



**ST JAMES**  
Senior Boys' School

## **Behaviour, Rewards and Discipline Policy**

**St James Senior Boys' School**

September 2023

## Contents

1	Aims.....	3
2	Scope and application .....	3
3	Regulatory framework .....	4
4	Publication and availability.....	5
5	Definitions .....	5
6	Responsibility statement and allocation of tasks.....	5
7	Promoting high standards of behaviour .....	7
8	Minor breaches of discipline.....	7
9	Serious breaches of discipline.....	7
10	The role of Parents.....	9
11	The role of pupils.....	10
12	Additional needs .....	10
13	Safeguarding and child-on-child abuse.....	10
14	Malicious allegations .....	11
15	Use of reasonable force.....	11
16	Searching pupils.....	12
17	Staff training .....	12
	The School maintains written records of all staff training .....	12
18	Risk assessment .....	12
19	Record keeping .....	12
20	Version control .....	13
Appendix 1	School Rules.....	14
Appendix 2	Rewards and Sanctions.....	16
Appendix 3	Investigations into serious breaches of discipline.....	19
Appendix 4	Disciplinary meeting with the Head.....	20
Appendix 5	Use of reasonable force.....	23
Appendix 6	Searching and confiscation .....	24
Appendix 7	Pupil Code of Conduct.....	29

## 1 **Aims**

- 1.1 This is the Behaviour, rewards and discipline policy of St James Senior Boys' School (**School**).
- 1.2 The aims of this policy are as follows:
- 1.2.1 to create a calm, safe and supportive environment free from disruption in which pupils can thrive and flourish both in and out of the classroom and reach their full potential;
  - 1.2.2 to create promote and maintain high standards of behaviour amongst pupils;
  - 1.2.3 to actively promote and safeguard the welfare of pupils at the School and to protect all who come into contact with the School from harm;
  - 1.2.4 to ensure, so far as possible, that every pupil in the School is able to benefit from and make a full contribution to the life of the School, consistent always with the needs of the School community;
  - 1.2.5 to set out a clear and fair process for the proper investigation of allegations of poor behaviour and / or breaches of discipline;
  - 1.2.6 to encourage pupils to accept responsibility for their behaviour;
  - 1.2.7 to consider how negative behaviours can be prevented or prevented from recurring;
  - 1.2.8 to enable staff to respond to incidents of misbehaviour promptly, predictably and with confidence;
  - 1.2.9 to set out the sanctions available to the School in the event of pupil misbehaviour;
  - 1.2.10 to help to promote a whole school culture of safety, equality, inclusion and protection.
- 1.3 This policy forms part of the School's whole school approach to promoting child safeguarding and well-being, which seeks to involve everyone at the School to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.
- 1.4 Although this policy is necessarily detailed, it is important to the School that our policies and procedures are transparent, clear and easy to understand for staff, pupils, parents and carers. The School welcomes feedback on how we can continue to improve our policies.

## 2 **Scope and application**

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).
- 2.2 This policy (together with the School Rules and all School policies on behaviour and discipline) applies to all pupils at the School and at all times when a pupil is:
- 2.2.1 in or at School (to include any period of remote provision);
  - 2.2.2 representing the School or wearing school uniform;
  - 2.2.3 travelling to or from School;
  - 2.2.4 on school-organised trips; or
  - 2.2.5 associated with the School at any time.
- 2.3 This policy shall also apply to pupils at all times and places including out of school hours and off-school premises in circumstances where failing to apply this policy may:
- 2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public;

- 2.3.2 have repercussions for the orderly running of the School; or
- 2.3.3 bring the School into disrepute.

### 3 **Regulatory framework**

3.1 This policy has been prepared to meet the School's responsibilities under:

- 3.1.1 Education (Independent School Standards) Regulations 2014;
- 3.1.2 *Statutory framework for the Early Years Foundation Stage* (DfE, September 2021);]
- 3.1.3 Education and Skills Act 2008;
- 3.1.4 Childcare Act 2006;
- 3.1.5 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**);
- 3.1.6 Human Rights Act 1998; and
- 3.1.7 Equality Act 2010.

3.2 This policy has regard to the following guidance and advice:

- 3.2.1 *Keeping children safe in education 2022* (DfE, updated September 2022) (**KCSIE**);
- 3.2.2 *Working together to safeguard children 2018* (DfE, updated in July 2022);
- 3.2.3 *Information sharing advice for safeguarding practitioners* (HM Government, July 2018);
- 3.2.4 *Behaviour in schools: advice for headteachers and school staff* (DfE, September 2022);
- 3.2.5 *Use of reasonable force* (DfE, July 2013);
- 3.2.6 *Searching, screening and confiscation: advice for schools* (DfE, September 2022);
- 3.2.7 *Sharing nudes and semi-nudes: advice for education settings working with children and young people* (UKCIS, December 2020);
- 3.2.8 *Mental health and behaviour in schools* (DfE, November 2018);
- 3.2.9 *Equality Act 2010: advice for schools* (DfE, June 2018);
- 3.2.10 *PACE Code C 2019*; and
- 3.2.11 *Relationships education, relationships and sex education (RSE) and health education* (DfE).

The following School policies, procedures and resource materials are relevant to this policy:

- 3.2.1 Pupil ICT acceptable use policy
- 3.2.2 Anti-bullying policy;
- 3.2.3 Policy on smoking, alcohol and the misuse of drugs and substances;
- 3.3.4 E-safety policy;
- 3.2.4 Safeguarding and child protection policy and procedures;
- 3.2.5 Risk assessment policy for pupil welfare;
- 3.2.6 Policy on special educational needs and learning difficulties;

- 3.3.7 School Rules;
- 3.2.7 Disability policy;
- 3.2.8 Staff Code of Conduct
- 3.2.9 Relationships and Sex Education policy;
- 3.2.10 Expulsion and removal: review procedure; and
- 3.2.11 Relationships and sex education policy.

#### 4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request from the school office.
- 4.3 A copy of the policy is available for inspection from the school office during the school day.
- 4.4 This policy can be made available in large print or other accessible format if required.

