



PROMOTING GOOD BEHAVIOUR POLICY

This policy refers to Wellington Senior School

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INTRODUCTION

Wellington School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of co-curricular activities.

Wellington School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world.

At Wellington School we encourage the establishment of good teacher/pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment.

Wellington School's staff will not threaten or use any form of corporal punishment when setting out its sanctions for poor behaviour amongst pupils.

CODE OF CONDUCT

Wellington School's community of Governors, staff, parents and pupils adhere to an established routine and code of conduct.

The Pupil Code of Conduct is reviewed annually by the School Council.

The Pupil Code of Conduct aims to:

- promote good relationships between all students, students and staff and a strong sense of community;
- provide a kind, caring and ordered environment that will encourage all students to develop into morally and socially responsible people;
- ensure that the development of intellectual, physical, creative and social abilities is conducted in a happy and mutually respectful environment that is beneficial for all;
- promote the School's values and ensure the true character of Wellington School is reflected and supported.

1. Conduct: You are expected to represent the School with distinction at all times. You should be kind, empathetic and inclusive towards all in our community, and treat all people equally. You should be considerate and courteous towards all those you come into contact with, during the school day, travelling to and from school, when visiting town or representing the School at any co-curricular activity. You should show respect for all property, our school buildings and environment, and treat other people's belongings with care.

2. Attendance and Punctuality: You are expected to arrive at school in good time for registration. You should be punctual to all lessons.

3. Work: You are expected to take part positively and productively in lessons. You should follow rules specific to your class and ensure you bring all equipment needed for the lesson with you. All pupils have a right to learn free from distraction of others. You should ensure your behaviour does not distract others or disrupt the smooth running of the class. You must look after your books and files. If you enjoyed your lesson, it is customary at Wellington to thank your teacher for the lesson.

4. Appearance: The correct uniform should be worn at all times. A clean and smart appearance is expected.

5. Games and Co-curricular activities: You are expected to conduct yourself in the same fashion as you would in class at all games and co-curricular activities, both in school and when away from school. You should be punctual and supportive of the activity and ensure that your behaviour is not distracting to others or disruptive.

5. Discipline: You are expected to show respect for and adhere to all School Rules, the wider community and our working environment.

6. Personal Safety: You should take personal responsibility for your own safety and for the security of your possessions. You should move around the school safely, not run in corridors and observe the out of bounds areas which are clearly labelled on noticeboards and listed in the School Rules.

Wellington School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. Parents are expected to support the School in managing expectations of behaviour and the provisions of this policy, both at home and at School.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at Wellington School, particularly the vulnerable. Harassment and bullying in any form will not be tolerated, including online or outside of School. Our Anti-Bullying Policy is on our website. The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, or the fact that a child is adopted, looked after or is a carer.

Wellington School takes its duties under the Equality Act 2010 seriously and makes reasonable adjustments for pupils with special educational needs and disabilities (SEND) or certain health conditions. Please see our Learning Support policy and Equality policy on the school website.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole school community. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.

Wellington School reserves the right to take disciplinary action against pupils who are found to have deliberately invented or made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below up to and including suspension/ exclusion.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at Wellington School undertake to uphold the School's policies and regulations, including this policy, when they sign the Parent Contract. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School. In particular the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

We are always happy to consider suggestions from parents and hope that you find the School responsive and open-minded. The School's pastoral systems are designed to meet the needs of all pupils. Pupils can raise any concerns they have via formal and informal means, these include:

- Tutor
- Head of Year
- School Captains, House Captains and senior pupils
- Pupil Mentors
- School committees, such as the School Council, Pastoral Council, Mentoring Committee, Boarders' Council, Sixth Form Council

In the event of any behaviour management issue the School will liaise closely with parents where practical and, if relevant, other support agencies.

The School has a number of support systems in place to meet the needs of all pupils. These include access to individual counselling sessions with the School Mental Health Lead.

The School welcomes feedback from parents on the effectiveness of its behaviour management measures and all other aspects of this policy.

UNEXPLAINED ABSENCES

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations, and the School's Missing Person Procedure.

Please note that permission for absence should be sought from the School. Absence for holidays during term is unlikely to be sanctioned, but individual circumstances will be considered.

INVOLVEMENT OF PUPILS

The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of School, and online.

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, through pupil led committees, such as the School Council and Boarders' Council, Personal, Social, Health and Economic Education (PSHEE) lessons, project work, drama activities, stories and literature, year group meetings and through pupil led assemblies and Chapel services.

We work closely with all pupils as they transition through the School, from the day they start at the School to the day they leave. Induction plays an important part in helping pupils understand the nature of this School community and the School's expected standards of behaviour. Key induction points happen at the following transition points: Year 6 to 7, Year 8 to 9, Year 11 to 12. Any pupil joining the School at a different time will also receive an induction.

SCHOOL RULES

The School Rules are designed to encourage positive behaviour and self-discipline. The School Rules are set out in Annex A.

Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the School Rules are displayed on notice boards, in student planners, available on the School website, in the Parents' Handbook and in the Boarders' Handbook. Parents and Guardians agree, when signing the Parent Contract that their child will comply with the School Rules and undertake to support the authority of the Head in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The School reserves the right to search pupils and their possessions without consent if there is justified cause to do so. Knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks and pornographic images can be searched for according to law along with 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 property. A search may also be undertaken for any item banned by School Rules which has been identified in the rules as an item which may be searched for. This also applies to mobile phones which can be searched for inappropriate material.

The Head or staff authorised by them may search a pupil, provided that the staff member is the same sex as the pupil being searched and there is another staff member as witness. The School may carry out a search of a pupil of the opposite sex to the staff member conducting the search and without a witness present but only where the School "reasonably believes that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not practical to summon another member of staff" ('Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies', DfE February 2014 – updated January 2018).

