



**RENDCOMB  
COLLEGE**  
NURSERY • JUNIOR • SENIOR

# **Behaviour Policy, School Rules and Sanctions**

**(ISI: 9a)**

**Monitoring:**

Deputy Head (Pastoral) and Head of Juniors

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## **Behavioural Policy, School Rules and Sanctions**

### *Introduction*

This policy applies to all pupils and aims to promote good behaviour, self-discipline, self-respect and respect for others. This policy applies when pupils are at College, travelling to and from the College, wearing school uniform or in some other way identifiable as a pupil of the College. It applies when pupil misbehaviour:

- poses a threat to members of the College community and/or the public;
- may result in repercussions for the orderly running of the College; and/or
- adversely affects the College's reputation.

The College acknowledges its legal duties in respect of safeguarding and its obligations under the Equality Act 2010 in relation to those pupils with disability or SEN. The College will make reasonable adjustments for managing misbehaviour which is related to a pupil's disability. Any genuine religious or belief requirements which may affect a pupil, for example, when being able to present their case, will also be considered.

### *Expectations*

The following expectations are made of Rendcombians:

- They should work hard, take a pride in their work, be inquisitive and able to work independently;
- They should find a variety of areas of interest outside the classroom and develop their skills in these areas;
- They should make their skills and abilities available for the good of the whole community and to do their best when representing the College;
- They should comply with the rules and regulations of the College;
- They must not do anything that hurts or offends others and must do as much as they can to help others.

High standards of behaviour, manners and discipline are expected of all pupils at all times. Pupils are expected to deport themselves in such a way as to be a credit to the College. All pupils are issued with a handbook which sets out the College's guidelines.

Particular attention is drawn to the following points:

- All conduct that is anti-social or tends to bring discredit to the College, whether on the premises or elsewhere is not acceptable;
- The values of the Rendcomb College community are based on mutual trust, support and respect. Conduct around the site and behaviour towards each other ought to always reflect these principles;
- It is a courtesy that pupils needing to miss lessons or other College commitments explain the circumstances to the appropriate teachers in advance;
- We are a learning community and so pupils are expected to be punctual to all lessons and activities. Perpetual lateness will be reported by Tutors or Heads of Key Stages to parents.

### *Registration*

- Day pupils must arrive at College in the morning by 8.15am for registration with their Tutor. End of the school day departure should not be before 5pm Monday to Friday and after games on Saturday. No pupil is allowed to leave College on a regular basis before these times without the permission of the Headmaster;
- If a pupil has an appointment, e.g. Medical/dentist which takes them out for part of the school day the parents should inform their child's tutor. The tutor will inform the necessary staff and the pupil must sign out from Reception when they leave and sign back in on their return.
- All pupils must also register at around 1.55pm in House except where they have a games fixture that requires their presence before that time.

### *Personal conduct and appearance*

- Day pupils should travel to and from the College in school uniform.
- Attendance at all timetabled periods, games and activities is compulsory. Pupils must be prompt;
- If pupils miss a lesson due to a music lesson or any other reason it is their responsibility to catch up the work;
- Pupils may not eat or drink walking through Main Building corridors, or in the village street or on the way to lessons. Pupils may not visit the Village Post Office/ Shop between lessons, except at the published break and lunch times;
- Pupils must be properly dressed as appropriate for lessons, games, activities, away visits, Sunday Chapel and formal occasions as set out in the Dress Code;
- The requirements for College working uniform are published in each house and reminders are sent to your parents and published in a separate leaflet entitled 'Dress Code';
- Proper games kit must be worn at all times when formal games or activities are taking place. Games kit should not be worn in the Dining Hall except with the permission of the teacher in charge of a game;
- Pupils may wear casual clothes on weekdays after 5.00pm, on Saturdays after games and all day on Sundays, except for specific services in the Chapel as published, and as advised by the Houseparents;
- College is not an appropriate place for any physical contact between pupils;
- Chewing gum is forbidden in all areas of the College. It is potentially the cause of considerable damage and disfigurement to the inside of our beautiful buildings and grounds;
- Courtesy should be extended to any visitors to the College. Pupils should be aware of the offence caused by bad language (which will not be tolerated) and large gatherings of pupils blocking the Main Drive or other thoroughfares.

