



MILTON ABBEY

Pupil Behaviour Policy

INTRODUCTION

This policy incorporates the Rewards Policy and the Sanctions Policy and it should be read in conjunction with the Anti-Bullying Policy, the Tutor Handbook and the Pupil Handbook.

Milton Abbey encourages a nurturing environment and an ethos of mutual respect with trusting relationships where each member of the school community is valued for their individual contribution to school life.

In the busy life of a school it is essential that the pupils are aware of their responsibilities and the expectations of them, both inside and outside the classroom. The Code of Conduct below summarises the basic expectations of the pupils:

CODE OF CONDUCT

To Achieve our full potential in work

At all times we must A.C.T.

- By working hard, listening and contributing constructively in class.
- By completing prep, meeting deadlines and using our planners.
- By presenting work which has been done with care and thought.
- By having the equipment needed to work effectively.

Be Courteous, caring and considerate

At all times we must A.C.T.

- By respecting other people and their property.
- By being polite in speech and behaviour.
- By being punctual.
- By moving around the school in a sensible way.

Be Tidy and Safety conscious

At All times we must A.C.T.

- By wearing the correct school uniform.
- By caring for the school and its environment.
- By observing all safety rules.
- By keeping the school site free from litter.

ACADEMIC WORK AND CLASSROOM BEHAVIOUR

Rationale

It is the School's policy to encourage good behaviour at all times, and to promote mutual respect and good manners amongst all those who live and work on the School site. Teaching staff are expected to make standards of behaviour, both in and out of the classroom, clear to pupils at all times and to be consistent in their expectations. Any pupil not abiding by the rules laid down will be sanctioned through the School's disciplinary system as described below.

Code of Practice for Classrooms

- Any disruption to academic lessons is completely unacceptable and will not be tolerated.
- Punctuality - Be on time for all your lessons.
- Be Prepared - Ensure you are dressed correctly and that you have all the correct books and prep.
- Listen carefully to all that is said both by staff and your fellow pupils.
- Do not shout out or talk out of turn.
- No eating or chewing in lessons.
- Bad language will not be tolerated.

Mobile Phones and Head/Earphones

- Mobile phones are prohibited from classrooms and should not be carried during timetabled lessons.
- Head/earphones are not permitted to be used by pupils at any time during the academic day unless explicitly specified by a member of teaching staff for the completion of a specific task.
- Pupils not adhering to the above will be reported to their respective Housemaster. This will be recorded on 3Sys and may result in the confiscation of the mobile phone or head/earphones for a period of time at the discretion of the Housemaster.
- Mobile phones and/or head/earphones are not permitted to be used in any sanctions.

Academic Sanctions

In the event of a pupil not adhering to the expectations described, or in the event of any behaviour deemed unacceptable by staff, the following sanctions may be applied as appropriate:

Remove

- Any pupil disrupting the learning in an academic lesson will be removed from that class by the teacher concerned.
- The Remove will occur as follows:
 - **Stage 1: Verbal warning 1**
 - **Stage 2: Verbal warning 2**
 - **Stage 3: The pupil will be removed.**
- Any pupil causing significant disruption may be removed at any stage by the member of staff concerned regardless of whether the pupil has first received verbal warnings.
- The pupil will be collected by a member of the SMT or AMT and taken to work in isolation until the end of the lesson in question.
- The 'Remove' will be entered on 3Sys and the relevant tutor will inform the pupil's parents by email.
- The 'Remove' will be sanctioned by an academic detention in the first instance that term and by Saturday night detentions for any further 'Removes'.
- The pupil concerned will meet with the Assistant Head (Pupil Progress) before their next lesson in that subject.

Departmental Detention

The following academic misdemeanours will normally result in a Departmental Detention:

- Low level disruption.
- No prep or prep/classwork completed with insufficient effort.
- Missing equipment- 3 strikes recorded in a term by the member of staff concerned.
- Minor lateness to lessons- 3 strikes recorded in a term by the member of staff concerned.

Academic Detention

The following academic misdemeanours will normally result in a Wednesday Academic Detention:

- Missed departmental detentions.
- Significant lateness after the official lesson start time. This would normally be beyond 10 minutes but this is at the member of staff's discretion.
- 1st Remove in one term.

Sixth Form Supervised Prep and House Gating

The following academic misdemeanours will normally result in a Supervised Prep and House Gating:

- Missed preps.
- Missed assignment deadlines.
- Pupil will serve the supervised prep on the day that they have been entered even if that piece of work has subsequently been submitted.

