



Brentwood School

PREPARATORY SCHOOL BEHAVIOUR MANAGEMENT POLICY

This policy is applicable to Preparatory pupils including those in the EYFS.

Introduction

Brentwood School aims to promote the highest possible levels of personal conduct and academic achievement. The guiding principles of Virtue, Learning and Manners encourage the development of self-discipline, personal integrity and mutual tolerance whilst instilling the view that with opportunity comes responsibility. We adhere to Christian principles, but we are an inclusive community and welcome pupils from a wide variety of faiths, ethnic, and social backgrounds. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

This policy has been developed following the advice outlined in the DfE publication "Behaviour and Discipline in Schools (January 2016).

Aims

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the promotion of good behaviour and high academic achievement and the way in which all members of the school can live and work together in a supportive way and everyone feels happy, safe and secure.

This policy in conjunction with the Safeguarding Policy and Keeping Children Safe in Education (September 2016), aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community. Pupils learn more in school than they are taught. They also learn from messages carried by the way the school is run and by the relationship between the people in it. Our School aims to give pupils positive responsibilities as we believe this promotes high standards of behaviour.

The School Rules (in Annex A) set out the mechanism through which we promote our ethos of Virtue, Learning and Manners. The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. The school also employs a number of rewards and sanctions to enforce the School Rules, and to ensure a safe and positive learning environment. These are set out in Annex B. Parents and pupils should be aware of the more serious sanctions that the Headmaster can impose for serious breaches of the rules and regulations, including criminal behaviour. The

School's Arrangements for Exclusion are set out in the Parent Contract and attached in Annex C.

Bullying

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour, using the procedures clearly stated in the Policy on Anti-Bullying. All individuals are treated on the sole basis of their relevant merits and abilities. The School is strongly committed to promoting equal opportunities for all, regardless of an individual's race, ethnicity, sex, disability, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, pregnancy or maternity (Equality Act 2010). The School's Equal Opportunities Policy and Accessibility Plan are available on the School website.

Use of reasonable force to control or restrain pupils

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in the DfE advice document "Use of Reasonable Force, 2013" and the DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. In line with section 131 of the School Standards and Framework Act 1998, **corporal punishment is prohibited for all pupils** at Brentwood School. The prohibition includes the administration, or threat, of corporal punishment to a pupil during any activity, whether or not within the school premises. The prohibition applies to all 'members of staff'. These include all those acting *in loco parentis*, such as unpaid, volunteer supervisors.

As stated in the Staff Code of Conduct, staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. Every member of staff will inform the Headmaster (or Designated Safeguarding Lead in his absence) immediately after s/he has needed to restrain a pupil physically; this will be recorded in writing. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the school, so that we can, if necessary, agree a protocol or regime for managing that individual pupil's behaviour.

Pupil searches and the confiscation of pupil belongings

Where necessary the Headmaster and staff have the power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Advice on pupil searches and the confiscation of pupil belongings is set out in Annex D

Malicious allegations against staff

Pupils that are found to have made malicious allegations against staff are likely to have breached the School's Behaviour Management Policy. The Headmaster will then consider whether to apply an appropriate sanction, which could 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 Role of Staff

It is the responsibility of every member of staff to ensure that the School's ethos of Virtue, Learning and Manners is actively promoted in their class, and that members of

the School community behave in a responsible manner in all School activities. All staff in our School have high expectations of the children in terms of behaviour and academic achievement to ensure that all members of the School community benefit from the educational opportunities available in order to fulfil their potential.

Staff work closely with both pupils and parents to praise and reward achievements as well as ensuring that necessary and appropriate intervention is effective when behaviour and pupil work fall short of the high standards expected.

Staff receive induction training on behaviour management and all staff ensure that the pupils in their care are made aware of the School's high expectations of behaviour. Parents are also made aware of the School's behaviour expectations in the parent contract, in the information booklet circulated to all new parents and at introductory meetings at the beginning of each academic year.

A robust pastoral system, headed by the Deputy Head (Pastoral), is in place to support students as they join the School and progress through each phase. He is supported in this by the Phase Leaders and Class Teachers who liaise closely with Subject Teachers. The person responsible for behaviour management in the EYFS is Mrs Audas, Head of Early Years and KS1.

All staff receive on-going training to ensure that they identify and report concerns at an early stage. Where further support is required the Deputy Head (Pastoral) will liaise with the School's Learning Support Department, our School Youth Worker, Mike Humphrey and outside agencies as appropriate.

