



## Behaviour Management (Senior School) Policy

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Description: This policy outlines the Senior School's approach to student behaviour.

### OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

### 1.0 INTRODUCTION

- 1.1 At the School (Lingfield College, Lingfield College Prep, Lingfield College Nursery, Lingfield College Sixth Form), it is believed that good behaviour in all aspects of school life is essential in order to facilitate successful teaching and learning. The policy is communicated to staff, students and parents via the website and the online staff handbook. Governors will support the School in achieving the objectives set out in this policy.
- 1.2 This policy has been created in line with guidance from the non-statutory DfE document 'Behaviour and in Schools (2022)' to promote good behaviour amongst our students and sets clear expectations in a fair and non-discriminatory manner.

The Senior School seeks to create an inclusive, caring, learning environment by:

- Promoting good behaviour and discipline
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- Ensuring equality and fairness of treatment for all students and staff



- Encouraging consistency of response to both positive and negative behaviour
- Promoting early intervention where warranted
- Providing a safe environment; free from disruption, violence, bullying, discrimination and any form of child-on-child abuse
- Encouraging a positive relationship with parents and carers to develop a shared approach to achieve good behaviour which involves both parties in the implementation of the Senior School's policy and associated procedures
- Promoting a culture of praise and encouragement in which all students can thrive
- The Senior School wishes to educate and safeguard students, parents and staff on the best use of ICT and alert them to the dangers

## **2.0 ROLES AND RESPONSIBILITIES**

- 2.1 The Deputy Head (Pastoral) will be responsible for the implementation and day-to-day management of the policy and procedures. All staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, both consistently and fairly. Staff play a key role in advising the Deputy Head (Pastoral) on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Headmaster and Deputy Heads, for creating a high-quality learning environment, which is conducive to positive behaviour.
- 2.2 The Governing Body, Headmaster and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability, or sexuality. They will also ensure that the concerns of students are listened to and appropriately addressed.
- 2.3 Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of the child both inside and outside the School. The Senior School will encourage parents to work in partnership with the School to assist it in maintaining high standards of desired behaviour and parents will be actively encouraged to raise any issues with the School arising from the operation of the policy.
- 2.4 Students are expected to take responsibility for their own behaviour and will be made fully aware of the School policy, procedure and expectations. Students will also be encouraged to take responsibility for their social and learning environment, making it both safe and enjoyable by reporting all undesirable behaviour.

## **3.0 GUIDELINES FOR IMPLEMENTATION**

- 3.1 Corporal Punishment – Lingfield College does not allow any form of corporal punishment.
- 3.2 Procedures - the procedures arising from this policy will be developed by the Headmaster in consultation with the Deputy Head (Pastoral) and staff. They will be monitored by the Headmaster via the Deputy Head (Pastoral) to promote the idea that every member of the Senior School has a responsibility towards the whole community.



#### **4.0 PROMOTING GOOD STUDENT BEHAVIOUR**

- Staff will praise students when they see good behaviour
- Staff will tell students clearly what is expected of them
- Students are expected to remember what is asked of them
- Rules are consistent, fair and will be kept
- Rules will be regularly reviewed by the Deputy Head (Pastoral)
- Responsibilities and expectations will be matched to individuals and their development
- Students will be awarded Merits for a variety of reasons, for example a good piece of homework or to recognise good behaviour. Every term the Senior School has a Celebration Assembly in which student achievements are publicly recognised.
- Staff will regularly inform students' parents of exemplary behaviour as well as achievement via email, letter or in person.
- Particular successes are mentioned on the School website and on the Lingfield College social media sites.

#### **5.0 UNACCEPTABLE BEHAVIOUR**

In cases of unacceptable behaviour, Heads of Year or the Deputy Head (Pastoral) can apply a selection of sanctions or may choose to run detentions which involve some degree of rehabilitation. This may include worksheets, resources to read or counselling and discussions about the behaviour misdemeanours and can be effective for tackling misdemeanours such as bullying, cyberbullying, lack of respect for others, or other forms of inappropriate behaviour that target the protected characteristics. Students will be given a chance to consider their behaviour. They will be encouraged and helped to make apologies to other students or staff they may have offended, show they can keep to the Senior School rules and make suitable reparation.

#### **6.0 SENIOR SCHOOL RULES – STUDENT CODE OF CONDUCT**

- 6.1 The School rules support the Behaviour Policy and are in place to maintain discipline and regulate students' behaviour. They aim to:
- Promote good behaviour and respect
  - Prevent bullying
  - Ensure that students achieve their full potential
  - Regulate students' conduct
- 6.2 The School rules also extend outside the School premises when student behaviour could be deemed to bring the School into disrepute.

#### **7.0 STUDENT DRESS CODE**

- 7.1 A smart appearance is expected at all times whilst representing the School. We are proud of our uniform and, whilst it is worn, we expect our students to promote the School in a positive manner.
- 7.2 The most up to date school uniform list is available on the school website and this supersedes any other printed list.



## 8.0 STUDENT CONDUCT

### 8.1 Student conduct in the classroom

- It expected that students arrive for their lessons on time
- Students should organise themselves in an appropriate manner, and bring the correct books and equipment with them to lessons, clubs or activities
- Students should listen to and follow instructions
- Students should not disrupt lessons or interfere with the work of others: if a teacher has to send them out of the class for being disruptive, they will serve a detention that is a minimum of 60 minutes in length
- Students are expected log onto Firefly at least once per day to check what homework they have been set and ensure that all homework is completed and submitted within the allocated time frame
- Students are expected to engage positively in the lesson, whether that is through making contributions or listening actively
- Students should remain seated, unless permission to move is granted to leave their seats by the member of staff

