



REIGATE GRAMMAR SCHOOL

Behaviour Policy

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Introduction

Parents are also referred to the school's standard Terms and Conditions, Section G (paras 51-68).

Aims

- Create a positive culture that promotes excellent behaviour, ensuring that all students have the opportunity to learn in a calm, safe, engaging and supportive environment
- Establish a whole-school approach to maintaining high standards of behaviour that reflect the values of the school
- Define what we consider to be unacceptable behaviour, including bullying and discrimination

This policy has been written with reference to:

- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)
- [Supporting students with medical conditions at school](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice.](#)
- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy

It should be read alongside our policies on E-safety, Safeguarding, Learning Support and Anti Bullying.

Reigate Grammar School encourages the good behaviour of its students at all times. The school attaches great importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The School Rules make clear our expectations in this regard, and these are reinforced by Tutors in Form Time and by Heads of Section (HoS) or Head of Year (HoY) and the Senior Leadership Team (SLT) in assemblies. The School Rules, along with codes of conduct for the use of ICT and on the sports field, are sent to all parents via the Parents' Handbook and this Behaviour Policy is communicated to parents and students via our website.

The school is particularly mindful of the need to have a zero tolerance approach to child-on-child abuse and bullying.

Definitions

Misbehaviour is defined as:

- Disruption in lessons, in corridors between lessons and at break, lunchtime or during an extra-curricular activity
- Non completion of homework or classwork unless there is a good reason in which case students must talk to their teacher
- Unkindness towards others in the community
- Incorrect uniform

Serious misbehaviour is defined as:

- Repeated breaches of the school rules and/or repeated incidents of misbehaviour
- Any form of bullying
- Racist, sexist, homophobic or discriminatory behaviour
- Vandalism
- Theft
- Fighting
- Sexual violence, such as rape, assault by penetration or sexual assault

- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
 - Sexual comments
 - Sexual jokes or taunting
 - Physical behaviour, like interfering with clothes
 - Online sexual harassment, such as unwanted comments and messages, including on social media, sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic images
 - Any article a staff member reasonably suspects has been, or is likely to be used to commit an offence or cause personal injury to, damage to the property of any person (including the student)
 - E-cigarettes or equipment e.g. vapes

Bullying and child-on-child abuse

Bullying is a form of anti-social behaviour towards a person and has no place in this School. Bullying may include any sort of physical or mental intimidation of a person by another or a group, which can cause distress or anxiety to the victim. Such behaviour is unacceptable from any member of the school community, as no person has the right to intimidate another.

Therefore:

- **No-one should have to suffer name-calling;**
- **Banter is not an excuse for unpleasant or offensive jokes;**
- **No-one should have to suffer physical violence or-unwanted physical contact;**
- **No-one should feel victimised in any way for example, for their appearance, their race, gender, religion or other choices that they make;**
- **Sexual abuse and/or harassment will not be tolerated; for example, upskirting, taking, asking for, or sharing inappropriate images including nudes, rating students on attractiveness, wolf-whistling or making sexual comments;**
- **No-one should suffer abusive or unkind messages via social media;**
- **It is everyone's responsibility to ensure that bullying and child-on-child abuse is not tolerated.**

Understanding bullying further

Bullying is defined as the repetitive, intentional harming of one person, or group by another person or group, where the relationship involves an imbalance of power.

Bullying is therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of Bullying	Definition
Emotional	Being unfriendly, excluding, tormenting, name calling, sarcasm, spreading rumours, teasing
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory e.g. racial, sexual/gendered, disability based	Taunts, gestures, graffiti, as well as any emotional or physical abuse
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention or inappropriate touching, comments about sexual reputation or performance, upskirting
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Behaviour incidents online

The way in which students relate to one another online can have a significant impact on the culture at school. Negative interactions online can damage the school's culture and can lead to school feeling like an unsafe place. Behaviour issues online can be very difficult to manage given issues of anonymity, and online incidents occur both on and off the school premises. We are clear that even though the online space differs in many ways, the same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity.

