



SIR THOMAS RICH'S

Behaviour and Discipline Policy

This Policy has been drawn up in accordance with the Education and Inspections Act 2006, the Equality Act 2010, the Education (Independent School Standards) (England) Regulations 2010 and 2014; The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012; DfE Behaviour and Discipline in schools advice document 2016; DfE Behaviour in Schools guidance 2022; DfE Searching, Screening and Confiscation guidance 2018. The Headmaster will publicise the School Behaviour Policy to all pupils, their parents and staff once a year via the website.

Date last reviewed: June 2023

Status: Statutory

Responsibility: The Senior Leadership Team will review this policy regularly. The Trustees' Personnel Committee has responsibility for approving the policy and monitoring its implementation.

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1. Purpose

The purpose of this policy is to set out how Sir Thomas Rich's School aims to create a safe environment in which all pupils can learn and reach their full potential.

2. The School's aims

Sir Thomas Rich's aims to provide equality of opportunity for all pupils, irrespective of age, gender, sexual orientation, gender reassignment, race, religion or disability and develop pupils' self-discipline and resilience, a passion for learning, enquiring and creative minds and an appreciation of British values and responsible citizenship, such that they will be prepared to take responsible places in adult life.

Our aims are:

- To expect the highest standards of work
- To promote respect
- To encourage participation in a wide range of extra-curricular activities
- To offer the highest standards of support and guidance

3. Leadership and Management

The Senior Leadership Team will be highly visible around school, regularly engaging with pupils, parents and staff on setting and maintaining the behaviour culture where everyone feels safe and supported. The management of behaviour will be overseen by the Senior Leadership Team, who will report to trustees regularly on the monitoring of rules, routines and the consequence system, as well as pupil level data on rewards and sanctions.

4. Code of conduct

The School recognises that it has a duty to safeguard and promote the welfare of children as well as a pastoral responsibility to ensure pupils are protected from harm. All students are expected to behave in a reasonable manner both to themselves and others, showing consideration, courtesy and respect for pupils, teachers and members of the public. Pupils are also expected to abide by the school's *ICT Acceptable Use policy for pupils*; further details of which can be found in the Information and Communication Technology policy.

The School upholds the values of the rule of law, freedom of speech and respect and tolerance for those of different faiths or beliefs. (See the School's *Preventing Extremism and Radicalisation policy*). The School is mindful of its safeguarding duties. Where a pupil's behaviour raises concerns that he/she is likely to suffer significant harm, the School's **Child Protection and Safeguarding policy** will be followed. In the case of continual disruptive behaviour and where it is felt that the child's educational needs are not being met, a multi-agency assessment will be considered. Following any report of child-on-child sexual violence or sexual harassment offline and online, the School will follow the guidance in Part 5 of Keeping Children Safe in Education and the Child Protection and Safeguarding policy. The School adopts a zero tolerance approach to sexual violence and sexual harassment, which includes educating pupils through our PSHE, RSE and Enrichment curricula, as well as dealing with incidents immediately if they occur.

The School does not condone bullying and will take appropriate action in order to promote supportive behaviour and discourage bullying (please see Anti-bullying policy). Students should conduct themselves at all times and in all places in a way that reflects well on themselves and the School.

A "Classroom Code of Conduct" has been drawn up after staff and student consultation.

The expectations on students are:

- To arrive promptly to lessons
- To complete work on time
- To be properly equipped for lessons
- To be polite in speech and actions
- To be dressed correctly in school uniform
- To look after the school environment including the classrooms
- To ask questions at the right time, to further their and others' understanding
- To be quiet when the teacher is talking and to listen to others when they are talking
- To follow reasonable instructions given by staff and prefects promptly and without argument
- To work hard in lessons and to avoid distracting others
- To work with your teachers and to take heed of advice given to improve

5. The School Rules

Pupils should be well-mannered, courteous and considerate to all members of the school community and visitors. They must be respectful of all regardless of age, gender, religion or ethnicity. Any form of bullying, verbal or physical, is strictly forbidden. (Please see the Anti-bullying policy). High standards of behaviour are expected at all times, including during school visits, sports fixtures and journeys to and from school.

