

Senior School Rewards & Sanctions Policy

(Pupil Code of Conduct/Behaviour)

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Statement of behaviour principles

At Putney High School we aim to provide a broad, challenging, and inclusive education for life, in a secure and happy environment where all members of the community feel valued and respected and where effective teaching and learning is able to take place. To achieve the above, good behaviour in all aspects of school life is necessary.

Introduction

Putney High School endeavours to provide a safe learning environment in which pupils can feel and be safe, enjoy and achieve. The school recognises the inter-relationship between providing high quality teaching and learning opportunities and a stimulating learning environment and promoting positive learning behaviour and good order. The school's behaviour management strategy emphasises positive strategies and a range of interventions in order that the school environment is one of cooperation, respect, and shared responsibility.

Policy aims

This policy aims to:

- Promote good behaviour, self-discipline, and respect (for self, others, and the environment)
- Set out the school's expectations in relation to behaviour and regulate the conduct of pupils
- Outline the rewards for appropriate behaviour and sanctions applied for misbehaviour
- Prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying (in conjunction with the Anti-Bullying Policy)
- Set out the framework of pastoral support in which the policy operates, principles for communication with parents, and the legal background to specific procedures

Roles and responsibilities

The Head has the overall responsibility to determine the school's behaviour policy, set the standard of behaviour expected of pupils, determine the school rules and any disciplinary sanctions for breaking the rules.

The Head, together with the Senior Leadership Team, will help to create a culture of respect by reinforcing and making explicit the desired standards of behaviour and by

supporting their staff's authority to discipline disruptive behaviour, and the pupils who exhibit such behaviour, ensuring that this happens fairly and consistently across the school.

The member of staff with day-to-day responsibility for behaviour management is Amielia Katze, Assistant Deputy Head (Pastoral), Heidi Armstrong (Head of Senior School).

All staff have a responsibility to:

- Provide a safe, welcoming environment
- Place the emphasis on learning and teaching
- Ensure pupils follow the school expectations during lessons, in corridors and in free time
- Recognise, praise and reward appropriate behaviour
- Ensure early intervention in cases where behaviour falls below the expected standard
- Take responsibility for any misbehaviour initially – seeking support/advice when required
- Ensure sanctions are applied fairly and consistently, are in proportion to the nature of the incident and any relevant background context, and to take into account where appropriate the circumstances/ needs of the pupil
- Work in partnership with parents and guardians

Expectations

The following principles should underpin all our interactions with pupils and each other:

- Respect each other
- Listen to each other
- Treat everyone as an individual
- De-escalate incidents and seek to reconcile

These principles are consistent with the Putney High School Code of Conduct which states:

Attendance

Dates of school terms are published well in advance and pupils are expected to put in full attendance throughout the term unless there are compelling reasons for absence such as illness. Parents are asked to restrict holidays to periods outside the published school dates. For absence due to illness a pupil should bring a note to her form tutor on the day she returns to school or parents may email, explaining the absence. Parents are, however, expected to telephone the school to notify us of their child's absence on any day they are not in school. Requests for absence for hospital or orthodontic treatment should be made to the form tutor in advance. Routine medical appointments should not be made during the school day. Other requests for leave of absence should be made to the Headteacher, well in advance of the date of absence.

Pupils below the Sixth Form are not allowed to leave the school premises during the school day unless they have permission to attend an appointment elsewhere. In the latter case they should sign out on the visitor management system at reception, so that we keep an accurate record of who is on site in case of an emergency.

Punctuality

Pupils should be punctual, both for morning and afternoon registration and for lessons during the day. They should arrive at school by 8.15am. Pupils arriving after 8.30am will be marked late in the school register. Pupils who arrive after 9.15am will be classed as absent and will need a note from parent/guardian to confirm their absence. Those arriving after 8.30am or 2.20pm should report to the School Office and will be marked as 'Late' by the reception team. The number of 'lates' is noted on the school report and sanctions are imposed for repeated lateness. If your daughter is late for a legitimate, unavoidable reason then parents should provide their child with a note or email her form tutor to confirm the reason.

Registration begins promptly at 8.30am and 2.20pm. Pupils should be in their form rooms before these times.