Inappropriate online behaviour including bullying, the use of inappropriate language, the soliciting and sharing of nude or semi-nude images and videos and sexual harassment should be addressed in accordance with the same principles as offline behaviour, including following the child protection policy and speaking to the designated safeguarding lead (or deputy) when an incident raises a safeguarding concern. In cases where a school suspects a student of criminal behaviour online, they should follow the guidance outlined in [DFE Behaviour in Schools 2022](#)

When an incident involves nude or semi-nude images and/or videos, the member of staff should refer the incident to the designated safeguarding lead (or deputy) as the most appropriate person to advise on the school's response. Handling such reports or concerns can be especially complicated and schools should follow the principles as set out in [Keeping children safe in education](#). The UK Council for Internet Safety also provides the following guidance to support school staff and designated safeguarding leads: [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#).

Many online behaviour incidents amongst young people occur outside the school day and off the school premises. Parents are responsible for this behaviour. However, often incidents that occur online will affect the school culture. We will follow up and sanction students where appropriate when their behaviour online poses a threat or causes harm to another student, and/or could have repercussions for the orderly running of the school, when the student is identifiable as a member of the school or if the behaviour could adversely affect the reputation of the school.

More information can be found in [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#).

Behaviour Curriculum

How do staff help to encourage and promote a culture of positive behaviour?

- Create a calm and safe environment
- Develop a positive relationship with students. Examples of ways to do this include Greet students at the start of the lesson, establish clear routines (seating plans, hands up, no talking when others are talking), communicate expectations of behaviour verbally and non-verbally, highlight and promote good behaviour, tackle low-level disruption promptly, use positive reinforcement
- Plan and deliver lessons which are engaging and interactive
- Model positive relationships and behaviour
- Provide a personalised approach to the behaviour needs of particular students
- Colleagues are encouraged to discuss and share any concerns about the behaviour of individuals or groups as soon as these concerns emerge so that they can receive support and a plan can be made.

How can students help to develop a positive culture at RGS?

- Be kind and respectful in your interactions with other students and staff
- Understand your part in upholding the school's rules and culture
- Let a member of staff know if you feel you would benefit from support
- Treat the school buildings and property and those who maintain them with respect
- Follow the dress code to support our inclusive environment

In class, behave in a way that allows everyone to learn. These routines should be followed:

- Sit where your teacher has asked you to
- Remove outdoor clothes unless your teacher directs you otherwise due to ventilation during Covid-19
- Get your books, device or other equipment out and put your bag on the floor out of the way
- Check your uniform while you are waiting – skirt unrolled, shirt tucked in, blazer on
- Be ready to hand in homework or coursework on time and to make a note of any homework set
- Make sure that work is your own and not copied (plagiarised) from another person or source e.g. online
- If you are late, enter quietly and apologise to the teacher explaining why you are late
- Listen to instructions
- Take part in the lesson with a positive attitude
- Respect the views, contributions and efforts of your classmates
- Ask questions if you don't understand something or want to know more
- You may not eat or chew in classrooms – please do have plain water (but not in labs)
- Make sure you have been to the bathroom at break or lunch and avoid leaving the lesson if possible
- Wait to pack up until the teacher tells you and then clear up any rubbish and put your chair under the desk
- Please follow any additional rules and safety measures in areas such as science labs, DT workshop, F&N

How can parents help?

- Support their child in following the school's expectations around behaviour and dress code
- Let us know of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with their child's Form Tutor
- Support any behaviour interventions, for example, sanctions or pastoral intervention work

Safeguarding

We recognise that changes in behaviour may be an indicator that a student needs help or protection. We will consider whether a student's misbehaviour may be linked to safeguarding concerns. Where this may be the case, we will follow our Safeguarding and Child Protection Policy and consider whether pastoral support, an early help intervention, or a referral to children's social care is appropriate.

SEND and Behaviour

We recognise that student behaviour may be impacted by a special educational need or disability.