#### 5 **Definitions**

- 5.1 Where the following words or phrases are used in this policy:
  - 5.1.1 References to the **Proprietor** are references to the Board of Trustees of the Independent Education Association Limited.
  - 5.1.2 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening School holidays, the School's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.
  - 5.1.3 References to the **Head** are references to the Headmistress of the School and may include deputies.
  - 5.1.4 References to **Parent** or **Parents** includes one or both of the parents, or those with parental responsibility, or care of a child e.g., a legal guardian or education guardian. Communications or instructions from one of the Parents, or any person with parental responsibility, shall be deemed by the School to be received from both Parents unless there is clear evidence of a contrary view. This requirement does not apply to the giving of notice for cancellation of a place or the withdrawal of a pupil from the School. The persons required to consent or give notice of cancellation or withdrawal are set out in the parent contract.
  - 5.1.5 References to a **Review** are to the review by a panel of the Head's decision in accordance with the Expulsion and removal: review procedure.

#### 6 **Responsibility statement and allocation of tasks**

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 In discharging of its responsibilities under this policy, the Proprietor expects school leaders and staff to undertake the following roles:
- 6.3 School leaders will:
  - 6.3.1 be highly visible, routinely engage with pupils, parents and staff on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported;

- 6.3.2 play a crucial role in making sure all staff understand behavioural expectations and the importance of maintaining them;
  - 6.3.3 make sure all new staff are inducted clearly into the School's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the School;
  - 6.3.4 consider any appropriate training which is required for staff to meet their duties and functions within the Behaviour, rewards and discipline policy<sup>1</sup>;
  - 6.3.5 ensure staff have adequate training on matters such as: how certain special educational needs, disabilities or mental health needs may at time affect a pupils behaviour;
  - 6.3.6 encourage engagement with experts e.g. educational psychologists, counsellors and mental health support teams to inform effective implementation and design of behaviour policies and this links to the whole school approach to mental health and wellbeing.
- 6.4 School staff will:
- 6.4.1 play an important role in developing calm and safe environment for pupils and establish clear boundaries of acceptable pupil behaviour;
  - 6.4.2 uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships, as defined in this policy, so pupils can see examples of good habits and confident to ask for help when needed;
  - 6.4.3 challenge pupils to meet the School expectations and maintain boundaries of acceptable conduct;
  - 6.4.4 communicate School expectations, routines, values and standards (set out in Appendix 1) both explicitly through teaching behaviour and in every interaction with pupils;
  - 6.4.5 consider the impact of their own behaviour on school culture and how they can uphold the School rules and expectations in addition to those set out in the staff code of conduct
- 6.5 In order to achieve this, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Headteacher	As required, and at least termly
Reviewing induction and ongoing training for staff	Headteacher	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Headteacher	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Headteacher	As required, and at least annually

Formal annual review including effectiveness of the policy and procedures in promoting good behaviour and trends relating to disciplinary measures taken	Chair of the Board of Governors	Annually
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## 7 Promoting high standards of behaviour

- 7.1 Pupils are educated about good behaviour through the operation of the School's curriculum, PSHE, relationships and sex education programmes and the School's pastoral support systems. Pupils are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.
- 7.2 The School understands that rewards can be more effective than punishment in motivating pupils. The ways in which the School may reward good behaviour are set out in Appendix 1.
- 7.3 The School recognises that where challenging behaviour is related to a pupil's disability, use of positive discipline and reward methods may enable the School to manage the pupil's behaviour more effectively and improve their educational outcomes.
- 7.4 Where appropriate, staff should also take account of any contributing factors that are identified after a behaviour incident has occurred e.g. if the pupil has suffered a bereavement, experienced abuse or neglect, has mental health needs, has been subject to bullying, has needs including SEND (including any not previously identified), has been subject to criminal exploitation, or is experiencing significant challenges at home.

## 8 Minor breaches of discipline

- 8.1 The School adopts a culture of openness and transparency and, where there are any concerns regarding breaches of discipline, contact should be made with the School at the earliest opportunity. All concerns are taken seriously including scenarios where suspicions or breaches of discipline appear minor.
- 8.2 The School has pastoral support systems in place to assist pupils in managing their behaviour. A range of sanctions are available for those who breach the School rules and policies for behaviour and discipline.
- 8.3 Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal interviews and/or investigations with the pupils involved. Low level sanctions may be given following such processes (see Appendix 1 for details of possible sanctions).
- 8.4 A minor breach of discipline may be referred to a senior member of staff and external agencies (where appropriate) prior to, during or following an informal investigation.
- 8.5 When considering the appropriate sanction, the risks posed to pupil welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and / or the School community as a whole.

## 9 Serious breaches of discipline

- 9.1 Allegations, complaints or rumours of serious breaches of discipline should be referred to the Head.
- 9.2 The main categories of misconduct which are likely to be considered to be serious breaches of discipline and which may therefore result in expulsion or a requirement to leave the School include but are not limited to:
  - 9.2.1 supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing (which includes promotion / advertisement or

facilitating supply) / possession / use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the School policy on smoking, drugs and substances;

- 9.2.2 actual or attempted theft, blackmail, intimidation, cyber-based bullying, prejudice-based bullying, discriminatory-based bullying or other potentially criminal offences including being an accessory or conspirator;
- 9.2.3 physical violence and / or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling);
- 9.2.4 physical or emotional abuse or harassment (to include behaviour that may be categorised as "banter", "just having a laugh", or "part of growing up" );
- 9.2.5 initiation / hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
- 9.2.6 abuse in intimate personal relationships between peers (teenage relationship abuse);
- 9.2.7 sexual violence, sexual harassment and upskirting and other harmful / inappropriate sexual behaviour;
- 9.2.8 consensual and non-consensual sharing of nudes and semi-nude images and / or videos;
- 9.2.9 behaviour in contravention of the School's policies on the acceptable use of technologies or online safety;
- 9.2.10 supply or possession of pornography;
- 9.2.11 behaviour which may constitute a criminal offence, such as:
  - (a) possession or use of firearms, knives or other weapons;
  - (b) vandalism, defacement and / or destruction of school property;
- 9.2.12 persistent minor breaches of discipline or attitudes or behaviour which are inconsistent with the School's ethos;
- 9.2.13 other misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes); and
- 9.2.14 other misconduct specifically provided for in the School's parent contract and School rules.

