



Behaviour, Rewards and Sanctions Policy

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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

3(h) utilises effective strategies for managing behaviour and encouraging pupils to act responsibly
5(b)(iii) encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the school is situated and to society more widely.
9. The standard in this paragraph is met if the proprietor promotes good behaviour amongst pupils by ensuring that—
9(a) a written behaviour policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupil misbehaviour;
9(b) the policy is implemented effectively; and
9(c) a record is kept of the sanctions imposed upon pupils for serious misbehaviour
32(3)(a) particulars of the School's policy on and arrangements for admissions, misbehaviour and exclusions;

1.3 Supporting Documents

The following related information is referred to in this policy:

Attendance Policy
Alcohol, Drugs and Smoking Policy
Anti-Bullying Policy
Coach Code of Conduct
Complaints Policy
Criminal Justice and Immigration Act 2008
Education Act 1996
Education and Inspections Act 2006
E-Safety Policy/Acceptable Use Policy
Expulsion and Suspension Policy
General Data Protection Regulation (2018)
Keeping children safe in education (September 2024)
Misuse of Drugs Act 1971
Safeguarding Policy
School Rules
Schools (Specification and Disposal of Articles) Regulations 2012
Screening, searching and confiscation (July 2022)
Use of reasonable force (July 2013)

1.4 Terminology

Expulsion is the permanent dismissal of a Student from the School following serious misconduct formally recorded.

Head means Headmaster of Haberdashers' Boys' School.

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Boys' School which is operated by the Haberdashers' Aske's Elstree Schools Limited, the Schools Trustee of Haberdashers' Aske's Charity.

School Rules include any behaviour code or code of conduct.

Student or **Students** means any student or students in the School at any age.

Suspension is the temporary exclusion of a Student from the School.

2 Introduction

We aim to encourage all Students to take pride in their School and to have a sense of responsibility for all members of the community so that everyone can flourish. The School expects all members of the School community to be considerate, inclusive and role models for each other. Poor behaviour will not be tolerated and will be investigated thoroughly following a carefully set out process.

This policy is applicable to all Students at the School, although the rules and their application may differ according to their age. This policy is also mindful of and gives advice on the need for equality, malicious allegations against staff, the use of reasonable force, searching and confiscation.

The School attaches importance to, amongst other things, courtesy, integrity, honesty, good manners, good discipline and respect for the needs of others. All Students are expected to engage fully in School life, to be punctual, to work hard, to follow the School's behaviour code and to comply with the School Rules regarding uniform, see Appendix B – School Uniform. The Head (and other members of staff acting on his behalf) has authority delegated by the Governing Body to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of all members of the School community.

2.1 Behaviour Away from the School Premises

This policy applies to Students when they are away from the School premises, for example when:

- Travelling to and from School by whatever means
- Taking part in or supporting any activity organised by or endorsed by the School.

All Students using the coach service must adhere to the Coach Code of Conduct.

This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member of the School community or a member of the public, or which brings the School into disrepute.

The School's behaviour code is based on the premise that each Student should be able to learn in safety and in civilised surroundings. All Students should be aware that any serious or repeated breach could lead to Expulsion. The School expects the atmosphere in the classroom to be purposeful and the Students to be attentive and courteous so that there is an orderly and disciplined approach.

Students are expected to complete class and homework assignments on time and to the best of their ability.

The Head is entitled to exercise discretion in relation to the School's policies, rules and regime and will exercise this discretion in a reasonable and lawful manner, and with procedural fairness when the status of a Student is an issue.

2.2 Equality

The School will make reasonable adjustments for managing behaviour which is related to a Student's special educational need or disability. The School recognises that where challenging behaviour is related to a Student's special educational need or disability, use of positive discipline and reward methods may enable the School to manage the Student's behaviour more effectively and improve their educational outcomes.

Where Expulsion needs to be considered, the School will ensure that a Student with a disability or a special educational need is able to present their case fully where their disability or special educational need might hinder this.

Due regard will also be made for any requirements relating to religious observance that affect the Student.

2.3 Sharing information

The School will liaise with parents about poor behaviour, and where it is a safeguarding concern, the School will liaise with the appropriate authorities as per the safeguarding policy. Where a Student moves to another school, records will be transferred as per the safeguarding policy.

The School maintains a log of sanctions imposed for serious behaviour which allows patterns to be identified and acted upon.

2.4 Malicious Allegations against Staff

Where a Student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

Where Parents have made a deliberately invented or malicious allegation, the Head will consider whether to require the Parents to withdraw their child or children from the School on the basis that they have treated the School or a member of staff unreasonably.

In accordance with the DfE's guidance Keeping Children Safe in Education (September 2024), the School will consider a malicious allegation to be one where, on the balance of probabilities, there has been a deliberate act to deceive and the allegation is entirely false.

2.5 Use of Reasonable Force

Corporal punishment is never used or threatened to be used.

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance Use of reasonable force (July 2013) and only when immediately necessary and for the minimum time necessary to prevent the Student from doing or continuing to do any of the following:

- Commit a criminal offence
- Injure themselves or others
- Cause damage to property, including their own
- Engage in any behaviour prejudicial to good order and discipline at the School or among any of its Students, whether that behaviour occurs in a classroom or elsewhere.

In deciding whether reasonable force is required, the needs of individual Students will be considered, and reasonable adjustments will be made for Students with special educational needs or disabilities.

Where reasonable force is used by staff, this is recorded in writing and Parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment.

2.6 Searching and Confiscation

The School staff may search a Student and/or their locker, for any item, with the Student's consent. This will always be conducted by two members of staff. Appropriate consideration will be given to factors that may influence the Student's ability to give consent. If the Student refuses, sanctions will be applied in accordance with this policy.

In relation to prohibited items, as defined in the School Rules, the Head and any staff authorised by him, may search a Student or a Student's possessions, without their consent, where they have reasonable grounds for suspecting that a Student has a prohibited item in their possession.

