Behaviour Management Policy

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V5	October 2021	Updated guidance from ISBA
V7	August 2023	Realign behaviour management with rewards and sanctions
V8	August 2024	Adjustment in AP totals, change of Mobile phone use for Year 7 - 11
V9	September 2025	Clarification on use of smart watches Removal of reference to 'Senior Deputy Head' to reflect leadership structure changes Addition of 'Pastoral and Behaviour Co-ordinator' role Addition of information concerning students and parents being able to see AP and BPs on Class Charts

		Replacement of 'SIMS' for 'Class Charts' Explicit mention that pyjamas are inappropriate for Mufti days
V10	Nov 2026	Changes reflective of role changes within Senior Leadership

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1. Policy Statement

At Luckley House School we encourage pupils to behave well, aspire to high moral standards and respect the Christian ethos of the School. We also promote the fundamental British Values as defined by the Government of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faith and beliefs and those without faith

We teach trust and respect for everyone and believe that good relationships and manners help create the positive learning environment that is crucial to both pupils' general well-being and their intellectual development.

We endeavour to treat pupils as individuals and aim to develop the whole person so that they are equipped intellectually, morally, spiritually and socially to take their places in the modern world and influence it for good.

This policy applies to all pupils in the School, both Day and Boarding.

A serious breach of this policy may lead to a pupil's suspension under the School's Suspension and Exclusions Policy and Procedure.

2. Whole-School Approach to Behaviour

The School ensures that high standards and expectations of behaviour underpin all aspects of school life, including the culture, ethos and values of the School, how pupils are taught and encouraged to behave, the response to misbehaviour, and relationships between staff, pupils and parents.Everyone should treat one another with dignity, kindness and respect. The consistent and fair implementation of the measures outlined in this policy is central to an effective whole-school approach to behaviour. The School believes that consistent implementation helps to create a predictable environment.

The School recognises that some pupils may require additional support to meet the School's behaviour expectations. This support will be given consistently and predictably, applied fairly and only where necessary.

This policy is underpinned by the following fundamental principles:

- The level of sanction should be proportionate to the seriousness of the offence
- Sanctions must be fair and seen to be fair by the pupil(s)
- Teachers must at all times be consistent and seen to be consistent by the pupil(s) in their application of School sanctions
- Breaches of this policy will be managed in a caring, supportive and fair manner, with due regard to a pupil's age, understanding of any other Special Educational Needs and/or Disability
- In the event of any misbehaviour Form Tutors, Heads of Section, Deputy Head (Academic), Deputy Head(Pastoral) and the Health Centre will be involved as appropriate.
- In the event of more serious behaviour management issues, the school will liaise closely with parents and, if required, other support agencies also putting appropriate support in place for pupils if required via the School Counsellors or other appropriate agencies.

3. Code of Conduct

The School believes that positive behaviour is established through creating an environment where good conduct is more likely and poor conduct less likely. This behaviour is taught to all pupils, so that they understand what behaviour is expected and encouraged and what is prohibited. The School positively reinforces when expectations are met, and uses sanctions as required where rules are broken. Positive reinforcement and sanctions are both important and necessary to support the whole-school culture.

The School's community of Governors, staff, parents, and pupils follows established routines and adhere to a code of conduct.

The School sees education as a partnership. Staff are committed to excellence in every respect. They set a good example and expect pupils to behave accordingly whether in the classroom, on the sports pitch or within the extra-curricular programme and both on and off the School premises. Parents are expected to support the School in managing expectations of behaviour both at home and at School.

We expect pupils to treat members of staff with courtesy and in a spirit of cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of School life. They should follow the School Rules at all times, embrace what is expected of them and accept why sanctions may be imposed for inconsiderate behaviour. Pupils should attend School and lessons punctually, to be ready to learn and to participate in activities. They should care for the buildings, equipment and furniture and behave at all times in a manner that reflects the best interests of the whole School community. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.

The School aims to raise the aspirations of all pupils and to help them achieve their potential. Pupils are encouraged to take responsibility for their own learning appropriate to their age and circumstances.

We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the School. Staff offer every child a high level of individual attention together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

4. Involvement of Parents/Guardians

The role of Parents and Guardians is crucial to the School developing and maintaining good behaviour. Parents undertake to support the School in respect of its policies and procedures when they sign the Parent Contract.

We value a close relationship with parents not least in maintaining high standards of behaviour both inside and outside of School, and online. In particular, we expect parents to support the School in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

The School welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy. The School encourages parents to be familiar with this policy and to reinforce the policy at home where appropriate.

5. Involvement of Pupils

All pupils deserve to learn in an environment that is calm, safe and supportive. The School will ensure that all new pupils are briefed thoroughly on the School's expected standards of behaviour and work closely with them as they move through the School.

In addition, we welcome constructive suggestions from pupils, which may be sought on all manner of occasions and, in particular, *via* the School Forum. Pupils are regularly asked to provide feedback on the School's behaviour culture and their own experiences of behaviour.

