



ALDRO

Promotion of Good Behaviour and Sanctions Policy

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INTRODUCTION

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

Aldro 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 or her place in the modern world.

A copy of this behaviour policy is available on the Aldro Parents Portal, can be sent to parents on request, or is available in the school office. It should be read in conjunction with the School anti-bullying policy.

PARTNERSHIP WITH PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at Aldro undertake to uphold the School's policies and regulations, including this policy when they sign the Parent Contract. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study. If a pupil is absent, parents or guardians should normally contact the pupil's Form Tutor or the School Secretary.

The Form Tutor is the first port of call for parents who have queries or concerns.

We are always happy to consider suggestions from parents and hope that you find the School responsive and open-minded.

INVOLVEMENT OF PUPILS

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, for example during Form Tutors' periods or via the School Council, which meets regularly.

SUPPORT SYSTEMS FOR PUPILS

There are several systems in place to support pupils, including Form Tutor periods and weekly PSHE lessons. Form Tutors are usually available and accessible during the school day if pupils wish to seek advice, though pupils may feel more comfortable confiding in a Matron or Gap Student. Pupils are made aware of the various options available to them through posters around the school, assemblies and PSHE lessons. If appropriate a pupil may also benefit from a session with the visiting School Counsellor who is available in school for individual appointments, group-work and drop-ins. The Assistant Head (Pastoral) and Heads of Year will oversee any specific support required, seeking the advice of outside agencies, where necessary.

PUPILS' TRANSITIONS

Management of the various transitions as a pupil moves up the school is vital in addressing behavioural concerns. The key times are pupils moving from the Junior Department (Forms 3 & 4), Middle department (Forms 5 and 6), and into the Senior School (Forms 7 and 8). The Heads of Year will liaise closely with Form Tutors, the Assistant Head (Pastoral) and Assistant Head (Curriculum).

CODE OF CONDUCT

While there are school rules, the Aldro community of Governors, staff, parents and pupils adhere to an established routine and code of conduct, rather than simply to lists of rules. The School sees education very much as a partnership. Our Staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. 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.

The Code of Conduct is built upon our five School Values:

- Kindness
- Respect
- Integrity
- Humility
- Service

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's rules and understand what is expected of them and why, as well as the consequences of poor behaviour. The Code of Conduct for the boys and girls and the School Rules are available in classrooms for pupils to see and are explained to pupils as appropriate.

Everyone has a right to feel secure and to be treated with respect at Aldro, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is accessible from the Parents Portal on our website and available on request. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation or physical disability.

We expect pupils to be ready to learn and to participate in School activities. They should attend School and lessons punctually and follow the School's attendance policy. They should care for the buildings, equipment and furniture. We always expect pupils to behave in a manner that reflects the best interests of the whole community.

A copy of the Pupil's Code of Conduct is attached at the end of this document (**Appendix 1**).

SCHOOL RULES

The School's Rules are designed to encourage positive behaviour and self-discipline. Copies of the Rules are set out in all classrooms, and of course may change from time to time. Parents and Guardians undertake, when signing the Parent Contract, to support the authority of the Head and his Staff in enforcing them in a fair manner that is designed to safeguard the welfare of the community.

A copy of the school rules is attached at the end of this document (**Appendix 2**).

PROMOTING POSITIVE BEHAVIOUR

Good behaviour is expected and encouraged throughout the school and in every area of school life. Form Tutor times, PSHE lessons, Chapels, Assemblies and Squad meetings are some of the occasions where good behaviour is promoted. However, promoting good behaviour takes place in much more than just these 'up front' settings. Good behaviour is promoted in the incidental and everyday exchanges that take place between staff and pupils during the school day – e.g. around school, on the sports field or in the boarding house.

Staff are expected to promote good behaviour in the example that they set for pupils. School Prefects also play a role in promoting good behaviour.