Lateness to Lessons and Lack of Correct Equipment

- It is imperative that pupils arrive on time for the start of each lesson and with the correct equipment.
- To ensure a consistent approach across the school, the following will be the protocol:
- If a pupil is late to a lesson, with no valid reason, or arrives without the necessary equipment then the pupil will receive a strike in the teacher's mark book.
- If a pupil receives three strikes within a term from the same subject teacher then the pupil will automatically be put into a Departmental Detention. Strikes will not be carried forward to the next term.
- If a pupil is significantly late to a lesson, with no valid reason, then the pupil will automatically be put into a Departmental Detention. This would normally be when a pupil is more than 5 minutes late, but this is at the member of staff's discretion.
- If a pupil is significantly late to the extent where they have in effect missed the lesson, then the member of staff should inform the relevant Housemaster/Housemistress who, after consultation with the member of staff, may decide upon an Academic Detention or a Saturday Night.

Saturday Night Detention

The following academic misdemeanours will normally result in a Saturday Night Detention:

- Missed lessons or significant lateness at staff's discretion.
- Further Removes in one term.
- Missed academic detentions.
- Significant issues as deemed appropriate by the Assistant Heads.

Academic Support

Where a Tutor deems it necessary in consultation with academic staff, they will have the possibility to utilise three levels of report card in seeking to work with Tutees to maximise their progress. The report cards are as follows:

Level 1 - Tutor Support Card

Level 2 - Assistant Head Report Card

Level 3 - Headmaster's Report Card

The aim of these cards is to allow closer monitoring of a pupil's performance on a lesson by lesson basis, with written feedback from each subject teacher and an emphasis on daily monitoring by the Tutor to ensure the identified targets are being met.

Where a pupil is deemed not to have responded sufficiently to the first level Tutor Support Card, the Tutor may decide to refer the pupil onto an Assistant Head Report Card and finally to a Headmaster's Report Card.

This support system is designed to ensure that pupils identified as requiring additional support in meeting their academic commitments and progress targets can be monitored.

REWARDS

Awards

Awards can be achieved in four categories:

- **Academic**
 - **Activity**
 - **Creative**
 - **Service**
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- A Pupil will win a tuck shop credit voucher for every 5 Awards earned in each of these categories.
 - Tuck shop credit vouchers will be awarded by House staff at House assemblies.
 - The pupils achieving the highest number of awards in the Lower School and the 6th Form will be invited to a Headmaster's Awards Tea (Lower School) or Headmaster's Dinner (6th Form).
 - Awards are entered by the awarding member of staff on to 3Sys and they also then appear on the Parent Portal.
 - The Hodgkinson Trophy will be awarded to the House that achieves the highest average number of Academic Awards per pupil over the course of this academic year. Academic Awards are won for high quality work, but also for high effort levels, enthusiastic participation, teamwork and communication.

Commendations

A commendation is reserved for a piece of work that goes beyond the criteria set. It is recognition of a superb effort or attainment for that individual pupil and will be announced in the first assembly after the Commendation has been awarded.

CONVENTIONS

The following Conventions are published in the School Diary. This list is not intended to be an exhaustive one, and it is possible that other breaches of discipline may result in a pupil being sanctioned. Persistent breaches may result in permanent exclusion from the School.

- Pupils are encouraged to develop self-discipline; indeed this represents the main form of discipline within the Milton Abbey community. Common sense is to be used both in interpreting the Conventions and in general behaviour; pupils are expected to set high standards of honesty, courtesy and appearance.
- Bullying is not tolerated at Milton Abbey. We expect everyone to be valued as an individual and treated with respect, courtesy and consideration. Any sign of bullying should be reported immediately so it can be dealt with. This is a supportive community and we must treat each other in positive, constructive ways at all times.
- Pupils must always accept the authority of a member of staff.
- Pupils are expected to be familiar with the Policies as laid out in the Pupil Handbook, which is published separately.
- All pupils are expected to attend Chapel at the prescribed times, as instructed.
- Music should not be played during working hours, or at a volume audible outside a study.
- Pupils who know in advance that they will need to miss a lesson or other School commitment should contact/ see the member of staff involved at least twenty-four hours in advance.
- Bicycles are not to be used around the School site, but may be kept at School only by arrangement with Housemasters/mistresses. Helmets must be worn.
- Chewing gum is not to be brought onto the School site.
- Running or noisy behaviour in the main quad/corridor is not allowed. Books or bags must be left on shelves provided and not on the floor or steps.
- Computer games, games consoles and TVs are not allowed in School. DVDs may be permissible only when kept in the possession of the Housemaster/mistress and for use in the House Common Room and not in individual studies.