Such action will be taken in accordance with the DfE guidance Screening, searching and confiscation (July 2022), see Appendix A.

3 Behaviour

3.1 Behaviour in the Pre-Preparatory and Preparatory School

We aim to encourage all Students to take pride in their School and to have a sense of responsibility for all members of the community so that everyone can flourish. The School expects all members of the School community to be considerate, inclusive and role models for each other. At the start of each school year, Form Tutors go through expectations of behaviour with the students and remind them of what sanctions will be put in place, if their behaviour does not meet these expectations. These are then reinforced in PSHE lessons and assemblies. Poor behaviour will not be tolerated and will be investigated thoroughly following a carefully set out process.

3.2 School Rules in the Pre-Preparatory and Preparatory School

Safety:

- Students can enter School buildings from 8.00 am and only when the member of staff instructs them to do so.

- Students should only walk on the left-hand side in the corridors and when going up and down the stairs. Everyone should wait quietly outside classrooms
- Students should take care when crossing the road over to the Senior School. Stop, look for any traffic and wait until the road is clear
- Students should always inform a member of staff if they need to leave the school to attend a music lesson or go to the medical room
- At morning break and at lunchtime, Students must be in the playground unless you have permission from a member of staff
- When there is wet weather, Students must behave sensibly in the classroom and report any problems to the member of staff on duty
- If Students travel by coach, they must follow the Coach Code of Conduct, i.e. wear a seatbelt, have a mobile phone switched on and identify the adult meeting them at the coach stop
- If Students travel by car, they must remember the 10-minute rule which is if the adult collecting has not arrived within 10 minutes of waiting at the Car Park, then they must return to the Preparatory School to alert the Duty Teacher
- Follow the School's E-safety Policy and ICT Acceptable Use Policy for Students.

Courtesy:

- Uphold and take pride in the School Values
- Follow the dress code of the School
- Do not use bad language at any time
- Respect the ideas of others, listen and do not interrupt them. Everyone is entitled to their opinion. Remember, if you have something to say, put your hand up and wait to be asked
- Bullying will not be tolerated; speak to a member of staff if you are worried
- Students should challenge the behaviour of others that doesn't uphold our inclusive values
- Listen carefully to instructions given to you by your teachers. They are given to help you and may involve your safety
- In the Prep School students are only allowed a mobile phone for use on the coaches. All devices should be switched off upon arrival and handed into Form Tutors at the start of the school day. Form Captains will then hand all phones into the office where they will be kept for the duration of the school day. Phones should be collected, by individual students at the end of the school day from the school office.
- Hold the doors for anyone who is following you
- Respect other people's property and do not take it without permission
- Always treat others as you would like to be treated yourself. Be friendly and allow others to join in your game
- Do not be spiteful or unkind
- Be honest and truthful in all that you do, and you will have done your best.

Please refer to Prep School Behaviour Guidelines document for more information which may be obtained on request from the School.

3.3 Behaviour in the Senior School

All Students must abide by the rules set out in the School Rules as listed below. A copy of the School Rules is given to all Students and their Parents, and the Behaviour Policy is also available on the School website.

3.4 School Rules in the Senior School

Attendance:

- The campus opens to Students at 8.00 am and no Student should arrive before this time
- Students should not remain on the School premises after 4.15 pm unless they are taking part in an organised activity run by a member of staff or if they are undertaking supervised study in the library
- All Students must attend School and all timetabled activities punctually and regularly
- Except in the event of illness, no Student may be absent from School without permission previously obtained. Any Student requiring planned absence from School should obtain permission from their Form Tutor by email or by letter. If the absence is longer than half a day, permission will be sought from the Head of Section. If more than one day's absence is required, parents should write to the Head for permission – see the School's Attendance Policy
- Students are expected to be committed both to their academic work and to the co-curricular activities of the School. They have an obligation, if selected by the School, to take part in School games/matches and other out-of-School activities and to attend practices and meetings on School days, weekends and before term unless special exemption has been granted with at least seven days prior notice
- Except for short periods, exemption from Games or Physical Education lessons is granted only upon receipt of a medical certificate.

The Community:

- Students should always treat all members of the School community, visitors and members of the public with courtesy and respect
- Contact with the media in the name of the School is forbidden without the approval of the School (this includes posting on social media)
- Any action which might bring the School's name into disrepute, verbally, in print or online is forbidden
- Only the senior prefects are allowed to park on the school site

The Campus:

- All Students must take pride in the appearance of the campus. Litter should be put into the waste bins provided
- Students are forbidden to order items for delivery to School unless permission is given by a member of staff
- Food should not be eaten inside the School buildings other than under supervision or in the Bates Dining Hall, Sports Hall catering facilities and Sixth Form Common Room
- Chewing gum and spitting are not permitted anywhere on the School campus
- Any malicious damage to the School property, apparatus or books must be paid for and should be reported to a member of staff immediately
- Throwing snowballs is not permitted

Student Welfare:

- Stealing is forbidden
- Gambling is forbidden
- Trading without permission is forbidden
- All Students must adhere to the School's ICT Acceptable Use Policy for Students
- Bullying in any form, including cyberbullying (photoshopping images, sharing or posting online with the deliberate intention of causing upset or offence towards Students or staff) is forbidden

- see the School's Anti-Bullying Policy. Measures are in place to combat cyberbullying and to promote positive behaviour, for example the use of mobile phones is prohibited during the day apart from Sixth Form who are only allowed to use them in designated areas. We do not tolerate racist, antisemitic, islamophobic, homophobic, biphobic, transphobic, misogynistic or misandrist language or behaviours