In recent years, in line with current educational and developmental approaches, the school has moved towards a more reflective and restorative approach to discipline, where pupils are encouraged to consider the causes and consequences of their actions, with a view to learning from their errors.

One of the ways that good behaviour is promoted is through the school's reward and sanction system. The anti-bullying policy gives details of the "no blame" approach, which might be appropriate in some circumstances.

REWARDS

We aim to reward and encourage good behaviour through 'Squad marks' (and through 'Greens' in the Boarding House).

All pupils are allocated to a Squad during their first term at Aldro. The squad system promotes good pastoral care, healthy competition and high standards in both behaviour and work. Pupils are rewarded with squad marks for positive involvement in all areas of school life. Squad marks accumulate towards individual rewards and a 'Squad Treat' at the end of the year.

A copy of the squad mark allocation is attached at the end of this document (**Appendix 3**).

SANCTIONS

Sanctions, such as 'Minuses', 'Benches' ('Reds in the boarding house) and 'Headmaster's Detentions' help us to set boundaries and to manage more challenging behaviour.

The Head and all staff undertake to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity.

A 'Bench' is a short detention, given for mid-level misdemeanours. These take place during a morning break and are supervised by a member of the pastoral team. Pupils are asked to reflect on the incident for which they have received the sanction, and a discussion will take place about how any repeats can be avoided.

A Headmaster's Detention, given for high-level misdemeanours, will involve the pupil speaking to the Headmaster alongside an hour-long detention, taking place at 2pm on a Saturday afternoon. Parents will receive a letter from the Deputy Head to inform them of the sanction and the reasons for it being applied.

All Sanctions are recorded on the school's information management system, and 'Benches', 'Boarding Reds' and 'Headmaster's Detentions' are also recorded on CPOMS. These records enable the Form Tutors, Heads of Section and Assistant Head (Pastoral) to monitor patterns or concerns in the behaviour of individuals or groups.

As part of our partnership with parents, information about minor Sanctions will be recorded in Student Planners, which parents are encouraged to inspect and sign on a weekly basis. Parents will be notified directly, by the appropriate member of staff, where there are more serious disciplinary concerns.

All parents and pupils should be aware of the more serious sanctions, including suspension and expulsion that the Head can impose for serious breaches of the rules, including criminal behaviour or making unfounded malicious accusations against staff.

The '**Sanction Pathway**' (**Appendix 4**) sets out Aldro's 'formal' sanctions and gives examples of the type of behaviour and punishments associated with each sanction. The Assistant Head (Pastoral) will keep a thorough record of sanctions imposed for serious misbehaviour.

CHILD ON CHILD ABUSE

Keeping Children Safe in Education 2025 contains the statutory guidance that all staff should be aware that children can abuse other children (often referred to as child-on-child abuse). Aldro's policy on responding to the disclosure of any such incident is contained in the Child Protection and Safeguarding Policy, which should be read in conjunction with this policy.

MONITORING AND EVALUATION

The promotion of positive behaviour and this behaviour policy itself will be regularly reviewed in relation to its effectiveness. This is done on PCT (Pastoral Care Team) by analysing any emerging trends in year group data through the monitoring of systems including YouHQ, CPOMS, Sanctions and Rewards (ISAMS), and responding to concerns raised by pupils, parents and staff.

EXCLUSIONS

All members of the Aldro community – pupils, staff, parents and Council Members are expected to contribute to the creation of a stimulating and caring environment where all pupils are encouraged to realise their potential in all areas of school activity.

This commitment is exemplified by three important principles:

1. The School seeks to provide a family community in which pupils will flourish. When accepting a place at Aldro, parents agree that their child shall always be subject to the School Rules. A copy of the School Rules is sent to all parents with an offer of a place.
2. The School will make clear the standards of behaviour and commitment that it expects from pupils. It will encourage all pupils to act as role-models, adopt positive attitudes and values such as consideration, honesty and respect for others. It will acknowledge and praise pupils when they reach these standards.
3. When pupils fail to meet these standards, they will be told that this is the case and be given clear guidelines and expectations for improvement. Any breach of good manners or good

sense whether at School, on journeys to and from School, at events organised by the School or when representing Aldro is a breach of School Rules. High standards of behaviour are expected (as outlined in the School Rules) and bullying in any form is unacceptable.

