



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 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. 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 be 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.

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 and Commendations, which are recorded on iSAMS. All positive iSAMS records are made available to parents through the 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. Displaying good work around the School.
7. 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

Colours are awarded in four key areas of school life: Academic; Arts; Community and Sport. At the end of each term during Celebration Assembly a colours badge and certificate will be awarded to those pupils who have met the following criteria:

Academic:

Academic Colours are awarded to pupils in Lower, Middle and Upper School who have shown commitment to their studies. They will have demonstrated effort, determination and a willingness to embrace academic challenges. They may have had significant success during the term, but this will be based on personal progress and attainment rather than just on grades achieved.

Arts:

Arts Colours are awarded to pupils who have shown commitment and enthusiasm for the Arts outside the classroom. They may be the pupils we see on our stage, in our concert hall or whose artwork graces our walls. They will have gone the extra mile and will have demonstrated a real passion for their subject.

Community:

Community Colours are awarded to pupils who have shown outstanding commitment and made a significant contribution to the life of the school. They may be the pupils who have contributed significantly from a House perspective, led initiatives, assemblies, or represented Warminster outside the school. They will have gone the extra mile and will have demonstrated Warminster School values in action.

Sport:

Sports colours are awarded to pupils who represent the school in the major games or who have been selected for representative honours regionally or beyond in other sports. They will have shown commitment throughout the season to both practice and fixtures. They will have demonstrated a positive sporting attitude on all occasions, both in practice and matches and are a positive role model both in and out of school. They may also have shown the ability to be a 'game changer' in terms of ability/performance.

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 (8-12 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).

Concerns are recorded and circulated through iSAMS to keep tutors House staff, HMs informed. The tutor with support from the HoH is responsible for monitoring future progress in the matter. Serious incidents of concern should be referred to the relevant Head of House 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.

Concerns are registered through iSAMS, **but must be communicated verbally to the pupil first.**

Guidelines on sanctions

Concerns are to be issued to pupils for the following reasons:

- Poor behaviour
- Repeated lateness (1 minute is too late)
- Poor engagement
- Poor attainment or standard of work
- Lack of homework
- Lack of equipment/books

The process for a 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 Concern.
3. Should a pupil continue to disrupt the lesson after being issued a Concern, they should be sent out of the lesson to the relevant Head of House. If he/she is unavailable, then the pupil should seek Deputy Head (Academic).

Once a Concern is issued on iSAMS, an automated email will be sent to the relevant tutor and HoH. 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 Concerns that a pupil receives are dealt with by the tutor. Once a fourth is received, the pupil concerned will be asked to attend a meeting with their tutor and Head of House. A suitable action plan will be put in place and communicated with parents/guardians, possibly with the use of a monitoring mechanism and if deemed necessary, an appropriate detention.

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/ 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 Concern if they continue. If the disruption continues a 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 House 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 enter students into lunchtime detention after consultation with the relevant HoD or Head of House. Weekend or evening detentions are arranged through the Heads of House 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 HoH can authorise this sanction. There should be evidence of dialogue between teacher, HoD/HoH and tutor before this sanction is applied.

Senior School Detentions (SSD):

SSD Detentions may only be awarded by Heads of House 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 House 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 lessons/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.
- Being off site during school hours without the appropriate 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 and as outlined in guidance provided by the DoF, (Searching, screening and confiscation - Advice for headteachers, school staff and governing bodies) staff may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. There is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

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/HoH. 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/HoH 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.

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.

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Appendix: COVID-19 Addendum:

We acknowledge that students will have had a range of different experiences during the lockdown period which may have an impact on their behaviour upon return to school. This addendum is to support this. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss, or another, real or perceived, trauma. For some, the process of reengagement with learning and the school community, under unusual circumstances, may require some additional input and encouragement.

The following policy addendum has been designed with reference to the Department for Education guidance document found here:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Section 1: Rationale

Given the current situation with regards to Covid-19, it is essential that the School's behaviour policy reflects the need for increased safety, vigilance and hygiene in the community. We are conscious of the shared challenges following the lengthy school closure, and as such are committed to ensuring that all of our pupils and staff return to safe and secure environment, in which they can continue learning and developing. In revising our policy we have worked on the following principles:

1. Hygiene is paramount. We must ensure that we reduce possible risks of virus transmission. This has been the first priority in all planning for full reopening.
2. There are new, additional risks which we must plan for as a community.
3. Consistency provides safety and security for pupils. These expectations will be communicated with kindness to pupils.
4. There will be gaps in knowledge on behalf of the pupils, we must ensure excellent behaviour is in place, in order for these gaps to be filled.
5. The new, and unique, expectations for behaviour must be communicated to both pupils and parents. We will explain to pupils what we expect, and then hold pupils to account for their actions.

The below addendum will be split into two parts; safety (the measures which we are taking to ensure the safety of the whole community) and expectations of conduct

Section 2: Safety

Warminster School has a number of routines in place already which can be strengthened and adapted to further enhance pupil safety whilst on site. Our pupils are used to a routinised way of working, and engaging in the school day, and as such are well placed to engage with the additional routine and structure we will put in place to ensure theirs, and the staff's safety.