Teachers may discipline pupils on the School premises or elsewhere where the pupil is under their lawful control. Where teachers witness or become aware of misbehaviour or bullying outside school, which could have repercussions for the orderly running of the School, poses a threat to another pupil or member of the public or could adversely affect the reputation of the School, they may discipline the pupil on their return to School 'to such an extent as is reasonable.'¹

The role of the Headmaster, Head of the Preparatory School and Senior Management Team

It is the responsibility of the Headmaster to ensure the Behaviour Management Policy is consistently applied throughout the school, and to report to the Governing Body, when requested, on the effectiveness of the policy. Senior Management play a key role in supporting staff in the implementation of the policy, including record keeping of rewards and sanctions and oversight of pupils' behaviour, care and welfare. The Deputy Head (Pastoral) keeps a central register of sanctions imposed for serious misbehaviour.

In cases where a member of staff has been accused of misconduct, pastoral support will be put in place by a member of the Senior Management Team not involved in any investigation into the allegation so as not to compromise the investigation.

The Role of Pupils

It is the responsibility of every pupil, as it is of all members of the School community, to conduct themselves in a manner which promotes "Virtue, Learning and Manners".

¹ Section 90 of the Education and Inspection Act 2006

At the heart of our ethos is respect for oneself, for all those around us and for our environment. We aim for every pupil to enjoy their learning, engage positively in all school activities whilst acting as ambassadors for Brentwood School, themselves and their parents.

The Role of Parents

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school. Our School Rules are designed to promote our ethos of Virtue, Learning and Manners. These are set out in the Parent Contract and change from time to time. Parents and guardians undertake, when signing the Acceptance Form, to support the Headmaster's authority in enforcing them in a fair manner and agree that they and their child shall observe and be bound by them. We expect parents to support their child's learning and to co-operate with the school. We try to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their child's welfare or behaviour. If the school has to use reasonable sanctions to discipline a child, parents should support the actions of the School. If parents have any concern about the way that their child has been treated, they should initially contact the teacher concerned. If these discussions cannot resolve the problem, a formal meeting of those concerned should be arranged with the relevant member of Senior Management. This is all set out in the Complaints Procedure.

PREPARATORY SCHOOL RULES

Introduction

These School Rules, which embody the School's ethos, apply to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing the School, or away from School premises, or outside School hours. By signing the Parent Contract, parents agree to draw the School Rules to the attention of their child and agree that they and their child shall observe and be bound by the School Rules as varied from time to time.

While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School. The School cannot accept any responsibility for the welfare of pupils while off the School premises unless they are taking part in a school activity or otherwise under the supervision of a member of the School staff.

Rewards and Sanctions

The School's Rules are designed to encourage positive behaviour and self-discipline. These are supported by our rewards and sanctions which are set out in Annex B.

Virtue, Learning and Manners: The Golden Rules

Brentwood School aims to promote the highest possible levels of academic achievement and of personal conduct; to encourage the development of self-discipline, personal integrity and mutual tolerance; to instil the view that with opportunity comes responsibility; to adhere to Christian principles while also respecting those of other faiths.

For the safety and care of the pupils, there are rules for specific areas of the School. Below are the Golden Rules which should be followed at all times. These rules, which are based on the school's motto '*Virtue, Learning, Manners*', are in each Key Stage 2 child's Form Diary and displayed in every classroom throughout Key Stage 1.

Virtue	<i>Be honest</i> – always tell the truth <i>Respect others and their property</i> – look after things and use them carefully <i>Care for the environment</i> – Keep the School tidy <i>Respect yourself</i> – look smart at all times
Learning	<i>Work hard and try your best</i> – make the most of your time and opportunities <i>Listen to people</i> – give people time to get their opinions across <i>Be organised and on time for lessons</i>
Manners	<i>Be gentle</i> <i>Be kind and helpful</i> – always consider other people's feelings <i>Be thoughtful</i> – treat others as you would like to be treated <i>Be courteous in the way you interact with others</i>

Behaviour and Conduct

General Conduct. The reputation and orderly running of the School is dependent the good behaviour of every individual pupil. Care and consideration for others, including members of the general public, is of paramount importance.

To and From School. Others will judge the School by the way pupils behave on their way to and from School. Pupils are instantly recognisable and represent the School whilst in School uniform or otherwise identifiable as a pupil at the School. We expect that they conduct themselves in an orderly and respectful fashion at all times, whether walking in the street or travelling on public or private transport. Eating and drinking in the street is not permitted. All pupils must respect their environment and vandalism of any kind, graffiti and littering are not tolerated.

