



## Behaviour Policy

Including the Early Years and Foundation Stage, the Pre-Prep and Prep school

DRW

Updated September 2021

## Review and Amendment Record

Date	Person Conducting the Review	Changes Made
October 2019	MJF	Simplification of blues, no references to School Manager and clarification of procedure re suspension  Specify that pre-prep does not use blues and detentions and black books as sanction
September 2019	JGC	Some exemplification of points related to Pre-prep and rewards/sanctions
September 2019	DRW	Review of the policy for the academic year 2019-20
September 2020	DRW	Review of the policy for the academic year 2020-21 with specific regard to COVID-19 restrictions
September 2021	DRW	Review of the policy for the academic year 2020-21 with specific regard to clarification of the five phases of sanctions for poor behaviour

## 1. Introduction

1.1 Aims of the policy;

- (i) To promote principles of good behaviour amongst the pupils at Summer Fields, namely;
  - Care and consideration for others
  - Common sense
  - Courtesy
- (ii) To promote self-discipline and mutual respect
- (iii) To regulate the conduct of pupils for the safety and well-being of all
- (iv) To support the educational progress of all pupils
- (v) To set out the sanctions to be adopted in the event of pupil misbehaviour

1.2 This policy has regard for the aims in the Summer Fields Mission Statement, in particular:

*To promote a boarding education in a safe, positive, and well-disciplined environment.*

*To create a safe, happy and caring environment in which boys respect each other, become responsible for their own actions, grow in confidence, and acquire self-discipline.*

1.3 This policy has regard for the Ethos of the school, as described in the Mission Statement, particularly:

*Much importance is placed on core values such as respect, honesty, kindness and understanding of others. Boys are encouraged to support each other and to treat others, as they would like to be treated themselves.*

1.4 This policy has regard for the school's Curriculum Policy, with respect to:

*Whilst all teaching is designed to support these values (spiritual, moral, social and cultural education, which gives pupils an understanding of fundamental British values of democracy; the rule of law; individual liberty; mutual respect; and tolerance of those with different faiths and beliefs) it is explicitly addressed in PSHEE, chapel and assemblies.*

1.5 The Independent School Standards Regulations (Part 3, Paragraph 9) require that this policy;

- Promotes good behaviour
- Sets out the sanctions to be adopted in the event of pupils' misbehaviour
- Is implemented effectively
- Ensures a record to be kept of the sanctions imposed on pupils for serious misbehaviour

ISSR 9 also requires the school to reject the use of corporal punishment. SUMMER FIELDS UNEQUIVOCALLY REJECTS THE USE OF CORPORAL PUNISHMENT.

1.6 The National Minimum Standards for Boarding Schools – specifically NMS 12, promoting positive behaviour and relationships - require that this policy is implemented consistently and includes;

- Measures to combat bullying in any form (e.g., physical, verbal on-line cyber-bullying, etc.) and to promote positive behaviour

- Safeguards the protected characteristics as outlined in the 2010 Equality Act
- An outline of the school rules
- Details of disciplinary sanctions
- An outline of when restraint, including reasonable force, is to be used and how this will be recorded and managed
- Arrangements for searching pupils and their possessions

NMS 12 requires the policy to be compliant with relevant legislation and is understood by pupils and staff.

## **2. Promoting good behaviour, self-discipline and mutual respect**

2.1 Discipline and good order are the responsibilities of all staff. Our approach can be summarised as praising positive behaviour loudly and publicly when it is observed; if it is necessary to discipline or sanction a pupil, this should be done quietly.

2.2 Through teachers' exhortations and example; verbal reinforcement from the Headmaster, Deputy Headmaster and all others in the school community; and display of the classroom code and the rewards and sanctions summary in each classroom, all boys are expected to;

- Respect other people – their opinions, their feelings, their differences, their family background, their property (and that of the school)
- Be polite, courteous, friendly, and considerate - to each other, to adults, to visitors
- Behave sensibly and co-operatively
- Refrain from using bad language – this is unpleasant and unacceptable
- Help others, with thought for those who are younger and/or who have been at the school for less time than themselves
- Be organised and arrive at all lessons and paid extras on time
- Take pride in their appearance - shirt tucked in, shoelaces tied, hair tidy
- Accept constructive and supportive advice graciously

2.3 We recognise that there will be times when individuals will fall short in fulfilling these expectations. Nevertheless, we strive unceasingly for our community to be suffused with the principle "love your neighbour as yourself."

