



**BEDSTONE**  
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# **Discipline, Sanctions & Rewards Policy**

**at**

**Bedstone College**

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<b>Date</b>	
<b>Review Frequency</b>	1 Yr
<b>Review Date</b>	September 2021
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## Discipline, Behaviour , Punishment, Sanctions & Rewards

This policy applies to all members of our college community, including boarders and those in our EYFS setting. Bedstone College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the [UK Equality Act \(2010\)](#). Every effort is made to make reasonable adjustments for those students who have special educational needs/disabilities. Each case is considered individually and within the context of the students involved. Further details are available in the college's Equality and Diversity Policy document.

### **Discipline**

#### **1. College Aims**

- To develop a whole college behaviour policy supported and followed by students, parents, teachers and governors, based on a sense of community and shared values.
- By applying positive policies to create a caring environment in which teaching and learning can take place in a safe and happy environment
- To complement the aims of the college and ensure that these aims are met.
- To promote responsible behaviour, encourage self-discipline and encourage in all students a respect for themselves, for other people and for property.
- To encourage good behaviour by providing a range of rewards and publicising those rewards available.
- To publicise sanctions that may be imposed on students not adhering to the College rules and procedures.

This policy is part of the more general policy on welfare, health and safety of students. It is linked to the Child protection Policy, Anti-Bullying Policy and the Policy on Equality and Diversity.

This Policy addresses the following relevant criteria:

- NMS: Standard 12
- ISI Regulatory Requirements: Part 3, Para 9

The school is aware of the guidance in the following document:

DfE-guidance- Behaviour and Discipline in Schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/393770/Behaviour and Discipline in Schools -](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/393770/Behaviour_and_Discipline_in_Schools_-)

[A guide for headteachers and school staff 080115.pdf](#)

#### **2. All students have the right:**

- To expect a positive learning environment in which effort and achievement are recognised and rewarded.
- To be taught without interruption from any inappropriate or disruptive behaviour.
- To know the rewards and sanctions resulting from different actions.
- To be offered support if their behaviour falls below expectations. (This might be, for example, through counselling by tutors/houseparents/Heads of Competitive House/College Counsellor or through a structured reporting and monitoring system. At the earliest stages, the college will attempt to enlist support from parents/guardians.

### **3. All teachers have the right:**

- To establish a safe, learning environment for all students.
- To expect appropriate behaviour and encourage positive social educational development.
- To expect assistance from parents, senior management and governors in promoting a positive environment.
- To be free from the fear of malicious allegations made against them by students. Students found to have made malicious allegations will be subject to disciplinary action in line with the procedures found in this policy.

### **4. Rules that apply to every lesson:**

- Arrive on time to lessons and enter the room quietly.
- Bring the correct books and equipment to each lesson.
- Listen carefully to instructions the first time they are given.
- Do not shout out in class. Raise your hand before answering or speaking.
- Present your work neatly; always do your best.
- Treat others, their work and property with respect.
- Enter homework set in your students' diary, complete it and hand it in on time.

### **Use of reasonable force to control or restrain a child (Taken from Separate Policy)**

At Bedstone College we believe that the use of reasonable force is necessary only to prevent students from:

- Injuring themselves or someone else;
- Causing damage to property, including their own;
- Engaging in behaviour prejudicial to good order and discipline at the College, whether the behaviour occurs in a classroom during a teaching session or elsewhere.

The College aims to create a calm environment that minimizes the risk of incidents that might require using force. Through the PSHE curriculum and other vehicles such as assemblies, Chapel and tutor intervention we aim to teach students how to manage conflict and strong feelings. We always try to de-escalate incidents if they do arise and we will only use force when the risks involved in doing so are outweighed by the risks involved in not using force.

Strategies other than physical intervention should be attempted before the use of physical intervention. Physical restraint should not be in the form of:

- Holding a student around the neck or by the collar, or any other way, which may restrict breathing.
- Slapping, kicking, punching or striking a student with an object.
- Twisting or forcing a limb against a joint.
- Tripping up a student.
- Holding a student by the hair.
- Holding or touching a student in any way that may be considered indecent.

During the restraint, the member of staff will adopt as calm and measured approach as is possible in the circumstances.

Any incident where physical restraint has been used will be reported to the Head immediately after the incident and parents will be informed as soon as possible of the incident.

The member of staff involved will provide a written report of the incident and the Head will then keep this, in a designated file. If deemed necessary, the Head will inform the Governors of the incident.