### *Laptop Computers/tablets: security and contents*

Pupils who bring laptops/tablets or other computer equipment to College should have their parents' permission.

Pupils are responsible for the security of their own laptops/tablets at all times, whether by taking care of them while in class or depositing them in a secure place when not in use in a locker or a locked study. They should not be left in communal areas.

Pupils may not introduce material on to their devices while at College which is illegal, or contravenes copyright, or contains images that are unsuitable for viewing by the particular age group concerned. This regulation also applies to the viewing of DVDs or Videos anywhere in College.

Your device must have its operating system approved and it must have appropriate anti-virus software before it can be connected to the College Network.

All pupils are expected to read and abide by the separately published Acceptable Use Policy (AUP).

### *Bounds and Visiting Times*

In general, on weekdays pupils may visit other house common rooms during the school day, signing in on arrival. They may not visit study-bedrooms in other houses. At weekends other houses except Park House may be visited until 2100.

The Junior School are out of bounds without specific permission to be there.

The Park is within bounds only during the first half of the Michaelmas Term and during the Summer Term. The Wilderness may only be used for walking to and from games or at other times with the specific permission of Housestaff.

Visits to Cirencester or Cheltenham are privileges that may be granted at the discretion of Housestaff or Deputy Head (Pastoral) and under conditions which they lay down, however this is generally for 6<sup>th</sup> form pupils and only out of normal school hours or over the weekend.

### *School Rules*

These rules are intended to impose only such restrictions as are necessary for the safety and wellbeing of the College and the individual. The College recognises that it has a general duty to eliminate discrimination.

Good order is best when it results naturally from consideration for other people; Rendcomb's philosophy is that we should all live together in respect for one another and behave accordingly.

The rules under the heading of School Order are particularly important and breaches of these will be brought to the attention of the Second Master and/or Headmaster.

The Headmaster reserves the right to change the rules from time to time as he thinks fit.

### *School Order*

- 1 There is no place at Rendcomb for any kind of bullying, cruelty or disruptive behaviour.
- 2 The borrowing of property without permission will be treated as theft. Any theft is a serious offence.

- 3 Members of the College may not have the following in their possession at school: Guns, including air-guns, or ammunition, explosives, including fireworks, all knives, tobacco, e-cigarettes, alcoholic drink, illegal drugs.
- 4 Entry into Public Houses, smoking (including e-cigarettes) and the use of illegal drugs are forbidden. The consumption of alcoholic drink is forbidden except by 6th Formers in situations authorised by the College.
- 5 No-one may drive a car or motorcycle while under the College's authority unless he/ she is with his/ her parents or an official driving instructor, except with the specific permission of the Deputy Head (Pastoral). No-one may travel in a car, unless driven either by a relative or a member of staff, without specific permission. Hitch-hiking is not allowed.
- 6 Boys may not go into girls' study-bedrooms, dormitories or corridors; girls may not go into boys' study-bedrooms, dormitories or corridors.
- 7 Sexualised behaviour likely to threaten the College's standards or reputation is not permitted.
- 8 No-one may leave the Boarding Houses' between 10.00pm and 7.00am without Houseparents' permission.

### *Rewards*

Positive reinforcement is encouraged and pupils are praised for good work. Pupils are awarded certificates and are publically praised in Headmaster's Assembly for good work and behaviour.

The College recognises that positive discipline and reward methods can be effective in managing a pupil's misbehaviour.

### *Sanctions and punishments*

Pupils are expected to display good manners, courtesy and considerate behaviour at all times. Pupils found to be failing in this respect, or in breach of other school rules will be reported to their Tutor/Houseparents/Head of Key Stage. The following punishments may be imposed on the pupil:

- (i) restrictions of social/ leisure time;
- (ii) loss of casual clothes privileges;
- (iii) loss of other privileges appropriate to age;
- (iv) work to help the community;
- (v) restriction of time off College premises;
- (vi) gating, which may include a gating card and weekends.

However, serious breaches of the School Order will be referred to the Deputy Head (Pastoral) and, if it is warranted, may be referred to the Headmaster. Such breaches may be punished by any of the sanctions under 'Serious Breaches of School Order or Rules' and parents or guardians will be informed. In the most serious case, the pupil or pupils concerned may be placing in jeopardy their future as members of the College.