### 8.2 Personal Conduct around the School

- Students are expected to conform to the School rules and behave in an appropriate way at all times
- Students are expected to obey instructions from all staff without argument
- Students should not run along corridors or push each other
- All students should stand aside at doors to let adults through first
- Rudeness and swearing will not be tolerated
- Students should be considerate of all other members of the school community as well as visitors to the site
- Students must not behave in a manner which may cause injury or danger to themselves or others
- The use of balls is not permitted near buildings and hard balls are not to be used at break times or lunchtimes
- Students are not allowed to wear headphones or earphones whilst walking around the School
- Students are not permitted to play in any School parking areas, on the cricket pitch or the outfield
- Chewing gum is not permitted anywhere in or around the School
- Food must not be consumed in any school buildings other than the dining areas or Sixth Form café
- Students are expected to dispose of any litter in the appropriate bins, and to use recycling bins wherever possible



- Smoking tobacco or e-cigarettes (vaping) is not permitted anywhere on the School grounds. Students who are with others who are smoking/vaping are also in breach of this rule and may be liable for the same sanction as those who were smoking.
- Students are not allowed to consume alcohol anywhere within the School or on the School grounds
- Misuse or dealing in legal or illegal drugs is strictly prohibited anywhere within the School and its grounds. Since this is a serious offence, it may lead to immediate expulsion and the police may be informed

## **9.0 PROHIBITED ITEMS**

9.1 The following items are prohibited and should not be brought into school under any circumstances:

- Stolen items
- Knives or weapons
- Alcohol
- Illegal drugs
- Tobacco, cigarette lighters and cigarette papers
- E-cigarettes, their chargers & e-liquid, vapes such as Elf bars
- Fireworks
- Pornographic images (either on electronic devices or on paper)
- Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student).

9.2 In accordance with the Department for Education guidelines on Searching, Screening and Confiscation (2022), the School reserves the right to search students or their possessions, without consent, where there are reasonable grounds for suspecting that the student may have a prohibited item on the premises. The school can seize any prohibited item found as a result of a search.

## **10.0 DISCRIMINATORY BEHAVIOUR**

10.1 The Headmaster may suspend or expel a student for intentionally causing offence on the grounds of any of the “protected characteristics” of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We have zero tolerance for such behaviour.

10.2 Examples of discriminatory behaviour that may occur in School include but are not limited to:

- Mistreating others on the grounds of Neurodiversity or Disability, including using discriminatory language or demonstrating discriminatory attitudes
- Mistreating others on the grounds of gender, including using transphobic language or demonstrating transphobic attitudes
- Mistreating others on the grounds of race or ethnicity, including using racist language or demonstrating racist attitudes



- Mistreating others on the grounds of religion or belief, including using intolerant language, mocking religious practices, or demonstrating intolerant attitudes to others' religious or non-religious beliefs
- Mistreating others on the grounds of sex, including using misogynistic or sexist language or demonstrating misogynist or sexist attitudes. This includes mistreatment to young people who are questioning their gender.
- Mistreating others on the grounds of sexual orientation, whether it is known or not, including using homophobic language or demonstrating homophobic attitudes

10.3 In all of the above examples, the effect on the person being mistreated will be taken into account when deciding on the appropriate sanction.

## 11.0 BULLYING

11.0 Bullying is not tolerated at Lingfield, and students who bully their fellow students in any way are liable to face serious sanctions, including suspension and/or expulsion.

11.1 Students must not threaten another student in any way

11.2 Fighting and any other form of physical violence between students, including encouraging others to behave in this way, will not be tolerated and students engaging in this will face serious sanctions

11.3 Members of the school should never have to suffer name-calling, physical violence or feel victimised

11.4 Calling bullying comments 'banter' or 'a joke' can never excuse them

11.5 People have different opinions on what constitutes 'banter' and what constitutes 'bullying' – take care to judge the situation and avoid teasing comments that could be misunderstood

11.6 Online bullying via abusive emails, texts, images or messages is just as damaging as physical bullying and will not be tolerated

11.7 It is **everyone's** responsibility to ensure that bullying is not tolerated at the school: if you have concerns about someone else being bullied, tell a member of staff or a senior student as soon as possible

11.8 Bullying can take many forms – some can be very subtle, but all are unpleasant. They can include name-calling, spreading rumours, physical assault, excluding people, turning someone's friends against them, and sending unkind texts and messages or humiliating images

11.9 Students can also use the online worry box on Firefly to report abuse.

11.10 Anti-bullying Ambassadors at school raise awareness of how to tackle bullying and offer support to victims of bullying.

11.11 The Lingfield College policy on Anti-bullying & Cyberbullying is set out in a separate document and acknowledges that when it has found out that bullying has taken place may lead to consideration under child protection procedures. This includes all forms e.g. online, racist, homophobic and gender-related bullying.



## 12.0 CHILD-ON-CHILD ABUSE

12.1 Child-on-Child Abuse refers to a range of types of abuse perpetrated by a child on another child. This can include (but is not limited to):

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse within intimate partner relationships
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- consensual and non-consensual sharing of nudes and semi-nudes images and/or videos. This includes manipulated images using artificial intelligence software.
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm and;
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element

12.2 The school recognises the gendered nature of child-on-child abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all child-on-child abuse is unacceptable and will be taken seriously.

12.3 The school has a zero-tolerance approach to abuse, and it is never acceptable, for example, as “banter,” “just having a laugh”, “a part of growing up” or “boys being boys”.

12.4 The school recognises that students with SEND are more vulnerable to being victims of child-on-child abuse.

12.5 In the case of such situations arising the schools Anti-Bullying policy takes effect.

12.6 All potential allegations of child-on-child abuse should be reported to the Deputy Head Pastoral (Senior School) or the Head of the Prep School.

12.7 Each case will be approached on an individual basis and the outcome determined by the severity of the case.

12.8 Irrespective of the seriousness parents of all parties will be notified and involved.

12.9 Both the victim, alleged perpetrator and any other child effected will be supported by a designated member of staff this may include referral to the school counsellor or outside agency for example Children's Services.

12.10 Any serious or criminal allegation should be referred to local agencies and the Police. It is also the case that a bullying incident may be treated as a child protection incident where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. In these situations, the DSL should be informed at the earliest possible opportunity.



