



# King Edward's

WITLEY

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## ***Behaviour and Discipline Policy incorporating School Rules***

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*This policy should be read in conjunction with the following School policies and other documents: Children's Act (1989); Education Act (1996); Education and Inspections Act (2006); Sanctions Policy; Expulsion, Removal and Review Policy; Litter Picking Policy; Rewards for Effort and Attainment Policy*

### **1. Policy aims**

The aims of this policy are:

- to promote good behaviour;
- to ensure, so far as possible, that every pupil in this School is able to benefit from and make their full contribution to the life of the School, consistent always with the needs of the school community;
- to enable the Deputy Head to carry out his responsibilities of maintaining order and good discipline in the School; He has responsibility for overseeing the records and for identifying patterns in pupils' behaviour.
- to authorise the School Behaviour Protocol, the School Rules and any procedures necessary for implementing them.

### **2. Rewarding good behaviour**

The School understands that rewards can be more effective than punishment in motivating pupils. The School is committed to promoting and rewarding good behaviour, and may do so in some of the following ways:

- Praise by staff;
- Personalised letters to parents;
- Certificates which recognise contributions to the School Community;
- Celebration assemblies;
- Special privileges;
- Prizes/distinctions/merits;
- Head's newsletter to parents.

### 3. **Conducting a search**

The School takes into account several documents which impinge upon this matter – The Children Act 1989 s.3 (5) (acting reasonably to promote child's welfare) and section 5502A of The Education Act 1996: searching, screening and confiscation advice for headteachers, school staff and governing bodies February 2014, updated January 2018:

- The Head and other authorised staff (all teachers and matrons) are able to conduct a search for the following prohibited items - knives and weapons, alcohol, illegal substances, stolen items, tobacco and cigarette papers, electronic smoking equipment, pornographic images and any item that has been or could be used to commit an offence, cause personal injury or damage property.
- Any searches will only be made where there is reasonable suspicion that unauthorised, illegal or stolen items are being held and will be lawful.
- Any searches should be proportionate to the value or "risk factor" of the item(s) in question.
- The extent of any search should be proportionate to the likelihood of the item(s) being found.
- The searcher must be the same sex as the pupil.
- Wherever possible, searches should be made with a second adult to witness the process. This second person need not be the same sex as the pupil.
- Details of all searches and outcome should be noted and kept on file.
- Any search of a pupil's person or personal property can only be conducted with the pupil's consent. Refusal by a pupil to allow a search may result in the application of a sanction appropriate to the matter.
- Clothing may only be searched after its removal.
- No inappropriate body areas will be touched or seen.
- Searches of school property may take place in the pupil's absence and locked storage may be forcibly opened where there is a strong suspicion of unauthorised or illegal items. The pupil will be informed at the earliest opportunity that a search that has taken place.
- The pupil's parents will be informed of any search that takes place.
- If the matter is considered serious enough, the police may be called, but this will only be done at the request of the Head or Deputy Head.
- Unauthorised items will be confiscated and returned only to parents or a guardian. Illegal items may be handed over to the police.
- Digital searches (e.g. hard disks, mobile phones, cameras) will be subject to the same principles. If a digital item has been found to commit an offence, cause personal injury or damage to persons or property, it may be deleted.

### 4. **Confiscation**

Section 91 of the Education and Inspections Act 2006 gives teachers the power to confiscate pupils' property provided that the person doing so has the appropriate authority, as all teachers and matrons have, the confiscation was on school premises or while the pupil was under the school's control and the confiscation was reasonable. The Act lays the burden of proving that the confiscation was reasonable on the member of staff, not on the pupil or parent. Members of staff should, therefore, use this power carefully and with common sense.

## 5. Breaches of School Discipline

Any breach of discipline will be investigated formally and thoroughly. Reasonable adjustments may be made for any pupil with a special educational need or disability or for whom English is not their first language.

The School does not make any use at all of corporal punishment.

5.1 **Expulsion:** A pupil is liable to expulsion for a grave breach of school discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the school, its community or any of its members. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the School.

The Head is required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in grave circumstances.

5.2 **Requirement to leave:** For a serious breach of school discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of the school community, the pupil may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school. A boarder may be required to leave boarding without necessarily being required to leave the School.

5.3 **Suspension:** A pupil may be suspended as a sanction in its own right for up to ten days, or for up to fourteen days while a complaint is investigated.

5.4 **Gating:** A pupil may be "gated" where a pupil has failed to comply with the discipline system at an earlier stage, or where in the opinion of the Deputy Head this sanction is a reasonable response to a breach of school discipline. Gating is organised by the Deputy Head and administered by House staff. Gating will usually last a minimum of 7 days and will involve the pupil:

- remaining in School uniform;
- missing all town leave;
- reporting as directed by the Deputy Head;
- forfeiting House visiting rights;
- other restrictions as decided by House Staff in conjunction with the Deputy Head which may include attendance at School Detention.