In School-Related Activities, including Off-Site Trips and Visits. Pupils must adhere to the School's Behaviour Policy and Regulations for Trips and Visits at all times and conduct themselves in an exemplary manner.

Property. Children are encouraged from the start to be responsible for their own possessions and to respect School equipment and other people's property. Toys should not be brought into School unless by special permission or on the request of a member of staff for a particular project. Mobile phones are not allowed in School unless permission has been given to Year 6 pupils who are travelling to school on their own. Upon arrival at School all phones must be handed into the School Office. Pupils must not use (without the consent of a member of school staff) a mobile phone or any electronic device whilst on the school premises or while participating in any school activity to take, record or play images (still or moving) or sounds.

Leaving School Premises

Pupils may not leave the premises during the School day without the express permission of the Head of the Preparatory School. Pupils must be signed in and out of the School at the School Office by the escorting adult.

Religious Observance

Pupils attend Chapel Service regularly. The services are very broad with a Christian ethos and are usually conducted by the Chaplain. Attendance at these services is compulsory except for pupils whose parents, for religious reasons, have the Headmaster's permission for the pupil to be exempted. Parents seeking such exemption should apply in writing to the Headmaster, stating their reasons.

All reasonable effort will be made to accommodate the religious observances of non-Christian faiths.

Items Prohibited by the School Rules

Under the Education Act 2011, the Headmaster, and staff authorised by him, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item or an item banned by the Schools Rules. Prohibited items are:

- Knives or weapons

- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used:
 - i. To commit an offence
 - ii. To cause personal injury to, or damage to the property of, any person (including the pupil)

Items banned by the School Rules are:

- Items that pose a threat to others; for example a laser pen being used to distract and possibly harm other pupils or staff;
- Items that pose a threat to good order for learning; for example a pupil using a personal music player or mobile phone in class without permission;
- Items that are against the school uniform rules; for example a pupil refusing to remove an unauthorised item of clothing or jewellery;
- Items that pose a health and safety threat; for example, pupils wearing large ornate rings in PE may present a safety threat to other pupils;
- Items which the School believes to have been stolen.

Annex D sets out the guidelines for pupil searches and for the confiscation of pupil belongings where appropriate.

Drugs and Alcohol

The School's policy is that it is unacceptable for pupils to bring in to School, use in School or, whilst at School, to be under the influence of any form of alcohol, non-prescribed drugs or tobacco. The School's Drugs Policy is available on the School website.

Whole School Network Acceptable Use (Policy updated Dec 2015)

While no technological solution can be 100 per cent effective in guaranteeing safety when using the internet and related technologies, technology can help to minimise the risks to students. To that end the following controls have been implemented:

Internet Filtering

Brentwood School use internet filtering software to minimise the possibility of students intentionally or otherwise accessing inappropriate materials. The filtering software in place uses white lists (allowed sites) and black lists (disallowed sites) in conjunction with a real time page scanning system to look for inappropriate content. In addition, the School uses a system to minimise inappropriate e-mail deliveries. It is the responsibility of the students and staff to abide by the agreed internet usage policy when surfing the internet or in their use of communication.

Antivirus Software

The school has implemented network antivirus software which minimises viruses getting onto the network systems but it is the responsibility of the students and staff to check any storage devices being used at school from home.

Communication between staff and students should be confined to work related detail. It is a social responsibility to all that these systems are used appropriately and not for purposes that may contravene the School's Anti-Bullying and Child Protection Policies. Communications should ensure that all involved are treated with courtesy and respect.

Electronic Communication Acceptable Use

Legal Risks

All electronic communication should be considered as a business tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature electronic communications seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of electronic communication:

- Be 'Legal, Decent, Honest and Truthful'
- If you send communications with any libelous, defamatory, offensive, racist or obscene remarks, you and Brentwood School can be held liable.
- If you forward communications with any libelous, defamatory, offensive, racist or obscene remarks, you and Brentwood School can be held liable.
- If you unlawfully forward confidential information (including images), you and Brentwood School can be held liable.
- If you unlawfully forward or copy messages without permission, you and Brentwood School can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and Brentwood School can be held liable.

By following the guidelines in this policy, the communications sender can minimize the legal risks involved in the use of communication systems. If any user disregards the rules set out in this policy, the user will be fully liable and Brentwood School will disassociate itself from the user as far as legally possible.