The School Rules are listed in Appendix 2.

6. Rewards and Sanctions

Pupils' work and behaviour are regularly monitored by Subject Teachers, Form Tutors, Heads of Year, relevant Senior Leaders and the Headmaster. Each morning teachers receive a "weather report" on pupils who receive merits, detentions and uniform offences.

Rewards

Teachers recognise and praise good work, effort and behaviour, merits can be awarded for positive actions and attitudes e.g. commitment to work, extra effort. Other rewards include stickers and postcards home (please see Assessment, Recording and Reporting policy and Rewards policy).

Sanctions

School Work

Students can be put 'on report' for poor work or inadequate effort. At the end of each lesson the class teacher writes comments in the report, referring to the student's work, behaviour, organisation and homework. Parents sign the report each evening and the Form Tutor countersigns each morning. The pupil's progress is monitored by the Head of Year. If a student fails to complete or hand-in a piece of homework, his/her teacher may put him/her in Supervised Homework for the following day (please see Assessment, Recording and Reporting policy). This is held in the Learning Resource Centre (LRC) from 3.30 to 4.15 p.m. each day. Parents are informed by text or email.

Uniform

Pupils can expect to be reprimanded by their Subject Teacher, Form Tutor and/or Head of Year for breaches of uniform; this includes improper wearing of uniform, such as shirt hanging out or top button undone. Teachers enter such breaches into the School's ICT-based *Thunder* system. These entries are then passed automatically to the Form Tutor and Head of Year. Pupils may be given a detention or put on uniform report if the problem persists. Pupils can expect to have items of clothing that do not conform to the standards of uniform required confiscated for a reasonable period of time (please see Appendix 1 and the Uniform policy on the School website).

Behaviour

Sanctions should be reasonable and proportionate to the circumstances of the case. Account should be taken of the pupil's age, any special educational needs, disabilities and religious requirements. A decision to punish a pupil will only be made by a paid member of staff or member of staff authorised by the Headmaster.

Lower level sanctions would generally be imposed for offences such as failure to follow instructions, rudeness, low-level disruption. This may take the form of a reprimand, referral to a pupil's Form Tutor or Head of Year or a detention at break or lunchtime.

Higher level sanctions would generally be imposed for more serious breaches of discipline such as persistent low-level disruption, lateness, uniform offences or failure to attend a detention at break or lunchtime. This may take the form of:

- After-school detention: which can be imposed by any member of staff. The detention takes place on Tuesdays from 3.30 p.m. to 4.15 p.m. Parents are notified by text or e-mail, receiving at least 24 hours' notice. The School will have regard to any caring responsibilities or difficult travel arrangements a pupil might have.
- Headmaster's detention: which can be imposed by the Headmaster, Deputy Headteacher or Assistant Headteachers for missing after-school detentions, missing homework detentions, accumulation of after-school detentions or intermediate offences. The detention will take place every Friday from 3.30pm until 5.00pm.
- Saturday morning detention: which can be imposed by the Headmaster, Deputy Headteacher or Assistant Headteachers in the case of a serious offence such as truancy, smoking, theft. Parents are notified by letter.
- Internal exclusion, for up to 5 days: which can be imposed by the Headmaster, Deputy Headmaster, Deputy Headteacher or Assistant Headteachers in the case of very serious offences. Parents are notified by letter.
- Fixed-period exclusion, would normally be imposed for very serious misconduct such as physical assault on another pupil, swearing at a teacher, or theft. This sanction can only be imposed by the Headmaster. An official letter is sent to parents (please see the School's Exclusion policy). A multi-agency assessment for pupils who display continuous disruptive behaviour will be considered as well as sanctions.

- Permanent exclusion: would only be imposed for breaches such as bringing illegal drugs into school, assault of a teacher, repeated serious offences and can only be imposed by the Headmaster (please see the School's Exclusion policy).

Escalation

Failure to attend a sanction will normally result in a further opportunity to complete it. Failure to attend at the further opportunity will normally result in the sanction being increased. Failure to attend Supervised Homework will normally result in an after-school detention. Failure to attend an after-school detention will result in a Headmaster's Detention or Saturday morning detention. Failure to attend a Saturday morning detention will normally result in an internal exclusion. Failure to attend an internal exclusion will normally result in a meeting with the Headmaster, and a further sanction.

