



SEDBERGH SCHOOL

Behaviour, Rewards & Sanctions Policy	
Version	2017.3
Effective from	October 2017
Extent of Policy	Sedbergh Senior School
Policy Owner	Deputy Head (Pastoral)
Governor	Lt Gen Sir Andrew Gregory
Review by	October 2018
Frequency of Audit	Annual
Circulation	Teaching Staff Handbook Parents by request
Publication	Website

The School endeavours to inculcate good behaviour amongst its pupils at all times. This is done through the spiritual and moral standards set by all the staff and the senior pupils. In the classroom good behaviour is the responsibility of the teacher. In the Houses each House team expects pupils to be helpful, supportive and caring members of their community. On the games field, team captains and coaches appreciate the need to maintain Sedbergh's good name. The reward for good behaviour is the happy and caring community that Sedbergh is known for.

The School is a community based on:-

- trust
- honesty
- high expectations of behaviour
- high standards of achievement both in and out of the classroom

- good manners and courtesy
- care, concern and consideration for others
- selflessness
- the appreciation of diversity
- total commitment to its Counter Bullying Policy and Safeguarding Children Policy

Rewards: There are several types of formal awards: Merits for admirable academic work and Service Merits for pupils being helpful. Other much appreciated awards include colours for academic, sporting and cultural activities. In assembly on most Mondays, the Headmaster will reward individual pupils for their achievements by ensuring they have the School's recognition and applause.

Sanctions: Sanctions are explained to all new staff and pupils with the intention that they are applied consistently and transparently. In all instances an attempt is made to understand why pupils behave in certain ways and appropriate support is offered to anyone affected by poor behaviour. Tutors, Housemasters and Housemistresses will endeavour to guide pupils to strive for the highest standards of behaviour and thus avoid sanctions wherever possible.

The following Rewards or Sanctions may be applied:

Merits

- Teachers may award academic merits for work that illustrates commendable academic effort or attainment.
- Distinctions (worth two merits) will be awarded for outstanding academic effort or attainment.
- Teachers may award Service merits for exceptional helpfulness or service to the School.

Pupils and their tutors will be informed of any merits by email. Housemasters and Housemistresses will receive full lists of all merits every Friday evening before roll call, when the awards will be announced. Those pupils who achieve 12 merits will earn a merit prize, which is also awarded at Friday evening roll call. There is also a whole School merit competition for which cumulative totals will be published weekly.

Academic issues

- Teachers may raise an academic concern for poor or incomplete prep, or if a pupil is struggling to some degree in class. These carry no sanction but are simply to raise awareness of the issue.
- A culpable failure to complete prep, the repeated submission of poor prep or a culpable failure to prepare for a test, will result in the pupil being placed in a morning academic detention. These detentions take place from 7.30am to 8.00am in room 14 and are staffed by senior members of staff.

- Pupils who fail to attend academic detention a second time and without a valid reason will be placed in the next Saturday night Detention.

In both cases, the pupil and their tutor are informed immediately. Housemasters and Housemistresses will receive a full list of academic concerns and detentions before evening roll call every day.

Behavioural issues in the classroom

- For poor appearance, improper behaviour or for being ill-equipped to learn, pupils may receive endorsements from their teachers.

Pupils and their tutor will be informed immediately of these endorsements with Housemasters and Housemistresses receiving a full list of any such incidents before evening roll call every day. If issues are serious or endorsements accumulate, the Director of Middle School Studies or Deputy Head (Sixth Form) may also wish to discuss these incidents with the pupils. In such circumstances, the Director of Middle School Studies or Deputy Head (Sixth Form) may choose to put the pupil into a Wednesday or Thursday afternoon detention from 4.15pm-5.45pm so that they may further address the issue.

Behavioural issues outside the classroom or serious incidents in the Classroom or House

- For poor appearance, improper behaviour and for serious incidents in the classroom or House, pupils may receive endorsements from their teachers.

Pupils and their tutor will be informed immediately of these endorsements, with Housemasters and Housemistresses receiving a full list of any such incidents before evening roll call every day. If issues are serious or endorsements accumulate, the Deputy Head (Pastoral) or Assistant Headmistress may also wish to discuss these incidents with the pupils. In such circumstances, the Deputy Head (Pastoral) or Assistant Headmistress, will consistently apply sanctions (i) or (ii) from the following list, or recommend sanctions (iii) to (v) to the Headmaster:

- (i) Saturday night detention
- (ii) Deputy Headmaster's gating
- (iii) Headmaster's gating
- (iv) Suspension
- (v) Exclusion

Parents will be informed of level (iii) sanctions or above by the Headmaster's office as soon as is reasonably possible.

Lateness to lessons

Pupils who are recorded as late to lessons and have no valid reason, will be asked to present themselves to the member of staff in charge of Academic Detention, the following morning at 7.30am. They will then be allowed to return to Houses. If they forget, they will be placed in Academic Detention for the following morning.

Other

- HSMs and members of SLT may decide to House gate a pupil for a defined period.
- Prefects have a range of sanctions at their disposal, as issued to HSMs and Prefects by the Deputy Head (Pastoral). These may be adapted at the discretion of the HSM and sanctioned by the Deputy Head (Pastoral). Senior pupils must record sanctions given in the House.
- On the rare occasion when a pupil's behaviour has not been acceptable a contract might be drawn up between the pupil, parents and the School.

Further information can be found from the following DfE guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour and Discipline in Schools - A guide for headteachers and School Staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)

Searching & confiscation

Sedbergh School adheres to the following guidance which is outlined below:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444053/Searching screening confiscation advice Reviewed July 2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444053/Searching_screening_confiscation_advice_Reviewed_July_2015.pdf)

Searching

- School staff can search a pupil for any item if the pupil agrees.
- The Headmaster and staff authorised by the Headmaster have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:
 - knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco, cigarette papers or any vaping equipment.
 - fireworks
 - pornographic images

- any article that the 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 pupil).

Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to School discipline.

The use of reasonable force

Sedbergh School adheres to the following guidance which is outlined below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

What is reasonable force?

1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Who can use reasonable force?

- All members of School staff have a legal power to use reasonable force.
- This power applies to any member of staff at the School. It can also apply to people whom the Headmaster has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying pupils on a School-organised visit.

When can reasonable force be used?

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

- In a school, force is used for two main purposes – to control pupils or to restrain them.
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
- restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot use force as a punishment – it is always unlawful to use force as a punishment. All forms of corporal punishment are not allowed under any circumstances.

An immediate, detailed written report should be made of any incident involving the use of force as soon as practical after the incident has taken place and forwarded to the Deputy Head (Pastoral) for inclusion in the “Incidences of the Use of Reasonable Force” book.

Behaviour, Rewards & Sanctions Policy – Action Points

UNDERTAKING	BY WHOM
Explain behaviour and sanctions policy to new staff and pupils	Deputy Head (Pastoral)
Discuss disciplinary situations with the pupil concerned	Pupil's Tutor
Ensure Tutors discuss disciplinary situations with pupil concerned	HSMs, Director of Studies & Deputy Head (Sixth Form)
Inform parents of a pupil of disciplinary situations where appropriate, and always in the case of Headmaster's gating, suspension or exclusion	Deputy Head (Pastoral), Second Master or Headmaster
All instances of the use of reasonable force will be immediately reported to the Deputy Head (Pastoral) in writing for inclusion in the "Incidences of the Use of Reasonable Force" book.	All staff