

Behaviour Policy - pupils

(Reviewer: Lloyd Dannatt February 2025

Approved by SMT February 2025

1. Behaviour

The College expects all pupils to treat each other with respect, consideration and courtesy. Pupils are encouraged to engage with the opportunities available and be active and supportive members of the College and wider community. They should recognise the value of hard work and continuous improvement in order to achieve their own personal and collective personal bests. We expect all pupils to behave in a manner which does not adversely affect other people or undermine the above-mentioned values and principles we are seeking to instil.

At Hurst we aim to encourage pupils to be responsible, active members of our school community. Our children should have a clear understanding that effort, kindness and good manners will be valued and that they should develop an awareness of being responsible for oneself and the wider community. The rewards and sanctions guidelines are therefore designed to support the way in which all members of the school can live and work together in a supportive way. They aim to promote an environment where everyone feels happy, safe and secure. We treat all children fairly, taking into account any children with neurodiversity and apply this policy in a consistent way.

Beyond these values and principles, there are clear rules that must be always adhered to. For the sake of clarity, these are known as the '**Big Twelve**'. In order to make the Hurst philosophy accessible to the younger pupils, the Junior Prep offers further guidance in the form of a Code of Conduct, Golden rules and playground rules. Senior School pupils are also encouraged to adopt 'The Basic Courtesies' laid out in the Senior School Pupils' Guide.

Serious Misconduct:

Breaching any of the following constitutes a very serious offence and, for it, pupils will be placed within our disciplinary system and the minimum sanction will be a detention. Dependent on the seriousness of the breach, pupils risk exclusion at a first offence. The following (including any criminal act, contravening UK law, committed at any time) are totally unacceptable:

The Big Twelve	
1.	Possessing, purchasing, using or supplying illegal drugs
2.	Possessing, purchasing, using or supplying any sort of offensive weapon, or using any object in threatening or dangerous way, including Lasers.
3.	Possessing, purchasing, using or supplying any sort of incendiary materials; intentionally setting off fire alarms or extinguishers; wasting Fire Brigade time and resources
4.	Possessing, purchasing, using or supplying any sort of legalised recreational drug including tobacco, e-cigarettes, vapes, nicotine products, poppers, and "legal highs". Abusing or misusing any legal substance (solvents, glue, etc) to achieve a "drug like" state
5.	Possessing, purchasing, using or supplying alcohol - the exception being Sixth Formers when served and monitored by members of staff
6.	Any form of sexual activity between pupils of any age. Possession, or sharing of, pornographic material including in electronic form on a mobile device, iPad etc. Generating, sending, wilfully possessing, requesting or sharing any nude or semi-nude images
7.	Any form of bullying (including race, religious, disability, sexuality, learning differences orgender offences) by any means, including cyber bullying (internet, mobile phones etc)
8.	Breaking bounds and unauthorised absence (truancy) from any school commitment including co-curricular activities
9.	Breaking the College's driving policy

10.	Offensive, threatening or sexually inappropriate behaviour towards others, whether staff or pupils, by physical, verbal, written or electronic means
11.	Theft, intentional damage, or unauthorised use of (or access to) or taking without permission property belonging to another person or to the College, including plagiarism or academic dishonesty.
12.	Bringing the College, its staff or pupils into disrepute or danger through poor behaviour at any time or via any media including the internet, or by breaking the appropriate use of the School Network Policy

The Role of the Deputy Head of College, the Head of Sixth Form, Head of Middle School, Head of Senior Prep and Head of Junior Prep Senior School

- It is the responsibility of the Deputy Head of College and the Heads of Section, under the School Standards and Framework Act 1998, to implement the 'Rewards and sanctions' policy consistently throughout the College, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Head to ensure the health, safety and welfare of all children in the school.
- Records of all reported serious incidents of misbehaviour are kept and these are located in a secure folder.

The Role of Parents

- The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.
- We explain the Code of Conduct in the Parents' Handbook, and we expect parents to read these points and support them.
- We try to build a supportive dialogue between home and school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the form tutor. If the concern remains, they should contact the HoM in the Senior School or HoY in the Junior Prep and Senior Prep School. If these discussions cannot resolve the problem, a formal grievance or appeal process may be implemented.