Any pupil making malicious accusations against school staff will face tough sanctions that may include fixed or permanent exclusion. Staff accused of misconduct will be entitled to support (please see Staff Disciplinary policy).

7. Pupil Support

The behaviour culture at Sir Thomas Rich's School is designed to create a calm and supportive learning environment for all pupils, including pupils with SEND. The School will follow the Gloucestershire Graduate Pathway for supporting pupils with SEND (please see Special Educational Needs policy) and endeavour to anticipate likely triggers for misbehaviour by putting in place support to prevent these behaviours. Some behaviours are more likely to be associated with particular types of SEND, although it does not follow that every incident of misbehaviour is connected to a pupil's SEND. Where appropriate, an individual pupil's special education need will be taken into consideration as far as possible when determining a sanction for behaviour.

Alongside a sanction, pupils will be supported to reflect on what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve.

The School will not issue a detention where there is any reasonable concern that doing so would compromise a pupil's safety or caring responsibility.

8. Staff Induction and Training

New members of staff will attend an Induction Day prior to commencing employment at the School. The Induction Day will include an introduction to the School's systems for rewards and sanctions, as well as a Safeguarding Induction lead by the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. New staff will also be issued with a Staff Handbook and the Behaviour and Discipline policy, as well as the ICT policy, Staff Code of Conduct, Preventing Extremism and Radicalisation policy, the GSCB Guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings, Part 1 of Keeping Children Safe in Education, and the Evacuation Procedure overview.

Staff will receive regular updates on behaviour, including training on classroom management. Staff will also be encouraged to seek out CPD opportunities to improve their understanding of school behaviour.

9. Pupil Transitions

Pupils joining the School in Year 7, Year 12 or as an in-year admission will be informed of the School's Behaviour and Discipline policy. Pupils in all year groups will be regularly reminded of the School Rules and Classroom Code of Conduct in subject lessons, assemblies, the Tutor Programme, and extra-curricular activities.

Before each academic year, Heads of Year and Heads of Key Stage will hold 'handover meetings' to ensure a continuity of support for pupil behaviour throughout the School.

10. Co-operation and Partnership between Home and School

The responsibility for a child's development is shared by the home and school. The School may discipline pupils for misbehaviour outside of the school premises e.g. when pupils are taking part in a school-organised activity, travelling to and from school, wearing school uniform or identifiable in some other way as a pupil at the school. The School may also discipline pupils for inappropriate online behaviour. The School also has the power to discipline if misbehaviour outside school could adversely affect the orderly running or reputation of the School or pose a threat to another pupil or member of the public. Where non-criminal bad behaviour outside school is witnessed by a member of staff or reported to the School, the School would normally liaise with parents and disciplinary action would be decided on a case-by-case basis. The School values its partnership with parents and would strive towards a unified approach.

11. Power of Search, Confiscation, and Use of force

Power of Search

Staff may search pupils or their possessions, **without consent**, where they have a reasonable suspicion that a pupil may have a prohibited item. These are: ***knives or weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; electronic cigarettes, e-liquid, volatile substances, psychoactive substances fireworks; pornographic images; any article the member of staff reasonably suspects is likely to be used to commit an offence or cause personal injury or damage to the property of any person.***

The following must also be borne in mind:

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child;
- The member of staff carrying out the search must be the same sex as the pupil being searched and there must be a witness, preferably of the same sex as the pupil. However, where there is a risk of immediate serious harm and it is not reasonably practicable to summon another member of staff, a search may be carried out by a member of staff of the opposite sex and without a witness;
- There is no legal requirement to make or keep a record of a search. However, every effort will be made to ensure that investigations are conducted fairly and with as much openness towards the affected pupil as the circumstances may reasonably allow. In such cases, careful written records will be made by the Headmaster or a member of the SMT investigating. The Headmaster will be kept fully informed;
- There is no legal requirement to inform the pupil's parents or carers if alcohol, illegal drugs or potentially harmful substances or items are found after a search has been conducted.