The School Rules also reference the School's policy on drugs and drugs testing, further details of which can be found in the Drugs, Alcohol and Tobacco Misuse Policy. The Head undertakes to apply any sanctions fairly and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our School.

REWARDS AND SANCTIONS

Rewards

Rewards for pupils are given for a positive contribution in an academic, co-curricular or pastoral context. They are designed to celebrate pupil achievement and participation, and to encourage positive engagement in all aspects of school life.

Rewards are categorised as:

- Merit
- Super Merit
- Colours: academic, sport, performing arts and community
- Year Group Assemblies: awards presented and/or pupil participation celebrated
- Prize Giving Assemblies held at the end of each term
- House Meetings: awards presented and/or pupil participation celebrated
- Tutor time: awards presented and/or pupil participation celebrated
- Commemoration: annual subject and year group academic prizes awarded
- Regular formal reporting to parents (see Assessment and Reporting Policy)
- Written feedback to pupils
- Oral feedback to pupils
- Informal tutor communication with parents (see Tutor Handbook)
- Handwritten postcards from the Headmaster and the Deputy Heads and other staff

All formal rewards are recorded as 'individual records of achievement' within iSAMS.

Merits and Super Merits

Any teacher can reward a pupil with a Merit or a Super Merit.

A Merit or Super Merit should be awarded to a pupil for going beyond expectations and contributing positively to an activity; academic, co-curricular or pastoral, individually or as part of a group.

Merits are issued using the iSAMS 'Award Merit' wizard.

Merits and Super Merits are automatically emailed to the pupil, tutor, Head of Year, Head of Section and Deputy Heads. These are available for parents to see on the Parent Portal.

Assemblies (Headmaster, Year Group, Lower School Chapel, House and Tutor)

Assemblies celebrate pupil achievements. The School's weekly year group assemblies are used extensively for presenting rewards and celebrating achievement. For example, issuing music certificates, Duke of Edinburgh certificates, CCF awards, Maths Challenge Certificates and reading sports reports.

Prize Giving

The Head holds a celebration assembly at the end of each term, which includes formal prize giving.

At the end of the Summer term, as part of the School's Commemoration, academic prizes are awarded in the presence of the whole school and parents.

Colours and Performing Arts Awards

At the end of each term Sports Colours and Performing Arts Awards are presented in assembly to pupils who have contributed consistently and at a high level to School sport, music and drama. (Consistency of standard in making these awards is overseen by the Deputy Head Co-curricular. Senior awards are available to Sixth Form students. Junior awards are available to Year 11 pupils. In the Lower School pupils are also presented with lapel badges to mark notable contributions in areas such as sport and music.

Other recognition

There is recognition for achievement in other areas of school life as well. For example, 'Best Recruit' award in the CCF in Year 10, pupils being chosen as office holders in activities and societies.

Sanctions

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils.

The Head undertakes to apply any sanctions fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our School and we do not support parents' use of corporal punishment on their children for misbehaviour that occurs in school. Corporal punishment by parents is a safeguarding issue and will be dealt with under the School's Safeguarding Policy and Child Protection Procedures.

When poor behaviour is identified, we have a range of disciplinary measures that can be given for negative behaviour in an academic, co-curricular or pastoral context. They are designed to help flag and correct negative behaviour.

Formal Sanctions are categorised as:

- Homework Flag
- Pastoral Log (Behaviour)
- Report Card
- Academic Detention
- Head of Year Detention
- Head of Section Detention
- Headmaster's Detention
- School Gating
- Suspension
- Exclusion

All sanctions are recorded in iSAMS.

A separate log of serious sanctions (Headmaster's Detention, School Gating, Suspension and Exclusion) is held by the Deputy Head (Pastoral).

Guidance on issuing sanctions

Subject teachers are responsible for ensuring discipline in class. Heads of Department, Heads of Year or Heads of Section can provide higher level management interventions.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

The class teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. They may issue a Homework Flag for a missed homework. This is not designed as a punishment, rather as a communication tool to flag to a pupil and parent that a homework has been missed.

Academic Detentions or Pastoral Logs (Behaviour) can be issued for poor behaviour in class or repeated academic infringements, such as an accumulation of incomplete homework, poor quality of work, unacceptable behaviour in class or in other contexts outside of the classroom. It is expected that Academic Detentions be used to address low level issues of academic engagement or class behaviour quickly and effectively. A Pastoral Log (Behaviour) should be raised when behaviour issues become more significant, persistent and disruptive to the smooth running of the class. Repetition of this behaviour will be reported to the Head of Department and to the pupil's Tutor and Head of Year and may lead to a higher-level sanction. When formal sanctions such as a Homework Flag, Academic Detention or Pastoral Log (Behaviour) is issued, pastoral staff are informed via an automated email through iSAMS. Parents are also informed.

A Pastoral Concern (Log) should only be issued after verbal warnings and reprimands have been given to a pupil first. They should not be used as a **first** response in addressing low level misdemeanours in classroom management; Homework Flags and Academic Detentions fulfil

this function. A teacher should use their professional judgement in deciding if a misdemeanour necessitates a Pastoral Log (Behaviour).

As a general guideline, problems with management of the class as a whole should be referred to the Head of Department. If a problem persists the matter should be reported to the pupil's Tutor and Head of Year, either by the class teacher or by the Head of Department.

Heads of Year and Heads of Section must always be kept informed – the 'create Pastoral Log' wizard in iSAMS should be used to flag and log concerns.

The tutor and head of year should be informed whenever a pupil disrupts the learning of others or if a pupil is significantly under-performing - what may be minor problems with a pupil in one class becomes more of a concern if the same pattern is repeated in a number of subjects. In the case of a serious breach of discipline the appropriate Management/Leadership Team member must be informed directly.

All teachers have a responsibility to ensure good behaviour both in and outside the classroom, and use sanctions appropriately.

Pastoral Logs (Behaviour) are designed to highlight and correct poor behaviour in the classroom or beyond, that has not been effectively corrected through the use of Homework Flags or Academic Detentions. Examples of sanctions for breaches of discipline are provided in this policy.

