

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

PRINCIPLES

Tonbridge School's Behaviour, Rewards and Sanctions Policy is designed to promote and encourage an acceptable standard of behaviour in and around School, travelling to or from School, on any School activity and on any occasion when a boy may be identified as being a member of Tonbridge School. It is based on clear values which the School promotes; these include self-discipline, a sense of responsibility, a proper regard for authority, respect for and celebration of difference in others, and a sense of service to the community. It places great emphasis on the positive behaviour to be expected and rewarded, as well as prevention of what is unacceptable through a series of clearly defined sanctions. At its heart is the promotion of a good learning and teaching atmosphere in which all boys can realise their potential. The policy safeguards and promotes the welfare of all boys, protecting them from all kinds of discrimination, harassment and bullying. It recognises the duty of the School to promote racial and gender equality and to take action to tackle inequalities and discrimination of any kind that are identified, including with respect to boys who have special educational needs. It relies on a culture of mutual respect between parents, boys and staff, and it has been drawn up in wide consultation with the School community and takes into account the non-statutory guidance given in 'Behaviour and Discipline in Schools' (January 2016) and the Equality Act of 2010. It will be subject to regular review by the Second Master in consultation with others.

The Behaviour, Rewards and Sanctions Policy has four main elements:

- 'Expected Behaviour at Tonbridge School' – a code to be promoted, taught and enforced.
- A System of Rewards for Achievement, Effort and Good Behaviour.
- A System of Sanctions.
- A Statement of Roles and Responsibilities.

It is important that this policy is read and applied in conjunction with other School policies and programmes. Specifically these are:

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| • Safeguarding Policy (including Child Protection) | • Acceptable Use of Computers (Boys) |
| • Memoranda | • Mobile Phone Use Policy |
| • Anti-Bullying and Cyber Bullying | • Procedure for Appeal against Expulsion |
| • Special Educational Needs and Disabilities | • Discrimination and Equal Opportunities (for Boys) |
| • Alcohol and Smoking | • PSHEE |
| • Drugs | • Philosophy of Care |
| • Problems and Complaints Procedure for Boys (Memoranda) | • Pastoral Care Handbook |
| • Complaints Procedure for Parents (Parents' Handbook) | • Physical Restraint |
| | • Emerging Technologies and New Media |
| | • Searching and Confiscations |

EXPECTED BEHAVIOUR AT TONBRIDGE SCHOOL

Tonbridge School is a community where the welfare of all is protected and promoted. To this end, certain standards of behaviour are expected of all boys in and around the School, on the way to and from School, on any School activity and on any occasion when a boy may be identified as being a member of Tonbridge School. These expectations are promoted and reinforced, within the overall School Behaviour, Rewards and Sanctions Policy, by a system of rewards and sanctions. We expect boys to:

Show Respect for Others

- Show good manners, tolerance, regard for authority and for individual privacy

- Celebrate difference and diversity in others
- Show respect for Chapel and for those of different faiths
- Support, promote and adhere to the School's Anti-Bullying Policy
- Avoid bad language and any behaviour which might cause offence

Strive For Self-Respect

- Be trustworthy, honest and tell the truth
- Attend and be punctual at all compulsory School obligations
- Keep safe and healthy by proper appreciation of risk, by regular exercise and by avoiding harmful substances
- Be self-disciplined and committed
- Take pride in appearance

Make a Positive Contribution

- Take pride in membership of the School and be its ambassador
- Engage with and commit to a wide range of activities
- Think how you can serve the School community
- Develop your own skills and interests by full participation in extra-curricular activities
- Support activities to help the wider community outside the School

Enjoy and Achieve At School

- Value effort and achievement
- Take responsibility for own learning and academic progress
- Help promote a positive learning atmosphere in the classroom and elsewhere
- Develop own skills and interests by full participation in extra-curricular activities
- Prepare for life after School by developing good work habits and social skills

Respect Property and The Environment

- Respect the property of others
- Look after the fabric and property of the School
- Think 'green' in attitude to the School and wider environment
- Respect other people's working and living environment by avoiding undue noise
- Avoid dropping litter

A SYSTEM OF REWARDS FOR ACHIEVEMENT, EFFORT AND GOOD BEHAVIOUR

It is important to establish a culture in which praise and encouragement far outweigh the frequency of punishment and admonition. Rewarding boys for achievement, effort, improvement and positive behaviour motivates them and creates the best climate for effective teaching and learning. The School wishes to take pride in celebrating the success of its boys and in communicating this success to them and to their parents.