2.4 Each member of staff has an equal, shared responsibility for discipline and good order in the school. We all seek to encourage, praise and fairly reward good behaviour and instances of kindness or thoughtfulness. We aim for consistency in our expectations and how we acknowledge them.

2.5 In the classroom we expect the highest standards of effort and co-operation from the boys.

2.6 Aspects of the school's PSHEE and RSE syllabi are intended to promote good behaviour, self-discipline and mutual respect.

2.7 Pupils are expected to complete assigned work. There is a range of rewards to encourage and acknowledge the satisfactory completion of assigned work. Equally, there is a range of sanctions for teachers to use when necessary.

2.8 The system of Reds and Blues (see below) helps regulate the conduct of pupils, as does the hierarchy of sanctions available for teachers. A poster showing how rewards and sanctions are awarded is posted in every classroom. Reds and Blues contribute to the League competition each term, with the winning League earning the League Feast.

2.9 The school has a clear policy on Countering Bullying, which includes measures to combat cyberbullying.

### 3. Rewards

3.1 Oral praise - It is essential to encourage good behaviour whenever it is observed. We aim for a generous culture, and we should be unstinting in the use of oral praise to acknowledge progress, effort or any positive general behaviour within school (holding a door open, interactions with non-teaching staff, etc.).

Verbal praise passed on to a boy's class teacher, Tutor, Head of Year, Head of Pre-Prep, the Deputy Headmaster or the Headmaster can escalate the level of reward. Verbal congratulation or recognition in Assembly takes the reward to a higher plane.

3.2 **REDS** - Reds are a formal system for recording good behaviour. These are awarded on iSAMs and appear on a Prep boy's Orders and end of term reports. More than one Red can be awarded at a time. One Red might be awarded for notable effort within a lesson. Two Reds could be awarded for an act of generosity or kindness such as volunteering to help a new boy find their way to a part of the school with which they are not familiar. Three Reds would be awarded for an outstanding piece of effort/work/behaviour. A boy's Reds contribute to the award of both individual and League prizes at the end of term.

In Pre-prep the boy with the most Reds in a week is awarded the red star badge in assembly. This is worn throughout the week until the following assembly. All Red badge winners for the term are invited to a small treat with the Head of Pre-prep at the end of the term.

3.3 **MERITORIOUS TREAT** – boys who have received no Blues and detentions through the course of a term are rewarded through attendance at the meritorious treat. This can take the form of afternoon tea or equivalent to acknowledge their outstanding behaviour.

3.4 **SUGs (prep school only)** - Outstanding pieces of work should be rewarded with a Shown Up for Good or SUG (c.f. general guidance in the classroom). An SUG also earns the boy in question three Reds. SUGs are awarded via a written comment by the subject teacher on the piece of work in question to the effect that it has been recommended for an SUG. A boy claims their SUG by bringing the piece of work and their school calendar to the Headmaster's Drawing Room on any school day morning from 7.50am. The member of staff on SUG duty for that morning signs the appropriate page in the diary and enters the detail of the SUG in the logbook. This is then entered on to iSAMs by the PA to the Deputy Heads. SUGs can be viewed by parents through the parent portal and they are published on reports (both Orders and end of term reports). If a boy gains five SUGs within a single term they receive a "Golden Ticket" from the Deputy Headmaster which allows him a monetary credit in the school shop (Buzzer).

3.5 **PRIZES** – formal Prize Giving events throughout the school year allow for the public further rewards for outstanding behaviour (i.e., the boy who has gained the highest net total of

Reds minus Blues throughout the term; Headmaster's prizes/commendations, etc.) and/or outstanding academic progress/performance (i.e., subject prizes, form prizes, etc.).

#### 4. Sanctions

4.1 The Law allows teachers to discipline pupils whose conduct falls below the standard which could reasonably be expected of them. If a boy at Summer Fields misbehaves, breaks a school rule or fails to follow a reasonable instruction, the teacher can impose an appropriate sanction on that boy. This authority applies both in school and outside, including educational trips and school visits.

Summer Fields unequivocally rejects the use of corporal punishment in any circumstance.

Sanctions must be proportionate and their application should be consistent, both individually and collectively. The same sanction should be used for the same behaviour by all staff, whether it is the first lesson on Monday morning or the last lesson on Friday evening. Sanctions should be corrective and/or instructive, and should never involve humiliating or degrading a boy, nor should they deprive a boy of food or sleep.