Homework

Homework is an essential part of the curriculum. All homework and coursework assignments should be handed in on time (as dictated by the teacher) in accordance with the homework timetable. Please note your child may not be set homework every week in some subjects and once a term the pupils will be given a 'reading week' where no homework is set in any subject. If the homework is not completed or is completed in an unsatisfactory manner pupils will be required to attend homework club to catch up on work missed. Homework club can override any other club.

Homework club

The homework club will be run by a member of staff on Monday and Friday lunchtimes and is located on the mezzanine level of the library. Staff can place students into the homework club if students have persistently not completed their homework. Homework club is a supportive environment and should not be viewed as a punishment, however, if a member of staff requires students to attend homework club it will be classed as compulsory. Homework club overrides all other clubs if staff have booked students in for a session. If students fail to attend homework club, then the sanction system can be implemented.

Students can book themselves into the homework club.

Learning Support can also be used as a homework club for students who need more structured support with their homework.

Report

This can be authorised by the Head of Year/Deputy Head in accordance with the outline above, but also for reasons such as:

- Falling behind with homework
- Academic underachievement
- Lack of punctuality
- Disruptive behaviour
- Persistent contravention of the Code of Conduct

The student must present their report at the start of the lesson and collect it at the end of the lesson. It should be seen daily by a senior member of staff and signed by a parent at the end of each week.

Cycling/Scooters

The responsibility for the mode of travel to school rests with parents. If they wish a pupil to cycle/scooter to school, they are advised to consider whether luminous straps and a cycle helmet should be worn. The school has no objection to these items and would put the safety of cyclists as a priority. Cycling in the school grounds is not permitted. E-Scooters should be locked up outside in the allocated bike sheds.

Cycles should be locked on the allocated cycle racks.

Personal property

All property should be clearly labelled with the owner's name. It is not advisable for valuables or large sums of money to be brought to school. All personal items should be left in locked lockers. Mobile Phones may be brought to school but must be left in locked lockers and be switched off. They may only be used with staff permission in the reception area. The Sixth Form may use mobiles at other times but only in the Sixth Form Centre.

Pupils may not bring chewing gum to school.

No article may be borrowed without the owner's permission.

If a student has lost an item, they should attend the Lost Property Pod at its allocated times. If it is something of high value, students should seek advice from receptionist/ HOY if the lost property pod is closed at that time.

Lost Property Pod

All lost property that is found on school grounds is taken to the Lost Property Pod, located on the first floor in Galbraith. The office is open daily between 14:25 and 14:45. Students are emailed directly to collect their items and are encouraged to pick up their items as soon as possible. There is also an option to email the designated lost property manager at

s.sulmanis@put.gdst.net should students have any queries. We try our best to reunite students with their lost property, however unclaimed items can sometimes accumulate. Therefore, these unclaimed items are given to the Friends of Putney High School (FOPHS) to contribute towards the secondhand sale.

Support

Behaviour points are re-set each half term and students therefore have a chance to redeem themselves on a half termly basis. Merits are, however, continuously counted to encourage and create a celebratory environment.

If a Head of Year deems there to be a pastoral need, then they can overrule the sanction scale. It is not always deemed appropriate to sanction a pupil if other complex situations are preventing a pupil from performing in their best manner. Conversations with the pupil, parents/guardians can be enforced before the sanction system is adhered to.

Head of Years/Assistant Head of Years/Form tutors will discuss any behavioral issues on an individual basis as soon as the behavior points are entered into SIMS. When making contact home it should be clearly established how home and school can both support the pupil in ensuring changes can be made to help the student succeed.

Homework club is available to students 3 x a week to assist students who find organizational skills a struggle.

Staff members who are in the pastoral support team can be identified on pastoral posters in each form room located around school.

It is the school's expectation that everybody should at all times:

- Treat others with respect, consideration, and good manners
- Help to prevent all forms of bullying
- Behave helpfully and responsibly
- Respect the right of others to hold their beliefs and opinions
- Behave with the health and safety of others in mind
- Treat other people's property with care and respect
- Treat the school environment (grounds, buildings, and materials) with care and respect
- Keep to and enforce the school dress code
- Allow others to learn and teachers to teach
- Adhere to other relevant codes, such as the Online Safety Policy, Acceptable Use Agreements, and Anti-Bullying Policy

Behaviour in lessons

All pupils are expected to display behaviour which shows a respect for their own learning and the learning of others. This includes arriving for lessons on time, equipped for learning. In class they are required to demonstrate positive learning attitudes and to allow

others to learn free from disruption. In line with the school's belief in positive reinforcement, pupils who display positive learning behaviour should receive praise and recognition.