Detentions and other minor sanctions are used as appropriate. The School's Terms and Conditions confer upon the Headmaster the power to impose the sanction of suspension or expulsion on any pupil for any cause which he considers adequate.

Before any exclusion is implemented, an exclusions committee (comprising three members of the senior management team determined by the Headmaster) will be convened to make recommendations to the Head. If a pupil is suspended or expelled, but cannot be sent home immediately, he will be kept under internal suspension at school.

Suspension may be ordered if a pupil persists in misdemeanours after warnings or is involved in bullying, theft, lying, repeated truancy from lessons or other serious wrong doing. This gives the pupil a chance to consider, if possible, with the help of discussions at home, the possibility that expulsion may subsequently be ordered unless conduct improves.

Expulsion may be ordered in certain circumstances, normally following suspension except in cases of serious misconduct. If this sanction is being considered both pupil and parents will be invited to a meeting with the Headmaster. Parents may in some cases be offered the opportunity to withdraw the pupil. In other cases, the Headmaster may expel the pupil forthwith. The appropriate procedure to be adopted in any case is entirely at the discretion of the Headmaster.

In cases of suspension or expulsion, there will be the right to appeal, as set out in the school's Complaints Policy.

RESPONSES TO ALCOHOL, SMOKING AND SUBSTANCE ABUSE

All use of alcohol, smoking or substance use is totally forbidden for all pupils at Aldro.

Education

As part of the school's commitment to the welfare of pupils and in accordance with the duty of care owed to pupils, particularly those in the boarding environment, the school believes it has a duty to inform and educate pupils on the consequences of drug use and abuse.

Through the PSHE programme and, occasionally, lectures by professional specialists, the school educates its pupils with information about alcohol, drugs and substance abuse and associated laws.

Sanctions

The school regards alcohol, drug and substance abuse incidents as being serious and therefore will deal with them accordingly.

The sanctions associated with the misuse of alcohol, smoking (including e-cigarettes) or substance abuse will fit into the sanction pathway at a 'high level misdemeanour' level.

Advice to members of staff

If you have reason to suspect, or are aware, that a pupil is involved in any way with drugs you should report the fact to a member of the Safeguarding Team.

Mobile Phones and Smart Technology

Pupils are not permitted to have mobile phones or other smart technology on their person during the school day. Unless specifically authorised by the School under the exceptions below, Aldro is a phone free environment for pupils.

For the purposes of this policy, “smart technology” includes any device capable of communication, internet access, photography, recording, messaging or similar digital functionality, including smart watches.

Aldro seeks to foster a community rooted in strong interpersonal, real world relationships. The use of mobile phones and similar technology by pupils during the school day is considered inconsistent with this aim.

Exceptions

Travel on School bus routes

Exceptions may be granted to pupils travelling to and from school on a school bus, following written parental request to the School.

Parents wishing their child to bring a mobile phone for use whilst travelling to and from school must request permission by emailing the School Office. Any permission granted remains entirely at the discretion of the School.

Where permission is granted:

- the phone may only be used for communication between the pupil and parent in relation to the journey to or from school
- the phone must be handed into the School Office immediately upon arrival
- the phone must remain switched off during the school day
- the phone may be collected shortly before departure at the end of the day

Failure to comply with these expectations may result in the immediate withdrawal of permission.

Full and weekly boarders

Exceptions are also granted to full and weekly boarders who may bring a phone into school. Phones must be kept by the boarding staff. Full and weekly boarders are granted access to their phones at particular times during boarding time. Any pupil wishing to phone home outside of boarding hours (e.g. phoning parents overseas on different time zones) may agree this with the housemaster/housemistress. In such instances, their phone will be made available to them at the front office at the agreed time.

