



THE ORATORY

**The Oratory School (OS)**  
**Good Behaviour and Sanctions Policy**

## **BEHAVIOUR POLICY**

Blessed John Henry Newman's personal motto became the school's: 'Cor ad Cor Loquitur' ('Heart speaking to Heart'), and this flows through the life of the School. The school exists to provide an all-round education that encourages the development of body, mind and spirit, so vital for success and happiness. Oratory boys are known for their spirit and "can-do" attitude to life, nurtured in the school's Catholic family environment.

### THE SCHOOL'S EXPECTATIONS (extract from Student Planner)

- Take a positive approach towards learning.
- Respect everyone in the school, behave politely and display good manners at all times.
- Wear the correct uniform and have a smart appearance.
- Have all the correct books and equipment required for each lesson including your School Planner.
- Be punctual.
- Be polite.
- Do not eat, drink or chew in class.
- Concentrate in class and do not disrupt others from working.
- Mobile phone use is governed by the mobile phone policy
- Complete and hand in prep on time.
- Keep the school litter free.
- Take care of your own possessions, and respect the possessions of others
- Bullying in any form will not be tolerated.
- Drugs, smoking and alcohol are absolutely forbidden.
- Always do your best at school.

### **REWARDS FOR POSITIVE BEHAVIOUR**

The Oratory School develops young men from a diverse array of backgrounds to excel in a wide range of disciplines, both academic and other. We take pride in their high standards and the positive outlook, typical of our pupils. The Behaviour Policy is there to support and encourage these 'success behaviours' and does so with a clear set of rewards.



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## Rewards:

The rewards system should promote an aspirational approach amongst pupils and support good relationships between teacher and pupil.

At the Oratory rewards take the following format:

- Individual teachers' praise: verbal and written may be given for good work. Excellent effort or performance in a lesson or prep may be rewarded with an Academic Merit (details below).
- Department recognition: may be given through publication or display of good work within the classroom area or in school publications. Department cards, certificates or notes may be given to pupils to commend good work. These recognise specific individual achievements, paper copy given to student with an email home (ideally some to be sent on a weekly basis).
- At the request of the teacher, Heads of Department may also award a Distinction to a pupil, either for a particularly outstanding piece of work, such as a long essay, project or presentation, or for sustained hard work and effort over a period of time, for which merits may have already been awarded. Distinctions will be awarded by the Head Master in Assembly.
- *Assemblies each half term/term: recognises those performing highly based on assessment rank and or value added performance, subject achievements, total merits awarded to individuals and the house competition.*
- Academic awards are annual subject and year group awards presented at Prize Giving in the summer term by the Head Master.
- Colours are rewards awarded for excellence and effort in sport and cultural activities such as drama and music.
- Blazers, awarded in the 6th Form, are a traditional school award representing a variety of disciplines across the range of academic, cultural and sporting endeavours.
- Housemasters regularly provide social events to reward positive behaviour within their houses. Housemasters also regularly pass on reports of good behaviour and kindness to the Deputy Head Pastoral and the Head Master.

## **Merits:**

**Academic Merits:** These are awarded for excellent academic work. The work may be excellent as a performance comparative to other pupils or individually for that pupil given his ability, and teachers will exercise judgement as to when an Academic Merit is appropriate. Effort over a longer period of time may also be commended with an Academic Merit. This reward therefore is for use across all ability levels and should be used in an inclusive way.

Heads of Department should ensure that members of their department are using the Merit and Distinction system appropriately. The Deputy Head Academic will monitor departments' use of these systems.

**Non Academic Merits:** These are awarded for other positive behaviours such as in the house, during an activity or games.

Both Merits should be awarded at the time the work is completed or the behaviour demonstrated. The teacher awarding the Merit then enters this into SIMS and should indicate to students that the merit has been given in their own way. Some departments use stickers, postcards, notes in books and or certificates.

Total Merits and Distinctions will accumulate towards the House Merit competition. The House with the highest merit total per capita will be awarded the 'Head Master's Cup'. The winning House will also receive a prize such as funds towards house budget /trip out/BBQ or dinner at SMT discretion.

## REWARDS FOR POSITIVE BEHAVIOUR

The following are the levels of sanctions used at The Oratory School. There are also instructions about the use of detentions and the gating system on subsequent pages.

All of these sanctions are linked to the levels document which is included later in this section of the policy.