### **13.0 SEXUAL CONDUCT / RELATIONS**

- 13.1 The School seeks to encourage normal friendships between students; this can be one of the great assets of the co-educational environment
- 13.2 Students found engaged in any form of intimate sexual activity must expect to face possible exclusion from the School
- 13.3 Public and private displays of affection are not allowed on the school premises

### **14.0 ATTENDANCE**

- 14.1 Registration takes place in form rooms at 08:30 and 13:55 each day
- 14.2 Registers are also taken at the start of every lesson
- 14.3 If a student arrives at school after 8:40am they must sign in at the School Office.
- 14.4 Parents are expected to notify the school via email if their son/daughter is unable to attend. They should email [absence@lingfieldcollege.co.uk](mailto:absence@lingfieldcollege.co.uk) before 8:50am; unexplained absences will be marked as 'unauthorised' in ISAMS, and the School Office will call a student's parents to find out why they are not in school
- 14.5 Students in Year 13 are permitted to leave the School premises without permission at the end of their last taught lesson, but must sign out at the School Office before they do so
- 14.6 Students in Year 13 are permitted to leave the School premises without permission at lunchtime, but they must sign out in the School Office (this will be revoked if we are in a lockdown where shops/restaurants are closed)
- 14.7 An attendance rate of lower than 95% will result in the school contacting a student's parents to establish the reasons for frequent periods of absence
- 14.8 Students must email their teachers if they miss lessons for advice on how to catch up with the work missed.

### **15.0 TRANSPORT**

#### **15.1 Cars**

- From 15:50 until 16:15 when traffic is most congested, parents should meet their children in the Auditorium Car Park, or the Jockey's car park
- The front of Le Clerc House or the area near the astroturf must not be used by parents to drop off and pick up
- Students must take great care when walking across the Auditorium Car Park, as there can be a great deal of traffic at certain times of the day. They should use the marked areas and zebra crossings and avoid using their mobile phones
- Students in Year 13 are permitted to park in the Jockey's Car Park with the permission of the Head of Sixth Form; a permit badge must be obtained from the School Office
- Students are not allowed to park at the Senior School





## 15.2 Coaches

- All students taking the 5.10pm School to home transport are not permitted to leave the school site. They must go to either a supervised club, subject workshop, a quiet study room or may remain on the school premises in a well-lit area (see After School Policy for more details).
- Coaches collect from the Le Clerc car park.
- Students must use their printer card to tap on when boarding the coach and tap off when leaving the coach to register their attendance. If they do not have their card they must ask the driver to register their attendance manually.
- Students who travel on the school coaches are expected to treat the driver and their fellow passengers with respect.
- If students wish to listen to music, they should use headphones so as not to distract other passengers.
- Seat belts should be worn at all times when the vehicle is moving, and passengers should remain seated throughout the journey.
- Bags and other possessions must be kept out of the aisles to avoid causing a hazard to other passengers.
- The driver must not be distracted except in the case of an emergency.
- If a student causes damage to the coach, their parents will be liable for the cost of the repairs.
- Students must not consume food or drinks on the coach and must take their litter away with them.
- If a student's behaviour gives cause for concern, it will result in formal school sanctions.
- Students who continue to misbehave on bus journeys will lose the right to use the bus service.
- If the student is wearing muddy shoes these should either be removed before they board the coach or wear shoe covers.

## 15.3 Train

- Students should walk to and from Lingfield Station through the Prep school.
- The route across the bottom fields to the station is out of bounds as students' safety may be at risk
- In the winter months (November until February half term), a free Shuttle Service runs from school to Lingfield Station, leaving Le Clerc at 16:55 each evening. Students who would like to use the Shuttle service should sign up at the School Office.

## 16.0 CONDUCT ON SCHOOL TRIPS

- 16.1 When taking part in any trips, students should be aware that they are representing the School at all times and must not bring the school into disrepute
- 16.2 The rules in this Code of Conduct apply to students on trips, and sanctions will be applied as if students were in school
- 16.3 Students must ensure that they are dressed appropriately for external trips and staff will advise on the dress code in advance via communication home



- 16.4 Students must listen carefully to any instructions or rules imposed by School staff on trips and observe them, including meeting times and curfews
- 16.5 Students must not behave in any way which could cause injury or serious danger to themselves or any other individual

#### **17.0 SPORT: FIXTURES & KIT**

- 17.1 Students who are selected to represent the School in any team sports or similar activities will be expected to participate
- 17.2 If a student is unable to represent the School in a fixture or activity, his/her parents must notify the Director of Sport to excuse him/her from the match at least 72 hours before the match is due to take place. Permission will only be granted in exceptional circumstances
- 17.3 When representing the School in sporting fixtures, all the School Rules apply and exemplary behaviour is expected

#### **18.0 SECURITY**

- 18.1 Students must not carry large sums of money about their person (i.e. more than £20.00). If necessary, money can be left in a named envelope in the School Office
- 18.2 It is not advisable to bring any expensive items into school; personal tablets or laptops must be secured in lockers whenever they are not in use
- 18.3 Mobile phones must not be used between 8.30am and 3.50 pm for students in Years 7-11. They must be switched off and stored securely e.g. in their bag, locker, or blazer. (See Mobile Phone Policy for more detail)
- 18.4 Use of mobile phones during the School day is permitted for Sixth Form students in the Sixth Form Centre only
- 18.5 Students must not vandalise or damage School buildings or property
- 18.6 The belongings of any individual in the School should not be taken, hidden, damaged or vandalised; the School uses CCTV cameras, and any student found damaging or stealing property will receive serious sanctions
- 18.7 Students will have a locker to store books, valuables etc in and access to a separate games locker. If they would like to use one, they need to bring in their own padlock.
- 18.8 If there is a problem with any locker or padlock, please let the School Office know as soon as possible so that it can be fixed
- 18.9 If you see a stranger walking around the school site who is not wearing a lanyard, please alert a member of staff.