- Fighting and play-fighting, including arm wrestling, is forbidden
- Child on Child abuse will not be tolerated – see the School's Safeguarding Policy about how we deal with Child on Child abuse.
- Students are forbidden to possess any illegal substances while under the jurisdiction of the School
- All recreational drugs, including those not controlled under the Misuse of Drugs Act 1971, (e.g. new psychoactive substances – formerly known as 'legal highs' - and shisha products) are forbidden
- Students are forbidden to possess or use tobacco, vapes, juuls, e-cigarettes, e-sticks or similar products. Students are forbidden to possess alcohol. In any case of infringement of this rule Parents will be informed and Students must expect to be temporarily excluded from School. If this occurs on a School trip, Parents will be contacted and may be asked to collect their son at their expense.
- Students are forbidden to possess alcohol. In any case of infringement of this rule Parents will be informed and Students must expect to be temporarily excluded from School. For further information please refer to the School Alcohol, Drugs and Smoking Policy
- Students are forbidden to bring illegal weapons into School e.g. Taser guns, knives, cyber-weapons. The Head and staff authorised by him have a statutory power to search Students or their possessions, without consent, where they have reasonable grounds for suspecting that the Student may have a prohibited item. Prohibited items include knives, weapons, alcohol, illegal drugs, stolen items, cyber-weapons, lasers, vapes, tobacco, cigarette papers and lighters
- Students must have regard to the School policy for mobile technology. Please see the mobile phone guidance in [Appendix E](#).

Rules for Senior School Students which refer to the School grounds:

- No Student may go outside the School grounds during the School day without permission from a teacher
- Unless authorised by a member of staff, the following areas are out of bounds: the Executive Principal's House, the Yew Tree Garden, the games fields and Astro turf (except for Pitch Five or the Park pitches as directed by the Director of Sport), The Bates building except for the dining room, the North Drive gate, the assault course, the woods, the water gardens, any building site, any generator enclosure, the woodland walk, the Grounds store, the roof of any building, the coach park, the Staff Common Room, the staff offices, the staff changing rooms and the staff toilets
- During School holidays, the School buildings and grounds are out-of-bounds to all Students unless present for an activity organised by a member of staff
- Students may not visit the Girls' School during break or lunch time except for authorised clubs and activities

Students are only allowed into the Girls' School for lessons, specific activities, clubs and societies. If a Sixth Former needs to work with students from the Girls' School on schoolwork they can use; the Sixth Form Study Space at either school or a classroom on agreement with the relevant Head of Department.

4 Rewards

4.1 Rewards in the Pre-Preparatory and Preparatory School

In the Pre-Preparatory School:

- Positive praise, stickers and House Points are awarded for good work, effort and behaviour.
- The Pre-Preparatory School have a Celebration Assembly each Friday afternoon to celebrate successes in and out of the School
- The Pre-Preparatory School have The Golden Book for academic work/supporting others/good behaviour. Each week, one or two Students from each class are chosen by their class teacher to be named in The Golden Book. They are rewarded with a certificate and 5 house points in Celebrations Assembly. At the end of each half-term, the Students in The Golden Book are invited to a special tea party in the hall.

In the Preparatory School:

- A special badge will be presented to any Student who upholds and reflects the School Values which is worn on the lapel of the Student's blazer. This is one of the most important awards that a Student can attain.
- Celebration Assemblies are held regularly in which certificates, medals etc. are awarded and celebrated in front of the whole Preparatory School. Special achievements, academic and non-academic (including outside of the School achievements) are announced in these Presentations Assemblies to celebrate Students' successes.
- Students are awarded House Points for their academic and creative work. Members of staff indicate the awards in the homework diary or in the Student's exercise book
- Work that shows where excellent effort has been made, may be awarded a Haberdashers' Stamp, which is equivalent to five House Points. The stamp is placed in the homework diary and is signed by the member of staff awarding it. The Student is also awarded a "silver star" from the Deputy Head Pastoral which is placed inside the appropriate House Point Cylinder
- Work that has been deemed "outstanding" will receive a "gold star" worth 10 House Points which is placed in the appropriate Cylinder. These Students will also sign "The Book of Excellence". Students who have produced exceptional work are also invited to show the Head of Preparatory School what they have completed
- Silver and Gold Stars can also be awarded for outstanding contributions to the Prep School or in examples in which a student demonstrates excellent behaviours and effort that relate closely to the school's values.
- All House Points, including gold and silver stars count towards the House Cup, which is awarded at the end of the school year.
- House Leaders select the eight House Captains and eight House Prefects. The Captains meet regularly with the Deputy Head (Pastoral - Prep School) and their House Leaders to fulfil other responsibilities and discuss issues in the Prep School
- Form Captain and Vice Form Captain positions are awarded termly to Students through a democratic election process. The students meet with the Deputy Head Pastoral regularly, throughout their tenure as part of the Pupil Voice programme.

Roles of Responsibility:

- Librarians and Art Monitors, selected by the appropriate staff, are awarded badges and follow rotas supporting the Art Subject Leader and the Librarian
- School Council and Eco-Council members are selected by each class to serve on the Council for 1 year. Year 6 Students have the opportunity to serve on the Committee. Meetings take

place every few weeks and include students across the Prep and Pre-Prep to improve aspects of the school.

- Sports Colours and values badges are awarded at the end of each term for Students who embody the School sporting ethos and morals, in addition to outstanding performance. The Head of Preparatory School presents these awards in the end of term assembly
- Formal Prize Giving ceremonies take place at the end of the summer term, and many trophies and awards are presented in July each year of the culmination of a Student's work
- Musicians/performers are invited to perform in the School assemblies and lunchtime live sessions, from all age groups, in order to bring outstanding performances to a wider School audience
- Many achievements are noted publicly in the Head of Preparatory School's Newsletters and on the School website

4.2 Rewards and Recognition in the Senior School

At Habs Boys we encourage a culture of positive reinforcement. Whilst it is important to have a clear sanction system in place, we also understand the importance of positive recognition. The rewards system reflects our School values of Ambition, Community, Courage and Curiosity.

