

POCKLINGTON SCHOOL FOUNDATION



Rewards and Sanctions Policy (*Pocklington School Behaviour Policy*)

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Contents

| | |
|--|----|
| OUR AIMS AND VALUES..... | 3 |
| Aims of Rewards and Sanctions Policy: | 3 |
| PROMOTING GOOD BEHAVIOUR..... | 4 |
| 1. Recognition and Celebration | 4 |
| 2. Using iSAMS to report positive behaviour..... | 4 |
| 3. Positive Performance Pathway..... | 4 |
| 4. Pastoral Intervention for Inconsistent ATL Grades: | 4 |
| 5. Prefects..... | 4 |
| 6. The School Rules & the 'Blue Book' | 5 |
| 7. Working Together with Parents and Guardians | 5 |
| REWARDS..... | 6 |
| 1. Merit Stickers..... | 6 |
| 2. Distinctions | 6 |
| 3. Commendations | 7 |
| 4. Speech Day Prizes..... | 7 |
| 5. Monitoring of Rewards..... | 7 |
| SANCTIONS | 8 |
| Use of Reasonable Force by Staff: | 8 |
| Behaviour outside of School:..... | 8 |
| 1. Appropriate disciplinary measures available to staff | 8 |
| 2. Detentions | 9 |
| 3. Divisional Community Service (DCS)..... | 10 |
| 4. Absence from School as a 'Neutral' Act | 10 |
| 5. Final Warnings | 10 |
| 6. Exclusion from School (Suspension or Expulsion) | 11 |
| 7. Additional Boarding Sanctions..... | 11 |
| 8. Misdemeanours and Behaviours Meriting Exclusion | 11 |
| Appendix 1: Guidelines on Sanctions for Day Pupils | 13 |
| Appendix 2: Guidelines on setting work to be completed by a pupil in a detention | 15 |
| Appendix 3: Removal from a lesson | 16 |
| Appendix 4: Searching and Confiscation Procedures..... | 17 |
| Appendix 5: Mobile Phone Use –Rules for Pupils..... | 19 |

OUR AIMS AND VALUES

At Pocklington, our aim is to Inspire *for* Life :

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| Confidence | We encourage individuals to be confident and considerate; fostering self-respect and self-belief. |
| Responsibility | Personal responsibility and service to others are expected; both have opportunity for expression within the School and beyond. |
| Achievement | In all areas of School life we seek to nurture talent and inspiration, to encourage perseverance and to prepare young people for the challenges of adult life. |

We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:

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| Trust | The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools. |
| Truth | We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative. |
| Courage | We challenge ourselves and each other to change for the better. |

We provide a community to be proud of where pupils can explore, learn and grow. In order to do this:

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| Support | We put the well-being of our pupils first, with excellent pastoral care. |
| Learning | We encourage successful learning through effective teaching and a commitment to a broad education. |
| Recognition | We recognise and reward success and commitment, progress and achievement. |

The School's policy on rewarding the children for their day-to-day work and behaviour, and sanctioning them for what are considered to be unsatisfactory actions, is very much rooted in our aims and values to Inspire For Life, utilising the concepts of praise and the positive acknowledgement of achievement.

Aims of Rewards and Sanctions Policy:

Pocklington School's policy on rewards and sanctions aims:

- to give value and encouragement to academic achievement and the effort to improve at all levels of ability
- to encourage, reinforce and acknowledge the positive attitudes of respect and consideration for others and respect for self
- to be fair and consistent and for staff to use only reasonable discipline in all circumstances.
- Pupils are not under the School's responsibility when they come under the direct supervision of parents or guardians. **However, the school will retain a reasonable interest in, and concern about pupils' behaviour at all times and places if such behaviour is considered to have a bearing on School life.**

Equality Act 2010:

When making decisions under this policy, the School will take into account any special educational needs or disabilities a pupil may have and any religious requirements affecting them.