When incidents of misbehaviour arise, we will consider them in relation to a student's SEND and whether any reasonable adjustments may be needed, please see below for some of these:

- short, planned movement breaks for a student whose SEND means that they find it difficult to sit still for long;
- adjusting seating plans to allow a student with visual or hearing impairment to sit in sight of the teacher;
- adjusting uniform requirements for a student with sensory issues or who has severe eczema;
- training for staff in understanding conditions such as autism.

Rewards

Good behaviour by students is frequently rewarded through praise and encouragement from teachers. More formal recognition is achieved through the school's rewards system, which is summarised below, and also includes rewards for academic achievement.

Merits, Honours and Credits

Students who do particularly good work relative to their ability, in both academic and non-academic spheres of school life, and in particular display characteristics which reinforce key values of kindness and community may receive a merit (LS), honour (Upper School) or credit (Sixth Form). The aim of these is to promote and encourage good behaviour, academic effort and positive contributions to the community. The teacher records individual merits, honours or credits on the school's online system and in the Lower School certificates are awarded in year assemblies to students who achieve milestone numbers. Students achieving high numbers of merits in the Upper School will also be acknowledged through the ACE Card System. There are often also termly merit competitions in which whole Form groups may be rewarded. In the Sixth Form students may gain a Café Reward.

ACE Cards

Students in the Upper School who do exceptionally good work relative to their ability or accumulate a high number of honours, in both academic and non-academic spheres of school life, may receive an ACE card from the relevant member of staff of their Head of Section/Year. These are posted home directly to the student.

Achievement in academic, sporting, artistic and cultural arenas.

Care for those within and beyond the community such as through volunteering and charity work

Excellence in personal modelling of doing the right thing, being a good friend, behaviour, uniform and punctuality.

Sixth Form Academic Postcards, Credits and Café Rewards

Academic excellence in the Sixth Form may be recognised through the issuing of Academic Postcards. These are issued by the subject teacher or Head of Department. The Sixth Form also operates a Café Rewards policy – if a Sixth Form student does something exceptional beyond the normal call of duty in their remit as a school leader then their performance may be rewarded by asking the Head of Year to issue a Café Reward. General examples of good role-modelling or acts of kindness and leadership will result in a credit being issued; the accumulation of three credits will lead to a Café Reward.

Other Rewards

There are other rewards and treats awarded by Heads of Year at different points e.g. hot chocolate in the PMH for Fifth Form after mock exams, pizza for the Form with the most ACE cards in a half term.

Weekly Bulletin, Section and Year Group Assemblies or Contact Home

Students who have achieved personal successes may be celebrated in the variety of bulletins and letters that are sent home. Assemblies are used throughout the year as a way to recognise and celebrate individual or collective achievements. Also, Form Tutors, Heads of Year/Section actively recognise good behaviour, progress and contribution through letters and emails home to parents.

End of Term Assemblies

At the end of each school term prizes are awarded to students who have done particularly well in different arenas of school life. These may range from sporting awards to success in the Maths Olympiad.

Colours

Junior and Senior Full Colours are awarded in March and June each year. Successful nominees must have satisfied one or more of the following criteria to be awarded Full Colours:

1. An outstanding contribution to the school e.g. Head Boy/Head Girl
2. An exceptional skill in a Reigate Grammar School extra-curricular activity as determined by the member of staff responsible (including representative honours at county, regional or international level)
3. Outstanding leadership of an established Reigate Grammar School club, society or team.

Successful nominees must have satisfied **all** of the following criteria to be awarded Full Colours:

- A full commitment to fixtures, training, events and rehearsals
- Personal conduct that brings credit to themselves and the school

Full Colours will be recognised through a Colours Tie (boys) or a Colours Pin (girls). These will be awarded in a whole school assembly.

