



DEAN CLOSE
**KINGHAM HILL
SCHOOL**
OXFORDSHIRE

POLICY DOCUMENTS

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Behaviour Policy

1. Expectations

- The expected code of behaviour at Kingham Hill School is principally based upon Christian values, common sense and respect, and a reciprocal sense of trust between staff and pupils. There are many stresses and strains of living within a small community that can offset the considerable advantages, and pupils are asked to respond positively to such demands placed upon them. They are specifically asked to treat others with sympathy, understanding, tolerance and respect. The School publishes the following guidelines to the pupils in order to achieve an understanding in expectations of behaviour. There are four key areas of focus: respect, uniform, punctuality and healthy living. Advice for pupils is published in the 'Pupils' Guide for Expected Behaviour'. There are also relevant policies regarding uniform.

2. Recognition and encouragement

- Good behaviour and effort have an intrinsic value and reward in themselves, in the self-esteem that they bring and to the enhanced quality of life they engender within the community as a whole. Each day and boarding house will promote these differently, although House and School positions of responsibility, such as House or School Prefects and Team Captains are a clear outcome of positive friendships, behaviour, trustworthiness and reliability.
- We desire to see pupils grow in character, and this can only really be developed if they are out of their 'comfort zone'. For this reason we aim to commend process, rather than outcome. This means that we are far more impressed by a pupil making great personal effort, despite difficulties, than by an academic 'star' who is coasting and not really pushing themselves, and this also applies to co-curricular activities. Above all, we want to see pupils develop a servant heart, so kindness and consideration for the needs of others are both valued and expected.
- **The following rewards are recognised by the School community:**
 - Merit: The lowest level of reward which should be quite straightforward for pupils to receive. Merits are awarded for excellent classroom performance or for a routine piece of classwork or prep that shows a significant effort or improvement by an individual. Merits have a broader remit than other academic awards and can be used to reward excellent participation in a lesson, a particularly fine music lesson or performance, good contributions in drama, kindness to others witnessed by staff as well as for paired or group work. It would be hoped that most teachers would feel able to award a number of merits each

- day, depending on the number and size of classes
- Commendation: Are awarded for pieces of work which reveal a superb attitude to learning and/or commitment to prep when judged by the standard of a particular individual or the teaching group. This is high quality work judged by that pupil's usual standards. It would be hoped that most teachers would feel able to award a commendation perhaps once per week, depending on the number and size of classes
- Bene: Are awarded for outstanding pieces of academic work which indicate a significant achievement by any standard. It would be hoped that most teachers would feel able to award a Bene perhaps once per half-term, depending on the number and size of classes
- Grades, Collections and Exams – another way to receive commendations is to achieve personal targets in the attitude grades that the pupil receives, or in summative tests
- KHS Fountain Pens – pupils who achieve a high number of commendations in a year receive a high-quality branded fountain pen or the equivalent value in vouchers
- House Cup and House Shield – by achieving personal awards, you will be serving your house. The most prized overall competition each year is for the House Cup (Seniors) and House Shield (Juniors), which are awarded to the houses which have worked, played, and served most consistently, and are presented on Speech Day
- Annual prizes for recognition of academic, pastoral, cultural or sporting excellence or contribution
- Scholarships awarded for academic, cultural or sporting excellence

3. School rules

- Apart from the laws of the land to which we are all bound, it is important that pupils learn a sense of right and wrong. Pupils are also asked to accept the School Rules, and where applicable the House Rules. Such rules have evolved to help regulate the life of the busy and supportive community at Kingham. All pupils are actively encouraged to share this common code, and to keep the rules in the proper spirit of the community. It is realised that things will sometimes and regrettably go wrong, rules broken or expectations not met, in which circumstances the School may wish to invoke the sanctions listed below. Any act of uncivilised behaviour and any breach of common sense, common courtesy or respect and trust, is interpreted as a breach of School Rules.
 - Whether a boarder or day, each pupil will have a personal timetable/schedule which covers when and where they should be during the day and evening. Pupils are to be punctual at all times and attend all lessons, chapel services, activities, meetings, meals and be in-house (boarding or day) when expected. No pupil should leave the school site without permission
 - Pupils should show respect to all members of the school community (pupils, teaching and support staff) as well as to the personal belongings of all individuals. Disruptive or aggressive behaviour, swearing, unkind, inappropriate or discriminatory comments will be not tolerated
 - Dress regulations (published separately) must be strictly adhered to
 - Pupils should observe and adhere to the relationships policy. Any sexual activity between pupils will be considered a serious incident and treated as such. No