PROMOTING GOOD BEHAVIOUR

In addition to appropriate rewards and sanctions, staff may deem it appropriate to support pupils through the following:

1. Recognition and Celebration

Recognition and the celebration of endeavor and achievement are at the core of the Pocklington experience. Staff are encouraged to offer praise and encouragement to their students. Formalised recognition also takes place in numerous ways such as in Divisional assemblies, House assemblies, on notice board displays, digital noticeboards, on the School website and across the School's publications.

2. Using iSAMS to report positive behaviour

Staff should use iSAMS to log instances of positive behaviour or achievement. This function alerts the relevant tutor and housemaster/mistress and serves to collate instances over time. Using iSAMS in this way should not replace or deter from teachers speaking to other relevant staff in person about such matters, rather it should serve to prompt such discussions.

3. Positive Performance Pathway

The decision to put a pupil under a 'Positive Performance Pathway' (PPP) monitoring scheme will normally be taken by the Housemaster/mistress. This will usually follow discussion with the student, parents, form tutor, relevant teaching staff and the Head of Division as appropriate. The PPP serves to positively address concerns relating to a pupil's approach to learning or persistent underachievement. Pupils on the 'PPP' will be monitored via a holistic report which requires engagement with parents, HoD, HoM and Head of Division on a weekly basis. Being under a 'PPP' should be understood as occurring for supportive reasons as well as a disciplinary measure.

4. Pastoral Intervention for Inconsistent ATL Grades:

After each School report, Housemasters/mistresses, in liaison with the Head of Division, will implement a pastoral intervention if a student receives a disproportionate number of grades that indicate inadequate or inconsistent level of effort in lessons or in independent work.

5. Prefects

School, Boarding and House Prefects are positions of trust and responsibility. As well as assisting staff and pupils in the day-to-day running of the school, prefects are ambassadors and role models. All senior students are expected to promote positive behaviour but there is a particular expectation of our prefects in this regard. To be appointed a prefect is considered a privilege and their role is key in embodying the values set out at the start of this policy.

Prefects will direct the pupil to their Housemaster/mistress and notify the relevant Housemaster/mistress themselves. House staff must liaise with the Prefect to ensure satisfactory closure of the incident with the pupil.

6. The School Rules & the 'Blue Book'

The School rules and expectations of good behaviour are set down in the termly 'Blue Book' – publication that contains easy-to-reference information relating to a calendar of events and other information relevant to the smooth running of the School. All students and staff receive a copy. Guidance relating to some specific issues are included in the appendices of this policy.

7. Working Together with Parents and Guardians

Pastoral and academic staff are encouraged to liaise with parents directly in the promoting of positive behaviour in and around school. As appropriate, parents and guardians will be contacted to inform of matters and, on occasion, may be invited to come to a meeting at school to discuss particular matters with relevant pastoral and academic staff.

Parent Forums and evenings where parents are invited to attend to listen to experts on particular pastoral matters provide opportunities for parents and staff to discuss the issues and challenges that young people encounter as they go through school life.

REWARDS

In addition to staff encouraging pupils through verbal praise or positive comments, the School provides a consistent system of rewards that addresses the needs of individual students as well as the whole School community.

1. Merit Stickers

There are Divisional merit stickers that can be awarded by staff for pleasing attainment and/or effort in all aspects of School life.

General Administration and Recording

- The stickers are attached to the piece of work/prep-diary and signed by the member of staff.
- They are recorded by tutors on a weekly basis.
- Housemasters/mistresses are regularly informed and totals are included on the end of term report.
- If a pupil earns a significant number of merits over a half term or term the Housemaster/mistress will write to the parents acknowledging the achievement.
- Merit stickers carry points that contribute towards House Cups at all Divisional levels.

2. Distinctions

General Administration and Recording

Distinction cards are awarded for achievements of very high quality. They are intended to recognise academic work of unusual perception, excellence or originality, but Distinctions are also awarded for commendable acts beyond the classroom, for example ones of remarkable initiative, helpfulness or goodwill.