Sanctions

The purpose of any sanctions is:

deterrence: sanctions can often be effective deterrents for a specific student or a general deterrent for students in the cohort.

protection: keeping students safe is a legal duty of all staff. A protective measure in response to inappropriate behaviour, for example, removing a student from a lesson, may be immediate or after assessment of risk.

improvement: to support students to understand and meet the behaviour expectations of the school and reengage in meaningful education. Students will test boundaries, may find their emotions difficult to manage, or may have misinterpreted the rules. Students should be supported to understand and follow the rules. This may be via sanctions, reflective conversations or targeted pastoral support.

At all times, staff should ensure that the punishment is proportionate and reasonable and should consider the student's age, any special educational needs or disability they may have and any other relevant pastoral circumstances. Corporal punishment is illegal and must not be used. Students will receive a proportionate sanction if they are found to have made malicious allegations against staff or another student. See Appendix I for a summary of the Responses and Sanctions.

Detentions

Detentions are not always the most effective way to resolve issues. However, they may be helpful in signalling to a student and their peers that they have overstepped the mark or they are not meeting expectations. Students should use the detention time productively. Parents are always notified at least the day before if the detention is to be served after school, detailing the reasons for the detention.

Students will frequently be asked to reflect on their actions as part of a detention, thinking about what led them to behave in this way, how they could avoid it in the future and whether there is anyone who would

benefit from an apology. Students may also be asked to undertake some form of community service during their detention slot.

Removal from the classroom

Staff can ask a student to step outside the classroom for a few minutes to calm down and regulate their emotions. Students must not be left outside a classroom indefinitely. If a student is unable to calm down or their ongoing presence in the room is disrupting the learning of others, a member of SLT, HoY or HoS should be sent for to collect the student who will then be supervised and supported to enable them to re-join their lessons, to have time-out or if there are concerns around their emotional stability parents may be asked to collect them and to contact the GP.

Confiscation

Detailed guidance for schools can be found in “Searching, screening and confiscation at school”.

School staff may confiscate, retain or dispose of a student’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 should consider whether the confiscation is proportionate and consider any special circumstances relevant to the case.

Where there is suspicion that a student may be in possession of prohibited items (knives or weapons, alcohol, illegal drugs, stolen items, tobacco, cigarette papers, lighter, vaping equipment fireworks, pornographic images, any article that is likely to be used to commit an offence or cause injury), the law gives the Headmaster or other authorised members of staff the power to search without consent.

Suspension

Serious or repeated disciplinary offences may result in the student’s suspension. For a first offence, suspension will normally be for no more than two days, while more severe offences might involve a suspension of up to five days. While suspended, the student is expected to remain at home during the school day and work will, whenever possible, be set. A suspended student may not attend any school function (e.g. concert) or represent the school (e.g. for a sports team).

In certain cases, a student may be put into internal suspension, where they will be required to work in school under supervision but out of lessons and away from their peers.

Following a suspension, the student (and normally their parents) will be required to attend a Return to School interview with HoS/SLT or the Headmaster to discuss their future conduct. A final warning may also be issued at this stage. In some cases, a Pastoral Support Plan may be implemented where a student is at risk of permanent exclusion.

Exclusion

Please see separate policy.

Power to use Reasonable Force

Staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property or to maintain good order and discipline in the classroom.

The Headmaster and authorised school staff (SLT) may also use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, fireworks, pornographic images or articles that they reasonably suspect have been or are likely to be used to commit an offence or cause harm. Force may not be used to search for other items banned under the school rules. If a member of staff has suspicions that a student is in possession of a prohibited item, they will usually alert a member of the SLT or the Headmaster and it is the responsibility of the Headmaster or an authorised member of staff to conduct the search. However, if a member of staff considers there to be imminent risk to the welfare of the student concerned or others, then they should conduct the search there and then. The member of staff conducting the search should have another member of staff present acting as witness, and they should both be of the same sex as the student being searched. In exceptional circumstances, a student may be searched by a member of staff of the opposite sex and/or without another witnessing member of staff

if there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff. Staff leading school trips have the power to search students for prohibited items.