The College's policy on bullying is published on House notice boards and elsewhere in the College and is contained elsewhere in this booklet.

*Academic Offences (all recorded on iSams as an Academic Concern)*

Sanction	Duration	Given by?	Reason	Notes
Repeat work	48 hours maximum	Any member of staff	Poor academic work	Re-doing of work to a higher standard.
Departmental Detention	25 minutes at lunchtime	Any member of staff	Poor academic work or poor behaviour in class. Failed to repeat work.	Supervised by staff of the department giving the detention
Head of Key Stage Detention	45 minutes usually in Activity Time	Head of Key Stage	Poor level of academic work over several areas.	Supervised by Head of Key Stage
Academic Detention	Tuesday 1700 - 1800	Teaching staff after liaison with Head of Key Stage & Deputy Head (Academic)	Continued poor academic work. Failure to attend other detentions.	Letter sent home. Supervised by Deputy Head (Academic) recorded on iSams
Academic Report cards	Variable but at least a week.	Head of Key Stage and Tutors after liaison with parents, subject staff & Deputy Head (Academic)	Continued poor behaviour or academic work. Regular attendance at Academic Detention.	A monitoring tool with parental and Head of Key Stage involvement by signature

*Other Offences including Behavioural (all recorded on iSams as Behavioural Concerns)*

Sanction	Duration	Given by?	Reason	Notes
Department Detention	Lunch time	Teaching staff	Anti-social behaviour in the Classroom	Staff supervises
Community Service	Variable	House staff	Anti-social behaviour in the House	Houses supervise
Behavioural Report card	Variable but at least a week	House staff and Heads of Key Stage after liaison with Deputy Head (Pastoral)	Poor behaviour in or outside of the classroom	A monitoring tool with parental involvement by signature.
House gating possibly including a gating card	Variable	House staff	For anti-social behaviour, breaking bounds and other infringements within house	May vary depending on infringement. Pupil confined to area specified by House staff. Parents informed.
Behavioural Detention	Usually Friday 1600 – 1700	Any member of staff after liaison with Deputy Head (Pastoral)	Significant poor behaviour in or outside the classroom	Deputy Head (Pastoral) keeps a record of offenders. Parents informed.

*Serious breaches of School Order or Rules*

If a pupil is persistently in breach of the School Rules, or his or her attitude is seriously damaging to the welfare of others, or staff have exhausted the above punishments, or for a single major breach of the School Rules the following sanctions could be used:-

- **Expulsion.** This is usually reserved for a serious criminal offence and serious misbehaviour or acts which cause damage to the College community.
- **Required removal.** The Headmaster may require parents to remove a pupil temporarily or permanently from the College by reason of the pupil's misconduct as an alternative to exclusion.
- **Suspension or detention.** The Headmaster may require a pupil to be detained or suspended from the College and required to live at home, for example, whilst any misbehavior or complaint is being investigated.

Association with drugs, drinking, and cases of malicious or bullying behaviour, are examples of what may be classified as such a single major breach.

Examples of such breaches and their consequences are stated below but they are not any exhaustive list.

- Pupils who consume illegal drugs or bring them into the College cannot expect to remain at College.
- Pupils bringing alcoholic drink onto the College site will be suspended, the length of that suspension depending on the seriousness of the offence and the previous record of the offender. Pupils consuming alcoholic drink on the College site, other than in authorised situations, will be suspended, as above.

All sanctions are reasonable and proportionate to the circumstances of each case, taking into account the pupil's age, any SEN or disability and any religious requirements affecting the pupil.

Saturday morning detention	Minimum of 2 hours between 9am-12.30pm. Games and other school commitments must be completed	Any member of staff <i>after</i> liaison with Deputy Head (Pastoral)	Repeated poor work/ serious infringements of the School Rules	Supervised by Deputy Head (Pastoral) or Headmaster. Recorded on iSams. <i>Another serious offence is likely to lead to temporary exclusion</i>
Temporary exclusion (suspension) or reverse suspension	Variable depending on offence	Headmaster	Serious or repeated breach of school rules	Formally recorded on pupil's file.
Permanent exclusion (expulsion) or required removal		Headmaster	Serious or repeated breach of school rules	Formally recorded on pupil's file.