Homework Flags

A Homework Flag is not a punishment. If a pupil does not complete homework on time or to an acceptable standard they can be issued with a Homework Flag. This is designed to record that a homework has not been completed and to inform parents of this also. The teacher must inform the pupil that they have been issued with a homework flag providing the detail of the reason for it.

An accumulation of Homework Flags will trigger a response from the tutor, Head of Year or Head of Section and is likely to lead to a sanction.

Academic Detention

A teacher may issue an Academic Detention if a pupil repeatedly fails to complete work to the required standard or within deadlines, or if their behaviour is disruptive in class.

The purpose of an Academic detention is to ensure required work is completed and to a good standard and behaviour is good.

A teacher must tell a pupil they are to be given an Academic Detention before it issued and explain the reason why.

A teacher should tell the Head of Department when issuing an Academic Detention.

Pastoral Log (Behaviour)

Any teacher can issue a Pastoral Log (Behaviour).

A Pastoral Log (Behaviour) may be issued to a pupil for negative behaviour in an academic, co-curricular or pastoral context.

A Pastoral Log (Behaviour) should be seen as raising an issue to a higher level than an Academic Detention.

Pastoral Logs (Behaviour) are issued using the iSAMS 'Create a Pastoral Log wizard.

A teacher must tell a pupil they are to be issued with a Pastoral Log (Behaviour) before it is issued and explain the reason why.

Pastoral Logs (Behaviour) are emailed to the tutor, Head of Year, Head of Section and Deputy Heads. However, a Pastoral Log (Behaviour) must be authorised by the Deputy Head Pastoral's Office and Head of Section before the email is sent. This is for the following reasons:

1. To ensure that the issuing of a Pastoral Concern (Behaviour) is not going to exacerbate a pastoral issue that the teacher may be unaware of but the Head of Year/Head of Section is aware of;
2. To allow the Head of Year/Head of Section to monitor the nature and consistency of Pastoral Logs (Behaviour) are being issued for;
3. To stop any Pastoral Logs (Behaviour) that have been awarded in error or that do not meet the threshold to be issued.

If the Head of Year/Head of Section stops a Pastoral Log (Behaviour), the Head of Year/Head of Section will always inform the teacher that it has been stopped and why.

As a guideline, three Pastoral Logs (Behaviour) or more in a term will lead to a disciplinary review with the Head of Year/Head of Section and parents will be informed. If deemed appropriate by the Head of Year/Head of Section, a Head of Year/Head of Section Detention or higher level sanction may be issued and the Deputy Head (Pastoral or Academic) may become involved.

Head of Year Detention

Only a Head of Year can issue this sanction. A Head of Year Detention will be used when lower level sanctions have not worked to correct low level poor behaviour, such as an accumulation of Homework Flags, Academic detentions, Pastoral Logs (Behaviour), or when a single act of poor behaviour warrants such a sanction.

Head of Section Detention

Only a Head of Section can issue this sanction. A Head of Section Detention will be used when lower level sanctions have not worked to correct low level poor behaviour, such as an accumulation of Homework Flags, Academic detentions, Head of Year Detention, Pastoral Logs (Behaviour), or when a single act of poor behaviour warrants such a sanction.

Parents will always be informed when a Head of Section Detention is issued.

School Gating

A School Gating can be issued by the Deputy Heads for misdemeanours of a serious nature. School Gating requires a pupil to report to the Deputy Heads' Office at break, lunch and after school where they must study. School Gating can be given for 1 to 5 days.

Headmaster's Detention

A Headmaster's Detention is for serious breaches of school rules and behaviour, or for a significant accumulation of low-level offences which by definition amount to a serious breach of school rules. It is issued by a Deputy Head or the Headmaster.

A Headmaster's Detention takes place for two hours on a Saturday morning under supervision by a Management Team member.

Parents will be informed by the Head of Section or head of Year and in writing by a Deputy Head (Pastoral).

Headmaster's Detentions take precedence over all other school activities.

Suspension (Temporary Exclusion)

Temporary exclusion from the School for a period of between 1 and 5 days. This process is always managed by one of the Deputy Heads. Further details on temporary exclusions can be found in the School's Exclusions Policy.

Expulsion (Permanent Exclusion)

Permanent exclusion from the School. Further details can be found in the School's Exclusions Policy.

Other sanctions

Boarding house may implement minor sanctions for pupils in their Houses. Examples include house gating or other movement restrictions, extra tasks around the School or house, e.g. community service such as helping tidy the dining room at lunchtimes, litter-picking, etc. However, any sanctions must be proportionate and should show consistency with practices in other Houses. House staff keep a record of all house sanctions. Further detail of boarding house sanctions can be found in the Boarding Handbook.

Informing Pupils of Sanctions

For all sanctions, the issuing teacher must tell pupils clearly which sanction is being imposed, why and when it will take place. The teacher should tell pupils that they should inform their parents.

For sanctions above the level of Academic Detention, the Head of Year/Head of Section or the Deputy Head will tell pupils clearly which sanction is being imposed, why and when it will take place.

The Head of Section or the Deputy Head will tell pupils that they will inform their parents.

The table below details how pupils are informed.

Sanction	Method for informing pupils
Homework Flag	Teacher informs pupil giving reasons
Academic Detention	Teacher informs pupil giving reasons for sanction
Pastoral Log (Behaviour)	Teacher informs pupil giving reasons for sanction
Head of Year Detention	Head of Year informs pupil giving reasons for sanction
Head of Section Detention	Head of Section informs pupil giving reasons for sanction
Report Card	Head of Year/Head of Section informs pupil giving reasons for sanction
Headmaster's Detention	The Deputy Head will inform pupil giving reasons for sanction
School Gating	The Deputy Head will inform pupil giving reasons for sanction
Suspension	The Deputy Head will inform pupil giving reasons for sanction
Exclusion	The Head will meet with pupil and parents and write to parents

Informing parents of sanctions:

Parents are informed of all sanctions. The table below details how parents are informed.