In all cases, a record must be kept of what happened and parents alerted. A search should only be of outer garments. Staff are not permitted to conduct a strip search.

Incidents of reasonable force must always be used as a **last** resort and:

- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the dignity and safety of all concerned
- Never be used as a punishment
- Be recorded and reported to parents

When considering the use of reasonable force, staff should, in considering risks, carefully recognise any specific vulnerabilities of the student, including SEND, mental health needs or medical conditions.

Behaviour outside of school premises

Schools have the power to sanction students for misbehaviour outside of the school premises to such an extent as is reasonable. Conduct outside the school premises, including online conduct, that schools might sanction students for include misbehaviour:

- when taking part in any school-organised or school-related activity;
- when travelling to or from school;
- when wearing school uniform;
- when in some other way identifiable as a student at the school;
- that could have repercussions for the orderly running of the school;
- that poses a threat to another student; or
- that could adversely affect the reputation of the school.

Supporting students following a sanction

Following a sanction, strategies should be considered to help all students to understand how to improve their behaviour and meet the behaviour expectations of the school. These might include:

- a targeted discussion with the student, 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 (and the Virtual School Head for looked after children);
- inquiries into the student's conduct with staff involved in teaching, supporting or supervising the student in school;
- inquiries into circumstances outside of school, including at home, conducted by the designated safeguarding lead or a deputy; or
- considering whether the support for behaviour management being provided remains appropriate

The school is aware that in some cases student misbehaviour can be a sign of wider pastoral concerns about a child. If a member of staff thinks that the behaviour of a student may suggest that the student is at risk of harm, they must follow the school's safeguarding and child protection procedures. Any continued disruptive behaviour should result in a meeting with the relevant pastoral staff as a matter of urgency.

Part of the school's approach is to offer help to students who are struggling to manage their behaviour, for example outbursts of anger. In these cases, it may be appropriate to refer a student to the school counsellor, nurse, chaplain for further support or to CAMHS for more complex cases.

Record Keeping

Rewards and sanctions are recorded online. In addition, we keep a central register of sanctions imposed for serious misbehaviour. All incidents involving poor behaviour are tracked by the Heads of Year/Heads of Section to ensure that patterns are spotted quickly and early help is put in place. We aim to work with the family to ensure the student receives a consistent message and clear boundaries

Monitoring

Behaviour is monitored by the Heads of Year/Section, SLT and Headmaster. The governors are responsible for monitoring this Behaviour Policy's effectiveness.

Appendix I: How to deal with misbehaviour?

Maintaining a positive culture requires constant work and we will positively reinforce the behaviour which reflects the values of the school and prepares students to engage in their learning. Sometimes a student's behaviour will be unacceptable, and students need to understand that there are consequences for their behaviour. Often this will involve the use of reasonable and proportionate sanctions.

When a student misbehaves staff will respond in order to restore a calm, safe learning environment and to prevent recurrence of misbehaviour. Colleagues will endeavour to create a predictable environment by always challenging behaviour that falls short of the standards and by responding in a consistent, fair and proportionate manner, so that students know with certainty that misbehaviour will always be addressed.

De-escalation techniques should always be used to help prevent further behaviour issues arising.

Why is a student misbehaving?

Staff should always be mindful of why a student might be misbehaving and support which could be offered to a student to meet behaviour standards in the future. This does not usually replace a sanction but should be considered alongside it. The following questions act as a prompt:

1. Are they late because of a pastoral/home issue?
2. Is the student struggling to understand the academic work? Do they need help to access it?
3. Is there a reason why a student has not handed their work in on time? Have they over-committed in their extra-curricular and need some help to manage their time? Did something happen at home which meant they couldn't complete their work? Is there something else going on?
4. Is a student experiencing issues in the classroom setting with another student or students which is impacting on their behaviour? Does the seating plan need to be reviewed?
5. Is there a concern about concentration or focus? Is the student sleeping? Eating? Might there be an undiagnosed learning need?