*Smoking in College has a separate, clearly defined set of steps:*

A pupil caught smoking will be reported to the Houseparents. On the first offence the pupil will receive a House punishment and the Houseparents will write a letter home informing parents/guardian of the offence. Subsequent offences will lead to a requirement to see the Second Master, or a requirement to see the Headmaster, who will contact the parents or guardian



and arrange a meeting with them at College to discuss the problem and appropriate action to be taken, which may lead to suspension.

- A pupil caught smoking inside a building will automatically be suspended as they are causing a fire risk and endangering other people's lives.
- A College Prefect caught smoking will cease to be a Prefect and be punished according to the rules set out above.

#### *e-cigarettes and vaping*

- While e-cigarettes and vaping is viewed as less harmful than cigarettes the school has no wish to promote the use of them by any pupil.
- As such e-cigarettes are banned from the site and a pupil caught in possession of one while under school authority will be treated in the same manner as someone caught in possession of or smoking a cigarette. The e-cigarettes will be confiscated and returned to the parents of the pupil.
- A pupil caught smoking an e-cigarette within a building will not be suspended on the first offence as it is not a fire risk; it will be treated in the same way as a first smoking offence. However a subsequent similar offence will result in automatic suspension since the pupil is showing a disregard for school rules.

#### *Dangerous items and banned substances*

Rendcomb is committed to safeguarding the health and safety of our student population and have designated a 'zero tolerance' policy towards certain items.

#### *Alcohol*

Pupils bringing alcoholic drink onto the College site will be suspended, the length of that suspension depending on the seriousness of the offence and the previous record of the offender. Pupils consuming alcoholic drink on the College site, other than in authorised situations, will be suspended, as above.

#### *Dangerous Items*

Certain items are unacceptable in a school. These include all weapons, including Swiss-army or craft knives, catapults and BB Guns.

#### *Inappropriate material*

Material that may be deemed malicious, inappropriate or offensive (including pornography) is not permitted. Pupils have a duty not to access or bring into College material that they would consider that teachers, parents or other adults might consider to be inappropriate or offensive.

#### *Searching pupils and/or their possessions*

The College may carry out searches of pupils and/or their possessions. Only members of staff authorised by the Headmaster or in his absence the Deputy Head (Pastoral) may conduct a search of a pupil and/or their possessions in line with section 550ZA of the Education Act 1996. The College does not conduct intimate searches and only outer clothing (for example, jackets/coats,

hats, shoes, boots, gloves and scarves) will be required to be removed. Staff will ask for the pupil to remove anything in their trouser pockets.

The consent of the pupil will usually be obtained before conducting a search unless the Headmaster and authorised members of staff reasonably suspects that an item has been, or is likely to be, used to commit an offence or cause personal injury/damage to the property of any person (including the pupil being searched). All personal searches will be conducted by a member of staff of the same gender as the pupil and, ideally, in the presence of another member of staff. A search may be conducted on or off College premises where the pupil is in the lawful control of the College.

Items which may be searched for include any item banned under the school rules and any other item identified as such by law<sup>1</sup>. If the item is an electronic device the College may examine and erase any data from the device if the College considers there to be good reason to do so.

Parents will be informed of any search conducted of their child and/or their child's possessions. The College will keep records of all searches carried out including the results of the search and any follow up action taken.

#### *Use of force*

The College may use reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline at College. The College does not use or threaten to use corporal punishment.

The College has a Physical Restraint of Pupils Policy, a copy of which is contained in this Handbook.

#### *Safeguarding duties*

All staff are responsible for considering whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, significant harm. If such suspicions exist, staff must follow the College's Safeguarding of Children (Child Protection) Policy.

The College will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the College will consider whether support systems are needed to be put in place and whether liaising with external agencies is necessary and appropriate.

#### *Malicious allegations against staff*

The Headmaster will decide whether to take disciplinary action in accordance with this policy where a pupil is found to have made a false and malicious allegation against a member of staff.

Where a parent has made a deliberately false and malicious allegation against staff, the Headmaster will decide whether a required removal of their child(ren) from the College is appropriate in light of their misconduct.