To this end a system has been established to promote rewards for achievement, effort and behaviour. The key elements of this system, which are not intended to be exclusive, are:

- Frequent reminders in staff meetings of the importance of celebrating success, and of verbal and written praise and encouragement;
- School prizes and awards for all kinds of achievement;

- Awards made by the Lower Master at end-of-term assemblies;
- Award of Commendations for academic and non-academic achievement and effort, and for examples of positive behaviour and service (details below);
- Award of Distinctions for examples of academic excellence (details below);
- Space in the Interim Reports to note special effort or achievement;
- House points or merit books (or other forms of recognition) leading to House awards;
- The use of School and House notice-boards and the intranet to record special achievements;
- Regular communication to parents of 'good news'.

Distinctions

Distinctions are awarded when a boy completes work which is outstanding for his year-group, and would be worthy of wider recognition and acknowledgement. Distinctions are recorded and the work passed to the Headmaster to inform him of the achievement. Boys receiving a Distinction will receive a £10 token redeemable in the School Shop, Pound, or the Orchard Centre Café. Boys in the first two years receive this in a Junior Assembly. The token for boys in the top three years will be passed to the boy by his Housemaster.

Housemasters, or tutors, will be informed whenever a Distinction is awarded and are asked to pass that fact on to parents or guardians as soon as practicable.

Commendations

Commendations are awarded as way of recognising excellent work, outstanding effort, initiative or contribution, or for a boy who has made extra special attempts to improve over a period of a few weeks. Commendations are centrally recorded and an email will automatically be sent to the boy and his tutor each time he receives a Commendation. Housemasters will be notified weekly with a list of their boys who have received Commendations. Once a boy has accumulated ten of these he will receive a £5 token redeemable in the School Shop, the Pound, or the Orchard Centre Café. Boys in the first two years receive this in a Junior Assembly. The token for boys in the top three years will be passed to the boy by his Housemaster. The number of Commendations achieved by a boy in a term will be recorded on his End of Term Report by his tutor.

It is the responsibility of the Senior Team to monitor the frequency and effectiveness of this system of rewards.

A SYSTEM OF SANCTIONS

Sanctions are necessary in a School community to: promote positive behaviour, as laid down in the 'Expected Behaviour' code; to support a good teaching and learning atmosphere; to encourage a proper regard for authority; to protect all members of the School community, and to reinforce School rules as laid down in the Memoranda. They are most useful when seen by everyone as a deterrent, although there are circumstances when they can be effectively employed as a supportive intervention to encourage a boy. When used they must be applied fairly and consistently and be proportionate to the seriousness of the offence. This means that there must be a scale of sanctions with clarity over whose responsibility it is to apply them at the appropriate level. **The use of corporal punishment or physical restraint as a method of imposing or enforcing a sanction is prohibited, whether or not within the School premises.** Sanctions can be applied for unacceptable academic work as well as behavioural issues. It is important to recognise that sanctions may be applied for misbehaviour outside of School and that in certain situations teachers may confiscate items and search without consent for specific items (see policy on searching and confiscations). In addition, in some clearly defined circumstances teachers may use reasonable physical force as a way of resolving behavioural issues (see separate policy on Physical Restraint).

In setting out this scale of sanctions, the need for flexibility and common sense is emphasised and staff must take account of any Special Educational Needs or Disabilities when considering any given response. The intention is to provide clarity in empowering members of staff to deal with situations themselves or know how and when to pass it on to higher authority. It should not preclude simple remedies like dealing directly with low-level poor behaviour in the classroom, or reporting a boy to his Housemaster or to the Second Master. It is important that clear records of sanctions are maintained and that parents are informed at an appropriate time – this will depend on the nature of the offence and the level of sanction imposed.

House sanctions would be imposed by Housemasters or other members of the House Pastoral Team for minor House misbehaviour or, occasionally, for School matters reported to Housemasters. A certain degree of flexibility is allowed to Housemasters but the sanctions can include extra community duties, detentions in the House and withdrawal of privileges for a defined period of time. No boy may impose a sanction on another boy. House Praes can discuss situations with their Housemaster and request that sanctions be applied. **Sanctions must not involve deprivation of sleep or food.** Each House must publish a set of House Rules, including the sanctions to be used, a copy of which should be given to the Second Master. Housemasters should keep a written record of sanctions imposed at this level.

