



# 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 foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip students with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support students' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

## 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.

1.1 This policy has been created in line with guidance from the non-statutory DfE document '*Behaviour and Discipline in Schools (2014)*' to promote good behaviour amongst our students and sets clear expectations in a fair and non-discriminatory manner. Paragraph 21 of this document is particularly relevant to the School's aims for the Behaviour Management Policy: '*Schools should have in place a range of options and rewards to reinforce and praise good behaviour, and clear sanctions for those who do not comply with the school's behaviour policy. There will be proportionate and fair responses that may vary according to the age of the students, and any other special circumstances that affect the student.*'

**Behaviour and Discipline in Schools (2014): p.8**

## 2.0 OBJECTIVES

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 and any form of harassment
- 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

### **3.0 ROLES AND RESPONSIBILITIES**

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.

### **4.0 GUIDELINES FOR IMPLEMENTATION**

- 4.1 Corporal Punishment – Lingfield College does not allow any form of corporal punishment.
- 4.2 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.

### **5.0 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 in Year 7 and 8. In Years 9-13 Positive Behaviour (PB) Awards will be given. 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 meetings
- Particular successes are mentioned on the School website and on the Lingfield College Twitter and Facebook sites.

## 6.0 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, racism or other forms of inappropriate behaviour. 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.

## 7.0 SENIOR SCHOOL RULES – STUDENT CODE OF CONDUCT

- 7.1 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
  - Keep the school community safe by having restrictions of movement around the site and increased hygiene rules during the coronavirus pandemic
- 7.2 The School rules also extend outside the School premises when student behaviour could be deemed to bring the School into disrepute.

## 8.0 STUDENT DRESS CODE

- 8.1 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.
- 8.2 A separate dress code outlining what constitutes acceptable business attire is issued to Sixth Form students.



- 8.3 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.
- All uniform should be named
  - Hair should be worn in a neat, clean and manageable style. Hair colouring is permitted provided that the effect is natural.
  - Shoulder-length or long hair must be tied back in Years 7 - 9. Students in Years 10 – 11 and Sixth Form may wear their hair down, but it must look tidy and be tied back for certain activities, such as Science experiments or PE lessons
  - No extreme hair styles are permitted, and hair should not fall over the eyes
  - Boys should be clean-shaven at all times
  - Nail varnish and make-up are not permitted for students in Years 7-11
  - No jewellery is permitted (i.e. rings, bracelets, ankle bracelets, necklaces) for students in Years 7-11, with the exception of one stud earring per ear **lobe**. Ear cartilage piercings are **not** allowed. These earrings should be taped over for P.E. for health and safety reasons.
  - Make-up and jewellery are permitted for Sixth Form students, but must be in keeping with appropriate business attire
  - Visible tattoos or facial / body piercings are not allowed
  - Outdoor coats should be plain in colour
  - Hoodies should not be worn under blazers around School
  - Blazers must be worn whenever students are moving around the School
  - Shirts must be tucked in, and top buttons should be done up
  - Ties should be worn neatly
  - Blouses must not hang below jumpers/blazers
  - Skirts must be no shorter than two inches above the knee
  - White ankle socks or either black / nude plain tights should be worn with the skirt uniform. Tights need not be worn during the Summer Term
  - Black or grey socks should be worn with school trousers
  - All students should wear black shoes that can be polished, black trainers such as Nike Air Force 1 are not permitted.
  - Shoes should not be excessively high heeled
- 8.4 Rules about the wearing of Sports Kit are as follows:
- Students must come to school in full school uniform each day unless they have PE/games/sport during the day or after school in which case they must come into school in PE kit.
  - If students are in normal lessons wearing PE kit they must ensure that their legs are covered by wearing school tracksuit bottoms or plain black skins.