The member of staff involved will be de-briefed by a member of the SMT within two days of the incident.

### **Classroom Management**

Bedstone College insists on the highest standards of behaviour and discipline and have high expectations on these matters. High standards of discipline are essential to college morale, effective teaching and learning. It is essential that students and teachers work together to ensure that a learning and social environment is maintained where concern for others, positive behaviour, responsibility and respect are valued and achieved.

To do this we must:

1. Ensure that all staff, students and parents are clear about the standards of behaviour that are expected and that students understand the standard of work that is expected of them.
2. Prepare work carefully; ensure that it is suited to the abilities of the students and deliver the curriculum in a challenging and stimulating way.
3. Offer the opportunity for individual guidance and counselling to students to develop, monitor and review behaviour and achievement. Allow students to show that they can assume responsibilities and act maturely and involve them actively in lessons.
4. Mark and return work promptly and regularly, offer appropriate advice and use appropriate rewards and sanctions to improve a student's performance. Homework should be set regularly to develop students' organisational skills and self-discipline.
5. Ensure that written work is neat and accurate.
6. Ensure that students enter and leave the classroom in an orderly manner.
7. Check attendance in every lesson.
8. Be punctual for lessons and do not leave classes unattended.
9. Ensure that students move around the college in a quiet and orderly way. Students should not be allowed to wander around the college during lessons.
10. Be alert to and act professionally and appropriately upon concerns about achievement or behaviour.

## Form Room Code of Conduct

As with any area of the College, the main College Regulations apply.

At all times students should show **respect and care** for:

- a) Other students
  - b) The property of other people.
  - c) Furniture and décor in the Form Room
1. Activities should be appropriate to the room, i.e. no ball games or behaviour likely to cause damage or irritation to others.
  2. The use of televisions and videos is **not** permitted without teacher supervision.
  3. The playing of recorded music is **not** permitted in Form Rooms.
  4. Mobile phones/iPads/personal music players and other items of expensive electronic equipment are allowed in College. However, they are brought at the owners' risk and the College cannot accept responsibility for loss or damage of these items while at college.
  5. **No visitors** will be allowed from other Forms into the Form Room without the permission of the Form Registrar (except at Sixth Form level).
  6. Tuck may be consumed in Form Rooms. Food may not be removed from the Dining Room for this purpose. This privilege may be revoked if there is litter or a mess because of eating.
  7. No student may write on whiteboards, blackboards, multi-media screens or OHPs without permission of members of staff using the room.
  8. The Form is responsible for ensuring that the room is left in a neat, litter-free condition.
  9. If the Form is aware of any damage or graffiti they have a responsibility to report it to the Form Registrar at the earliest opportunity. If they fail to do so it will be assumed that the form is responsible for the damage.
  10. Bags should be stored in appropriate areas designated by the Form Registrar.

## **College Disciplinary Policy**

The Governing Body and Staff of Bedstone College wish to state the following general principles regarding the promotion of good standards of behaviour.

1. All students will be encouraged to have respect for themselves, their peers and for adults. Positive measures are needed in the College to develop this sense of self/mutual respect. This expectation of respect places a responsibility on those in authority to pay due respect to students and their views and to exercise their authority fairly.
2. Self-discipline will be encouraged and violence, including verbal abuse, directed at either individuals or groups in society will be discouraged most strongly.
3. The College has a responsibility towards all individuals, even those who find great difficulty in conforming to expected standards of behaviour. However, the interests of the majority have priority when their education, welfare or safety is threatened by the actions or attitudes of an individual.
4. Every effort will be made to discover the cause of anti-social behaviour whether it be at home or at college; and appropriate measures will be taken to help the student.
5. Early discussion with the parents of persistent offenders is essential. The role of the Tutor and Houseparent is of paramount importance here. Also early referral should be made, as appropriate, to the Special Education Support Services or the Social Services Department (where appropriate).
6. Corporal punishment is never used, or ever threatened, and we do not use or threaten any punishment which could adversely affect a child's well-being.
7. When it is necessary to involve parents quickly or to provide a 'cooling-off' period for a student or group of students, temporary exclusion from college may be used.
8. When a student has great difficulty in conforming to the proper standards of behaviour and has failed to respond to the College's effort on his/her behalf, the student and his/her parents may be invited to attend a meeting (where practicable) with the Head and/or the Deputy Head Pastoral. As a result the student may be asked to sign a behaviour contract. Failure to comply with the conditions of this contract will, in all likelihood, result in the parents being invited to find another educational institution for their son/daughter.
9. Permanent exclusion from college will only be used in exceptional circumstances and as a last resort; when there is a threat to the provision of effective education for the majority of students; when the College's code of conduct has been flagrantly or persistently flouted; when physical or verbal abuse is offered to a member of staff, or when the College's reputation has suffered great damage, or when a 'behaviour contract' has been broken.
10. The College's 'Code of Conduct', as approved by the School Council will be issued to all new students by their personal Tutors; displayed in Tutor Rooms and be consistently reinforced by both the words and actions of the Staff. Students who fail to comply with this code should receive an appropriate punishment from the College's list of approved sanctions.

