



Behaviour Policy

THIS POLICY APPLIES TO MILLFIELD.

At Millfield we wish to promote positive behaviour and strong relationships throughout our community and beyond. Such behaviour enables the orderly running of the school and promotes academic, personal and social development. The policy is intended to promote the welfare of all students and to protect them from discrimination and harassment (whether this is based on race, gender, disability, sexual orientation, nationality, religion or other factors).

To achieve this we promote:

- respect and consideration for others (students, staff and the wider community)
- the right to live and learn in an ordered and ethical community
- care for the environment
- the welfare of all people in our community
- good manners and a high standard of appearance
- self-discipline and an appropriate regard for authority

The school rules (see Appendix 1) fulfil our duty of care to all students and ensure student conduct can be regulated by determining the boundary between acceptable and unacceptable behaviour, the hierarchy of rewards and sanctions and how they will be fairly and consistently applied. We are aware and will take into consideration issues related to protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or orientation) and their impact on the individual needs of students when considering any disciplinary issue by fulfilling our legal duties under the [Equality Act 2010](#). Members of staff are expected to set a positive example to students and to establish an appropriate tone with regard, for example, to courtesy, dress, punctuality and personal conduct.

Millfield seeks to prevent bullying and measures are set out in Anti Bullying Policy and Anti Cyber Bullying Policy.

Millfield seeks to ensure that students complete assigned work and guidance is set out in the Academic Monitoring, Tracking & Interventions Policy.

This policy applies to all teaching and support staff who have equal right to regulate behaviour at Millfield.

Rewards

Recognition of good behaviour is very important. Staff will look for opportunities to praise individuals and groups for good behaviour and acts of kindness which are seen as a positive contribution to school life. Often a quiet word is sufficient but staff will use the "Share Good News" section of iSAMS when there is something good to report for the record. Staff may also use their own systems of informal rewards and incentives. Student work is displayed around the school in order to give recognition. Students are encouraged to support each other at events such as the dance show and music recitals,

which are promoted school wide, where students are performing to a high level so that other members of the community can be seen to value students' efforts and performances. House meetings and assemblies provide occasions for reinforcement and celebration of positive conduct. Senior staff may send congratulatory notes to students for special achievements in all areas of school life. There are a number of ways in which the school formally recognises and rewards students:

School Honours are the highest level of recognition from the school. These are awarded at Summer Celebration. Heads of School and others receive honours for their exceptional service. Academic honours are awarded retrospectively for outstanding achievement at A level. Honours are also awarded for national participation at a senior (U18) level in sport, music or the creative arts.

Other honours: returning students with outstanding public, academic exam results who have shown motivation, academic flair and a scholarly approach will be acknowledged in the Headmaster's Assembly at the start of the school year. Recognition is also given for any national level participation in sport, music or the performing arts.

Annual prizes are awarded on Summer Celebration Prizes are awarded for academic, musical, sporting and artistic achievement over the year as a whole as well as some for exceptional effort or commitment. Upper Sixth students who have given outstanding service to the school or house will be recognised. The 'Bunce' prize is awarded to the person in each year group who makes best use of their talents.

Termly prizes: Commendations are given for effort, improvement and attainment based on school reports.

School Sports Colours

See criteria for awarding sports colours.

Co-Curriculum Half and Full Colours

Years 10, 11, Lower and Upper Sixth can be awarded half colours. In addition to half colours Year 11 and Upper Sixth students can also achieve full colours. For the exceptional few, full colours can be awarded at the Headmaster's Assembly in the Spring term for Upper Sixth students. These awards reflect exemplary commitment to one or more areas of the co-curriculum and performance attainment at an individual's respective standard. They will be awarded sparingly and as such it will be an honour recognised by peers and worn with pride.

- Year 10: Junior Co-curriculum Half Colours only
- Year 11: Junior Co-curriculum Half Colours (can be awarded again) and Full Colours
- Lower Sixth: Senior Co-curriculum Half Colours
- Upper Sixth: Senior Co-curriculum Half Colours and Full Colours

Headmaster's Commendations are available for an individual piece of work which is judged outstanding by the students' own standards. The piece of work concerned should be suitably substantial in terms of the time commitment needed to produce it. The key judge here is the individual subject tutor. The Headmaster will see the student and will forward a card to parents to acknowledge this achievement.