Adverse behaviour, and pupils displaying adverse behaviour, will be corrected in line with the school's range of disciplinary sanctions. Additional to the types of behaviour which place a pupil at risk of exclusion, poor learning behaviour includes a lack of effort, a lack of work, failing to complete homework, off task behaviour which interrupts the learning of others and a lack of co-operation.

Uniform, behaviour around the building and out of lessons

Pupils are expected to behave in a manner which demonstrates respect for themselves and others. This applies to the use of language, to the way in which they act and behave and respond to each other, all of which should demonstrate courtesy and consideration. This includes fellow pupils, staff, parents, governors, and visitors.

Positive behaviour includes setting high standards by wearing the correct uniform and moving around the school in a manner which is orderly and respects the health and safety of others. Expectations regarding uniform and orderly conduct are reinforced in assemblies, form times and by targeted work by the school. The school reserves the right to correct inappropriate or incorrect items of uniform by contacting parents or by asking students to change their incorrect item of uniform with the garment from the lost property box.

Pupils enjoy wearing their Putney uniform. It is both comfortable and practical; we expect our pupils to look smart and wear the correct uniform at all times. Students are allowed to wear their sports kit to school one day each week on the day that they have their games in the afternoon. If they have a lunchtime club, they may remain in the correct sports kit for period 5. Students who wish to wear skorts during lesson times must wear black leggings underneath or the skort must be no shorter than just above the knee. Students can be asked to change into their uniform if the PE kit doesn't meet all uniform regulations. At all other times during the day, students are to wear their uniform and change into PE kit for clubs and co-curricular sessions.

All clubs and PE lessons will allocate time for pupils to change at the start and at the end of each session.

Games Afternoon	
Year 7	Wednesday
Year 8	Tuesday
Year 9	Thursday
Year 10	Monday/Thursday
Year 11	Tuesday/Friday

School uniform is compulsory; pupils are expected to take pride in their appearance. No make-up, jewellery or coloured nail varnish should be worn, and hair should be a natural colour. Students whose ears have been pierced may wear one pair of silver or gold studs in the earlobe only. No jewellery is permitted during PE lessons or clubs, including piercings. For this reason, if your child wishes to have their ears pierced, this should take place at the beginning of the summer holiday, so they have time to heal.

A nose stud etc. (all keep as it is in the handbook) including wear your own clothes day from Senior School Handbook.

All clothes must be clearly marked.

Outdoor Uniform

- Leather black low-heeled shoes worn for comfort and safety
- No sandals
- Plimsolls or trainers may not be worn except for Physical Education
- Scarves, hats, gloves of pupils' choice but cannot be worn in school
- Coats must be dark coloured and are not allowed to be worn in class, instead a gilet can be worn to keep warm.

Sixth form students have their own criteria to follow. School uniform is compulsory; pupils are expected to take pride in their appearance. No make-up, jewellery or coloured nail varnish should be worn. Pupils should not dye their hair. Pupils whose ears have been pierced may wear a single pair of silver or gold studs in the earlobe. A nose stud, or any other such piercing, is not permitted. Religious emblems may be worn with special permission (a written note from a parent or guardian) to the Head of Year.

Ear piercings should not be undertaken during term time as pupils will have to be able to remove earrings for sports lessons. If students are unable to remove their piercings, then they will be unable to participate in their lessons.

Students are not permitted to wear 'Air Nike' like trainers, nor are they allowed to wear boots such as 'Dr Martin'.

On their non-PE day, students can travel to and from school in school uniform.

If a student's uniform is deemed unsuitable, then lost property can be given out for the pupil to meet with the uniform regulations criteria.

Uniform regulations apply equally on the journey to and from school. Pupils are permitted to wear their sports kit on their allocated PE afternoon day. They should not be travelling to and from school in 'skorts' without wearing leggings or tracksuit bottoms.

Students who have a lunchtime club and an after-school club (at school) are permitted to wear sports kit during P5. If it is not the year groups allocated PE day, then they must be wearing their day to day uniform P1-4 and P5 if the above sentence is not relevant to them.

For each uniform infringement a behaviour point can be issued.

