



PROMOTING GOOD BEHAVIOUR POLICY

This policy refers to Wellington Senior School

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INTRODUCTION

Wellington School aims to encourage all pupils to adopt the highest standards of behaviour and to demonstrate the values of the School. Supporting the emotional and physical wellbeing of all our pupils is key to their development and paramount to staff planning. We aim to cultivate a community that displays kindness, empathy and inclusivity and we believe that building outstanding relationships provides an essential role in the development of intellectually curious pupils, who can thrive as learners. We develop qualities of teamwork, social influence and leadership through our transformational 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.

Wellington School recognises that this policy applies to all students, day and boarding. Pupils who are boarders live in the School for long periods, therefore this policy is applied and monitored within the unique environment of each boarding house and boarding community as a whole, during the school day, in the evening and at weekends. The Head of Boarding has input into the review and implementation of the policy.

PUPIL CODE OF CONDUCT

The Pupil Code of Conduct was written by the School Council and is reviewed annually by the new School Council.

The Pupil Code of Conduct should be considered alongside the School Rules and Classroom Expectations.

As Wellington pupils, we all want to create the best community possible so that we can all enjoy everything that School offers to get the most out of school life. We do that by showing our School Values of Kindness, Empathy, Equality and Inclusivity.

Kindness

It brightens other's days when we smile and behave in a polite and considerate way to those around us.

We express our thanks as often as we can because it makes us all feel more positive.

We treat others in the way we want to be treated.

Community

We know that it's important to be on time for our activities because we want to be considerate to others around us.

We look after our School and in turn those who look after us

By taking small actions ourselves, we make a big impact together.

We know that our actions online are just as important as what we do in person.

Empathy

We look out for others and offer a helping hand when we can.

We always try to support School Charities and understand that not everyone is as fortunate as us.

Inclusivity

We are inviting to all and don't leave others out.

When we work in a team, we make sure everyone feels supported and enjoys the experience.

Equality

We always treat everyone the same way.

We use language to make everyone feel included.

We listen and appreciate the opinions of others.

AIMS AND EXPECTATIONS OF THIS POLICY.

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. The School expects parents to support the School's 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. Where a parent or guardian has a concern about the management of behaviour, they should raise this directly with the School while continuing to work in partnership with them.

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

The School's pastoral systems are designed to meet the needs of all pupils (day and boarding). Pupils can raise any concerns they have via formal and informal means; these include: -

Tutor

Head of Year

School Captains, House Captains, and mentors.

Student committees, such as the School Council, Boarders' Council, House Council and the Equality, Diversity and Inclusion Council.

The Mental Health lead supports all pupils and is available for boarders at weekends should there be a need.

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 planned absence should always be sought from the School in accordance with the Attendance Policy. 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. The School's values of Kindness, Empathy, Inclusivity, Equality and Community are promoted by staff and student leaders at every opportunity, through assemblies, Chapel, PSHE and house meetings.

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, House 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 pupils (day and boarding) as they transition through the School, from the day they start at the School to the day they leave. The School will ensure that all new pupils, including boarders and EYFS pupils, understand their duty to follow the school behaviour policy, uphold the school rules and contribute to the school culture. Where necessary, extra support and induction will be provided for pupils who are mid-term or academic year arrivals.

SCHOOL RULES

The School Rules are designed to encourage positive behaviour and self-discipline. The School Rules are set out in Annex A. These should be read in conjunction with the following policies:-

Drugs, Alcohol & Nicotine Misuse Policy

Anti-Bullying Policy

E-Safety Policy

Exclusions Policy

Gender Questioning Children Policy

Equality Policy

Artificial Intelligence Policy

Copyright & Plagiarism Policy

Copies of the School Rules are displayed on notice boards, 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.

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 Head 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 (Head's, Year Group, 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. Head's Assemblies promote the School's values and celebrate achievement with the awarding of prizes and certificates of achievement, academic and co-curricular.

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.

Boarding

Each boarding house will acknowledge student achievement at regular house assemblies, where achievements of boarders within that house are additionally shared and celebrated.

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 always comply with the School Rules. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour expected by the School. Sanctions assist the School in enforcing the School Rules and help the School to maintain a safe environment and 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.

School staff can issue sanctions any time pupils are in School or elsewhere under the charge of a member of staff, including on School visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity or in any other way be incompatible with the Human Rights Act 1998 or European Convention on Human Rights. For instance, unacceptable, excessive or idiosyncratic sanctions which are intended to cause pain, anxiety or humiliation are strictly prohibited.

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, the School has 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:

1. Homework Flag
2. Department Detention
3. Head of Year Detention
4. Head of Section Detention
5. Pastoral Log (Behaviour)
6. Head's Detention
7. Suspension (temporary exclusion)
8. Permanent Exclusion

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable and recorded in iSAMS.