- public displays of affection between pupils should occur on site or on school trips
- Pupils should not engage in any behaviour which results in the infliction of harm, emotional abuse or exploitation of a peer. The school publishes a separate anti-bullying policy
- No pupil should be involved in dealing, possession of or using illegal drugs on site. In addition, no pupil should be involved in drug-taking outside of term time which might lead to that pupil failing a drugs test during term time.
- The consumption of alcohol is only permitted by members of the Sixth Form Social Club and in the Sixth Form bar during the advertised hours. No pupils should purchase or be in possession of alcohol on site during term time. In addition, pupils should not access licensed premises (including betting shops) without permission
- Prohibited items include any item which can be deemed as a weapon (including all types of knives with the exception of cutlery knives, imitation guns), laser pointers or pens and fireworks
- Pupils should not borrow or take the possessions of other pupils without their permission. Theft is considered a serious incident and can cause serious mistrust within the boarding community
- No pupil should be involved in smoking or in possession of smoking material including e-cigarettes and vaping devices onsite or during school trips.
- Pupils should never be engaged in any activity which has a serious adverse effect on the school community or brings the school into disrepute. Pupils should always remember that when off-site, they are representing the school, and their behaviour should be exemplary and respectful at all times
- No food should be taken from the Dining Hall at any time. Chewing gum is strictly forbidden anywhere on site, as is eating in lessons.
- Mobile phones are permitted on site but must be handed into the houseparent during the school day and (for boarders) during night-time
- Pupils should adhere to the rules of the school network agreement. The use of personal technology should never be used to intimidate, ridicule, embarrass, threaten or cause any hurt or upset to the recipient. No photographs or videos should be taken of another pupil without their explicit permission. The downloading or possession of adult material is forbidden. This also includes age-related media such as films or games
- Possession of, or use of, false ID in or outside of the school is forbidden
- Rules for the use of bicycles, roller blades, skateboards and scooters are published separately
- Pupils wishing to go out at weekends must offer permission from the parents to the Houseparents by Thursday prior to the weekend. If staying with a friend permission must be sought from both parents and the parents of the friend. Pupils wishing to go out at other times during the week can only do so with written permission from the parents/friends, which must be given to the Houseparents at least 48 hours before the date. The school rarely gives permission for pupils to leave campus during the School week.
- Only pupils in the Upper Sixth will be allowed to have a car at school. The rules applying to this are published separately and must be adhered to strictly.

4. Referrals, warnings and sanctions

- KHS seeks to educate the whole person, and our sanctions and commendations policy aims to correct poor behaviour, and recognise good character. KHS does not practice corporal punishment. Members of staff are advised to acquaint themselves with the policy Control and Restraint of Pupils. The use of physical intervention to prevent immediate danger or personal injury to, or an immediate danger to the property of a person, including the child, is allowed under the terms of the policy. There are four principles which we hold a pupil to (the 4Ps)
 - Presentation
 - Preparation
 - Punctuality
 - Politeness

- **Referrals**
 - **Cause for Concern (CFC)** – any member of staff may issue a CFC if they have a concern about a pupil's behaviour or work. The tutor will be informed and will discuss the matter with his/her tutee. Please note that a CFC is not a sanction. Pastoral concerns should be reported through CPOMS.

