



ROYAL HIGH
BATH

G D S T
GIRLS' DAY SCHOOL TRUST

BEHAVIOUR, DISCIPLINE, REWARDS & SANCTIONS

Applicable to: All staff, Year 7-13 students, all boarders and parents.

- This policy has regard to non-statutory advice – Behaviour and Discipline in Schools (updated 2020).
- This policy should be read in association with the Countering Bullying policy (common to both the Prep and Senior schools). This provides clear guidance on measures to prevent bullying (including cyber-bullying, prejudice-based and discriminatory bullying).
- This policy should be read in conjunction with the Exclusions policy (common to both the Prep and Senior schools).
- The school recognises that some children may adopt challenging, abusive or disruptive behaviour as a result of abuse (including child-on-child abuse). In such cases the staff will provide support and intervention and make referrals as appropriate. Please see the Safeguarding policy and procedures (common to both the Prep and Senior schools) for full details.

Aims:

RHSB aims:

- to create an atmosphere where students feel valued and behave with courtesy, consideration and respect for other people, their property, and the environment.
- to create an atmosphere in which the individual can strive for excellence in their academic work.
- to provide a scheme of rewards and sanctions throughout the age range, ensuring that all staff operate the system consistently.
- The scheme should help to promote and maintain acceptable standards of behaviour and to instil a sense of right and wrong in students.
- The use of rewards should be a means of emphasising pleasing contributions to the life of the school/college and enhancing staff-student relationships.
- The use of sanctions should ensure students know which behaviour is unacceptable.

Implementation:

AT RHSB ALL FORMS OF CORPORAL PUNISHMENT ARE STRICTLY FORBIDDEN

1. Clear guidelines re student behaviour are placed in every tutor room and special ones given for any educational trip. 'This behaviour matrix' makes plain the levels of misbehaviour. Students are also given a Student Information Booklet in which can be found details of the school's Academic Honesty and Anti-Bullying policies, along with pastoral support systems.
2. RHSB takes measures to prevent bullying, including cyber-bullying, prejudice-based and discriminatory bullying – please see the Anti-Bullying policy for further information.
3. The range of rewards, sanctions and procedures is published in the Staff Handbook.
4. Sanctions and rewards are applied to all our students without discrimination however we recognise

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that children with special educational needs and disabilities (SEND) may need alternative strategies and support in order to promote positive patterns of behaviour.

5. The Learning Support Coordinator (SENDCo) advises on these strategies and support and the record of sanctions is reviewed regularly by the pastoral team to check the impact of sanctions on this particular group of students.
6. RHSB also recognises that some children may adopt challenging, abusive or disruptive behaviour as a result of abuse. In such cases, staff will provide support and intervention, and make referrals as appropriate.
7. Good communication between all staff (day and boarding, teaching and support) concerning individual students is made possible by the use of SIMS, merit stickers, emails, incident record sheets, school reports, phone calls, postcards and letters to parents. Meetings with parents may be pre-arranged (as in Academic Evenings) or *ad hoc* on an individual basis.
8. Parents are informed at New Parents' Evenings re the school's expectations and are encouraged to read through the annual RHS Blue Book which has a section documenting school sanctions. This information is also provided in the annually updated 'Information for New Parents' booklet.

Guidelines re Student Behaviour:

The RHSB Rule:

1. Students show respect for the feeling and property of others, act with consideration for their environment and always uphold the highest standards of dress and behaviour. Students must not engage in anti-social, discriminatory or bullying behaviour, whether this is face-to-face or online.
2. Students are expected to behave with courtesy and consideration to everybody else: teachers, boarding staff, support staff, other students, parents and visitors.
3. Students must take responsibility for their own actions.
4. Students should feel able to express their point of view in a polite and appropriate manner (either directly to an individual member of staff or formally through the Student Council).
5. Students should walk along corridors without posing any inconvenience, obstruction or danger to others.
6. Students should behave with due consideration to others in the dining room and locker rooms.
7. Students should only eat in the dining room or outside the building and should remember to tidy away their own rubbish.
8. Students' mobile phones should be stored every morning in PhoneLocker pouches and kept sealed until the end of the school day.
9. Students should enter and leave assemblies/meetings quietly and in an orderly manner.
10. Students should act in accordance with the guidelines on exams during the exam period.
11. Students should abide by the rules re uniform/dress code (as laid down in the separate Policy on Uniform/Dress Code).
12. Students should not chew gum at any time.