#### Appeal

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<sup>1</sup> Prohibited items include knives, weapons, alcohol., tobacco, illegal drugs and stolen items

Where parents are unhappy with the Headmaster's decision to expel their child, parents may request a Governors' Review of the Headmaster's decision.

## **Rewards and Colours**

### **Introduction**

Rendcomb aims to:

- promote academic achievement as a value to be prized and encourage independent learning
- provide breadth in its co-curricular provision, enabling its pupils to identify their strengths and aptitudes
- nurture mutual respect for individualism, promote collaboration and offer support within the strength of a family-centred environment
- provide a pastoral framework that engenders physical, emotional and spiritual well-being
- prepare pupils for life beyond School, fostering confidence, self-reliance and honesty
- encourage students to respect the environment in which they live

To support these aims, Rendcomb College believes in identifying strengths within the young people in its care and in celebrating pupil achievements. It is important for young people to feel publically acknowledged for the good things that they do.

### **Rewards**

Rendcomb has always been a small school where the achievements of the individual have made a real impact on the whole community and the whole community has valued the individual. High academic standards, sporting prowess, musical, artistic and dramatic accomplishments and not least civilised behaviour have been of direct benefit to all and the greatest reward for the individual is the recognition of such achievements within and by the community.

The success of the School in a wide range of academic, sporting and cultural pursuits is due to the collective input of a whole year group, to team-work and to a determination not to let others down. Reward comes from outside the School in the shape of trophies won, certificates awarded and recognition in public performances and in such schemes as the Duke of Edinburgh Gold and Bronze Awards.

Rewards can be given to pupils for good academic work or for good behaviour and initiative in and outside the classroom. These tables are not designed to cover all the possibilities that pupils may gain reward but it is designed to give an overview of the possible situations in which a pupil may receive a reward.

### Seniors (all recorded on iSams)

	Reward	Reason	Given by?	Recorded where?	Notes
1	<b>Merit</b>	Good work at all ability levels. Good achievement in co-curricular activities. Helping the School community.	Any member of staff.	In Prep, on work and always on iSams	Totals for each pupil kept by Tutor. Treat for highest total at end of each term.
2	<b>Academic Commendation</b>	Excellent set of grades in attainment, effort or most improved.	Head of Key Stages with discussion with Deputy Head (Academic)	On iSams and certificate given at Headmaster's Assembly and sent home.	At end of each year, pupil with most Academic Commendations in each year receives a book token.
3	<b>Co-Curricular Commendation</b>	Consistent commitment to helping or being involved in the wider School Community and setting a high standard.	Members of SLT following recommendation from staff.	On iSams and certificate given at Headmaster's Assembly and sent home with pupil.	This can be sporting or community based but must be a sustained involvement, e.g. throughout a term.
4	<b>Headmaster's Commendation</b>	For an example of excellence in any particular area of the School.	Headmaster following a recommendation from SLT, Houseparents or Tutors.	On iSams. Certificate given by Headmaster after meeting with pupil to discuss award.	This could be for a single piece of exceptional work; being a good ambassador for the school; a sustained commitment to an area of school life.
5	<b>Colours</b>	Persistent excellence in either Sport, Drama, Music or Art.	Headmaster following a recommendation from Heads of the specific areas with consultation with the Second Master	On iSams. Normally awarded by Headmaster in End of Term Assembly	Can only be awarded to 6 <sup>th</sup> form students and will receive a Colours badge. It is expected that Colours students maintain their standards of excellence.

## **Junior School**

In the Junior School, we aim to create a school environment in which children, parents and staff understand and support each other, as well as feel confident that they are all special.

As a summary, we aim to develop children who:

- are polite,
- are co-operative,
- are communicative,
- work hard

### **How do we encourage good behaviour?**

- By developing personal characteristics of self-discipline, responsibility, initiative, self-motivation and adaptability;
- By helping the children to experience, understand, control and direct their feelings and emotions;
- By developing personal skills and attitudes which will enable them to create their own better world;
- By developing social skills which support their attitudes and beliefs and enable them to share in the thoughts and feelings of others;
- By emphasising the importance of good manners

### **How do we achieve our aims?**

- By setting a good example (encouraging children to behave in a positive and caring way).
- By encouraging the children to participate in the monitoring and celebration of 'good behaviour'.
- By giving the children the opportunity to take on responsibility for themselves and others.
- By rewarding good manners.
- By praising and rewarding good behaviour in a personal and public way.
- By giving special awards, e.g. merits, distinctions.
- By recognition in the Distinction Assembly.
- By informing parents.