## 9.0 STUDENT CONDUCT

### 9.1 Student conduct in the classroom

- It is 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 to 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 have a positive attitude to their lessons and their work

### 9.2 Personal Conduct around the School

- Students are expected to conform to the School rules and behave in an appropriate way at all times
- Students must remain in their designated Year group zone at all times unless timetabled otherwise
- Students must only use the toilets allocated to their year group zone unless they are in lessons in another part of the school, in which case they should use the closest toilet
- Students must obey the prescribed routes for their year group when moving around the school and only enter the school buildings at their designated entry point. When two routes cross students must walk on the left and give way to the right.
- Students must go to their specified dining area at their allocated time only
- Students must clean their hands regularly (when they arrive at school, when they return from breaks, when they change rooms out of their year group zone and before and after eating)
- 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
- Students must keep to the allocated year group zones both inside and outside school at the start of the school day, at break and lunch



- 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 is not permitted anywhere on the School grounds
- 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
- Students must be respectful if others display COVID like symptoms or potential illness
- Students must be respectful of others personal space. They must keep 2m away from adults and students not in their year group. If space allows, they should keep 2m away from peers in their year group. They should avoid touching their peers.
- Students must be respectful of other students' choices regarding face coverings and hygiene
- Students must wear face coverings in lessons where a 2m distance cannot be maintained from other students or staff, unless they are exempt on medical grounds.
- Students must wear face coverings on school transport, in corridors and anywhere else inside the building where a 2m distance cannot be maintained from other students or staff, unless they are exempt on medical grounds.

## 10.0 PROHIBITED ITEMS

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

- Knives or weapons
- Replica knives or weapons
- Alcohol
- Illegal drugs
- So-called 'Legal Highs' (which were reclassified as illegal in September 2016)
- Stolen items
- Tobacco, cigarette lighters and cigarette papers
- e-cigarettes / vape pens, their chargers & e-liquid
- 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 found in possession of it)



10.2 In accordance with the Department for Education guidelines on Searching, Screening and Confiscation (2018), 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.

## 11.0 BULLYING

11.1 Bullying is not tolerated at Lingfield, and students who bully are liable to face serious sanctions, including suspension and/or expulsion

11.2 Students must not make threatening, racist, homophobic or sexist comments

11.3 They should not engage in fighting or bullying, or encourage others to behave in this way

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

11.5 Calling bullying comments ‘banter’ or ‘a joke’ can never excuse them

11.6 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

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

11.8 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

11.9 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

### 11.10 What to do if you think someone is being bullied

- Talk to the person you think might be being bullied and find out what the situation is
- Never join in with anything that could potentially be a bullying incident
- Do not watch bullying from a distance – bullies like an audience
- Speak up for the person if you hear others making unkind comments
- Talk to an adult at school about what is going on
- Log your concern on Firefly using the Online Worry Box

### 11.11 What to do if you feel that you are being bullied

- Don’t keep it to yourself – tell an adult or another student who could speak up for you
- Don’t think you are alone
- Don’t think it’s your fault – it is the bully that has the problem
- Don’t fight back or bully them (or someone else) back
- Don’t miss school or avoid clubs / activities because you are afraid of the bully
- Don’t hurt yourself – nothing is so hopeless that it can’t be resolved
- Tell the bullies to stop (depending on the situation)



- Try to ignore it – by reacting or getting angry you may inadvertently give them the satisfaction of thinking they have upset you
- Walk away from them
- Consider using humour against them to indicate that you are not intimidated
- Keep any messages, texts, images or notes, and log what happens
- Do not respond to any online communication

## 12.0 ATTENDANCE

- 12.1 Registration takes place in form rooms at 08:30 and 13:55 each day
- 12.2 Registers are also taken at the start of every lesson
- 12.3 If a student is late, they should go directly to their form or lesson depending on time and the teacher will mark them in
- 12.4 Parents are expected to notify the school via email if their son/daughter is unable to attend. They should email [office@lingfieldcollege.co.uk](mailto:office@lingfieldcollege.co.uk) before 10:00am; 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
- 12.5 Students in the Sixth Form 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 except on Games afternoon when they must sign out in the Sixth Form Centre
- 12.6 Students in Year 13 are permitted to leave the School premises without permission at lunchtime, but they must sign out in the Sixth Form Centre (this will be revoked if we are in a lockdown where shops/restaurants are closed)
- 12.7 An attendance rate of lower than 94% will result in the school contacting a student's parents to establish the reasons for frequent periods of absence
- 12.8 Students must email their teachers if they miss lessons for advice on how to catch up with the work missed. During the Coronavirus (COVID-19) epidemic they should do the relevant work on Firefly
- 12.9 Students who stay on the site after school must report to the following areas:

Year group	Location
7	Library
8	DS1
9	CS1
10	MS2
11	MS3
12	Study Room
13	Lecture Theatre

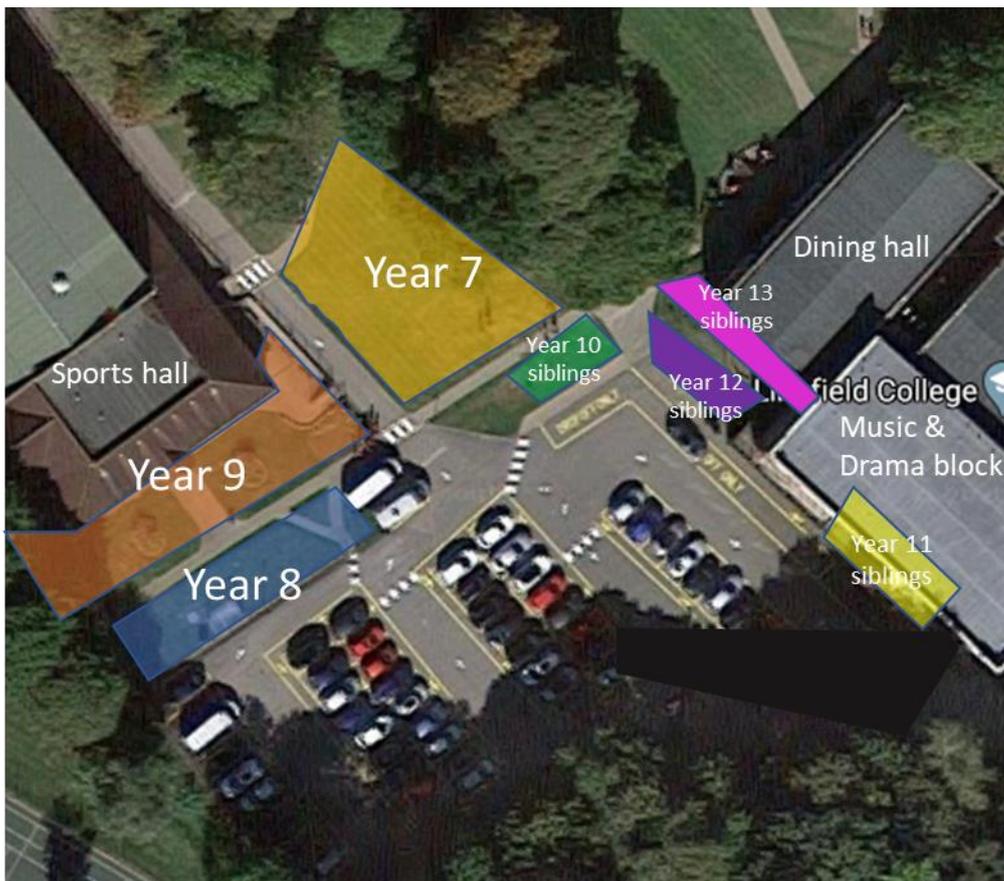


- 12.10 Students will be supervised until 5pm. Students who need to stay beyond 5pm, may do so in exceptional circumstances, but must obtain prior permission from one of the Deputy Heads. They must report to the main office at 5pm.
- 12.11 Students should not attend school if they have any symptoms of Coronavirus (COVID-19). They must get tested as soon as possible and remain at home until they have a negative test result or if they test positive they should stay at home for 10 days from the onset of the symptoms (see Attendance policy for more details)
- 12.12 Students should not attend school if someone in their household has symptoms of Coronavirus (COVID-19), they should self-isolate (see Attendance policy for more details)