9.3 Sanctions for serious breaches of discipline include:

- 9.3.1 **Suspension:** a pupil may be sent or released home for a limited period as a disciplinary sanction.
- 9.3.2 **Removal:** the Parents may be required to remove a pupil from the School if, after consultation with one or more of the Parents and if appropriate the pupil, the Head is of the opinion that:
  - (a) the pupil has committed a breach or breaches of School rules or discipline for which removal is the appropriate sanction; or
  - (b) by reason of the pupil's conduct or behaviour, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
  - (c) one or more of the Parents have treated the School or members of its staff or any member of the School community unreasonably.



In these circumstances, and at the sole discretion of the Head, the Parents may be permitted to withdraw the pupil as an alternative to removal being required.

- 9.3.3 **Expulsion:** a pupil may be expelled from the School for a serious breach of discipline as defined in 9.2, suspected, criminal offences and for the avoidance of doubt, for persistent lower level breaches.
- 9.4 An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 3.
- 9.5 Complainants will be taken seriously and the School will carefully discharge its duty of care to both complainants and those pupil(s) accused. Reporting concerns is encouraged by the School. A complainant is not creating a problem by reporting an allegation, complaint or rumour and should not feel ashamed or embarrassed for making a report.
- 9.6 If the findings of the investigation, on the balance of probabilities, support the allegation, complaint or rumour of a serious breach of discipline, a disciplinary meeting will be held in accordance with the procedures set out in Appendix 43
- 9.7 The School will act fairly and in accordance with the principles of natural justice and will ensure that where a pupil's place at the School is at risk, the Parents and the pupil are provided with sufficient information about the allegations to understand them and the factual findings made in the investigation; and will have an opportunity to make representations about:
- 9.7.1 the factual findings made;
  - 9.7.2 whether or not they constitute serious misconduct; and
  - 9.7.3 the sanctions under consideration.
- 9.8 Sanctions imposed will be fair and proportionate to the breach.
- 9.9 If a pupil is withdrawn from the School before the conclusion of disciplinary procedures, the School reserves the right to complete the procedures, in the absence of the pupil and the Parents if necessary, and to make appropriate findings. The School reserves the right to report these findings to regulators and / or local authorities / police and / or refer to disciplinary procedures and findings in references provided for the pupil.
- 10 The role of Parents**
- 10.1 The School seeks to work in partnership with Parents over matters of discipline, and it is part of the Parents' obligations to the School to support the School conventions and rules and this policy.
- 10.2 Parents will normally be informed as soon as reasonably practicable of any suspicion that their child has been involved in serious misconduct but may be prevented from doing so immediately e.g. by the police if they are involved.
- 10.3 All Parents will be notified of any pending disciplinary hearing in accordance with paragraph 9.7.
- 10.4 Parents will be notified of disciplinary sanctions:
- 10.4.1 imposed for significant minor breaches of discipline (i.e. more serious sanctions or persistent minor breaches such as demerits); and those
  - 10.4.2 imposed for serious breaches of discipline and any rights of review;
- as required and / or within School reports.

10.5 Parents will be consulted about the child's conduct and the application of this policy to their child where the School considers, in its professional judgement, that these give rise to significant concern about pupil welfare.

## 11 The role of pupils

11.1 Every pupil will be made aware of the school behaviour standards, expectations, pastoral support and the School's approach to a failure to meet required standards. Pupils will be taught they have a duty to follow the School behaviour policy and uphold the School rules and should contribute to the school culture.

11.2 Pupils should be asked about their experience of behaviour and asked to provide feedback on the School's behaviour culture. Every pupil will be supported to achieve the behaviour standards, including an induction process that familiarises them with the school behaviour culture.

## 12 Additional needs

12.1 In respect of a pupil with a disability as defined by the Equality Act 2010, the School will make such adjustments to this policy and its implementation as it is reasonable to have to make to avoid substantial disadvantage to pupil. In making such adjustments and considering the action to be taken under this policy (as adjusted), the School will have regard to the following:

12.1.1 whether reasonable steps have been taken to understand and address the pupil's educational and other needs or vulnerabilities;

12.1.2 whether all reasonable adjustments have been made to try to manage the behaviour(s) which are under consideration;

12.1.3 whether in the light of conclusions reached in respect of paragraph 12.1.1 and 12.1.2, the action to be taken under this policy is a proportionate means of achieving one or more of the School's legitimate aims, which include:

- (a) ensuring that education, benefits, facilities and services are targeted at those who most need them;
- (b) the fair exercise of powers;
- (c) ensuring the health and safety of pupils and staff, in light of clearly identified risks (with due attention to the potential need to refer concerns arising externally as required under the School's Safeguarding and child protection policy and procedures);
- (d) maintaining academic and behaviour standards; and
- (e) ensuring the well-being and dignity of pupils.

12.2 If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the SENDCO or Assistant Head (Pastoral) and further action in accordance with the School's policies on special educational needs and learning difficulties and disability will be considered.

## 13 Safeguarding and child-on-child abuse

13.1 Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. The School will adopt a zero tolerance approach to abuse in order to prevent harm to pupils. Safeguarding issues can manifest themselves via child-on-child abuse. This includes, but is not limited to:

13.1.1 bullying (including cyber-bullying, prejudice-based and discriminatory-based bullying);

13.1.2 physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (which may include an online element which facilitates, threatens and / or encourages physical abuse);