- **Warnings**
 - **Yellow Card** – if there are persistent or increasing concerns about a pupil (as a result of CFC referrals), the tutor may decide to issue a yellow card after discussing these concerns with the tutee. In order to maintain consistency across the school, a yellow card should be issued when a pupil receives three CFCs in one week (or the equivalent over a long time period). A yellow card should also be issued if a behaviour-related CFC referral is of sufficient seriousness. Parents will also be informed.

- **Sanctions**
 - New from September 2025. If a pupil violates the uniform code (as laid out in the uniform guidelines 2024), then they will be placed in a detention during the next available breaktime
 - **Red Card** – if a pupil receives two yellow cards in a half term, they will receive a red card. They will attend Friday evening detention for an hour, and will lose access to their phones and tablets for one week
 - **Headmaster's Detention** – if a pupil receives two red cards in a half term they will have a two-hour detention on a Friday evening, and they will lose access to their phones and tablets for up to two weeks. Any pupil who is caught vaping, in possession of vaping paraphernalia or is accompanying a pupil who is vaping, will also receive an automatic Headmaster's Detention. This applies to pupils onsite and offsite during school trips
 - **Disciplinary Meeting** – if a pupil receives two or more Headmaster's Detentions in a term, then a meeting, with or without parents, might be convened in order to discuss behavioural concerns. Depending on the nature and quantity of these incidents, possible outcomes could involve a behaviour contract, or a temporary or permanent exclusion

- **Serious Incident** – there are certain incidents which will directly result in either a red card, Headmaster's Detention or internal suspension (depending on the severity of the incident); this is at the discretion of the Second Deputy and/or Headmaster. These include (but not limited to):
 - Aggressive or discriminatory behaviour
 - Serious misuse of the school network
 - A deliberate or repeated attempt to deceive staff
 - Intentional plagiarism
 - Use of alcohol outside of 6th Form social club
 - Bringing the school into disrepute
 - Any incident which has an adverse effect on the School Community.
- **Major Incident** – KHS is a community that exists on trust. If a pupil is found to be involved in any of the following, the sanctions process could move immediately to an external suspension and a disciplinary meeting:
 - Unauthorised alcohol on school site
 - Persistent bullying
 - Theft
 - Illegal substances
 - Sexual activity
 - A major incident which has a significant effect on the School Community (including the use of discriminatory or abusive language)

5. Issues relating to pupils with mental health concerns (MH), Special Educational needs/disabilities (SEND) and Neurodivergence (ND)

- All pupils who have SEND/ND, which could include Dyslexia, Autism and ADHD amongst others are identified by the Welfare Group which is chaired by the Second Deputy. As he is also responsible for school discipline, he will make decisions, in consultation with the Headmaster, on how reasonable adjustments can be made for these pupils and, in consultation with the safeguarding team, how these can be implemented.
- Staff should be aware that there are potential links between inappropriate behaviour and MH and SEND/ND issues. As a result, all behaviour incidents will be assessed on an individual basis. It should be stated that any behavioural incident will be determined in respect of the impact of the entire school community. Decisions will be evaluated on a case-by-case basis on the appropriate response in regard to the individual or individuals concerned, including the consideration of any underlying causes.

6. Disciplinary process – investigations, meetings and liaison with parents/other agencies

- **Uniform violation** – any member of staff can place a pupil in a breaktime detention for not adhering to our uniform code. The member of staff submits the request via a Google Form and informs the pupil to report to the Study Hall at the beginning of the next breaktime. Multiple violations will result in red cards submitted by the Second Deputy