**The “College Rules” are available as a written document and this is sent out to all new parents with the Parent Contract. Each existing parent has also received a copy.**

### **Offences and Sanctions within the Pastoral Framework**

Notes for Guidance: The following lay down the standard procedures to be followed by all colleagues for the incidents listed below. A unified and consistent approach from the entire Common Room will ensure that students have an obvious expectation of what will happen if they do not conform to the standards of behaviour that we require. Lack of unity will ensure that the standards cannot be maintained. It is up to each individual colleague to ensure that these guidelines are followed.

Every offence must be dealt with by the member of staff who observes it and therefore the first punishment is given by that member of staff. Where an incident may be part of a pattern then it shall be referred to the student’s Tutor.

**Tutors and Houseparents/Heads of House have a very important pastoral role and must not find themselves in the position that they are constantly punishing students for other members of staff. It is vital that the college hierarchy (Tutor, Houseparent, Deputy Head Pastoral, and Head) is used intelligently; it is a deterrent in itself and provides a great deal of support in a disciplinary and pastoral sense if used sparingly.**

Referrals to Houseparents for punishable items are as per the guidelines.

The pastoral fulcrum for each student is their personal Tutor. Everything must go through the Tutor. It is then up to the Tutor to liaise closely with the Houseparents thus allowing a joint decision to be taken as to when to involve the Deputy Head Pastoral and ultimately the Head.

The proposed list of offences and sanctions are listed below:

<b>OFFENCE</b>	<b>SANCTIONS</b>
<b>Academic</b>	
1. Failure to do Prep	Academic detention
2. Not arriving with books	First offence – verbal warning Repeated offence – detention to copy out work
3. Unsatisfactory quality of work	a) Repeat work b) Detention c) Academic Report
4. Lack of application	a) Verbal warning b) Academic Report
5. Lateness to lessons	Dealt with by individual member of staff, report to the Tutor for information.

## Behaviour in Class

- |    |   |    |   |
|----|---|----|---|
| 1. | Talking at inappropriate times, silliness, impoliteness | a) | Verbal warning  |
|    |   | b) | Tutor – usual channels  |
| 2. | Chewing in class  | a) | Verbal warning  |
|    |   | b) | Usual channels  |
| 3. | Chewing gum in class                                    |    | Punishment of half an hour gum removal from affected areas (organised via the Deputy Head Pastoral) |

## General Behaviour

- |     |   |     |  |
|-----|---|-----|--|
| 1.  | Chewing gum around College as above                             |     |  |
| 2.  | Boorishness   | a)  | Verbal warning   |
|     |   | b)  | Stood outside Common Room  |
|     |   | c)  | Usual channels   |
| 3.  | Public displays of private behaviour or breach of six inch rule | a)  | Verbal warning & returned to Houseparents  |
|     |   | b)  | Two days house gating  |
| 4.  | Kissing in public   |     | Straight to Houseparents (inform Tutor)  |
| 5.  | Vandalism   | a)  | Deputy Head Pastoral   |
|     |   | b)  | Head's Jankers   |
| 6.  | Theft   |     | Investigation by form registrar/Houseparent, reported to Tutor and Deputy Head Pastoral, possible exclusion, (temporary or permanent), depending on circumstances. |
| 7.  | Dropping Litter   |     | Half an hour litter collecting   |
| 8.  | Smoking   |     | Set procedure (See policy on Alcohol, Tobacco and Drugs & Illegal Substance Education and Misuse).   |
| 9.  | Breach of Dress Code  | a)  | Send student to be correctly dressed and to report to you correctly dressed. Confiscate incorrect kit.   |
|     |   | b). | Wearing uniform at Weekends (via Houseparent).   |
| 10. | Dirty shoes   |     | To be sent to be cleaned during the next break in the day & reporting to punishing member of staff with clean shoes.   |
| 11. | Misbehaviour during meal queues                                 |     | Sent to the back of the queue  |
| 12. | Failure to walk on the paths                                    |     | Verbal warning and made to rewalk the correct route  |
| 13. | Rudeness  | a)  | Verbal warning   |
|     |   | b)  | To Tutor and then Houseparent –  |
| 14. | Table manners   | a)  | Advice on correct procedure  |
|     |   | b)  | Verbal warning   |
| 15. | Bullying  |     | Set procedure (See Anti-Bullying Policy).  |
| 16. | Failure to attend meals or lateness                             |     | Set procedure using meal card system   |