Sanction	Method for informing parents
Homework Flag	Automatically logged on My School Portal. Tutor will inform parents.
Academic Detention	Automatically logged on My School Portal. Tutor will inform parents.
Pastoral Log (Behaviour)	Head of Year or Head of section will inform parents when deemed necessary. As a guideline, three Pastoral Concerns (Behaviour) should trigger this
Head of Year Detention	Head of Year will inform parents via email or telephone
Head of Section Detention	Head of Section will inform parents via email or telephone

Report Card	Head of Year/Head of Section will inform parents via email or telephone
Headmaster's Detention	The Head of Year/ Head of Section will inform parents by telephone. The Deputy Head will write to parents
School Gating	The Head of Year/ Head of Section will inform parents by telephone. The Deputy Head will write to parents
Suspension	The Head of Year/ Head of Section will inform parents by telephone. The Deputy Head will write to parents
Exclusion	The Headmaster will meet with the pupil and parents and write to parents

Recording of sanctions

All sanctions must be recorded. The table below details how sanctions should be recorded.

Sanction	Method for recording
Homework Flag	Automatically recorded in iSAMS
Academic Detention	Automatically recorded in iSAMS
Pastoral Concern (Behaviour)	Automatically recorded in iSAMS
Head of Year Detention	Automatically recorded in iSAMS
Head of Section Detention	Automatically recorded in iSAMS
Report Card	Recorded by the Head of Section
Headmaster's Detention	Recorded by the Deputy Head
School Gating	Recorded by the Deputy Head
Suspension	Recorded by the Deputy Head
Exclusion	Recorded by the Deputy Head

Sanctions for breaches of discipline that do not merit exclusion

When sanctions are issued, the pupil's Tutor, Head of Year, Head of Section and Deputy Heads are automatically informed via an automated email through iSAMS. The Head of Year and Head of Section receive a weekly report of Rewards and Sanctions for all pupils in their year group(s).

Pastoral Logs (Behaviour) should only be issued after verbal warnings and reprimands have been given to a pupil first. They should not be used as a first response in addressing low level misdemeanours in classroom management. A teacher should use their professional judgement in deciding if a misdemeanour necessitates a formal sanction. If a verbal warning has not corrected the behaviour, then formal sanctions should be used.

The sanction used will depend on the seriousness of the offence. Whilst this list of offences is wide-ranging it should not be seen as completely comprehensive. Repeated offences at any level may incur punishment at the next level.

Class work related offences

Offence	Sanction
Failure to hand work in on time or to required standard	Homework Flag
Repeated failure to hand work in on time or to required standard	Academic detention
Repeated lateness to a lesson	Academic Detention and Pastoral Log (Behaviour)
Disruptive behaviour in a lesson	Academic Detention
Repeated disruptive behaviour in a lesson	Pastoral Log (Behaviour) HoY detention
Persistently poor academic performance	Flag with Pastoral Log (Academic). Inform Head of Department.
Deliberately missing a lesson	Pastoral Log (Behaviour) Headmaster's Detention

Low-level Offences

These offences, whilst minor in themselves, will often be repeated by some pupils and have a significant cumulative effect. It is therefore incumbent on staff members to record all such breaches.

Repeated Inappropriate dress	Pastoral Log (Behaviour)
Poor behaviour in social areas	Pastoral Log (Behaviour)
Eating in the street	Pastoral Log (Behaviour)
Littering	Pastoral Log (Behaviour)
Chewing gum	Pastoral Log (Behaviour)
Misbehaviour on school bus	Pastoral Log (Behaviour)

Use of mobile phone outside permitted areas	Confiscate and hand in to reception.
Obscene language directed towards another pupil	Academic detention (if in class) Pastoral Log (Behaviour)
Persistent lateness to bed	House gating
Vandalism	Headmaster's Detention

SERIOUS MISBEHAVIOUR

Pupils found guilty of Bullying or Cyber Bullying should expect a Headmaster's Detention as a minimum sanction. The School's Anti-Bullying Policy lays out all possible outcomes for a pupil guilty of Bullying.

Sanctions at a Higher level than a Headmaster's Detention include Suspension and Permanent Exclusion. The School's policy on Exclusions is set out on the School's website, and all parents and pupils should be aware of the more serious sanctions, including suspension and permanent exclusion, that the Head can impose for serious breaches of the School Rules, including but not limited to criminal behaviour. Examples of serious breaches of the School Rules which may result in serious sanctions are set out in the Exclusions Policy.

Serious sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/or warnings.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

Wellington School has a confidential central register of all sanctions imposed for serious misbehaviour held by the Deputy Head (Pastoral). The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

Contextual Safeguarding

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of School, they should follow the procedures set out in the School's Safeguarding Policy and Child Protection Procedures and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

MISBEHAVIOUR OUTSIDE OF SCHOOL OR ONLINE

On occasion, the School may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the School or online and:

- taking part in any activity organised by the School, or related to the School;
- travelling to and from school;
- wearing school uniform; or
- in some other way identifiable as a pupil of the School.

This is especially the case for incidents which could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public, or where the reputation of the School may be negatively impacted as a result of the misbehaviour.

Serious misbehaviour outside of school (including online) will be dealt with in accordance with this policy and/or the School's Exclusions Policy.