- Cards may be issued by any member of staff.
- A brief description of the basis for the award is given, followed by the member of staff's signature and date awarded.
- Please record the Distinction on iSAMS (find 'Distinction' in the 'Rewards and Conduct' section).
- The card is handed to the pupil who should show it to their Housemaster/ mistress and see the Head of Division for signature. The pupil retains the card after it has been signed.
- The Head of Division will, in most cases, ensure a meeting is arranged for the pupil to meet with the Headmaster to discuss the award.
- A monthly Distinction list will be published on the Headmaster's noticeboard.
- The Tutor must ensure that Distinctions are recorded in the pupil's end of term School report.

Following analysis of Rewards and Sanctions, the school has set itself a target of awarding 50% of students a Distinction over the course of an academic year.

Distinctions can also be awarded for Outstanding ATL Grades:

After each full report, the Tutor will award a Distinction based on pupils' outstanding approach to learning (indicated by 'O' on the report). The following are suggested criteria and Tutors should use their professional judgement and liaise with HoMs when deciding on the awarding of a distinction (below is for guidance):

1st-5th Year = 5 or more 'O's

6th Form = 50% or more of grades are O's

3. Commendations

In all years, 1st Year to 6th Form, Commendation certificates are presented during the end of term assembly. A small number of Commendations will be awarded to pupils for work and effort after the overall achievement and improvement of the pupil's work have been carefully considered by their House Tutors and Housemaster/mistress. Guideline criteria for the awarding of Commendations are followed within each division.

4. Speech Day Prizes

A range of prizes are awarded at Speech Day relating to all aspects of School life (Please refer to the Policy 'Exam Prizes – Criteria for Awarding, May 2018).

The awards are monitored by the Deputy Head looking for individual trends. Internal examination prizes and Departmental prizes to individual pupils are awarded during Prizegiving in the Summer Term.

5. Monitoring of Rewards

Housemasters/mistresses monitor trends in the awarding of Distinctions and Commendations (e.g. gender, SEND, EAL, AGT, House or individuals) and liaise with the relevant Head of Division. This data is then analysed by PSMG on a termly basis and, where necessary, investigated.

SANCTIONS

The School rejects the use or the threat of use of corporal punishment under any circumstances. (Section 131 of the Schools Standards and Framework Act 1998).

Use of Reasonable Force by Staff:

School staff can use “reasonable force” to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Staff are referred to the relevant Foundation Policy, ‘Use of Force (Restraint)’.

Behaviour outside of School:

The School may apply the Rewards and Sanctions Policy to any pupil behaviour which takes place under School authority, i.e. when the pupil is within the School or taking part in any School-organised or School-related activity; travelling to or from School, wearing School uniform or otherwise identifiable as a pupil at the School. The School may also apply this policy to behaviour outside of the School which could have repercussions for the orderly running of the School, pose a threat to another pupil or member of the public or which could adversely affect the reputation of the School.

Staff should refer to Guidelines on Sanctions for Day Pupils in Appendix 1 in order to help determine which sanction is appropriate.

For matters relating to boarding, please refer to Boarding Sanctions Guidelines document.

1. Appropriate disciplinary measures available to staff

***(See Appendix 1 for additional guidance on Sanctioning students).**

In keeping with DFE guidance, there are a number of disciplinary measures that might be appropriate depending on the nature of the behavioural incident (s). These might include:

- *A verbal reprimand.*
- *Extra work or repeating unsatisfactory work until it meets the required standard.*
- *The setting of written tasks as punishments, such as writing lines or an essay.*
- *Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day (sometimes referred to as ‘mufti’ days).*
- *Missing break time.*
- *Detention including during lunch-time, after School and at weekends.*
- *School based community service or imposition of a task – such as picking up litter or weeding School grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti.*
- *Regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed “on report” for behaviour monitoring.*
- *In more extreme cases Schools may use temporary or permanent exclusion.*

2. Detentions

All detentions must be logged on iSAMs and monitored by Housemasters/Housemistresses. When issuing detentions, staff should be aware that the following detentions are incremental, reflecting different levels of severity¹. Physical Exercise cannot be issued as a punishment in a detention or at other times.