- for meals (available from Deputy Head Pastoral)
17. Foul Language a) Verbal warning  
 b) Unpleasant cleaning task (gum removal)  
 (“language of the gutter then you can clean the gutter”) & letter of apology.

- Note:** a) First offence or minor offence  
 b) Second offence or more major offence  
 c) Repeated offence or major offence

## College Sanctions

**A wide range of sanctions are available to teachers at Bedstone College but Staff should be aware of the devaluing effect of resorting to more serious sanctions in response to less serious difficulties.**

Staff should have a flexible approach to the imposition of sanctions. It is not always appropriate to apply one or attempt to work progressively through them.

It is always advisable to discuss problems and courses of action at an early stage with a student’s Tutor.

## Available Sanctions – Summary

1. A verbal warning
2. Move the student within the room
3. Send the student outside the classroom (for a few minutes only to allow for a ‘cooling off’ period)
4. Student to stay behind for a few minutes to discuss the difficulty
5. Minor deprivation of privileges to include subject detention (but not to impinge on the other colleagues’ time with the student)
6. College service sentence (doing something useful and helpful)
7. Complete a college behaviour referral form and pass on to Tutor
8. For minor, but persistent problems, keep a written record and inform the student that you are doing so
9. Discuss the problem with the Tutor and agree a joint course of action
10. Arrange for the student to work in a colleague’s classroom for a few lessons
11. Raise problem at Staff Briefing/Meeting to discuss action:
  - i. inform parents ( via Tutor or Houseparent if Tutor feels that escalation is required)
  - ii. apply college wide pressure on the student to conform to high standards
  - iii. interview by senior member of staff (Houseparent, Deputy Head Pastoral or rarely, the Head)
  - iv. place on college daily report or group report
12. Request that parents come into college (via Tutor, Houseparent, Deputy Head Pastoral or Head)
13. Place on parents’ daily report
14. Temporary exclusion from college
15. Alert Governing Body
16. Agree ‘contract’ between student and college
17. Permanently exclude student

**N.B. All sanctions after item 11 must be discussed at the appropriate level with a colleague before action is taken**

### **General Notes**

- The code of conduct and available sanctions should be known and understood by Governors, parents and students
- Evidence of a student's minor misbehaviour assembled over a period of time is as indicting as any example of major misconduct
- Students should not be left outside a classroom for more than a few minutes
- Students should not just be sent to senior colleagues without the situation first being discussed with the colleague.
- Class punishments are rarely appropriate and never effective

**Referral Forms** (these paper documents have now been replaced by the Day Book on Schoolbase)

[Click link for Day Book instructions](#)

### ***Response levels***

#### **Tutor**

Student interviewed  
e-mail to all relevant staff  
Parents may be contacted

#### **Head of Competitive House or Head of Sixth (age dependent)**

Student interviewed with tutor depending upon nature of the offence  
Parents may be contacted

#### **Deputy Head Pastoral**

Student interviewed  
Parents may be invited in

Tutor must discuss Day Book entries with the Houseparents and Deputy Head. Further back-up e-mails may be sent.

### **Removal Slips**

#### **Staff**

- Each member of the teaching staff to have these slips readily available
- In a situation where it is necessary for a teacher to intervene regarding a student's poor conduct in a classroom environment the member of staff should issue a  
1st Warning (verbal)  
2nd Warning (name on board)
- 3rd Warning (removal from class with slip)
- Reception will log removal.
- Reception will send e-mail to tutor.
- Class teacher to check in the log in reception, at the earliest opportunity, that the student has followed procedures

- Class teacher to record the full details of the problem in Day Book as normal
- Tutor will speak to student asap and contact parents to inform and enlist support
- **2nd removal from any class in a half term will trigger message to tutor and Head of Competitive House**
- Head of Competitive house will contact parents and discuss incident.  
1 day House Gating
- **3rd removal from any class in a half term will trigger message to tutor, Head of Competitive House and Deputy Head Pastoral**  
DH (Pastoral) will contact parents and discuss issues and warn of consequences of further classroom disruption. Letter to be sent home.  
3 days House Gating
- Totting up process resets each half term.