There are several opportunities for students to be recognised at School

Assemblies

We have several assemblies where musicians are invited to play, students are invited to present or lead an assembly, sports reports are read out and achievements are publicly recognised. These include:

- Whole school assemblies
- Section assemblies
- House assemblies
- Faith assemblies
- Dawson and Aske assemblies

Ceremonies

The Co-curricular Award ceremony (formerly Colours) will be held in March to celebrate students who have made outstanding contributions to the co-curricular life of the School. These awards are offered to students in Y11-13 for excellence across all co-curricular activity including, but not limited to, Sport, Music, Drama, Debating, Vex, Chess, Bridge, MUN.

The 'Half Co-Curricular Awards' (formerly 'Half colours') will be awarded to students in Years 8-10 in the Summer Term. Once a student has received the award, they cannot receive it again for the same activity, although they may receive an award for a different activity.

At the end of Y9, 10 and 12, students will be recognised for excellence in specific subjects. Academic excellence by subject in Year 13 will also be recognised as part of the Leavers' Ceremony in July.

Interhouse spirit: Crossman and Dunton

The students place high value on the house spirit at Habs. Students will receive regular updates on the Crossman and Dunton shields and there will be termly values-based House awards given out in the end of term House assemblies.

House ties, reflecting the school values, are awarded termly from Year 8 for outstanding contributions to the wider life of the House or School. This may be through interhouse or wider school involvement, or through charity or community work, outside of school. A student receiving a house tie will have also demonstrated respect for school values and the behaviour code, and progress grades will reflect an overall good or excellent approach to learning. Achievement grades are less important than Approach to learning grades for the purpose of house ties.

Middle School (Years 7 and 8) day to day rewards and recognition

- Individual feedback – a quiet word, written feedback.
- Students may be awarded merits to reward excellent manners, values, behaviour and work, including improved effort. The culmination of Merits results in the awarding of Bronze, Silver, Gold, Platinum and Beyond Platinum certificates in the Lower School Assemblies.
- Merits are logged in planners and on the lower school spreadsheet. When a student achieves a bronze, silver, gold, platinum or beyond platinum, this will also be logged centrally on iSAMS and students will be automatically informed.
- Students are invited to meet with the Headmaster when they achieve Beyond Platinum.
- Achievements may be represented in the blog and where appropriate, Habs social media or Skylight.
- Celebration of Service once per term

Upper School day to day rewards and recognition

- Individual feedback - a quiet word, written feedback.
- Students may receive a 'Credit' for noteworthy achievements or contributions on a day-to-day basis (smaller scale than a Commendation). 10 credits are rewarded with a Joe's Café voucher. Credits are sent automatically to students via iSAMS.
- Students may receive a Values Commendation, awarded at a half termly breakfast in recognition of those living and displaying our school values. Students are encouraged to work towards receiving all four during their time in the Upper School. All members of staff are encouraged to nominate Students for an Upper School Commendation.
- Students have the opportunity to take on roles and responsibilities e.g. Upper School Prefect.
- Aske Ties - awarded to Year 11 students who have made a significant contribution whilst in Middle School to their House, the School and to communities beyond the School gates.
- Where appropriate, achievements are represented in the Upper School Bulletin, on Habs social media, Skylight or in a newsletter to parents.

Sixth Form day to day rewards and recognition

- Individual feedback - a quiet word or written feedback.
- Students may receive a 'Credit' for noteworthy achievements or contributions on a day-to-day basis. 10 credits are rewarded with a Joe's Café voucher. Credits are sent automatically to students via iSAMS

- Students have more opportunities to take on roles and responsibilities (e.g. Student Council, Prefect, running a club).
- Badges for Prefects and titled responsibilities.
- Instead of Values Commendations, Sixth Formers can receive Sixth Form Awards in recognition of students living and displaying our school values and for going above and beyond in some capacity be it academic, co-curricular or supporting others. A consistently excellent approach to learning grades might also merit an award. These are awarded at the end of the Autumn and Spring terms in section assembly to students across the Boys' School Sixth Form. The awards may be different each time, chosen by the Sixth Formers, but may include, for example, Amazon vouchers, Joes vouchers or an SLT breakfast.
- Habs diploma is completed by all students, and they will receive their diploma at the Leavers' Ceremony at the end of the Sixth Form. There will be additional recognition for individuals who perform particularly well in each section of the diploma; Electives, Enhancement, Extended Research Project, Community Service
- The Extended Research Project forms part of the Habs Diploma and the top projects are recognised with an assembly where they present their project to their peers, staff, parents and governors. There is a winner for each faculty; Humanities, STEM and Creatives.
- Where appropriate, achievements are represented on Habs social media or Skylight or in a newsletter to parents.

Examples of what different rewards might be awarded for

Merits (Y7-8)

During Tutor time

- Giving a presentation in form time (e.g., on a favourite book, topic, hobby).
- Good spoken contributions in class.
- Proactive participation in the PSHE programme, e.g., by asking perceptive and thoughtful questions.
- Giving support to another student if they are absent (e.g., catching up with work).
- Completing the first half term challenges in your Planner.
- The entire Tutor group can each receive a Merit if school uniform is immaculate!

During Class time

- Completing a verbal challenge (for instance, in MFL saying the months of the year in Spanish).
- A great piece of work (e.g., a good quality poster in Physics).
- An excellent test score.
- Excellent effort in class work or homework.
- Answering tricky, challenging questions in class

Around the campus

- Being kind and helpful to another student.
- Picking up litter.

Credits (Y9-13)

- Progress in academic work
- Notable good work on contribution in a lesson
- Contribution to an academic society
- Good manners noticed around campus
- Writing an article for a school journal
- Player of the match

- Giving a school tour
- Helping out around the school above and beyond normal Sixth Form duties
- Helping younger students e.g. with the Dawson project
- Organising a good speaker
- Success in Olympiads

Middle School Commendations

- Particular kindness towards another student / helping a new student settle in (*Community*)
- An outstanding piece of work that displays academic curiosity (*Curiosity*)
- An ambitious approach to a project (*Ambition*)
- A Form Time presentation delivered on a topic personal to that student (*Courage*)

Colours

There will be a limited number of colours awards and criteria is as follows:

- Performance – the student must have shown a sustained high level of performance (in the case of Sport, the award can only be to students at 'A' team level).
- Participation – students must have shown exemplary engagement in the given activity with very strong levels of attendance, showing both commitment and responsibility.
- Character – the attitude and approach of the student must align with our school values.