The DFE provides clear guidance on the matter of detentions and this policy takes this into account. ([Behaviour and Discipline in Schools: Advice for headteachers and school staff, January 2016](#))

(a) Departmental Detention (DepD)

Staff may set and supervise their own detentions for pupils' failure to complete any work or for low level misbehaviour in lessons. These can take place during a break or at lunchtimes. Such detentions take precedence over other commitments and pupils should inform staff whose activity they miss of the reason for their non-attendance. Pupils must not miss their lunch. Any member of staff may place a pupil in this detention and record this on iSAMs. Recording a Departmental Detention on iSAMs is done via 'Report a Concern' where 'Departmental Detention' can be selected from the drop-down box. This will alert tutors and HoMs to the matter.

(b) School Lunchtime Detention (SLD)²

This detention is for:

- Behavioural misdemeanours. It may be for a single significant incident or for an accumulation of incidents either inside or outside of the classroom.
- Accrual of 3 departmental detentions in one term, at the HoM's discretion, may indicate that a SLD is an appropriate consequence.

Parents will be informed prior to the detention by an e-mail from the Head of Division. All staff may place a pupil in this detention, recording and setting work via iSAMs. Tutors will record the number of SLDs received by a pupil on each full school report. Members of the Pocklington School Management Group will oversee this detention.

(c) Headmaster's Detention (HMD)³

This Detention will be taken by the Headmaster or a delegated senior member of staff. This is regarded as a very serious detention resulting from accumulating three SLDs over an academic year or a single more serious misdemeanour.

Parents will be informed prior to the detention by a formal letter from the Headmaster.

¹ For students over 18 years of age, a detention must be agreed to by the student. Failure to agree to an appropriate detention is likely to result in a more serious sanction.

² SLD takes place on a Monday lunchtime in Room 1 starting at 1305. The member of staff will accompany the student(s) to lunch and will then return them to the detention which will conclude at 1420.

³ HMD detention takes place at a time determined by the Headmaster. This will usually be on a Saturday at 1400-1600 or a Friday 1600-1800.

Only a Head of Division may place a pupil in this detention. They will record the detention on iSAMS, notifying relevant pastoral staff.

Appropriate work or activity set for this detention will be agreed between the Headmaster and the Head of Division.

3. Divisional Community Service (DCS)

Only Heads of Division can oversee this sanction but it can be recommended as a sanction by any member of staff. This can be applied for repeated low to mid-level offences, primarily (although not exclusively) outside of lessons. Pupils will be required to report to the Head of Division's office at a given time(s) and will be given a number of productive tasks to complete which would not put them in harm's way.

DFE Guidance (*Behaviour and Discipline in Schools, January 2016*)

School based community service or imposition of a task – such as picking up litter, weeding of school grounds; tidying a classroom; helping clear up the dining hall after meal times; removing graffiti.

Additional examples could include helping to re-arrange stationery, general tidying of an area, assisting members of staff, etc.

This sanction may run over the course of a number of days (no more than 5). Pupils will not miss their lunch.

House Staff may communicate with parents to inform them of the sanction and reasons for it. The Head of Division will record the sanction on iSAMS.

4. Absence from School as a 'Neutral' Act

It may on occasions be deemed appropriate for a pupil to be absent from school for a short period of time in order for the school, pupil or family concerned to come to terms with, allow time for reflection over, or for further investigations to occur into, a particular incident. This will be initiated by the Deputy Head or Pastoral Director. This will be seen as a 'neutral' act and will not appear on the pupil's record as a disciplinary measure. Work will be provided, as appropriate, to the pupil in order to continue education. Records will be overseen by the Pastoral Director.

5. Final Warnings

If numerous misdemeanours accumulate or a single serious disciplinary incident occurs, a pupil may be placed on a Final Warning. This will constitute a serious disciplinary situation for the pupil in which any further misdemeanours deemed significant will lead to expulsion from the school. The particular details of the Final Warning will be clearly given to the pupil and the parents, usually by the Headmaster but otherwise by the Deputy Head or Pastoral Director, as part of a disciplinary meeting wherever possible (or telephone conversation), and confirmed in writing. The Final Warning will be effective for a set period of time assigned at its outset. This will be for a maximum of three full school terms. At the expiry of this period and subject to there having been no further misdemeanours, the Final Warning will expire although it may remain noted in the pupil's record. Records will be held by the Pastoral Director.