0	Teacher/House imposed sanctions	Individual or group being held back at break House staff may impose a suitable chore
1	School Day Detention	20 min detention on Monday and Friday break
2	School Evening Detention	1 hour detention on Thursday evening
3	Two Day Gating	Two weekdays. See Gating Sheet for detailed instructions
4	Three Day Gating	Three weekdays
5	Five Day Week Gating	A full week
6	Saturday Gating	Student gated for a Saturday including being set tasks to complete during Saturday games. Culminates in a Head Master's detention
7	External Suspension	Separate policies state if this is for 48 or 72 hours
8	Required removal	
9	Expulsion	

Senior staff are on a school mobile to pick up immediately on any gross misconduct by a pupil. This sanction sits outside the levels. Senior Staff can be reached through reception and will come to class to remove the pupil temporarily or for the entire lesson as required. Ext: 3521

## Oratory School Detentions

### Teacher and Departmental sanctions

Low level poor behaviour in class e.g. talking, misbehaviour, failure to follow instructions, late to lesson, missing or incorrect equipment, and prep issues

The class teacher should provide the initial sanction. This may be through a conversation at the end of the lesson, additional work set for completion outside of the lessons or a teacher/department detention organised on an ad-hoc basis as the need arises. HoDs should monitor behaviour across sets within their departments. To be recorded within departments by email.

### Daytime detention

Disruption to learning of others e.g. repeated offences and infringements.

Moved to morning break on a Monday and Friday Teacher emails School Day Detention <Schooldaydetention@oratory.co.uk>

### School Evening detention

High level of disruption to learning of others/ poor behaviour towards a member of staff or other pupil, Rudeness, Insolence, Disrespect to school equipment, or other pupils' belongings.

Teacher emails School Evening Detention.

### Head Master's detention

Deliberately missing a timetabled lesson. Gross disobedience or disruption in class. Also part of a formal gating.

Housemaster emails Head Master's office.

## The Gating System

Time	Mon	Tues	Weds	Thurs	Fri
Morning Check in					
Deputy Head prior to period 1					
P1					
P2					
P3					
Break Time Deputy Head to sign					
P4					
P5					
P6					
Lunch: duty teacher to sign					
Check in: tutor or House Mother to sign					
P7			Games	CCF	
P8		Games		7	
P9			Prep	8	
	Activities			9	

Students who are **gated** must:-

- Have the form signed by a member of staff in each check in/lesson/activity
- Be present at morning check in and have their form signed
- Have their form signed by a member of staff for each of the periods mentioned above
- Report to the Deputy Heads' offices in Morey at the start of break time. They must remain there for the duration of morning break.
- Report to the member of staff in the dining room for lunch duty as soon as their final morning lesson ends and then remain there for the duration of the lunch break.
- Sixth formers must be either with a teacher or in the library for any study periods. They lose the right to work in house for the duration of their gating. The form must be signed by the member of staff on duty for all such periods.
- If a student has games or another activity then they must get the teacher to sign the form for that activity slot.
- At the end of the gating period the Gating sheet must be returned to the Housemaster. If the student has not completed the gating fully then an extra day should be added and the Deputy Head Pastoral informed.



## The Sanctions Levels

SANCTION LEVEL	COMMUNICATION	OFFENCES						
		SMOKING (INCLUDING E-CIGARETTES)	ALCOHOL	SAFEGUARDING	OUT OF BOUNDS	BEHAVIOUR	HEALTH AND SAFETY	ICT AND E-SAFETY
<p><b>Level 0 - Housemaster</b></p> <p>Telling off, house chores, litter picking, off gallery, kitchen duty, confiscation of equipment, banned from kitchen etc</p> <p>Pastoral conversation.</p>	<p>No communication with parents necessary</p> <p>Recorded in House</p>			<p>One off instance of personal low-level unkindness e.g. name-calling, borrowing without consent, gossip, teasing &amp; other disrespectful behaviour</p> <p>Failure to inform adult staff of circumstances or behaviour which put others at risk.</p>		<p>Lack of cooperation e.g. non-compliance with the dress code including Sports Kit</p>	<p>First instance of personal non-compliance</p>	<p>Misuse of electronic devices</p> <p>Low level misuse of electronic equipment e.g. using phones after lights out</p>
<b>Levels One and Two relate to disciplinary issues in the classroom</b>								
<p><b>Level 3 Housemaster</b></p> <p><b>2 day gating</b></p> <p><b>Repetition would lead to 3 day gating (level 4)</b></p>	<p>Parents informed at HsM discretion</p> <p>Recorded in House</p>			<p>Repeated incidents of the above or one significant act of unkindness</p> <p>Possession or use of inappropriate but not illegal images</p>	<p>Out of bounds during school day first offence</p> <p>Deliberately missing a timetabled school activity</p>	<p>Repeated lack of cooperation e.g. persistent non-compliance with the dress code including Sports Kit</p> <p><b>Failure to attend a school detention</b></p>	<p>Repeated instances of personal non-compliance</p>	<p>Repeated misuse of devices</p> <p>Using websites illegally to view movies, TV or access music</p>