Pupil Support Systems

- Every child has the support and care of their allocated tutor.
- Every child also has the support of their HoY as well as their HoM in the Senior School.
- If deemed appropriate, the school has the services of two counsellors who are experienced with children and one of whom is CBT trained. This service is free for pupils to access.
- Working within the school we also have the services of an Occupational therapist who is able to see children on a weekly basis for therapy, after an initial assessment. The parents pay for this service.
- A Pupil Intervention Practitioner (PIP) works in the Prep school with individual children and small groups. These children are identified by staff as those who need some pastoral input into their friendships and/or behaviour, though children can also self-refer if they would like.

- The school also has links with a local Play Therapist. Following agreement with parents, they can be accessed by younger children who may not yet be able to articulate their feelings. The parents pay for this service.

Junior Prep Children's Charter

The Code of Conduct helps us to have an awareness of others by putting their needs above our own. Everyone in the Hurst community should show each other kindness and respect as well as seeking to help and support those around us

WORK HARD:

- We give our best and take pride in our work
- We are resilient and see mistakes as opportunities
- We invite challenge; we listen to and value other perspectives
- We extend our learning independently

DO GOOD:

- We are kind and honest; we treat others as we would like to be treated ourselves
- We are proud of who we are and celebrate differences
- We have the courage to do the right thing
- We have good manners; we are polite and courteous

ENGAGE

- We embrace every opportunity
- We foster a community where every pupil is included, and equality is championed
- We win and lose honourably and graciously
- We look after the school and the wider environment

2. Rewards

Overview

Rewards are an intrinsic part of reinforcing good behaviour within the school and are used to encourage Rewards are an intrinsic part of reinforcing good behaviour within the school and are used to encourage and develop an ethos of kindness and cooperation both in and out of the classroom. Rewards can be used for effort, quality work, consistency, helpfulness, courtesy and manners and other reasons deemed appropriate by a member of staff. As the pupils get older, the rewards system does not need to be so structured, as the correct habits have already been formed, and the prospect of a university education, the judicious use of praise, and an innate sense of satisfaction provides them with sufficient motivation.

Junior Prep School Rewards:

House points:

Pupils in the Junior Prep School are awarded House Points which are given for good work or good behaviour in class. These points contribute to the termly House Cup competition. In addition, pupils are rewarded with a marble which is placed in the class jar for collective behaviour which reflects the

core values of the Hurst Purpose; Work Hard, Do Good and Engage. Once the jar is full, the class will receive a chosen reward, selected by the pupils.

When children reach House Point targets of 50, 100 or exceptionally 150 points they are publicly rewarded with a Bronze, Silver or Gold certificate.

During the Weekly Celebration Assembly, two children from each class are awarded "Hurst Purpose Certificates" linked to the core values of the Hurst Purpose; Work Hard, Do Good and Engage. Player of the moment awards are awarded for performance in co-curricular activities e.g. music, drama, sport. Team of the moment awards are also awarded to those teams that have worked particularly hard and is not restricted to sports teams.

At the end of each term two children from each Form receive a prize for attainment based on the number of House points they have received during the term.

In Reception to Year 2 a daily class award is presented. This is selected by the class teacher and awarded to a pupil for working hard, doing good or engaging that day.

Top Table: Once a week each class selects a pupil who has exhibited excellent table manners and behaviour in the dining room. They will eat at the 'Top Table' on Friday with the Head or a member of the SMT.

Senior Prep School Rewards

We praise and reward children for good behaviour in a variety of ways:

- Pupils are rewarded with House Points which are given for good work or good behaviour in class. When children reach House Point targets of 50, 100 or exceptionally 150 points they are publicly rewarded with a certificate. These points also contribute to a House total and an Industry Cup is awarded each term to the winning House. Great Grades certificates are given after each Challenge Grade review and exams to pupils that have performed particularly well or who have shown great progress.
- A celebration assembly takes place weekly. This is an opportunity to reward the children for their achievements both in and out of school. These include: Player of the moment awards which are given to pupils for showing excellent behaviours such as resilience, encouragement of others and determination in co-curricular activities. Learner of the moment awards which are given to those children who demonstrate an excellent approach and attitude towards improving the standard of their academic work. Team of the moment awards which are given to those teams that have worked particularly well together as a group that week and is not restricted to sports teams. In addition, Independent Learner awards are given for those children who complete the Independent learning tasks available on the pupil portal or self-selected work beyond that covered directly in the curriculum.
- Children in the Senior Prep School work towards completing their Hurst Challenge award. The children will be awarded their Hurst Challenge award at the following levels:
 - Bronze award – Three tasks completed
 - Silver award – Six tasks completed
 - Gold award

– Nine tasks completed

- At the end of each term two children from each Form receive a prize for attainment based on the number of House points they have received during the term.
- Colours can also be awarded for the different main sports, dance, music and drama. Colours are awarded to children who have fulfilled the following 3 conditions: achieved a high standard in that area relative to children of the same age; have demonstrated a consistent attitude and commitment to self-improvement in that area; and through their actions and attitude have raised the performance of others.
- At the end of the summer term subject prizes are awarded to children in Year 8 as well as a range of prizes for co-curricular and community activities.