6. Exclusion from School (Suspension or Expulsion)

If numerous misdemeanours accumulate, or a single serious disciplinary incident occurs, a pupil may be excluded from school either temporarily (suspension) or permanently (expulsion). A pupil may also be refused entry into the Sixth Form should there be significant concerns regarding their behaviour. Temporary exclusions (suspensions) are dealt with by the Deputy Head or the Pastoral Director. A 'first suspension' is usually for one school day. Subsequent or more even more serious misdemeanours are likely to result in a longer period of suspension (for example, three school days) and a Final Warning or permanent exclusion from the School. Permanent exclusions (expulsion) are dealt with by the Headmaster. Records will be overseen by the Pastoral Director.

Parents are referred to the Pocklington School Foundation Complaints Policy if they wish to complain about the process involved which leads to a decision over exclusion. Complaints concerning a permanent exclusion will be referred directly to Stage 3 (Panel Hearing) of the Complaints Policy.

For misdemeanours and behaviours that are likely to lead to exclusion please refer to Section 9.

7. Additional Boarding Sanctions

Temporary (Suspension) or Permanent Exclusion from Boarding

For boarding pupils, if numerous misdemeanours accumulate or if a single serious disciplinary incident occurs, a pupil may be excluded from the boarding house either temporarily (suspended from boarding) or permanently (excluded from boarding). For temporary exclusion from boarding, the school will consider whether the pupil may continue to attend school as a day pupil during the boarding suspension. For permanent exclusion from boarding, the pupil may only continue to attend school at all times henceforth as a day pupil. Both temporary and permanent exclusions from boarding are dealt with by the Deputy Head/Pastoral Director and Headmaster. Records will be overseen by the Pastoral Director.

Please refer to Boarding Sanctions Guidelines for additional boarding sanctions.

8. Misdemeanours and Behaviours Meriting Exclusion

Under normal circumstances, the following types of involvements by a pupil may lead to the Headmaster considering the pupil's position in the School and could therefore lead to the pupil being permanently excluded.

This list of misdemeanours and behaviours is not exhaustive:

- Drug or alcohol abuse
- Theft
- Bullying
- Physical assault or threatening behaviour
- Fighting

- Sexual harassment or misconduct
- Involvement in close physical relations/sexual relations between pupils whilst under School authority
- Racist abuse
- Damage to property
- Persistent disruptive behaviour
- Involvement with breaches of the ICT Acceptable Use Policy deemed of a serious nature (for example the posting of indecent, defamatory, illegal images or comments on Social Media).
- Parental behaviour (para 58 of the terms and conditions allow the School to remove a pupil on various grounds relating to the parents' behaviour).

Further considerations:

- Smoking, Alcohol Consumption and Dealing With Illegal and Legal Substances

For matters and the sanctioning of incidents concerning pupil involvement with these substances, please refer to the separate policy titled 'Policy on Pupil Involvement with Smoking, Alcohol Consumption and Dealing with Illegal and Legal Substances'. See also Section 9 above on 'Searching'.

- Malicious Accusations

If any pupil makes an accusation against a member of staff which is proved to have been malicious, then the Headmaster will consider the pupil's position in the school and be able to use any sanction given in the Rewards and Sanctions Policy against the pupil. This can include temporary or permanent exclusion from the school, as well as referral to the police if there are grounds for believing a criminal offence may have been committed.

- Involvement with Persistent acts of bullying or a single serious incident of bullying.

Anti-Bullying Procedures

Refer to the Anti-Bullying and Procedures to Counteract Cyberbullying Policy for Appropriate Sanctions. Careful and detailed discussion with the alleged 'bully' will occur to enable them to consider how their actions have offended and hurt the victim, and how they can learn to behave in ways which will not cause harm in the future and how to repair the harm they have caused. These discussions must involve liaison with the alleged bully's parents or guardians. A letter warning over future sanctions for continued incidents will be sent to parents.