House Ties

Ties will not be issued in Year 7. A limited number will be issued in Year 8, and about 5-10 per house per term from Year 9 upwards. Criteria for when a tie might be issued:

- Contribution to the wider life of the school. This may be through interhouse or wider school events/charity/community work outside of school
- AND respect of school values and behaviour code
- AND endorsed by the Form Tutor
- AND mostly positive approach to learning grades OR a significant improvement.

5 Sanctions

5.1 Sanctions in the Pre-Preparatory and Preparatory School ([Appendix C](#))

The Pre-Preparatory and Preparatory School run two separate behaviour management policies, one for children in Years 1 to 6 and another for our children in Reception.

For Years 1 to 6, there are four levels of Sanction. Staff, children and parents should refer to the sanctions guidelines (as outlined in Appendix C). These guidelines give clear examples of where students behaviour would warrant a sanction and what that sanction would be, given their age and school year. The consequences of any sanction are clearly outlined in the Behaviour Ladder. Class teachers will deal with minor instances of behaviour, a Level 1 sanction, with more serious Level 2 Sanctions being dealt with by Middle Leaders. Any child receiving a Level 3 or Level 4 sanction will be dealt with by the Leadership Team. The school's approach to sanctioning children is to ensure

there is a restorative approach and the school will always aim to work with the parents and child in any such incidences.

A Progress Book can be used in instances where a child's behaviour or approach to learning, including organisation or attainment persistently fails to reach satisfactory standards. Progress Books will be issued by the Form tutor, in collaboration with the Deputy Head (Pastoral) and parents. At the start of each teaching period, the students must present the Progress Book to the teacher. At the end of the period, the teacher will write an appropriate comment along with indicating whether any specific targets have been met. The form tutor will then sign the Progress book at the end of each day, which should be then taken home for parents to sign. The students should also be given time to reflect on the day and make a comment about their own progress. Towards the end of the agreed period of time, the Form Teacher will re-establish contact with the parents to inform them of their child's progress towards the desired objectives.

The School Rules and Coach Code of Conduct apply on the school coaches and if a child misbehaves whilst on the coaches, the misdemeanour is reported to the Transport Manager who may refer the incident to the Deputy Head (Pastoral) of the Senior or Prep School. If there are further incidents involving the same Student, a letter will be sent to their Parents informing them that any further problems will result in removal of the child's coach pass for a determined time.

In Reception the approach to behaviour is restorative and utilises a visual ladder system that is depicted as different weather types. Staff may ask a child to move their name on the weather system depending on their behaviour, as detailed below. ([Appendix D](#)).

5.2 Sanctions in the Senior School

5.2.1 Misbehaviour

The School aims to provide a positive respectful environment for all Students. Most instances where a Student is behaving in a way which is affecting the learning or safety of themselves, or others will usually be prevented by communicating clear expectations and having a conversation with the Student. The School Values are a basis for the School's expectations.

In the classroom (Senior School)

Sanction	Issued by	Examples of Disciplinary Issue. Lists are neither exhaustive nor definitive; ultimately it is for the school to decide the appropriate sanction.	Notification
Teacher conversation – setting expectations and checking for any issues from the student	Teacher	1 st or 2 nd low level behaviour e.g. missing homework, disturbing class	n/a
Form Tutor Caution	Form tutor	Continued low level behaviour	Parents informed by Form tutor
Lunchtime detention (LTD)	Teacher or HoD or HoS	Continued behaviour after form tutor caution or three form tutor cautions in a half term or initial behaviour serious enough to warrant an LTD	Parents informed by centralised system
After School Detention (or internal suspension if deemed appropriate)	HoS/HoD	Choosing persistent disruptive behaviour in class, repeated poor homework, not attending LTD without good reason, copying in a test, non-attendance at a fixture without good reason and notice. Or ongoing form tutor cautions in a half term after having had an LTD	Parents informed by centralised system
Suspension or Expulsion	Headmaster or Deputy Head	Continued unacceptable behaviour, truancy, cheating in an exam	Parents likely to be invited into a meeting with the Headmaster/Deputy Head

General behaviours (Senior School)

Sanction	Issued by	Examples of Disciplinary Issue. Lists are neither exhaustive nor definitive; ultimately it is for the school to decide the appropriate sanction.	Notification
Teacher Conversation	Teacher	Low level misdemeanours eg uniform, gum, litter.	n/a
Form Tutor Caution	Form Tutor	Repeated low level misdemeanours	Parents informed by form tutor
Lunchtime detention	HoS or HoH	Repeated behaviours Mobile phone – 1 st offence (please refer to mobile phone guidance)	Parents informed by centralised system

After School Detention	HoS or HoH	Defiance to staff member, play fighting, trading, misuse of social media, offensive behaviour, failure to sign in and out of school where required or to register for Games Mobile phone – 2 nd offence (please refer to mobile phone guidance)	Parents informed by centralised system
Suspension or Expulsion (where appropriate, Authorities to be informed)	Headmaster or Deputy Head	Any of the above deemed more serious. Illegal substances, dangerous items brought into school, theft, graffiti, serious discriminatory language, swearing at a member of staff, physical or sexual harassment, or assault, sustained bullying	Parents informed by senior member of staff and will be invited in to a meeting with the Headmaster

All sanctions are recorded on iSAMS and a summary sent to Tutors, Heads of House and Heads of Section on a regular basis.

Sixth Form Sanctions

The sanctions issued in the Sixth Form follow a similar pattern to those in the rest of the Senior School and are consistent across the Boys' School and Girls' School to ensure all students are treated equally in all their lessons, wherever they are taught.