Senior School Rewards

In addition to the inherent rewards of work and play, certain specific rewards are available as a recognition of achievement and effort and as an encouragement to further levels of endeavour and attainment. These include:

- Pupils are rewarded with House Points which are given for excellent academic work, good conduct around the school, outstanding effort in co-curricular activities and demonstrating one or more aspects of the Hurst Purpose. These points contribute to the termly House Cup competition.
- Book tokens are awarded after each Challenge Grade Review to pupils that have performed particularly well or who have shown great improvement. These are handed out in the Monday Assembly.
- A whole Senior School assembly takes place each week. This is an opportunity to reward the child for their achievements both in and out of school. These achievements are also reported in the newsletter.
- The HoY, HoM, tutor and/or Head of Section will send an email home to celebrate exceptional work or behaviour.
- When appropriate, 'Players of the Moment' (PoM) and 'Teams of the Moment' (ToM) are announced in the Head's assembly for individual pieces of academic work, boys' and girls' sport, drama, music and any other co-curricular activities as appropriate. These PoMs and ToMs receive tuck-shop vouchers.
- Individual departments award departmental credits to students for work effort. This is often accompanied with a tuck-shop voucher.
- Special meals, snacks, tuck-shop vouchers by a HoM to students within their House for anything that they deem worthy of such a reward.
- House colours are awarded to outstanding individual students, probably 5th or 6th, who have made a significant contribution to their House during their time there.
- Cups and other trophies are awarded termly to the winners of various House competitions that have taken place that term. Points are also awarded for these competitions, which contribute to the House Cup.
- Each term the House Cup is awarded to the House that has accumulated the most points during the term. The Houses are split into four groups: boys' boarding houses; boys' day houses; girls' boarding houses and girls' day houses. There is a House Cup for each group. Points accumulated that term from all House competitions and individuals' House points contribute to the House Cup. Each House that wins their respective House Cup is rewarded with pizza or the equivalent.
- At Prize Day in the Summer term, prizes are given to children for academic

achievement, sport, music, dance, drama and art.

- Each term at the final Assembly the Wong cup is awarded to an unsung hero- a pupil, probably 6th Form, who gets on with life, is a giver and role model, makes the right things happen but not in the limelight.
- Scholarships and exhibitions are awarded to students within the school who have demonstrated over an extended period of time that they deserve such an accolade due to both their outstanding achievements and for being a role model for others to aspire to in that particular field.

3. Sanctions

Overview

If pupils demonstrate self-regulation and a clear understanding of the disciplinary code at Hurst, then the discipline system will seldom need to be invoked. Pupils are encouraged in the ways of self-regulation via the number of teams that they are in, be they drama, music, sports or House teams. They are encouraged not to let their indiscipline affect other members of the 'team'. All members of the teaching staff and select members of the pupil body administer the discipline system. They are advised not to rush into its use.

Corporal punishment of any kind is absolutely forbidden. No punishment should seek to humiliate or intimidate. Any disciplinary action involving any form of corporal punishment will result in serious action being taken against the individual concerned. No punishment should be excessive in its requirements, and all punishments must be recorded.

With the exception of suspension and exclusion, once a punishment has been meted out and completed, the punished pupil rejoins the community with a 'clean slate', though the onus is on him/her not to remind the College of their indiscipline through repeated misbehaviour.

The only punishments that may be given are those included in the rewards and sanctions policy. No pupil of any age may issue sanctions to another pupil. This includes Prefects. The Head of Section will review school punishments on a weekly basis.

Junior Prep School Sanctions (Reception – Year 2)

Children are encouraged to take responsibility for their own actions. Teachers are expected to engage with the children and to use a range of skills to bring about a positive change in behaviour before imposing sanctions.