Confiscation

- Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, 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.
- Any substance suspected of being a drug may be confiscated. Should staff come into possession of an illicit substance, with a view to ensuring its disposal, they have a legal exemption as an appropriate adult under section 5 of The Misuse of Drugs Act to do so without compromising their position (please see Anti-drugs policy).

Use of Force

All school staff may use reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom. They will make adjustments

for children with SEND (special educational needs and disabilities). The Headmaster and authorised staff may use such force as is reasonable when conducting a search for prohibited items. **Appendix 1**

Uniform

Guidance

The Sir Thomas Rich's School uniform is as follows:

- **Blazer** – Blazer with school crest. Years 7 to 11 wear a royal blue blazer and members of Sixth Form wear a navy blazer. The blazer should be worn during the school day, to and from school, but may be removed in lessons at a teachers' discretion and on the school field. Sixth Formers need not wear their blazers once studying in the Private Study Room or Learning Resource Centre (LRC).
- **Tie** - Years 7 to 10 wear our junior tie and Year 11 to 13 wear a senior tie. Those Sixth Formers who become School Captains, Observators (senior prefects), or Prefects can wear a Prefect tie. All ties must be done up neatly and at a length at least half-way down the shirt.
- **Skirts** - Navy, dark grey or black. Skirts should be of pencil, A line, or straight style, and no shorter than 5cm above knee level. They also should be lined and not tight fitting. Skirts should have no splits at the side and the split at the back should not be revealing. It will be the School's decision if we deem a skirt to have become too short.
- **Trousers** - Dark grey or black (light grey trousers, denims or jeans are not permitted).
- **Shirts/Blouses** – A plain white shirt/blouse with a formal collar. Long or short sleeve. The shirt/blouse must be long enough to be properly tucked into trousers/skirts and suitable to be worn with a tie with the top button of the shirt done up. Fitted or fashion shirts are not permitted. A short-sleeved shirt with the school crest is available for use all year; in the summer term the crested shirt can be worn without a tie and open necked. All shirts must be always tucked in, and the top button of the shirt done up.
- **Jumpers** (optional) - A plain navy, grey or black V neck jumper. Cardigans, hoodies, sweatshirts, and round-necked jumpers are not acceptable as part of school uniform, and they may not be worn as an alternative to outer coats. A pullover must not have any logos or writing. A pullover must not be worn instead of a Blazer.
- **Footwear** - Only black plain standard leather-style school shoes will be permitted; there should be no colour trim or unnecessary adornment. Black trainers, trainer-style school shoes, canvas-style shoes, backless shoe, suede look, etc will not be permitted. Boots are also not allowed. Pupils must be able to polish their shoes, therefore no patent leather shoes are allowed. Sixth Form pupils are permitted to wear brown leather-style school shoes.
- **Socks/tights** - Black or grey socks and black or grey tights (not patterned) are permitted. Over-the-knee socks are not permitted.
- **Hair** - should be neat, tidy, and clean without accessories. Extreme styles, unnatural hair colours, or other shaved shapes in the hair (such as tram lines) or eyebrows are not permitted. Hair should not be too long (significantly over shoulder length) nor too short (i.e. a minimum of grade 2).
- **Facial hair** – All pupils facial hair should be neat, tidy, and clean with no demonstrative styles.
- **Make-up** – Make-up should not be excessively demonstrative and should be appropriate for the workplace.
- **Nails** - Nail polish should be only of a flesh-coloured tone. No acrylic nails are permitted.
- **Jewellery** – Only Sixth Formers are permitted to wear jewellery. All jewellery worn should be simple and undemonstrative. Nose piercing of the septum are not permitted. Festival wrist bands are also not permitted.
- **Scarves/Hats/Gloves** – Permitted in winter months but cannot be worn anywhere inside the building.
- **Clothes worn for religious purposes** - A hijab can be worn but must be plain navy and must not cover either the face or uniform. A turban can be worn but must be plain blue or navy. Please contact the School directly should you feel that there is a need for any other item to be worn due to religious beliefs.
- **Outdoor coats** – should be removed when entering any school building. Any coloured or highly patterned hooded sweatshirts, tracksuit style tops, camouflage, denim, parkas, or leather jackets are not allowed. Pupils who cycle to school are permitted to wear a bright coloured cycling jacket which we deem essential during the winter months.
- **Mobile phones** - must be switched off (not just on silent) and remain in a pupil's bag whilst on the school site. There may be times in the school day when a member of staff deems it acceptable to allow a pupil to use their phone, for example during a lesson, to photograph a piece of work, to access Satchel One, etc.