Sanction	Issued by	Examples of Disciplinary Issue. Lists are neither exhaustive nor definitive; ultimately it is for the school to decide the appropriate sanction.	Notification
Teacher conversation – setting expectations and checking for any issues from the student	Teacher	1 st or 2 nd low level behaviour eg missing homework, disturbing class	n/a
Sixth Form Caution	Teacher or Form Tutor	Continued low level behaviour. Two in a half term results in a Lunchtime detention. These can be issued for general behaviours around school	Tutor made aware
Lunchtime detention (LTD)	Teacher or HoD or HoS or HoH	Three Sixth Form cautions or more severe misbehaviour. These can be issued for repeated general poor behaviour	Parents informed by centralised system
After School Detention	HoS/HoD/HoH	Not attending LTD without good reason, cheating in a test, plagiarism. Defiance to staff member, play fighting, trading, misuse of social media, offensive behaviour, failure to sign in and out of school where required or to register for Games	Parents informed by centralised system

Suspension or Expulsion	Headmaster or Deputy Head	Continued unacceptable behaviour, truancy, cheating in an exam Any of the above deemed more serious. Illegal substances, dangerous items brought into school, theft, graffiti, serious discriminatory language, swearing at a member of staff, physical or sexual harassment, or assault, sustained bullying	Parents likely to be invited into a meeting with the Headmaster/Deputy Head
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5.2.2 *Unsatisfactory Work*

If a Student produces work which is of a poor standard, they may be asked to re-do the task within a reasonable period of time and may have to re-do the work in a detention.

5.2.3 *Daily Report Card*

Occasionally it may be useful to track a Student's progress on a daily basis and a Student-specific report card is made and used for this purpose. The particular concerns are stated on the report card and this is presented to each teacher, by the Student, in each lesson. The daily report is monitored by the Student's Form Tutor at registration and often Parents may be asked to sign the card daily.

The daily report will last for a maximum of two weeks. The Form Tutor will then review it. If no progress has been made, then the Form Tutor will discuss the Student with the Head of Section or Head of Academic Support and their Parents may be invited to attend a review meeting.

5.2.4 *Departmental Clinics and Support*

If a Student is either struggling with a subject or failing to meet the required standard through lack of sustained work, then it may be that they are asked to attend subject-specific clinics or support sessions. Here their academic progress will be monitored, and the appropriate support will be put in place – see Departmental Policies.

5.2.5 *Misbehaviour on the Coaches*

The School Rules and Coach Code of Conduct apply on the School coaches and if a Student misbehaves whilst on the coaches the misdemeanour is reported by the Transport Manager who may refer the incident to the Deputy Head (Pastoral). In the Prep and Pre-prep, all coach issues should be directed to the Deputy Head Pastoral or Head of Pre-Prep

The Deputy Head (Pastoral) keeps a record of all misdemeanours. More serious incidents may be punished by the removal of the Student's coach pass and a ban from using the coach service. In the Prep and Pre-Prep, the Deputy Head Pastoral and Head of Pre-Prep keep all such records.

There is a clear referral process for dealing with incidents relating to poor behaviour. All incidents which result in a sanction are recorded by the member of staff issuing the punishment onto iSAMS. These are collated by the Pastoral Team and recorded centrally. This allows for members of the Pastoral Team to spot trends in poor behaviour.

Appendix A - Searching and Confiscation

Ensuring school staff and students feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure student and staff welfare is protected and helps schools establish an environment where everyone is safe. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), Screening, searching and confiscation July 2022.

1. Prohibited Items

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 2012:

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that a member of staff reasonably suspects has been, or is likely to be used:
 - To commit an offence, or
 - To cause personal injury to, or damage to the property of, any person (including the Student) and
- Any item banned by the School Rules identified as an item which may be searched for. At Habs this includes e-cigarettes or vapes. Students must not have any such item in their possession on the School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip).

Under common law, school staff have the power to search a student for any item if the student agrees. The member of staff should ensure that the student understands the reason for the search and how it will be conducted so that their agreement is informed. When exercising their powers, schools must consider the age and needs of students being searched or screened. This includes the individual needs of SEN students and making reasonable adjustments where a student has a disability.

The authorised member of staff should make an assessment of how urgent the need for a search is and should consider the risk to other students and staff. Before any search takes place, the member of staff conducting the search should explain to the student why they are being searched, how and where it is going to take place and give them the opportunity to ask any questions. The member of staff should always seek the co-operation of the student before conducting a search. If the student is not willing to co-operate with the search, the member of staff should consider why this is, for example if it is because they are in fact in possession of a prohibited item, or they have had a previous distressing experience of being searched.

If a student continues to refuse to co-operate, the member of staff may sanction the student in line with the school's behaviour policy. After getting advice from the Headteacher, Deputy Head or a DSL, the member of staff should assess whether it is appropriate to use reasonable force to conduct the search. A member of staff can use such force as it reasonable to search for any prohibited items identified in section 1, Prohibited Items, but not for items which are identified only in the school rules. It should be noted that the use of reasonable force will differ depending on whether the member of staff is searching possessions or the student themselves.

2. Searching for Prohibited Items

The Head has authorised the following staff to carry out searches and retain or dispose of items in accordance with this policy:

- Members of the Senior Leadership Team or Extended Leadership Team
- Designated Safeguarding Leads
- Designated Visit Leaders.

Searches will be carried out only on the School premises or, if elsewhere, where the member of staff has lawful control or charge of the Student, for example on a School trip or in training settings.

If it is believed that a Student has a prohibited item, it may be appropriate for a member of staff to carry out:

- A search of outer clothing and pockets
- A search of School property (e.g. Student's locker or desk)
- A search of personal property (e.g. bag or pencil case).

The person conducting the search must not require the student to remove any clothing other than outer clothing. 'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

A member of staff is able to search lockers and desks or other personal spaces at the school for any item provided the student agrees. Schools can make it a condition of having the locker or space that the student agrees to have these searched. If the student withdraws their agreement to search, a search may be conducted both for the prohibited items listed in section 1 and any items identified in the school rules for which a search can be made.