When applying sanctions reasonable allowance should be made for boys with special educational needs or disabilities, in accordance with the 2010 Equality Act.

4.2 Verbal reprimand - A simple telling off should always be the first step in sanctioning a pupil; it may be appropriate as a sanction in and of itself. Where possible, verbal warnings should always precede a formal sanction. For example, talking at an inappropriate time in a lesson should result in a verbal warning that this is unacceptable behaviour. If a boy repeats the behaviour a further sanction may be used.

4.3 On the spot imposition - An immediate step towards restitution (e.g. picking up the mess that has been made) or intervention (e.g. temporarily confiscating the item of pupil's property causing distraction) should follow a verbal reprimand/warning.

4.4 **PHASE 1 – Blues.** Blues are the first phase of formally recorded sanctions for poor behaviour. These are awarded on iSAMs and appear on a boy's Orders and end of term reports. One Blue might be awarded for poor application within a lesson (following encouragement to improve application and a verbal warning that a Blue is likely to be awarded for the level of effort being shown). Whilst more than one Blue can be awarded at a time, careful consideration should be given to the fairness and proportionality of doing so. Two Blues could be awarded by the end of a lesson for acts of unkindness or rudeness which were initially dealt with via verbal reprimand and the awarding of a single Blue and were then repeated. A boy's Blues influence the award of both individual and League prizes at the end of term. Blues are not given to Pre-prep pupils.

4.5 **PHASE 2 - Detention for 30 minutes (prep school only).** Repeated Blues in the space of week can result in a Detention; a Detention may also be awarded as a sanction for deliberate unkindness, wanton carelessness or bad language. Examples of behaviour that leads to a Detention are published in every form room. A boy is assigned to a Detention on iSAMs. Detention is administered by the Deputy Headmaster.

4.6 **PHASE 3 - Detention for 60 minutes (prep school only).** A Detention for 60 minutes can be awarded if the awarding teacher deems the behaviour of a pupil is more serious than Phase 2 but less serious than Phase 4. Detention is administered by the Deputy Headmaster.

4.7 **PHASE 4 - Two-hour detention/Black Book (prep school only).** For serious offences, i.e. bullying, cyberbullying, bringing prohibited items into school - a boy may be sanctioned through a Black Book detention. This is almost always tied to a two-hour detention. A phase 4 sanction can only be administered with the authorisation of the Deputy Headmaster following discussion with the relevant Head of Year. The book itself is kept in the Deputy Headmaster's study. The offending boy is sent to the study to ask for the book. This is then brought back to the member of staff who fills in the details as appropriate and then sends the book back. The Headmaster or Deputy Headmaster see all those who are given a Black Book, and the sanction concludes with a two-hour detention supervised by the Deputy Headmaster or another senior member of staff (e.g. Head of Year).

In some circumstances, it may be judged that a period of internal isolation – where a boy attends school but undertakes lessons in a designated area on their own – is a more appropriate sanction than a two-hour detention/Black Book. This sanction is at a higher level of seriousness than Phase 4 and is the stage before phase 5.

4.8 The school's approach to dealing with bullying and cyberbullying is clear from the positive behaviour promoted in this policy and the rewards and sanctions summary. Full details are outlined in the school's *Countering Bullying Policy*.

4.9 **PHASE 5 - Suspension and exclusion.** Repetition of behaviour sanctioned at Phase 4; serious violence; offences involving prohibited items; and illegal actions are dealt with at Phase 5. The sanction associated with Phase 5 is either a fixed-term suspension from school or permanent exclusion.

4.10 At any stage along the phases detailed above, it might be deemed necessary to place a boy on a Report Card administered and monitored by the appropriate Head of Year.

4.11 Every classroom has displayed in it a guide to how Reds and Blues may be earned. Staff should consult the poster in order to achieve consistency and should show the boys where their behaviour stands on the hierarchy of sanctions. The content of the poster is repeated in appendix 2 to this policy. The Sanctions for Pre-Prep are clearly displayed in each classroom as well and the behaviour sunshine system is used daily.

4.12 At the Headmaster's discretion, in a case where the sanctions above cease to be either effective or relevant, the boy's parents will be included in any discussions about further action. Such action might include a referral to other agencies, or to the school counsellor, or may include suspension or permanent exclusion (see below).