Guidelines for Staff re their response to good Student Behaviour:

1. The school is committed to the promotion of good behaviour and work habits by praising and rewarding students whenever it is appropriate. There are a range of rewards available (see below) but the effect of a quiet word of praise to a student by a member of staff should not be undervalued. Staff receive guidelines for behaviour management when joining the school and receive regular updates on student behaviour through staff briefings.
2. **Merit stickers** are given to a student by a member of staff and the student records them in their planner. The member of staff records merits on Sims.
3. **Merits** are awarded for very good work, marked progress, particularly considerate and helpful behaviour, and special contributions to the life of the school. They achieve 1 house point.

4. Good academic work includes: excellent marks (as defined by each subject); good presentation (when academically relevant); extra work; full or nearly full marks on a big piece of work; effort over and above what is expected); improved work / effort.
5. Good non-academic work includes: being particularly helpful around school; helping members of the school community; good charity efforts by a class or individual; involvement in extra-curricular activities, like Open Days or choir performances; showing initiative.
6. **Head of Year or Department Commendations and Pastoral Character Awards** are awarded to those students who have made a significant contribution to the success, wellbeing or initiatives of the relevant key stage, or if they have produced a particularly good piece of academic work, or shown excellent pastoral skills. The Head of Year or Department will award these personally to the student and they are worth 3 house points. A postcard will be sent home.
7. **Head's Commendations are presented by the Head** based on exceptionally good work highlighted by members of staff. The staff informs the student that she has received a Head's Commendation and the student meets the Head, bringing their commended work and signing the 'Head's Commendation Book'. A letter acknowledging the commendation is sent home. These awards achieve 5 house points. The member of staff should enter these onto Sims.
8. Merit marks will be totalled up using Sims. A termly count up will inform the award of the House Shield at the end of each academic year.
9. **Prizes** for subject achievement are awarded at the annual Speech Day Prize Giving for Years 7-13. In these Years each department nominates a student for a prize and the student is awarded an academic prize based on those nominations. There are also progress prizes which are awarded based on academic progress and a Head of Year prizes for students who have made a special contribution. Other prizes include RHS Learner Qualities prizes, Pink Positive (Y10) and the Evie Clover Award for Innovation and Originality (KS3). To maximise the number of students who receive a prize each student may only receive one prize (exceptions to this are the Head of Year's prize, Learner Qualities prizes and the Progress prizes which may be awarded in addition to one other prize).

Guidelines for Staff re their response to poor Student Behaviour:

1. Staff should respond to any poor behaviour by a student in line with the following sanctions. The emphasis is on discussion of the issue and the school's response to it.
 2. The Head of Boarding and other boarding staff are responsible for imposing any necessary sanctions for offences within the boarding area, e.g. vandalism or being caught smoking outside the 8.30am-3.50pm school day. Boarders may be **gated** and parents contacted. House staff are made aware by teachers of any sanctions accrued during the academic day by boarding students.
 3. If a student is having difficulty with organisation, completing and handing in homework on time, punctuality etc. the Head of Year may suggest that she is put on a **support report** with clear targets that are reviewed at the end of each lesson by her teachers. This should not be seen as a sanction and parents or Boarding Housemistress should be consulted so that they can support the student. The student support report should be monitored regularly by the form tutor and Head of Year.
 4. There are four key **sanctions**. The sanction depends upon the circumstances and gravity of the offence. Situations where parents will be informed include: missing lessons; not keeping to coursework deadlines; stealing; vandalism; rudeness; bullying; issues relating to smoking, alcohol and drugs. Sanctions are incremental, and therefore if a student continues to misbehave, she will progress up the chain of sanctions accordingly. All sanctions will be agreed by the Deputy Head, Pastoral and the Head, and the Head reserves the right to choose a more serious sanction, if he/she feels that the student has committed a misdemeanour appropriate to that
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offence, or that there is a pattern of poor behaviour emerging. In addition to the below, occasionally, when an individual's behaviour is affecting others in lessons, staff may request a student to leave a room. In this case, the student will either be asked to wait outside for a short period of reflection (approximately five minutes), or if necessary, be removed to a location (eg. Library), for private study under supervision for the remainder of that lesson.