The School supports all pupils as they transition through the School, from the day they start at the School to the day they leave, to achieve the behaviour standards. The School will ensure that all new pupils understand their duty to follow the School's Behaviour Management Policy, uphold the school rules and contribute to the school culture. Where necessary, extra support and induction will be provided for pupils who are mid-term or mid-academic year arrivals.

6. School Rules

The School Rules are designed to encourage positive behaviour and self-discipline. They are set out in the Parent Handbook and may change from time to time. Please also refer to Appendix A in this document.

Again, parents agree, when signing the Parent Contract, that their children will comply with the School Rules and that they will undertake to support the authority of the Head in enforcing them.

Registration

Registration is a legal requirement. Each pupil is electronically registered by a member of staff (usually their Form Tutor) on the School's Management Information System (MIS). Staff enter an absence code for any pupils who have a valid reason for not being at School. All pupils must be registered, or an absence entered onto the School's MIS by 9.00am. Arrival after 8.45am will be considered late.

The School Office will email out an absence list and include pupils who are unaccounted for. Staff should email back if they have a pupil in their class. School will contact home if necessary.

Behaviour towards other pupils

Pupils should follow the School Code of Conduct in relation to their dealing with all other pupils, whether they are in their peer group, younger or older. The School does not tolerate any unkind behaviour towards other pupils.

All pupils have the right to feel secure and to be treated with respect. Bullying or discrimination of any kind will not be tolerated, whether in person or online (including cyberbullying). Pupils should be aware of the different types of bullying, what they should do if they observe it and the processes in place to stop bullying. These are clearly explained in the Anti-Bullying Policy on the School website.

However, it is not bullying when two young people have the occasional quarrel. Although this kind of behaviour is not bullying, it will still be acted upon appropriately by the school.

Moving around School

Pupils should take care to look after the environment in which we work including all school equipment. Litter should always be placed in the proper place. Pupils should take care of their own safety and that of others and should report any suspicious behaviour to the nearest member of staff. The correct uniform, as listed in the Uniform Policy, should always be worn during the School day unless otherwise directed. Please refer to 'when to wear PE kit' in the Uniform Policy.

Language

Pupils should use language which is respectful and promotes a positive self-image. Swearing is not acceptable. Any form of discriminatory language will not be tolerated, for example the use of racist or sexist terms or slurs. Pupils should greet everyone with politeness and helpfulness, welcoming visitors to the school with courtesy and guiding them to the right place as is appropriate.

In the Dining Room

Pupils are expected to show good table manners and each pupil is expected to take responsibility for clearing their place at the end of each meal, so leaving it in the state they would like to find it. Pupils must treat all catering staff in the same way as any member of the community, with kindness and courtesy and are expected to be always helpful. Cutlery, crockery, napkins, glasses and food packets are to be used appropriately and should not be removed from the Dining Room. No food should be taken from the Dining Room without special permission. Mobile phones should not be used during meals.

Mobile phones and other Internet enabled devices

These devices may be brought to and from School under the following conditions:

Years 7 - 11

- mobile devices must be switched off and put away in lockers by 08.45am where they must remain until 4.00pm (they must not be kept in blazer pockets or School bags).
- devices are not permitted to be used in enrichment day activities unless specified by the teacher in charge
- at any other time, if it is necessary to contact parents, pupils should report to the School Office or ask a teacher if they can use their phone for example, paying for something via Apple pay
- devices may not be used in lessons.

Sixth Form

- mobile devices may be brought into School and kept out of sight in either pockets or bags
- they may be used in the Sixth Form Centre and its surrounding gardens.
- in lessons the devices should be switched off, set to silent or placed in aeroplane mode. However, they may be used at the discretion of the teacher as an aid to learning.

Lesson behaviour

Pupils should be punctual and organised, taking the correct books and equipment to classes. They should seek to play an active part in lessons, raising a hand to ask questions when appropriate. Pupils should follow the directions of the staff and enter the classroom quietly and sensibly, paying heed to any safety codes in operation in those areas e.g., laboratories or the fitness suite. Food should not be taken into classroom areas.

Free Time Behaviour

Pupils are expected to behave appropriately and sensibly at all times.

The School day starts at 08.45. Pupils should arrive to school in plenty of time. Pupils who arrive very early are expected to go straight to their Form room and behave well.

During break time and lunch time pupils are encouraged to go outside. If the weather is poor, pupils may remain in classrooms.

Class Charts

School records most positive and negative behaviour incidents using Class Charts.

Positive behaviour

- Non academic
- Academic
- Badges
- Friendships
- Head commendation

Negative behaviour

- Classroom behaviour
- Code of conduct
- Homework issue
- Detention

Under each bullet point are further subcategories that staff can assign a behaviour to.

7. Promoting Positive Behaviour

The School believes that acknowledging good behaviour encourages repetition and communicates the School's expectations and values to all pupils. Positive reinforcement and rewards are applied clearly and fairly to reinforce the routines, expectations and norms of the School's behaviour culture.