### 13.0 **TRANSPORT**

#### 13.1 Cars

- From 15:50 until 16:15 when traffic is most congested, only students in Years 7 - 9 should meet their parents in the Auditorium Car Park, siblings of those in Years 7-9 that are in Years 10-13 can also be collected in the Auditorium Car Park
- When students are waiting to be collected from the Auditorium Car Park they must wait in their designated collection area as shown in the map below:





- Students in Years 10 -13 should be collected from the Jockeys' Car Park and ensure that they maintain a 2m distance from other students whilst waiting
- The front of Le Clerc house 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

### 13.2 Coaches

- Coaches collect from the Le Clerc car park
- Students who wish to use the bus on an irregular basis should sign up to do so at the School Office
- 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 or ear buds 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, his/her 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
- During the Coronavirus Pandemic students must use the hand sanitiser as they board and disembark the coach and wear a face covering for the entire journey. Whilst queuing for the coach they must remain socially distanced from any other student not in their year group bubble. Each coach has a seating plan which is stored at the front of the coach, this must be strictly adhered to. They should remove the face mask by only touching the ear loops or ties of the mask. If it is a reusable mask, they should store it in a sealed plastic bag and wash it daily. If it is a disposable mask it should be disposed of in a lidded bin or placed in a sealed plastic bag until a lidded bin is available. Once the mask is removed, they must hand sanitise.

### 13.3 Train

- Students should walk from Lingfield Station to school in the morning as shown in the map below by either of the two routes (not through the Prep school):



- At the end of the day, students are permitted to walk through the Prep school to get to the station, but they must wear a face covering whilst they pass 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 the Auditorium Steps at 16:55 each evening. Students who would like to use the Shuttle service should sign up at the School Office. Upon boarding the shuttle bus students must hand sanitise. They must wear a mask at all times and try to sit away from students in other year groups. (see details below regarding mask use)
- During the Coronavirus Pandemic students must use hand sanitiser as they board and disembark the train and wear a face covering for the entire journey. Whilst waiting for the train they must remain socially distanced from any other student or member of the public not in their year group bubble. They should try and sit at least 2m away from other passengers not in their year group bubble. They should remove the face mask by only touching the ear loops or ties of the mask. If it is a reusable mask, they should store it in a sealed plastic bag and wash it daily. If it is a disposable mask it should be disposed of in a lidded bin or placed in a sealed plastic bag until a lidded bin is available. Once the mask is removed, they must hand sanitise.



#### **14.0 CONDUCT ON SCHOOL TRIPS**

- 14.1 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
- 14.2 The rules in this Code of Conduct apply to students on trips, and sanctions will be applied as if students were in school
- 14.3 Students must not behave in any way which could bring the School into disrepute
- 14.4 Students must listen carefully to any instructions or rules imposed by School staff on trips and observe them, including meeting times and curfews
- 14.5 Students must not behave in any way which could cause injury or serious danger to themselves or any other individual

#### **15.0 SPORT: FIXTURES & KIT**

- 15.1 Students who are selected to represent the School in any team sports or similar activities will be expected to participate
- 15.2 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
- 15.3 When representing the School in sporting fixtures, all the School Rules apply and exemplary behaviour is expected
- 15.4 Students are only permitted to go home in sports kit if they are wearing the school tracksuit or after 5.30pm

#### **16.0 SEXUAL CONDUCT / RELATIONS**

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

#### **17.0 SECURITY**

- 17.1 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
- 17.2 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
- 17.3 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 eg in their bag, locker or blazer. (See Mobile Phone Policy for more detail)
- 17.4 Use of mobile phones during the School day is permitted for Sixth Form students in the Sixth Form Centre only
- 17.5 Students must not vandalise or damage School buildings or property



- 17.6 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
- 17.7 Students will have one locker in which to store their belongings ie not separate general and sport lockers
- 17.8 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
- 17.9 If you see a stranger walking around the school site who is not wearing a red lanyard, please alert a member of staff
- 17.10 It is the responsibility of the student to keep their break time snack tokens securely, these cannot be replaced if they are misplaced.