Behaviour outside the School and Online

Pupils who breach the school's Discipline and Behaviour for Learning Policy whilst on school business such as trips and journeys, sports fixtures, clubs, or a work-experience placement will be dealt with in the same manner as if the incident had taken place at the school.

For incidents that take place outside the school, outside school hours and not on school business, this policy will still have effect if the misbehaviour could have repercussions for the orderly running of the school, pose a threat or cause harm to another person, or adversely affect the reputation of the school. This includes behaviour in the immediate vicinity of the school, on a journey to or from the school, or at any time online.

At Putney High School we are fortunate that the mutual benefits of behaving in a cooperative way and responding to the academic curriculum are evident to our pupils. Nevertheless, the benefit of the school community dictates that those who persist in bad behaviour should be corrected.

It is the school's policy to inform parents if a pupil's behaviour is cause for concern. A reflective workshop of up to one hour is the recognised punishment for certain breaches of school rules, for example, failure to wear the correct school uniform on 4 occasions. Parents are notified by the Head of Year/Assistant Head of Year of the reason for the detention and the date on which it is to be served. The pastoral team have the right to override the sanction ladder if the behaviour is deemed more serious. The sanction ladder is as follows:

(The value of the behaviour point is to the left)

Behaviour Points	Sanctions
1-3	Form Tutor Discussion
4	Contact home is made
5	Reflective Workshop - Thursday 3:50pm-4:50pm
10	HOY allocated task
13	School Community Service – Thursday Year 7-11: 3.50pm-4.50pm
15	Parents/ Guardians are invited for an in-school meeting with student present
17	SLT allocated task- 1.5 hours
20	Head of Senior School Detention

For the most serious cases of unacceptable behaviour a pupil may be suspended or expelled from school. Parents and the headteacher are always involved in such cases.

However, the good relationships between teacher and pupil make formal school sanctions the exception rather than the rule.

Pupils and staff should refer to the “Purple Book”, a copy of which is given to all pupils at the beginning of the academic year. (please note that the digital policy will always be the most up to date and the purple books are there for overall guidance)

At Putney High School we do not conduct detentions over the weekend, however, we can request students to carry out their sanctions on INSET/non-contact days.

Heads of Years as well as Assistant Heads of Year can book students into the sanction process. Academic staff should channel any concerns through to the Heads of Year if any behavioral issues arise.

Positive reinforcement and rewards

Putney High School recognises the power of making explicit the desired standards of behaviour for learning and of positively reinforcing high standards of learning and co-operative behaviour. This has both the impact of teaching and reinforcing expected behaviour and a motivational role in helping pupils to realise that good behaviour is valued. Recognising and rewarding positive attitudes and learning behaviour are central to the promotion of good behaviour and good order.

Rewards

‘Merits’ are awarded for noteworthy achievement in the classroom as well as admirable conduct.

Noteworthy achievements in the classroom will usually be in the form of a piece of work or a series of pieces of work of a very high standard. However, teachers should also feel free to recognize other things such as the investment of effort or the making of substantial progress with the award of a “Merit.”

Admirable conduct might occur in a variety of contexts including in form time, in activities or generally around the school. Examples of admirable conduct might include:

- helping with the organisation of some aspect of form time
- taking a prominent role in an assembly
- voluntarily taking a leading organisational role in an activity;
- helping a new student to feel welcome and settled;
- helping a teacher with some chore during one’s free time;
- being mentioned in dispatches having shown prospective parents around the school.
- Showing acts of kindness e.g., encouraging a peer in a class task

Merits should be recorded in SIMS along with a sticker for the student's diary. For Merits awarded for classwork or conduct related to the tutor group these can be assigned using the functionality linked to the students in the register. For Merits awarded in more ad hoc situations this can be captured in SIMS through the student's record. SIMS will be configured so that form tutors, Heads of Year and Heads of House can see in real time the breakdown of Merits awarded to students in their forms, year groups and houses – which they can share with the students.

The school uses a range of rewards and positive reinforcement strategies including:

- Praise
- Written comment on work/in book/in planner
- Merits
- Certificates
- Mention in Assemblies
- Motivational rewards/prizes
- Special awards at Achievement Assemblies and Prizegiving's

By these means the school seeks to motivate pupils, create a positive learning environment, raise pupil self-esteem, and provide systems which can be used by all staff to contribute to raised levels of achievement.

