

Behaviour and discipline

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1 Policy Statement

At Hampshire Collegiate School we aim to create a happy and supportive environment which supports the School's aims and ethos. Good behaviour is of paramount importance and pupils, staff, parents and all those associated with the School are required to work together in a spirit of cooperation and understanding. The School also seeks to work with other agencies where necessary in order to promote good behaviour.¹ This document seeks to promote good behaviour and not simply set out the sanctions for misbehaviour.

We have high expectations, supported by high quality and effective pastoral support and opportunities to build good relationships. Our pupils are actively encouraged to fulfil their potential academically, in sport, music, drama and other school activities; they are expected to relate well and to behave considerately towards others. We live in a society where social skills are vital to our well-being and learning, to interact with others is therefore a critical part of Hampshire Collegiate School education. Pupils are expected to respect others both inside and outside the school. Expectations are backed up by a system of rewards and appropriate sanctions where necessary.

It is the duty of all associated with the School to have high expectations and to strive to uphold our reputation by effectively managing behaviour and encouraging pupils to behave responsibly at all times. Teachers, support staff and non-teaching adults in the School are encouraged to reinforce the philosophy of the school by ensuring that all pupils are treated in a caring, positive way as well as not ignoring poor behaviour, be it in classroom or corridor. We encourage relationships based on kindness, respect and understanding of the needs of others and are committed to fair treatment for all in line with our Equal Opportunities statement.

Physical intervention by reasonable and non-injurious means is only employed to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the pupil himself or herself) and a record is always submitted in writing to the Headmaster. No unacceptable, excessive or idiosyncratic punishments are used. Under no circumstances does the School permit the use of corporal punishment during any activity whether on or off the School premises. This prohibition applies to all members of staff including all those acting in Loco Parentis. Please refer to the Physical Restraint Policy for further details.

Pupils are able to raise questions or queries about the School's Behaviour policy through the School Council.

Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

¹ An example of this could be arranging anger management counselling with a trained anger management counsellor

This policy applies to all members of our School community, including boarders and those in our EYFS setting. Further specific policy in relation to boarders is contained in the Boarding Handbook.

Hampshire Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy is available to all interested parties (including volunteers and those supervising co-curricular activities or accompanying School trips) via the School's website or on request from the School Office. Leah Goodey, Assistant Head Pastoral, in the Senior School, and Peter Brady, Deputy Head of the Prep School are responsible for arranging a briefing for new members of staff on the policy.

This policy should be read in conjunction with the following School policies:

- Teaching and Learning
- Admissions
- Exclusion, Expulsion and Removal
- Physical Restraint
- Anti-Bullying
- Searching pupils and their possessions
- Alcohol, Smoking and Substance Abuse
- Educational Visits
- Staff Code of Conduct
- Pupil Code of Conduct (Senior School)
- [Behaviour and Discipline in Schools \(2016\) - DfE](#)

This document is reviewed annually by Leah Goodey and Peter Brady, or as events or legislation require, and in addition is subsequently checked and monitored by the School's Compliance Officer, who is a member of SLT. Once checked by the Compliance Officer, this policy is sent to LGB Members so that they can familiarise themselves with it, discuss it- both with the Compliance Officer or Headmaster and at the LGB meeting under the standing agendum of Compliance- and monitor its implementation going forwards. The next scheduled date for review is July 2019.

2 Key Personnel

The Deputy Head, José Picardo, supported by the Assistant Head Pastoral, Leah Goodey, is responsible for overseeing the management of behaviour issues in the Senior School.

The Head of the Prep School, Sarah Phillips, is responsible for overseeing the management of behaviour issues in the Prep School and the EYFS setting.

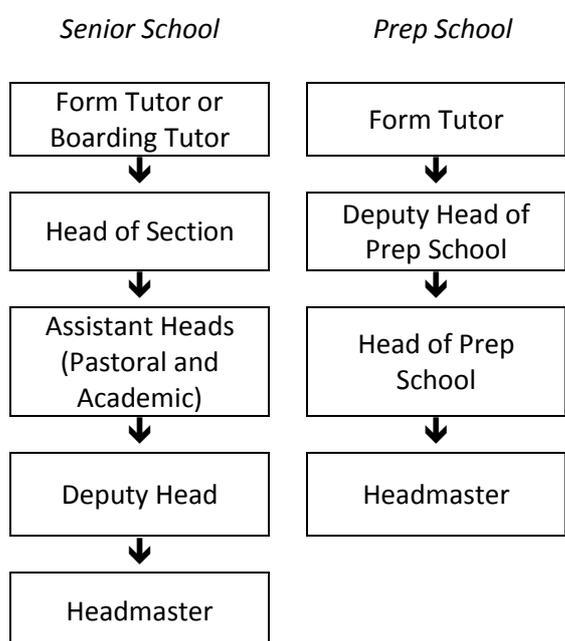
The Heads of Boarding, Isabelle Hopwood and Johnathan McCredie are responsible for overseeing the management of behaviour issues in the Boarding House.

The Assistant Heads (Pastoral and Academic), Leah Goodey and Steve Bowyer assist with Senior Leadership Team Behaviour and Academic Detentions by speaking to detained pupils and reporting back to parents afterwards if appropriate.