#### Student

- Student to report to reception.
- Student will stay in the Old Hall until the end of that subject lesson.
- They will attend the next subject lesson.
- Tutor will speak to student and tell them that their parents will be informed.
- **2nd removal from any class in a half term:** Head of Competitive house will inform student of one day house gating and tell them that their parents will be informed.
- **3rd removal from any class in a half term:** Deputy Head Pastoral will inform student of three day house gating and tell them that their parents will be informed.

#### Student Code of Conduct

This Code of Conduct is designed to help create the conditions in college which will enable you to achieve your best at all times. The code clearly states the standards expected of you; follow the Code and it will help you develop into a responsible and self-disciplined young person gaining satisfaction from your achievements and well prepared for life when you leave college.

**Caring** - it is everyone's responsibility to help maintain the quality of the College buildings, grounds and equipment as well as the quality of our life in college together. **CARE** must be shown at all times in everything that we do.

- treat other people in the way you would wish to be treated – think before you act or speak
- always be prepared to listen to and try to understand someone else's point of view
- welcome visitors to the college and your classroom quietly, helpfully and politely
- take a pride in your college uniform and the way you look
- take care of the College buildings, grounds and equipment because they are for your benefit
- aim to achieve your personal best in all that you do
- there is often a need for quietness instead of noise

**Safety** - always think of your own and other people's safety around the College and on the College buses

- you must always follow college uniform regulations; they are designed with your safety in mind
- movement around the building must be quiet and orderly; doors must be held open for all other people and you should walk on the left hand side
- you must always have permission to leave the college premises from a member of staff during the normal school day and you must sign out (and back in again if you return) in reception. Outside the normal school day, if you are a boarder, you must seek permission to

leave the college premises from your houseparent and, if granted, sign out in your respective house area.

## **College Procedures**

### **You must know and observe the College rules particularly:**

- when you return from an absence you must bring an explanatory note from your parents or guardians
- you must bring a note from your parents/guardians/houseparent if you need to be excused from PE and see the college nurse for an 'Off Games' chit.
- money or items of value must not be left unattended
- all litter must be placed in a litter bin
- all property must be marked with the owner's name; you should not interfere with another person's property

### **The following are not allowed in college or on the college buses:**

- cigarettes, electronic cigarettes or any addictive substance
- matches, lighters and chewing gum
- anything that could be classed as an offensive weapon
- swearing foul language or anti-social behaviour

**Expensive items – such as mobile phones/iPads/personal music players/laptops etc. are the responsibility of the owner (not of the College).**

If you choose not to follow this Code then in the interests of the majority and your own benefit you will be punished through the use of the College sanctions.

## **Code of Conduct – A student checklist (Update June 2017) Approved by the School Council**

### **General**

You are expected to respect others and the property and environment of the College

You are expected to read, agree with and uphold the College Code of Conduct

### **Specific**

1. Observe the out of bounds rules as outlined in the student diary.
2. For safety reasons you are not allowed in the Science and DT Laboratories without a member of staff being present
3. Running is not permitted within buildings unless instructed to do so i.e. in the Sports Hall!
4. Foul or abusive language is not acceptable under any circumstances.
5. Take care in your personal appearance. Uniform is to be worn smartly at all designated times.
6. Smoking is not allowed on campus.
7. Alcohol can only be consumed on campus by senior pupils under strict staff supervision.
8. Drugs are not permitted as defined in the school's drugs policy.
9. Pupils should give Surgery their personal medicines, unless they have been allowed to self-medicate by their doctor.
10. All students must follow the school's e-safety policy, including the use of mobile phones, such as never taking a picture of, or record, another student or a teacher without permission.
11. If you are waiting for a class, do so quietly and sensibly.