4.13 The Tutor is responsible for monitoring a boy's record of Blues and detentions. In the case of concerns over a boy's excessive tally of either, the Tutor will raise the matter with the Head of Year and an appropriate plan of action will be formulated, which might include the use of a Report Card (see 4.10 above) or the involvement of the boy's parents.

4.14 Confiscated items of pupils' property should usually be returned to the owner(s) in due course, although this is not necessary in the case of food or drink. Items of value should be given to the Deputy Headmaster or the boy's lodge parents for safekeeping until they are returned to the boy or his parents. Under the general power to discipline, authorised by the

law, members of staff are protected from liability for damage to, or loss of, any confiscated items. In the unlikely case of 'prohibited items' being confiscated, these should be dealt with according to section 6, below.

4.15 If a boy is found to have made malicious accusations against school staff, he will face disciplinary action according to the discretion of the Headmaster. This will include a meeting between the Headmaster and the boy's parents.

4.16 A comprehensive record of sanctions at Phase 2 and above in the prep school is maintained by the Deputy Headmaster. Blues, Detentions and Black Books are also recorded on iSAMS (the schools management information system). The Head of Pre-prep maintains a comprehensive record of misbehaviour as appropriate. In addition, the comprehensive records maintained by the Deputy Headmaster and Head of Pre-Prep make note of any events that involve, or may later be seen as a precursor, to bullying. The records also log events that may involve, or may later be seen as a precursor, to discrimination against the protected characteristics outlined in the Equality Act 2010. Major incidents, often those involving interviews with several boys and/or the involvement of parents, are maintained by the Deputy Headmaster or Head of Pre-Prep (as appropriate).

## 5. Restraint of pupils

5.1 Teachers and other members of staff responsible for the boys may use physical intervention to restrain a boy in order to;

- Avert immediate danger of serious personal injury to a person, including the boy himself.
- Avert immediate danger to prevent the commitment of an offence against the law.
- Avert immediate danger of a boy running away from school.
- Avert immediate threat of serious, dangerous damage to property.

5.2 Any use of physical intervention must be reasonable and non-injurious; only when appropriate and/or immediately necessary; and for the minimum time necessary. For example:

- Pupil self-harming.
- Pupil attacks on staff or another pupil.
- Pupils engaged in deliberate, dangerous acts of vandalism.
- Pupil attempts to run away from school.

5.5 Before intervening physically, a member of staff, wherever practicable, MUST tell the pupil to stop and what will happen if he or she does not. Physical intervention MAY involve:

- Physically interposing between pupils.
- Blocking a pupil's path.
- Leading a pupil by the hand or arm.
- Shepherding a pupil away by placing a hand in the centre of the back.
- Holding.

5.6 Staff MUST NOT;

- Hold a pupil around the neck or in any way that might restrict the pupil's ability to breathe;
- Slap, punch, or kick a pupil.

- Twist or force limbs against a joint.
- Trip up a pupil.
- Hold or pull a pupil by the hair or ear.
- Hold a pupil face down on the ground.

5.7 Staff should never give the impression that they have lost their temper or are acting out of anger or frustration or to punish the pupil. The degree of force must be in proportion to the circumstances of the incident and the seriousness of the behaviour. Any physical restraint should be undertaken with the absolute minimum force to avert personal injury.

5.8 The member of staff should try to get help from another member(s) of staff and continue to try to communicate with the pupil throughout the incident, making clear that physical intervention will stop as soon as it ceases to be necessary.

5.9 Sometimes it may be dangerous to try to restrain a pupil. In this instance, staff should remove other pupils, send for help and try to make the area as safe as possible while continuing to try to communicate with the pupil.

5.10 Staff should always avoid touching or holding a pupil in a way that might be considered indecent.

5.11 On any occasion where physical intervention is used, the member of staff concerned must tell the Headmaster or Deputy Headmaster immediately following the incident and provide a written report as soon as possible afterwards (within 24 hours). The Headmaster or Deputy Headmaster will consider how to respond appropriately, including a record of the response and reasons for actions taken. Records of any incidents involving physical intervention will be kept by the Headmaster.

## **6 Arrangements for searching pupils and their possessions**

6.1 Members of staff are allowed by law to search without consent for 'prohibited items' as set out in the Prohibited Items Policy. Such a search would be carried out by the Headmaster or someone authorised by him.

6.2 Weapons and knives, evidence of terrorism, and extreme or child pornography must always be handed over to the police. Other items should be held by the Headmaster or Deputy Headmaster who will decide if and when to return the confiscated items.