The Senior School Secretary, Laura Holmes, assists with the administration of Senior Leadership Team Academic and Pastoral Detentions in the Senior School.

3 Responsibility for dealing with disciplinary matters

The following diagram shows who is responsible for dealing with disciplinary matters, with serious incidents or persistent poor behaviour by an individual being referred up the 'chain of command'.



In the unlikely event of a Senior School pupil being severely disruptive or confrontational, he or she may be asked by the teacher to leave the lesson and report to the Deputy Head's Office. The matter is then attended to by the Headmaster, the Deputy Head or the Assistant Heads.

4 The School Codes of Conduct

4.1 Pupils' code of conduct (Senior School)

Hampshire Collegiate School believes in creating a community, underpinned by Christian ideals, in which all its members feel valued as individual, and respect each other in return. To this end, members of the community should:

- ✓ Act with honesty, courtesy and integrity.
- ✓ Conduct themselves in a manner that supports and enhances the reputation on the school.
- ✓ Strive to give of their best in all areas of school life
- ✓ Act with consideration for others in a spirit of tolerance for their beliefs, practices and feelings
- ✓ Accept praise and rewards with modesty, and school sanctions with appropriate grace

PUPILS SHOULD:

- Give of your best at all times
- Always be truthful, trustworthy and reliable
- Be co-operative and polite
- Respect the views of others
- Listen carefully to your teachers
- Be sensible and well-behaved wherever you are
- Follow all health and safety rules
- Think for yourself
- Look after your possessions
- Conduct all relationships appropriately
- Wear the correct uniform
- Have a smart and tidy appearance
- Stay within school boundaries
- Be reliable in extra-curricular activities
- Be punctual

PUPILS SHOULD NOT:

- Be lazy and negative
- Be anti-social
- Tell lies
- Be unreliable
- Swear, be rude or call out in class
- Bully or make fun of others or their views
- Borrow without permission, or steal
- Smoke, or bring alcohol or illegal substances to school
- Chew gum
- Be untidy in appearance

- Leave the site without permission
- Misuse school equipment or mobile phones
- Drop litter or write graffiti

PUPILS SHOULD NOTE THAT:

- Boys and girls are subject to the same Code of Conduct and conversely have the same opportunity for privilege and seniority (e.g. prefectorial responsibilities).
- Pupil relationships should be conducted appropriately. Physical contact is a natural part of any social relationship, but pupils should recognise and respect each other's personal space. Physical contact within the context of an established 'relationship' is not appropriate within school.
- They should not bring valuable items to school.
- Borrowing without permission is theft.
- Hair and attire should not draw attention to the wearer.
- School equipment (computers etc.) should not be interfered with, or misused in any way.
- Pupils are responsible for knowing the areas that are out of bounds.
- All regulations relating to health and safety (e.g. fire drill, attendance) must be strictly adhered to.
- Pupils who become ill during the school day must go to be seen by Matron. It will be the Matron's decision as to whether parents should be contacted.
- Pupils may not leave the school site during the day without the permission of the Matron (in the event of illness) or their Head of Section and must 'sign out' at Reception.
- Any pupil arriving at school after registration has closed must 'sign in' at Reception.
- Food and drink should be consumed only in designated areas. (Bottles of water may be brought into the classroom with the teacher's permission.)
- The use of personal electronic equipment during school hours is not permitted unless directly approved by a member of staff.
- The use of mobile phones is not permitted during the school day, except immediately before or after school and during morning break and lunchtime.

4.2 Golden Rules (Prep School)

- ✓ We are gentle – we don't hurt others
- ✓ We are kind and helpful – we don't hurt anyone's feelings
- ✓ We listen – we don't interrupt
- ✓ We are honest – we don't cover up the truth
- ✓ We work hard – we don't waste our own or others' time
- ✓ We look after property – we don't waste or damage things

5 Senior School

5.1 Introduction

The atmosphere of the Senior School is relaxed and friendly, and most pupils faithfully observe the Code of Conduct. Usually a verbal reprimand is sufficient to bring any pupil into line.

Rewards and sanctions are entered on the management information system, iSAMS.

5.2 Rewards

5.2.1 Commendations

In line with the principle of positive encouragement, Commendations are given to recognise all aspects of School Performance (e.g. academic, behavioural, co-curricular, social and leadership). Each Commendation is awarded under one of the three headings of Effort, Excellence or Social Responsibility. These may be acknowledged at the end of a piece of work, but will always be entered onto iSAMS under one of the three headings (as soon as possible after they have been awarded). Many departments and teachers have stickers or stamps to indicate that a Commendation has been awarded in their subject.

- Up to 3 Commendations can be awarded on iSAMS for a single piece of work / action
- iSAMS records the number of Commendations pupils have received. Certificates are awarded to Years 7-13 as follows:
 - Bronze for 15 Commendations in one academic year
 - Silver for 30 Commendations in one academic year
 - Gold for 45 Commendations in one academic year
 - Platinum for 60 Commendations in one academic year
- iSAMS alerts pupils, Tutors, and Heads of Section whenever a Commendation is awarded.
- Bronze certificates are awarded in Section assemblies by the Head of Section; Silver certificates are awarded in end of term assemblies by the Headmaster; Gold certificates are awarded on Speech Day by the Headmaster, or a nominated representative, who then sends home a letter of acknowledgement.
- Staff should try to find at least one instance of behaviour / piece of work per term worthy of a Commendation for each pupil in their classes / tutor groups.