- 13.1.3 sexual violence and / or sexual harassment (which may include an online element which encourages sexual violence);
  - 13.1.4 causing somebody to engage in sexual activity without consent;
  - 13.1.5 upskirting and / or attempts to commit upskirting;
  - 13.1.6 consensual and non-consensual sharing nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery); and
  - 13.1.7 initiation / hazing type violence and rituals (which may include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
- 13.2 Child-on-child abuse can occur both inside and outside of School and may be taking place whilst not being reported. A one size fits all approach is not appropriate for all pupils, and a contextualised approach for more vulnerable pupils, victims of abuse and pupils with special educational needs and disabilities may be required. Certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", or "part of growing up" can lead to a culture of unacceptable behaviours and create an unsafe environment for pupils. In worst case scenarios, dismissing sexual harassment can led to a culture that normalises abuse and pupils accepting it as normal and not coming forward to report it.
- 13.3 Technology is a significant component in many safeguarding and well-being issues. Pupils are at risk of abuse online as well as face to face. This can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.
- 13.4 In line with the School's aims and culture of openness and encouragement to report, the School's policy and procedures with regard to child-on-child abuse are set out in child School's Safeguarding and child protection policy and procedures. If behaviour and discipline matters give rise to a safeguarding and child protection concern, either in relation to the alleged victim(s) or perpetrator(s) or, more widely, in relation to ensuring the safety and welfare of pupils and / or staff, the DSL (or a deputy) should take a leading role in decision making and the procedures in the School's Safeguarding and child protection policy and procedures will take priority.
- 14 Malicious allegations**
- 14.1 Where a pupil makes an allegation which is determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the pupil is in need of help or may have been abused by someone else and this is a cry for help. A referral to external agencies may be appropriate in these circumstances. The Head will also consider whether to take disciplinary action against the pupil in accordance with this policy.
- 14.2 Where a Parent has made a deliberately invented or malicious allegation, the Head will consider whether to require that Parent to remove their child or children from the School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- 14.3 The School will consider a malicious allegation to be one where there is sufficient evidence on the balance of probabilities to disprove the allegation and that, by the same test there is sufficient evidence that there has been a deliberate act to deceive.
- 15 Use of reasonable force**
- 15.1 Corporal punishment is not used at the School and force must never be used as a form of punishment.
- 15.2 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 5. More detailed guidance about the use of reasonable force is provided to staff in the Staff Code of Conduct.

## 16 Searching pupils

- 16.1 School staff may search a pupil or their possessions for any item if the pupil agrees<sup>2</sup>. If a member of staff suspects that a pupil has a banned item in their possession, they can instruct the pupil to turn out their pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.
- 16.2 If a pupil refuses to co-operate with a search the Head, and staff authorised by the Head, may use reasonable force to search a pupil or a pupil's possessions where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 6 for the School's policy on searching and confiscation and the definition of prohibited items.

## 17 Staff training

- 17.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. This includes:
- 17.1.1 how staff can support pupils in meeting high standards of behaviour
  - 17.1.2 how staff can to ensure that this policy and sanctions is applied in a way that is consistent, fair, proportionate and predictable way
  - 17.1.3 where applicable to reflect the need of particular pupils.
- 17.2 The level and frequency of training depends on the role of the individual member of staff.
- 17.3 The School maintains written records of all staff training.

## 18 Risk assessment

- 18.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 18.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (including Education, Health and Care Plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.
- 18.3 The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately assessed and for ensuring that the plans are implemented, monitored and evaluated as required.
- 18.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the Deputy Head (Pastoral) who has been properly trained in, and tasked with, carrying out the particular assessment.

## 19 Record keeping

- 19.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 19.2 The School will keep a separate record for:
- 19.2.1 allegations and concerns reported in respect of:
    - (a) sexual harassment or sexual violence

- (b) bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic / biphobic / transphobic bullying, use of derogatory language and racist incidents

19.2.2 the School will keep a separate record of exclusions, pupils taken off roll, incidents of poor behaviour, use of internal isolation and sanctions imposed for serious misbehaviour. The record will include:

- (a) the name and year group of the pupil concerned;
- (b) the nature and date of the offence;
- (c) the sanction imposed and reason for it;
- (d) the name of the person imposing the sanction; and
- (e) identifying whether these are relating to boarding.

19.3 This record is reviewed regularly by the Deputy Head (Pastoral) so that patterns in behaviour can be identified and managed appropriately. This will also help if/when responding to any complaints about the way a case has been handled by the School.

19.4 The records created in accordance with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published on its website privacy notices which explain how the School will use personal data.

## 20 Version control

<b>Date of adoption of this policy</b>	1 September 2023
<b>Date of last review of this policy</b>	August 2023
<b>Date for next review of this policy</b>	August 2024
<b>Policy owner (SMT)</b>	Headteacher
<b>Policy owner (Proprietor)</b>	Chair of the Board of Governors

## **Appendix 1 Rewards**

### **Years 7 to 11**

In years 7 – 11 pupils can be awarded merits. Merits will be awarded by the teachers according to existing criteria: achievement, effort, service to the school, etc. Merit Points will be collected on a weekly basis and a note taken of how many points a boy has received. This is done by the Form Teacher.

### **Award Certificates and Prizes**

These are given out by the Assistant Headmaster and the Heads of Year in the end of term assembly. The certificates are awarded as below:

#### Bronze

The Bronze Merit Award is given to boys who achieve 20 merits or more over the course of one term.

#### Silver

The Silver Merit Award is given to boys who achieve 40 merits or more over the course of one term.

#### Gold

The Gold Merit Award is given to boys who achieve 60 merits or more over the course of one term.

#### Platinum

The Platinum Merit Award is given to boys who achieve 120 merits or more over the course of one term. Any boy who achieves the platinum award also receives a gift voucher between £5 and £10. This award is given out by the Headmaster at the end of term assembly.

### **Commendation cards**

These are worth 15 merits. They take the form of a physical postcard, where a message can be written by the teacher before being sent home. Commendation cards are awarded for excellent achievement, effort, service to the school, etc.

### **Character Awards**

These are presented (normally one per Year group) on a fortnightly basis by the Assistant Headmaster. They are awarded for outstanding achievement, effort, service to the school, kindness etc. They take the form of a certificate, which is then posted home.

### **House Competition**

Rewards will be offered as part of a house competition. The house that wins the most points will be rewarded with a trip out towards the end of each term.

## Appendix 2 Sanctions

The fundamental principle behind the approach to behaviour at St James Senior Boys' School is that whatever the cause of poor conduct and anti-social behaviour, every boy is given an opportunity to make a conscious decision to change and improve his behaviour.

