

WHITGIFT SUMMER SCHOOL

BEHAVIOUR, DISCIPLINE & EXCLUSIONS POLICY

Aims

Policy statement Whitgift School is committed to fostering a respectful, inclusive, and highly aspirational learning environment where every student is supported to flourish, not only academically, but also socially, personally, and in all aspects of School life.

This policy underpins our approach to behaviour, discipline and exclusions. It ensures that high standards are upheld consistently across the School and that all students understand the expectations placed upon them. The School takes seriously its responsibility to create a culture rooted in mutual respect, acceptance, personal responsibility, and the recognition of achievement.

We strive to instil positive, values-driven behaviour and believe it is best achieved with clear expectations, consistent routines, and the building of meaningful relationships between staff and students. In keeping with this, staff model and promote positive behaviour and, where issued, sanctions are applied fairly and proportionately, with consideration of individual circumstances where it is appropriate. Our approach always aims to support the personal development and wellbeing of students, as well as that of the wider school community. The purpose of this policy is to enhance the school culture and support the effective teaching and learning at Whitgift Summer School by providing a structure within which positive behaviour is encouraged and supported through its recognition and appreciation in all aspects of school life.

All offences will be treated in context through a personalised and appropriate approach. In this regard, we aim to make reasonable adjustments for students with special educational needs/disabilities (SEND). Depending on the context, this may mean leniency when giving a punishment. These decisions will not be taken lightly and will involve discussions with relevant Senior Staff such as the Course Director, Welfare Manager, Director of Studies and Activity Manager.

Students join Whitgift Summer School from a variety of different countries with different cultural backgrounds and experiences. It may take time for them to settle, but it is still necessary for them to follow the Whitgift Summer School rules that are sent out in advance of joining the school.

Promotion of good behaviour

Whitgift School places a strong emphasis on encouraging students to behave in an orderly, respectful, and self-controlled manner. All students are expected to show high levels of courtesy towards all members of teaching and support staff, visitors, members of the public and one another. This applies to all contexts, formal and informal, including:

- In classrooms and structured learning environments
- In recreational spaces and corridors throughout the School site
- While on excursions and travelling to and from off site locations
- During participation in school activities, both on and off site
- When using a School device or accessing the School network (as outlined in the Online Safety Policy and Acceptable Use Policies)

This also includes responding appropriately and respectfully when a misdemeanour or behavioural concern, including a possible behavioural concern, is being addressed by a member of staff. Respect for the School environment – including its buildings, grounds, facilities, resources, and shared spaces – is also a key expectation.

Student Ambassadors are reminded that they represent the School at all times and are expected to act as ambassadors in the local community, maintaining positive relationships and upholding the School's reputation

Recognition of Achievement

We believe that students thrive in an environment where their efforts and achievements are recognised, appreciated, and celebrated. To this end, we aim to foster a culture of encouragement, where success in all fields – academic, creative, sporting, and personal – is acknowledged and praised regularly and meaningfully.

Positive reinforcement is embedded in the daily life of the School. Encouragement and congratulations are offered as a matter of course in lessons, and outstanding pieces of work are highlighted and recognised in a variety of different ways across. During Summer School, individual and team prizes are awarded at the graduation ceremony every Friday. These are for progress and achievements in lessons, organised activities and wider school life. House points are awarded to students who impress on an ad hoc basis.

Routine Order

Good discipline is the foundation on which the School is able to base the standards and values it imparts to students. An orderly environment enables students to develop respect for others, appropriate regard for authority, and a strong sense of community. These qualities are more easily nurtured when expectations are clear and consistently upheld.

As a staff body, we aim to model the highest standards in all we do – approaching situations with professionalism, sensitivity, and consistency, and intervening to guide and modify student behaviour when necessary. Good behaviour is essential not only for learning but also for wellbeing and safeguarding, and staff should expect respectful and cooperative responses from students at all times.

We recognise the importance of building strong, respectful relationships between staff and students. These relationships form the basis of trust and mutual understanding. However, students must also understand that any member of staff, whether familiar to them or not, may intervene in a situation to uphold the School's expectations and fulfil their professional and legal responsibilities in promoting positive behaviour and safeguarding. As such, students are expected to provide their name and form when asked to do so. A failure to do this is likely to result in a serious sanction.

Expectations of Behaviour

Standards expected of Whitgift Summer School students include:

- being punctual to all lessons and activities
- dressing appropriately – please note that if you are deemed to be dressed inappropriately, you will be asked to change into something more suitable
- walking calmly and quietly between different areas of the school site
- no talking when the member of staff is talking or when another student is contributing to the lesson
- no mocking or criticising other students. No shouting out in class.
- listening carefully to, and promptly following, instructions given by members of staff
- Students are expected to treat all classroom resources – including textbooks, technology, and furniture – with care and respect
- no use of smartphones during lessons, activities or mealtimes
- all students should feel safe, respected and included in the classroom.