5.2.2 Headmaster's Commendations

- Headmaster's Commendations are given for **exceptional** effort, or work or achievement of **truly exceptional quality** - often a lengthy project or presentation – and, although they should not be awarded lightly, staff are encouraged to recognise excellence when major pieces of work have been produced to a high standard. As with Commendations, Headmaster's Commendations are entered on iSAMS and fall under either Excellence, Effort or Social Responsibility.
- iSAMS alerts pupils, Tutors, Heads of Section and the Headmaster whenever a Headmaster's Commendation is awarded.
- Letters are sent home to parents by the Headmaster to alert them to the fact that their son/daughter has been rewarded with a Headmaster's Commendation. Commended pupils will be invited to meet with the Headmaster to discuss their

work and be congratulated in person. The pupil will also sign the Headmaster's Commendation book.

- Each Headmaster's Commendation counts as 5 Commendations.

5.2.3 Effort Grades

- At different times during the year, pupils receive grade cards or reports for their subjects, based on their individual effort and attainment over a period of time. At the end of each term, the top 10% of each year group, based on average effort grades, are rewarded with a certificate and small prize in end of term assembly.
- Likewise, the best tutor group in each year group is rewarded with a certificate and small prize in end of term assembly.

5.3 Sanctions

It is essential that colleagues are consistent in the awarding of sanctions. However, this is by no means to say that there is no room for discretion and professional judgement in awarding sanctions. There is a time and a place for clemency, such as when a pupil has particularly challenging pastoral problems. Each such case is judged on its merits. In addition, reasonable adjustments are made for pupils with special educational needs or disabilities (such as not awarding a sanction for fidgeting to a pupil with Attention Deficit Hyperactivity Disorder).

5.3.1 Uniform Warnings

- Uniform warnings may be given to any pupil in Years 7-13 who is incorrectly dressed or wearing inappropriate jewellery according to the uniform list (Years 7-11) and the Sixth Form Dress Code.
- Any teacher who sees a pupil incorrectly dressed may give a Uniform Warning. The pupil receiving the Uniform Warning is informed at the time of the reason for it verbally and then the sanction entered on iSAMS.
- The pupil, their tutor and Head of Section will receive notification of the Warning by iSAMS.
- 3 Uniform/Behaviour Warnings in a term generate a Head of Section Detention.

5.3.2 Behaviour Warnings

- Behaviour Warnings may be given to Years 7-13 for breaches of the school rules, inconsiderate behaviour, swearing, horseplay, use of mobile 'phone without permission etc.
- Any teacher who witnesses inappropriate behaviour may issue a Behaviour Warning. The pupil receiving the Behaviour Warning is informed at the time of the reason for it verbally and then the sanction entered on iSAMS.
- The pupil, their tutor and Head of Section will receive notification of the Warning by iSAMS.
- 3 Uniform/Behaviour Warnings in a term generate a Head of Section Detention. Once the Head of Section Detention has been generated, the Warnings that led to it expire.

5.3.3 Head of Section Detentions and SLT Detentions

- A Head of Section Detention can be awarded directly for more serious misbehaviour.
- The pupil's tutor will call the parents to discuss an action plan to improve the situation.

- Head of Section Detentions are administered and supervised by one of the Heads of Section, who will be notified by iSAMS whenever one is generated (as will the pupil, their tutor, and their parents).
- They are sat at on a Tuesday or Thursday lunchtime for 30 minutes.
- Tasks undertaken are constructive, and typically involve service to the school or a written task that encourages the pupil to reflect upon the behaviour that led to the detention. Lines are not an appropriate punishment, nor is simply catching up with missed work or doing homework.
- With a view to Health and Safety, tasks must be supervised adequately by the teacher concerned.
- Failure to attend a Head of Section Detention without a good excuse means that the pupil will have to sit a further Head of Section Detention. It counts as a Head of Section Detention for the purpose of accumulating a SLT Detention (i.e., 3 Head of Section / Head of Department Detentions in a term); it simultaneously counts as a SLT Detention for the purpose of accumulating a Headmaster's Detention (i.e., 3 SLT Detentions in a term).
- 3 Head of Section/Head of Department Detentions in a term will generate a SLT Detention.
- SLT Detentions are administered and supervised by the Assistant Head, who is notified by iSAMS whenever one is generated (as is the pupil, their tutor and Head of Section).
- Parents will be informed in writing of a SLT detention.
- The Head of Section will arrange a meeting with parents to discuss an action plan.
- SLT Detentions are sat after school for an hour on a Friday, supervised by a member of the senior leadership team.

5.3.4 Organisation Warnings

- Organisation warnings may be given to any pupil in Years 7-13 who submits late or unsatisfactory work unaccompanied by a good excuse, or who forgets equipment for example.
- Any teacher may give an Organisation Warning. The pupil receiving the Organisation Warning is informed at the time of the reason for it verbally and then the sanction entered on iSAMS, taking care to note the name of the piece of work.
- The pupil, their tutor and Head of Section will receive notification of the Warning by iSAMS.
- 3 Organisation Warnings in a term generate a Head of Department Detention. Once the Head of Department Detention has been generated, the Warnings that led to it expire.