## 18.0 **STAYING SAFE ONLINE**

18.1 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

### 18.2 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.

### 18.3 Social Media

- The minimum legal age for students to have their own account on social media sites such as Facebook, Instagram, Twitter, Tumblr, Reddit, Snapchat, Askfm, Oovoo and Tik Tok is 13 years
- The minimum legal age to have a WhatsApp account is 16 years, and a Vine account is 17 years
- Students must not under any circumstances use any social networking sites e.g Facebook, Ask.fm, Snapchat, KIK, Oovoo, WhatsApp, Instagram, Tumblr, 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

#### 18.4 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
- 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 iboss, the School's filter software that gives details of all inappropriate material that has been searched for that day. Iboss gives details of the relevant name of the person searching, together with their IP address and the time that the search was made

#### 18.5 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/>
- <http://www.thinkuknow.co.uk/>
- <http://www.childline.org.uk/>
- <http://www.childnet.com/sorted/>
- <https://www.getsafeonline.org/>



## 19.0 USE OF ICT & SMART PHONES

- 19.1 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
- 19.2 All students are encouraged to read the policy to make sure that they are aware of the rules
- 19.3 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
- 19.4 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
- 19.5 Students must not interfere with the work of others or the IT system itself in any way
- 19.6 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
- 19.7 Students must not transmit any messages or prepare files that appear to originate from anyone other than themselves
- 19.8 Students should not bring mobile wifi 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
- 19.9 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
- 19.10 Students must not send any message internally or externally which is bullying, abusive, humiliating, hostile or intimidating in any way
- 19.11 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
- 19.12 Any data which contains information about students or staff of Lingfield College should only be published with those people's express permission
- 19.13 Students must not use school computers to access any social networking sites
- 19.14 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)**
- 19.15 An inappropriate photograph of a student who is 18 years or under constitutes an indecent image. Taking such a photo, distributing it or possessing it is an illegal act according to British law

## 20.0 SEXTING

- 20.1 Sexting is defined as 'the activity of using a mobile device to send messages that are about sex or to send sexual photographs'
- 20.2 Depending on the nature of the offence, people involved in sexting and distributing obscene material can end up on the Sex Offenders' Register
- 20.3 Taking an inappropriate photo of a person under 18 constitutes *creating* an indecent image of a child (even if a person takes the photo of themselves)
- 20.4 Sending or posting an inappropriate photo of a person under 18 constitutes *distributing* an indecent image of a child



- 20.5 Downloading or keeping an inappropriate photo of a person under 18 constitutes *possession* of an indecent image of a child
- 20.6 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
- 20.7 The results of sexting can include bullying, unwanted attention from strangers (as well as from people you know), feelings of stress and humiliation, blackmail

## **REWARDS & SANCTIONS**

### **21.0 REWARDS**

- 21.1 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.
- 21.2 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 edible gifts, e.g chocolate bars.
- 21.3 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 ranging 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.
- 21.4 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, music grades, 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 amount 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.

<b>Year 7</b>	
<b>No. of Merits</b>	<b>Award</b>
<b>25</b>	Bronze Badge
<b>50</b>	Silver Badge
<b>100</b>	Gold Badge & £10 Amazon voucher
<b>200</b>	£20 Amazon Voucher
<b>Year 8</b>	
<b>No. of Merits</b>	<b>Award</b>
<b>30</b>	Bronze Badge
<b>60</b>	Silver Badge
<b>120</b>	Gold Badge & £10 Amazon Voucher £15 Amazon voucher
<b>200</b>	
<b>Year 9</b>	
<b>No. of Merits</b>	<b>Award</b>
<b>40</b>	£5 Amazon voucher
<b>60</b>	£10 Amazon voucher
<b>80</b>	£15 Amazon Voucher
<b>Year 10 &amp; 11</b>	
<b>No. of Merits</b>	<b>Award</b>
<b>25</b>	£5 Amazon voucher
<b>50</b>	£10 Amazon voucher
<b>75</b>	£15 Amazon voucher

### **Sixth Form:**

£5 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. During the coronavirus pandemic this will be delivered using Teams to each form room.
- **Prize Giving** - Prize Giving takes place on the last day of the school year in July. 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. All Year 13 students are recognised at this event and they receive the most 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 Boy/Head Girl and their deputies, 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.