- Mobile phones are not permitted to be used inappropriately in lessons, and must be switched off during activities, meetings and prep times, in Chapel, and after bedtime. They should be used for social and family contact only. Individual House rules on collection at key times (prep and bedtimes) may occur.
- Pupils of the opposite sex are not allowed to enter each other's Houses unless with the permission of the duty member of staff.

The following list gives some more examples of serious breaches of discipline and behaviour:

- tampering with any fire appliance or safety device;
- smoking, being part of a group in which there is smoking or being caught in a known smoking area;
- purchase or consumption of alcohol, except as part of a school event or with a member of the Common Room;
- gambling or betting;
- visiting Public Houses without Housemaster's permission during term time (for boarders and day pupils);
- inappropriate or unpleasant misuse of phones, computers or other forms of communication;
- theft of property or identity (e.g. logging onto a computer using someone else's password);
- possession or misuse of fireworks, fire-arms, knives, catapults or other weapons;
- bullying of any kind;
- inappropriate sexual behaviour;
- possession, supply or misuse of drugs or substances or paraphernalia of drugs and substances.

The last six are examples of offences which are viewed as extremely serious and are treated particularly severely. They are likely to lead to an exclusion, which may turn out to be permanent. When in the care of the School, pupils who possess, supply or misuse drugs, or who take part in an act of sexual intercourse, are likely to be permanently excluded from the School.

SERIOUS OFFENCE PENALTIES for all pupils (including alcohol and smoking offences)

Level	Punishment	Action	Who informs parents
1	Restrictions and Saturday Night Detention	HsM	HsM phone call home HsM letter/email home
2	Internal Suspension	HsM	HsM phone call home HsM 2 nd letter/email home
3	Suspension	DH / HM	HsM phone call home DH letter home
4	Suspension/ expulsion	HM	HM

Each offence will normally lead to a move up one or more levels. Discretion may be used by the HsM/DH depending on the nature of the offence and the time between occurrences.

Restrictions and/or a Saturday night detention can be given as stand-alone punishments for offences not deemed to warrant entry into one of the above Levels.

Restrictions

- No. of days at the discretion of the HsM/DH.
- Gated to boarding house from after supper.
- Restrictions card to be signed.
- In school uniform for signing in up to and including 19:10 Callover.
- Restrictions Detention – Wednesday and Saturday AM (07:00-07:30).
- Not permitted on social trips.

Saturday Night Detention

- Recommended to the Deputy Head by HsMs.
- Pupils will then see the Deputy Head and are placed into detention at this stage if deemed appropriate.
- Deputy Head will maintain the Saturday night detention list.

Internal Suspension

- 1 day internal suspension from school activity in the week following the offence.
- Attend lessons, but all other times in the Prince's Room.
- Withdrawn from all sport and activities.
- Restrictions.
- Saturday Night Detention.

Suspension

- Suspension. At the Headmaster's, or if absent, the Deputy Head's discretion. Usually between 3 days and only used when a pupil has gone beyond the bounds of what is acceptable within our community or has reached Level 3 of the Serious Offences ladder.

Expulsion

- Expulsion/Voluntary withdrawal at the Headmaster's discretion and as the last resort.

Specific policies on alcohol, smoking and drugs are available within the Pupil Handbook.

CORPORAL PUNISHMENT

Milton Abbey School does not use corporal punishment on a child in any circumstances. The school takes all reasonable steps to ensure that corporal punishment is not given by any person who cares

for or is in regular contact with a child, or by any person working in the premises where care is provided.

Members of staff do not threaten corporal punishment, and do not use or threaten any punishment that could adversely affect a child's well-being.

RESTRAINT

The legal provisions on school discipline provide members of staff with the power to use reasonable force or restraint to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

Restraint can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury. Restraint can be either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Any incidents when a member of staff is required to retrain a pupil who is either causing or is about to cause harm to themselves or another person will be recorded in the Physical Restraint Log, kept by the Deputy Head.

MALICIOUS ALLEGATIONS AGAINST STAFF BY PUPIL

Any malicious allegations made against staff by pupils will be dealt with under the school's disciplinary procedures.

ABUSIVE, THREATENING AND VIOLENT BEHAVIOUR

All school staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by a pupil or pupils.

Appropriate action is likely to lead to the temporary or permanent exclusion of the pupil or pupils involved.