5.3.5 Head of Department Detentions and SLT Detentions

- The pupil's tutor will call the parents to discuss an action plan to improve the situation.
- Head of Department Detentions are administered and supervised by the relevant Head of Department (HoD), who is notified by iSAMS whenever one is generated (as is the pupil's Tutor, Head of Section and parents).
- Head of Department Detentions are sat at lunchtime for 30 minutes on a day of the HoD's choosing.
- Tasks undertaken are constructive, and typically involve service to the school or a written task that encourages the pupil to reflect upon the behaviour that led to the

detention, or extra work may be set by the subject teacher. Lines are not an appropriate punishment, nor is simply catching up with missed work or doing homework.

- Failure to attend a Head of Department Detention without a good excuse means that the pupil must sit a further Head of Department Detention. It counts as a Head of Department Detention for the purpose of accumulating a SLT Detention (i.e., 3 Head of Department Detentions in a term); it simultaneously counts as a SLT Detention for the purpose of accumulating a Headmaster's Detention (i.e., 3 SLT Detentions in a term).
- 3 Head of Section/Head of Department/Boarding Detentions in a term will generate a SLT Detention.
- SLT Detentions are administered and supervised by the Assistant Head, who is notified by iSAMS whenever one is generated (as is the pupil, their Tutor and Head of Section).
- Parents will be informed in writing of a SLT detention.
- The Head of Section will arrange a meeting with parents to discuss an action plan.
- SLT Detentions are sat after school for an hour on a Friday, supervised by a member of the senior leadership team.

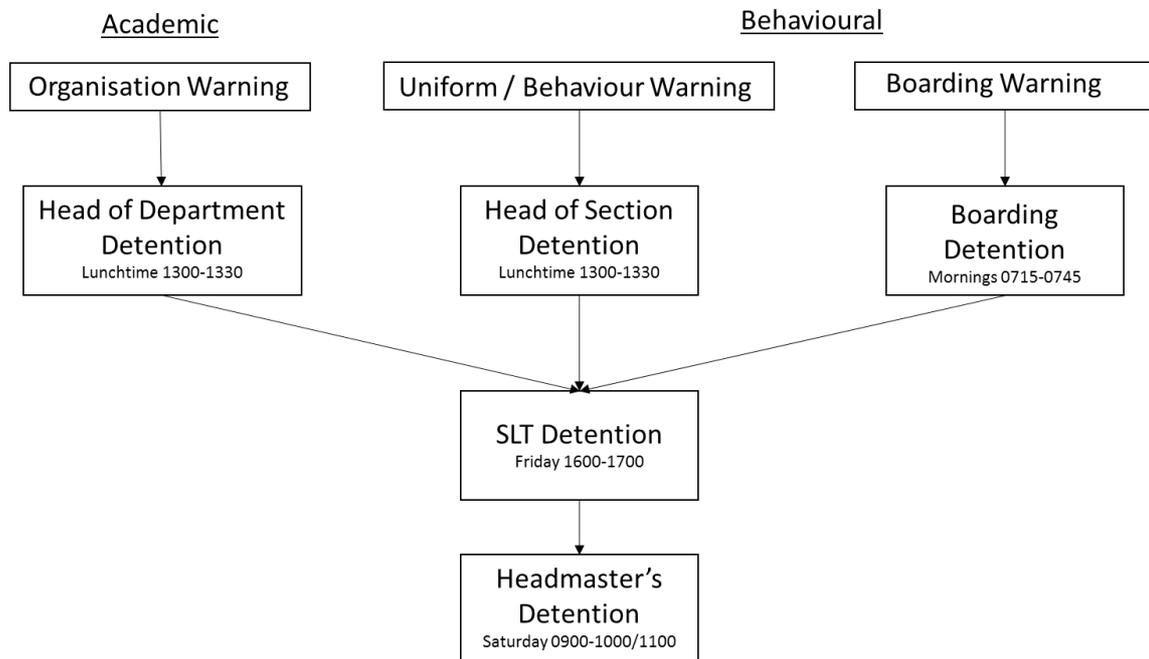
5.3.6 SLT and Headmaster's Detentions

- 3 SLT Detentions in a term will generate a Headmaster's Detention.
- Parents will be informed in writing of a SLT/Headmaster's detention.
- As noted above, failure to attend a Head of Section/Head of Department Detention without a good excuse means that it is served as a SLT Detention.
- SLT Detentions take place each Friday after school 1600-1700.
- Supervision is undertaken by a member of the senior leadership team.
- The staff member will converse with detainees to work out action plans for example.
- Laura Holmes is responsible for checking that parents who have not responded to the detention letter by noon on Friday are aware that their son/daughter is being detained.
- Detained pupils stay in the detention room for the duration. They undertake tasks that contribute to their learning in some way rather than being solely punitive (as is the case with lines or filling in the squares on graph paper); yet, being a sanction rather than a Homework Club, the pupil should not simply be catching up on missed work. Legitimate tasks therefore include: writing an essay on the importance of good behaviour; extra French if the pupil has been performing poorly in French.
- Part of the time should also be spent supporting the pupil by addressing the underlying problems, and typically the member of SLT will take this role (as noted above).
- Failure to attend a SLT Detention without a good excuse means that it is served as a Headmaster's Detention instead.
- The third SLT Detention in a term generates a Headmaster's Detention held on a Saturday morning 0900-1000 or 0900-1100. Tasks undertaken during these detentions are at the discretion of the Headmaster. Pupils are expected to wear

school uniform / adhere to the Sixth Form dress code as appropriate to their year-group.