If children struggle to make appropriate choices either in the classroom or during playtimes, the following process can be applied (starting at any level at the discretion of the HoY) and is recorded on iSAMS:

- Level 1 - Loss of playtime. This can be increments of 5 minutes at the discretion of the teacher.
- Level 2 – Head of Year speaks to pupil to discuss behaviour.
- Level 3 - Class teacher meets with parents to discuss concerns.
- Level 4 - Introduction of a target card.
- Level 5 – Head of Year or Assistant Head meets parents. Consultations with outside agencies for support/therapies may be advised.

If a child's disruptive behaviour persists, then the Head has the right to suspend the child.

Junior Prep School Sanctions (Years 3-6)

The Junior Prep School employs a number of sanctions to enforce the school rules and to ensure a safe and positive learning environment. These include: Clearings; Academic lunchtime catch up; After school detentions; Saturday morning detentions; Internal suspensions; External suspensions; and Expulsion. All detentions are authorised by the Head of the Junior Prep School.

HoY alerts:

The Head of Year is responsible for ensuring that both individually and collectively the pupils achieve the very best progress of which they are capable. They also actively promote good behaviour within the Junior Prep School. Head of Year alerts are used by teachers to monitor and track any behaviour that might hinder the progress of a child.

At Hurst, every child is encouraged to reach his or her potential and it is important that our children are able to learn without unnecessary disruption in the classroom. If a child deliberately disrupts the learning of themselves and others within the class, teachers are expected to follow the procedure below:

- 1st occurrence issue clear warning
- 2nd occurrence issue HoY alert which will lead to a clearing

A clearing takes place between 12:30 – 12:45 and is held in a Junior Prep School classroom. A number of clearings will be escalated further into a detention.

HoY alerts can also be given for the following reasons that are used to track pupils' behaviour and do not automatically lead to sanctions. However, punishments may be issued at the discretion of the HoY/Assistant Head for the accumulation of specific HoY alerts.

- Concerning behaviour
- Exclusionary behaviour
- Poor appearance
- Punctuality / Missed registration
- Disorganised - Books / equipment missing
- Low academic attainment - Prep
- Low academic attainment - Lessons
- Low academic attainment - Tests
- Low academic engagement - Prep
- Low academic engagement - Lessons
- Work not handed in on time

HoY alerts are discussed during weekly HoY meeting and parents may be contacted if deemed appropriate. HoY alerts revert to '0' four times during the academic year, but the records remain in case of further sanctions in following terms.

Senior Prep School Sanctions

The Senior Prep School employs a number of sanctions to enforce the school rules and to ensure a safe and positive learning environment. These include: Clearings; Academic lunchtime catch up; Academic detentions; After school detentions; Saturday morning

detention; Internal suspensions; External suspensions; and Exclusion. All detentions are authorised by the Head of the Senior Prep School.

HoY alerts:

The Head of Year is responsible for ensuring that both individually and collectively the pupils achieve the very best progress of which they are capable. They also actively promote good behaviour within the Junior Prep School.

Disruptive Behaviour in lessons	Clearing	On the 4 th becomes a detention	Disruptive behaviour and Poor Behaviour outside lessons detentions accumulate: 1 hour Friday, 2 hour Friday, 2 hour Saturday , 4 hours Saturday, internal suspension, full suspension
Poor Behaviour outside lessons	Clearing	On the 4 th becomes a detention	
Poor appearance	Clearing	On the 4 th becomes a detention	A Fri 1h detention on each occasion after the 4 th occurrence.
Chewing Gum	Detention		A Fri 1h detention on each occasion
Inappropriate use of technology	Clearing	On the 4 th becomes a detention	Detentions in this group accumulate: 1 hour Friday, 2 hour Friday, 1 hour Saturday, 2 hour Saturday, 4 hours Saturday, internal suspension, full suspension
Not being honest	Detention		
Rudeness	Detention		
Truancy	Detention		

Disruptive behaviour in lessons:

At Hurst, every child is encouraged to reach his or her potential and it is important that our children are able to learn without disruption in the classroom. When a child deliberately disrupts the learning of themselves or others within the class, teachers are expected to follow the procedure below:

- 1st occurrence issue clear warning
- 2nd occurrence issue HoY alert

A clearing takes place between 12:30 – 12:55 and is held in a Senior Prep School form room.

If behaviour is deemed to be sufficiently poor a pupil can be given a detention immediately rather than a clearing if sanctioned by the Head of Senior Prep

HoY alerts can also be given for the following reasons that are used to track pupils’ behaviour and do not usually lead to sanctions. However, punishments may be issued at the discretion of the HoY/Head of Senior Prep for the accumulation of specific HoY alerts.