Putney High School have their merit and reward chart displayed around the school. It states as follows:

Merit (SIMS)	Award Received
1	Sticker in H/W Planner
5	Email Home
15	Postcard Home
20	1 x lunch queue pass with a friend
30	A confectionary surprise!
40	Certificate awarded in assembly
45	A prize from the surprise box
50	Hot chocolate with Mrs Sharrock
60	1 item of your choice from the tuck shop
75	Pin Badge
100	Voucher and feature in Putney Post

Merits will also contribute to the House competition with each Merit being worth 1 House Point. The House competition will therefore include not only the inter-house competitions but also contributions from individuals for academic performance and praiseworthy conduct.

PE commendations and sports colours

The PE department rewards outstanding performance, dedication and/or commitment via a system of highly commended certificates and the award of Colours for each sport. (These are fabric strips that can be sewn onto kit). There are Junior Colours (Years 7, 8, 9 and Senior Colours (Years 10, 11, 12 & 13). See the PE Department Handbook for further details.

Other achievements

Any achievements, trophies, certificates won in any activity should be passed to the Head for recognition and presentation in a whole school assembly.

Disciplinary sanctions

Depending on pupil age, the nature of the offence and the severity of the behaviour, the school will use a range of strategies to correct pupil behaviour. The range of sanctions will include:

- Telling off and correction
- Short length detention
- Longer length detention
- Catching up on missed work
- Repeating work to the required standard
- Loss of break times
- Being placed on report
- Setting improvement targets
- Behavioural contract / Home-school agreement
- Internal exclusion
- In line with the GDST Exclusions Policy, fixed term, and permanent exclusion

This list is not intended to be exhaustive but serves as an illustration of sanctions used. Serious disciplinary incidents and the sanctions imposed are recorded on CPOMS.

Following a sanction, the school will employ strategies to help pupils to understand how to improve their conduct and meet behaviour expectations. These might include:

- A targeted discussion with the pupil
- A phone call with parents
- A 'case conference' with relevant staff – Tutor, Head of Year, SENCO, DSL etc.
- Pastoral support (see below)

The school has a zero-tolerance approach to child-on-child abuse, and all reports will be promptly and thoroughly investigated, recorded, and treated according to their gravity. Abuse that occurs online or outside the school will be treated as seriously as an incident occurring in school. Further detail can be found in the *Safeguarding and Child Protection Policy* and *Safeguarding Procedures*.

The acts of aggression or behaviour which potentially threatens the health and safety of others, the school reserves the right to involve the police.

The school recognizes that some children may adopt challenging, abusive, or disruptive behavior as a result of unmet needs or abuse. In such cases staff will provide support and intervention and apply safeguarding procedures as appropriate.

For infringements of the Code of Conduct the following sanctions will be used:

Attendance		
Late to registration (am/pm) without good reason or late to lessons	3 lates – contact will be made with parents.	
	4 lates – after-school detention.	
	More than 4 lates – contact with parents.	
	After-school detention.	
	Pupil might be required to go on report.	
	<i>If a letter/email from a parent is produced to mitigate lateness with good reason, then a mark is removed by the form tutor.</i>	
Attendance	Absence that falls below 95% without good reason will be investigated.	
Behaviour		
Minor/low-level disruption in a lesson, e.g.: Persistently talking/Shouting out in class Persistently arriving ill-equipped, rudeness, chewing gum, not keeping to the Code of Conduct	1-3	Form Tutor Discussion
	4	Contact home is made
	5	Reflective Workshop – Thursday 3:50pm-4:50pm
	10	HOY allocated task
	13	School Community Service – Thursday Year 7-11: 3.50pm-4.50pm
	15	Parents/ Guardians are invited for an in-school meeting with student present
	17	SLT allocated task- 1.5 hours
	20	Head of Senior School Detention

Moderate/Serious behavioural issues, e.g.: Bullying, Graffiti/Malicious damage Behaving in a dangerous manner – (health and safety)	Immediate referral to HOY/Deputy Head/Head Contact with parents.
Dress	
Nail Polish Jewellery Uniform/ Shoes/ Hair Colour Sports Kit	Uniform infringement will be dealt by the behaviour scale, as above. One uniform infringement will result in one behaviour point. Students may have special permission agreed between the HOY and parents to wear religious jewellery or trainers for health reasons. They will be provided with a label for their diary to share with teachers if required.
Confiscation Process	
Jewellery	All staff have a duty to confiscate non uniformed jewellery. The item of jewellery will be placed in an envelope. Details of the student and items are written on the envelope. The envelope is to be deposited in a secure box in reception. AHOY is to collect their year group confiscated jewellery on an agreed day (once a week) from the box. AHOY will process the behaviour points and will distribute the envelopes in person to the individual student's form. Religious jewellery is accepted with the permission of the deputy head and parental note.