- Supervision is undertaken by a member of the SLT.
- Both SLT Detentions and Headmaster's Detentions can be handed down for a single misdemeanour of corresponding gravity. Examples of such misdemeanours may include: truancy; bullying; theft; pre-meditated cheating in an examination; serious damaging of school property; making malicious allegations against staff.
- These detentions should only be entered on iSAMS after consultation with the Deputy Head or the Assistant Head.
- The administration for all SLT Detentions and Headmaster's Detentions is the responsibility of the Assistant Heads, Leah Goodey and Steve Bowyer, and they are assisted by the Senior School Secretary, Laura Holmes. They also ensure that, in the case of Headmaster's Detentions: contact is made with parents by telephone beforehand; a formal letter from the Headmaster is sent home by Laura Holmes beforehand.
- Whenever a SLT or Headmaster's Detention is awarded / automatically generated, the pupil, their tutor, and Head of Section are automatically alerted by iSAMS via e-mail.
- If a pupil repeatedly attracts Headmaster's Detentions, the School's Exclusion, Expulsion and Removal Policy may come into effect, with temporary exclusion typically the next resort. In the Sixth Form, the second Headmaster's Detention attracted since the beginning of Year 12 leads to a parental meeting chaired by the Headmaster. If the pupil concerned attracts another SLT Detention or Headmaster's Detention, he/she is temporarily excluded for a period of time that is determined by the Headmaster.

5.3.7 Sanctions flowchart



5.3.8 Administration of after-school detentions

- It is noted above who is responsible for the administration of each kind of detention.
- It is important that the administration of detentions is efficient and timely. Every pupil must be informed clearly of its date, time and location, as well as the reason why it has been awarded. The date, time and location will be emailed to the pupil; this will avoid claims such as, "You told me it was on a different date".
- Although parental permission as such is not required to detain pupils, parents have a right to know when and why their son/daughter is being detained. We also need to know that they know before we detain their son/daughter. Parents should be informed as soon as possible and no later than the day before the detention is scheduled.
- Laura Holmes will write to parents to inform them of the detention, including the reason for the detention along with the date, time and place of the detention.
- If, for whatever reason, the date of the detention is changed, the administering teacher is able to move the detention to a different date.
- The person supervising the detention marks the pupil as present at the detention on iSAMS.
- If the detention is missed without good excuse, this is noted on iSAMS by the person administering the detention. This will generate an e-mail to the person responsible for administering the consequent (SLT / Headmaster's) detention (also copying in those who would usually be informed of the latter type of detention).
- In the case of all detentions, staff members will be able to see which pupils are to be detained by looking at the rota on iSAMS.

5.3.8 What happens when a Head of Section / Head of Department Detention clashes with another activity?

- In the case of medical or compassionate grounds, the detention is re-arranged. Such a reason should be confirmed by a parent, not just the pupil.
- If a parent expresses the wish that his/her son/daughter not miss a non-school activity (e.g. tennis lessons) in order to attend a detention, inconvenience caused to the pupil is not a mitigating factor. Yet, if the activity is paid for in advance by the parents, or if missing it would involve letting down a number of other people, an alternative date is set.
- It may be that attending a detention would involve the pupil missing a HCS co-curricular activity. As a rule of thumb, a Head of Section / Head of Department Detention takes precedence over a practice or rehearsal but not over a match or performance.
- There may be circumstances in which it is not a clash but rather concerns for the safety of the pupil that lead to a parental request for the detention to be re-arranged. For example, it may be that a Year 7 pupil could not be picked up by a parent on a certain day in winter at 5 p.m., and that the parent isn't content for the pupil to travel home alone in the dark. In such circumstances, the detention is re-arranged for another day after school. Detentions are only scheduled during lunch-times as a last resort and only after consultation with Leah Goodey.

5.3.9 What happens when a SLT or Headmaster's Detention clashes with another activity?

- With the exception of medical, compassionate and safety grounds, pupils are expected to attend SLT Detentions on the day set.
- As a general rule, SLT Detentions take precedence over all co-curricular activities. Exceptions to this rule will be rare.
- Given that Headmaster's Detentions take place at the weekend, the School is mindful that family commitments may mean that it is fitting that an alternative date is arranged.

6 Sixth Form

6.1 Attendance and Punctuality

Pupils are required to attend all lessons and other school activities punctually in order to gain the most benefit from their time in the Sixth Form. It is also part of our pastoral commitment to pupils' safety to ensure that they are accounted for if they are not in school. Pupils' attendance is therefore closely monitored. They are registered by their tutor at 8:35 and 13.55 and by their teachers in each lesson.

Sixth Form pupils are allowed to leave the school site at lunchtime (between 12.55 and 13.55) but must sign out and back in again at Reception, and then attend afternoon registration.