Level 1 sanctions, i.e. admonishments in class, Imposition Papers or break time detentions, may be given by all teachers. Admonishing a boy is often as effective as any formal sanction and should be the first recourse of any member of staff. Constructive discussions that actively engage boys with their teachers build goodwill and encourage reflection. This engagement and reflection is more likely to resolve issues before they escalate, giving the boys ownership of the solution. Imposition Papers may require a piece of work to be repeated or improved and must be signed by the Housemaster before being returned to the teacher.

Level 2 sanctions may only be given by Heads of Department, Housemasters and Senior Team members and are centrally recorded. These may be given when Level 1 sanctions have failed to elicit a response. For example: persistent unsatisfactory work or behaviour would lead to the Head of Department giving a Departmental Detention; School Detentions would be given for deliberately missing Chapel, significantly poor work or effort over several weeks and for more serious misbehaviour in class, the House or in other areas of the School.

Level 3 sanctions may only be given by Housemasters or by members of the Senior Team (who should consult the Housemaster). The Sunday Extra Work Class will be used when boys are significantly behind with academic work, for unauthorised absences from lessons or games, repeated absence from chapel or persistent poor behaviour not curtailed by Level 2 sanctions. In some specific cases, a Housemaster may choose to place a boy on Report Card to encourage and support sustained academic engagement and, as such, this is not usually viewed as a sanction. The most serious Level 3 sanction is a Headmaster's Detention, given for persistent failure to address a behavioural or work-related concern, for lying, cheating or plagiarism or for serious disciplinary issues or breaches of the expected behaviour code, including bullying. More details are available in the Memoranda. Parents will be informed by Housemasters about any Level 3 sanctions at the time they are imposed in order to give adequate notice. The Second Master will also write to parents when a Headmaster's Detention is given to a boy. Persistent appearance in the Headmaster's Detention in any academic year could lead to the boy's suspension (see below).

Level 4 sanctions are only given by the Headmaster, or the Second Master in the Headmaster's absence. The Headmaster may in his discretion require parents to remove or may suspend or expel a boy from the School if he considers that the boy's attendance, progress or behaviour (including behaviour outside the School) is seriously unsatisfactory and in the Headmaster's reasonable opinion the removal is in the School's best interests or those of the boy.

For temporary suspension a distinction is made between a neutral suspension and one which is punitive in nature; the Headmaster will make it absolutely clear to the parents and to the boy which of these is being invoked. In certain circumstances, for example when an allegation made against a boy requires an investigation and, additionally, when the boy's presence in School might influence this investigation, the Headmaster may require the boy to be suspended pending the outcome of the investigation. This suspension would not automatically be recorded nor viewed as a sanction but would, rather, be a neutral act. If, following the investigation, the allegation is not upheld then the boy may return to School without any disciplinary consequences. If the allegation is upheld and the Headmaster deems a suspension to be appropriate, the time already spent away from School can, at the Headmaster's discretion, be viewed as the recorded sanction.

For a punitive temporary suspension the Headmaster will write a letter to the parents, which might include a formal warning, and see the boy on his return. A notice would be published on the School and Common Room notice-boards about every such suspension. The Second Master or Housemaster would have the responsibility of informing the parents before a boy is suspended, arranging a collection time and ensuring that appropriate work is taken home. The length of the suspension will vary according to the circumstances and nature of the offence, but will generally not be longer than a week. The Headmaster can apply a reverse suspension (i.e. when a boy comes in to School at a time when other boys are at home).

For permanent suspension a distinction is made between expulsion and requirement to leave. A boy is liable to expulsion for a grave breach of School discipline, for example a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion means that the boy's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. For a breach of School discipline falling short of one for which expulsion is necessary, the boy may be required to leave permanently. In such circumstances reasonable assistance will be given in helping the boy to make a fresh start at another School. A boarder may also be required to leave the boarding house without necessarily being required to leave the School. In any circumstances where permanent suspension is being considered, the Headmaster is required to act fairly and in accordance with the principles of natural justice. He will use every reasonable endeavour to contact parents before any final decision is taken.

All records of suspensions and expulsions will be kept by the Headmaster's PA and must be notified to the Chairman of Governors. The procedure for appealing against a permanent suspension is set out in the 'Complaints Policy and Procedure for Parents' to be found in both the Parents' Handbook and on the School website.