#### **19.0 STAYING SAFE ONLINE**

- 19.1 Students should enjoy using the huge resource that the internet provides, but should remember that:
- Nothing written, posted or searched for online is ever secret
  - Anonymity is a myth
  - People are not always who they say they are online
  - Every individual is responsible for their own behaviour when using the internet: this includes the websites that they choose to visit, the language they use and the images they look at
  - If something looks too good to be true online, it probably is
  - Think before you send



## 19.2 E-mail

- When communicating via email, students must keep their messages polite. They should also ensure that their email has a subject
- Students must not disclose personal contact details for themselves or others
- Students should tell a responsible adult immediately if they receive an offensive or distressing email
- Emails should not be used to bully or harass others
- Students need to be wary of opening attachments to emails where they are unsure of the content or have no knowledge of the sender
- Students will need permission from their Head of Year to send messages to large groups of other students.

## 19.3 Social Media

- The minimum legal age for students to have their own account on social media sites varies and should be checked before signing up. This may include common social media platforms such as Facebook, Instagram, Twitter, Snapchat and Tik Tok.
- Students must not under any circumstances use any social networking sites e.g. Facebook, Snapchat, WhatsApp, Instagram, Tik Tok or Twitter in order to bully, humiliate or intimidate any student or member of staff
- Cyberbullying will not be tolerated and will have serious consequences, including suspension and/or expulsion
- Students should not give out personal details to anyone online that may help to identify or locate them or anyone else
- For security reasons, students are advised not to use the Snap Map location settings on Snapchat or location settings on other social media sites
- Students must not post images of other people on social media without their consent

## 19.4 Internet Security

- Students should ensure that all their internet-enabled devices (mobile phones, tablets, laptops, desktop computers) have up-to-date malware protection.
- Students should set the browsers on all their devices to 'Delete Cookies' and keep privacy settings as high as possible.
- Students must think carefully about the comments they post online and should not write anything unpleasant or hurtful to/about anyone else
- Photographs and videos posted online do not remain the property of the person who posted them; students must be aware that once images are on the internet, most people will be able to access them, and they will not be private
- Students must not take any photos or videos anywhere on the school site or on a school coach or minibus travelling to a sports fixture or home on school transport
- Students must never share their passwords with anyone, not even friends
- Students should never arrange to meet someone that they have met online



- Students should never reveal personal details to strangers online
- Students must not behave in any way online which could bring the school into disrepute
- The Designated Safeguarding Leads receive daily reports from Securus, the School's filter software that gives details of all inappropriate material that has been searched for that day. Securus gives details of the relevant name of the person searching, together with their IP address and the time that the search was made

#### 19.5 What to do if you receive inappropriate material of any kind

- Save the message / image as evidence – do not delete it
- Do not respond to the inappropriate message / image
- Tell a member of staff, parent or another trusted adult
- Use the CEOP 'Report Abuse' button on the school website
- Report the bully to the website operator

The following websites are particularly helpful:

- <https://www.ceop.police.uk/safety-centre/>
- <https://www.thinkuknow.co.uk/>
- <http://www.childline.org.uk/>
- <http://www.childnet.com/sorted/>
- <https://www.getsafeonline.org/>
- <http://www.chatdanger.com/>

## 20.0 USE OF ICT & SMART PHONES

**Every time a member of the School logs on to a Lingfield College computer or iPad they click their agreement to adhere to the School's Computer Usage Policy**

- 20.1 All students are encouraged to read the policy to make sure that they are aware of the rules
- 20.2 The School has installed computer filters to ensure students' safety while they are using school devices and equipment by reducing the flow of harmful content
- 20.3 The Deputy Head (Pastoral) is sent a daily report that flags up internet searches that have been blocked on the basis of category, site or content
- 20.4 Students must not interfere with the work of others or the IT system itself in any way
- 20.5 No-one must create, store, transmit or cause to be transmitted material which is offensive, obscene, indecent or defamatory or which infringes the copyright of another person. This includes misinformation, disinformation and conspiracy theories.
- 20.6 Students must not transmit any messages or prepare files that appear to originate from anyone other than themselves
- 20.7 Students should not bring mobile Wi-Fi devices into School or tether their mobile phones to connect a laptop or tablet to the internet. These will be confiscated, and parents will be informed
- 20.8 Students must not gain or attempt to gain unauthorised access to other people's files, facilities or services accessible via local or national networks or transmit any confidential information about the



School: they must not attempt to get around service limitations placed on network use by the School or its agents

- 20.9 Students must not send any message internally or externally which is bullying, abusive, humiliating, hostile or intimidating in any way
- 20.10 Students must not use language in messaging that is considered to be socially unacceptable. This includes profanity and language that is racist, sexist, homophobic or in any other way discriminatory
- 20.11 Any data which contains information about students or staff of Lingfield College should only be published with those people's express permission
- 20.12 Students must not use school computers to access any social networking sites
- 20.13 Students are not allowed to photograph or record any member of staff or other student(s) on the school site or whilst on school transport (See Mobile Phone Policy)
- 20.14 An inappropriate photograph of a student who is 18 years or under constitutes an indecent image. Taking such a photo, distributing it, manipulating it using artificial intelligence, or possessing it is an illegal act according to British law

## 21.0 YOUTH PRODUCED SEXUAL IMAGERY

- 21.1 Can also be known as sexting and is defined as 'the activity of using a mobile device to send messages that are about sex or to send sexual photographs or videos'.
- 21.2 Depending on the nature of the offence, people involved in sexting and distributing obscene material can end up on the Sex Offenders' Register
- 21.1 Taking an inappropriate photo of a person under 18 constitutes *creating* an indecent image or video of a child (even if a person takes the photo or video of themselves)
- 21.2 Sending or posting an inappropriate photo or video of a person under 18 constitutes *distributing* an indecent image of a child
- 21.3 Downloading or keeping an inappropriate photo or video of a person under 18 constitutes *possession* of an indecent image of a child
- 21.4 Photographs and videos posted online do not remain the property of the person who posted them; students must be aware that once images are on the internet, most people will be able to access them, and they will not be private
- 21.5 The results of sexting can include bullying, unwanted attention from strangers (as well as from people you know), feelings of stress, humiliation and blackmail

## REWARDS & SANCTIONS

### 22.0 REWARDS

- 22.1 A School ethos of encouragement is central to the promotion of desirable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued, and are clearly defined in the procedures. Integral to the system of rewards is an emphasis on praise, both informal and formal, to individuals and groups. Alongside this, parents are regularly informed of good behaviour. The aim should be that rewards should outnumber sanctions.
- 22.2 Heads of Year - the Heads of Year regularly monitor the rewards received by their students and will recognise achievement and effort in their assemblies (see also Celebration Assemblies) by awarding certificates and small prizes
- 22.3 House System of Rewards - the House system at the Senior School is divided into four separate entities Houses, all of which are named after the four original trustees of the School Bell (Blue), Yeates (Yellow), Clubb (Red) and Higgins (Green). Every student is a member of one of these



houses, which encourages extra-curricular endeavour, achievement, and competition. The House system at the School is a strong one and numerous activities are held and hosted. These range from sporting events such as football, badminton, hockey, netball etc. to more creative competitions e.g. such as musical, baking, or photographic events. The Houses also play a very active part in fundraising for sponsored charities, through which a sense of caring and community is promoted.