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a Student or their possessions will be carried out in the presence of the Student and another member of staff. Where a Student is searched, at least one member of staff present will be the same sex as the Student.

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 another member of staff, a member of staff may carry out a search of a Student of the opposite sex and/or in the absence of a witness.

Where the Head or member of 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.

The member of staff's power to search outlined above does not enable them to conduct a strip search. Strip searched on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the student involved and should advocate for student wellbeing at all times.

3. Confiscation

Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a Student's property as a disciplinary penalty where it is reasonable to do so. 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.

4. Searching Electronic Devices

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, disrupt teaching or break the 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 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, disrupt teaching or break the School Rules.

If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view it and such never copy, print, share, store or save such images. The staff member should confiscate the device, avoid looking at it, and refer the incident to the DSL or Deputy DSL as the most appropriate person to advise on the school's response. If a member of staff finds any images, data or file that the suspect may constitute a specific offence, then they must be delivered to the police as soon as is reasonably practicable.

5. Disposal of Confiscated Items

Alcohol, tobacco, cigarette papers or fireworks: Staff may retain or dispose of them as they think appropriate but should not return them to the student.

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 Student.

Other substances: Other substances which are not believed to be controlled should also be delivered to the police, or disposed of as above, if the member of staff believes they could be harmful.

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 or retain or dispose of it if returning them to their owner is not practicable. This is likely to apply to items of low value, such as pencil cases.

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 Student has been abused, the School's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care. Members of staff should never intentionally view any indecent image of a child (sometimes known as nude or semi-nude images). Staff must never copy, print, share, store or save such images.

Other pornographic images will also be discussed with the School's 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.

An 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.

Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.

An item banned under the School Rules: such items may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of.

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 the 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 their Parents, and the Student may be prohibited from bringing such a device onto the School premises or on School trips. Where it involves nudes, semi-nudes or indecent images of a child the member of staff should speak to the DSL or Deputy DSL. If the member of staff finds any image, data or file that they suspect may constitute a specified offence, then they must be delivered to the police as soon as is reasonably practicable.

6. Communication with Parents

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. However, the School will inform their Parents of any search that takes place and provide details of any items that have been found.

The School will keep a record of searches carried out. The record will include the date, time and location of the search, which student was searched, who conducted the search, and any other adults or students present, what was being searched for, the reason for searching, what time, if any were found and what follow-up action was taken as a consequence of the search.

Complaints about searching or confiscation will be dealt with through the School's complaints procedure. See the School's Complaints Policy.

The School will take reasonable care of any items confiscated from Students. 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 B – School Uniform

Reception, Years 1 and 2 (Pre-Preparatory School)

- School blazer with crest (Year 1 and 2)
- School cap with crest (Year 1 and 2)
- Trousers/School shorts – charcoal grey
- Polo Shirt – blue with stripped collar
- Pullover – V-neck, navy blue with the School crest
- Socks – grey
- Shoes (not boots or trainers) - formal, plain and black
- Trainers (for Students to change into at break times) (Year 1 and 2)
- School tracksuit
- Scarves/hats if worn must be of the recognised School colours and purchased from the School Shop
- Coat – plain blue
- Art apron
- School bag
- Pre-Preparatory may come to School in games kit/tracksuits on games days
- Hair styles must be moderate and well groomed, of even cut and colour. Hair should look smart at all times which may mean tying up longer hair.

Years 3 to 6 (Preparatory School)

- School blazer with crest
- Trousers/School shorts – charcoal grey
- Shirt – plain, blue
- Tie – recognised house colours
- Pullover – V-neck, navy blue with the School crest
- Socks – grey
- Shoes (not boots or trainers) - formal, plain and black
- Trainers (for Students to change into at break times)
- Scarves/hats if worn must be of the recognised School colours and purchased from the School Shop
- Coat – plain blue (purchased from School Shop)
- Art apron
- Forest School tracksuit
- Briefcase or School bag (purchased from the School Shop)
- Hair styles must be moderate and well groomed, of even cut and colour, not excessively short, and off the collar. Earrings, studs or other facial adornment are not allowed.

Years 7 to 11 (Senior School)

- School blazer with crest
- Trousers – charcoal grey (in certain cases a skirt may be allowed, in consultation with the Head of Section)
- Shirt – plain white
- A recognised School tie
- Pullover – V-neck, navy blue with the School crest
- Socks – grey or black
- Shoes (not boots or trainers) – formal, plain and black – clean and polished

- Scarves/hats/gloves – navy
- Coat – dark navy or black
- Hairstyles are required to be moderate: hair should be its own natural colour, lie off the collar and be of an even cut; very short or long on top cuts are inappropriate; ‘business-like’ should be the guiding factor
- No earrings, studs, other facial piercings or fashion jewellery such as rings are to be worn; tattoos are forbidden
- Mouth guards must be worn for Rugby and Hockey.

Years 12 and 13 (Sixth Form)

Sixth Formers are required to dress in a manner that is, in the opinion of the School, formal and restrained. The School is very proud of the smart appearance of the School's Sixth Formers and respectfully ask that they adhere to the detail outlined in this code in order to maintain an identity suitable for senior Students with a leadership role. Students will be asked to rectify any infractions to the dress code and persistent offenders may be sent home for not adhering to the code of appearance. Sixth Formers at Habs Boys are distinctive and distinguished by the wearing of formal, smart and business-like suits as follows:

- A suit of traditional formal style and cut; no loud stripes or checks; black; grey or blue. A skirt suit may be worn in consultation with the Head of Sixth Form
- A pale-coloured shirt, plain or with discreet stripes or checks; black and strong colours are inappropriate; top-buttons are to be done up
- A tie of choice; Students must avoid garish designs and colours
- If a pullover is worn, it must be v-neck, plain, fitted in style and of a dark colour. It must not have zips, buttons, logos or a hood
- Black or brown formal shoes; no casual shoes, trainers or boots
- One small stud earring may be worn in each earlobe. Discreet rings, bracelets and necklaces are permitted. Other facial or bodily piercings and tattoos are forbidden. All jewellery must be removed for Games lessons and sports matches
- Hairstyles are required to be business-like and of a natural colour. It should look smart at all times which may mean tying up longer hair
- Students are allowed to have facial hair but this must be of an even length and kept smart. Business-like should be the guiding factor on what is appropriate.