Mobile Phones/iPad Misuse

As per the iPad Acceptable User Agreement and iPad Handbook (all non-compliance will result in immediate confiscation).

iPads

iPads will be returned to the Head of Year and held for 24 hours.

3 offences – contact with parent. After-school reflective workshop.

Mobile Phones

Mobile phones in Years 7–11 should remain in locked lockers throughout school day (8.25am-3.50pm). If an urgent phone call needs to be made, pupils may do this in Reception. Non-compliance will result in immediate confiscation.

Mobile phones must not be used on school buses unless permission is given by a member of staff.

Mobile phones will be returned to Reception and held until 4pm.

For every confiscation a behaviour point will be issued, and the sanction scale should be followed

After school reflection workshop, school community service and detentions

Students should arrive promptly to Room 1 for their reflective workshop, service, or detention. Parents will be informed at least 24 hours prior.

Y7-11: Thursday 15.50-16.50 (Sixth form sanctions are managed through the Director of Sixth Form)

Students will be supervised by a member of staff according to the duty rota. Failure to attend an afterschool reflection workshop, school community service or detention will be taken very seriously and will be dealt with by the Deputy Head.

Behaviour points will be monitored by the Head of Year (HOY)/ Assistant Head of Year (AHOY)/ Head receptionist. It is the responsibility of HOY/AHOY to escalate the sanctions and book students into detentions by informing the receptionist/ person on detention duty.

Detention tasks will be available to use on the shared drive, however, staff can set discretionary work on an individual basis.

Removal from the classroom

Removal from the classroom is a serious sanction which will be only used when absolutely necessary as a response to serious misbehaviour. Parents will be informed on the same day if their child has been removed from the classroom. If a student is deemed to be too disruptive or unsafe in a classroom environment, then they will be asked to leave the lesson.

Assistant Deputy Head/Deputy Head (Pastoral) should be immediately informed. The pupil will be spoken to by the pastoral team and appropriate action will be taken. Where possible, students should rejoin lessons as quickly as possible to avoid further disruption to their learning. A discussion with the member of staff who initiated the removal, the pupil and the pastoral team should be conducted to minimize the chances of repeat behaviour occurring. If it is deemed to not be beneficial to rejoin the same lesson for the pupil, then they can be asked to work in the library under the librarian's supervision (once the pastoral team has spoken to the individual). In exceptional circumstances, the headteacher can have a student removed from lessons, a day at a time for a maximum of 5 days in a row. The pupil will be supervised by a member of staff from the pastoral team. At all times, parents/guardians will be informed and updated of the situation. At the end of the removal period, parents will be invited for a meeting with the headteacher to discuss support strategies in moving positively forward.

Students who have been removed from lessons should be placed on report for at least one week for Heads of Year to monitor the pupil's behaviour.

A log of the incident should be kept.

Temporary exclusion

Within the Head's discretion for serious transgressions of the Code of Conduct. *All Fixed Period Exclusions are dealt with under guidance from the Fixed Period Exclusions Policy. The implementation of the policy is overseen by the Deputy Head (Pastoral). Further information on this may be found in the DfE 'Behaviour and Discipline in Schools Policy' (2016). [Putney High School amendment]

Permanent exclusion

Within the Head's discretion when the Headmistress is satisfied that the pupil's conduct (whether on or off the school premises or in or out of the school term time) has been prejudicial to good order or school discipline or to the reputation of the school.

Pastoral support framework: monitoring, support, and intervention

Through the pastoral and guidance systems the school has staff (tutors and Heads of Year) whose role is to support pupil welfare and wellbeing. This includes helping to make explicit the school's expectations, reinforcing positive learning attitudes, applying disciplinary sanctions, and monitoring behaviour which gives rise to concern.