## 22.4 Merits

Within the House system, achievement is rewarded through the giving of Merits.

Merits provide a mechanism to promote and recognise endeavour in four key areas:

- Action: anything which is active e.g.: any sport, hiking, or table tennis
- Academic: noteworthy academic achievement or effort
- Creative: anything that is a creative activity e.g.: visual forms of art such as painting, photography, singing and other forms of music making, debating, drama, dance etc.
- Service: anything which helps others and for which students do not get a financial reward

As the merits accumulate, the student is rewarded with certificates, badges and prizes in recognition of his/her excellent achievement. Merits will be recorded and count towards the House Cup. An email to inform Tutor, Head of Year and Student will be sent via iSAMS. Heads of Year to monitor merits and pass information about them on to parents if considered appropriate. Students are presented with the relevant level badge or vouchers at Year Assemblies.

The number of merits needed to be awarded the different badges/amazon vouchers vary as the students move up the school. This is to consider how the level of difficulty to achieve them increases as the students get older.

Year 7	
No. of Merits	Award
25	Bronze Badge
50	Silver Badge
100	Gold Badge & £10 Amazon voucher
200	£20 Amazon Voucher
Year 8	
No. of Merits	Award
30	Bronze Badge
60	Silver Badge
120	Gold Badge & £10 Amazon Voucher
200	£15 Amazon voucher
Year 9	
No. of Merits	Award
40	£5 Amazon voucher
60	£10 Amazon voucher
80	£15 Amazon Voucher



Year 10 & 11	
No. of Merits	Award
25	£5 Amazon voucher
50	£10 Amazon voucher
75	£15 Amazon voucher

## 22.5 Sixth Form:

£10 Amazon vouchers are awarded at Sixth Form Celebration Assemblies not only for Merits earned, but for effort, conduct and contribution to the Sixth Form and School community.

- **Celebration Assemblies** - these are held at the end of every term or half term (depending on the Assembly programme) where achievement in academic studies, sporting prowess and performing arts is recognised. As well as the badges and Amazon vouchers awarded for Merits, Heads of Year may nominate students who have received outstanding reports such as 9 Excellent Effort or Attainment grades.
- **Prize Giving (Year groups)**- A prizegiving ceremony is held at the end of the Summer Term for each year group. The top achieving students in each subject in each year are recognised. There is also an award for Overall Top Achiever, Overall Top Effort and Overall Progress in each Year group. Other prizes at the discretion of the Head of Year are also awarded.
- **Prize Giving** - Prize Giving takes place on the last day of the school year in July and is to recognise the achievements of the Year 13 students who are leaving. The top achieving students in each subject are recognised. All Year 13 students are recognised at this event, and they achieve prestigious prizes. The top awards to be presented are the Paul Yeates Cup presented by the Headmaster for a student's contribution to the pastoral life of the School, the David Clubb Award for Outstanding Dedication and Commitment, and the Nuala Shepley Award for Excellence. The recipient of the Paul Yeates cup is nominated for the award by both teachers and fellow students.
- Also recognised will be the Head Student Team, the House Captains and longstanding students (those students who have attended the School from the age of 3 to 18). Effort prizes will also be awarded where appropriate.

## 23.0 SANCTIONS

- 23.1 Sanctions are needed to respond to undesirable behaviour. A range of sanctions is clearly defined in the discipline procedure below. Should the need arise, external agencies will be informed, such as Children's Services, the Police, medical professionals, or counsellors.
- 23.2 Use of Force - In accordance with the Department for Education guidelines on the use of force, the school reserves the right to intervene physically (with regard to their own personal safety) only when a student is endangering themselves or others by their actions(s) or potential action(s). Members of staff also have the power to use reasonable force to prevent students from damaging property or to maintain good order and discipline in the classroom.
- 23.3 Screening, Searching and Confiscation
- In accordance with the Department for Education guidelines on Searching, Screening and Confiscation (2022), the School reserves the right to search students or their possessions



without consent where there are reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items include:

- Stolen items
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Tobacco, cigarette lighters and cigarette papers
  - E-cigarettes, their chargers & e-liquid, Vapes such as Elf bars
  - Fireworks
  - Pornographic images (either on electronic devices or on paper)
- Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student).
  - Senior School staff can confiscate any prohibited item found as a result of a search if they have reasonable grounds for suspecting that it poses a risk to staff or students; is prohibited (as per the list above) or is evidence in relation to an offence. They can also confiscate any item however found which they consider harmful or detrimental to School discipline. The law allows: *Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.'*

DfE: Searching, Screening and Confiscation (July 2022): Paragraph 80 (p.19)

- If a search of a student is deemed necessary, the search will be carried out by a staff member of the same sex as the student and with one witness in attendance in an appropriate location
- In accordance with the law, the person conducting the search may not require the student to remove any clothing other than the outer clothing
- Weapons, knives and extreme or child pornography must always be handed over to the police, otherwise it is up to the School to decide if and when to return a confiscated item.
- Any member of school staff can screen students if they are suspected of having a weapon or other prohibited items. Students can be instructed to turn out their pockets or bag, and if a student refuses, the teacher can apply an appropriate punishment.
- If a student refuses to be screened, the school may refuse to have him / her on the premises. Health and Safety legislation requires a school to be managed in a way that does not expose





students or staff to risks to their health and safety, and this would include making reasonable rules as a condition of admittance.