There is flexibility within this system to allow teachers to use their judgement when dealing with minor or persistent offences. Tasks, impositions or detentions may be imposed by individual members of staff providing the form teacher is informed and such sanctions do not adversely affect other school activities or cause problems for parents.

### First Reprimand

- A. If a pupil behaves in such a way as to contravene the School rules he receives a first reprimand and a clear verbal warning.
- B. The pupil's name can be written on the white board if staff members find this useful.
- C. This is to give the pupil a choice and an opportunity to change unacceptable behaviour.
- D. A blanket warning of the whole class should not be counted as a first reprimand.

### 1. Formal Warning (Yellow Card).

- A. If the same offence is repeated within a defined period, the offender receives a formal warning, known as a Yellow Card.
- B. The teacher informs the boy that he has received a Yellow Card, reminding him of the offence and giving him a further opportunity to exercise a choice based on reason.
- C. A yellow slip is filled in and put in the form teacher's tray in the Staff Room. The Form Teacher keeps a record of Yellow Slips issued.

### 2. Red Card

- A. If the same offence is repeated a third time, a Red Card is issued which results in the imposition of a sanction: usually a detention.
- B. At this point the pupil should be asked to leave the lesson with their work and report to one of the Heads of Year, via the Reception. They will be found a place to work in silence.
- C. The Head of Year will resolve all disputes relating to Red Cards, or refer such disputes to the Headmaster.
- D. Red Card slips, kept in the Staff Room, are filled in by the issuing teacher. They are placed in the Form Teacher's tray. They are then signed by the Form Teacher and passed to the Head of Year.



- E. A pupil accumulating five Yellow Cards within the space of one term will also receive a Red Card.

### **Straight Red Cards**

A few offences merit a **straight Red Card**, without the warning system. These 'Zero Tolerance' offences include:

- fighting
- swearing or offensive language
- deliberately damaging school property or the property of another person
- unsafe behaviour
- stealing
- serious anti-social behaviour
- improper use of mobile devices and the internet
- **bullying** (see Anti-Bullying policy)
- cheating in an examination
- **Truanti**

More serious versions of these offences will be dealt with in accordance with section 9 of this policy.

A Red Card will usually result in a detention, the length of which, depending on the nature of the offence, will be determined by the Heads of Year.

Some more serious offences will warrant a Saturday detention. Failure to attend a Red Card detention without good reason will also result in a Saturday detention.

Failure to attend a Saturday detention without good reason will usually result in a Suspension.

Three Red Card offences in one term will result in a two hour Saturday detention. Four, in a further Saturday detention and five, in a Suspension.

The decision of what punishment to apply is made by the Head of Year, in consultation with all parties concerned. The Head has ultimate discretion over punishments/sanctions.

- 5 Yellow cards in a Term = 1 Red
- 5 Red in a Term = Suspension
- All cards are cleared every Term
- The Headmaster will judge all matters relating to Suspension
- Four Suspensions in the career of a boy may result in Removal from St James, in accordance with section 9 of this policy

### **Reflection**

During Red Card detention the pupil will be given a 'Reflection Sheet' to complete. This requires him to acknowledge his offence and to consider how he might change his behaviour in order to avoid committing a similar offence in the future. This is given to the Form Teacher and placed on the pupil's file.

At the Saturday Detention the pupil will also be provided with a reflection task and a work book to complete.

## **Loss of privileges**

It may be appropriate that certain privileges be removed from a pupil as a result of their behaviour, or while an investigation is being carried out. For example, a loss of break time, if a pupil's behaviour is not of the appropriate standard during these times. For more serious or sustained behaviour, a pupil may also lose the privilege of playing in a school music recital, or for the school team at sport, for example.

For minor behavioural issues, such as 3 yellow cards in quick succession, the Form Teacher will determine whether a loss of privilege would be an appropriate reprimand. This may be a loss of break time or lunch break.

For any more significant removal of privilege, the Head of Year must be consulted and will make the necessary arrangements, together with the Form Tutor.

As with other disciplinary matters, the Assistant Headmaster (pastoral) should be consulted if necessary.

The final decision on these matters lies with the Headmaster.

## **Disciplinary power of prefects**

Staff members in the Senior Boys' School are supported by Prefects, who are managed by the Head of 6<sup>th</sup> Form. Please refer to the Prefect Policy.

## **Multiple suspensions in a pupil's career**

### **First Suspension**

A first suspension arising for the accumulation of five Red Cards within one term is likely to result in a one or two-day suspension, and a formal listing in the Headmaster's Punishment Book. This book is reserved for serious offences and suspensions.

The length of a suspension for any other reason is at the Headmaster's discretion.

### **Second Suspension**

A second suspension arising for any reason, including the accumulation of five Red Cards within one term, is likely to result in a four day suspension. A formal listing will be made in the Headmaster's Punishment Book.

A first and/or second suspension may be served internally. See section 9.3.1.

### **Third Suspension**

A third suspension for any reason, including the accumulation of five Red Cards within one term, will result in a suspension of at least one week, but no more than two weeks. A formal listing will be made in the Headmaster's Punishment Book. In these circumstances, and at the sole discretion of the Head, the Parents may be advised to withdraw the pupil.

#### Fourth Suspension

Should a pupil face a fourth suspension, for any reason including the accumulation of five Red Cards in a term, a disciplinary meeting will be held in accordance with the procedures in Appendix 4 and the pupil will be removed from the School. In these circumstances, and at the sole discretion of the Head, the Parents may be permitted to withdraw the pupil as an alternative to Removal being required. A formal listing will be made in the Headmaster's Punishment Book. See Expulsion and Removal: Review Procedure for more information.