Appendix 1: Guidelines on Sanctions for Day Pupils⁴

1. Lower Level Sanctions and Measures other than Detentions

As set down in DFE guidelines (*in bold italics below*), there are a number of initial steps open to staff before (or other than) issuing a detention. Staff use their experience and judgement in determining the most appropriate response in any given situation, taking into account any special educational needs, disability or where English is not the pupil's first language.* Please log incidents of concern via iSAMS on the 'report a concern' function.

- **A verbal reprimand.** - A conversation with a student explaining expectations. A clear warning that failure to meet expectations will lead to more a serious sanction. Giving them the opportunity to get it right.
- **Extra work or repeating unsatisfactory work until it meets the required standard.** – This could be completed in a pupil's own time, but can also be part of detention work. (see Appendix 2)
- **The setting of written tasks as punishments.** – Written tasks should have meaning and suitable direction should be given to ensure the task is achievable.
- **Loss of privileges** – For instance the loss of a responsibility or not being able to participate in a certain event or activity.
- **Regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed "on report" for behaviour monitoring** – This is a particularly effective measure for tutors and HoMs.

2a. Departmental Detention (DepD)*

- Lateness
- Copying another pupil's work
- Lack of effort
- Uniform infringements
- No homework
- Repeated lack of equipment
- Poor organisation of folder/book
- Chewing gum
- Eating in lessons
- Poor or disrespectful behaviour in lessons (shouting out, talking persistently, chair-swinging, inappropriate language, littering)
- Inappropriate use of mobile phones and/or technology (see Appendix 4)
- Unsafe practice in science labs/design center or similar

***Staff must ensure they log incidents and DepDs on iSAMS via the 'Report a Concern' function.**

2b School Lunchtime Detention (SLD)

- Accrual of 3 departmental detentions in a term (at HoM discretion)
- Missing a departmental detention (after a warning)
- Lack of respect towards staff and prefects
- Disobedience or defiance
- Misuse of mobile phones
- Plagiarism
- Deliberate dangerous act during an experiment or similar
- Offensive and/or abusive language in person or online
- Behavioural misdemeanours (unkind or disrespectful behaviour towards other pupils, minor damage to school property, provoking or encouraging poor behaviour in others)

⁴ NB This list is not exhaustive and staff should use their professional judgement in dealing with disciplinary matters.

- Failure to sign in or out correctly, or without permission

- Driving yourself or other pupils without correct permissions

2c Headmaster's Detention (HMD)

- Accrual of 3 SMLDs in an academic year
- Plagiarism for public examination coursework
- Cheating in internal examinations

- Violent behaviour
- Rude/offensive to the general public

3 Divisional Community Service (DCS)

- Repeated uniform infringements
- Chewing gum
- Littering
- Graffiti/damage to school property
- Multiple low-mid level discrepancies across various areas of school life

- Failure to attend a DepD
- Continued unruly/boisterous behaviour

Appendix 2: Guidelines on setting work to be completed by a pupil in a detention

- Work set should be given directly to the pupil and be ample to occupy one hour.
- Pupils should not simply do their prep. Prep is acceptable if a child has to repeat something that was done below standard the first time (this would not be their first offence).
- An essay or extended piece of writing is acceptable so long as a specific question or focus is set, or a list of things that should be included given to the child. Younger pupils find it difficult to fill an hour if they are just given one sentence to respond to.
- Extension work to current/relevant topics is acceptable. Additional or missing coursework could fall into this category.
- If a breach of school rules has been committed, writing out school rules is acceptable.

Appendix 3: Removal from a lesson

Temporary Removal

If a pupil's behaviour or demeanour is deemed to be disrupting a lesson and affecting the learning of others, then they may be told to leave the lesson. In the first instance the member of staff should give the pupil a clear warning that their continued disruptive behaviour will lead to them being removed from the lesson.