- If a student fails to comply, and the school does not let the student in, the absence should be treated as unauthorised as the school has not excluded the student, but the student cannot attend. The student should comply with the rules and attend.
- School staff can request CCTV footage is viewed by authorised School staff in order to make a decision as to whether to conduct a search for an item.
- Parents will be informed of any search for a prohibited item listed in 23.3. The member of staff informing parents should also inform them of the outcome and whether anything has been confiscated and the resulting action that the School will take including any sanctions given.
- Records will be kept of all searches performed including the date, time and location of the search; name of student; who conducted the search and which other member of staff was present; what was being searched for; the reason for searching; what items were found and what follow-up action was taken.
- After the search students should be given appropriate support, irrespective of whether the suspected item is found.

#### 23.4 Statutory Guidance for dealing with Electronic Devices

- If a member of staff conducting a search finds an electronic device, they may examine any data or files on the device if they think there is good reason to do so
- As with all prohibited items, staff should first consider the appropriate safeguarding response if they find images, data, or files on an electronic device that they reasonably suspect are likely to put a person at risk.
- In determining a 'good reason' to examine data or files, the staff member must reasonably suspect that the data or file on the device in question has been or could be used to cause harm, disrupt teaching, or break the school rules
- If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the DSL (Designated Safeguarding Leads) (or deputy).

#### 23.5 Telling Parents and Dealing with Complaints

- Parents will be informed of any search for a prohibited item listed in 23.3. The member of staff informing parents should also inform them of the outcome and whether anything has been confiscated and the resulting action that the School will take including any sanctions given.
- Records will be kept of all searches performed including the date, time and location of the search; name of student; who conducted the search and which other member of staff was present; what was being searched for; the reason for searching; what items were found and what follow-up action was taken.
- Complaints about screening or searching should be dealt with through the normal procedures detailed in the Complaints Policy.



## 23.6 Behavioural Sanctions

- There are five levels of sanctions before the Formal Warning Stage listed below. These should be logged onto iSAMS:
- It is important that members of staff talk to the student to explain why their behaviour is unacceptable and make it clear exactly when the detention will be taking place.
- Staff can give their own departmental detentions by arrangement with students, and these should be recorded on iSAMS using the tab '**Individual Detentions**'. These may be on any length from 5 -30 minutes. The aim of these detentions is for a member of staff to try to educate the student and build a productive working relationship with them.

**Level 1:** A warning given by all members of the teaching staff for minor or repeated misdemeanours or minor behavioural offences e.g. uniform issues, forgetting equipment, lateness to class, chewing gum etc. These are logged as a Level 1 detention (although a detention is not served) so that patterns of behaviour can be analysed.

**Level 2:** A 30-minute lunchtime detention given by all members of the teaching staff for a more serious misdemeanour or for receiving an accumulation of Level 1 warnings or five-minute detentions. The Form Tutor and the Head of Year will be informed.

**Level 3:** A 60-minute After-School detention given for receiving an accumulation of lunchtime detentions or for a more serious academic or behavioural offence e.g. rudeness, disruption in class, disobedience etc. All members of the teaching staff can put a student into this detention via the Head of Year or Head of Department. Parents will be informed by the Head of Year by email, and notice will be given. Being sent out of a lesson for disobedience or disrupting other students will result in a Level 3 sanction as a minimum penalty. These detentions are held on Wednesdays and Fridays. The aim of these sessions is to give back to the Lingfield community and Heads of Year may have a variety of tasks for the students to participate in such as helping with displays, picking litter and other worthwhile activities.

**Level 4:** A two-hour After-School detention given for receiving an accumulation of one-hour detentions or a serious misdemeanour e.g. blatant defiance of the Student Code of Conduct. Students can be put into a Level 4 detention by Heads of Year or Deputy Heads. Parents will be informed by the Head of Year by email, and notice will be given. These detentions are held on Wednesdays and can run as two one-hour after-school sessions

**Level 5:** A three-hour Saturday morning detention given for very serious academic or behavioural offences or for receiving a series of normal detentions. Students can be put into a Level 5 detention by Heads of Department, Heads of Year or Deputy Heads. Parents will be informed by the Head of Year by email, and notice will be given. If there is no improvement after this, then sanctions may escalate to a formal warning. Governors would be informed at the formal warning stage.

- 23.7 The Headmaster reserves the right to apply a suspension at any time as he sees fit. This would mean that a student could potentially be suspended two days (Level 1 Suspension) or five days (Level 2 Suspension) immediately if the nature of the behaviour or offence was serious enough and the Headmaster deems this punishment necessary.. In the interpretation of the School rules, the Headmaster's decision will be final.



## 23.8 Academic sanctions

- Academic sanctions are for the following misdemeanours:
  - Homework is not completed on time
  - Homework is not completed to a satisfactory standard
  - Inadequate revision for a test
  - Inadequate level of effort made with a piece of classwork
- If students cannot complete homework on time:
  - a note from one of the parents is expected. This must be presented to the teacher when the homework is due and may be made in the student's exercise book or via email.
  - an email may be sent by the student or their parent to the teacher before the homework is due
- In any other circumstance an academic sanction may be given.

### **Levels of Academic Sanction:**

#### Level 1

- The incident is logged on ISAMS.
- An email to the Form Tutor, the Head of Department and the Head of Year is automatically generated

#### Level 2

- A half-hour lunchtime detention
- An email to the Form Tutor, the Head of Department and the Head of Year is automatically generated.
- Catching up on the homework during a detention is permitted. In certain circumstances the subject teacher may specify that the student should spend the time catching up on work.

#### Level 3

- A one hour After-School detention for an accumulation of Level 1 or 2 sanctions (normally 3).
- The decision to give a Level 3 sanction is made by the Head of Year if a number of subjects are involved or by the subject teacher or the Head of Department if it relates to one subject. Subject teachers must consult with the Head of Department before proceeding.
- The Head of Year may alert the Head of Department to a problem relating to just their subject area and it then becomes the Head of Department's responsibility to deal with this.
- An email is sent to parents, giving notice of the detention. A copy is forwarded to the Deputy Head (Academic). These detentions are held on Wednesdays and Fridays.