12. You should always open doors for others, particularly for adults, always stand aside holding the door open.
13. If sitting and an adult approaches to talk, always stand unless or until it is indicated that you should sit.
14. Do not show prejudice against anyone because of colour, race, sexual orientation, religious belief or physical appearance.
15. Graffiti is not acceptable. This applies to books and property.
16. Respect the property of others. Borrowing without permission is stealing.
17. Do not raise your voice on campus. Shouting and screaming is not acceptable.
18. Carry yourself in an appropriate manner.
19. Do not drop litter, inside or outside. If you see litter, do not ignore it, but pick it up and put it in the bin.
20. Whilst in the dining room, eat quietly and in a civilised manner. Talk quietly with others and refrain from using mobile phones at the dinner table.
21. Public displays of affection between pupils, such as kissing, are not allowed.
22. If you see a stranger on the campus, ask if you can help him or her by taking them to reception. Otherwise you must report them to a responsible member of staff.
23. Remember that 'practical jokes' can cause misery to the unfortunate recipient.
24. Make life enjoyable for others. Learn to get the best from your teachers and help them to get the best from you.
25. If you need to queue, do so sensibly. Do not push in a queue.
26. Always greet your elders with an appropriate "Good morning or afternoon or evening".
27. Try to volunteer yourself for small duties. Do not wait to be asked. If asked to carry out some task, do it with good grace and to the best of your ability.

Signed: a) Student

b) Tutor

Date:

One copy should be retained for filing by the Tutor and the other kept by the tutee.

## **Major Sanctions – 'Jankers', Fixed Term and Permanent Exclusion**

### **(a) Jankers**

A student is placed on Jankers when it is felt that the individual's actions do not warrant a temporary exclusion yet require the individual to reflect carefully on their misdemeanour and to show other students the seriousness of the misdemeanour. It is a form of community service punishment involving the student's free time and is continued until the student fully realises the nature of their misdemeanour and are therefore unlikely to repeat their mistake.

A letter will be sent home by the Head detailing the reason for the punishment and its nature. It is hoped that this will invite the parents' support for the course of action.

### **(b) Fixed Term Exclusion (suspension)**

A student will be excluded only as a result of serious difficulties, which have arisen at college. Only the Head (and in his absence the Deputy Head Pastoral) has the right to suspend a student. When a child has been suspended the Houseparent/Head of House will contact the parent immediately by telephone informing them of the exclusion. The child will be isolated from his peers until they leave the premises.

A letter will be sent home by the Head outlining:

- The reason for the exclusion.
- The number of days the child is excluded from college.
- The contact person at the college with whom an appointment should be made to discuss the problem.

The Head may extend the period of fixed term exclusion for a further period if further information warrants this. In very exceptional circumstances the Head may replace the fixed term exclusion with one that is permanent. Parents will be informed immediately of this decision.

The Head, under certain circumstances, may require a student returning to the college after a fixed term exclusion to sign a 'Behaviour Contract' by agreement with parents. (Annex A).

### **(c) Permanent Exclusion (Expulsion)**

The college works towards the principle of avoiding permanent exclusion.

A student will be excluded only as a result of the criteria in point 9 of the College Disciplinary Policy, (above), having been met.

Only the Head has the right to permanently exclude a student or to ask the student to leave and this will only be done after a full and fair investigation is undertaken.

The Houseparent/Head of House will inform parents as soon as possible that a serious incident has occurred and that an investigation is taking place.

When a child has been excluded or asked to leave the Houseparent/Head of House will contact the parent immediately by telephone informing them of the exclusion. The child will be isolated from his peers until they leave the premises.

When the Head decides to exclude a student, he will inform the Chair of Governors, or in his absence the Deputy Chair, of his actions.

The Head will write to parents informing them of the decision and explaining the reasons for it. In that letter, the Head will inform parents of their right to appeal to the Chair of the Governing Body against the decision. This must be done in writing within 10 days of the decision to exclude being communicated to the parents in writing. The Chair of the Governing Body will consider the evidence presented by the parents and by the Head. The Chair of the Governing Body will then consider whether the exclusion should be upheld or the student reinstated.

The Chair of the Governing Body will consult at least two other members of the Governing body and then come to a decision to either uphold the exclusion, or reinstate the student. The Chair of the Governing Body will provide a written response to the parents and the Head communicating his/her decision and the reasons for it.

If the student is to be reinstated, they will return to college immediately or as soon as practicable after the letter confirming this, has been received by the Parents and the Head.

### **Rewards**

At Bedstone we aim to reward good behaviour and achievements wherever it occurs. There is a system of Head's commendations which are awarded each term for either Achievement, Effort or Progress as a result of 'Mark Order' Reports. These commendations are presented in Head's

assemblies. There are also termly prizes which are in the form of a letter from the Head and a book token. They are also awarded in Head's assemblies.