We reward and encourage good behaviour and celebrate curricular and extra-curricular achievements from our pupils by:

Achievement points (AP)

Good work may be rewarded by giving pupils APs, which might reflect an outstanding piece of work, an excellent result, effort, progress, or a significant improvement in any aspect of school life. A teacher awards an AP by writing 'AP' at the end of an exercise or verbally informing the pupil. APs should be entered onto Class Charts by the teacher concerned. Parents and students can see their Class Charts profile so can easily keep track of their APs. Pupils can also ask their Form Tutor to keep them informed of how many they have.

APs may also be given by a member of staff if they are particularly impressed by the effort or actions of a pupil who has gone above and beyond the call of duty. These, too, should be entered onto Class Charts with a reason. Tutors should monitor their Form to recognise pupil success and perhaps set targets for other areas school life.

Badges

Pupils are awarded AP badges for an accumulation of Achievement Points as follows:

- 50 APs qualifies for a Bronze badge
- 100 APs qualifies for a Silver badge
- 150 APs qualifies for a Gold badge

- 200 APs qualifies for a Platinum badge
- 250 APs will result in an Amazon voucher and high tea with the Head

Heads of Section are automatically notified when these thresholds have been met. Bronze and Silver badges will be collected by from the pastoral office and handed to their tutees. Where possible, Gold and Platinum badges will be awarded during Whole school assemblies and Section assemblies.

Badges are also available for the following: -

- Any Prefect role
- All Scholars
- House participation
- Form Captain and Deputy
- Eco School
- Subject commendations

Life Skills raffle

At the end of each academic term, specialist Life Skills staff will nominate pupils who have engaged consistently well in lessons. Their names will then be entered into a raffle and a single name for each section will be announced. This individual will be awarded a token with a monetary value such as an Amazon voucher for example.

Subject postcards

Some subjects chose to send postcards home following an excellent piece of work, significant progress made within a lesson or perhaps a much-improved approach to the subject. These are just a few examples and each individual department, if they use postcards, will have their process for awarding one outlined in their handbook.

Celebratory breakfasts/breaktimes/lunches

Some departments may host an event and invite pupils to join them to celebrate a group of pupils. Liaising closely with the General Services Manager, staff can arrange menus/meals with the catering department to commemorate pupil achievement. Usually there is a small cost implication which a department may have budgeted for or there will be a small surcharge made to pupils.

Selection for Sports Awards Dinner

The Physical Education department hold an annual Sports Award Dinner; one for the Juniors (Year 7 – 9) and a Senior one (Year 10 – 13). The invite is based on dedication, effort and outstanding performance in their sports and fixture efforts. Please refer to the departmental handbook for a specific criterion to be eligible for an invitation. The criterion is applied each year and one year cannot be credited for an invite for the following year. This is to maintain a consistent approach and encourages pupils to maintain their commitment to sport.

Head of Section postcards

Heads of Section are provided with postcards that they can send home to pupils if they feel they have done well in any school-based activity. This can be both academic and pastorally focused and can be issued for anything where the Head of Section feels the pupil should be recognised for what they have done. Other members of staff may recommend a pupil to receive a postcard home. They must email the relevant Head of Section with a brief overview of what they have done.

Head's Commendation

Head's commendations are awarded for a variety of achievements including:

- Work of an exceptional standard for an age group
- Exceptional work for a particular pupil
- An open-ended task clearly showing independent learning, variety of approach, or excellent presentation.

Members of staff may submit pupils' achievement to the Head for further commendation.

Presentations in assembly

Certificates, awards and vouchers may be presented during Monday assembly if time, House assembly or more likely during the end of term assembly. The benefit of this system is that public recognition of work well done, and consistent effort being made can contribute to a real feeling of progress being attainable for every pupil. This sense of personal achievement will enhance self-esteem and build confidence.

Other personal successes are celebrated by the Head personally and recognised publicly before the school at assembly. Match results are summarised by the Games Captain and enables all teams and outstanding individual performances to be recognised. Special events are also celebrated at school assembly e.g. details of monies raised for charity, success in Music, Drama, Art and other co-curricular activities.

Prize Giving and Speech Day These events take place at the end of the academic year. Prize Giving for Year 7,8,9,10 and 12 with Speech Day being for Year 11 and 13. Staff can nominate pupils for various awards which include subject prizes as well as special awards which are assigned by the LT. Trophies, books and certificates are just some examples of awards available. Please refer to Appendix B and C for further detail. Sanctions

It is expected that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils.

The Head undertakes to apply any sanctions fairly, reasonably and proportionately and, where appropriate, after due investigative action has taken place. School staff can issue sanctions any time pupils are in School or elsewhere under the charge of a member of staff, including on School visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity or in any other way be incompatible with the Human Rights Act 1998 or European Convention on Human Rights. For instance, unacceptable, excessive or idiosyncratic sanctions which are intended to cause pain, anxiety or humiliation are strictly prohibited.

Corporal punishment is illegal and is never used or threatened at our School and we do not support parents' use of corporal punishment on their children for misbehaviour that occurs in school. Corporal punishment by parents is a safeguarding issue and will be dealt with under the School's Child Protection and Safeguarding Policy.