Legal Requirements

The following rules are required by law and are to be strictly adhered to:

- **It is strictly prohibited to send or forward communications containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify the Headmaster or Headmistress as appropriate.**
- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited messages.
- Do not forge or attempt to forge messages.
- Do not send messages using another person's account or mobile device.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending messages.
- Do not download viruses or software designed to damage computer systems or send (as attachments) or download programs, batch files or scripts.

Be tolerant of other's mistakes as some people are new to this form of communication. If you do receive any communication, which breaks one of the rules above or which worries you in any way, show it as soon as possible to a member of staff.

The following are NOT permitted:

- Allowing others to use your Whole School Network (WSN) username and password or to login using another's credentials.
- Uploading any digital data (including video clips or images), identifying other students or staff without the prior consent of those involved.
- Revealing your or other people's personal address or telephone number. Revealing personal details such as credit cards etc.
- Engaging in commercial activities, political lobbying or activities that are prohibited under UK Law. Thus the transmission of material subject to copyright or protected by trade secret is forbidden, as of course is any threatening or obscene matter.
- Use of Chat lines / Chat rooms (IRCS) /gambling sites.

Students are responsible for good behaviour in the use of the WSN, including the Internet, just as they are in a classroom. This policy forms part of the School Rules and any misuse by students may lead to disciplinary action.

The WSN is provided for students to conduct academic research, present and communicate information and enhance their learning. Access is a privilege, not a right, and requires responsibility.

Individual users of the WSN are responsible for their behaviour over the network. Users are required to comply with the School standards of acceptable use

Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or system disks will be private.

Protecting pupils from Internet dangers

Pupils must report any suspicious or inappropriate sexual approaches, messages or similar online behaviour to a parent, houseparent or teacher; pupils may also report serious or urgent suspicions to the police by using the CEOP button available on many online chat & social networking sites, or seek help via the CEOP website. Pupils must not store, transmit, or distribute any inappropriate or revealing images of themselves or others.

The following link to the DfE briefing note outlines the risks posed by the online activity of extremist and terrorist groups:

The use of social media for on-line radicalisation

Radicalisation is a process not an event – a process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist related activity.

Terrorist organisations, such as ISIL, have made extensive use of digital technologies to spread their extremist ideologies and recruit members. ISIL is known to make active use of Facebook, Twitter, YouTube, ask.fm, Instagram, Tumblr, WhatsApp, Kik, SureSpot, and Viber, applications used extensively by many Brentwood School students.

If any member of the School community is concerned for the safety of a young person at risk of radicalisation, or suspects that a member of staff is at risk of radicalisation, he/she must pass this on to someone immediately:

Mr Davies, Headmaster

Designated Safeguarding Leads:
Senior School - Mrs Jenkin, Deputy Head Pastoral
Prep School - Mr Whiskerd, Headmaster
Early Years and KS1 - Mrs Audas

Childline, dial 0800 1111
Local police, dial 101 (non-emergency)
Confidential anti-terrorism hotline on 0800 789 321
In an emergency dial 999

For further information regarding Government initiatives to protect young people from radicalisation and being drawn into terrorism visit:

Prevent Duty Guidance
Channel/Prevent General Awareness on-line training
www.preventtragedies.co.uk

WSN Sanctions

Anyone discovering a violation will refer the matter to the Director of Management Information Systems. A letter will then be sent to parents notifying them and explaining any disciplinary action taken.

Any violation will result in a temporary or permanent ban as determined by the Headmaster.

Additional disciplinary action may be added in line with existing policy on inappropriate language or behaviour.

Remember that the various laws of the land relating to written communication apply equally to e-mail messages, including laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information and wrongful discrimination. When applicable, police or other external authorities may be involved.

Uniform

Dress Regulations are published in the Parent Contract and Uniform Lists are published on the School website. Regulation uniform must be worn at all times on the School premises or when representing the School, unless specific permission is given. In all cases the Headmaster will be the final arbiter of suitable dress and appearance. If these regulations are infringed, pupils are likely to be sent home until a satisfactory style of appearance is adopted. It is essential that all clothes worn at school by pupils should be clearly marked with name and initials. This also includes bags and any games equipment. There should be no attachments to bookbags.

Haircuts

Hair must be clean and smart, and natural looking in colour. Extremes of fashion are not acceptable.