- Exclusionary behaviour / Punctuality / Missed registration
- Disorganised - Books / equipment missing
- Low academic attainment - Prep
- Low academic attainment - Lessons
- Low academic attainment – Tests

- Low academic engagement - Prep
- Low academic engagement - Lessons
- Work not handed in on time: If work is not handed in on time the teacher can give an academic detention that happens between 12.30-12.55pm (at the same time as clearings) to complete the work or attend academic catch up to complete the work. If given an academic catch up, the pupil only needs to attend for as long as needed to complete the work and these do not escalate. If a pupil received 4 academic detentions that accumulates to an afterschool Friday detention.

HoY alerts are discussed during weekly HoYs meeting and parents may be contacted if deemed appropriate. HoY alert counters are re-set to '0' four times during the academic year, but the records remain in case of further sanctions in following terms. Due to the negative impact on other pupils, disruptive behaviour alerts re-set at the start of each school term only.

Report cards: These cards can be issued by Tutors or the appropriate Head of Year and are designed to set targets and challenges for any pupil to help them focus on a particular area such as focus in class or organisation. The comments are written in the cards after each lesson or activity and the cards are subsequently reviewed by the pupils' tutor and HoY to see whether improvement has been made or whether further measures and support are needed. Report cards are not necessarily a sanction and pupils can choose to go on one if they think it will help them improve a particular area.

Senior School Sanctions

Misbehaviour is met with use of a punishment system run by staff and supervised by the Deputy Head of College and Heads of Middle School and Sixth Form. The member of staff who is aware of them, deals with smallest infringements. Bigger ones are reported and passed onto the HOY or HoMs, who liaise with the Head of Middle School, Head of Sixth Form or Deputy Head of College as appropriate.

Detentions

For misbehaviour or repeated poor academic work, pupils' names are entered into an online Disciplinary System. There are four levels of punishment:

- **Level 1 Punishment** – Clearing or House Clearing. Such a punishment is sanctioned for petty offences or low level disruption.
- **Level 2 Punishment** – a Friday night detention lasting one or two hours. These detentions usually begin at 6.00pm. Friday evening detention is seen as a serious punishment and can be sanctioned for disciplinary or academic reasons.
- **Level 3 Punishment** – Saturday Morning detention. These begin at 9am and are usually one, two or four hours in length. However, the Deputy Head of College reserves the right to reduce or extend the length of the detention period in proportion to the seriousness of the transgression.
- **Level 4 Punishment** – Internal suspension - this is the most severe internal punishment and is the last course of action before suspension. These usually take place on Saturdays 9.00 – 5.00pm or very occasionally on any day of the week, as determined by the Deputy Head of College. In some cases, they may even take place during the Collage vacation.

All staff are able to assign a punishment at Level 1. The Head of Junior Prep School, Head Senior Prep School, Head of Middle School and Head of Sixth Form can assign a

punishment at Level 2. It is up to the Deputy Head of College to decide which level of punishment to sanction for any punishments other than Level 1 or 2. Any pupil or parent who requests a postponement of a detention for any reason, other than school related, will, at the Deputy Head of College's discretion, have up to half the length of the original detention added on to the detention when he/she eventually sits the detention.

In addition to the above, for the most serious breaches of discipline, the College can internally suspend (see policy below), suspend and exclude pupils. These decisions are left to the Deputy Head of College, with the exception of permanent exclusions which can only be made by the Head of College. Refer to the Serious Misconduct section below.

Additional Academic sanctions

The type of sanction given in the Senior School is dependent on whether the pupil is in the Middle School or Sixth Form.

Middle School

Academic detention

Academic detentions are sanctioned for missing a deadline to submit academic work, e.g. prep handed in late without a pre-agreed extension, or for submitting wilfully poor academic work. The timings of the afternoon sessions are shown in the Structure of the Week. Repeated late submissions escalate to a Friday night detention.

Report card system

These cards can be issued by Tutors, Heads of Year or HoMs and are designed to set a number of targets and challenges for any pupil, whether academic, disciplinary or pastoral. The cards are subsequently reviewed by the member of staff, together with staff and parents, to ascertain whether new measures need to be put in place.

