



Brentwood School

SENIOR SCHOOL BEHAVIOUR MANAGEMENT POLICY

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 Management 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, work and learn 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 and young people to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community and the world outside. We recognise that pupils learn from the examples set by all members of the school community. 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. 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, 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. This includes ensuring that pupils complete assigned work to the best of their ability and in a timely fashion.

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. Rewards and sanctions are recorded in the pupils' journals.

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; Heads of Year and tutors reinforce this in tutor time and in Year assemblies. 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. There is support within departments, and by Senior Staff as necessary, to aid colleagues in implementing effective classroom management and in tackling particular behaviour issues.

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. She is supported in this by Heads of Year, Deputy Heads of Year, Pastoral Managers (1st – 5th Year and Sixth Form), the Chaplain, the SAN nurses and Form Tutors who liaise closely with Heads of Department and Subject Tutors. All staff receive on-going training to ensure that they identify and report safeguarding concerns at an early stage and this includes pupils who display continuous disruptive behaviour and pupils whose behaviour may put themselves or others at risk. Where further support is required the Deputy Head (Pastoral) will liaise with the School's Learning Support Department, our School Youth Worker 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.

¹ Section 90 of the Education and Inspection Act 2006
Senior School Behaviour Management Policy October 2016

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". 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.

SENIOR 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, and also when boarders are in the company of day pupils at, or away from, School premises, or outside School hours. By signing the Acceptance Form to 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.

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 Code of Conduct

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.

To achieve these aims, pupils are expected to:

- **be honest, truthful, courteous and co-operative;**
- **respect other people and their property;**
- **be caring and appreciative of the environment;**
- **be dependable and conscientious in their learning;**
- **make the best use of their varied abilities and interests;**
- **exercise common sense;**
- **be clean and smart in appearance and to follow the School Dress Regulations;**
- **have due regard for personal safety, in particular to follow the safety codes which apply to laboratories and workshops and in P.E.;**
- **remain on the School premises throughout the School day, unless specific permission is given to the contrary by a member of staff in accordance with the *School Rules*;**
- **bring onto School premises only items which are required for School activities, unless specific permission is given to the contrary by a member of staff;**
- **chewing gum is not permitted;**
- **consume food and drink only in specified areas.**
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The above guidelines are not intended to be an unreasonable form of restriction but are designed for the welfare of all and the smooth running of Brentwood School.

Behaviour and Conduct

General Conduct. The reputation and orderly running of the School is dependent on every individual pupil promoting good behaviour. Care and consideration for others, especially 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 fashion at all times when, whether walking in the street or travelling on public or private transport. Eating and drinking in the street is not permitted.

In the Grounds. At morning break, lunch time and after school, the grounds are available for exercise and leisure, weather permitting, but they must be used sensibly. The playing fields across the Shenfield Road and Middleton Hall Lane are out of bounds to all pupils unless supervised by a member of staff. 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.

Leaving School Premises

Pupils in Years 1 to 5 may not leave the premises during the school day without the express permission of the Head of Year, Deputy Head, Second Master or Headmaster and then only during the lunch hour. Whenever pupils leave the school site during the normal school day they must sign in and out at the Courage Hall or Headmaster's Reception.

Pupils in the Sixth Form may leave the premises during the lunch hour but at no other time during the School day without the express permission of the Headmaster or Head of Sixth Form. The Headmaster permits Senior Praeposters to leave the site during timetabled free periods. Sixth Form pupils must sign in and out in Otway (Ground Floor).

Monitoring

If it becomes clear that a pupil's work or conduct is giving special cause for concern in class, the pupil may be specially monitored. This entails the formal monitoring of a pupil's progress by subject teachers, Form Tutor and Head of Year and direct liaison with parents and may include the use of a Pastoral Support Programme. Such monitoring should be seen as a useful learning tool rather than a punitive measure.

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.

Dress

Dress Regulations are published in the Parent Contract, but may be amended from time to time. Current uniform lists are available on the School website or on application to the School Shop. Regulation uniform must be worn at all times on the School premises or when representing the School, unless specific permission is given. 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.

Hair must be clean and smart and natural looking in colour. Extremes of fashion are not acceptable. Boys should be clean shaven and hair should be off the collar. As a guide, extremely short styles, wedge shapes and long fringes over the eyes are not acceptable. The wearing of all jewellery, except a watch, is forbidden.

For girls, long hair is to be tied back off the face. Hair ornaments are to be plain and either brown, navy blue or black in colour. No make-up is to be worn. The wearing of jewellery, except for one set of plain gold or silver ear-studs (in the lobes of ears) and a watch is forbidden.

In the Sixth Form, boys may wear a watch and a ring and jewellery may be worn at the girls' discretion. Only simple ear-studs may be worn (only one in the lobe of each ear). Any other form of body piercing or studs is not acceptable in School. All jewellery must be removed on safety grounds for any sporting activity. Expensive jewellery should not be worn to School as the School cannot accept responsibility for its loss. Discreet make-up and nail varnish are acceptable in the Sixth Form.