Appendix C – Pre-Preparatory and Preparatory School Sanctions Guidelines

Behaviour Ladder

If any of the negative behaviour choices are repeated or more severe, including assault on staff, or children resulting in medical injury, use of weapons severe cases of bullying.

Spitting, intentionally hurting someone, fighting, defiance, lying, racism, sexism, homophobia, bullying, stealing, vandalism.

Ignoring teacher warnings, use of phone, improper use of school device, name calling, leaving class without permission, disrespect for others' belongings, rude behaviour including language, frequent failure to wear uniform correctly, persistent poor attitude in class.

Initial minor offence: chatting/shouting out, poorly prepared, diary not signed, incorrect uniform, lack of focus, distracting others, incomplete homework, moving around school in unsafe way, other low-level disruption.

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Head/Deputy Head (Pastoral)

Level 4 sanction record on iSAMs

Warning letter to parents, internal exclusion, external exclusion or permanent exclusion, managed move.

House Leader/Deputy Head (Pastoral)/ Head of Pre-Prep

Level 3 sanction recorded in iSAMs and recorded in diary for parents to sign. Phone call home and/or parents invited in if necessary. Conversation with House Leader Lunch time detention with DH.






Phase Leader/House Leader/Head of Pre-Prep

Level 2 sanction recorded on iSAMs and recorded in diary for parents to sign. Phone call home if necessary. Conversation with House Leader, reflective time during break.

Any member of staff/Form Tutor

Level 1 Sanction recorded on iSAMs. Note made in homework diary. Verbal Warning, reminder of expectations, chat after lesson.

Appendix D – Reception Rewards and Sanctions

<p>Pot of Cloud</p> 	<p>A child's name is placed here as reward for exemplary behaviour. For example, consistently demonstrating a school value. The child is awarded a House Point.</p>
<p>Rainbow</p> 	<p>A child's name is placed here as a reward for positive behaviour. For example, supporting a peer.</p>
<p>Sunshine</p> 	<p>All children start each day with their name on the sunshine.</p>
<p>Cloud</p> 	<p>Two verbal warnings are issued before a child is asked to move their name to the cloud as a sanction.</p>
<p>Rainy Cloud</p> 	<p>Although rare, a child's name can be moved here (with the possibility of no verbal warnings) as a sanction for more serious examples of poor behaviour.</p>

Appendix E – Mobile Phone Guidance

Mobile Phone Guidance Years 7-13

At Habs Senior Schools, we believe that our focus should be on responsible use and knowing how to keep safe and healthy. We are aware that technology has many benefits, but it can also play a significant part in many safeguarding and wellbeing issues, including poor concentration, decreased social interaction, or harmful behaviours towards others, such as cyberbullying or child on child abuse. As a result, we operate a no-phone policy from Years 7-11. This includes in the library or after-school clubs.

It is a requirement of the School that all passengers on our Coach Service have a charged mobile with them, but this must be used in a sensible manner when on the coaches. Mobile phones must not be used to take photos, take videos or access explicit content or any content which is not age appropriate. Failure to adhere to this will result in a sanction in line with our Behaviour Policy.

Years 7-11

Students should put their mobile phones away **in their locker** on entry to the school site. Headphones, airpods and other listening devices must not be worn at any time on School premises and mobile phones must not be seen or used during the day for any purpose, unless with permission from a teacher. If a Student needs to call home, then arrangements will be made for this via the Head of Section, Head of House or the School Office. Smart watches such as Apple watches may not be worn in School.

Sixth Form

Students must put their phones away in their bags, suit pocket or locker on entry to the school site. The Sixth Form should act as role models to younger years so mobile phones may only be used in Sixth Form areas such as the Sixth Form Common Room or designated study rooms in the old English block. They may not be used in areas where other year groups are present, including Joes or classrooms. Mobile phones should not be seen or used in lessons unless the teacher gives permission. Smart watches such as Apple watches may not be worn in School.

Accessing School Systems

If you need to access School systems e.g. OneNote / SOCS / emails during the day, these should only be accessed in the library using school devices, and not from mobiles. In Y7-11 mobile phones may not be used in the library for any purpose, except for in exceptional circumstances with permission from the Head of Library. The Sixth Form may use their mobile phones on silent with earphones to listen to music whilst studying in the library but if the phone is out on the desk or students are seen to be repetitively looking at it then their mobile may be confiscated.

Sanctions

Where a mobile phone is used in contravention of any of the above rules it will be confiscated and handed in to the PA to Deputy Head Pastoral in the pastoral office if confiscated in the Boys' School, or the School office in the Girls' School if confiscated there. The Student will be

allowed to collect the mobile phone at the end of the day. A log will be kept of those Students whose phones have been confiscated.

First offence: If a phone is found in the hands of a student once they are on school property (this includes walking from the coach or car into the school building), phones will be confiscated until the end of the day. A first offence will also result in a lunchtime detention.

Second offence: If a phone is found in the hands of the student again, within the half term, it will result in an After School Detention.

Third offence: This will result in the phone being confiscated and parents being asked to collect it in person and meet with the Head of House.

In the exceptional case that a student may need their phone (e.g. for medical reasons) this should be agreed with the Head of House.

Should the Student use the mobile phone in any way which breaks the Student Code of Conduct or the Acceptable Use Policy, or in a way which causes harm to another student, then more serious sanctions will be applied which may include searching or confiscating the phone, coach bans, exclusions, and in the case of criminal activity, reporting to the police.

The School does not accept any responsibility for the theft, loss of or damage to mobile devices brought onto School premises, including devices that have been confiscated.