<p><b>Level 5 – 5 day gating</b></p>	<p>Housemaster informs Head Master and Deputy Head Pastoral</p> <p>Letter to parents from Deputy Head Pastoral</p> <p>Recorded on MyConcern</p>	<p><u>Seniors:</u> First smoking offence, including the possession of smoking materials including E-cigarettes</p>	<p>Possession of beer or wine</p>	<p>Repeated possession or use of inappropriate but not illegal images</p>	<p>Out of bounds second offence</p> <p>Repeated and deliberate missing of a timetabled school activity</p>	<p>Theft.</p> <p>Wilful misuse of the property of others</p> <p>Defiance</p> <p>Persistent refusal to attend school detentions</p> <p>Being untruthful</p> <p>Wilful damage to school property</p> <p>Persistent untargeted unkindness</p> <p>Red card/serious foul play during fixture or Games session</p>	<p>Potential to create a risk of harm to others e.g. misuse of chemicals in Science or sharing medication, horseplay.</p>	<p>Posting photographs or video footage without permission of those involved</p> <p>Posting on social media in a way that may bring the school into disrepute</p>
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<p><b>Level 6</b></p> <p><b>Saturday gating and HM detention</b></p>	<p>Housemaster informs parents</p> <p>Letter to parents from Head Master</p> <p>Recorded on MyConcern</p>	<p><u>Juniors:</u> First smoking offence</p> <p>Repeated smoking offence, including the possession of smoking materials</p> <p>Blatant and consistent disregard for non-smoking policy and/or encouraging others to smoke.</p>	<p>Juniors: First offence drinking but not drunk</p> <p>Sixth form Illicit drink but not drunk</p>	<p>Targeted physical, sexual, mental or emotional or cyber bullying against individuals</p> <p>Evidence of sexual misconduct.</p> <p>Use or possession of legal pornography.</p>	<p>Wilful or intentional leaving of school premises without permission</p> <p>Persistent and deliberate missing of a timetabled school activity</p>	<p>Persistent or significant theft</p> <p>Persistent defiance</p>		<p>Attempting to circumvent the school firewall and/or security systems using hardware or software methods</p> <p>Use of file sharing websites to illegally view or download software, music, movie or other content</p>
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<p><b>Level 7 – Head Master</b></p> <p><b>External suspension 2/3 days</b> (At HM discretion suspension may be served at school as internal for up to 10 days but recorded as external on record.)</p> <p><b>All level 4 offences are liable to be deemed level 5 depending on their severity</b></p>	<p>Letter to parents from Head Master</p> <p>Staff informed</p> <p>Student interviewed by Head Master on return</p> <p>Recorded on MyConcern and Head Master's log of significant sanctions</p>	<p>Persistently smoking including the possession of smoking materials.</p> <p>Supplying cigarettes</p> <p>Smoking Indoors</p>	<p>Any possession or any consumption of spirits</p> <p>Supplying alcohol</p> <p>Presence in public house</p> <p>Drunkenness (Health centre admission) wine and beer</p> <p>Possession of large quantities (beer cider &amp; wine)</p>	<p>Abuse, as above but also encouraging group mentality against individuals or of a serious nature or which promote extremist views and which lead to damaging outcomes</p> <p>Failure to report criminal activity</p> <p>Vexatious allegations of criminal activity</p> <p>Evidence of sexual relations</p> <p>Persistent physical sexual harassment</p> <p>Supplying/sharing pornography or youth produced sexual imagery or other harmful online interaction with other users (e.g. passing on details of self-harm sites or providing other methodologies with the intent of causing harm)</p> <p>Use or possession of illegal or extreme pornography.</p>	<p>Leaving school premises with no permission repeated or serious</p>	<p>Blatant disregard for school expectation</p> <p>Lighting fires</p> <p>Roof-walking</p>	<p>Potential to endanger life by inappropriate behaviour e.g. spiking drink.</p> <p>Causing actual harm</p> <p>Endangering life</p> <p>Wilful breach of H&amp;S Law e.g tampering with Fire Safety equipment</p> <p>Causing significant physical harm</p>	<p>Unauthorised access or attempted access to school systems</p> <p>Wilful damage to school physical IT equipment or data systems</p> <p>Theft or misuse of sensitive or restricted school electronic data.</p>
<p><b>Level 8/9 - HM Withdrawal/Dismissal</b></p> <p>All drug offences are level 7 or above. Single offences of a serious nature may be exceptional Multiple level 7 offences may be liable to lead to level 8 or 9.</p> <p>All disciplinary decisions will take into account a student's previous disciplinary record, academic record and the nature of the student's response and cooperation. These are guidelines only. The Head Master's judgement is final. The school's Complaints Procedure is available to all parents on the school website.</p>								