- Boys' hair must be off the collar, clear of the ears and out of the eyes. Hair gel is unacceptable as are 'wedge' and 'shelf' cuts
- Girls' long hair must be tied back and neatly kept out of the eyes. Unusual braiding/ beading styles are unacceptable. Uniform hair accessories are available from the School Shop

Watches and Jewellery

- Watches must be clearly marked with the owner's name
- No jewellery is to be worn to School. Pierced ears for the girls are discouraged at the School but if your daughter has pierced ears then only plain gold studs are allowed. During any games activity these **must** be removed or, if this is not possible, taped to the ear, for safety reasons.

PREPARATORY SCHOOL REWARDS AND SANCTIONS

Discipline is an important part of school life. Good discipline is encouraged in the Preparatory School through a positive incentive system and a clear set of sanctions, which we aim to apply fairly and consistently across the school.

In most cases, when an instance of misbehaviour occurs, it is best dealt with immediately by the member of staff concerned. However, where follow-up is required, it is important to follow the procedures set out below.

Naturally, teachers use verbal praise a great deal to promote high standards of behaviour and work and when misdemeanours occur they are often dealt with swiftly and effectively using verbal admonition and sanctions appropriate to the offence (e.g. loss of free time or repeating unsatisfactory work). The following strategies are also used:

Rewards

Key Stage 1

<i>Verbal Praise</i>	Positive comments offered throughout the day to all children.
<i>Award Stickers</i>	Class Teachers award stickers for adherence to the Golden Rules and for improved and excellent work.
<i>Record of Achievement</i>	Each week the Class Teacher recommends pupils who have been particularly helpful or achieved an excellent piece of work to receive a certificate from the Headmistress in assembly.
<i>June Butler Cup</i>	Each term a Year 2 pupil will be presented with this cup in assembly in recognition of on-going best effort.
<i>Ann Murrells Cup</i>	Each term a Year 2 pupil will be presented with this cup in assembly in recognition of on-going adherence to the Golden Rules.
<i>Rise and Shine Shield</i>	Each term a Year 2 pupil will be presented with this shield in recognition of their positive attitude to school.
<i>The Science and ICT Cup</i>	Each term a Year 2 pupil will be presented with this cup in recognition of their performance in science or ICT.
<i>The Joy of Music Award</i>	Each term a Year 2 pupil will be presented with this cup in recognition of their performance or enthusiasm in music.

Key Stage 2

Verbal praise: a word of praise or encouragement will often help to improve the performance and self-esteem of all pupils.

House / Plus Points: a House / Plus Point can be awarded in a variety of situations, e.g. for good work, consistently good work, an improvement in work / attitude, voluntary research, helpfulness etc. In most cases, a single point is sufficient reward but two, three, or even more may be appropriate occasionally (e.g. for a project). Points will be awarded electronically to each child's individual record accessed via Sims. Through the webfolder these points can be awarded to individuals or, where appropriate, the whole class. A motive does not have to be specified but it is helpful if a reason for the award can be recorded. Totals will be published on a fortnightly basis and given to House Staff so that individual and House totals can be shared at House meetings.

In addition to being awarded an electronic House / Plus Point children will be given a coloured plastic token which should be posted in the boxes outside the Deputy Head's Office.

Each year the children can attain a series of merit awards gained in increments of 30 house points per award. The basic award is Bronze, followed by Silver then Gold. At the end of each year the system resets so that all children start a new year with a blank slate to reflect the new challenges of a new year group.

IB Learner Profile Awards: These may be given for outstanding examples of any of the ten attributes of the IB Learner Profile. Staff will nominate children and the certificate will be awarded in the next Headmaster's assembly in order to model the rewarded behaviour and to publicly praise the child receiving the award. The IB Learner Profile attributes are that learners strive to be: Knowledgeable, Inquirers, Caring, Balanced, Reflective, Thinkers, Principled, Risk-Takers, Open-Minded, Communicators.

Headmaster's Awards: pupils who have produced outstanding pieces of work (in relation to their ability) are sent to the Head of the Preparatory School to show the particular piece of work and be given a 'Headmaster's Award' badge.

House Good Conduct Cup: To promote high standards of behaviour the Good Conduct Cup is awarded to the House with the best behavioural record in the school. This is awarded to the House with the lowest average number of warnings in a term.

There are occasions when the School community as a whole can celebrate the successes and performances of individuals and groups in a variety of activities such as sport, music, drama etc. This usually takes place in assemblies and can also be celebrated in the School's newsletter.