Phones/electronic devices brought into school remain the sole responsibility of the pupil. If a mobile phone is seen or heard, then it will be confiscated.

The School will decide whether the item is returned to the student or to the parent. Use of Mobile Phones and Headphones is permitted for Year 11 to 13 in the Private Study Area, LRC, and during lessons if permission is given by a member of staff. Headphones may not be worn on the school site unless permission is given by a member of staff during the school day.

Appendix 2 **SCHOOL RULES**

Behaviour

Pupils should be well-mannered, courteous and considerate to all members of the school community and visitors. They must be respectful of all regardless of age, gender, religion or ethnicity. Any form of bullying, verbal or physical, is strictly forbidden (please see Anti-bullying policy).

High standards of behaviour are expected at all times including during school visits, sports fixtures and journeys to and from school. Pupils are expected to follow the **Classroom Code of Conduct**. Pupils must move calmly around the School and adhere to any notices or signs. They must respect the property of the School and that of others. Members of the school community should follow all school policies. Pupils in particular should follow the policies on Anti-bullying, Anti-drugs, Behaviour and Discipline, Healthy Eating and ICT.

Appearance

Pupils should observe the school rules regarding uniform.

Mobile Phones and Tablets

Mobile phones and tablets must be turned off and hidden away, either in the bottom of a bag or in a locker unless used under the direction of a member of staff. Sixth Formers may use a mobile phone or tablet in the Sixth Form Common Room.

The School reserves the right to confiscate any mobile phone or tablet seen or heard. Parents must accept full responsibility for loss or damage to mobile phones or tablets brought into School and are advised to take out a suitable insurance. Mobile phones and tablets are prohibited in public examinations. Any students found in possession of a mobile phone or tablet in an examination risk forfeiting **all** their results. Staff may examine or erase data if they have good reason to do so.

School Buildings

Pupils are generally not allowed in school buildings **before school, at break or after school**. However, the following facilities are available to pupils:

- The canteen is open between 8.00 am and 8.30 am.
- The Learning Resource Centre and private study areas may be used between 8:00 am and 8.30 am, during break, at lunchtime and after school until 4.30pm.
- The computer rooms C1, C2 and C3 may be used during break, at lunchtime and after school.
- Sixth formers may also use their common room

The Gymnasium, Sports Hall, Fitness Room, Food Technology Room, Workshop areas and Laboratories and V6 may not be entered until a teacher is present. During the lunch hour pupils may stay in their form rooms for quiet activities. Ball games in the classrooms and corridors are not allowed. Pupils are not allowed to leave the school grounds during the day with the exception of Sixth Formers.

Food and Drink

During morning break or lunchtime pupils may eat or drink in the Dining Area, School Hall or the designated area outside the Sports Hall. Pupils attending lunchtime clubs may eat in the relevant room at the discretion of the teacher in charge. Food and drink must not be consumed elsewhere in the school buildings. Pupils must not carry food or drink in their blazer pockets. Pupils are allowed to drink water in lessons (please see Healthy Eating policy). Litter must be put in to bins provided.

Smoking:

Smoking and the use of electronic cigarettes (vaping) is forbidden to all students. This applies whenever a student may be identified with the school or its activities.

Cycling

For their own safety pupils are forbidden to ride bicycles within the school grounds or through gateways leading to the road.

Transport

High standards of behaviour are expected on all journeys. These include journeys to and from school, school trips and sports fixtures. Pupils should obey all requests from the driver without question or delay. Pupils must not distract the driver. They should remain in their seat unless given permission to do otherwise. Seat belts must be worn whilst being transported in a minibus or coach. Litter should be put in the bins provided.