6.3 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 Headmaster will inform the boy's parents if he deems it appropriate to do so.

6.4 Any other searches deemed necessary may be carried out, with the consent of the boy concerned, by any teacher or member of staff responsible for the boys. For a search of a boy's clothing, the boy should be asked to empty his pockets himself.

6.5 For all other aspects relating to the searching of pupils and their possessions, due regard will be paid to 'Screening, searching and confiscation: Advice for head teachers, staff and governing bodies' (DfE 2012)

## 7 Exclusions (including suspensions)

7.1 In extreme cases of serious misconduct by a pupil, the Headmaster should be informed at the earliest opportunity. He will investigate the incident and interview the boy and any other boys or members of staff as deemed necessary.

7.2 If, as a result of the investigation, the Headmaster decides to suspend the boy, he will inform the boy's parents or guardian immediately, and arrangements will be made for the boy to be collected. The boy will usually be isolated until he is collected - usually in Hobson's.

7.3 The Headmaster (or the Deputy Headmaster) may arrange to see parents in order to discuss plans for 'moving forwards' after the punishment has been concluded.

7.4 If the Headmaster decides that the boy must leave the school permanently, he will consult with the parents before deciding on the boy's leaving status (see below).

7.5 **Leaving status:** If a boy is expelled or required to leave, his leaving status will be one of the following: "expelled" or "withdrawn by parents". Points considered as part of the decision on leaving status will include:

- The form of letter which will be written to the parents and the form of announcement in the school that the boy has left
- The form of reference which will be supplied for the boy
- The entry which will be made on the school record and the boy's status as a leaver
- Arrangements for transfer of any work to the boy, his parents or another school
- Whether (if relevant) the boy will be permitted to return to school premises to sit examinations
- Whether (if relevant) the school can offer assistance in finding an alternative placement for the boy
- The conditions under which the boy may re-enter school premises in the future

7.6 **Parents' Review:** If the parents of the boy concerned are not able to agree the way forward with the Headmaster they may request a Governors' Review. Details of the Governors' Review process may be obtained from the Headmaster's PA.

7.7 The school reserves the right to inform the boy's next school of the behaviour which has led the boy to leaving Summer Fields early. If recommendations are made to support the boy's behavioural requirements, these may also be passed on to the boy's next school.

## Appendix 1 – Summary of Pre-prep and Prep school rules 2021-22

All behaviour at Summer Fields is governed by three principles:

- Care and consideration for others
- Common sense
- Courtesy

Pre-prep:

The Pre-prep ethos is *Healthy Living, Happy Learning* which is encompassed by ten steps the boys are expected to follow. These are:

- Be kind
- Be polite
- Respect school, your friends and yourself
- Be positive
- Do your best to be your best
- Be honest
- Reduce, reuse, and recycle
- Talk it through
- Look, listen, and learn
- Persevere

Prep:

In the prep school the classroom code and the rewards and sanctions summary are displayed in each classroom. These outline the key points of the school behaviour policy in expecting all boys to;

- Respect other people – their opinions, their feelings, their differences, their family background, their property (and that of the school)
- Be polite, courteous, friendly, and considerate - to each other, to adults, to visitors
- Behave sensibly and co-operatively
- Refrain from using bad language – this is unpleasant and unacceptable
- Help others, with thought for those who are younger and/or who have been at the school for less time than themselves
- Be organised and arrive at all lessons and paid extras on time
- Take pride in their appearance - shirt tucked in, shoelaces tied, hair tidy
- Accept constructive and supportive advice graciously

School rules:

- Bullying in any form is a profoundly serious offence and is unacceptable. This includes all forms of discrimination (e.g., physical, verbal, on-line cyber-bullying, etc.) and safeguards the protected characteristics as outlined in the 2010 Equality Act. The *Countering Bullying Policy* sits alongside (and supports) the school's *Behaviour Policy*.
- Dishonesty and vandalism are unacceptable.
- School bounds must be observed. They are clearly and regularly explained, and a summary is displayed on the Deputy Headmaster's notice board. Likewise all safety instructions should be followed.
- Dares that might lead to risk of danger or damage are not permitted. Boys are not allowed to climb through windows or on rooftops.
- The following items are not permitted and may be searched for:
  - Money
  - Unofficial food, sweets, or drinks
  - Mobile technology
  - Dangerous items or any article likely to cause harm