Sanctions

Key Stage 1

<i>Verbal admonition</i>	A verbal admonition is given as an immediate response to inappropriate behaviour.
<i>Loss of Class privilege</i>	A pupil may be withdrawn from an activity to allow for reflection on a misdemeanour.
<i>Class, group or assembly discussion</i>	A discussion or reiteration of rules concerning a particular type of unacceptable behaviour may take place

to support the wider School community. Specific reference to a particular pupil will not be the object of this activity.

*Verbal admonition by
Headmistress*

If a pupil's behaviour has not been rectified by any of the above, or is of a particularly serious nature, the Headmistress will speak to the pupil concerned.

Parental involvement

If a pupil's behaviour has not been rectified by any of the above, or the incident is of a particularly serious nature or has involved harming someone else, parents will be informed. The method of informing them will vary according to the degree of impact their child's behaviour has had on staff and fellow pupils. Parents will be expected to support the strategies that staff will put in place to rectify the child's behaviour.

Key Stage 2

Sanctions help us to set boundaries and to manage challenging behaviour. They are reviewed annually. Parents and Guardians undertake, when signing the Parent Contract, to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole. The Headmaster for his part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. In order for sanctions to be effective, reasonable adjustment may need to be made to take account of the circumstances of individual pupils, including those with a Specific Educational Need or Disability.

There will be no negative system of withdrawing points from a child or House.

Step 1: Verbal Punishment: a rebuke for poor manners, behaviour or attitude is usually effective and sufficient.

Step 2: Recorded Punishment: if a verbal rebuke is ignored or is considered insufficient, then staff should consider writing the child's name on the board. If the child modifies their behaviour no further action is required but if it is necessary to speak to the child again then a tick should be placed next to the child's name and they will now be required to miss twenty minutes of their lunch break from 12.55 to 1.15pm. During this time the child will be asked to reflect upon their behaviour so that mistakes are not repeated. To ensure that records are kept the teacher giving the sanction should record the reason on the child's record through the Sims web folder. This ensures that comprehensive records are kept.

Every child starts each lesson with a 'clean sheet' but if verbal warnings are being repeatedly given teachers should notify the Deputy Head so that this can be followed up. If the Deputy Head is informed of three such instances in different lessons in the same day where the child was admonished but was not given a missed break then that will result in a missed break being given. Likewise, five such incidences in one week will also result in a missed break. The purpose of this is to address sustained low level disruptions that might in themselves not merit a missed break but represent a pattern of poor behaviour. Parents will be notified if their child misses part of their breaktime through a sticker or stamp in their form diary.

In addition to the missed break other appropriate sanctions are:

- *Withdrawal of breaktime – to be supervised by a teacher involved.*
- *A duty around school to offer recompense, e.g. litter pick-up, clear out lost property, assist teacher with work during lunch break.*
- *Writing letters of apology where relevant.*
- *Sitting away from classmates and withdrawal from group activities for a limited period.*

Step 3: Meeting with House Staff: Following a second missed break in the same half of term, a meeting with House Staff will be arranged to set targets to avoid further misdemeanours.

Step 4: Lunchtime Detention: Following a third missed break by a child in the same half of term, a lunchtime detention of 40 minutes will be given with, and recorded by the Deputy Headmaster. The pupil will have an opportunity to discuss the recorded misdemeanours and agree targets that will help to improve work and/or future behaviour. A record of the interview will be placed in the pupil's file. Detentions take priority over any other lunchtime activity and may be arranged without prior notice. Parents will be notified and where necessary, the Deputy Headmaster will contact parents to further outline the reason for such a Detention. If a child is repeatedly reaching Step 4 of the Sanctions System additional sanctions such as the withdrawal of privileges may be applied. Children may be given a detention with the Deputy Head for more serious misdemeanours.

Step 5: Headmaster's Detention: Following a fifth missed break in the same half of term, a Headmaster's Detention will be given. This will be at a time arranged at the Headmaster's convenience and with appropriate notification given to parents. A Detention Sheet will be issued and taken home by the pupil for a parent to see and acknowledge. The Detention Sheet is to be returned the next day and will be placed in the pupil's file. Headmaster's Detentions take priority over any school activities or sports fixtures. For serious misdemeanours a Headmaster's Detention may be issued without going through the other stages of the Sanctions System.

Step 6: Temporary Exclusion: a string of serious offences or extreme misbehaviour may result in a pupil being suspended from School. Suspension is the penultimate stage of our punishment system.

Step 7: Permanent Exclusion: this action will be carried out by the Headmaster of Brentwood School on the recommendation of the Head of the Preparatory School, together with any parties directly involved.