The member of staff should only remove the pupil from the lesson for a short period in order to diffuse a situation (e.g. 1-2 minutes only), standing the pupil outside the room where they can be easily monitored. The member of staff may then return the pupil to the lesson and should speak to the pupil as soon as possible to resolve the matter. Staff must liaise with the appropriate Housemaster/mistress.

- Temporary removals from lessons must be recorded by the subject teacher on iSAMs via the 'Report a Concern' facility so the incident can be logged and relevant pastoral staff notified.

Permanent Removal

A pupil may also be removed permanently from the lesson (i.e. for the remaining duration of the lesson) if the health and safety or learning of other pupils is being compromised. In this instance the pupil is escorted⁵, with work if appropriate, to the Head of Department (HoD), Housemaster/Mistress (HoM) or Senior Manager who will then take action as they feel appropriate. It is likely that the pupil will be placed in a School Lunchtime Detention as a result.

Follow up Procedure

- The HoD and Housemaster/mistress should liaise to decide on an agreed form of action.
- HoD or House staff will contact the pupil's parents informing them of the unsatisfactory behaviour and the consequences of further incidents.
- This will also be recorded on iSAMs through the 'Report a Concern' function by the subject teacher.

⁵ Wherever possible, the member of staff should remain with their class and summon a nearby colleague or telephone reception. In extreme circumstances, it is acceptable for the member of staff to escort the pupil themselves, however they should return to their class as soon as possible.

Appendix 4: Searching and Confiscation Procedures

The following is taken from DFE Guidance, 'Searching, screening and confiscation Advice for headteachers, school staff and governing bodies' (January 2018)

Key points

Searching:

School staff can search a pupil for any item if the pupil agrees.

Headteachers and staff authorised by them 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 and cigarette papers
- 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).
- Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

In Pocklington School, banned items include all those listed and referred to above and those referred to in the School Rules as printed in the Termly Calendar.

Confiscation

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

Refer to the DfE Guidance: Searching, Screening and Confiscation (January 2018) and BBP No 15 (2015) for full guidance. See also the Pocklington School Policy on Pupil Involvement with Smoking, Alcohol and Dealing with Illegal and Legal Substances and the Policy for the Use of ICT.

Statutory Guidance for Dealing with Electronic Devices

- *Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.*
- *The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device:*

In determining a 'good reason' to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

Also note: Teachers should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

Telling parents and dealing with complaints

- 1) *Schools are not required to inform parents before a search takes place or to seek their consent to search their child.*
- 2) *There is no legal requirements to make or keep a record of a search.*
- 3) *Schools should inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.*
- 4) *Complaints about screening or searching should be dealt with through the normal school complaints procedure.*

Appendix 5: Mobile Phone Use –Rules for Pupils

*Also see Mobile Phone Use in School: Rules for Students (including web-enabled devices)

Prep School

- Pupils are not permitted to bring mobiles, web enabled devices or gaming devices into school.
- Pupils who travel by bus or walk to school independently may be granted special permission to carry their mobile in their bag. In this case, parents should apply for written permission from the Prep School Deputy Head outlining the reasons for the request. Where permission is granted, pupils will **ONLY** be allowed to use their device to make contact with parents and they must **NOT** use them for any other reason.
- In some exceptional circumstances, such as when children are going between 2 houses during the week, parents of children who do not travel by bus may require their child to bring a mobile phone to school. Parents should apply for written permission from the Deputy Head, stating whether this is a one-off occurrence or long term request.
- Children who have been granted written permission to bring their mobile into school, for the reasons outlined above, will be required to turn their device off and hand it in to the School Office immediately on arrival at school. They should collect their device at 3.45pm on leaving the school building and must **NOT** use their device whilst on the school grounds.
- Smart watches or watches with a remote listening facility are not permitted in school under the new school rules.
- Pupils may continue to bring an e-reader to school, providing the device does not have the facility to browse the internet, take photographs or play games.