### Appendix 3 Investigations into serious breaches of discipline

- 1 The Head will appoint a senior member of staff to carry out an investigation of an allegation complaint or rumour of serious breaches of discipline, but if appropriate, the Head may investigate matters themselves or instruct a third party to undertake the investigation. The purpose of such an investigation is to make findings on the balance of probabilities, where possible, as to what has happened.
- 2 If the pupil is to be interviewed as part of the investigation, consideration will be given as to whether the pupil should be accompanied by a Parent or member of staff and in any event a note of the interview will be made by the interviewing member of staff.
- 3 A pupil may be suspended from the School as a neutral act pending the outcome of a disciplinary process. Should a suspension continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil and will keep the terms of the suspension under regular review. Parents should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set. Alternatively, the pupil may be offered a segregated regime on School premises.
- 4 A pupil's space or, following appropriate risk assessment, belongings may be searched during the course of the investigation. See Appendix 6 of this policy for the School's policy on searching and confiscation.
- 5 It may be necessary to delay an investigation or put it on hold, for example where external agencies such as the police or social services are involved and have recommended this. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. In relation to alleged sexual violence or sexual harassment, the School will have regard to the DfE guidance Sexual violence and sexual harassment between children in schools and colleges (May 2018) and the School's designated safeguarding lead (or a deputy) will take a leading role on decisions.
- 6 If considered necessary, the School may make arrangements for legal representation for the pupil to be funded entirely at the Parents' expense. Regardless of delays caused by a police or other external agency investigation, the School will provide appropriate pastoral and other support for all pupils affected by the allegations under investigation while they remain on the school roll.
- 7 The outcome of the investigation, where delegated to a member of staff or other third party will be reported to the Head, or, for more routine investigations, the Assistant Headmaster - Pastoral. If the findings of the investigation appears to support the allegation, complaint or rumour, a disciplinary meeting will then be convened in accordance with the procedures in Appendix 4 of this policy.

## **Appendix 4 Disciplinary meeting with the Head**

- 1 Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appears to support the allegation, complaint or rumour, a disciplinary meeting with the Head will take place. For more routine incidents, the Headmaster may appoint the Assistant Headmaster – Pastoral to carry out the process as outlined below.

### **2 Attendance**

- 2.1 The pupil and his Parents (if available) will be asked to attend the disciplinary meeting with the Head. The pupil may also be accompanied by a member of staff of his choice. Where the complaint concerns the behaviour of the Parents, the pupil will not generally be expected to attend the meeting and this procedure applies to the Parents only.
- 2.2 The person who undertook the investigation will be in attendance to explain the circumstances of the complaint and his investigation and an additional member of staff will be present to minute the meeting.
- 2.3 If the Parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head so that appropriate arrangements can be made.
- 2.4 If a Parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the Parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

### **3 Meeting**

- 3.1 Documents available at the disciplinary meeting with the Head may include:
  - 3.1.1 a statement setting out the allegations regarding the pupil or, where applicable, the Parents;
  - 3.1.2 written statements and notes of the evidence supporting the allegations, and any relevant correspondence;
  - 3.1.3 the investigation report;
  - 3.1.4 the pupil's school file and (if separate) conduct record;
  - 3.1.5 the relevant School policies and procedures.
- 3.2 The Head will inform the pupil and his Parents of the range of disciplinary sanctions which the Head considers are open to them.
- 3.3 The pupil and his Parents will have an opportunity to make representations on:

- 3.3.1 the investigator's findings;
- 3.3.2 whether they constitute serious misconduct; and
- 3.3.3 the appropriate sanction to be imposed.

3.4 Unless the Head considers that further investigation is needed, he will close the meeting and inform the pupil and the Parents that they will be notified of his decision in writing.

#### **4 Decision**

4.1 The Head will consider whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. The pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil.

4.2 The Head may expel or remove a pupil or impose any other sanction he considers to be appropriate in accordance with this policy.

4.3 The Head will notify the Parents of his decision in writing, with reasons, within three working days after the disciplinary meeting.

4.4 A decision to expel or remove a pupil shall take effect five working days of the date of the Head's letter confirming his decision. Until then, the pupil shall remain suspended and away from School premises.

#### **5 Review**

5.1 The Parents or the pupil may request a Review of the Head's decision to expel or remove a pupil from the School. The request must be made within five working days of the date of the Head's letter confirming his decision.

5.2 If such a request is made, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.

5.3 See the expulsion and removal: review procedure for further information about requesting a Review and the detail of the procedure.

#### **6 Leaving status**

6.1 If a pupil is expelled or removed, his leaving status will be one of the following: expelled, removed or, if the offer is made by the Head and accepted by the Parents, withdrawn by parents.

6.2 Additional points of leaving status may include:

- 6.2.1 the form of letter which will be written to the Parents and the form of

- announcement in the School;
- 6.2.2 the form of reference which will be supplied for the pupil;
- 6.2.3 the entry which will be made on the School record and the pupil's status as a leaver;
- 6.2.4 arrangements for transfer of any course and project work to the pupil, his Parents or another school;
- 6.2.5 whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations;
- 6.2.6 whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil;
- 6.2.7 whether the pupil will be entitled to leavers' privileges;
- 6.2.8 the conditions under which the pupil may re-enter School premises in the future; and
- 6.2.9 **financial aspects:** payment of any outstanding fees and extras; whether the deposit will be returned or credited; any refund of prepaid fees.

## Appendix 5 Use of reasonable force

- 1 There are circumstances when it is appropriate for staff to use reasonable force to safeguard pupils. Any use of reasonable force will be in accordance with the DfE guidance Use of reasonable force (DfE, July 2013).
- 2 Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:
  - 2.1 committing a criminal offence;
  - 2.2 injuring themselves or others;
  - 2.3 causing damage to property, including their own;
  - 2.4 engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.
- 3 In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing him to do so would risk his safety or lead to behaviour that disrupts the behaviour of others.
- 4 In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 6 below).
- 5 In these circumstances, 'reasonable' means using no more force than is needed.
- 6 In deciding whether reasonable force is required, the needs and particular vulnerabilities of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities. The School will establish proactive and positive behaviour support strategies for pupils with particular needs, in consultation with their parents, to reduce the occurrence of challenging behaviour and the need to use reasonable force.
- 7 Where reasonable force is used by a member of staff, the Deputy Head must be informed of the incident and it will be recorded in writing. The pupil's Parents will be informed about serious incidents involving the use of force.



## Appendix 6 Searching and confiscation

- 1 All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- 2 The School's policy on searching and confiscation has regard to the DfE guidance 'Searching, Screening and Confiscation Advice for schools July 2022'.