USE OF REASONABLE FORCE

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Head have a statutory power to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- *"Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"*
- *"Causing personal injury to any person (including the pupil themselves)"*
- *"Causing damage to the property of any person (including the pupil themselves)"*
- *"Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise"*

The use of reasonable force means using no more force than needed and will always depend on the circumstances of the case.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, and must take into account any disability, certain health conditions or SEN that the pupil may have.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour and all staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off the School premises when they have lawful

charge of the pupil elsewhere (e.g. on a school trip or other authorised out of school activity). Staff training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate and include:

- *"The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used"*
- *"The chances of achieving the desired result by other means"*
- *"The relative risks associated with physical intervention compared with using other strategies"*

Every member of staff will inform the Headmaster immediately after s/he has needed to restrain a pupil physically. The School also has a confidential register within which the school includes the pupil's name and year group, the nature and date of the offence and the sanction imposed. The School will keep this register on a central file so that any patterns may be identified by the School. We will always inform a parent when it has been necessary to use physical restraint on their child, and invite them to the School, so that we can, if necessary, agree a protocol/regime for managing their child's behaviour.

SEARCHING

The School reserves the right to search pupils and their possessions.

The Head, or a member of staff authorised by the Head, may search a pupil provided there is another staff member present as a witness. The School does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in school.

The School will always consider the age of the pupil to be searched and any SEND or vulnerabilities (including certain health conditions) the pupil may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Safeguarding Policy and Child Protection Procedures.

The consent of a pupil will usually be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the pupil has in their possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession any of the following items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs;
- Stolen items;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic or offensive images; or
- Any item banned by the School Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Head (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Head (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

CONFISCATION

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

Electronic Devices

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any pupil.

Any decision to search a pupil's device should be based on the professional judgement of the senior member of staff leading the investigation and should always comply with the School's Safeguarding Policy and Child Protection Procedures. If the information to be searched for relates to a safeguarding concern the DSL must be informed before the search commences. The School will document the decision, including times, dates and reasons for decisions made in its safeguarding records.

If during a search the School finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the police need to be involved.

The School may erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the School Rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another pupil), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, the School can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and the School rules, and may then punish the pupil in accordance with this policy and the School's Exclusions Policy, where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding Policy and Child Protection Procedures.

TEACHING AND LEARNING

Wellington School aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning appropriate to their age and circumstances. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff are committed to delivering teaching in a way that ensures good behaviour and offer every pupil a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

COMPLAINTS

We hope that you will not feel the need to complain about the operation of our Promoting Good Behaviour Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Procedure details how a complaint can be made. This procedure can be found on the School website. We will send copies on request.

Appendix A – The School Rules

The School Rules are divided into Part A and Part B. Part A is an ‘at a glance’ list of all School Rules. Part A is displayed on noticeboards and published in student planners.

Part B provides full detail of all rules.

School Rules Part A

1. Pupils should read and follow the Pupil Code of Conduct.
2. Pupils must arrive at school each day in time for registration.
3. Pupils must attend all lessons.
4. Pupils must stay within the school’s bounds during the school day.
5. Pupils must follow the classroom code of conduct.
6. Pupils must abide by the School’s Uniform Regulations contained in the Uniform Regulations booklet.
7. Chewing gum is not allowed.
8. Mobile phones, iPods (or equivalent) or tablets can only be used under year group guidance or under the direction of a teacher in class.
9. Pupils must abide by the ‘Pupil IT Acceptable Use Policy’.
10. The taking of photographs or video on personal devices is not allowed of other pupils, teachers or staff at the school, or when travelling to or from school.
11. Pupils must take responsibility for securing personal effects.
12. Pupils must respect other pupils’ property and must not borrow another’s property without the owner’s permission.
13. Pupils must treat all school property with care and respect and must not damage any property deliberately or through carelessness.
14. Bullying or cyber-bullying is not tolerated and will be dealt with robustly.
15. Homophobia, Transphobia or discrimination of any kind based on sexuality will not be tolerated.
16. Racism will not be tolerated.
17. Pupils may not smoke, vape, possess or use drugs, or possess or drink alcohol.
18. Weapons of any kind are not allowed in school.
19. For those pupils permitted to visit the town after teaching ends (and if they do not have a co-curricular commitment) they must abide by the town visit rules that apply to their year group. Year 7 and 8 pupils are not allowed to visit town.
20. Pupils are only allowed to consume food in the dining room or cafe and not in any other area of the School.
21. Pupils should dispose of their litter appropriately.
22. Pupils are not allowed to show public displays of affection, such as, holding hands and kissing.
23. All school rules apply on school buses and unruly behaviour or inappropriate dress is not allowed on buses.

24. Pupils must abide by all school rules when travelling to and from school, or when representing the school in a co-curricular activity, or when on any school trip.
25. Pupils should be aware that School Rules can be applied when pupils are away from school.
26. COVID-19: pupils must follow COVID-19 guidelines. Deliberate breach of guidelines may result in disciplinary procedures.

School Rules Part B

The School Bounds

- Bounds of the School are school grounds, except those areas marked as out of bounds on the School Bounds Map (which is on noticeboards) and listed below
- During the School teaching day (08:30 to 15:45), pupils (boarding and day) may not leave the school grounds without permission from a member of staff. Some year groups can visit the town after 15:45, (see 'Town Visits' for the rules on this).
- Public houses, off-licences and betting shops are out of bounds

Some areas on the school grounds are out of bounds to all pupils. Out of bounds areas are clearly marked on noticeboards.

Personal Safety

Smoking or vaping

- Pupils are forbidden to smoke, vape or to possess tobacco or vaping paraphernalia in any form. It is also forbidden to possess matches, cigarette lighters or fireworks. Any pupil found to be contravening this rule can expect a formal sanction.

Alcohol

- Pupils must not bring alcohol into school for any reason.
- The consumption of alcohol at school events is occasionally permitted for Sixth Form pupils over the age of 16. Where this is permitted, pupils must follow the school protocol on alcohol consumption. Pupils are forbidden from bringing alcohol to such events. (Further details are contained in the School's Drugs, Alcohol and Tobacco Misuse Policy on the school website)

Drugs

The Governing Board and the Head intend that Wellington School will remain an environment that is free from illegal drugs, the paraphernalia of drugs, substances intended to resemble drugs, substances commonly referred to as 'legal highs' and the culture of drugs. To that end, the School has in place a clear Drugs, Alcohol and Tobacco Misuse Policy on the school website.