Examples of sanctions that are used in the School include:

- a verbal reprimand and reminder of the expectations of behaviour from a member of staff
- contact with parents to advise of the misbehaviour
- additional School work or repeating unsatisfactory work until it meets the required standard

- the setting of written tasks such as writing essays
- detention at lunchtime/before or after School
- withdrawal of privileges
- confiscation of property that is being used inappropriately or without consideration
- Community service tasks such as collecting litter
- regular reporting, including academic performance reporting, early morning reporting, scheduled uniform and other behaviour checks, or being identified for behaviour monitoring
- withdrawal from a lesson, School trip or team event
- suspension for a specified period, removal or exclusion.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Behaviour Points (BP)

Minor misconduct will be dealt with immediately, usually by a word of reproof. For anything more significant, a pupil may be given a BP. These may also be given for minor infringements such as repeatedly forgetting books or lateness. A BP may also be given for poor behaviour such as unkindness, being disruptive or surface misuse. The pupil will be informed, and the BP will be recorded on Class Charts where an appropriate level of detail should be provided in the comment box.

Tutors and subject teachers will monitor BPs and intervene appropriately should they perceive a pattern to prevent the problem continuing or worsening. This might include communication with a pupil's home.

Tutors should monitor situations closely. If a pupil receives 5 BPs, the tutor should speak with the pupil and enter a Head of Section detention on Class Charts. The Tutor should inform the Head of Section at the same time who will arrange the detention.

The School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

Individual circumstances, SEND, safeguarding considerations and previous support strategies will be considered before sanctions are applied

Half term reset for Behaviour Points

Although the points total will remain in place throughout the academic term, staff should filter the dates to represent behaviour for the new half term. Using Class Charts, staff will only take tallies from the start of the new half term. This allows School to continue to promote positive behaviour. The record of previous behaviours remains in place so School is able to establish if a similar pattern occurs and support as appropriate. Staff should toggle the date section to represent whenever the next half term begins and tally any BPs issued from then. Please note this is only applicable for BPs not APs

Detentions

Our sanctions will now follow the staged approach below:

1. Stage 1 - A first offence of missed homework per subject in a term will result in a Behaviour Point and a new deadline set.
2. Stage 2 - A second offence of missed homework, or an incident of misbehaviour such as disruption or mobile phone misuse will result in a 25-minute Lunchtime Detention. These

take place 13.10-13.35 each day in Drake Hall and are supervised by members of the Pastoral Team and Heads of Subject.

3. Stage 3 - Further incidents will result in a 60-minute Assistant Head's Detention. These will take place from 16.10-17.10 on the most appropriate day Monday to Thursday, with an Assistant Head.
4. Stage 4 - Continued incidents will result in a 90-minute Deputy Head's Detention. These will take place from 16.10-17.40 on the most appropriate day Monday to Friday, with a Deputy Head.
5. Stage 5 - Further incidents will result in a Head's Sanction. This may include, but is not limited to: a Head's Detention, Community Service, an Internal Suspension, or a Fixed Term Suspension.

Please note that in cases of serious misbehaviour a student may enter this process directly at higher levels of sanction. Such decisions will be made on a case-by-case basis by the Deputy Head (Pastoral).

Detentions are intended to be purposeful rather than simply punitive. During these times a student will complete a reflective exercise, have coaching-style conversations with staff, complete the missed homework, and/or undertake an appropriate form of community service as applicable.

Where appropriate and necessary, the Learning Support department will be consulted when taking into account the individual needs of a student.

Pupils on report

A pupil may be put on Report by a Head of Department or Head of Section for consistently poor work and/or behaviour. The Form Tutor will be informed and either the Head of Department or Section will review report forms regularly, liaising with tutors. Reports are completed on Class Charts.

8. Poor behaviour during lessons

The School takes steps to ensure that the academic progress of pupils is not affected by poor behaviour within lessons. We believe that encouragement is preferable to discipline, but where necessary pupils may be given a verbal warning or a behaviour point, which is recorded. In the event of repeated or serious misbehaviour, they can be asked to leave the room.

When a pupil is sent from the room, they must go to Oak Lounge with work to complete. The member of staff should email the Assistant Head (Attainment & Wellbeing) and the relevant Assistant Head of Section with the reason for the lesson removal. At the end of the lesson the pupil should move on to their next lesson. The Assistant Head of Section will make a note in the School's MIS and contact parents.

Ordinarily, repeated lesson removals may result in the following escalating sanctions:

- For a first offence, the pupil will lose the next available break time
- A second offence results in the pupil being placed in isolation for the next available lunch hour with a member of the LT. This will usually take place in Oak Lounge.

- For a third offence the pupil will serve an after-school detention. They may also be placed on a behaviour report for a minimum of one week to provide structure and support for better behaviour management in lessons.
- A fourth occasion of lesson removal will result in the pupil being internally suspended for one day. Parents will be required to come into School for a meeting with the Head of Section.
- Any further lesson removals will result in a fixed-term suspension and parents called to a meeting with the Head and Deputy Head (Pastoral).