Sixth Form

While staff do make every effort to treat Sixth Form as young adults, it will be appreciated that such privileges as members of the Sixth Form need to be earned and go hand in hand with responsibility. Sixth Formers are particularly expected to be able to manage their own deadlines and negotiate extensions in advance of them. We in turn as a School acknowledge the difference between expectations in the Sixth Form and the rest of the School by operating a separate academic sanctions system for these two year groups. If a Sixth Form pupil misses a deadline to submit academic work, e.g. prep handed in late without a pre-agreed extension, or submits wilfully poor academic work, they will be placed in a Friday detention. If a pupil misses a coursework submission deadline or repeatedly missed homework deadlines, they will be placed in a Saturday detention. Upper Sixth Form pupils who repeatedly fall behind in their work will enter Supervised Study Periods (SSP) during their Private Study periods. Lower Sixth pupils are already automatically entered for SSPs unless specifically released by the Head of Year, so this does not apply to this year group.

Other sanctions for use in Houses

In addition to the above the following sanctions are available, authorised by HoMs within the House:

- additional cleaning or other household chores
- early bed
- early rise

- extra prep time
- reporting to the duty member of staff
- house gating
- confiscation
- a fine
- detention
- withdrawal of privileges
- letter to parents
- house clearing
- Other appropriate consequence as agreed with the Deputy Head of College.

Housemaster's / Housemistresses record any house sanctions in the house sanction log.

The College Prefects are not able to issue sanctions of any sort (including clearings) but they are encouraged to report incidents of poor behaviour to a member of staff who will issue a sanction if appropriate.

The following are available, where appropriate, to staff in general:

- classroom behaviour card/academic card through the Heads of Year
- House clearing
- College clearing
- Academic detention
- Friday / Saturday detention through the Deputy Head of College
- warning/ formal caution
- internal suspension through the Deputy Head of College
- suspension through the Deputy Head of College or Head of College
- permanent expulsion through Head of College only

Despite this range of sanctions, the disciplinary system is aimed at being preventative rather than punitive.

Note: The College's sanctions are also clearly set out in the Pupils' Guide.

Head of Year Alert (HoY Alert) system

The Head of Year Alert system is used to capture key information about individual pupils on a daily basis. The alerts are monitored by the Head of Year so that patterns can be detected, and early support and intervention put in place. Some of the Alerts are for information only (Alert only), other have an associated consequence. In some cases, the consequences accumulate for repeated offences and this system is designed to deter a re-occurrence and for this reason is very transparent.

Disruptive Behaviour in lessons	Clearing	On the 4 th becomes a detention	Disruptive behaviour detentions accumulate: 1 hour Friday, 2 hour Friday, 1 hour Saturday, 2 hour Saturday, 4 hour Saturday, internal suspension, full suspension
Poor Behaviour outside lessons	Clearing	On the 4 th becomes a detention	Poor behaviour detentions accumulate: 1 hour Friday, 2 hour Friday, 1 hours Saturday 2 hour Saturday, 4 hour Saturday, internal suspension, full suspension

Poor appearance	Clearing	On the 4th becomes a detention	A Fri 1h detention on each occasion after the 4 th alert
Chewing Gum	Detention		A Fri 1h detention on each occasion
Inappropriate use of technology	Clearing	On the 4th becomes a detention	These detentions accumulate: 1 hour Friday, 2 hour Friday, 1 hour Saturday, 2 hour Saturday , 4hours Saturday, internal suspension, full suspension
Not being honest	Detention		
Rudeness	Detention		
Truancy	Detention		
Exclusionary behaviour	Alert only		

Missed Registration(House)	House Clearing	On the 4th and every further occasion becomes a 1h Friday detention
No Card	House Clearing	On the 4th and every further occasion becomes a 1h Friday detention
Punctuality (Lessons)	Clearing	On the 4th and every further occasion becomes a 1h Friday detention
Disorganised - Books / equipment missing	Alert only	
Missed appointment	Alert only	
Low academic attainment - Prep	Alert only	Option: Academic Catch-up OR Vth / Sixth Clinic
Low academic attainment - Lesson	Alert only	
Low academic attainment - Test	Alert only	Option: Academic Catch-up OR Vth / Sixth Clinic
Low academic engagement - Prep	Alert only	
Low academic engagement - Lesson	Alert only	
Work not handed in on time (Y7-Vth)	Academic Detention	On 4th Occasion becomes a detention. These detentions accumulate: 1 hour Friday, 2 hour Friday, 2 hour Saturday , 4 hour Saturday, internal suspension, full suspension
Work not handed in on time (Sixth Form)	Detention	These detentions accumulate: 1 hour Friday, 2 hour Friday, 2 hour Saturday , 4 hours Saturday, internal suspension, full suspension
Coursework issue	Saturday Detention	3h Saturday detention to provide time to complete the work