#### Level 4

- A two-hour After-School detention for a further accumulation of Level 1 and 2 sanctions (normally a further 3).
- The decision to give a Level 4 sanction is made by the Head of Year if a number of subjects are involved or by the Head of Department if it relates to one subject.
- The Head of Year may alert the Head of Department to a problem relating to just their subject area and it then becomes the Head of Department's responsibility to deal with this.
- An email is sent to parents by the Head of Department or Head of Year, giving notice of the detention. A copy is forwarded to the Deputy Head (academic). These detentions are held on Wednesdays, can be split into two one-hour sessions.

#### Level 5

- A three-hour Saturday morning detention for a further accumulation of Level 1 and 2 sanctions (normally a further 3). If there is no improvement after this, then sanctions may escalate to a formal warning. Governors will be informed at the formal warning stage.
- Responsibilities and communication are the same as for level 3 except that Heads of Department or Heads of Year must consult with the Deputy Head (Academic) before proceeding. An email is sent to parents, giving notice of the detention.

### 24.0 STAFF RESPONSIBILITIES

#### 24.1 The Subject Teacher

- All incidences of failure to complete academic work on time and to an acceptable standard must be logged on ISAMS. Subject teachers must give a Level 1 or a Level 2 sanction.
- Students who misbehave and disrupt the lesson significantly may be sent out of the class but should stay immediately outside the classroom. The teacher should set work for the class to do, talk quietly to the student standing outside the classroom, and then bring him / her back into the room. The sanction for being sent out of a lesson is a Level 3 (60-minute) Detention after School.
- For persistent offenders subject teachers may give a Level 3 sanction but must consult with their Head of Department before proceeding.
- It is expected that for the first offence of the academic year a Level 1 sanction will be used. Thereafter it will be at the subject teacher's discretion whether to use Level 1, 2 or 3.
- Work must be set by the subject teacher for students to do in Level 2 sanctions and above (where relevant).

#### 24.2 The Head of Department

- The Head of Department may use any level of sanction but must consult with the Deputy Head (Academic) before proceeding to Level 5.
- When emails are generated to Heads of Department they are expected to give both pedagogical support and disciplinary back-up to members of their department.



### 24.3 The Head of Year

- Heads of Year are expected to look for patterns across more than one subject.
- Heads of Year are expected to analyse sanctions on a regular basis so that a decision can be made about further sanctions.
- The Head of Year may draw the Head of Department's attention to a particular problem in their subject area and ask them to deal with it.
- The Head of Year may instruct the student to attend Studyworks after school which runs from 4pm-5pm Tuesday-Friday to get extra support with academic work.

### 24.4 The Form Tutor

- Form Tutors are expected to run a lunchtime session (PE staff may use breaktimes) each week to support any students with pastoral or academic difficulties. They communicate with their tutees when an email is received and support students with genuine organisational difficulties.
- Any level of concern relating to learning difficulties should in the first instance be communicated to the Head of Year.
- Staff must discuss behavioural concerns of students on the SEND (Special Educational Needs and Disabilities) register with Sue Sevier, the SEND Co-ordinator

### 25.0 **EXPULSION**

For cases where expulsion is a necessary course of action, please refer to the Exclusion Policy.

### 26.0 **REVIEW**

The Governing Body, in conjunction with the Headmaster and Deputy Heads, will regularly review this policy and associated procedures to ensure its continuing appropriateness and effectiveness.

### 27.0 **OTHER RELEVANT POLICIES**

- Anti-Bullying & Cyberbullying
- Attendance & Registers
- Safeguarding & Child Protection
- Complaints
- E-Safety
- Exclusion
- Illegal drugs and Substance Misuse
- PSHE (Personal Social, Health, Education)
- Risk Assessment
- Staff Code of Conduct
- Mobile Phone Policy

Last reviewed August 2025

Next review due August 2026



## APPENDIX A

### SANCTIONS SUMMARY Years 7-13

*Staff must speak to the student that is being sanctioned, explain why their behaviour is inappropriate and establish when the detention will take place.*