Any breach of this policy will be treated as a serious disciplinary matter. In particular:

- The supply of illegal drugs or substances intended to resemble them is forbidden and is likely to lead to permanent exclusion
- The use or possession of illegal drugs, solvents, so called 'legal highs', or substances intended to resemble them, or their paraphernalia could lead to permanent exclusion

In appropriate circumstances, and if they feel there is reasonable cause, the Head may offer a supportive drug testing regime as an alternative to permanent exclusion.

The Head will inform the Police of the possession, consumption or supply of an illegal drug, since each constitutes a criminal offence.

Fire Regulations

On hearing a fire alarm, pupils must vacate the building in an orderly fashion.

Pupils in lessons should follow the instructions of their teacher.

Muster points for each school building are clearly labelled within the building. Pupils should familiarise themselves with these. Regular fire alarm drills help pupils understand the process for the evacuation of buildings.

It is strictly against school rules for any pupil to tamper with fire extinguishers, smoke detectors and alarms. To do so constitutes criminal damage.

Food and litter

During break and lunchtime, food can only be consumed in the Dining Room, café or appropriate social area e.g. the Sixth Form centre – food must not be eaten when walking around the campus. After school if pupils visit town to buy food this food can only be consumed in the appropriate social area. Eating whilst walking back from town or around the school grounds is not allowed at any time.

Pupils may take a water bottle to lessons. No other drinks may be taken to lessons.

Pupils are expected to take pride in their environment and all litter should be placed in litter bins provided.

Chewing Gum

Chewing gum is not permitted at school or when travelling to or from school on buses.

Bicycles

Pupils may ride a bike to school. Bicycles must be roadworthy and carry operative lights and reflectors. Bicycles must be securely locked on arrival at school and must remain secured until the school day is over. Pupils may not cycle on the school premises. Pupils must not permit other pupils to use their bicycle unless a member of the school staff has given permission and at all times cycle helmets must be worn when travelling to and from school.

Bicycles should be kept in the bike store.

Motor vehicles

Sixth Form day pupils are permitted to drive to and park at school. This includes motor cars, motorcycles or mopeds. To do so, a pupil's parents must seek permission from the Head of Sixth Form. The process for this is:

Pupils should collect a Motor vehicle application form from the Head of Sixth Form. This form must be completed by the pupil's parents and signed by a parent and the pupil. Permission being granted is dependent on strict compliance with specific rules for the use of motor vehicles.

- Pupils must park in the designated pupil parking area only;
- Cars, motorcycles or mopeds can only be used for the purpose of travelling to and from school. Only under exceptional circumstances, and where permission has been granted by the Head of Sixth Form can motor vehicles be used at another time;
- No other pupil can be transported in a pupil's car at any time unless written permission is given by the parents of the pupil who owns the car and the parents of the passenger. This applies to siblings as well as friends;
- No other pupil can drive/ride another pupil's car/motorcycle or moped;
- No other pupil can be transported on a pupil's motorcycle or moped under any circumstances;
- The speed limit on the school grounds is 5 miles per hour and must be strictly observed;

Sixth Form boarders may be allowed to drive to school in order to allow them to travel home at weekends. Permission for this must be sought from the Head of Boarding, and it is at the Head of Boarding's discretion if there is justification for this. If approved, a boarder will only be allowed to use their vehicle for travel between home and school and for no other purpose. The cars keys must be given to the pupil's housemaster immediately upon arrival at school.

Failure to comply with the rules on the use of motor vehicles will result in the loss of the privilege to drive to and park at school.

Offensive weapons

The carrying of an offensive weapon whilst on journey to or from school, at school or on a school activity, visit or journey is not allowed under any circumstances. A pupil discovered to be carrying an offensive weapon will face a serious disciplinary sanction.

Buses

All school rules apply when travelling on a bus to and from school. Any breach of school rules on a bus will be dealt with in the same way as it would during the school day.

Pupils are expected to show the same respect to the bus driver as they would any other member of school staff. Pupils must do as the bus driver asks.

Good behaviour is expected and is of utmost importance. There is no adult supervision on buses, therefore parents are expected to take responsibility for their child's behaviour. Breaking school rules on a bus, such as unruly behaviour, bullying, foul language, leaving litter, wearing muddy sports kit will not be tolerated.

Pupils must treat the interior of the bus with care and respect. Careless misuse of seats, seat belts, head rests and so forth, or deliberate damage to the bus will not be tolerated and is likely to result in disciplinary action and a bill for repair or replacement.

Pupils must wear correct school uniform or full clean tracksuits (including tracksuit trousers) when travelling on a bus.

No extra passengers (e.g. friends, exchange students) are allowed to travel on a bus without prior arrangement with the transport manager.

Seat belts are provided on all buses and must be worn.

Outdoor play areas

The following areas on the school grounds may be used by pupils as play areas during morning break, lunchtime and after the teaching day has ended at 15:45.

- The Quad
- The School Field (in good weather only). During winter months and/or when wet and/or muddy the School Field may not be used.
- The tennis courts adjacent to the school field when not being used for tennis lessons
- The Astro

Other outside areas may of course be used by pupils to socialise, but ball games or other vigorous physical play activity is not allowed in such areas e.g. next to the pond.

Behaviour

Conduct in class

In line with the Pupil Code of Conduct, pupils are expected to take part positively and productively in lessons.

Pupils are expected to:

- Arrive at a lesson punctually
- Be ready to learn and always have the right equipment needed for a lesson
- Wait outside the classroom quietly until invited to enter the room by a teacher (some lessons vary depending on the nature of the room and building e.g. Art)
- Remove outdoor coats, hats, scarves and/or gloves before entering the room
- Take responsibility for their own learning and that of others when working independently, and cooperatively when working with others
- Ensure that their behaviour never distracts others or disrupts the smooth running of the class
- Give all members of the class respect, therefore pupils should listen and give their full attention when someone else is speaking, pupil or teacher
- Wait to be asked to speak and not shout out answers or questions
- Participate and make positive contributions
- Do what they are asked when they are asked
- Hand in homework on time

- Present their work well and take care of all text books, exercise books and files.