## 22.0 SANCTIONS

22.1 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 Social Services, the Police, medical professionals or counsellors.

22.2 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.

### 22.3 Screening, Searching and Confiscation

- In accordance with the Department for Education guidelines on Searching, Screening and Confiscation (2018), 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:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Un-prescribed drugs, such as Psychoactive substances (formerly known as 'Legal Highs' but reclassified as illegal in 2016)
  - Stolen items
  - Tobacco and cigarette papers
  - E-cigarettes, their chargers or the phials of liquid that are vaped
  - Fireworks
  - Pornographic images



- 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 seize any prohibited item found as a result of a search. They can also seize 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 student's property as a disciplinary penalty, where reasonable to do so.'*

#### **DfE: Searching, Screening and Confiscation(Jan 2018): Paragraph 12 (p.11)**

- 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 should be treated as unauthorised as the school has not excluded the student and his/her absence 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.

#### **22.4 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
- 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

#### **22.5 Telling Parents and Dealing with Complaints**

- According to the DfE document 'Searching, Screening and Confiscation (2018)', the School is not required to inform parents before making a search or ask for their consent.
- There is no legal requirement to make or keep a record of a search
- The School will inform parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, although there is no legal requirement to do so.
- Complaints about screening or searching should be dealt with through the normal procedures detailed in the Complaints Policy.



## 22.6 Behavioural Sanctions

- There are five levels of sanctions before the Formal Warning Stage listed below. These are 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 '**Departmental 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 five-minute detention 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.
  - **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 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.
  - **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 School rules. Students can be put into a Level 4 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. These detentions are held on Fridays.
  - **Rehabilitation Detentions** take place when a student has been involved in particularly serious breaches of the school rules. They are designed to explain the severity of the misdemeanour and to try and support the perpetrator by re-educating them in small group sessions, much in the way that speeding awareness courses are compulsory for those who have broken the law on the roads. These detentions typically run on Fridays, and are classed as a Level 4 detention.
  - **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.

22.7 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 one week (Level 2 Suspension) immediately if the nature of the behaviour or offence was serious enough and the Headmaster deems this punishment necessary. The Headmaster reserves the right to increase the number of days that a suspension lasts, depending on the case.

22.8 Level 1, 2 and 3 detentions are held every day throughout the week. During the coronavirus pandemic students in different year groups will be separated for detentions.



## 22.9 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
  - 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 Fridays

#### 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.

### **23.0 STAFF RESPONSIBILITIES**

#### **23.1 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).

#### **23.2 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.

#### **23.3 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.



#### 23.4 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 register with Sue Sevier, the SEND Co-ordinator

#### 24.0 **EXPULSION**

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

#### 25.0 **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.

#### 26.0 **OTHER RELEVANT POLICIES**

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

Last reviewed August 2020

Next review due August 2021



## APPENDIX A

### SANCTIONS SUMMARY Years 7-13

*Staff must speak to the pupil 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	5-minute DT	<ul style="list-style-type: none"> <li>Room 26</li> <li>10:30am</li> <li>Daily</li> </ul>	<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 26</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 in to 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 26</li> <li>16:00 – 17:00</li> <li>Daily</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>
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 eg. smoking, racist comments, inappropriate online activity, bullying etc</li> <li>May involve a form of 'Rehabilitation' (taught sessions by HoY / DH)</li> </ul>	Level 4	2-hour DT	<ul style="list-style-type: none"> <li>Room 26</li> <li>16:00 – 18:00</li> <li>Fridays</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 Interventions levels 1-3</li> </ul>	<ul style="list-style-type: none"> <li>Extremely serious behavioural offences</li> <li>Accumulation of other DTs</li> </ul>	Level 5	3-hour DT	<ul style="list-style-type: none"> <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>