- **Yellow card** – in the event of a yellow card being submitted by the tutor (and after it has been authorised by the Second Deputy), the tutor will discuss the incident with his/her tutee and then make contact with the parents/guardians to discuss the incident.
- **Red card** – in the event of the submission of a red card by the Second Deputy, either the houseparent or the Head of Section will discuss the incident with the tutee. The houseparent will then make contact with the parents/guardians to discuss the incident, informing them of the detention arrangements.
- **Headmaster's Detention** – in the event of a Headmaster's Detention, the Head of Section will discuss the incident with the pupil. The Head of Section will make contact with the parents/guardians to discuss the incident, informing them of the detention arrangements.
- **Serious Incidents** - All serious incidents are investigated by the Second Deputy. Parents and/or guardians are informed at an appropriate stage of the investigation, which is normally once all evidence has been gathered and a decision on the outcome has been reached.
 - Where the outcome results in an internal suspension, the Second Deputy will notify parents and/or guardians of the sanction.
 - Where the outcome results in an external suspension, the Second Deputy will notify parents and/or guardians of the sanction in the first instance and will advise whether the pupil's place at the school is in jeopardy.
 - If the pupil's place is not in jeopardy, a disciplinary meeting is usually convened at the conclusion of the fixed-term suspension. This meeting typically includes the Head, the Second Deputy, the pupil's Houseparent (or tutor), the parents and/or guardians, and the pupil.
 - If the pupil's place at the school is in jeopardy, the pupil will first serve an external suspension and will then be invited to attend a disciplinary meeting at the school, involving the personnel listed above.

A register of all sanctions arising from serious incidents is maintained by the Second Deputy.

- Kingham Hill School follows the guidelines and advice from the DfE publication 'Searching, screening and confiscation' (2014).
 - School staff can search a pupil for any item if the pupil agrees
 - The Headmaster and all teaching and pastoral staff (as authorised by the Headmaster) can search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers

- Vapes
 - Fireworks
 - Pornographic media
 - Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).
- When searching a pupil's area in a boarding or day house, the search is usually conducted by a member of SLT or a houseparent, accompanied by another member of staff.
 - The Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been seized by a member of staff who has been formally authorised by the headteacher, that staff member can examine data or files, and delete these, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.
 - If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable ground to suspect that it contains evidence in relation to an offence, the school will give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police. If a staff member finds material that they do not suspect contains evidence in relation to an offence, the Second Deputy will decide whether it is appropriate to delete or retain the material as evidence of a breach of school discipline.

7. Misbehaviour outside the school premises

- School staff members have the power to discipline pupils for misbehaving outside the school premises. Sections 90 and 91 of the Education and Inspections Act 2006 say that a school's disciplinary powers can be used to address pupils' conduct when they are not on the school premises and are not under the lawful control or charge of a member of school staff, but only if it would be reasonable for the school to regulate pupils' behaviour in those circumstances.

8. Managing pupils' transition

- We carefully manage the transition of all pupils. A particular strength at Kingham Hill School is the relationship between staff and pupils and the school holds transition sessions whether it be our Welcome Day for new pupils, a taster day for a potential pupil or invitations from Senior House boarding events for Junior boarders. The Second Deputy sends a letter to all new parents requesting that any relevant pastoral information is passed to the school so that specific support systems or strategies are put in place for the pupil on arrival.

9. Sharing of semi nudes or nude photos, videos and/or messages ("sexting")

- If an incident of sexting is discovered, it will be investigated by both the Second Deputy (DSL) and a female DDSL (as laid out in the Safeguarding and Child Protection Policy and Procedures) Phones will be seized as evidence and securely stored in a locked cupboard in the Second Deputy's office. On the advice of the local police, the School will request police involvement if:
 - Any of the children involved are considered to be victims
 - A phone contains many images of different individuals.
- Each incident of sexting will be treated and dealt with as a 'major incident'. If the incident is identified as abuse, the appropriate local authority services (LCSS, MASH, LADO) will be notified and consulted.
- Each pupil involved in sexting incidents will be appropriately supported through the School's pastoral systems.

10. Malicious accusations against staff

- If a pupil makes an untrue and malicious accusation against a member of staff, a full investigation will be held in order to ascertain the facts. This will be treated as a serious incident.

11. Behaviour contracts

- The behaviour of students who are repeatedly involved in incidents will be subject to a behaviour contract. As noted above, the breaking of such a contract is considered to be a serious offence.

12. Related Policies

- Drugs Policy
- Anti-bullying Policy
- Exclusion Policy
- Safeguarding and Child Protection Policy and Procedures
- Equal Opportunities Policy

Rob Jones

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