Pastoral teams also monitor and analyse attendance and behaviour data regularly at individual, group, and school level. Such analysis may trigger interventions with pupils or staff, or a review of school procedures or culture.

Pupils with SEND and additional needs

The school accepts that for a wide variety of reasons (such as having a special educational need, disability, or mental health issue) some pupils require additional support in order to learn and display positive learning behaviour. For these pupils the school will draw on a range of interventions in order to support and re-track behaviour. Strategies include consideration of curriculum need, additional learning support, additional internal provision, placement on a behaviour or pastoral support programme, and use of external expertise.

Any necessary sanction will be considered in relation to a pupil's individual needs, and reasonable adjustments will be made where appropriate.

The use of reasonable force

The school acknowledges its duties and responsibilities under the 2006 Education and Inspectors Act in which all school staff members have a power to use reasonable force to prevent pupils committing a criminal offence, injuring themselves or others, or damaging property and to maintain good order and discipline amongst pupils.

Corporal punishment is against the law and is never used or threatened.

Screening, searching and confiscation

[See Department for Education Searching, screening and confiscation in schools guidance](#)

The school acknowledges its duties and responsibilities under the applicable legislation and guidance in respect of screening and searching pupils, and confiscating items.

The Head, or any member of staff authorized by the Head, may search a pupil or their possessions for any item with consent, and for any prohibited item or item banned by the school rules without consent.

The list of prohibited items is:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article a 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 other pupil or person

The list of items banned by the school is:

- E-cigarettes/Vapes
- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images

This process will follow the recommended DfE procedures with due consideration for the safety and welfare of all pupils and staff involved. The DSL will be informed without delay if a search reveals a safeguarding risk. In certain circumstances the police may be involved.

Any search for a prohibited or banned item will be recorded on CPOMS and parents will be informed.

As a general rule, school staff can seize any prohibited or banned item found as a result of a search, and any item however found which they consider poses a risk to staff or pupils or to be evidence in relation to an offence. Items may be confiscated, retained, handed to the police, or disposed of as a disciplinary penalty, when it is reasonable to do so.

Malicious accusations against school staff

The school recognises that there may be occasions when a pupil justifiably needs to raise issues about the actions of a member of staff and has procedures for dealing with such concerns.

However, where the allegation is clearly one of malicious intent or fabrication, the school will give due regard to the most appropriate disciplinary sanction to be taken which may include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed.

The school will also take seriously inappropriate use of technologies including mobile and social networking sites which are targeted at members of staff.

Staff support and development

Staff are supported in their implementation of the Discipline and Behaviour for Learning Policy through the guidance and leadership of the Head of the Senior School and other pastoral staff, regular pastoral meetings and periodic staff training.

Partnership with parents

The school believes strongly in the power of working in close co-operation with parents and of the rights and desirability of parents being actively involved in the education of their child. The school will therefore seek to involve parents/guardians actively on behaviour for learning issues. Approaches will include:

- Phone calls
- Meetings
- Early involvement
- Letters
- Supporting pupils on report
- Home school agreement
- Pupil homework diaries/ academic planners which allow for two-way communication
- Invitations to agency meetings
- Follow up and routine communication

Parents/guardians are welcome to approach the school for informal or formal discussions about their daughter's education.

Related policies

This policy operates in conjunction with:

- Anti-Bullying Policy
- GDST Acceptable Use Agreements
- GDST and School Drugs Policy
- GDST Equal Opportunities Policy
- GDST Exclusions Policy
- GDST Inclusion Policy
- GDST Safeguarding Procedures
- Safeguarding & Child Protection Policy
- School Online Safety Policy

Legal/guidance framework

- Behaviour in Schools: advice for headteachers and school staff (July 2022)
- Keeping Children Safe in Education (September 2022)
- Mental health and behaviour in schools (November 2018)
- Searching, screening and confiscation: advice for schools (July 2022)
- Use of reasonable force; advice for head teachers, staff, and governing bodies (July 2013)
- Independent Schools Standards Regulations 2014
- Equality Act 2010 and SEND Code of Practice (January 2015)

Monitoring, evaluation, and review

The Assistant Deputy Head (Pastoral) and the Deputy Head (Wellbeing) will monitor the implementation and effectiveness of this policy, review it annually through the use of data on exclusions and other sanctions such as detentions, and report to the Head.