5. **First Sanction: Debits** may be issued by staff as a result of poor, incomplete or missing work or for anti-social and inconsiderate behaviour contrary to The Royal High School's ethos. Debits are issued for: homework not done / done late; chewing gum or eating in classrooms, corridors or locker areas; forgetting sports' kit (the second time after a warning); wearing uniform incorrectly (the second time after a warning); inappropriate behaviour; arriving late to lessons or registration without a valid excuse.
 - **NB that teachers will discuss missing work with students and issue a warning beforehand.** Subject staff are asked to try and sort this problem out by overseeing the completion of missed work, e.g. in the Library at lunchtime, and by emailing the tutor and Head of Year.
 - Heads of Year contact parents if there has been poor achievement in the half-termly grading. Appointments may also be made to discuss any major concern. The SIMS Administrator sends tutors, Heads of Year and the Pastoral Deputy Head a weekly update of the number of debits each student has so that tutors can monitor and advise any student who has one or two debits. The Deputy Head Pastoral also monitors this. Three debits in a term is likely to result in an after-school detention, or academic report.
6. **Second Sanction: Confiscation** of unauthorised jewellery, mobile devices etc. involves the staff having to hand these over for custody to the Pastoral Deputy Head or the Head of Sixth Form or to the office for safe keeping. They may be reclaimed at the end of the period allotted, usually one week for jewellery and a school day for a mobile phone. Where a student persistently breaks the rules re jewellery and mobile phones, the Pastoral Deputy Head will ask parents to come in and collect confiscated items.
7. **Third Sanction: Detentions** are of four types. All these sanctions over-ride other commitments, clubs, practices, rehearsals etc. Staffing for these detentions is arranged by the Deputy Heads in consultation with the relevant Head of Year.
 - **Head of Year detention** given for three debits per term, or a single act of bad behaviour is held either at lunchtime or between 4.00 and 5.00p.m, at the discretion of the Head of Year and on a date fixed on an individual basis. A letter goes home to parents. Students may be set work to do in the designated room or be given tasks to complete around the school by the Head of Year.
 - **Deputy Head detention** given following a Head of Year detention, if students accrue more debits or if poor behaviour continues. They can also be given for a single more serious offence. These detentions are held between 4.00 and 5.00 p.m. on a date fixed on an individual basis. A letter goes home to parents. Students may be set work to do in the designated room or be given tasks to complete around the school by the Deputy Heads or Assistant Head.
 - **Head's detention** - given for acts of extremely bad or disruptive behaviour, for multiple misdemeanours, or where the student's behaviour has not improved following earlier sanctions. These involve a letter home to parents from the Head and a detention held on a Saturday morning or at the beginning or end of holidays. These are typically two hours in length.
 - **Mobile Phone detention** - given to a student who is found breaking the school rules regarding mobile phones. These are conducted for 30 minutes after school and are led by a member of the SLT.
8. **Fourth Sanction: A fixed term exclusion** may be expected by any student if they are involved in any of the following incidents: possession and use of tobacco and alcohol (in line with the policies on those offences). Fixed term exclusion may also follow a reckless or dangerous action, or may be given for incremental/continuous poor behaviour over a period of time and where other sanctions have already been applied. Any student found in possession of illegal drugs may expect to be **permanently excluded**.