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

Guidance on issuing sanctions

The class teacher is responsible for dealing with minor infringements, such as lateness, rudeness or disruption and late or poorly completed work in the first instance. 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.

Department 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 Department 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, Department Detention or Pastoral Log (Behaviour) is issued, pastoral staff are informed via an automated email through iSAMS. Parents are also informed by pastoral staff, tutor, Head of Year or Head of Section.

A Pastoral Log (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; Homework Flags and Department Detentions fulfil this function. A teacher should use their professional judgement in deciding if a misdemeanour necessitates a Pastoral Log (Behaviour).

As a 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 relevant 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 several 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 to use sanctions fairly and appropriately.

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

List of Sanctions

All sanctions apply equally to day pupils and boarding pupils and all Detentions take precedence over attendance at other planned activities or events

1. Homework Flags

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. 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.

2. Head of Department Detention

Department Detentions 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. Department Detentions are used to address low level issues of academic engagement or class behaviour quickly and effectively. A teacher may issue a Department Detention if a pupil repeatedly fails to complete work to the required standard or within deadlines, or if their behaviour is disruptive in class. A teacher must tell a pupil the reason why they are to be given a Department Detention before it is issued. A teacher should tell the Head of Department when issuing a Department Detention and Heads of Department receive a report via iSAMS to ensure they are made aware

3. Head of Year Detention

Only a Head of Year/Section 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.

4. 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.

5. Pastoral Log (Behaviour)

Any teacher can issue a Pastoral Log (Behaviour). A Pastoral Log (Behaviour) is not a sanction and may be issued to any pupil for negative behaviour in an academic, co-curricular or pastoral context. A Pastoral Log (Behaviour) should be seen as flagging an issue of concern, even if low level. It should also be used to flag and record serious behavioural issues. When issuing a Pastoral Log (Behaviour) staff should indicate what action has been taken to address the matter, or what action you need from someone else. It may be used to record neutral acts.

Pastoral Logs (Behaviour) are monitored by Pastoral Staff and may lead to a disciplinary review with the Head of Year/Head of Section. 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.

6. Head's Detention

A Head's Detention is for serious breaches of school rules and behaviour that falls outside the School's values, or for a significant accumulation of low-level offences which reflect defiance of school rules. It is issued by a Deputy Head or the Head. A Head'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.

7. 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.

8. Permanent Exclusion

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

9. Other sanctions

Boarding staff may implement minor sanctions for pupils in their Houses. Examples include house gating or other movement restrictions, extra tasks around the School or the House, e.g. cleaning the house kitchen. 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.

Sanctions Ladder

	Sanction	Issue by	Staff informed	Record	Parents informed
	Pastoral Log (Behaviour)	Any teacher	Tutor, HOY, HoS, DHs	Issued/recorded in iSAMS	Judgement of the Head of Year
1	Homework Flag	Class teacher	Tutor, HOY, HoS, DHs	Issued/recorded in iSAMS	By the tutor following an accumulation of 3 with one term
2	Head of Department Detention	Class teacher or HoD	Tutor, HOY, HoS, DHs	Issued/recorded in iSAMS	By the tutor following an accumulation of 3 with one term
3	Head of Year Detention	Head of Year	Tutor, HOY, HoS, DHs	Issued/recorded in iSAMS	By the Head of Year

4	Head of Section Detention	Head of Section	Tutor, HOY, HoS, DHs	Issued/recorded in iSAMS	By the Head of Section
5	Head's Detention	Deputy Head	Tutor, HOY, HoS, DHs	Recorded in iSAMS, MyConcern and serious discipline log	By the Deputy Head
6	Temporary Exclusion (Suspension)	Deputy Head	Tutor, HOY, HoS, DHs	Recorded in iSAMS, MyConcern and serious discipline log	By the Deputy Head
7	Permanent Exclusion	Head	Tutor, HOY, HoS, DHs	Recorded in iSAMS, MyConcern and serious discipline log	By the Head

Detention Times

Head of Department Detention - lunchtimes: managed by individual departments.

Head of Year Detention - Monday to Friday 3:50-4:50pm

Head of Section Detention - Monday to Friday 3:50-4:50pm

Head's Detention - Saturday 10:00am-12:00pm

Report Card

A Head of Year or Head of Section may issue a report card for poor behaviour, or for poor academic progress. A report card is designed to encourage a pupil to take responsibility for their learning and behaviour. The pupil must get the Report Card signed each lesson by their teacher and the teacher will also provide a brief comment on behaviour and engagement. The Head of Year checks the Report Card each day. When progress is clearly being made in terms of engagement and behaviour, the report card will end. A Report Card will never be used exhaustively; it is designed to be used for a short period only.