In all cases of responding to poor behaviour staff should respond predictably, promptly, and assertively. The first priority should be to ensure the safety of students and staff and to restore a calm environment.

How to respond to poor behaviour

Level I: RESOLVE

Low level misbehaviour and a good student response – verbal warning – explain, listen, redirect

Examples	RGS Response	Who?
<ul style="list-style-type: none">• Calling out in the lesson/talking in the lesson/not on task/not following instructions• Not putting something in the bin/clearing a table• Uniform not worn properly e.g. skirt rolled up/shirt untucked/jewellery• Lack of equipment• Not handing in homework• Lateness to the lesson/tutor time• Chewing gum	<p>Explain and discuss with the student why their action is wrong, what needs to change and a warning to not do it again. Try to reach a situation where the teacher and the student both understand why, how and believe that the problem will be avoided in future.</p> <p>If a student is caught chewing gum, please ask them to put it in the bin and ask them to hand over any other gum that they have</p>	<p>All staff</p> <p>Tutor</p>

Level 2: RECORD

Low level misbehaviour/repeated behaviour not needing a specific sanction – explain, redirect and record as a **Behaviour Point**

Examples	RGS Response	Who?
<ul style="list-style-type: none"> Repeat of low-level misbehaviour (as above) despite a warning Lower School – using mobile phone without permission at break/lunch Repeated/unjustified lateness Failure to meet a teacher when asked to without good reason repeatedly distracting others littering rudeness not following instructions after reminders homework 	<p>A discussion with the student to explain why their action is wrong, what needs to change and a Behaviour Point to record. Try to reach a situation where the teacher and the student both understand why, how and believe that the problem will be avoided in future.</p> <p>If staff are concerned that a student’s behaviour is beginning to escalate, they should consider other early interventions e.g. contacting parents, subject reports, academic support. It can be really powerful to contact parents with an offer to help support more consistent behaviour. We might be unhappy with the behaviour but should avoid parents feeling that they are or their child is being criticised as that can make cooperation more difficult.</p>	All staff

Level 3: REFER

More serious or repeated behaviours/very poor attitude should be passed on for review for HoD/HoY.

REVIEW led by HoY/HoD. Behaviour around school/or an escalation of (repeated) in-class concerns or across many subjects will be dealt with by the Head of Year, usually HoY detention and/or support. In-class issues will normally be resolved by the teacher or through departmental interventions – usually detention and/or support.

Examples	RGS Response	Who?
<ul style="list-style-type: none"> Growing number of BPs e.g. three in a half-term Other more serious misbehaviour no warning needed e.g. defiance Ongoing lateness to a particular lesson Homework not handed in despite a warning and a chance to hand it in Poor behaviour in a lesson despite warning/BP which is disrupting calm classroom environment 	<p>Head of Year Detention/Head of Department Detention</p> <p>HoD/HoY (or other relevant staff) will have a discussion with the student to explain why their action is wrong, what needs to change to reach a situation where the teacher and the student both understand why, how and believe that the problem will be avoided in future.</p> <p>Any member of staff can raise an incident of poor behaviour with the HoY/HoD who will review and may place a student in detention.</p> <p>If staff are concerned that a student’s behaviour is beginning to escalate, they should consider other early interventions e.g. contacting parents, subject reports, academic support. It can be really powerful to contact parents with an offer to help support more consistent behaviour (We might be unhappy with the behaviour but should avoid parents feeling that they or their child is being criticised as that can make cooperation more difficult).</p>	All staff HoY/HoD

Level 4: Very poor behaviour

One-off very poor behaviour or a series of incidents in a short space of time, or where interventions have not been successful at level 3 will be dealt with by the Head of Section/SLT.