Sanctions

Any pupil found in possession of a mobile phone or unauthorised smart technology during the school day should expect the device to be confiscated.

Sanctions will be applied in accordance with the School's Sanctions Pathway and may include a Bench in the first instance.

Repeated breaches of this policy may result in parents being required to collect the device directly from the School.

SCHOOL COUNSELLOR

Aldro employs a School Counsellor who provides support for pupils who are facing emotional, social and behavioural challenges. A significant role of the School Counsellor is to promote good behaviour both inside and outside the classroom, so that all pupils can flourish at Aldro and make the most of the opportunities available to them.

The school counsellor works with specific pupils – one to one and in small groups (such as social skills clubs) – as well as acting as a 'coach' for staff, assisting with behaviour management and helping them to promote good behaviour.

UNEXPLAINED ABSENCES

We will always telephone the home on the first day of an unexplained absence in order to make sure that the missing pupil has not suffered an accident. This will be done normally by the School Secretary. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES

We will endeavour to make allowances and reasonable adjustments for any pupils with special needs or disabilities. This may include a different level of tolerance for pupils suffering from Tourette's syndrome, for example, or allowing more time for changing / eating / moving between lessons for others.

RESTRICTIVE PHYSICAL INTERVENTION

Definitions

- **Restrictive intervention** - a means to prevent, restrict, or subdue movement of the body, or part of the body, of a pupil. This is an umbrella term to describe both physical and non-physical actions aimed to restrain pupils.
- **Restraint:** a non-disciplinary intervention which immobilises a pupil or limits their movement. This may or may not include direct physical contact. For example, holding a pupil's arms to their sides or removing a pupil's crutches would both be considered forms of restraint.
- **Reasonable force:** All members of school staff have the legal power to use reasonable force in limited circumstances. Reasonable means using no more force than is necessary for the least amount of time, the application of which will depend on the circumstances.
- **Seclusion:** a non-disciplinary intervention involving keeping a pupil confined to a place away from others, and preventing them from leaving either by physical obstruction, blocking, or making them believe they will be punished if they try to leave.

Procedures

The School recognises that the use of reasonable force may be necessary in certain circumstances to prevent a pupil from:

- causing injury to themselves or others
- committing an offence
- causing serious damage to property
- seriously disrupting good order and discipline

Any use of force will always be reasonable, proportionate and necessary in the circumstances, and staff will use the minimum force for the shortest possible time.

The School is committed to a preventative and de-escalation approach. Staff will, wherever possible, seek to avoid the need for physical intervention through effective behaviour management, communication and early intervention strategies.

Where restrictive physical intervention is used:

- it must be a last resort
- it must be appropriate to the age, size, understanding and needs of the pupil
- it must avoid, as far as possible, causing pain, injury or humiliation

All incidents of physical intervention will be:

- recorded as soon as practicable (and ideally no later than the same day) after the event. Incidents should be recorded on CPOMS by the staff member involved using the form in Appendix 5 of the Aldro Behaviour Policy and should include:
 - names of pupil and staff directly involved
 - time, date, location and approximate duration of the intervention
 - any relevant needs or circumstances of the pupil, including whether the pupil involved has an identified special educational need or disability
 - brief account of the incident, including what led up to the incident, identified or potential triggers if known, any preventative or de-escalation strategies used, and (where relevant) what type of reasonable force was applied, the degree of force, and details of any physical injuries sustained
 - brief account of why the use of force was assessed as necessary
 - eye-witness accounts where relevant
 - any post-incident support, such as details of any medical treatment for injuries or other adverse impacts
- reported to senior leaders
- reviewed to identify any patterns or further support required

Parents will be informed of any significant incident on the day of the incident or as soon as possible thereafter.

Staff who may be required to use physical intervention will receive appropriate training and guidance.