6.2 Planned absence

If a pupil knows they will be absent, parents must write to his/her Tutor in advance, who then enters this into iSAMS. The pupil must in advance, inform the teachers of any lessons he/she will miss, that he/she will be absent and make arrangements to catch up on work. Acceptable reasons for such absence include:

- Driving *test* or other external examination (driving *lessons* should not be scheduled during school time)
- University interview or open day
- Medical appointments which cannot be scheduled out of school time

Leave of absence for vacations must be requested in advance from the Headmaster but will not normally be granted during term time.

6.3 Unexpected absence

If a pupil is unexpectedly absent, e.g. due to illness, parents must notify the school before 10am. This can be done by phoning the school office on 01794 512206 or by e-mailing info@hampshirecs.org.uk. From 10am, the school contacts the parents of any pupil not present for registration and/or period 1 and for whom we have no notification of absence, to establish their whereabouts.

If a pupil becomes unwell during the school day, he/she must report to Matron, who may decide that the pupil should be sent home. Pupils who go home without first seeing the Nurse are considered to be absent without authorisation.

On return to school, the pupil must bring to his/her Tutor a letter from her parents authorising the absence. A telephone call or e-mail sent from one of the parental e-mail addresses registered on iSAMS is also acceptable. If none of these are forthcoming, parents are contacted.

6.4 Monitoring Attendance and Punctuality

Each morning in registration the Tutor reviews the iSAMS attendance records of his / her tutees and asks for written, telephone or e-mail confirmation from parents of the reasons for any absence. Students have a week to produce this confirmation.

As above, in cases of absence, following registration, each day the receptionist will contact home to report absence and enquire as to the reasons if a message or permission has not already been given.

A register is taken for every lesson. Tutors challenge their students to explain any absence from lessons. All unauthorised absences from school (be they from Registration, lessons, supervised study periods or other mandatory school events such as Prize Giving) are investigated by Tutors, with Head of Section always informed. Parents are contacted if a period of absence is confirmed as unauthorised, and registers filled in with 'O' (Unauthorised Absence).

Punctuality to morning Registration and to lessons is also monitored. There is an expectation that students are on time other than for reasons beyond their own control. Inexcusable lateness to a lesson or to Registration should be met with an Organisation Warning or Head of Department / Head of Section detention.

However, a graver sanction may be awarded at the discretion of the HoS / DHoS if there are aggravating factors (such as the student bringing the School into disrepute during the relevant period of unauthorised absence).

6.5 Monitoring Academic Progress

The system for monitoring academic progress in the Sixth Form aims to recognise the effort and achievements of those who are working well, and to enable early identification and support of those who are not. Subject teachers are encouraged to use iSAMS to award Commendations for good work or effort by Sixth Formers, in the same manner as for Years 7-11.

In the event of late submission of work, or of inadequate work, teachers will give an Organisation Warning / ask for the work to be repeated and give a deadline. If this is not achieved, a Head of Department Detention will be issued. This will be recorded on iSAMS. Organisation Warnings can also be issued for repeatedly poor organisation (e.g. forgetting iPad after being verbally warned at least once). Sixth Form Tutors receive an e-mail alert whenever a sixth-former receives an Organisation Warning, thus enabling them to give the appropriate assistance. The escalation process is the same as for Years 7-11.

6.6 Sixth Form Dress Code

The Sixth Form has a Dress Code by which all pupils in Years 12 and 13 must abide. Details can be found on the School's web-site at <https://www.hampshirecs.org.uk/Information/For-Parents/Uniform/Sixth-Form>

The final decision about what is or is not acceptable rests with the Head of Section and the Assistant Head Pastoral. If a pupil is not sure whether a piece of clothing is acceptable or not, it should not be worn. A pupil who is in school and not dressed according to this code will be asked to make the appropriate changes. If it is not possible for a pupil to adhere to the dress code with the clothing they have in school, he or she may be asked to return home and parents will be informed.

6.7 Sixth Form Driving

Sixth-formers who have passed their driving test and who wish to travel into school by car will need to have permission from their parents using the Pupil Vehicle Permission Form.

Any HCS pupil passengers must gain permission from their parents using the Pupil Passenger Permission Form for travel into and out of school.

6.8 Sixth Form Sanctions

Sanctions and the occasions on which they ought to be used are covered in the preceding paragraphs with sixth-formers subject to the same system and escalation process as pupils in Years 7-11.

Removal of Sixth-Form off-site privileges

In addition, we also consider the removal of off-site privileges on these occasions:

- A Sixth Form pupil who goes off-site without permission, or who drives or is a passenger in a car without the relevant permission forms as detailed above.
- The sanction comprises the pupil being confined to school premises for the duration of the school day (0835-1550).
- The length of time over which the privileges are withdrawn varies depending on the nature of the misdemeanour, the options being 2, 4 or 6 weeks (excluding school holidays).
- Details of the sanction, including the reason for it being given and the exact dates between which she is confined to the site, must be clearly communicated to the student in advance.
- This sanction can only be awarded by the Deputy Head of Section, Head of Section, the Assistant Head Pastoral, or Deputy Head.
- Upon selecting the sanction on iSAMS, the teacher is requested to enter the reason for the sanction being given and the number of weeks (excluding school holidays) over which the privileges will be withdrawn. E-mail alerts are automatically sent to the pupil, their Tutor and the Head of Section.
- Leaving the school site without permission from HoS or DHoS while the sanction is in force leads to a Headmaster's Detention being awarded.