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.

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 by banned by the Schools Rules. Prohibited items are:

- Weapons, eg knives
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco products eg cigarettes
- Fireworks
- Pornographic images of any kind
- 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)
- Any item banned by the School Rules

In addition to the above, items banned by the School are:

- Legal highs and other unauthorised substances
- E-cigarettes and e-shisha
- 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, Alcohol and Tobacco

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, tobacco, so called "legal highs" or other unauthorised substances (see the School's Drug Policy). The Regulations for School Trips and Visits permits Sixth Formers to consume wine or beer only at the discretion of the Group Leader but always in moderation and prohibits smoking and the use of illegal substances, so called "legal highs" and other unauthorised substances (see the School's Drug Policy).

Any pupil found in possession of an illegal substance, legal high or other unauthorised substance in school or during the school day or on a school trip or visit will be permanently excluded from the school and may be reported to the police. This emphasises the fact that Brentwood School is a drugs free school.

The Headmaster may require a pupil to submit to testing for drugs in accordance with suitably approved procedures. The Headmaster may at any time when grounds for suspicion exist, require the pupil to give a biological sample under medical supervision to test for the use of illegal drugs or other substances damaging to health. The result of the sample analysis will not form part of the pupil's permanent medical record.

Please refer to the School's Drug Policy.

Mobile Phones and Portable Electronic Devices

Brentwood School provides pupils with access to its computer network and its connectivity. In recent years, technological developments have enabled pupils to have much freer and relatively unrestricted access to the internet.

Pupils are responsible for good behaviour on the School computer network or using their own devices and connectivity, just as in classrooms and other areas of the School. The Whole School Network (WSN) Acceptable Use Policy is set out in full in the School Rules (Annex A).

The School has a duty of care to its pupils and, despite the immense educational potential of ICT, there is an unsavoury side to the internet and other current aspects

of technology use, particularly on mobile devices, which it would be irresponsible to ignore.

We anticipate that, by making it clear to the pupils just how seriously we view misuse of the School's facilities, connectivity or privately-owned communication devices, we will protect the pupils by helping them to avoid problems.

For the purpose of this policy the term **Mobile Phone** extends to all information and communication technology devices, including privately-owned mobile phones, iPads and other tablets, iPods, Smartwatches, Smartphones, portable storage devices if they are used on the Brentwood School campus or with reference to other members of the Brentwood School community.

Mobile devices are an important learning tool, both in and out of school and pupils are expected to use such devices responsibly.

The following rules apply to the use of Mobile Phones both in School and on any School trip or activity:

- Any use of Mobile Phones by pupils must be in-line with the School's ethos and policies, including the Child Protection, Anti-bullying, Behaviour Management, iPads Student Acceptable Use and Whole School Network Acceptable Use policies. The School has a zero-tolerance of cyber-bullying.
- During school hours Mobile Phones may only be used during break and lunchtime. At all other times during school hours, Mobile Phones must be switched off and pupils require the consent of a member of school staff for their use. Sixth Form students may use mobile devices for educational purposes only in study periods.
- Any use of Mobile Phones at break and lunchtime must be discrete and is to enable pupils to briefly check for urgent messages. It is not acceptable for pupils to play digital games, use their phones for the purposes of social media or listening to music.
- Any access to social media sites must be age appropriate and in-line with the School's ethos and policies, including those listed above.
- Mobile Phones must not be used in the Dining Hall or the Library.
- Pupils must not use (without the consent of a member of school staff) Mobile Phones to record or play images (still or moving) or sounds.
- Pupils must take responsibility for the security of their Mobile Phone, either by keeping it on their person or locked away safely.
- First Year pupils are not allowed to use their mobile phones, unless given permission by a member of staff.
- If they are used inappropriately Mobile phones will be confiscated and appropriate actions taken and sanctions applied.

Acceptable use of school iPads

If you have been issued with a school iPad you are expected to adhere to all aspect of the Whole School Network Acceptable use policy, the iPad acceptable use policy as well as this Behaviour Policy, Mobile Phone policy and Anti-Bullying policy when using your device.

In order to use iPads to maximise learning the following must be adhered to:

- You must bring your iPad to school every day
- Your iPad must have enough charge to last the entire day
- All applications and images on your iPad should be there for educational purposes only
- You must communicate with your teachers and peers through your school email or Google Classroom only

Failure to comply with any of the above will result in the pupil being asked to put their device away in their bag or to hand in their device, and will be followed up through the school sanction system.

Staff have the right to request to look at a pupil's iPad and to request for images and apps which are inappropriate to be removed. Serious concerns will be referred to Heads of Year and/or the Designated Safeguarding Lead.

Whole School Network Acceptable Use

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.**
- 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 ensure that users are using the system responsibly. Users should not expect that files stored on servers or system disks will be private. The School takes the issue of cyber-bullying extremely seriously; preventative measures are set out in the Anti-Bullying Policy, available on the website. The School also acts on the Prevent Duty to counter extremism and radicalisation (See Child Protection Policy).