9. Poor behaviour outside of lessons during the School day

If a pupil's behaviour is deemed inappropriate, rude or affecting the outcomes of other pupils, immediate action will be taken by the teacher. Behaviour issues will all be dealt with in person by the teacher and other staff as appropriate and will be proportional in response to the behaviour.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with SEND, or a particular vulnerability, at a disadvantage compared to other pupils, in accordance with the School's obligations under the Equality Act 2010.

10. Missed lessons

Missing academic lessons is seen as a serious infringement of the ethos of the School. In the event of a missed lesson, the pupil must explain their absence in person. If the teacher is not satisfied with the reasons given, then the pupil will be issued with a subject detention which should be recorded on Class Charts. During this time there will be an opportunity to complete academic work or extension tasks.

11. Sanctions for misuse of a mobile device

Smart watches are permitted without access to mobile data. Students will need to remove these for assessments.

Years 7-11

On the first occasion of misuse the pupil's phone will be confiscated and issued a behaviour point.

On the second occasion of misuse the mobile device will be confiscated and handed to the School Office where it can be collected at the end of the day. Parents will be contacted, and the pupil will serve a Head of Section detention.

On the third occasion the mobile device will be confiscated and handed to the School Office where it can be collected by the parents. Parents will be contacted and the pupil will serve a Leadership Team Detention. The pupil will no longer be allowed to bring a mobile device to School or the device will be handed in daily.

Sixth Form

On the first occasion of misuse the student will be given a verbal reminder.

On the second occasion it will be logged online and the Tutor will be informed.

Further incidents may result in the student not being allowed to bring their phone into school.

Reasonable adjustments may be made where a mobile device forms part of a pupil's SEND provision, medical needs, safeguarding arrangements or agreed travel arrangements.

12. Smoking Procedures and Sanctions

Smoking is forbidden; no cigarettes, e-cigarettes, tobacco or vapes may be brought into School, or be consumed or used on any pretext whatsoever whilst a pupil is in the School's care.

Procedures

Smoking in the school building

Any pupil caught smoking anything in the School building should be referred to the Deputy Head (Pastoral) who will consult the Head as necessary.

Smoking in the School grounds

If a pupil is caught smoking cigarettes or e-cigarettes in the school grounds, in the presence of a smoker, or smelling of smoke, they are reported to the Head of Section. Staff will consider a pupil's age in dealing with them. Staff should always question pupils who may appear to be on their way to smoke and send them back to the school building.

Smoking Sanctions

Please note that pupils found in the presence of smokers or smelling of smoke will be treated in the same way as those caught smoking**.**

Pupils caught smoking cigarettes or e-cigarettes: -

- Will be required to hand over to staff the cigarettes/tobacco or the e-cigarette and pods/liquid
- Will be required to tell their parents over the telephone
- Will be issued a 1-day fixed-term internal suspension in line with serious misbehaviour
- Will be fined £10 on the first offence and £15 on a subsequent offence and be issued further fixed-term suspensions for further offences. The money from the fines collected will go to MacMillan Nurses

Any pupil found with e-cigarettes, cigarettes, vapes, lighters or other smoking paraphernalia and/or providing another with cigarettes will be treated in the same way as above.

Due to the enhanced fire risk, those found smoking cigarettes in the building are likely to be externally suspended.

Smoking off the School premises

Pupils caught smoking cigarettes or e-cigarettes on school trips or during travel to or from school or on a school activity will be dealt with in the same basis as above. Continuous offenders (3 times or more) will be required to see the Head and their ability to represent the school in teams, or productions for example may be called into question and/or they may serve a fixed-term suspension. They will be required to see the Health Centre regarding assistance with giving up smoking. Pupils with positions of responsibility may lose these either temporarily or permanently.

13. Alcohol Procedures and Sanctions

Procedures

No alcohol may be brought into School, be consumed or used without permission from the Head on any pretext whatsoever whilst a pupil is in the School's care. If a pupil is caught drinking (unless at an authorised event), in the presence of drinkers, drunk or smelling of alcohol, or with alcohol in their

possession they should be brought to the Head of Section or Assistant Head of Section in their absence. The incident must be reported to the Head. The Head may grant permission for a breathalyser test to be administered to confirm consumption of alcohol.

A pupil whose condition gives cause for concern may be required to go to the Health Centre.

Alcohol consumption sanctions

Pupils who have alcohol in their possession without permission will have it taken away or disposed of. If the pupil holds a position of responsibility, then they may temporarily or permanently lose it. Parents will be notified and at the discretion of the Head, a relevant sanction (including but not limited to being placed in a Leadership Team detention or suspended) may be applied. The Head will decide on the nature of the sanction on an individual basis depending on the circumstances

Illegal or controlled substances

No illegal or controlled substances may be brought into the School, be consumed or used on any pretext whatsoever whilst a pupil is in the School's care. Any involvement of a Luckley House pupil with drugs/substances (including, without limitation, any pupil possessing, supplying, taking or being under the influence of drugs/substances) will be treated with the utmost severity and is likely to be permanently excluded.