Academic integrity

Pupils are expected to be honest at all times. Copying others' work, plagiarism and cheating in coursework, tests or internal examinations are serious offences that may result in formal warnings or sanctions.

Copying others' work, plagiarism or cheating in a public examination will lead to disqualification. It is a pupil's responsibility to have read the examination notices issued for all public examinations and abide by examination board rules and regulations.

Conduct around the school - behaviour outside the classroom

Pupils are expected to show kindness, consideration and courtesy towards all those they come into contact with, during the School day, travelling to and from school, when visiting town or representing the School at any co-curricular activity. This includes fellow pupils, teachers, coaches, administration staff, kitchen staff, cleaning staff, maintenance staff and all visitors to the school.

The use of foul or offensive language is not permitted and if heard will result in a sanction.

Ball games and physical play should only take place in designated outdoor play areas.

Mobile phones or other portable electronic devices can only be used in house rooms, the Sixth Form Centre or in class under the express instruction and/or permission of a teacher where it is being used for educational purposes.

Bullying and Cyber-bullying

Bullying, harassment, victimisation and discrimination, in person or online, will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the School and each other, in return. All forms of bullying are unacceptable at our School and any instances will be recorded and, where appropriate, may result in disciplinary action.

When investigating instances of alleged bullying, the School will place at the centre of its intentions the belief that all pupils have a right to enjoy their time at Wellington in an atmosphere of emotional and physical security, and we, the staff and pupils, will uphold that right. Pupils have the right to talk to any adult at any time about bullying in the knowledge that the resulting staff intervention will be designed to bring any bullying to an end without damaging pupils' peer group relationships. The victim of bullying will always be consulted on how the issue is to be managed and potential outcomes.

Pupils can report any bullying concern via email at stopbullying@wellington-school.or.uk

Further guidance is contained in the School Diary and the Anti-Bullying Policy which is on the School website.

Homophobia and Transphobia

The rights of all members of the school community are recognised by the school. There is no place at Wellington School for discrimination or abuse of another based on sexual orientation, be it Lesbian, Gay, Bisexual or Transgender. Any transgression of this expectation will be treated as bullying and be dealt with swiftly.

Racism

The School will not tolerate any form of disrespectful behaviour, abuse or discrimination of any pupil based on race. Any transgression of this expectation will be treated as bullying and be dealt with swiftly.

Photography and video

Pupils must not photograph or film other pupils at any time in class on a personal device.

Pupils must not photograph or film any member of staff at any time on a personal device.

Outside the classroom, pupils must not photograph or film other pupils whilst at school or on the way to or from school, during games.

On school trips, photographs will be allowed under the guidance and instruction of the trip leader who in guiding pupils will show due regard for School's 'Taking, Storing and Using Images of Children Policy'.

Photographing or filming other pupils may be permitted in certain educational situations but only when a school camera is being used, for example in an Art photography lesson.

Mobile Phones, Headphones, Tablets, iPods, Laptops, Bluetooth Speakers – Guidelines for Pupils

Pupils may bring a mobile phone or other portable electronic devices to school – Bluetooth speakers should not be brought to school. Mobile phones, headphones or other portable devices cannot be used in school except in the following circumstances:

- in Year 9 to Upper Sixth only, in class when under the instruction of a teacher where it is being used for educational purposes. Students in Year 7 and 8 will not use phones in class;
- in Dukes Study Centre when being used for educational purposes;
- headphones can also be used in Dukes Study Centre but nowhere else in school;
- indoors in social areas between 15:45 and 16:00 only, to check messages or call home if need be;
- in Café 37 when using Apple Pay only. Mobile phones cannot be used in Café 37 at any other time.

Improper use will result in the phone (or device) being confiscated. If a phone (or device) is confiscated, it will be taken to reception for safe keeping. It will be placed in an envelope and the personal details of the pupil written on the envelope. The phone may be collected at the end of the day at 16:50. Repeated misuse will result in the phone (or device) being confiscated for a longer time.

Personal Property

Pupils should show respect for all property and treat other people's belongings with care.

Personal Effects

All property and clothing should be clearly marked with the owner's name. Day pupils should use their locker to secure their property during the school day.

All boarders have a lockable drawer or cupboard in their rooms that should be used to secure personal effects.

The School does not accept responsibility for personal valuables brought to school and the following guidelines refer to personal property:

- No one may tamper with property belonging to another pupil;
- Loss of or finding of money or valuables should be reported to the pupil's Head of Year and/or the school reception;
- The borrowing of property or kit is not allowed unless the owner has given express permission. Unauthorised borrowing will be treated as a serious offence and could be viewed as theft;

During holiday periods, all personal belongings must be removed from school premises.

Insurance

Pupils should be aware that personal effects and valuables are not covered by the School's insurance. The School regrets that it cannot take responsibility for pupils' property either on its premises or in connection with any of its activities. You are therefore asked to insure personal property, money, uniform and equipment. The 'Information for Parents' booklet provides greater detail on personal insurance options.

School Property

Pupils must treat all school property with care and respect. Careless misuse of property or equipment or deliberate damage to school property will not be tolerated and is likely to result in disciplinary action and a bill for repair or replacement.

Relationships

Wellington School is a co-educational environment and close integration between pupils in all parts of school life is both expected and encouraged. However, where relationships have been formed between pupils, there should be no public displays of affection between pupils when at school. Such behaviour includes, holding hands, hugging, kissing. Sexual relationships between pupils at school are strictly forbidden.