The School recognises that the use of force with pupils who have SEND or other vulnerabilities requires particular care. The School will seek to understand the underlying triggers of challenging behaviour. Individual risk assessments and support plans will be considered where appropriate.

Any use of force that results in injury or distress, or which is not considered reasonable in the circumstances, will be treated as a safeguarding concern and may be subject to child protection procedures and/or disciplinary action.

Seclusion

Seclusion - a non-disciplinary intervention involving keeping a pupil confined to a place away from others and prevented from leaving - should only be used as a safety measure to protect others from harm when a pupil is experiencing high levels of emotional or behavioural dysregulation. In such circumstances, the pupil is not acting with intent. Seclusion should not be implemented by staff through threat of punishment.

The place to which the pupil is confined should be safe and not feel threatening or intimidating to the pupil. The pupil should be supervised at all times during the period of seclusion. As soon as the immediate risk of harm has reduced, the pupil should be allowed to leave.

An incident involving the use of seclusion must be recorded and reported on CPOMS in accordance with the procedures outlined above (cf reporting physical interventions).

Reporting to Governors

The DSL will report to governors any data pertaining to instances of restrictive interventions or seclusions.

Appropriate physical contact

The School acknowledges that appropriate physical contact is a normal part of working with children. Examples of occasions when physical contact is generally appropriate include:

- to give first aid
- to guide or escort pupils
- to comfort a distressed pupil
- to congratulate or praise a pupil, for example a pat on the back or a handshake
- to demonstrate how to use a musical instrument
- to demonstrate exercises or techniques in sports coaching

All staff follow the School's Staff Code of Conduct to ensure clear professional boundaries.

This policy has regard to current DfE guidance on the use of reasonable force and restrictive interventions. [Restrictive interventions, including use of reasonable force, in schools \(April 2026\)](#)

SEARCHING PUPILS' POSSESSIONS

At Aldro we are committed to safeguarding the welfare of all children in our care, and our aim is to cultivate an environment of mutual respect, treating pupils and staff fairly and sensitively.

In the unusual event of a pupil, or a pupil's locker, bag or other possessions (including computers/phones etc) being searched, we will take all reasonable steps to maintain the usual high standard of safeguarding. We will use our professional judgement in all cases, and advice should be sought from a Senior member of Staff, unless the urgency of a situation makes it impractical. Any search should be conducted in accordance with the DfE advice 'Searching, Screening and [Confiscation](#)' (July 2022).

The fundamental principles are:

- Act with due care, consideration and sensitivity and remain mindful of the need to respect privacy; thought should be given to boarders for whom, during term time, the School is their 'home'.
- As a general rule, members of Staff would seek permission from the pupil concerned before conducting a search; however, in exceptional circumstances, members of Staff have the authority to proceed with a search without necessarily getting permission from the pupil involved, notably where they have reasonable grounds to suspect possession of the following prohibited items:
 - knives and weapons;
 - alcohol;
 - illegal drugs;
 - stolen items;
 - any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence, or
 - to cause personal injury to, or damage to property of; any person (including the pupil).
 - an article specified in regulations:
 - tobacco and cigarette papers;
 - fireworks; and
 - pornographic images.
 - In these cases, a senior member of Staff should be informed as soon as possible, and a second member of Staff must be present.
- Remember that the need to protect children and property from injury or damage and from loss is paramount, and that this duty of care can in certain circumstances override all other procedures.

At certain times there may, or may not, be good grounds for the member of Staff who is dealing with the matter to deviate from these guidelines. For instance, deviation may be warranted in response to any immediate or potential danger to children or property involved.

TEACHING AND LEARNING

Aldro 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. We celebrate success – particularly at our regular Friday Assemblies, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to co-operate and to work hard.

COMPLAINTS

We hope that parents will not feel the need to complain about the operation of this Behaviour Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However,

the School's Complaints Procedures are accessible from the Parents Portal on our web site (both for parents and children) or we will send copies to parents on request.