7 Prep School

The following members of the Senior Leadership Team are responsible for overseeing the management of behaviour issues in the School.

Deputy Head - Peter Brady

Head of the Prep School – Sarah Phillips

7.1 Golden Rules

The Golden Rules are reviewed and formulated annually by the School Council.

At school, we shall:

- Always treat others as we would like to be treated.
- Respect each other and their property.
- Take pride in our appearance.
- Always try our hardest.
- Share the playground equipment.
- Walk around the school quietly, using the left hand side of the stairs.
- Line up silently in the playground and enter and leave assembly without talking.
- Be good sportswomen and cheer for everyone.
- Spread a little happiness and smile!

7.2 Rewards

Pupils respond to praise and encouragement in all aspects of their lives.

Each member of staff operates the House Point system to encourage the following:

- Good work
- Substantial effort towards improvement in some area of work
- Substantial effort towards improvement in specific behaviour
- Helpful, kind or thoughtful behaviour towards other pupils or staff
- Responsible performance of duties.

Rewards should be used consistently by all staff and pupils should clearly know what they are being rewarded for. A suggested allocation of house points is provided here:

- 1 for very good effort/very good work
- 3 or more house points may be awarded for an on-going piece of work such as a termly project (up to 10 may be awarded for completed projects)
- 1 for excellent citizenship and setting a particularly good example to younger pupils
- 1 for encouragement e.g. finally has all equipment needed for lesson, handing in homework more efficiently, finally remembering to return letters etc.

House points are recorded in the pupil's planner by the member of staff awarding them (Years 1-6) or on a badge (Reception year). If twenty-five house points are collected in one term, a pupil will receive a '1 star badge' in House Assembly. If fifty are collected, a '2 star badge' is awarded, if seventy-five are collected a '3 star badge' is awarded and a 'gold star badge' is awarded for one hundred house points. Staff record individual fortnightly totals and these are collected by the House Captains to add to the House total which are announced in assembly.

Year 6 prefects are encouraged to promote good citizenship and behaviour. The Head celebrates children who have done good work or shown good behaviour around school, or

to acknowledge outstanding effort or acts of kindness. All members of the school community are able to nominate pupils for this accolade.

Each week class teachers award a Learner of the Week certificate to pupils who follow the School's values and show excellent learning behaviours and attitudes in class. The certificates are acknowledged in whole-school assembly and are published in the Highlights.

Staff may use other rewards such as stickers, stamps, comments and verbal praise and encouragement. In addition, pupils may be sent with a piece of work for other staff to admire. Work and sporting achievement is also displayed and presented in assemblies. On a rota, all classes have the opportunity to lead an assembly celebrating interesting work carried out in the classroom.

7.3 Informal sanctions

Although rewards are central to the encouragement of good behaviour, there is a need to recognise and address unacceptable behaviour in order to ensure a safe and positive learning environment. In most cases, the member of staff should deal with the problem in a caring, supportive and fair manner. It should be made clear why a sanction has been applied and what changes in behaviour are required to improve. It is important that pupils are made aware that they are responsible for their own conduct.

Sanctions include:

- Verbal reprimand and reminder of expected behaviour
- Moving a child from the location of the behaviour
- Sending work home
- Loss of free time, such as playtime
- Redoing work
- Removal of the pupil from the activity for the remainder of the session

7.4 Formal sanctions

7.4.1 Alert Card (Years 3-6)

- Each half-term every pupil in Year 3 to 6 is given a purple alert card.
- Any member of staff witnessing poor behaviour will sign the pupil's card under the appropriate heading.
- The headings are: Incorrect uniform, Manners in the Lewis Hall, Late for lesson/activity, Not correct equipment/books, Homework, inappropriate behaviour, Not lining up quietly.
- The reason for the signature will be reported to the Head of Prep and the Form Tutor.
- If a pupil receives 3 signatures under any one heading in a half term, the pupil will receive a detention.
- A letter from the Head of Prep School will be sent to parents.
- The Deputy Head of the Prep School, or another designated member of staff will run the detentions at lunchtime for 30 minutes.
- During the detention, the pupil will write a description of what they did wrong, the consequences of their actions and how they could moderate their behaviour in the future / complete a reflection task.

- If a pupil receives 3 detentions in a term, parents will be contacted and invited in to meet with the Head of the Prep School.

7.4.2 Incident Slip

- For more serious incidents of poor behaviour, an incident slip will be handed to the pupil immediately.
- The member of staff issuing the slip must detail the reason.
- The slip will be sent home to parents via the pupil's planner, parents must sign it and return it to the Form Teacher.
- The pupil will receive a lunchtime detention for 30 minutes which will be run by the Deputy Head of the Prep School, or another designated member of staff.
- During the detention, the pupil will write a description of what they did wrong, the consequences of their actions and how they could moderate their behaviour in the future / complete a reflection task.