In the Boarding House

Students must:

- remain in the appropriate boys' or girls' side of the house
- treat their bedrooms with respect by keeping them clean and tidy
- treat common areas with respect by leaving rooms as you would wish to find them
- never enter another student's or a staff member's room without their permission
- follow the rules and routines which they agreed together as part of their boarding house induction
- all students should feel safe and respected in the boarding house.

During Lessons or Organised Activities

Students should:

- engage fully with the task at hand and make a contribution to the lesson/activity
- adhere to the seating arrangements and instructions given to them by the member of staff
- contribute to lessons and activities
- ask before going to the toilet
- leave only when given permission by a member of staff
- bring the correct equipment to lessons

During Excursions:

Students should:

- prepare appropriately according to instructions given before departure
- remain in pairs or small groups at all times
- listen carefully to, and promptly follow, all instructions from Whitgift Summer School staff or staff members at the excursion venue

- not leave the excursion venue without permission
- arrive at agreed meeting points on time

Disciplinary Sanctions

Corporal Punishment is not administered at Whitgift Summer School. In addition, unacceptable, excessive or idiosyncratic punishments will not be used by students or staff, including any punishment intended to cause anxiety or humiliation, deprivation of access to food or drink, enforced eating or drinking, prevention of contact by telephone or letter with parents or any appropriate helpline, requirement to wear distinctive clothing as a punishment withholding of medical, optical or dental treatment, deprivation of sleep, fines, or locking in a room or area of any building.

It is essential that all staff accept their shared responsibility for the maintaining high standards of behaviour, routine order and discipline. This includes:

- Establishing and reinforcing clear boundaries and behavioural expectations for students
- promoting good, respectful and positive relationships between students and staff
- addressing inappropriate behaviour promptly, fairly and consistently.

Students will inevitably interpret non-intervention by a member of staff as tacit approval of the misdemeanour, and it is therefore very important that a member of staff should intervene and modify behaviour appropriately before reporting to either the Director of Studies, Activity Manager or Welfare Manager.

Examples of behaviour which is likely to lead to a sanction include:

- entering areas of the boarding house accommodation reserved for the opposite sex
- wilful damage to or defacing of school property, or irresponsible behaviour which causes damage to property
- interference with another student's possessions
- repeated lateness
- absenting oneself from lessons or other compulsory activities without permission
- antisocial behaviour, including bullying
- misuse of electronic communication systems, including cyber-bullying
- grossly discourteous, disobedient or insolent behaviour towards staff
- grossly discourteous behaviour towards other students
- intentionally causing offence on the grounds of any "protected characteristic" (according to the Equality Act 2010)
- possession of forbidden articles
- persistent disruption in lessons
- dangerous behaviour likely to result in injury
- the possession, viewing and/or distribution of pornographic or other offensive material
- possession, use and/or distribution of alcohol, tobacco, drugs or other illegal substances
- bringing the name of the Whitgift Summer School or Whitgift School into disrepute

This list is not exhaustive, and it is important to appreciate the overall seriousness of an incident will always be assessed and may require a more serious disciplinary response.

Whitgift Summer School reserves the right to search a student and/or their room. Any search will be carried out following the procedure set out Whitgift School's 'Searching a Student Policy'. This policy can be provided upon request.

Where punishment is required, the following sanctions will be used:

1. **First Warning** – the student is given a verbal first warning by the Welfare Manager, Director of Studies or Activities Manager. Parents are informed of the situation.
2. **Second Warning** – the student is given a written second warning by the Welfare Manager, Director of Studies, Activities Manager or Course Director and their parents are informed of the situation.
3. **Final Warning** – the student is given a final written warning by the Course Director which stipulates that they will be immediately sent home should they repeat unacceptable behaviour.
4. **Exclusion** – the student is sent home. Where applicable, parents/agents will be consulted before the decision is taken to exclude a student.

Whitgift Summer School staff reserve the right, where appropriate, to exclude a student from a period of free time or an activity/excursion alongside their Second or Final Warning. This extra punishment would apply in cases of verbal abuse or violence perpetrated against another student or a member of staff.

Whitgift Summer School reserves the right, at the discretion of the Course Director, to administer an immediate Final Warning or Exclusion for serious breaches of discipline.

Written records of all sanctions given will be kept by the Welfare Manager and Course Director.

Reviewed by the Director of International Education: November 2025
Next review: November 2026