5.5 **Head's Detention:** A pupil may be placed in Head's Detention where a pupil has failed to comply with the discipline system at an earlier stage, or where in the opinion of the Deputy Head this sanction is a reasonable response to a breach of school discipline. Head's Detention is generally held on a Saturday, between 09:00 and 11:00 and is taken by a member of the School Leadership Group.

- 5.6 **School Detention:** A pupil may be placed in School Detention where in the opinion of the Deputy Head this sanction is a reasonable response to a breach of school discipline. School Detention is mainly intended for pupils who have been involved with an academic misdemeanour (for example: frequent missed prep, poor attitude to work).

School Detention is generally held on Friday, from 17:15 to 18:15.

House staff will be informed of pupils in their house who have been entered in Head's and School Detention. The list is to be announced in House roll call and attendance is to be followed up by a letter to parents.

- 5.7 **Deputy Head's Parade:** A pupil may be required to undertake tasks to restore the appearance of the School campus. The sanction will not demean or humiliate the pupil. Deputy Head's Parade is mainly intended for pupils who have been involved with a behavioural misdemeanour.

Deputy Head's Parade is generally held on Fridays from 16:15 to 17:00. Pupils should report to the Quad, in games kit.

House staff will be informed of pupils in their House who have been entered in Deputy Head's Parade. The list is to be announced in House roll call and attendance followed up with a letter to parents.

These sanctions (5.1 to 5.7 above) will be included in reports and will form part of the pupil's permanent disciplinary record and parents will be informed as appropriate. Detentions and Deputy Head's Parade should take priority for pupils over all other commitments.

- 5.8 **Other sanctions:** The Deputy Head may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote observance of the School Behaviour Protocol and compliance with the School Rules. This may include, for example:

- Loss of privileges;
- Loss of town leave;
- Clearing in the Dining Hall;
- Parental involvement (phone call, letters);
- House sanctions;
- Report cards for academic under achievement and unsatisfactory progress reviews.

## 6. **Use of reasonable force**

Any use of force by staff will be by reasonable and non-injurious means and will only be used when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property. Where force is used by staff, this is recorded in writing. For further information, please refer to the 'Use of reasonable force policy' which is set out in the Staff Handbook and is available on request from the Deputy Head's office.

## 7. **Records**

Administration of major punishments is recorded, with the name of the pupil concerned, the reason for the punishment, and the name of the person administering the punishment. The Deputy Head approves all detention lists from entries that teachers make on the database.

## 8. **Appeals**

Parents are entitled to ask for a Governors' Review of a decision to expel or to require the pupil to leave for disciplinary reasons. A pupil or their parents may request a Governors' Review of the Head's decision to expel or require a pupil to leave, or where a decision has been made to suspend a pupil for 11 School days or more, or where suspension would prevent the pupil from taking a public examination. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

There will be no right to a Governors' Review of other sanctions but a pupil who feels aggrieved may ask the Head, Deputy Head, Housemaster or Housemistress to take up their concerns with the member of staff who imposed the sanction.

## **SCHOOL RULES**

The main aims of these rules are to ensure that the School is a safe place in which all of its members can thrive fully, and to provide clear direction to pupils about matters of principle, routine and general behaviour.

The fundamental principles underlying these rules are: mutual consideration, respect and courtesy between all members of the community; a sense of responsibility in all pupils for their own conduct and learning; respect by pupils for the instructions that they are given by members of staff and prefects; respect for the property of individuals and the School; and support for the safe and effective running of the School.

School rules apply directly to all pupils when they are under the responsibility of the School, but the School will continue to have regard to pupils' behaviour at other times, if it is deemed to have an impact on School life in any way. In particular, the rules will apply equally to day pupils when they are in the company of boarders who are under School responsibility. A consistent approach will be followed by teachers, house staff, matrons and prefects in the application of the rules.

Supplementary rules exist in specific areas, and additional rules may be published from time to time to parents or within the School. For items marked \* further details can be found in other publications and policies.

### **Daily Routine**

These rules aim to provide an appropriate framework for the effective operation of the School.

- Pupils are responsible for taking all reasonable steps to make themselves aware of their school commitments.
- Pupils must attend all registration sessions, assemblies, lessons, tutor group meetings and activities unless absent for an authorised reason. Pupils who are part of teams, ensembles or other groupings for school activities must attend such practices, matches or other activities as determined by staff in charge.

- Pupils should be punctual and fully prepared for learning in each lesson, should compete in the spirit of the School's Sport Code of Conduct, and should respond to instructions given by members of staff, prefects and other officials in the course of their duties with cheerful obedience.
- All boarders are required to attend the Dining Hall for all meals at the published times.\* Day pupils are required to attend lunch and other meals when they stay in School. Exceptions to this rule are only acceptable if they have been approved by Housemasters or Housemistresses in advance.