14. Supporting pupils following a sanction

Following a sanction, the School will consider strategies to help all pupils understand how to improve their behaviour and meet the behaviour expectations of the School. These strategies may include:

- a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. This may also include advising them to apologise to the relevant person, if appropriate
- a phone call with parents
- inquiries into the pupil's conduct with staff involved in teaching, supporting or supervising the pupil in School
- inquiries into circumstances outside of School, including at home, conducted by the Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Leads (DDSLs)
- considering whether the support for behaviour management being provided remains appropriate.

These interventions will be delivered by appropriately trained staff and as part of a wider approach that involves the wellbeing and mental health of the pupil.

15. Allegations against staff

All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the Child Protection and Safeguarding Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or malicious, the School reserves the right to treat this action as serious misbehaviour by the pupil and to manage that misbehaviour in accordance with this policy, the Child Protection and Safeguarding Policy and the policy on Suspensions and Exclusions, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or other pupils) may result in the suspension

or permanent exclusion of the accuser, and that incidents will also be referred to the Police where it is appropriate to do so.

17. Serious Misbehaviour

The School's policy on Suspensions and Exclusions is available on the School's website, and all parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Head can impose for serious breaches of the School Rules, including, but not limited to, criminal behaviour. Examples of serious breaches of the School Rules which may result in suspension or exclusion, include:

- drug abuse
- alcohol and tobacco abuse – including vaping materials
- theft
- bullying (including cyber bullying, prejudice-based and discriminatory bullying)
- physical assault/ threatening behaviour
- fighting
- sexual violence and sexual harassment
- any abuse relating to a protected characteristic
- sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes
- poor online behaviour including social media platforms
- damage to property
- persistent disruptive behaviour.

Serious sanctions in accordance with the Suspensions and Exclusions may also be imposed where unsatisfactory behaviour continues despite previous disciplinary sanctions and/or warnings.

The School may exclude a pupil, or to require him/her to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective.

However, a serious "one off" incident may justify exclusion even where a pupil has not been previously suspended or disciplined.

18. Contextual safeguarding

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering or is likely to suffer significant harm whether inside or outside of School, they should follow the procedures set out in the Safeguarding policy and discuss their concerns with the DSL without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other legitimate needs, and will discuss concerns with the pupil's parents accordingly.

19. Special Educational Needs

The School consistently promotes high standards of behaviour and is committed to ensuring that our whole-school approach meets the needs of all pupils in the school, including pupils with SEND, so that everyone can feel they belong in the school community.

The School takes its duties under the Equality Act 2010 seriously and will take such reasonable steps as are necessary to avoid placing a disabled pupil at a substantial disadvantage as a result of the

School's policies or practices. The School makes reasonable adjustments for pupils with SEND or certain health conditions.

Where there is misbehaviour by a pupil with SEND, the School will consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil, and the appropriate sanction to be applied. It does not follow that every incident of misbehaviour will be connected to a pupil's SEND.

The School is mindful that not all pupils requiring support with behaviour will have identified SEND.

20. Misbehaviour Outside of School or Online

The School may sanction pupils for misbehaviour outside the School premises where it is reasonable to do so.

On occasion the School may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the School or online, including misbehaviour while:

- taking part in any activity organised by the School, or related to the School
- travelling to and from School
- wearing School uniform
- representing the School and, therefore, bringing it into disrepute.

This is especially the case for incidents that could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public.

Serious misbehaviour outside of School (including online) will be dealt with in accordance with the Suspension and Exclusions Policy.

20. Use of Reasonable Force

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain. 'Reasonable' means using no more force than is needed and will always depend on the circumstances of the case.

We reserve the right for staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Head have a statutory power to use such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do any of the following:

- committing any offence
- causing personal injury to any person (including the pupil themselves)
- causing damage to the property of any person (including the pupil themselves)
- prejudicing the maintenance of good order and discipline at the School.

The decision on whether to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour. It must also consider any disability, certain health conditions or SEND that the pupil may have.

All staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a pupil for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils or blocking a path) or active contact (such as leading a pupil by the arm

away from a situation). Staff (including non-teaching staff) may use reasonable force at any time away from the School premises when they have lawful charge of a pupil (e.g. on a School trip or other authorised out-of-School activity).

The factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate include:

- the seriousness of the incident assessed by the effect of the injury, damage or disorder that is likely to result if force is not used
- the chances of achieving the desired result by other means
- the relative risks associated with physical intervention compared with using other strategies.

Staff will inform the Head immediately after they have needed to restrain a pupil physically.

The School has a confidential record that includes the pupil's name, year group, the nature and date of the misbehaviour, and the sanction imposed. The School will keep this register in a central file (SIMS) so that any patterns may be identified. Senior leaders will monitor the use of restraint and take appropriate action to prevent the inappropriate use of restraint. They will take effective action when inappropriate restraint has been used.