Arrangements for Temporary and Permanent Exclusions are attached in Annex C.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to those children who are not disabled.

Appeal Procedure.

Parents wishing to appeal against a sanction awarded to their child should use the procedure set out in the Complaints Procedure, available on the school website or on application from the school office.

ARRANGEMENTS FOR EXCLUSION

Exclusion from School, in accordance with the Terms and Conditions, set out above, may be a temporary withdrawal for a fixed term or a permanent exclusion. The Headmaster of Brentwood School may, at his discretion after investigation to establish the facts, require parents to remove a child or he may suspend a child from School for a serious or persistent breach of the Behaviour Management Policy; and, if he considers that the child's attendance, attitude and commitment to learning, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and, in the reasonable opinion of the Headmaster, removal is in the School's best interests or those of the child or of other children.

Only the Headmaster of the Senior School and the Second Master have the authority, after investigation and proper consideration, to exclude from School. The Headmaster of the Preparatory School may also make recommendations to the Headmaster about any pupil for whom exclusion may be appropriate.

The following list is not exhaustive or exclusive but provides an indication of the sort of behaviour or offence that the School would consider serious enough to merit consideration of a temporary or permanent exclusion from School:-

- Drug abuse; including legal highs and other unauthorised substances;
- Alcohol and tobacco abuse;
- Theft;
- Bullying;
- Physical assault/ threatening behaviour;
- Fighting;
- Sexual harassment;
- Racist or sexist abuse;
- Sexual misconduct;
- Damage to property;
- Persistent disruptive behaviour, and
- Any conduct that significantly harms the reputation of the School.

Such incidents are recorded by the Deputy Head on the Serious Disciplinary Log.

Arrangements for Temporary Exclusion

1. A member of the Senior Management Team will provide to parents details of the breach of the School Rules or the particular incident and the basis for the decision to temporarily exclude.
2. In most instances it will be appropriate to hold a meeting with the pupil and parents concerned to provide an opportunity for the pupil and parents to comment on the allegation/offence and the evidence relating to it.
3. Depending on the nature of the offence, it may be necessary to temporarily suspend a pupil from School while the investigation is being carried out. Where appropriate the School will contact the Police or Social Services.
4. A formal letter to confirm the exclusion will follow within two school working days of the meeting and the subsequent decision to exclude, clearly stating:
 - The reasons for the exclusion
 - The date on which the excluded pupil is permitted to return to School

5. Temporary exclusion can be served in School or at home at the Headmaster's discretion and, depending on the circumstances and seriousness of the situation, usually range from one to five days' duration.
6. Work will be provided for the duration of any temporary exclusion.
7. Any pupil who has been temporarily excluded will be required to attend a re-entry interview with a senior member of staff on his/her return to School. Parents are welcome to attend this meeting where strategies for returning to normal school life, expectations for conduct and potential consequences for further breaches will be established and recorded.

Arrangements for Permanent Exclusion

The decision to permanently exclude a pupil from School is a very serious one. It is only made after a thorough investigation has been undertaken, all the evidence has been considered and other options have been exhausted.

This extreme sanction may be applied after a serious breach of the School Rules or Code of Conduct.

It may also be considered as a last resort in response to a history of behaviour such that allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the School. This may include:

- persistent disruptive behaviour;
- an unsatisfactory attitude and commitment to learning or academic progress;
- a pattern of poor attendance.

The same process for Temporary exclusion outlined in clauses 1-4 above will apply, with an additional formal meeting with the Headmaster of Brentwood School.

The meeting will take place after the investigation has been completed; pupils and parents have had an opportunity to meet or speak with senior staff, including those who conducted the investigation, to hear details of the allegation/offence and the pertinent evidence and there has been adequate opportunity for the pupil and parents to provide any further evidence that may have a bearing on the final decision.

The Headmaster's objective is to establish all the relevant facts to allow him to reach a fair decision based on the evidence collated and, having regard to the standard of proof, i.e. on the balance of probabilities, to determine whether the pupil has committed a serious breach of the School Rules. Where a pupil is at risk of permanent exclusion, the option of a voluntary managed move to another institution could be considered.

In reaching the decision to permanently exclude, the Headmaster will review the evidence available, including mitigating and aggravating factors relating to the incident, medical or SEN considerations, the academic, co-curricular and disciplinary record of the pupil concerned, representations of senior pastoral staff and a meeting with the pupils and his/her parents.