### **Absence from school**

- In case of sickness before the start of school, boarders should report to house staff or matrons. Parents of day pupils should inform the school by 08:30 of the absence, and provide a written explanation of the circumstances on the first day of return to School.
- Pupils must report immediately to the Medical Centre if they fall sick during the day.
- Requests for absence of less than one day for reasons other than sickness should be made to house staff. For proposed absences of more than one day, requests should be made to the Head with as much notice as conveniently possible.
- Where a request for absence is granted or a school event clashes with normal routine, it is the pupil's responsibility to inform teachers in charge of lessons or activities as soon as possible, and to catch up on work missed.
- Pupils who need to be excused PE or games should obtain a note from parents (day pupils) or see a member of staff in the Medical Centre (boarders), who will add the name to the off Games section of the school database.

### **Bounds and environment**

These rules aim to ensure that the community is a safe place so that the School is able to exercise its responsibility for the supervision of pupils.

- Classrooms are out of bounds after lessons without permission from a member of staff.
- Pupils may visit the recognised common areas of other Houses at the agreed times with permission of Housemasters and Housemistresses. They must not enter the room or dormitory of other pupils without their permission or the room or dormitory of a pupil of the opposite sex at any time.
- Pupils are allowed to leave the campus only with the knowledge and permission of their Housemaster or Housemistress.
- Pupils must move around the campus using the footpaths and designated walking areas and with care, consideration and due regard to safety.
- Pupils may cross the service road, the snicket path or Brook Road only:
  - for collection by parents;
  - for organised activities;
  - for access to Witley Station when travelling by train.
- The private homes of other pupils or recent former pupils may only be visited with specific permission of Housemasters and Housemistresses.
- Eating and drinking are permitted only in The Dining Hall, Piccadilly Cafe, The Sixth Form Centre and Houses.
- Cars and motor bikes can only be brought onto the campus with the consent of The Deputy Head. They must be parked in the designated area. Pupils may travel in a vehicle that is being

driven by a pupil or a recent former pupil only if their parents have given The Deputy Head written notice that they may do so.

## **Uniform**

These rules aim to promote high standards of appearance, and support pupils' membership of a community and environment of which all can be proud.

- Day pupils must travel to and from home in uniform.
- School uniform must be strictly observed when worn. A watch and a simple gold or silver necklace worn under a blouse or shirt are acceptable, but other jewellery should not be worn. A single set of gold or silver studs, one per ear, may be worn by girls, but no other piercings should be visible. Tattoos are not consistent with a professional appearance and must not be visible at any time.
- Hair should be of a natural colour and style, smart and tidy. It must be neither too long nor too short and must be no longer than collar length for boys. The style must not prevent participation in normal school activities.
- Boys are expected to present a shaven appearance.
- Make-up should only be discreet so that it is not obviously visible.
- Bridewell Dress is the standard for members of the Sixth Form.\*
- Standards of sportswear for physical activities must be followed.\*
- Coats and cagoules should be plain navy or black and must be longer than the blazer or jacket that is worn underneath.
- Summer uniform can be worn from a time in the Summer Term that is announced by The Deputy Head.\*
- Pupils may change into casual clothes after 17:15 on weekdays.

## **Personal property and relations between pupils**

These rules aim to promote considerate behaviour and respect for self and other members of the community and the School as a whole.

- Mobile phones, digital cameras and other electronic devices may be used in accordance with the terms of the code of conduct for such items.\*
- All electrical equipment must meet with the approval of Housemasters and Housemistresses and satisfy current safety standards.
- The property of others and the School should be respected as such at all times.
- Personal property should be marked permanently, insured and looked after with care. This applies particularly to laptops\*. Pupils should report the loss of any item to their tutor or Housemaster or Housemistress immediately.\*
- Pupils should only have in their possession the amount of cash that is reasonable for their immediate needs. Larger sums must be handed to Housemasters and Housemistresses.
- Property must not be bought or sold; money must not be lent or borrowed.
- The school forbids bullying and any form of abusive or coercive behaviour.
- Pupils should refrain from excessive displays of affection toward one another.
- Sexual intercourse involving pupils under School responsibility is forbidden.
- The following are forbidden:
  - use, possession or supply of any illegal substances and CBD infused items or dangerous implements\*
  - abuse of legal substances
  - unauthorised use of or tampering with fire appliances or safety devices

- smoking or possession of smoking materials\*. This includes e-cigarettes.
- purchase, possession or consumption of alcohol\*
- betting or gambling
- the chewing of gum
- Pupils should only take drugs or medicines with the knowledge of Medical Centre staff or their Housemaster or Housemistress or, in the case of day pupils, their parents. Parents should inform house staff or the Medical Centre if a day pupil is taking prescribed medication in School.

\* Further details of items marked thus can be found in other publications and policies