Dining Hall

Wellington School prides itself on the quality of the food served in the dining hall. The kitchen staff work hard to ensure food of a high quality is served in happy atmosphere where pupils and staff can socialise. To this end, certain rules of behaviour are expected in the dining room:

At lunch time

- Pupils should queue in a quiet and well-behaved fashion;
- Pupils must not queue before their year groups scheduled lunch sitting;
- Pupils should avoid taking more food that they will eat;
- Pupils are expected to tidy all cutlery, plates, cups etc on their table at the end of their lunch and take these to the washing counter;
- Pupils must wear school uniform in the dining hall. Coats, scarves, hats and gloves are not allowed in the dining room;
- Pupils must not wear games kit in the dining room unless given permission by the Head of Sport and Wellbeing. In such circumstances, a full, clean school tracksuit must be worn.

At breakfast and supper (boarders only)

The same rules apply apart from dress. Boarders may wear their own clothes or a full, clean school tracksuit at breakfast and supper.

Attendance

Day pupils must arrive at school by 08:25 for registration. Those not present at that time will be marked as late. If a pupil arrives late, they must sign in at Reception on arrival. This is essential so that we know where all pupils are.

Pupils are expected to attend all their lessons. A pupil missing a lesson without permission or a justifiable reason will be deemed to be truanting and will receive a sanction.

Pupils should be punctual for all lessons and move to lessons promptly.

If a pupil needs to miss a lesson for a justifiable reason, such as a medical appointment, the pupil's parents must inform the School by following the designated absence and leave request procedure as detailed below.

Pupils given permission to leave the school grounds during the day must report to the school receptionist who will check that parental permission has been received. Once this is confirmed, the pupil must sign out, and on return sign in.

Without prior permission, pupils are not allowed to leave the School premises during any school session including lunch times.

Pupils are expected to inform their teacher(s) of all planned absence(s) as a matter of courtesy (including music lessons).

Absence Reporting and Leave Requests

Parents are informed of the following:

Absence Reporting

If your son or daughter is unable to attend school because they are unwell, or for any other reason, please do either A or B below:

- A. On the homepage of My School Portal, follow the 'Report an Absence' link
- on the Dashboard (homepage) of My School Portal, click the 'Report Absence';
 - select the child you are reporting (if you have more than one child in the School);
 - write a brief statement in the comment box detailing the reason for the absence;
 - you should complete the absence form each day for the duration of the absence.
- B. Telephone the attendance line by 9:00am and leave a message, stating their name and year group. If you have not telephoned, the School will telephone you in order to verify the reason for the absence and to ensure your son or daughter is safe. You should telephone each day for the duration of the absence.

Attendance Line: 01823 668800 (select option 1)

Leave Requests

If your son or daughter needs to miss school for any reason, such as a future medical appointment or a family occasion, please do the following:

- on the dashboard of My School Portal select 'My Children';
 - select 'Leave Request';
 - select the child you are requesting leave for (if you have more than one child in the School);
 - select the reason for Leave Request from the drop-down menu as detailed below
- **Family Holiday**
 - **Medical**
 - **Other (1 day)**
 - **Other (2 days or more)**
 - **University Open day**

In the comment box, provide a brief explanation of reason for the Leave Request and click submit. The Leave Request will be automatically forwarded to the appropriate member of staff who will respond to the request.

Leave Requests will be forwarded to the following people:

Medical appointment Tutor

Other (1 day) Year 7 & 8 - Head of Lower School, Mr Renyard

Year 9, 10, & 11 - Head of Upper School, Mrs Dean

Sixth Form - Head of Sixth Form, Mrs MacAlister

Other (2 days or more) Headmaster

University Open Day Head of Sixth Form

Family Holiday Headmaster

IT: Acceptable use of the School network

When using the School IT network, pupils must follow guidelines laid out in the 'Pupil IT Acceptable Use Policy' which all pupils sign before using the School network.

Dress

Full dress regulations can be found in the uniform booklet, which is available on the School website.

Town visits

Pupils in the Lower School (Year 7 and 8) or the Upper School (Year 9 and 10) are not permitted to visit the town. Pupils in Year 11 may visit town after school with permission from the Head of Year or Head of Section.

Pupils in Lower Sixth and Upper Sixth are allowed to visit town after school providing they do not have any other school commitment.

Pupils visiting town are only permitted to visit the High Street and no other part of town.

All public houses, off licences and betting shops are out of bounds.

Behaviour away from school

The same standards of behaviour are expected of pupils when away from school as when they are on the school premises. The school may discipline pupils for poor behaviour when outside of the school premises.

Examples of when this is applicable are:

Misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity or;
- travelling to or from school or;
- wearing school uniform or;
- in some other way is identifiable as a pupil at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that;

- could have repercussions for the orderly running of the school or;

- poses a threat to another pupil or member of the public or;
- could adversely affect the reputation of the school;

In all cases of misbehaviour away from school, the school will only discipline a pupil on school premises or elsewhere when the pupil(s) is under lawful control of a staff member.

Social events and parties away from school

Pupils are expected to bear the above points in mind when planning out of school social events or parties.

The Deputy Head (Pastoral) will provide guidance to any pupil(s) or parent(s) who require guidance on hosting out of school social events or parties.

Confiscation of a pupil's property

A pupil's property may be confiscated by a teacher as a punishment as long as it is reasonable in the circumstances.

Searching pupil property

Any pupil who is suspected of having a prohibited item in their possession may have their possessions searched without their consent. Prohibited items include:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for

Weapons, knives and extreme pornography will always be handed to the police.

Searching mobile phones and other electronic devices

Any pupil who is suspected of having inappropriate images or messages on their mobile phone or other electronic device, or has used that device to send inappropriate messages or images or is suspected to have used the device to cyber-bully, may be required to have their phone searched.

COVID-19

Pupils are expected to follow guidelines for COVID-19. If a pupil deliberately breaches guidelines, disciplinary actions may follow in line with this policy.