Headmaster's Distinctions are available for an individual piece of work which is judged to be outstanding for a student within the year group. The standard of work should be well above the level required to achieve the highest available grade in the relevant external examination with evidence of substantial independent study beyond the taught curriculum.

Prefects: Good behaviour and a positive contribution to the community are important considerations in prefect selection.

House colours are awarded for notable contribution and service to the house (except in the Year 9 houses).

Regulating Behaviour

Prevention

High standards of student behaviour are encouraged at Millfield through house meetings, tutor group conversations and PSHEE. Heads of Year will initiate and reinforce these messages in their weekly assemblies. The Headmaster and other senior staff will initiate and reinforce good behaviour at Head's Assemblies and by visiting Head of Year assemblies when appropriate.

The Millfield Institute of Sport and Wellbeing also supports and promotes positive behaviour, and sports may have a code of conduct as approved by the Director of Sport.

Regulation

Student behaviour at Millfield is regulated by all staff and responses shall be proportionate and timely. In the first instance staff must deal with any unacceptable behaviour by verbally challenging the student concerned. This conversation is essential to the effective regulation of any behaviour that Millfield deems unacceptable. In many cases a verbal warning from the member of staff will suffice.

In addition to this however, staff must be prepared to involve the academic and pastoral systems to ensure sustained improvement of behaviour. Millfield must also be prepared for the eventuality that students may continue their negative behaviour despite initial warnings. Repeat offences should warrant an increased sanction, and staff should ensure that communication is held with the student concerned and their immediate line managers.

Where a student's behaviour is of serious concern a conversation should always ensue between the member of staff and their immediate line manager. If staff are in any doubt as to the appropriate action they should ask the appropriate Head of Year.

Millfield considers underlying issues in both investigations and outcomes. In addition, Millfield carefully considers whether student behaviour raises concerns that a child is suffering, or likely to suffer, significant harm. Where this is the case all staff must refer immediately to the Safeguarding and Child Protection Policy. Millfield will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs and will refer the matter immediately to the DSL.

Millfield conducts searches in line with DFE Guidance *Searching, Screening and Confiscation* (February 2014; updated January 2018). All staff will follow the Search Policy and Physical Interventions and Positive Handling. In line with legislation the following items are prohibited-

- 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 student).
- 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.

Any use of force by staff will be reasonable, proportionate and lawful and *reducing the need for restraint and restrictive intervention (June 2019)*. Reasonable force will be used in accordance with the DFE Guidance *Use of Reasonable Force (July 2013)* and as set out in the School's Physical Interventions and Positive Handling Policy.

Corporal punishment is not used at the School and force is never used as a form of punishment.

The Deputy Head (Pastoral) records all incidents involving reasonable force or physical restraint.

Areas of behaviour governed by specific policies and procedures;

- Alcohol: Alcohol Policy
- Unauthorised absence from lesson: Registration & Absence Policy
- Bullying: Anti Bullying Policy and Anti Cyber Bullying Policy
- Dress: Dress Defaulter Policy & Process
- Drugs: Drug Offences Policy
- Gambling: Gambling Policy
- Smoking: Smoking Policy
- Mobile devices: Mobile Device Policy
- Unauthorised absence from lesson: Registration & Absence Policy
- Absence from games: Resolving Absence from Games
- Banned items: Search Policy and Procedure

Behaviour outside school

Students are expected to adhere to the school rules whenever they are off campus as part of a supervised school group. Millfield may take action in certain situations such as:

- When wearing school uniform (games kit)
- Criminal behaviour
- Behaviour which brings the school into disrepute
- Behaviour which shows an overt support for the drug culture
- Behaviour contrary to the school rules whilst travelling to and from Millfield (for example smoking and consumption of alcohol are expressly forbidden)
- Bullying, especially cyberbullying

Millfield may also take action where behaviour could have repercussions on the orderly running of the school, poses a threat to another student or member of the public or could adversely affect the reputation of the school.