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](#)

WSN Sanctions

Anyone discovering a violation will refer the matter to the ITSS Manager. 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.

Boarding

For minor incidents boarding house staff follow the procedures outlined in the Boarding Handbooks. The boarding houses operate a Warning Book system which is used to record incidents and reinforce house rules and small punishments such as early bedtime or a short "gating" may be given. The nature and severity of the sanction should be in line with the offence. All punishments given by boarding staff are aimed to educate correct behaviour. For serious incidents, the Boarding Housemaster will report the details to the Headmaster and Deputy Head Pastoral.

SENIOR SCHOOL REWARDS AND SANCTIONS

Pupil Rewards

At Brentwood School we celebrate the achievements of our pupils. Pupils are rewarded in a number of different ways for a great variety of activities which the school seeks to encourage and promote. We aim to encourage each and every pupil to achieve their potential by being highly motivated in the extensive range of activities which the School provides. We hope to communicate to every pupil the expectation that they have the ability to do well at the School.

The tutor is kept informed of rewards relating to pupils in their charge and parents are made aware where possible of any significant achievements. Pupils' achievements are celebrated in assemblies, the Headmaster's weekly newsletter and personal comments from teachers, both written and verbal, alongside Commendations in Years 1-3. These are awarded to pupils across a wide range of activities but with a particular emphasis on school work. Records of commendations are kept in pupil journals.

Examples of areas which are rewarded in this way are

- consistently high standard of work/effort over a number of weeks
- an exceptional piece of work
- an excellent contribution to a School or House activity
- evidence of exceptional care or consideration for others
- great initiative

The Head of Year and Headmaster will be made aware of pupils who have achieved a significant number of commendations in the course of the academic year. For outstanding academic achievement or contribution to the School community a pupil will be invited to meet with the Headmaster. In addition to this, pupils are also awarded prizes on Speech Day for a wide range of achievements including academic, co-curricular and service to the community.

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 – sport, music, drama, Duke of Edinburgh Awards, etc. This usually takes place in assemblies. The achievements of many pupils are reported by the local and national press as well as the School's weekly newsletter.

The School has a comprehensive programme of 'colours' for different age groups, which are awarded to recognise significant co-curricular contributions over an extended period – sporting and non-sporting.

Pupil Sanctions

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/her 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.

Examples of sanctions include:

If it becomes clear that a pupil's work or conduct is giving special cause for concern in class, he/she may be put on Special Report. This entails a formal monitoring of a pupil's progress by subject teachers, Form Tutor and Head of Year and direct liaison with parents. Such monitoring should be a useful learning tool rather than a punitive measure.

When a pupil is badly behaved or produces work of a poor quality he/she may be given a detention. There are three levels of detention, which reflect the seriousness of the situation.

Personal Detention: This is issued by a teacher in the first instance for such matters as, for example but not exclusively, missing a homework assignment or deliberately flouting classroom conventions. Where there is a pattern of such behaviour the School will contact parents to address this.

Formal Detention: This is a more serious detention authorised by the Head of Year for such matters as, for example but not exclusively, insolence or repeated Personal Detentions. Detentions are held on Tuesdays and Thursdays, from 4 pm to 5 pm and take priority over all other activities. These detentions are held on Wednesdays from 4pm to 6pm for Sixth Form students. The School will inform parents by letter that a pupil has been awarded a Formal Detention.

Headmaster's Detention: This can be given at any time at the Headmaster's discretion. The parents will be notified in advance of the detention.

All detentions are recorded and all formal detentions are entered into the School database. This provides us with a means of monitoring pupil behaviour and assessing the appropriate pastoral support required by individual pupils.

Selected senior pupils (Praepostors) carry out duties during the School day, such as supervising buildings at break-time. They carry the Headmaster's authority and have the right to expect pupils' co-operation and respect.

Should a pupil's behaviour be deemed dangerous or disruptive to the learning of others in the group, the pupil may be asked to leave the classroom and placed under the supervision of a Head of Department, Head of Year or member of the SMT as appropriate. The pupil will then work either with another class or away from the rest of the group for a limited period. Staff supervising the pupil must ensure the pupil's health and safety and any requirements in relation to safeguarding and pupil welfare.

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 (Pastoral) 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:

- Weapons, eg knives
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco products eg cigarettes
- Fireworks
- Pornographic images of any kind
- Any article that the member of staff reasonably suspects has been, or is likely to be used:
 - iii. To commit an offence
 - iv. To cause personal injury to, or damage to the property of, any person (including the pupil)
- Any item banned by the School Rules

In addition to the above, items banned by the School Rules are:

- Legal highs and other unauthorised substances
- E-cigarettes and e-shisha
- 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.

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 only 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

² Section 94 of the Education Act 2006
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substances are found. Complaints about searching should be dealt with through the School Complaints Procedure, which is available on the School website.