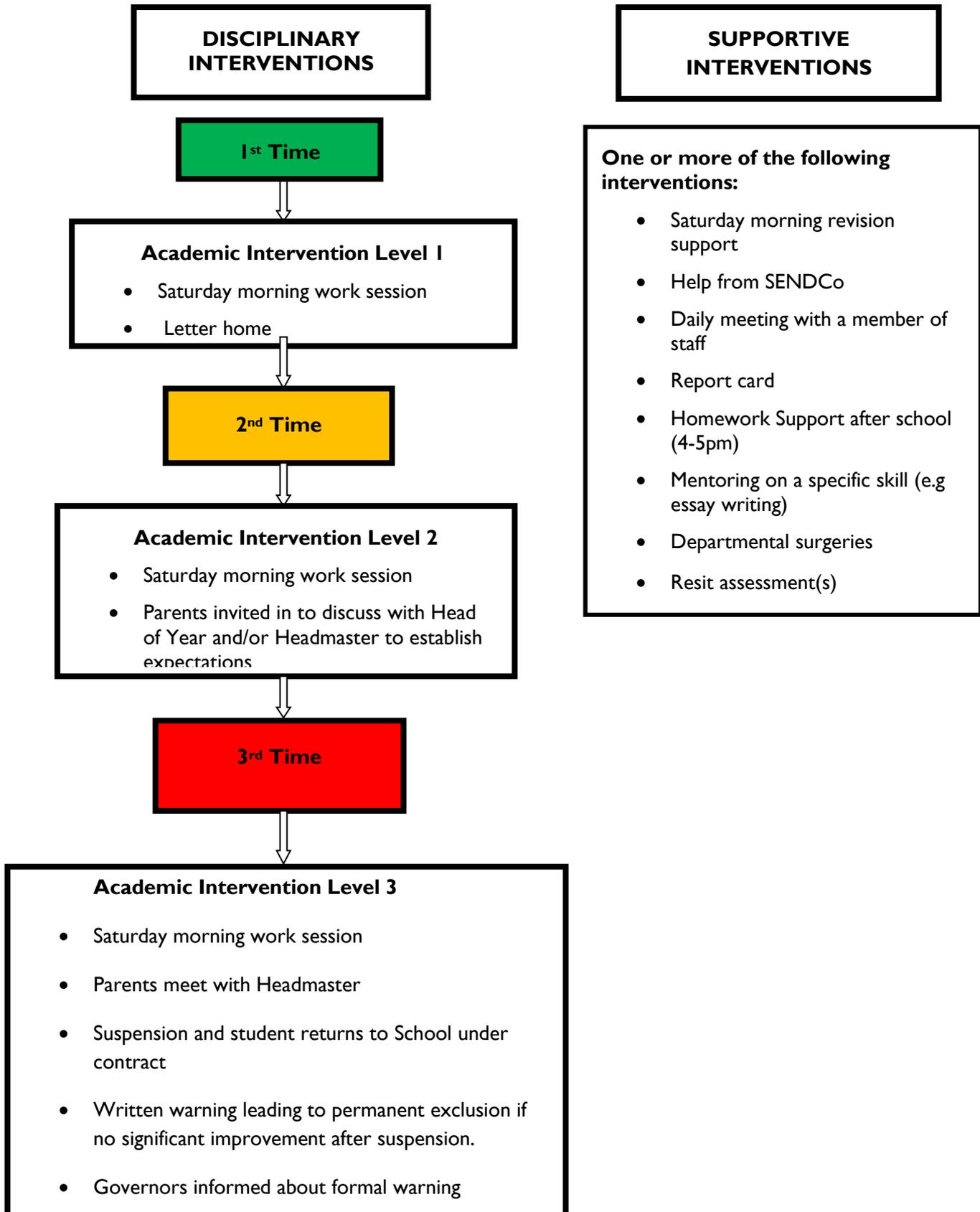
*Staff may give their own detentions by arrangement with students – these can be recorded on a tab called 'Departmental Detentions' on ISAMS. These may be of any length from 5 – 30 minutes. The main focus should be to educate the pupil and help to build productive relationships, particularly with more difficult pupils.*

\*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