### 3 Prohibited items

- 3.1 The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012/951):
    - 3.1.1 knives or weapons, alcohol, illegal drugs and stolen items;
    - 3.1.2 tobacco and cigarette papers, vaping equipment, fireworks and pornographic images;
    - 3.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:
      - (a) to commit an offence; or
      - (b) to cause personal injury to, or damage to the property of, any person (including the pupil); and
    - 3.1.4 any item banned by the School rules that are identified as being items which may be searched for
  - 3.2 The School has banned these items as it reasonably believes them to be likely to cause harm or disruption. Pupils must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on an educational visit).
- ### 4 Searching with consent
- 4.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required. If items are "prohibited items" as listed in section 3 above, the School is not required to seek consent, but the pupil will be asked in any event. Where a pupil is not deemed to have sufficient maturity or understanding or to be fit to give informed consent themselves, then consent will be sought from a parent.
  - 4.2 The consent of the pupil must be obtained for searches for items that are not "prohibited items" as listed in section 3 above. The consent of the pupil must be sought even if he is not at the School at the time.

- 4.3 If the pupil refuses to provide consent disciplinary action may be taken in accordance with the School's behaviour and discipline policy.

## **5 Searching for prohibited items**

- 5.1 Where the Head or an authorised member of staff has reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search can be carried out, using reasonable force if necessary (such force may not be used in searches for items included in 3.1.4 above).
- 5.2 Searches will be carried out on School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on an educational visit or in training settings.
- 5.3 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
- 5.3.1 a search of outer clothing; and / or
  - 5.3.2 a search of School property (e.g. pupils' lockers or desks); and / or
  - 5.3.3 a search of personal property (e.g. bag or pencil case).
- 5.4 Searches will be conducted in such a manner as to minimise embarrassment or distress. Searches of a pupil or their possessions will generally be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same sex as the pupil.
- 5.5 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon the pupil, or another member of staff, a member of staff may carry out a search in any event.
- 5.6 Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

## **6 Confiscation**

- 6.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- 6.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to School discipline.

## **7 Searching electronic devices**

- 7.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break School rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should be conducted in the presence of a member of the IT staff.
- 7.2 Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break School rules.
- 7.3 Subject to 7.4 below and the requirements set out in KCSIE if inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or criminal offence or hand it over to the police if the material is suspected to be evidence relevant to an offence.
- 7.4 Staff should not view or forward illegal images of a child. When viewing an image is unavoidable staff should follow the School's policy on sexting as set out in the Safeguarding and Child Protection Policy and Procedures.

## **8 Disposal of confiscated items**

- 8.1 Alcohol: alcohol which has been confiscated will be destroyed.
- 8.2 Controlled drugs: controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 8.3 Other substances: substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.
- 8.4 Stolen items: stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- 8.5 Tobacco, cigarette papers or vaping equipment: tobacco, cigarette papers or vaping equipment will be destroyed.
- 8.6 Fireworks: fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff.

- 8.7 Pornographic images: pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil is at risk of harm, the Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.
- 8.8 Other pornographic images will also be discussed with the Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 8.9 Article used to commit an offence or to cause personal injury or damage to property: such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 8.10 Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.
- 8.11 An item banned under School rules: such items may, at the discretion of the School or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile electronic device that has been used in breach of School rules to disrupt teaching, the device will be kept safely until the end of the school day when it can be claimed by its owner, unless the Head considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 8.12 below. If a pupil persists in using a mobile electronic device in breach of School rules, the device will be confiscated and must be collected by a Parent.
- 8.12 Electronic devices: if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break School rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a Parent and the pupil may be prohibited from bringing such a device onto School premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

## **9 Communication with Parents**

- 9.1 There is no legal requirement for the School to inform Parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. In appropriate cases we will inform Parents on how the School will dispose of certain items.
- 9.2 We will keep a record of all searches carried out, including whether the search is with or without the consent of the pupil. The record will include details of any disposal of items confiscated.

- 9.3 Complaints about searching or confiscation will be dealt with through the School's parental complaints policy and procedures.
- 9.4 The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

## **Appendix 7 Pupil Code of Conduct**

The following is designed to give both staff and pupils an understanding of the common 'school rules'. The list is not finite and the final decision on both misdemeanour and sanction lies with the Headmaster.

### **1 Registration**

- 1.1 Pupils are expected in school, at their Form room, by 08:15
- 1.2 Arriving after 08:20 may be classified as 'Late'. A pupil arriving late three times in a week will receive a red card and Saturday detention.
- 1.3 Pupils in Years 9 – 11 must be in their form room for registration at 13:10 (13:00 on Friday). Years 7 & 8 registration is at 13:55 (13:45 on Friday). The above late rule applies.
- 1.4 No pupil may leave the School Grounds during School hours (08:20 – 16:00) unless special permission has been given. In cases where permission has been granted the student must sign out/sign in using the designated register in Reception. Failure to do this will result in red card and Saturday detention in the first instance.

### **2 Out of Lessons**

- 2.1 All pupils should remain in class during lessons.
- 2.2 Any pupil out of class should be carrying a note from the relevant teacher. This will be issued by the class teacher.
- 2.3 Matron is only available during break time except in exceptional circumstances at the discretion of the teacher.
- 2.4 Any Pupil found truant may receive a red card. Truancy could result in a suspension or a Saturday detention. This will be investigated on a case by case basis.

### **3 Bounds**

- 3.1 Many areas are out of bounds and pupils are made aware of these areas. These include: The lake, playing fields marked with red flag, the 6th Form area, Headmasters stairs and corridor, music cells, areas around the back of the Astro Turf and sports hall.
- 3.2 Boys found out of bounds will receive a red card.

### **4 Food, Drink & Litter**

- 4.1 No eating in classrooms or corridors. Pupils should not be eating/drinking whilst walking around School.
- 4.2 All litter must be placed in bins provided. Pupils seen deliberately littering will receive a red card.
- 4.3 Food must not be taken out of the Dining Hall.
- 4.4 Pupils may not bring their own food or drinks, with the exception of water, to school. This includes chewing gum.

- 4.5 Failure to follow the above will result in food and drink being confiscated and disposed of. A red card may be issued, at the discretion of the member of staff.