## **Corporal Punishment**

The Oratory School unequivocally rejects the use of corporal punishment. All forms of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible.

Parents will be informed if the House Master feels that the offence is a serious one. Offences involving the School computers will incur the punishments given in the ICT Code of Conduct, and the Housemaster will be informed. For a more serious offence, a boy will be referred to the Deputy Head Pastoral who may recommend suspension or even exclusion from the School. Please see Exclusions Policy below.

## **Exclusions Policy**

### **1. Underlying Principles**

- 1.1 The Oratory School is a caring school community committed to equal opportunity for all. It is felt that exclusions of pupils from the school, whether permanent, or as suspensions, are damaging to the school community. Consequently, a pupil will only be excluded or suspended when other strategies and sanctions have not been effective over time, or when there has been a single, clear and serious breach of discipline, or if allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or other pupils in the school, in the short or long term
- 1.2 The school follows the regulations concerning exclusions set out by the Independent Schools Inspectorate.

### **2. Objectives**

- 2.1 This policy has been compiled to provide all staff, pupils and parents with a transparent framework of the procedures used when dealing with a situation in which a pupil will, or may, be excluded.

### **3. Guidelines**

3.1 A pupil may be excluded if:

- a. the pupil has committed a serious disciplinary offence
- b. the pupil is accused of a serious criminal offence
- c. for medical reasons, the pupil's presence in the school represents a serious risk to the health and safety of pupils and staff
- d. the pupil has ignored repeated warnings and minor punishments for repeated more minor offences.

### **4. The Procedure**

#### **4.1 Circumstances**

- I. The temporary or permanent exclusion of a pupil is an extreme sanction and is only administered by the Head Master.

#### **4.2 Investigation and decision**

- i. A pupil may be suspended pending an investigation, as a neutral act, if there is a possibility that the welfare of other pupils may be compromised by their remaining in the school. Except in the case of a neutral suspension, a thorough investigation will precede an exclusion or a suspension.
- ii. All evidence will be very carefully assessed and collated. Records will be kept of all exclusion and suspension proceedings. In addition, a pupil will always be allowed and encouraged to give his/her account of events.
- iii. In the case of an incident in which the pupil may be suspended for five days or more the decision will be made after a hearing at which the evidence will be presented, and the pupil, and their parents will have an opportunity to respond.

#### **4.3 Communication**

- i. In the event of an exclusion or suspension, the relevant pupil's parents will always be informed immediately, first by telephone, and then by letter, if a face to face meeting is not possible.

- ii. All exclusion and suspension details should be kept as confidential as possible. The Chair of Governors will always be informed and involved with any procedures which does, or may, result in a suspension of more than five days, or an exclusion.
- iii. The Head Master may arrange an interview with the parents of a suspended pupil when the pupil is to return to school.
- iv. Any pupil who is permanently excluded will not be removed from the school register until the appeal process has been completed.

## **5. Parameters**

5.1 This policy applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School, and also when boarders are in the company of day pupils at, or away from School premises, or outside School hours.

## **6. Support**

6.1 The school will seek, as far as is possible and practical, to support a pupil who has been suspended from school with the setting of work. In the case of an exclusion, the school will seek to support the pupil, and family, as far as is possible and practical with transfer arrangements to a new school, and with reconciliation, if necessary.

## **Review**

Changes to the detention policy noted and schematic updated  
New Gating system included  
Levels Document included