## Rewards

	Reward	Reason	Given by?	Recorded where?	Notes
1	<b>Merits</b>	Thoughtfulness and consideration for others Helpfulness Good manners Effort Academic success	Any member of staff.	In homework/ reading diaries	Pupil record merits in their diaries. Pupils are awarded certificates when achieving a certain number of merits.  Merits added to house point totals
2	<b>Distinctions</b>	Special effort and determination in any area Exceptional acts of kindness Academic success Sporting, musical, artistic or “dramatic” achievements Achievements outside the school	Any member of staff.	Teachers may keep a record in mark books.	These are collected and celebrated in the Friday assembly.  Distinctions equate to 4 merits and are added to the termly totals for certificates and house points.  Winning houses are announced at the end of each term and a cup is awarded to the winning house.
3	<b>Colours</b>	Colours are awarded to Yr6 pupils who demonstrate excellence throughout the season in the applicable major sport.	The Games Staff		These are presented in Distinction Assembly at the end of the season. They are celebrated in the Newsletter and Rendcombian.

## Sanctions

There is a range of possible sanctions available for use by Junior School staff. These are listed in a relevant order, although there is flexibility in the sanction used due to the age of the child or the circumstances of the inappropriate behaviour.

Judgements about behaviour and sanctions will be influenced by the context and the individuals involved and therefore it is not always advisable to have “hard and fast” rules. However, it is important that there are clear criteria and consequences about which the children are aware; all staff will also have a clear plan of action to follow. Clarification for parents is key because we would hope that parents will support school decisions when dealing with inappropriate behaviour. In minor instances, there may be no need for a parent to be informed but, as the behaviours and sanctions become more concerning, parents need to become part of the systems in place. The relationship between school and home is paramount when dealing with poor behaviour and teaching good behaviour.

Possible Incident	Possible Sanction	Recording	Staff/Parents
<b>Level 1</b>			
Minor one-off incidents EG Talking inappropriately Calling out in class Distracting other pupils Poor manners Squabbling with other pupils Running in the corridor	Reprimanded by the teacher involved Corrective action Movement of seating position in class	None at this point	Teacher deals with it independently
<b>Level 2</b>			
Level 1 behaviours persist Rudeness towards staff Swearing in conversation Outright lying to a teacher Physical interactions with another child as part of play Unkind verbal or written comments made deliberately	Time out on the playground A letter of apology written in school or at home or a verbal apology made after the incident	Teacher involved records the information centrally and writes a note in homework diary and/or informs tutor	Parents may receive note in diary or be informed by the tutor. (In addition, the teacher might speak with the parent.)
<b>Level 3</b>			
Level 2 behaviours persist Persistent defiance and non-compliance to basic rules Physical interactions with another child with intent	SMT speak to pupil Report card Withdrawal of responsibilities or privileges	Form tutor records the information centrally A communication to parents from form tutor and/or SMT	Form Tutor communicates with parents via phone, email or face-to-face SMT may be involved

<b>Level 4</b>			
Bullying Racist comments Sexually abusive language Expressing extremist views Swearing at an adult Intentional damage to property Stealing	Referral to Head Internal Seclusion Suspension Permanent exclusion	Form tutor records the information centrally Parents invited to a meeting with the Head	Parents meet with the Head

**Sanctions due to poor work attitude/ethic:**

When a lack of work is completed during lessons/in prep or is not done to the appropriate standard, a pupil may be required to repeat the work in their own time. This may involve missing a break time and being supervised in the classroom by a member of staff or completing the work at home. Work sanctions are dealt with separately from behaviour sanctions.

Definition of Bullying: as a definition of bullying is very often subjective the Junior School has opted to adopt the same definition as that of the NSPCC. Pupils are taught that bullying is unacceptable and that, together as a school, we aim to STOP it happening. Bullying is defined as an action which knowingly caused upset and has been made Several Times On Purpose.