Dress Card

A Dress Card can be issued to a pupil for repeated infringements of the School's dress code. It is used to encourage a pupil to take responsibility for their appearance and comply with the School's dress code. When progress is clearly being made in terms of dress and appearance, the report card will end. It is monitored in the same way as a Report card. Similarly, a Dress Card will never be used exhaustively; it is designed to be used for a short period only.

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.

For sanctions above the level of Head of Department 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
Pastoral Log (Behaviour)	Teacher informs pupil
Homework Flag	Teacher informs pupil giving reasons
Head of Department Detention	Teacher/Head of Department 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
Head's Detention	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.
Head of Department 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.

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
Head's Detention	The Head of Year/ Head of Section will inform parents by telephone. The Deputy Head will write to parents
Suspension	The Deputy Head will telephone parents and write to parents
Exclusion	The Head 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
Head of Department Detention	Automatically recorded in iSAMS
Pastoral Log (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
Head's Detention	Recorded by the Deputy Head
Suspension	Recorded by the Deputy Head
Exclusion	Recorded by the Deputy Head

Boarders

When a boarder is issued a sanction, the Houseparent (Boarding) is informed so that they can support the boarding pupil as required.

Communication with the parents/guardians of boarders.

The Head of Year, Head of Section or Deputy Head will always liaise with the Houseparent (Boarding) regarding communication with parents and/or guardians when a boarder has, or will be, issued a sanction.

The School understands that boarding pupils who live far from home require specific support from the School when they are subject to a disciplinary process. The Houseparent will act in loco parentis and support the boarding pupil. The School will ensure communication between the School and the boarding pupil's family is managed in an appropriate fashion. Where English is not the first language of a boarding pupil's family, communication with parents can be challenging. In every instance, where a disciplinary matter must be relayed to a boarding pupil's family and where language could be a barrier to clear communication, the appropriate senior staff (Head of Year/Section, Head of Boarding, Deputy Heads) will discuss the most appropriate means of communication with the Houseparent (Boarding) and involve the pupils Guardian in communication where appropriate.

Sanctions for breaches of discipline that do not merit exclusion

When sanctions are issued, the pupil's Tutor, Head of Year, Head of Section, Head of House 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).

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.

Classwork 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	Head of Department detention
Repeated lateness to a lesson	Head of Department Detention and Pastoral Log (Behaviour)
Disruptive behaviour in a lesson	Head of Department Detention
Repeated disruptive behaviour in a lesson	Pastoral Log (Behaviour) HoY Detention
Dishonesty	HoY Detention
Persistently poor academic performance	Flag with Pastoral Log (Academic). Inform Head of Department.
Deliberately missing a lesson	Pastoral Log (Behaviour) Head'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.

Inappropriate dress	Pastoral Log (Behaviour) Dress card
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 into reception.
Bad language directed towards another pupil	Head of Department Detention (if in class) Head of Year Detention otherwise Pastoral Log (Behaviour)
Persistent lateness to bed	House gating
Vandalism	Head's Detention

SUPPORTING PUPILS FOLLOWING A SANCTION

Following a sanction, the School will consider strategies to help all pupils understand how to improve their behaviour and meet the behaviour expectations of the School. These strategies may include:

- a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. This may also include advising them to apologise to the relevant person, if appropriate.
- a phone call with parents.
- inquiries into the pupil's conduct with staff involved in teaching, supporting or supervising the pupil in School.
- inquiries into circumstances outside of School, including at home, conducted by the Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead (DDSL); or
- considering whether the support for behaviour management being provided remains appropriate.

These interventions will be delivered by appropriately trained staff and as part of a wider approach that involves the wellbeing and mental health of the pupil.

SERIOUS MISBEHAVIOUR

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

Sanctions at a higher level than a Head'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, the School undertakes 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 the 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.

SPECIAL EDUCATIONAL NEEDS

The School consistently promotes high standards of behaviour and is committed to ensuring that our whole-school approach meets the needs of all pupils in the school, including pupils with SEND, so that everyone can feel they belong in the school community.

The School takes its duties under the Equality Act 2010 to take such steps as is reasonable to avoid any substantial disadvantage to a disabled pupil caused by the School's policies or practices seriously. The School makes the following reasonable adjustments for pupils with SEND or certain health conditions.

- individualised timetables that may feature permission not to attend all events, particularly those that may cause anxiety.
- Increased understanding from staff when applying the school rules.
- Diagnosed neurodiversity is considered as a mitigating factor when applying sanctions if it is believed to have contributed to the misbehaviour.
- Reports and feedback allow for the needs of the child, rather than being benchmarked against others.