Sanctions

When investigating and when issuing appropriate sanctions. Millfield ensures fairness by:

- Investigating fairly and thoroughly
- Telling the student the allegations and evidence
- Listening and considering
- Avoiding bias and prejudice
- Considering what is reasonable and proportionate
- Taking advice where necessary; consulting with colleagues
- Communicating with parents
- Keeping records
- Taking a decision supported by sound reasons
- Allowing a review

The purpose of sanctioning is to demonstrate that certain behaviours are not acceptable; to express the disapproval of our community; to reinforce the difference between right and wrong; to deter other students from similar behaviour. It is hoped that students who have received a school sanction will be genuinely sorry for their behaviour and ensure that there is no repetition. Where appropriate, responsible adults will take steps to engage students in restorative approaches to support the education of the children involved. Any punishment will be proportionate to the behaviour with consideration of the student's previous record. Upon transition to the sixth form, a student's disciplinary record will be reset to ensure parity with new Lower Sixth entries. However, in exceptional cases where a student's behavioural/disciplinary record is considered serious enough to call their place in the sixth form into doubt, a student contract may be utilised at the Deputy Head (Pastoral)/ Headmaster's discretion.

Detentions

Detention is a sanction of fixed duration for breaking school rules or persistent poor behaviour. When placing a student in detention the member of staff should use their professional judgment to ensure that the level of sanction is proportionate to the individual case. Each individual case should be taken on its own merit and should not be approached in a prescriptive fashion. Detentions should, where possible, be issued directly by the relevant member of staff having a face to face conversation with the student in question.

In the case of a personal detention, the timing should be negotiated on a case by case basis and may override all other non-priority school commitments. All other detentions will, in the majority of cases, override all other school commitments.

Failure to attend a detention or late arrival without good reason will usually result in a repeat detention of the commensurate level together with an escalation to the next disciplinary level. Failure to complete the detention in line with the published expectations will similarly result in a repeat detention of the commensurate level together with an escalation to the next disciplinary level.

A personal detention may be awarded by a subject tutor or sports coach for minor misdemeanours and should take place in the tutor's room at their discretion, typically during a break or lunchtime.

Lunchtime detentions may be awarded by a tutor, a Head of Department, a Head of Games, or Head of Year as appropriate, for a repeat offence or slightly more serious misdemeanour. A school detention is awarded for serious or repeat incidents.

Students will attend detentions and report to key staff as directed. All detentions should be attended in school uniform. After school detentions take place after school on Tuesdays and Thursdays from 17:15 – 18:00, and Head of Year detentions take place on Fridays from 17:15 – 18:15. These will usually take priority over all school commitments.

A Senior Leadership Team detention may be given for the most serious of issues that fall short of suspension, and will take place on Saturday evenings between 18:30 and 20:30. [In the case of a Head of Year detention notification will be by letter from the Head of Year, or from the Housemaster/mistress in the case of a first unexplained absence from a curricular commitment.] Where a Senior Leadership Detention has been incurred the letter will usually come from a member of the Senior Leadership Team, or the Head of Year in the case of a missed Head of Year detention.

Dress Card

Students whose dress does not match the required standard (as indicated in the Millfield App will be given a red dress card. Continued failure to meet the standard will lead to an after school detention. Students on a dress card are expected to have it signed by tutors to confirm that they are appropriately attired. See Dress Defaulter Policy and Process.

Other Sanctions

All tutors may:

Confiscate the property of a student (for example a mobile phone) for a stated reason (for example when school rules are being broken, when lessons are being disrupted or for safety reasons). The teacher will keep the item safely and indicate when the item can be collected. If a teacher feels that an item is being used inappropriately they may confiscate it for a fixed period which will be proportionate with the misuse. Staff may confiscate some items without the consent of the student. They are: weapons, alcohol, illegal drugs, stolen items, tobacco or cigarette papers, fireworks, pornographic images, any item likely to be used to commit an offence or any item banned by school rules. More guidance can be found in the Search Policy.

Dismiss from lesson. Students whose behaviour in class is unacceptable and who repeatedly fail to comply with the tutors' requests may be asked to leave the classroom. The student will be required to see the Head of Department and is likely to be given at least a lunchtime detention (see below).