In September 2012, we introduced a new house-based pastoral and tutorial system which, in the future, will allow house points to be awarded for good behaviour and for care of the school environment.

We have a system of 'Merits' awarded for good work in all year groups up to 3<sup>rd</sup> Form (Year 9). Awards are made to students who achieve a large number of these over any one term. From Year 10 to U6th there is a 'Book of Excellence'; where teachers may nominate a student for work/performance that is outstanding 'by any measure'. We would expect only a small number of students each year to be entered into the Book of Excellence. Winners receive a Head's letter of congratulations which is copied to their parents, mention in the programme on Speech day, the honour of signing the Book of Excellence and a Book Token.

There is a prefect structure which rewards commitment and service to the college community for VI form students.

Positions as Captains of Sport, Heads of House, Heads of Competitive House, Head Choristers and Head Girl and Head Boy are awarded in light of commitment and service to the college community.

Head's assemblies are used to highlight any outstanding achievements/behaviours and to praise students where appropriate.

There is a system in place that allows students to miss school on a very occasional basis if they have been invited to represent their club/county in an activity.

Rewards can be recorded using the Day Book.

## Annex A



## Bedstone College Behaviour Contract

The behaviour contract signals that a student at the College is in danger of facing permanent exclusion due to poor behaviour. By agreeing to this contract the College recognises that it has a duty to do all that it can to support the student but equally the student must accept that unless they change their behaviour, their place at the College may be withdrawn.

If a student transgresses one or more of the rules outlined in this contract, that in itself will not automatically mean that they will be permanently excluded. However, if the offence, (or offences of a persistent nature), would normally result in a fixed term exclusion, the Headmaster will consider permanent exclusion as a viable outcome.

It is expected that all scholars will be 'on contract' for 6 school weeks, or until behaviour improves to a level which, in the view of the Headmaster, negates the need for it.

### ***The Code of Behaviour***

We expect all students to:

Comply with instructions from staff, including support staff

Respect all people and not to discriminate against others based on race, religion, gender, sexual orientation or disability

Attend school/lessons regularly

Arrive in school and in class on time, ready to learn, with the correct equipment

Comply with the uniform policy and wear the uniform with pride

Respect and take care of the school premises, buildings and property

Respect the property of other people in the school community

Keep work areas and social areas tidy, clean and free from litter

Focus on their learning, taking a pride in their work, including presentation

Complete homework/prep and coursework assignments on time and to the best of their ability

Have due regard for the health and safety of others

Comply with screening and searching for prohibited items if required

Comply with the health and safety procedures and instructions in lessons and around the building

Provide good example of behaviour to students in younger year groups

Maintain a high standard of behaviour, on the way to and from school, when representing the school as well as when clearly identifiable as a member of the school community



The following behaviours are not acceptable:

Poor punctuality  
Truancy from school or from lessons  
Failing to study during 'Prep Time' (If a boarder)  
Leaving the school premises during the school day or during no lesson time without authority  
Refusal to comply with instructions/reasonable requests given by a member of staff  
Disruption of lessons  
Misbehaving in examinations  
Plagiarism, e.g. written work, coursework and homework  
Violence and threatening behaviour, either verbal or non verbal  
Bullying and harassment, including cyber-bullying  
Racist, sexist and homophobic behaviour and language  
Misuse of technologies including hand held devices, ICT and the internet  
Using hand held devices or iPods in lessons without permission from the teacher in charge  
Taking unauthorised photographs on school premises  
Smoking on the premises and on the way to and from school (or at any time during term time if a boarder)  
Theft  
Bringing, concealing and/or using prohibited items to school or school trips or visits  
Encouraging others to bring, conceal and/or use prohibited items to school or on school trips or visits  
Destruction of property including malicious damage and graffiti  
Students endangering their own health and safety and endangering the health and safety of other members of the school community or those in the local community  
Bringing the reputation of the school into disrepute

In addition the following are not allowed in school:

Alcohol, illegal drugs, drug paraphernalia and other controlled substances  
Cigarettes, cigarette paper, tobacco, cigarette lighters, matches etc  
Weapons and offensive weapons such as BB guns, knives, catapults etc  
Fireworks, including fire crackers; „stink bombs“ and other dangerous/noxious items  
Stolen property  
Pornographic images  
Any other item that can be detrimental to the smooth running of the school

Materials of any format that are discriminatory against those protected under the Equality Act (e.g. racist or homophobic literature)

I agree that I will comply with the Bedstone College Behaviour Contract. In addition, I understand that if I breach this contract by behaving in such a way that I might normally expect to be excluded from school for a fixed term, the Headmaster will consider permanent exclusion as an alternative.