1st to 5th Form

- Students are permitted to bring mobiles into school, but they must remain **switched off and out of sight** between 8.15AM and 3.45PM.
- **ONLY** with the explicit permission of the teacher can a phone be used during a lesson. The phone must be switched off before leaving the classroom.
- At **3.45PM**, students may check their phones **for messages or for contacting home**. This must be done **only in Divisional Areas** or outside the main school building. Recreational use is not permitted on the school campus.
- At the discretion of supervising members of staff, mobile phones may be permitted on school trips /travelling to fixtures.
- Smart watches and other web-enabled devices are not permitted in school under the new rules.
- Laptops may be used in lessons if that is the student's regular mode of working, but these devices may not be used for reasons other than academic work.

6th Form

- Sixth Formers can use mobile phones in the sixth form centre, **but NOT** around the school site (except under the direction of teachers in lessons).
- Sixth formers may use tablets and laptops for independent study in the sixth form area and library.

Library

- The library will be a **mobile-free zone** for all students at all times (*this includes sixth formers and for boarders' prep times*).

Sanctions

Prep School

- Children who do not have written permission to bring their mobile or web enabled device to school will have their device confiscated, switched off and placed securely in a school safe (in an envelope with the name and form details of the pupil). Parents will be contacted and asked to collect the device.

Senior School

- For a first offence, if a student is seen with their phone during the school day it will be confiscated, switched off and placed securely in a school safe (in an envelope with the name and form details of the student and the name of the member of staff who has confiscated the item). The relevant Housemaster/mistress will be informed. The student will be able to pick up the phone at 3.45pm by asking a member of staff at the staff room.
- For a second offence, the sanction will be as above, but on this occasion the Housemaster will get in touch with parents to advise them that a subsequent failure to adhere to the rules is likely to result in the student being sanctioned more seriously.
- For a third offence, a School Lunchtime Detention will be given and parents will be informed. The student may be banned from bringing their phone into school for a designated period.

Additional Information

- Mobile phones are the responsibility of the pupils who own them. The school cannot be responsible for loss or damage to mobile phones.
- Mobile phones (or any web-enabled devices such as smart watches) are never to be brought into an examination room, even if switched off. Examination boards will disqualify candidates for breaking this rule.
- If a pupil is feeling ill, they must go to the Medical Centre before phoning home. In the case of the Prep School, pupils who feel ill will already be in the care of a teacher or Matron who will contact parents.
- No pupil should ever use their phone (or any other device) to video, photograph or record another pupil or member of staff without their permission (or the permission of a supervising teacher).
- Making abusive calls or sending abusive messages or images is a criminal offence. Permission is required to take, store and distribute photographs. The school may take police advice in such matters. Please refer to the school policy on ICT and Procedures to Counteract Cyberbullying.

Staff Guidelines for Confiscation of a Mobile Phone (for Senior School staff):

1. The mobile must be **switched off** and then placed in an envelope (labelled envelopes can be found in **Locker 'xx'**). The following details must be written clearly on the envelope:

Pupil's Name:

Tutor Group:

Housemaster/Mistress (*please inform via iSAMs*):

Condition of phone (note if damaged):

Date and time confiscated:

Member of Staff:

2. The phone is then placed **carefully** in the safe in **Locker 'xx'**. The code for the safe is **xxxx*** (3x wrongly inputted and an alarm goes off, so note down the code!)

Instructions for using the safe (*instructions will also be on the locker door*):

- **To open:** Press 'ENTER' Key, followed by **the code**, followed by the **'key' symbol**
 - **To close:** **Hold door shut**, press 'ENTER' followed by the **key symbol**.
3. **Fill in the sign in/ sign out book found in Locker 'xx*'**.
 4. **Make sure you notify the relevant Day (and Boarding) HoM by 'Reporting as a Concern' via iSAMs.**
 5. **Any member of staff can return a phone to the student after 3.45pm. Please make sure that you log that the phone has been returned by filling in the sign out book found in Locker 'xx'.**
 6. **There is a manual override key stored in the key safe by the staff room telephone (code ****). Please only use if absolutely necessary and return after use.**

MJD. June 2018