All sanctions imposed on a boy from Level 2 upwards are recorded centrally and maintained by the Second Master.

ROLES AND RESPONSIBILITIES

All members of the Common Room and House Pastoral Teams have a responsibility to maintain School discipline and manage the behaviour of boys. They must have realistic expectations of boys' behaviour and be prepared to talk through and engage with issues of behaviour before thinking of applying sanctions and must take into account the different needs of the boys, particularly those who may have special educational needs or disabilities. They are encouraged to ask for help from more senior and more experienced colleagues to resolve situations. They are authorised to impose

sanctions at Level 1 and should liaise with Heads of Department and Housemasters should further escalation be required. Members of the Common Room should also be mindful of Safeguarding and Child Protection concerns and consider to what extent the displayed behaviour is part of a wider pastoral or safeguarding concern. Behaviour that is indicative of possible radicalisation or an extremist ideology should be reported to the Second Master in line with the School's responsibilities outlined by The Prevent Duty at Tonbridge School Policy.

Housemasters (and in their absence Assistant Housemasters or Pastoral staff on duty) have responsibility for the safety and behaviour of boys in their houses. They are expected to maintain good house discipline, to help boys develop self-discipline, and to encourage and reward effort and achievement in all spheres of School life. Housemasters will be the first and main point of contact with parents and staff about all aspects of a boy's behaviour and development. They will be informed and consulted by all members of staff about issues involving boys in their house. The Headmaster will consult them on any issue that might lead to a boy's suspension. They must develop a clear system of house rewards and sanctions in line with the guidelines above, they must publish this in the house and to parents, and they must keep records of House sanctions. They are authorised to impose sanctions up to Level 3 above.

The Director of Teaching and Learning has responsibility for helping members of the teaching staff to develop good strategies for classroom management. The Director of Teaching and Learning will liaise with Heads of Department on any issues arising from this and will ensure that the induction of any new staff will include specific reference to this policy and how it works. He or she will ensure that the reporting system encourages and notes special effort or achievement, but also draws attention to concerns about poor behaviour or unacceptable work.

The Director of Studies will review procedures for the award of Commendations and Distinctions. The Director of Studies will from time to time also be asked by Housemasters to see boys whose work is unsatisfactory or who are in danger of failing exams.

The Second Master is responsible to the Headmaster for managing all issues of discipline and behaviour within the School. The Second Master will review this and associated policies at regular intervals, using records to identify recurrent problems. The Second Master will promote the 'Expected Behaviour' code and the whole of this policy to boys, staff and parents and will publish procedures in relation to sanctions and organise supervisory rotas. The Second Master will also keep records of all detentions at Levels 2 and 3, keeping the Headmaster informed of any significant issues of behaviour which arise. The Second Master will deputise for the Headmaster when necessary and will ensure that induction procedures for House staff and Praes include reference to this policy and how it works.

The Headmaster is responsible to the Governors for ensuring appropriate standards of discipline within the School, and for the promotion of positive behaviour. He will determine the main principles behind any behaviour policy and ensure that it does not conflict with other School policies. He will determine all issues of suspension and exclusion. He will ensure that parents are aware of this Behaviour, Rewards and Sanctions Policy.

The Governors endorse the principles underlying the policy and require the Headmaster to ensure appropriate standards of discipline within the School.

INDUCTION, EDUCATION AND ON-GOING SUPPORT OF THE BOYS

All boys will receive induction into the Behaviour, Rewards and Sanctions Policy of the School when they first arrive so that they are aware of the new expectations placed upon them. This induction will be reinforced at regular intervals through the PSHEE programme, Seminar, Assemblies and through the pastoral system. In addition to the disciplinary aspect of this policy, the School will also do all it reasonably can to support those boys who find it difficult to adjust to the expectations of the School.

For example, a boy may, in addition to facing a sanction, be offered counselling or support from the Learning Strategies Department.

COMPLAINTS

If boys or parents have cause to be concerned about the application of School sanctions then they should raise the issue with the Housemaster in the first instance. In most cases this will resolve the issue. Should this be insufficient to allay any concerns, parents can discuss issues with the Second Master. Should parents or boys have cause to make a more formal complaint then they should follow the procedures laid down in the School's Complaints Procedure for Parents Policy.

Any boy who is found to have made a malicious allegation against a member of School staff is likely to face serious disciplinary action.