7.4.3 Report to the Head of Prep School

- If a pupil uses consistently poor language or there is an incident of serious misconduct such as bullying or inappropriate physical behaviour, the Head of Prep will be informed immediately
- A record is kept on the pupil's file
- The Head of Prep School will deal with the pupil directly and inform parents.

If problems persist, or if the incidents are severe, parents are involved at the earliest opportunity and pupils are monitored both at home and at school.

It is rare that a pupil persistently behaves badly and refuses to conform to the School's expectations. A continuance of such behaviour could, in consultation with the Head of Prep and the Headmaster, result in the pupil being excluded for a fixed period.

In these cases the parents are asked to bring their child to discuss the terms of re-admittance with the Head of Prep. In some circumstances it is necessary to refer a pupil directly to the Head and where relevant and appropriate, the parents are informed.

Sanctions are consistently used, but staff must also take into account individual and mitigating circumstances. Pupils are made aware that they are responsible for their own actions and breaking rules will lead to consequences.

8 Boarding

The Heads of Boarding are responsible for overseeing the management of behaviour issues in the Boarding House.

The School's policy follows a fair and appropriate policy on behaviour, discipline and use of punishments and is known to boarders, boarding staff and parents/guardians. The Behaviour and Discipline Policy is in written form (accessible to boarders and sent to parents/guardians) and complies with National Minimum Boarding Standards (2015) as follows:

- The process to demonstrate that the boarders view the School's use of punishments as generally fair is through their representation on the School Council and the regular meetings that take place in the boarding house.
- No unacceptable, excessive or idiosyncratic punishments are used by boarders or staff including:
 - any punishment intended to cause pain, anxiety or humiliation
 - corporal punishment,
 - deprivation of access to food or drink
 - enforced eating or drinking
 - prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline
 - requirement to wear distinctive clothing as a punishment (or night-clothes by day as a punishment)
 - use or with-holding of medical or dental treatment
 - deprivation of sleep
 - fines exceeding two thirds of the boarder's available pocket money provision
 - locking in a room or area of a building
- The procedure for recording serious incidents is in writing a log, for the administration of major punishments. This includes the name of the boarder concerned, the reason for the sanction, and the person administering the sanction.
- Major punishments include Behaviour Detentions and Headmaster's Detentions as detailed above in paragraphs 5 and 6. This could escalate to internal exclusions from lessons. The most serious punishment will be a formal exclusion in which the LGB and United Learning are involved, with the appropriate Appeals process. Details about exclusions can be found in the School's Exclusions Policy.

8.1 Boarding Detentions

- Boarding Warnings may be given to any boarder and are for breaches of the Boarding House rules.
- 3 Boarding Warnings in a term will generate a Boarding Detention.
- A Boarding Detentions may also be given to any boarder for a more serious breach of the Boarding House rules.
- Any pupil receiving a Boarding Detention must be informed at the time of the reason for it and it should then be entered onto iSAMS
- Boarding Detentions are administered and supervised by the Heads of Boarding.
- The pupil, the Boarding Tutors, the pupil's Tutor, Head of Section and parents will be notified by iSAMS
- Boarding Detentions are run 0715-0745 each morning and typically pupils reflect on the behaviour that led to the detention.

- Boarding Detentions are counted in the escalation process, so 3 Head of Section /Head of Department/Boarding Detentions in a term generate a SLT Detention.
- Both SLT Detentions and Headmaster's Detentions can be handed down for a single misdemeanour of corresponding gravity.
- These should only be entered onto iSAMS after consultation with the Assistant Head, Pastoral, Leah Goodey.

9 Record of Sanctions for Serious Misbehaviour

All sanctions imposed for serious misbehaviour are recorded in a centralised 'Record of Sanctions for Serious Misbehaviour' so that patterns can be quickly identified by the School and appropriate interventions made.

Hampshire Collegiate School defines serious misbehaviour as actions that stand in stark contravention of our aims and ethos. Examples of serious misbehaviour would therefore include but not be limited to:

- aggressive or violent behaviour
- severe or persistent bullying
- theft
- drug or alcohol abuse
- smoking
- ICT abuse
- malicious behaviour
- sustained disruption in lessons
- truancy
- wanton damage to school property
- racism
- cheating in public examinations / coursework / controlled assessment
- severe insubordination or insulting behaviour or language towards a member of staff

In the Senior School, serious misbehaviour is typically met with one of the following sanctions:

- Academic / Behaviour Detention
- Headmaster's Detention
- Exclusion / Removal / Expulsion
-

The Record of Sanctions is up-dated electronically by Leah Goodey (Years 7-13) and Peter Brady (Prep school). It is printed off once every half-term and then stored as a hard copy in Leah Goodey's office (Senior School) and Peter Brady's office (Prep School). Entries therein include: the pupil's name and year group; the date and nature of the offence; the sanction imposed; the person administering the sanction.

The Record categorises both offences and sanctions so that patterns can be quickly identified. Correspondence relating to episodes of serious misbehaviour is also filed in the Record.

The Record is presented termly to SLT so that appropriate interventions in response to any patterns can be agreed and previous interventions reviewed.

10 Document Information

Version Number	2.1
Reason for Version Change	Typo correction
Name of owner/author	Leah Goodey
Name of individual/department responsible	Leah Goodey, Assistant Head (Pastoral) José Picardo, Deputy Head
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