4. Serious Misconduct

Breaching any of the rules in “The Big 12” listed above, or the committing of any criminal act that contravenes UK law, committed at any time, constitutes a very serious offence. Any pupil in breach of these rules or laws will be placed within our disciplinary system and the minimum sanction will be a detention. Dependent on the seriousness of the breach, pupils risk exclusion at a first offence.

In addition to “The Big 12”, pupils may be suspended or permanently excluded for persistent disruptive behaviour or a series of accumulated minor misdemeanours. In very rare circumstances, pupils may be required to leave the school due to unreasonable or otherwise inappropriate parental behaviour.

General guidance:

- The school will employ each sanction appropriately to each individual situation and due regard will be given to children with special educational needs or disabilities (Equality Act 2010)
- The school will apply an appropriate sanction, which could include temporary or permanent exclusion, as well as referral to the police, if there are grounds for believing a criminal offence may have been committed.
- The school does not use corporal punishment. All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: The Use of Force to Control or Restrain Pupils. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children. If any restraint were required, it would be recorded on CPOMS, and the parents would be informed on the same day or as soon as reasonably practicable.
- The school reserves the right to screen, search and confiscate without consent ‘prohibited items’ which includes any items banned by school rules and which have been identified in the rules as an item which may be searched for, as detailed in the Search Procedure Policy. The school may also search for indecent or pornographic images. (Screening, Searching and Confiscation DES July 2022)
- In accordance with guidance from the Charity Commission for England and Wales, where an alleged criminal matter is present the School will provide timely advice to any affected parties that they may wish to report the matter to the police.

Vaping:

The following applies to all items covered under number 4 of the “Big 12”, it is written with vaping in mind, but is not limited to vaping:

If a pupil is a) caught vaping, b) in possession of vaping products / nicotine products / vaping equipment or c) in a room with another pupil at the time that the other pupil is caught vaping, the following will apply:

- 1st offence: The pupil will receive an Internal Suspension and will be required to undertake a drug test (saliva) supervised by the Deputy Head of College or Head of Section. They will be offered support with stopping vaping.
- 2nd offence: The pupil will receive a 3-day Suspension and will be required to undertake a drug test (saliva) supervised by the Deputy Head of College or Head of Section. They will be offered support with stopping vaping.
- 3rd offence: The pupil will be permanently excluded from the College.

Records will be kept of any vaping offences throughout a pupil’s time at the College, the counter will not be re-set at any time.

Internal Suspension Policy

Internal Suspension can be used for any action which is regarded as Serious Misconduct, but where the circumstances of the incident do not warrant a full suspension (also known as a fixed-term exclusion).

There are different arrangements for Junior Prep, Senior Prep and Senior School pupils, but in all cases pupils who have been internally suspended are not permitted to attend Games, represent a College team or participate in any other co-curricular activity on the day of the internal suspension.

Senior Prep School and Junior Prep School

An internal suspension will take place 9am to 5.00pm on a Saturday. Pupils will be set appropriate work and are supervised in a designated place. Pupils will be expected to arrive in School uniform. Although pupils spend the majority of time working, suitable breaks take place as normal.

Senior School

Internal suspension normally lasts for a period of one day. It usually takes place on a Saturday. Pupils report to school at 9.00 am, wearing full school uniform, and are supervised for the duration of the day until 5.00 pm.

Occasionally, an internal suspension may occur during the College vacation. Alternatively, an internal suspension can sometimes take place during the school week. Instead of attending lessons, pupils would be set appropriate work and be supervised in a designated place. Pupils report to school at 8.30 am, wearing full school uniform, and are supervised for the duration of the day until 6.00 pm.

A period of community service may also be incorporated within the internal suspension period. Although pupils would spend the majority of time working, suitable breaks take place as normal. If a pupil were to transgress again after a period of internal suspension, then fixed term or permanent exclusion may result.