## APPENDIX 2: SANCTIONS FOR MISBEHAVIOUR IN PREP SCHOOL

### PHASE 1 – A BLUE

<p><b>Examples:</b>          Lateness, untidiness, thoughtlessness, rudeness          unkindness, silliness, poor attitude etc. –          anything which merits a little more than a verbal reprimand</p>	<p><b>Multiple repetitions in one week</b>          Phase 2</p>
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### PHASE 2: 30 MINUTE DETENTION

<p><b>Examples:</b>          Offences in Phase 3 where 60 mins is excessive</p>	<p><b>Repetition</b>          Phase 3</p>
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### PHASE 3: 1 HR DETENTION

<p><b>Examples:</b>          Bringing tuck into school          Bringing money into school          Flagrant or persistent disobedience          Damage to property / minor vandalism          Bullying type behaviour – first offence          Bad language          Misuse of ICT          Spitting          Cheating (Phase 4 if in an exam)          Interfering with teachers' possessions or documents          Violence          Dishonesty</p>	<p><b>Repetition</b>          Phase 4</p>
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### PHASE 4: 2 HR DETENTION & BLACK BOOK

<p><b>Examples:</b>          Bringing Prohibited Items into School          Bullying behaviour          Wilfully injuring another child          Foul Language          Serious bad behaviour in public or on fixtures          Serious insolence or rudeness to staff or parents          Serious contravention of ICT policies          Vandalism          Breaking bounds          Stealing          Endangering other people or self          Cheating in an exam</p>	<p><b>Repetition</b>          Internal isolation or phase 5</p>
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### PHASE 5 – SUSPENSION or EXCLUSION

<p><b>Examples:</b>          Repetition of Phase 4 Offence          Serious violence towards staff or boys          Prohibited Items Offences          Sexual Offences</p>	<p><b>Punishment</b>          Suspension or          exclusion at          HM's discretion</p>	<p><b>Repetition</b>          Suspension or          exclusion at          HM's          discretion</p>
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### APPENDIX 3: SANCTIONS FOR MISBEHAVIOUR IN PRE-PREP SCHOOL

<p>Level 1:</p> <ul style="list-style-type: none"> <li>• Low level behaviour (calling out, constant interruptions, mild disobedience)</li> <li>• Poor attitude to school work</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning given and explanation as to the required behaviour</li> </ul>
<p>Level 2:</p> <ul style="list-style-type: none"> <li>• Repetition of above</li> <li>• Homework consistently forgotten</li> </ul>	<ul style="list-style-type: none"> <li>• Name moved down a level on behaviour chart.</li> <li>• Child given the chance to 'correct' behaviour and move back up</li> </ul>
<p>Level 3:</p> <ul style="list-style-type: none"> <li>• Rudeness to a member of staff</li> <li>• Persistent lateness for a lesson</li> <li>• Unkindness to other children (verbal)</li> <li>• Poor conduct/letting down the school</li> </ul>	<ul style="list-style-type: none"> <li>• Name moved straight to cloud on behaviour chart</li> <li>• Child sent to Head of Pre-Prep to discuss behaviour</li> <li>• Miss some of break time or playtime</li> <li>• Parents may also be contacted</li> </ul>
<p>Level 4:</p> <ul style="list-style-type: none"> <li>• Repeat of above whilst on level 3</li> <li>• Physical aggression to other children</li> <li>• Bad behaviour on school trips/matches</li> <li>• Swearing or inappropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Sent immediately to Head of Pre-prep</li> <li>• Parents contacted regarding behaviour</li> <li>• Behaviour log or action plan introduced</li> <li>• Privileges may be removed, such as activities or matches</li> </ul>

<p>Level 5:</p> <ul style="list-style-type: none"> <li>• Repeat of above whilst on level 4</li> <li>• Bullying</li> <li>• Poor behaviour of a serious nature</li> <li>• Continued poor behaviour</li> <li>• Intentional damage to school or property</li> </ul>	<ul style="list-style-type: none"> <li>• Parents required to have meeting with Head of Pre-prep and teacher</li> <li>• School counsellor, or other agencies, may be contacted if appropriate</li> <li>• Internal, temporary or permanent, exclusion may be imposed at the discretion of the Headmaster</li> </ul>
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General Note

**These appendices are for guidance only. The aim is to achieve consistency and fairness and all members of staff are urged to use common sense, discretion and flexibility at all times in ensuring the good discipline of pupils. The circumstances of each sanction must be taken into account, as well as any apologies, contrition, honesty and co-operation after the event.**