## **5 Property and lockers**

- 5.1 Any valuables, including electronic devices and money, are brought into school at the pupils own risk. It is the responsibility of the pupil to ensure that such items are placed in a secure place. A locker is provided for every pupil.
- 5.2 Smart phones are not allowed in school. Any smartphone that is seen will be confiscated and handed in to reception for safe keeping. On a first offence, this can be collected at end of day. For further breaches, a parent will then be required to collect the smart phone at a convenient time.
- 5.3 Any other phones should not be used during the school day. Pupils caught using their phone will have the phone confiscated as above.
- 5.4 During PE and other extra-curricular activities, valuable items must be left in your locker.
- 5.5 Bags not required should be placed in lockers. Bags left unattended are liable to be removed to the Lost Property; repeat offenders may receive a red card.
- 5.6 No weapons or knives may be brought into school. Any incident of this nature will be taken very seriously and will be referred to the Headmaster. Expulsion will be the likely outcome if found in possession of a weapon.

## **6 Cigarettes, Alcohol & Drugs**

- 6.1 No pupil should be in possession of any smoking materials (including 'vape pens' and ecigarettes), alcohol or drugs.
- 6.2 Possession of any of the above will likely result in a suspension.
- 6.3 Any pupil found smoking (including vaping) or drinking, either in school, while undertaking school activities, or outside of school while in uniform, will be referred to the Headmaster. Suspension or permanent exclusion will result once the situation has been investigated.
- 6.4 Any involvement in drugs will be dealt with in line with the drugs policy. A pupil found using drugs, or on receiving a positive drugs test result, will be permanently excluded.

## **7 Personal Appearance**

- 7.1 The school expects all pupils to present themselves in a smart manner, in keeping with the traditions of the school.
- 7.2 The school reserves the right to veto anything we deem inappropriate.
- 7.3 Boys in Years 7-11 will wear the following in School and on the journeys to and from School. • School blazer with embroidered badge pocket • Blue (Yr 7&8) / White (9 – 11) shirt with top button fastened. • Charcoal grey trousers. • Grey or black socks. • Black formal leather shoes (not suede or boots) • Authorised School/Colours tie. • Only a school jumper may be worn in Years 7-11. (V-neck, royal blue for Lower School, dark blue for Upper School.)

- 7.4 Year 11 wear a suit from the second term onwards. The suit should be black, blue or grey. With appropriate shirt, tie and formal shoes.
- 7.5 Jewellery of any type is not permitted. With the exception of religious items for which permission has been granted.
- 7.6 Clothes must be smart, clean and well cared for.
- 7.8 Shirts should be tucked in at the waist with top buttons done up and tie worn correctly.
- 7.9 Plain dark woollen hats may be worn outside only when the weather is very cold.
- 7.10 Artificial changes in hair colour are not permitted and may result in a pupil not being admitted to school until the hair is acceptable. A student may choose their hairstyle, but we ask that this is kept clean and smart. The final decision on what is acceptable lies with the Headmaster.
- 7.11 Persistent breaches of the uniform rules will likely to result in a red card. If there is no improvement in the uniform then the pupil may not be admitted to school until the uniform issue has been resolved.

## **8 Personal appearance – PE**

Boys in Years 7 – 11 should have the following for PE:

- 8.1 Winter and spring term • St James rugby top, shorts and socks. • Boots & trainers. • House kit for Friday sports. • St James tracksuit & dark under layers if cold.
- 8.2 Summer term • St James cricket whites or white polo and shorts. • White socks and trainers. • House kit for Friday sports.
- 8.3 'Off Games' • Appropriate kit as above and St James tracksuit only. All pupils who are 'off games' are still required to bring and change into relevant PE kit for all PE & sports lessons. This is because they will still be expected, as far as possible, to take an active role in the lesson in some capacity. • Any kit infringements will result in a warning, yellow and then red card. This will likely result in a detention in line with the school's discipline policy.

## **9 Language & interactions**

- 9.1 Boys should use respectful and courteous language when in the school building. Language that is harmful to other students and staff will be taken very seriously.
- 9.2 When in the school building pupils should be aware of the volume of their voices, with no shouting allowed.
- 9.3 The school has a zero tolerance to swearing and poor language. This will result in a red card.
- 9.4 Any case of physical violence is unacceptable and will be dealt with seriously.
- 9.5 Breaches of the above are likely to result in a red card.



## **10 Public Displays of Affection**

- 10.1 In order to maintain a professional atmosphere of learning, mutual respect and safety in school, students should refrain from inappropriate, intimate behaviours on the school site or at school-related events & activities. Students are expected to conduct themselves respectfully at all times, guidelines on this are below:
- 10.2 It is acceptable to demonstrate care for each other in physical expressions such as friendly hugs or pats on the back or shoulders. All such contact should be open and inclusive within a social group to be acceptable and with the consent of all individuals.
- 10.3 Intimate physical expressions of affection (hugging, holding hands, kissing, embracing) are not permitted at school, on the school buses or on any school activity.
- 10.4 Lying down with another student; hand on another's lap; sitting on another's lap is also not acceptable. Touching in sexual ways either under or through clothing is not acceptable.
- 10.5 Students involved in inappropriate expressions of affection will be spoken to privately and respectfully with a view to modifying their behaviour and educating them. Continued failure will be considered as discipline violation and will result in parent notification and consequences as outlined in the discipline policy.

## **11 Classroom expectations**

- 11.1 The teacher will set the expectations for their lesson and classroom. These may differ slightly from class to class, pupils are expected to follow the expectations of the teacher.
- 11.2 The minimum expectations are as follows:
  - 11.2.1 Pay attention and only talk when given permission, for example during group work.
  - 11.2.2 Arrive at lessons with the correct equipment. 11.2.3 Be courteous towards the teacher and your peers.
  - 11.2.4 Complete work and homework to a high standard and on time.
  - 11.2.5 Stand when a teacher or visitor enters the room.
  - 11.2.6 For classroom behaviour the normal discipline system applies.

## **12 School Property**

- 12.1 Damage to school premises is not acceptable under any circumstance. While each incident will be investigated individually, suspension is the likely sanction. The bursar's office will also charge for any damage caused.