Signed: \_\_\_\_\_ (Student)

Parent/Guardian: \_\_\_\_\_

Headmaster: \_\_\_\_\_

Date: \_\_\_\_\_

## **Bedstone Junior School**

In addition to the processes and procedures outlined above for the senior school. There are some practices that apply to the junior school only.

### **Introduction**

Students should have opportunities to be rewarded for their efforts. The greatest reward can often be a simple word of thanks. Recognition on a personal level is key. We also operate systems, whereby good behaviour, effort and attainment can be rewarded. Sanctions are applied for poor behaviour or effort.

### **Academic Rewards**

#### **Merits**

Students who produce a very good piece of work or have accumulated stars/stickers, will be given Merit. Merits can be awarded by teachers of curriculum subjects ie. those lessons which are timetabled and are in a classroom (Art, music and food tech/CDT/IT are included). Non-curriculum subjects, such as Learning Support and individual music lessons, are not included in the Merit system. They have their own reward systems in place and should keep these in-house and refer to them in end of term/year reports.

- Merits are awarded in Three ways;
  - On the accumulation of 5 stars awarded by a subject teacher. These can be awarded for effort or attainment
  - For a one off outstanding piece of work or effort
  - Students who are noticed being exceptionally kind or helpful.
  
- All students have the Merit sticker insert in their prep diaries and as stars are awarded, they are recorded in the prep diary by the subject teacher. When a student achieves 5 stars, the student shows his/her prep diary to their tutor and the tutor crosses off the 5 stars and awards the Merit, recording it on computer system.
- Students who produce an exceptional piece of work in any subject, are sent to the Head who will award them with a personalised message, which can be shown to parents and stored in Head's Book.
- Merits are added up and those achieving more than 10 merits at the end of each term the names of those who have done well are read out in Assembly.

### **Sanctions**

Minor breaches of discipline for any inappropriate behaviour will cause 'minutes' to be lost from free-time. 'Minutes' given recorded in the Day Book. Any persistent disruption by a student should be flagged-up at the weekly Junior School staff meeting.

The following is a guide to how minutes are deducted:

	Junior 2 & 3	Junior 4
Arriving late to lesson	5	10
No books, equipment needed for lesson	5	10
Running in corridor	5	10
Untidy appearance	5	10
Belongings not put away	5	10
Inappropriate classroom behaviour, after warning Eg chair rocking, calling out	5	10
Disobedient	10	20
Bad language	10	20
Unkind behaviour	10	20
Disregard to safety	10	20
Dishonest/ untruthful	10	20
Disrespectful to person or property	10	20
Hurting another	10	20
Inappropriate behaviour	10	20
Misuse of computers	10+ban	20+ban

These are the number of minutes given in the first instance; some behaviour might warrant further minutes after discussion and investigation.

Parents are contacted either by e-mail or with a note by the Form Tutor if a student accumulates more than 15 minutes in one week.

If a student regularly appears in the conduct book then the form tutor will speak at length to the students concerned. The DHP will also be involved. It may be necessary to put the student on Report Card and, once again, parents are contacted. If a student fails to complete work or it is of an unsatisfactory standard, students will be given a warning and asked to complete the work in their own time. Students whose work continues to disappoint or who disrupt lessons may be issued with a 'Report Card' which is signed by the teacher at the end of each lesson. The report card is monitored by the Form Tutor, who keeps in close touch with the student's parents

### **Serious Breaches of Discipline**

Any particularly serious breaches of discipline will ultimately be dealt with by the DHP or Head. The tutor will be the first point of contact with parents over serious breaches of discipline such as theft, fighting or bullying that may lead to fixed-term exclusion or in extreme cases or for repeated offences, offenders may be permanently excluded

**The Junior School Policy for Rewards and Sanctions is reviewed annually**

**Last reviewed (Sept 2020)**

**JL (Deputy Head Pastoral)**

Written 1<sup>st</sup> September 2012

Reviewed August 2013

Reviewed Sept 2014

Reviewed April 2015

Reviewed April 2016

Reviewed Sept 2017

Reviewed Sept 2018

Reviewed Sept 2019

Reviewed Sept 2020