In addition, the Head will consider whether staff require any additional training and support to enable them to de-escalate potential confrontations between pupils, or potentially violent behaviour, to minimise the need for restraint. We will always inform parents when it has been necessary to use physical restraint on their child and invite them to the School so that we can, if necessary, agree a plan for managing the pupil's behaviour.

21.Searching

The School reserves the right to search pupils and their possessions. It will balance the right of pupils to privacy with the need for the School to search a pupil or their possessions with consent, where there is a strong reason to do so.

The Head, or a member of staff authorised by the Head, may search a pupil provided there is another staff member present as a witness. The School does not conduct intimate searches and only a pupil's outer clothing (e.g. coats, hats, shoes, gloves and scarves) will be removed to facilitate a search; but a pupil will first be given the opportunity to empty their pockets and to disclose anything that they should not have.

The School will always consider the ages of pupils to be searched and any SEND or vulnerabilities (including health conditions) they may have before conducting the search to decide whether any additional precautions or adjustments are needed.

The consent of a pupil will usually be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the pupil has in their possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession, any of the following items:

- knives
- weapons
- alcohol
- illegal drugs
- stolen items
- all smoking paraphernalia including vaping
- fireworks

- pornographic or offensive images
- any item banned by the School Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Head (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Head (or authorised member of staff) is permitted to undertake a search without a witness present only where it is not practical to summon another member of staff.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parents' prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search and the actions taken following that search.

22. Confiscation

A member of staff carrying out a search may seize any item that they have reasonable grounds to suspect is prohibited or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks, they may be retained or disposed of by the member of staff; they will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will usually be delivered to the Police but may instead be returned to the rightful owner if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

23. Electronic devices

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any pupil.

Any decision to search a pupil's device should be based on the professional judgement of the DSL and should always comply with the School's Child Protection Policy. The School will document the

decision, including times, dates and reasons for decisions made in its safeguarding records. Any search of electronic devices will be conducted in accordance with the School's safeguarding obligations and data protection responsibilities.

If during a search the School finds material that causes concern and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the Police need to be involved.

The School may erase any data or files from the device if the School considers there to be good reason to do so unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the School rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (e.g. illegal pornographic material including nudes or semi-nudes of a pupil or another child), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, the School can decide whether it is appropriate to delete any files or data from the device and may confiscate the device as evidence of a breach of this policy and the School rules, and may then punish the pupil.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the Child Protection and Safeguarding Policy.

24. Complaints

We hope that parents will not feel the need to complain about the operation of our Behaviour Management Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, parents may make a complaint using the Complaints Policy if they wish to do so.

25. Monitoring and Review

The School will record all achievements, behavioural incidents and sanctions and use the record to monitor progress within the School and to evaluate the effectiveness of this policy.

The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupil's Life Skills lessons, or amending this policy.

Behavioural and sanctions data are monitored and objectively analysed regularly by staff. The School collects this data from the following sources.

- Behaviour incident data, including on removal from the classroom;
- Attendance, permanent exclusion and suspension data;
- Incident of searching, screening and confiscation; and
- Anonymous surveys for staff, pupils, governors, trustees and other stakeholders on their perceptions and experiences of the school behaviour culture.

This policy is monitored annually and formally reviewed every three years, or sooner if required.

Appendix A School Rules

SCHOOL RULES

1. General courtesy is required around the School: for example, pupils should use appropriate language at all times, remember to hold doors open for others, arrive punctually for all lessons or commitments

2. Every pupil must treat their environment and all property and belongings with respect

3. The code of conduct for public examinations applies to all school examinations

4. Every pupil must avoid any form of bullying. Bullying includes any behaviour which causes physical or psychological hurt or distress to others. The School's Code of Conduct and its Anti-Bullying Policy must be adhered to.

5. Every pupil must avoid any form of discrimination against others. The School is committed to a policy of equality and opportunity and every pupil must adhere to its Equal Opportunities and Valuing Diversity Policy.

6. Every pupil must avoid disruptive/anti-social behaviour.

7. The School's Acceptable Use Policy in respect of ICT (including internet use and email); the Library and all other specific facilities must be adhered to.

8. Gambling is forbidden.

9. Pupils are not permitted to undertake any form of trading unless they have arranged this with a member of staff and have the permission of the Deputy Head(Pastoral). This restriction includes the use (either as buyer or seller), of internet-based auction sites, such as eBay, as well as the purchase or sale of private property.

10. Accessing or encouraging others to access any form of pornography is forbidden.

11. Forgery and fraud are forbidden.

12. No alcohol may be brought into School or be consumed or used without permission from the Head or Deputy Head (Pastoral) on any pretext whatsoever whilst a pupil is in the School's care.

13. No illegal or controlled substances may be brought into School or be consumed or used on any pretext whatsoever whilst a pupil is in the School's care.

14. Smoking is forbidden: no cigarettes, e-cigarettes or tobacco may be brought into School, consumed or used on any pretext whatsoever whilst a pupil is in the School's care.