RELATED POLICIES

This policy is to be read in conjunction with other related policies. These include the following:

- Anti-Bullying Policy
- Complaints Policy
- Equality and Diversity Policy
- SMSC & PSHE Policy
- Child Protection and Safeguarding Policy (including E-Safety)

APPENDIX 1 - ALDRO CODE OF CONDUCT

We expect every pupil to:

- Show respect, courtesy and good manners to all members of the school and the wider community.
- Realise that some people will be different and respect their opinions, judgements and abilities.
- Show zero tolerance for bullying.
- Have respect for other people's possessions as well as their own; and look after school property and facilities.
- Be determined to make the most of their opportunities.
- Behave at all times with thoughtfulness and common sense.
- Follow the school rules.

APPENDIX 2 - SCHOOL RULES

The Code of Conduct, which is clearly displayed in all Form Rooms, establishes the underlying expectations for all pupils behaviour. A number of additional rules apply:

Safety and Behaviour

- No running around inside any buildings except in the CHC or ASC, when appropriate.
- Pupils should not use the corridor leading to the dining room, unless a School Prefect.
- In Break, pupils should eat sandwiches or biscuits in or around the dining hall area.
- No tree climbing unless a member of staff gives permission and is present.
- Matches, lighters, cigarettes, alcohol, catapults, knives, water pistols, BB guns, aerosol sprays or other similarly dangerous items must not be brought to school.
- Shoes must be changed if playing outside in wet or muddy conditions.
- Personal electrical items (such as tablets and mobile phones) may only be brought to school by boarders and used with the Housemaster or Housemistress' permission. On certain occasions (sports tours or school trips) a member of staff may give pupils special permission to bring in a device.
- Sweets and cakes may only be brought to school for a special occasion (such as a birthday) and with the permission of, and supervision by, the Form Tutor.
- Pupils should not bring money to school unless it is for a charity donation, or they have been instructed to do so for a school event.
- No gambling; swapping or 'trading' of possessions, such as collectable cards, is allowed at the discretion of the Form Tutor.

Other rules apply to certain areas of the school including the computing room, the art studio, the DT centre, the ASC, and the science laboratories.

During Break times, pupils are allowed to play:

- In the area by the chapel (soft or tennis balls only)
- Outside the art studio
- Between the CHC and the ASC
- On the netball court at the back of the CHC (netball only)
- On *Shacklefort* (only when permission has been given by the member of staff on duty).
- On the *Crow's Nest* (only when permission has been given by the member of staff on duty).
- On the 'Green Carpet' (**no** ball games).
- On the grass playing fields (only in appropriate weather conditions)

- Outside the School Room
- Form 8 pupils may use their classroom (R8 & R9)

Areas Out of Bounds (unless special permission given)

- The Art Studio, DT workshop & science laboratories
- The car park at the back of the ASC
- Any of the surrounding roads (incl. The Avenue)
- The kitchen yard & dining room car park
- The path behind the lake
- The boathouse
- The swimming pool & surrounding area

Unless it is a 'Wet break' or they have permission for an organised activity, pupils in Forms 3-7 are expected to be outside during Break.

Other rules apply to certain areas of the school including the ICT Room, the Art Studio, the Design Technology Centre, the ASC, and the Science Laboratories.

APPENDIX 3 - AWARD OF SQUAD MARKS

Helpfulness/Good behaviour

Assisting staff with tasks (dependent on time involved and nature of task)	up to 5
Guiding visitors	up to 10
Noteworthy politeness/good behaviour/improvement in behaviour	1 or 2
Kindness	up to 5
Prefect duties/Squad Commander duties/School Council duties (per term, at discretion of Headmaster/Deputy Headmaster)	up to 25
Boarding chores/tasks (per term, at discretion of Housemaster/mistress)	Greens

Work

Complete star sheet	10 per term
Part star sheet at end of term (depending on degree of completion)	1-9
Full scholarship to senior school	50
Exhibitions/all-rounder/art/music awards to senior school	up to 40
Common Entrance (quantity awarded at form tutors' discretion)	up to 30

