitoring. Their performances will be monitored over an extended period of time against specified set targets drawn up by the pupil and the tutor. The monitoring book is made available to the subject teacher for comment at the end of each lesson. At the end of the School day it has to be presented to the tutor before being taken home in the case of a day pupil for a parent's signature (or back to the boarding house for the HM's signature). Completed books will be placed on the student's file until the end of the academic year.

If the offence is serious, then suspension (internal or external) from School may be necessary. This acts as a final warning to the pupil and his/her parents that if the particular offence is repeated or other serious offences committed, then it may be necessary to consider if the pupil has a future at Warminster School.

Success Criteria

- Pupils' behaviour is modified or changed to an acceptable standard bearing in mind the individual involved.
- Pupils are able to work and learn with small or large groups without restricting or affecting the progress of their peers.
- Pupils acquire the personal and social skills which will enable them to make the move into the outside world. They achieve the self-discipline to become responsible members of the community.

- The aims of the School are being achieved to a satisfactory level within the remit of the Behaviour Policy.

SCHOOL RULES AND CODE OF CONDUCT

Warminster School expects every pupil to be well behaved, honest, courteous, considerate, tolerant and take a pride in his/her appearance. Pupils are expected to support the ethos of the School, valuing their colleagues and enabling all pupils to achieve their potential.

1. Bullying or intimidating behavior in any format will not be tolerated.
2. You may not leave the site during the School day unless permission has been granted by the Deputy Head and the signing out/in procedures are followed.
3. The dress code must be adhered to – pupils must look well presented at all times.
4. Food must not be removed from the Dining Room. Eating during lessons is forbidden.
5. Church Street must be crossed only at the Pelican Crossing.
6. Chewing gum, smoking (including e-cigarretes) and drinking alcohol are not permitted. Pupils must not bring alcohol, gum, cigarettes or tobacco products into School.
7. Items such as MP3 players and Computer Games may not be brought into lessons. Mobile phones must be switched off. Inappropriate use will result in confiscation for the remainder of the school day.
8. Students must not abuse the use of technology, either the School's or their own. Unacceptable behaviour includes the use of text, calls or internet social networking sites to harass, bully or intimidate, spread malicious gossip or deliberately upset pupils or staff, or to defame the good name of the School. Pupils must sign and adhere to the Acceptable Use Policy for all ICT equipment.
9. Pupils must show respect for other people's property, and must look after their own property by locking up tennis rackets, hockey sticks etc. Property should not be borrowed without permission and must be returned unharmed.
10. Buying and selling of personal property is not allowed on the School site.
11. Pupils are expected always to behave in a manner which will enhance rather than harm the reputation of the School. Pupils undertaking off-site excursions are considered to be 'at school' for the purposes of this Code of Conduct.
12. Pupils are not permitted: to ride a motor cycle, or drive a car, or to keep one at school, except (on occasions) where special permission has been granted by the Headmaster; to be a passenger in a car driven by anyone other than a member of staff, a parent or guardian, or someone expressly authorised by them.
13. Inflammable items or those which constitute a fire hazard (such as lighters, lighter fluid, joss sticks and candles) are not to be brought into school.
14. The use or possession of firearms, dangerous weapons, explosive substances or fireworks is expressly forbidden.
15. Narcotic substances of all types are banned and any student found attempting to sell such substances to other students on or off School grounds faces permanent exclusion.
16. Gambling and betting are forbidden at all times.