15. Every pupil must observe the fire procedures. In particular pupils should note that, on hearing the alarm, they must go quickly and in SILENCE to the designated assembly point

16. Borrowing anything without the permission of the owner is not allowed. Theft is forbidden.

17. No pupil may leave the School premises without the permission

18. Visits from family are welcomed at the weekend. However, guests (whether family or friends) should never wander around the site unaccompanied and should always make their visit known to the Housemistress/Housemaster.

19. As chewing gum is often the cause of damage to clothing, carpets and paths when not disposed of properly, it is not permitted on site.

20. Any pupil wishing to bring a car to School can park in the allocated section by the Whitty Theatre and near the Sixth Form Gardens. No School pupil may travel in the car of another School

pupil unless written permission has been given by their parents. This will be obtained by the Head of Sixth Form.

21. Full School uniform must be worn at all times during the School day.

22. No jewellery other than a discreet pendant and chain, a watch and one small pair of studs in the ears, as appropriate, may be worn during the School day; hair of shoulder length must be tied back from the face and no nail varnish or make-up may be worn other than what has been laid out on the Uniform Policy. Hair should not be dyed inappropriately. Body piercing and tattooing are not permitted.

23. Mufti (non-School uniform dress) must be tidy and appropriate. Pyjamas are not appropriate.

24. In addition to these rules, any action which puts or could put the reputation of the School in jeopardy, or which impacts or could impact negatively on the School community, will be regarded as a serious breach of School Rules, whether on or off the School premises or during or outside of School hours. It should be noted that School Rules apply on any off-site trip or activity. Parents and pupils should ensure that they read and are familiar with the School Code of Conduct and School Rules, and that they are familiar with all the routines laid down in the Student Planner.

Appendix B Prize Giving

Prize Giving (End of the Academic year for Year 7,8,9,10 and 12)
Effort
Year 7
Year 8
Year 9
Year 10
Year 12
Progress
Year 7
Year 8
Year 9
Year 10
Year 12
Attainment
Year 7
Year 8
Year 9
Year 10
Year 12
Homework
Year 7
Year 8
HPQ prize
Special prizes
The Victoria Walker Athletics' Cup*
Junior Cross Country
Senior Cross Country*
The Eve Bull emerging musical talent
The Richmond Cup – KS4 Music award*
The Junior Music award for progress and achievement
The Stephanie Warner Prize*
Music Technology
The Dance Cup*
Alex Humphreys Cup – Exceptional achievement outside of school*
Luckley House Friends Cup – Service to their House*
Year 7 Projects
Year 8 Projects
Spirit of Luckley House School (voted by year group)

*can also be awarded on Speech Day

Appendix C Speech Day

Speech Day (End of the Academic year for Year 11 and 13)
GCSE Subject prizes
Cromb Trophy for Outstanding Geographer
Menard Cup for Food technology
Rosside Rose Bowl for History
English Literature Cup
Clarkson Cup for German
History
Mathematics
Science
Biology
Physics
Chemistry
Drama
Design & Technology
Textiles
Art
Photography
Physical Education
Business
Religious Studies
Computer Science
French
Spanish
Music
A Level Subject Prizes
Gott Essay Cup
English Cup
Pritchard Mathematics Cup
Beker Cup for Further Mathematics
Pye Trophy for Biology
Yung Yung Physics Cup
Trant History Cup
Chemistry
Economics
Geography
Psychology
Art
Photography
Graphics
Design & Technology

Computer Science
Physical Education
Drama & Theatre Studies
Philosophy, Religion and Ethics
Classical Civilisation
Academic Achievement
Sports Awards
Sports Cup
Tooze Trophy
Senior Full Colours
Senior Half Colours
Music Awards
Bunker Instrumental Award
Warner Treble Clef for Composition
Vocal Award
Grade 8
Diploma
Speech & Drama Awards
Russel Smith Trophy for Contribution to School Drama
Tania Lunn Shield for Drama Support & Effort
Special Awards
Jennings Cup for Head Student
Queen Elizabeth II Cup for Service
Jubilee Cup for Initiative
Owen Cup for Teamwork
Kirkcaldy Cup for Fortitude
Bateman Cup for Citizenship
Beaumont & Stevens Cup for Mentoring Young Pupils
Bethany Picott Cup for Outstanding Progress
Blake Cup for Contribution to Christian Life
Boarding Cup for positive contribution to boarding life
Hawkins House Cup
Randle Cup for Endeavour
Spirit of Luckley House School (Year 13 only – awarded by LT)

Appendix D: Where do I go for help and advice?

In School:

- Health Centre; Nurse Doel & Nurse Lan
- Head of Section
- Head of House
- Form/Assistant Form Tutor
- Mr Hatton
- Mrs GB
- Sixth Form Mentor
- Senior Prefect Team
- Upper/Lower School Prefects
- Form Captain/Deputy Form Captain
- School Counsellor
- Pupil Voice

Outside of School

Childline	0800 1111
Mind	0300 123 3393
Samaritans	116 123
Shout	85258 (text)
NHS	111 (non-urgent) 999 (urgent)
Young Minds	www.youngminds.org.uk
CEOP	CEOP Safety Centre
BEAT	beateatingdisorders.org.uk
Kooth	Home - Kooth