Games/Sports/Chess

Single school match	5
Participation in a tournament involving a number of matches/all day-event	10 or 15 if you win
Shooting (suggested level for a term's involvement)	10
Excellence of performance (as occasional bonus on top of participation in match)	1 - 2
Judo award (next belt achieved)	10

Art/Design & Technology/Drama/Music

Picture of the week/DTEC creation of the week	up to 10
Drama production participation – backstage/minor role/major role	10 / 15 / 20
Soloist in music concert or assembly	up to 10
Music Ensemble (suggested levels for a term's involvement)	10 per ensemble
Junior orchestra (suggested levels for a term's involvement)	5-15
Chapel choir (suggested levels for a term's involvement)	up to 20
Junior Year choir (suggested level for a term's involvement)	10
Music grade exams, LAMDA drama exams (pass/merit/distinction)	10/15/20
Music practices undertaken (per occasion)	max of 5 per week
Participation in external competition (Poetry competition, Salter's Science, French speaking etc)	10
Internal competition	5

It is recognised that there will be occasional items, not covered directly by the above, that merit award of Squad Marks. Staff are expected to award marks in proportion to the situation and using the above as a guideline.

APPENDIX 4 - SANCTION PATHWAY



	Sanction	Example Behaviour	Example Punishment	Communication with Parents
	Minus	<i>Low-level misdemeanour:</i> Running in corridor Lateness Disruptive behaviour Wrong kit Shouting out in lesson Pushing Ignoring instructions	Talk from form tutor Possible minor punishment to address specific behaviour Apology letter	Student Planner Form tutor to inform parents where relevant
	Bench	<i>Mid-level misdemeanour:</i> Repeated Minuses Disobedience Swearing Rudeness to staff Seriously poor behaviour Rough behaviour with peers Initial instance of discriminatory or bullying behaviour	Break time detention supervised by Assistant Head (Pastoral)	Heads of Year to inform parents where relevant
	Headmaster's Detention	<i>High-level misdemeanour:</i> Repeated Benches Bullying Severe Rudeness to staff Vandalism Theft Physical assault Discriminatory abuse Threatening behaviour Cyber-bullying	In-School Detention (Wednesday or Saturday evening) supervised by member of SMT	Letter from Deputy Head (Pupils)
	Suspension	<i>Severe-level misdemeanour:</i> Repeated HM detentions Repeated or high-level discriminatory abuse. Repeated or severe bullying Serious breach of Health and Safety or E-Safety protocols Behaviour that brings the school into disrepute Drug or alcohol abuse Malicious accusations against staff	Exclusion from school for finite period	Letter from Head Meeting with Head
	Expulsion	<i>Top-level misdemeanour:</i> Repeated Suspension	Permanent or indefinite exclusion from school	Meeting and formal letter from Head

APPENDIX 5 - Record of Restrictive Intervention/Reasonable use of force/Seclusion

Details of pupil/pupils on whom force was used by a member of staff:

Name _____

Form _____

Date, time, location and approximate duration of incident

Names of staff involved (directly or as witnesses)

Details of students involved (directly or as witnesses), including whether any of the students involved were vulnerable for SEN, disability, medical or social reasons.

Brief account of the incident, including what led up to the incident, identified or potential triggers if known, any preventative or de-escalation strategies used, and (where relevant) what type of reasonable force was applied and the degree of force.

Reason for using force and description of force used

Any injury suffered by staff or students and any first aid and/or medical attention required.

Follow up, including post-incident support and any disciplinary action against students.

Any information about the incident shared with staff not involved in it and external agencies

When and how those with parental responsibility were informed about the incident and any views they have expressed.

Has any complaint been lodged (details should not be recorded here)?

Report compiled by:

Name and role _____

Signed _____ **Date** _____

Report countersigned by: Headmaster/DSL

Signed _____ **Date** _____