Sanctions relating to academic work – see Academic Monitoring, Tracking & Interventions Policy.

1. Lunchtime Detention
 - Initially a subject tutor personal detention. Inadequate response leads to a lunchtime detention
2. Lunchtime Detention
 - For continued lack of effort, poor behaviour in class or a failure to meet deadlines
3. After School Detention
 - For a failure to attend a departmental detention (in addition to departmental detention not instead of)
4. Head of Year Detention
 - For repeated departmental detentions
5. Senior Leadership Detention
 - Further detentions or non- attendance will lead to action by the Head of Year

Academic Restrictions

The management of students who fall short of academic requirements.

Reasonable Adjustments

The school will make reasonable adjustments for managing behaviour which is related to a student's additional educational need or disability. Staff should seek advice from the Deputy Head (Pastoral) if they are unsure about how to manage a student's behaviour where this is related to an additional educational need or disability. Where expulsion needs to be considered, the School will ensure that a student with a disability or additional educational needs is able to present their case fully where their disability or additional educational needs might hinder this. Any religious requirements affecting the student will also be considered.

Records

All major punishments are recorded, with the name of the student concerned, the reason for the punishment including relevant dates, and the name of the person administering the punishment. This log is reviewed regularly by the Deputy Head (Pastoral) so that patterns in behaviour can be identified and managed appropriately.

Suspension

Suspension from school is for serious breaches of school rules which fall short of expulsion or after escalation through the disciplinary sanctions process. Guidance and support (educational and pastoral) will be available during suspension. Suspensions follow a gradation from internal suspension to an external suspension of two to five days depending upon the nature and seriousness of the offence. For a serious misdemeanour, a member of SLT may suspend a student 'pending the Headmaster's decision' and immediately refer the matter to the Headmaster for possible expulsion or withdrawal.

Technical suspensions can be used when there is a significant time delay between offence and sanction, if a suspension would prove harmful to the student, or if a member of SLT decides there are

extenuating circumstances surrounding the offence. In this case the student will return to lessons and a suspension will be recorded on file. A repeat offence would result in immediate and actual suspension.

Student Contracts

A student contract is not a sanction but a procedure following major concerns that have led to suspension or other serious sanctions. It will be used when a student expresses a strong desire to remain at Millfield and will be devised following approval by the Deputy Head (Pastoral), Assistant Head (Head of Sixth Form) or Assistant Head (Head of Middle School). This contract will identify key areas for improvement and set short term targets to enable feedback on progress. A failure to meet the terms of a contract will not of itself be a sanctionable offence but may be taken as an indication of whether the student should retain their place at the school.

Final Warning

A final warning may be issued by the Headmaster. Typically it would follow a suspension when there has been a marked pattern of prior poor behaviour. A final warning will normally be stated to remain 'live' for up to two years. Behaviour that merits a suspension during that period is likely to result in a required removal or expulsion.

Expulsion, required removal

For serious matters (e.g. drugs, alcohol, physical assault, theft or sexual impropriety) or for repeated poor behaviour after warnings (e.g. persistent attitudes or behaviour which are inconsistent with the School's Behaviour Policy) or other serious misconduct towards a member of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises. Any conduct of a student or parent which undermines the school's trust and confidence in that person's ability or willingness to abide by the school Rules may result in a student being expelled without prior warning. See Expulsion, Removal & Review Policy. Where there is evidence that a criminal act may have occurred, the school is likely to involve the Police (e.g. drugs, weapons, theft, assault and cyberbullying). In such situations we will make all reasonable efforts to keep parents or guardians informed unless prevented by the police from doing so.

Legislative Links

- [Education Act 1996](#)
- [School Standards and Framework Act 1998](#)
- [Education Act 2002](#)
- [Education and Inspections Act 2006](#)
- [School Information \(England\) Regulations 2008](#)
- [Equality Act 2010](#)
- [The Education \(Independent School Standards\) \(Amended\) \(England\) Regulations 2014](#)
- [Education Act 2011](#)
- [Schools \(Specification and Disposal of Articles\) Regulations 2012](#)
- [Searching, screening and confiscation \(Jan 2018\)](#)

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