Parents should refer to the School's Terms and Conditions, set out above for details for the financial implications of exclusion.

Complaints Procedure

The School will act in a way which is fair in all circumstances when taking decisions to exclude a child. The review of disciplinary matters is governed by the Complaints Procedure. This is made available to parents on the School's website or on application to the Headmaster's Secretary. If the parents request a review by the Complaints Panel, the pupil may be suspended from School until the decision to permanently exclude or remove has been set aside or upheld. While suspended, the pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headmaster.

Exclusion for the Non-Payment of Fees

This procedure does not cover exclusions due to the non-payment of fees or supplemental charges, whereby, under the terms and conditions of the Parent Contract, a pupil may be excluded at any time when fees remain unpaid.

PUPIL SEARCHES AND THE CONFISCATION OF PUPIL BELONGINGS

Following the Education Act 2011 the Department of Education has provided advice on school behaviour and under what circumstances a school can search a pupil. School staff can search a pupil for any item with the pupil's consent. The power to search pupils with consent allows a teacher to ask a pupil to turn out his/her pockets, bag or locker. If a pupil refuses to co-operate then, under the terms of the Behaviour Management Policy, they will be treated in the same fashion as a pupil who refuses to comply with instructions from staff.

Under the Education Act 2011, the Headmaster, and staff authorised by him, have a statutory power to 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 including 'legal highs'.
- Stolen items
- Tobacco and cigarette papers including E cigarettes
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used:
 - i. To commit an offence;
 - ii. To cause personal injury to, or damage to the property of, any person (including the pupil)

The Headmaster and authorised staff can also search for any item banned by the School Rules and identified in the School Rules as an item which may be searched for. The School Rules are set out in Annex A and in the Parent Contract, which is available on the School website. School staff cannot search a pupil's possessions if it is not in the presence of the pupil and another member of staff.

A search of the pupil may only be carried out where a member of staff and the pupil are on the school premises or if they are elsewhere, then the member of staff must have lawful control or charge of the pupil (e.g. on a School trip). The person exercising the power of search may use such force as reasonable in the circumstances for exercising that power. However, they may not require the pupil to remove any clothing other than outer clothing. "Outer clothing" means any item of clothing that is being worn otherwise than next to the skin or immediately over a garment being worn as underwear. The person carrying out the search must be of the same sex as the pupil and may carry out the search only in the presence of another member of staff and if it is reasonably practicable to do so the other member of staff should be of the same sex as the pupil.

Staff are given the power to search a pupil even if they are under the age of criminal responsibility, and likewise staff of the opposite sex may still search a pupil if they believe the risk is so great that serious harm would be caused if they waited to find a member of staff of the same sex as the pupil to be searched.

The person carrying out a search may seize anything which he has reasonable grounds to suspect as a prohibited item or anything which the person has reasonable grounds for suspecting is evidence in relation to an offence. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. The Act sets out what must be done to the item once seized (typically retain it, return it, dispose of it or where applicable deliver it to the police).

A member of staff is entitled to confiscate and retain any prohibited item found as a result of a search.² They can also seize any item, however found, which they consider harmful or detrimental to school discipline. The school is likely to be able to show that a confiscation/penalty is lawful if it is authorised by the Headmaster, the penalty is reasonable when considering all the circumstances of the case and the penalty was imposed on the premises of the school or elsewhere at a time when the pupil was under the lawful control or charge of a member of staff of the school.

There are particular rules relating to electronic devices which allow such devices to be seized and examined for relevant data or files which might offend one of the laws or school rules. The Act provides for the same regime regarding return of such devices but also deals with any offending data or files which may be erased from the device if the staff member believes there are good reasons for so doing.

Whatever the pupil's response to a request to turn out his pockets or bags, staff should not:

- touch the pupil forcibly;
- search the pupil's person, which for these purposes extends to his outer clothing and pockets; or
- remove the pupil's clothing - even his coat - for the purpose of searching it, but may request that a pupil removes outer clothing

Suspected possession of illegal drugs or weapons is a more serious matter. Nonetheless, it remains inappropriate for staff to conduct a personal search. They should instead make every effort, in the presence of a second adult witness, to persuade the pupil to hand the drugs or weapons over to staff voluntarily. If the pupil refuses, he should be told that the police will be called. The police may then conduct a personal search if they believe that a crime has been committed, or to prevent harm to themselves or others following an arrest. The School will inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found. Complaints about searching should be dealt with through the School Complaints Procedure, which is available on the School website.

² Section 94 of the Education Act 2006