9. Student Leaders and Prefects should pass on any concerns about a younger student's poor behaviour to a member of staff and should not take direct action themselves.
10. Physical restraint should only be used to prevent physical injury to children or adults and/or serious damage to property. When physical intervention is used, it should be used within the principal of reasonable minimum force. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) should be passed to the Pastoral Deputy Head and recorded in the student's personal file. The student's parent/carer should be informed on the same day.
11. The school has a register of sanctions imposed for serious misbehaviour which is held by the Deputy Head Pastoral (Senior School) and is updated regularly. The Deputy Head Pastoral will liaise with the Head about sanctions when necessary.
12. An example of serious misbehaviour would be when a student makes a malicious accusation against a member of staff. This would be investigated in line with the Safeguarding Procedure; but if the accusation was found to be without foundation, advice would be sought from Trust Office as to the correct level of sanction to employ.
13. Arrangements for searching students and their possessions, and the fact that some behaviour may manifest a Safeguarding issue are mentioned in the policy on Drugs, Alcohol and Tobacco.
14. The students are expected to conform to the school's standard of behaviour when they are going to and from the school and when they represent the school at matches etc. or when they are on school trips. There is a dress code for when Years 7-11 are in school uniform. Rudeness or other types of bad behaviour bring the school into disrepute and are therefore worthy of sanction.

Searching

15. Searching can play a critical role in ensuring that schools are safe environments for all pupils and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive.
16. The Head and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed in paragraph 17 or any other item that the school rules identify as an item which may be searched for.
17. The list of prohibited items is:
 - knives and weapons;
 - alcohol;
 - e-cigarettes, vaping equipment;
 - illegal drugs and legal highs;
 - stolen items;
 - 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 property of; any person (including the pupil);
 - an article specified in regulations:
 - tobacco, or cigarette papers;
 - fireworks; and
 - pornographic images.

18. Under common law, school staff have the power to search a pupil for any item **with consent**. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed. Heads and authorised staff are entitled to carry out searches of students and their property (including bags, pockets, desks and lockers) **without consent**, where there are reasonable grounds for suspecting the student may have a **prohibited item**.
19. Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the pupil is involved, or at risk of being involved, in anti-social or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from early help or a referral to the local authority children's social care services.
20. The school's behaviour policy should be communicated to all members of the school community to ensure expectations are transparent to all pupils, parents and staff, and provide reassurance that any searching of a pupil will be implemented consistently, proportionately and fairly, in line with the school's policy.
21. When exercising their powers, schools must consider the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.
22. Prohibited items may be confiscated, disposed of, or handed to the police. The school should also consider that students who use drugs, alcohol and tobacco may be masking other safeguarding issues and should be supported accordingly.
23. In Boarding, even if the student gives **consent**, looking through their possessions is not allowed unless they are present. Misunderstandings can arise too easily in this situation and it is an invasion of their privacy. The only time the Director of Boarding and authorised staff are entitled to carry out searches of students and their property (including drawers, wardrobes and lockable cupboards) **without consent**, is where there are reasonable grounds for suspecting the student may have a **prohibited item** as outlined above. These searches must be done with another member of staff present.

24. Related Policies

This policy operates in conjunction with:

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

Legal/guidance framework

- Behaviour in Schools: advice for headteachers and school staff (July 2022)
- Keeping Children Safe in Education (September 2025)
- Mental health and behaviour in schools (November 2018)
- Searching, screening and confiscation: advice for schools (July 2022)
- Use of reasonable force; advice for head teachers, staff and governing bodies (July 2013)

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- Independent Schools Standards Regulations 2014
- Equality Act 2010 and SEND Code of Practice (January 2015)

25. This policy will be reviewed annually by the Pastoral Deputy Head.

Review: August 2025	Next Review: August 2026
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