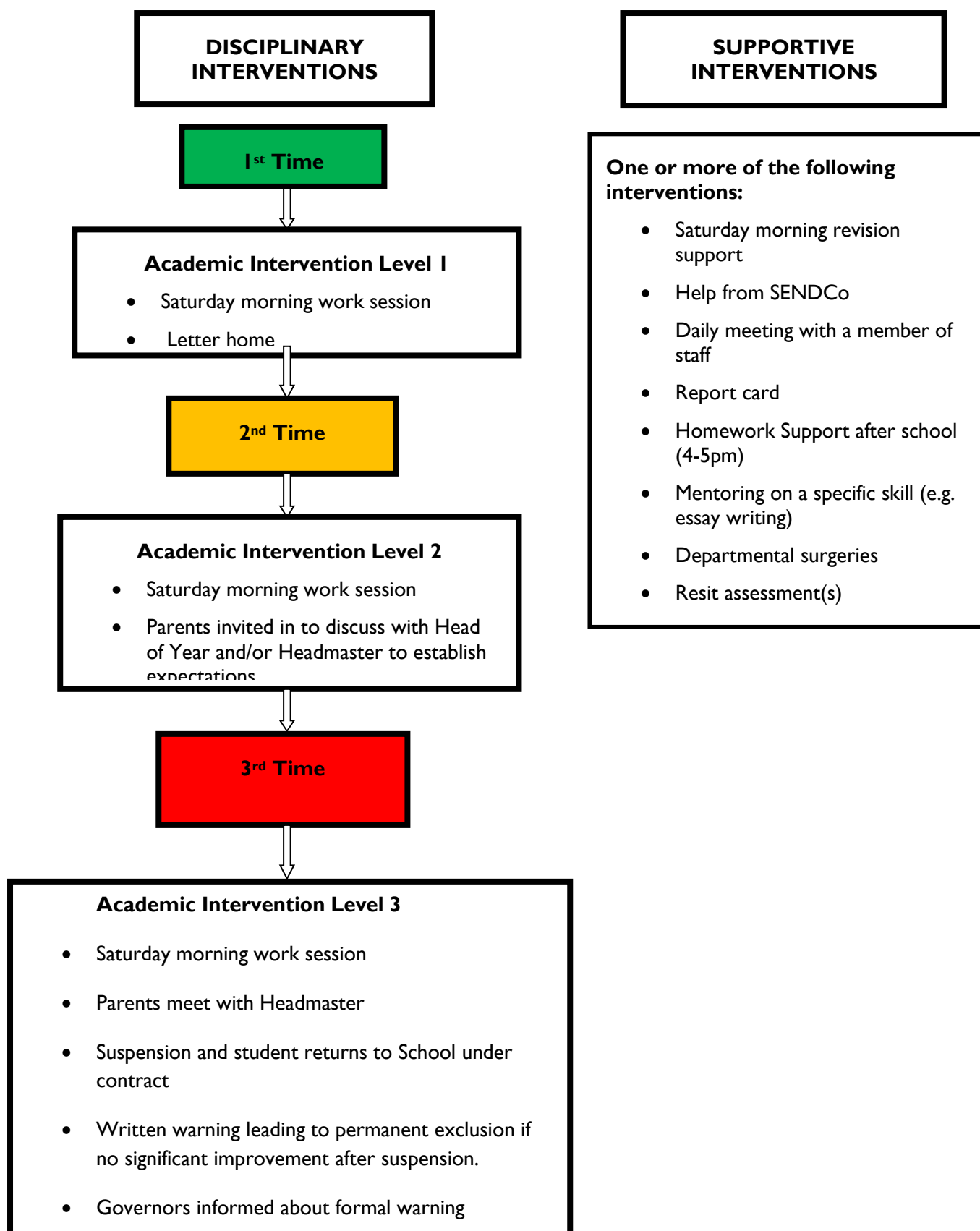
Academic Misdemeanour	Behavioural Misdemeanour	Sanction	Time	Arrangements	Staff Action
	<ul style="list-style-type: none"> <li>Eating in corridors</li> <li>Chewing gum</li> <li>Uniform infringements</li> <li>Forgetting equipment</li> <li>Minor lateness</li> <li>Other minor infringements</li> </ul>	Level 1			<ul style="list-style-type: none"> <li>Log onto iSAMS</li> </ul>
<ul style="list-style-type: none"> <li>Failure to submit homework</li> <li>Homework is incomplete or below standard</li> </ul>	<ul style="list-style-type: none"> <li>Rudeness</li> <li>Persistent lateness</li> <li>Accumulation of 5-minute DTs*</li> <li>Immature behaviour</li> <li>Using mobile phone in school time</li> </ul>	Level 2	30-minute DT	<ul style="list-style-type: none"> <li>Room 27</li> <li>12:40 – 13:10</li> <li>Daily</li> </ul>	<ul style="list-style-type: none"> <li>Log onto iSAMS</li> <li>Inform tutor</li> <li>Inform HoY</li> <li>Work must be set</li> <li>In case of phone, confiscate and hand into school office</li> </ul>
Accumulation of 30-min sanctions	<ul style="list-style-type: none"> <li>Disrupting a class</li> <li>Being sent out of a lesson</li> <li>Serious disobedience</li> <li>Serious rudeness</li> <li>Accumulation of 30-minute DTs*</li> <li>More serious immature behaviour</li> </ul>	Level 3	60-minute DT	<ul style="list-style-type: none"> <li>Room 1</li> <li>16:00-17:00</li> <li>Wednesday and Friday</li> </ul>	<ul style="list-style-type: none"> <li>Inform HoD and HoY who will log onto iSAMS</li> <li>All after schools' detentions should be approved by HOD or HOYs</li> <li>Inform Deputy Heads</li> <li>HoY informs parents</li> <li>Notice must be given</li> <li>Work must be set (where relevant)</li> </ul>
Further accumulation of 30-min & 60-min sanctions	<ul style="list-style-type: none"> <li>Accumulation of Level 3 DTs*</li> <li>Very serious infringement of school rules e.g., inappropriate online activity, child-on-child unkindness</li> <li>May involve a form of 'Rehabilitation' (taught sessions by HoY / DH) or community service</li> </ul>	Level 4	2-hour DT	<ul style="list-style-type: none"> <li>Room 1</li> <li>16:00-18:00</li> <li>Wednesday</li> <li>Or two one-hour sessions</li> </ul>	<ul style="list-style-type: none"> <li>Inform HoD or HoY who will log onto iSAMS</li> <li>Inform Deputy Heads</li> <li>HoY informs parents</li> <li>Notice must be given</li> <li>Work must be set (where relevant)</li> </ul>
<ul style="list-style-type: none"> <li>Persistent failure to produce homework of a satisfactory standard, despite warnings</li> <li>Poor report (3+ MERs)* leading to Academic Intervention levels 1-3</li> </ul>	<ul style="list-style-type: none"> <li>Extremely serious behavioural offences including those against the protected characteristics</li> <li>Accumulation of other DTs</li> <li>Bullying</li> </ul>	Level 5	3-hour DT	<ul style="list-style-type: none"> <li>Room 1</li> <li>Students usually solitary</li> <li>09:00-12:00</li> <li>Saturdays</li> <li>Full uniform</li> </ul>	<ul style="list-style-type: none"> <li>Inform HoD or HoY who will log onto iSAMS</li> <li>Inform Deputy Heads</li> <li>HoY informs parents</li> <li>Notice must be given</li> <li>Work must be set</li> </ul>

*Staff may give their own detentions by arrangement with students – these can be recorded on a tab called 'Individual Detentions' on iSAMS. These may be of any length from 5-30 minutes. The main focus should be to educate the student and help to build productive relationships, particularly with more difficult students. \* At discretion of Head of Year / Head of Department / Deputy Heads*



## APPENDIX B

If reports show a poor level of effort, both interventions and support are triggered:





## APPENDIX C

### Suspension Process