2.1 Safety Measures

We will implement the following on site in order to ensure pupil and staff safety:

Face masks and PPE:

- Senior School pupils and teaching staff will be required to wear face masks/coverings when moving around the School site in between lessons. This will apply in corridors and between buildings.
- Masks will not be necessary in classrooms, where social distancing can be maintained and where their use may hinder learning. Masks are also not be required in boarding houses where other social distancing measures are in place.
- At break and lunchtime, masks will not be required in outdoor spaces, but pupils may be asked to wear masks in indoor environments other than the dining room.
- Non-teaching staff such as the maintenance, grounds and domestic teams will not be required to wear masks whilst working outside, but may choose/need to wear a mask when working in certain indoor areas.
- Pupils should provide their own masks which should be of an appropriate design. Please note that current guidance suggests a clean mask should be worn at least every 4 hours, and they should be kept in a clear bag if reusable or disposed of in the correct way. Please click the following link for a useful information film: https://youtu.be/9Tv2BVN_WTk
- Face masks/coverings will not be expected to be worn in the Prep School.
- Pupils and staff will all receive induction about the Covid-19 systems in place at the start of Term, including the rules about PPE and face masks and their correct use

Other Measures

- Socially distance classrooms in line with the latest guidance from the DfE - this will involve desks adequately spaced out, and clear routes between desks.
- A Keep left approach and one-way systems will be in place across the site, ensuring that pupils and staff are able to adhere to DfE guidance regarding social distancing
- Separate social spaces will be in operation at break and lunchtimes to ensure that contact between groups is minimised
- Pupils will be regularly reminded to exercise good hand hygiene, ensuring social distancing measures are in place in the school bathrooms
- All pupils to use their own equipment; they are not to share equipment.
- An extended and staggered lunchtime will ensure that pupils are able to remain socially distant during lunch times.
- Altered routines for arrival or departure:
 - Parents should remain in their vehicle at drop off and pick up. If arriving by foot students should not be accompanied by anyone when they enter the schools site.
 - Upon arrival, students should go straight to their tutor base.
 - At the end of the school day, students will leave their activity using the designated route and leave the site/return to their boarding house immediately. Pupils awaiting collection (by car or School transport) must adhere to social distancing guidelines at all times.

Section 3: Expectations of Conduct

3.1 Hygienic Behaviour

We will explain to the pupils what hygienic behaviour is, and then expect the following from them.

- Not to come to school if they display any symptoms of Covid-19, following the latest guidance from the Government and ensuring that when safe, they access a test for Covid-19.
- To come to school with tissues and hand sanitiser.
- To put used tissues in their pockets until they pass a bin.
- To wash hands, for at least twenty seconds, at regular intervals.
- To follow good coughing etiquette, coughing into their elbow if coughing is necessary
- To wear face masks/coverings when moving around the School site in between lessons. This will apply in corridors and between buildings.

Any deliberate non – hygienic behaviour will be treated with the utmost severity. Un-hygienic behaviour may include, but is not limited to:

- Spitting
- Fake coughing
- Throwing tissues on the floor
- Purposefully going against social distancing guidelines
- Chewing gum
- Deliberately touching other people's belongings
- Any act which may increase the chances of transmission of the virus

Any behaviour which may increase the likelihood of virus transmission, may result in pupils being sent home (severe and intentional breaches of this policy may result in a fixed-term exclusion). Any instances of behaviour identified as deliberate unhygienic behaviour will be logged on a central record in the same way as incidences of bullying.

As with all actions the School will make decisions based on the balance of probability. Please see School's behaviour policy for an extensive explanation of the sanctions that staff can award.

Specific instructions on hygiene, such as handwashing and sanitising:

- Hand sanitiser should be used on entering and leaving all classrooms/school buildings and when pupils use the pedestrian crossing
- Hands must be washed on arrival to school and washed again or sanitiser used after any breaks and use of toilets.

3.2 Socially Distancing

The School will set clear guidelines on social distancing, and will share these with pupils and parents. These will evolve and any updates will be communicated. Currently we will expect the following of all pupils:

- To obey social distancing rules at all times
- To sit in an allocated seats unless directed otherwise
- To follow the keep left protocol, one-way systems and signage as directed.
- To use their own equipment and not to share equipment.
 - Students should provide their own equipment and drinking bottles.
 - Students must have a responsibility for their own equipment, e.g. water bottles, pens, pencils etc, and ensure that these are not shared with other students. These should be taken home and brought back when necessary.
 - Students should not share equipment or personal items, e.g. mobile phones.
- To only use their tutor base or allocated outside space during break and lunch.
- To be polite and respectful, making space for others inside and outside the building.

Rewards and sanction systems where appropriate:

- Staff should reward in line with our standard policy. We all welcome opportunities to praise individuals for good work, attitude or good behaviour, and show recognition. Above all praise, encouragement and kindness should be used as much as possible.

- If a student's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their classrooms or deliberate behaviours that put themselves or others at risk. The following could be used:
 - Dialogue with student(s) which could include a verbal warning and the issuing of a 'Concern', moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy.
 - Once all appropriate behaviour management strategies have been exhausted, contact should be made with the student's parent/guardian. If the health and safety of other students and staff members are put at risk by the student not adhering to social distancing measures, then the parent/guardian will be expected to collect the student.