We are mindful that not all pupils requiring support with behaviour will have identified SEND.

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.

Any decision to sanction a pupil will be made on the School premises or elsewhere at a time when the pupil is under the control or charge of a member of School staff.

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, The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain. 'Reasonable' means using no more force than is 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.

See the School's Reasonable Force and Physical Restraint Policy for further details.

Senior leaders will monitor the use of restraint and take appropriate action to prevent the inappropriate use of restraint. They will take effective action when inappropriate restraint has been used and liaise with the LADO via the DSL, Head or Deputy Head Pastoral

In addition, the Head/Deputy Head(s) consider whether staff require any additional training and support to enable them to de-escalate potential confrontations between pupils, or potentially violent behaviour, to minimise the need for restraint.

The School 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. This applies to day pupils and boarding pupils. In line with this Policy, senior staff are trained to understand when a search is appropriate and the procedures to follow when carrying out a search. The School recognises that this is not a pleasant experience for a pupil and will always ensure appropriate support for a pupil is provided if a search is to be conducted.

If a search is required, the Head of Section and/or Head of Boarding must be informed. Where the reason for the search relates to a weapon, illegal drugs, pornographic or offensive material, the Deputy Head (Pastoral) must be informed before any search begins.

Boarders

The School is sensitive to the fact that searching a boarding pupil's room is intrusive and unsettling as their room is their home during term time. As such, an appropriate member of boarding staff who knows that pupil well will always be present when a search of a boarder's room and possessions is being conducted.

The Head, or a member of staff authorised by the Head, may search a pupil provided there is another appropriate 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 or electronic cigarettes;
- 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, cigarettes, electronic cigarettes or other vaping materials 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.

School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in

any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

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 device 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. Teaching staff will uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships, so that pupils can see examples of good habits and are confident to ask for help when needed. 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.

MONITORING AND REVIEW

The School will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy. Major sanctions for boarders are kept together with those for day pupils.

The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils, including within boarding houses, which may indicate that there are possible cultural issues within the School or boarding house which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupil's PSHE/RSE lessons, or amending this policy.

Any decision to make significant variations between houses in discipline and the use of sanctions should be formally authorised by the School.

Behavioural and sanctions data is monitored and objectively analysed regularly by staff. The school collects this data from the following sources.

- Behaviour incident data, including on removal from the classroom;
- Attendance, permanent exclusion and suspension data;
- Incident of searching, screening, and confiscation; and
- Anonymous surveys for staff pupils, governors, trustees and other stake holders on their perceptions and experiences of the school behaviour culture.

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.

The School Rules apply equally to boarding and day students.

Boarding houses have additional rules that are pertinent to the boarding houses only. The Head of Boarding ensures that rules are applied equitably across all boarding houses.

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.
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. There is zero tolerance of bullying or cyber-bullying.
15. There is zero tolerance of Homophobia, Transphobia or discrimination of any kind based on gender or sexuality.
16. There is zero tolerance of Racism.

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. Dishonesty is unacceptable. A pupil who is proven to be dishonest, or where the balance of probability indicates they have been dishonest, should expect a sanction.
20. 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, 8, 9 and 10 pupils are not allowed to visit town.
21. Pupils must dispose of their litter appropriately.
22. Pupils are not allowed to show public displays of affection, such as, holding hands and kissing.
23. Sexual relationships between pupils when at school, day or boarding, are forbidden.
24. All school rules apply on school buses and unruly behaviour, or inappropriate dress is not allowed on buses.
25. 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.
26. If a pupil wishes to drive to school, they must apply for permission from the Head of Sixth Form. If a pupil does not have permission, they must not drive to school.
27. Pupils must not travel in another pupil's car, unless permission has been given in advance
to the Head of Sixth Form from the parents of the driver and the parents of the passenger.
28. Pupils should be aware that School Rules can be applied when pupils are away from school.

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 or cigarette lighters. 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 Nicotine 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 Nicotine 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 normally 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

If pupils visit town to buy food this food can only be consumed in an appropriate social area in School. Eating whilst walking back from town 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 Houseparent 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 textbooks, 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.

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 QR codes that are around School or via a page on Firefly.

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 Swarbrick
 Year 9, 10, & 11 - Head of Upper School, Mrs Dean
 Sixth Form - Head of Sixth Form, Mrs MacAlister

Other (2 days or more) Head

University Open Day Head of Sixth Form

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 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, cigarette papers or electronic cigarettes
- 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

Whilst COVID-19 regulations for schools have been disbanded by the Government, the School recognises that it is possible that these could be reimplemented at any time. If they are, pupils would be expected to follow guidelines for COVID-19. If a pupil deliberately breaches guidelines, disciplinary actions may follow in line with this policy.