Examples	RGS Response	Who?
<ul style="list-style-type: none"> One off very poor behaviour A series of incidents in a short space of time, or where interventions have not been successful at level 3 will be dealt with by the HoS/SLT. This might include bullying, violence, vandalism, theft, prejudice and discrimination and similarly serious incidents 	<p>The response will be led by the Head of Section or SLT and is likely to include: a meeting with parents and the student, a sanction such as a HoS/SLT detention.</p> <p>There is likely to be a behaviour or pastoral intervention put into place.</p>	<p>All staff HoS SLT</p>

Level 5: Serious misbehaviour – HEADMASTER’S DETENTION/SUSPENSION/EXCLUSION

This level deals with very serious or persistent breaches of the school rules. A student’s place at the school will be at risk.

Examples	RGS Response	Who?
<ul style="list-style-type: none"> One off extremely serious misbehaviour e.g. bullying in person or online Emotional or physical abuse of an individual due to their protected characteristics (e.g. disability, race, religion, sexual orientation) Child-on-child abuse Sexual harassment Sexual violence Vandalism Missing lessons/school without a pre-agreed reason Physical violence Vaping/smoking Discriminatory behaviour Prohibited items Similarly serious incidents An escalation of poor behaviour which is disrupting the ethos of the school and where other interventions have so far not been successful 	<p>The response will be led by the Headmaster/SLT and the relevant HoS/HoY.</p> <p>The severity of the sanction will depend on:</p> <ol style="list-style-type: none"> Severity of the misbehaviour Impact on others in the community or beyond Previous behaviour <p>It will involve parents and is likely to have a sanction such as a Headmaster’s Saturday Detention, a suspension (internal or external), or in the most serious cases, an exclusion (see separate policy).</p> <p>An important aspect will be for the senior staff and student to understand why things went wrong and to have a realistic plan to avoid further poor behaviour.</p> <p>Further support may be appropriate</p>	<p>All staff are responsible for flagging concerns around serious misbehaviour</p> <p>Headmaster SLT HoS/HoY</p>

RGS Rewards & Responses Summary

Rewards			Level	Responses
Lower School	Upper School	Sixth Form		Lower School, Upper School and Sixth Form
Praise, contact home, celebrate success in class, tutor time, assemblies, newsletters			1	RESOLVE Low level misbehaviour and a good student response – verbal warning – explain, listen, redirect
Merits	Honours	Credits		
e.g. act of kindness, outstanding piece of work, helping at a school event, improved attitude and/or effort in class, promoting positive behaviour			2	RECORD Low level misbehaviour/repeated behaviour not needing a specific sanction – explain, redirect and record as a Behaviour Point e.g. unjustified lateness or poor uniform, repeatedly distracting others, homework not done, littering, chewing gum, rudeness, not following instructions after reminders
More significant rewards: <i>Try to frequently affirm all students you teach</i>				
Merit award <ul style="list-style-type: none"> • Bronze (15 merits) • Silver (30 merits) • Gold (50 merits) + HM letter • Platinum (75) + HM letter • Ruby (100) + HM letter 	ACE Cards Issued by individual teachers + HoY/HoS	Café Rewards Issued by HoY/HoS for contribution beyond the classroom Academic Postcards Issued for academic excellence/effort	3	REFER More serious or repeated behaviours/very poor attitude should be passed on for review for HoD/HoY REVIEW Led by HoY/HoD. Behaviour around school/or an escalation of (repeated) in-class concerns or across many subjects will be dealt with by the HoY (usually HoY detention and/or support). In-class issues will normally be resolved by the teacher or through departmental interventions – usually detention and/or support.
Special Rewards For example, school colours, leadership opportunities, end of year prizes, rewards that are created for student competitions or exemplifying school values, e.g. breakfast for the Form with the most merits in a half term.				
			4	One off very poor behaviour or a series of incidents in a short space of time, or where interventions have not been successful at level 3 will be dealt with by the HoS/SLT. This would include bullying, violence, vandalism, theft, prejudice and discrimination and similarly serious incidents.
			5	Sanctions at this level will be set by SLT/Headmaster e.g. Suspension This level deals with very serious or persistent breaches of the school rules: a student's place at the school will be at risk.