Suspension (Fixed-term Exclusion)

In normal circumstances only the Deputy Head of College and the Head of College can exclude a pupil from school on a temporary basis (suspension). In all circumstances only the Head of College may permanently exclude a pupil. In exceptional circumstances (such as if the Deputy Head of College is absent from school or there is an urgent time sensitive situation) the responsibility to suspend a pupil from school may be delegated to the Head of Junior Prep, Head of Senior Prep, Head of Middle School or Head of Sixth Form. In addition, if deemed appropriate at the time, due to the young age of the pupil, the responsibility to suspend a pupil from school may be delegated to the Head of the Junior Prep School.

Where a pupil has committed an offence which might result in a fixed-term exclusion, an investigation will be carried out. The investigation will be led by the relevant Head of Section (as investigating officer), e.g. the Head of Junior Prep, Head of Senior Prep or Head of Middle School, Head of Sixth Form. There will be some situations where it is appropriate for the Deputy Head of College to assume the role of investigating officer. The investigating officer may delegate aspects of the investigation to another appropriate member of staff.

For example, in the Senior School this may be the Housemaster, Housemistress or Head of Year; in the Senior and Junior Prep this is likely to be the Head of Year or Assistant Head. In so far as is possible, written notes and appropriate evidence will be kept by those undertaking the investigation.

If at any point during the investigation the Head of Section feels it is appropriate, the pupil may be immediately sent home, pending further investigation.

As soon as this initial investigation is complete, a meeting is held with the Deputy Head of College in order to hear the case. The investigating officer, usually the Head of Section, will attend in order to present the facts of the case. Present at this meeting will be the pupil concerned, his/her parent(s) and the pupil's Housemaster or Housemistress (Senior School) or HoY/Assistant Head/Tutor/Class teacher (Senior and Junior Prep School) as appropriate. If they are unavailable then an alternative appropriate supporting member of staff such as a member of the Safeguarding Team or the pupil's Tutor in the Senior School will be present. The investigating officer will then go through the results of the investigation into the offence. The pupil will have an opportunity to respond. The Housemaster/Housemistress or the Senior/Junior Prep appointed member of staff will also be given the opportunity to speak on behalf of the pupil.

At the end of the meeting, the Deputy Head of College will consider the appropriate response from the School in consultation with the various members of staff involved and the parents of the pupil concerned. The pupil may be asked to wait outside whilst the matter is discussed further. Once the course of action to be taken has been agreed, the pupil will re-join the meeting and the Deputy Head of College will give their verdict and the reasons for it. Parents of the pupil, and the pupil involved, should share any additional information that they wish to be considered before the meeting to avoid any unnecessary delay in a verdict being reached.

If the outcome of the meeting results in the pupil receiving a fixed term suspension this will be explained in the meeting and clearly communicated in writing as soon as possible after the meeting. In more serious or complex cases, it may not be possible to finalise the duration of a suspension at this meeting, and the duration will be communicated shortly after the meeting.

If the pupil is suspended pending further investigation the Serious Disciplinary Procedure below will be followed:

Fixed Term suspension:

- a. The Deputy Head of College or Head of College may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. It is also possible for the Head of College to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this, under the Serious Disciplinary Procedure outlined below.
- b. If the Deputy Head of College suspends a pupil, then the pupils' parents are informed immediately giving reasons for the suspension. The pupil may collect their belongings under the supervision of a member of staff, but must then leave the school premises immediately, and may not come onto College grounds for the

- duration of the suspension.
- c. A pupil serving a fixed term suspension will not be permitted to attend school trips or school events which occur during that time. Any deposit or payment made will be non-refundable.
 - d. If a pupil is suspended their parents assume responsibility for their wellbeing and welfare during the suspension. The Safeguarding Team at Hurst will remain available for advice and guidance if required. In the Senior School the Housemaster / Housemistress will also be contactable for Pastoral support.
 - e. Any pupil in possession of an award of any sort who is suspended will lose their award with immediate effect, including the financial value of the award and any associated bursarial support.
 - f. If a pupil in the Junior Prep School has been suspended then a return to school interview will take place between the Head of the Junior Prep School, the pupil and parents before he/she is able to re-join the school.
 - g. Any Senior Prep School pupil or Senior School pupil suspended will be required to attend a reintegration meeting with the Head of College on the day of their return to School, usually at 8.15am. The pupil is not expected to attend this meeting accompanied by parents.
 - h. If a pupil is suspended they will be issued with a final warning. This means that if they are suspended again they will be asked to leave the College (permanently excluded).

Appeal:

1. If parents wish to appeal against the decision to suspend a pupil they should give written notice to the Head of College as soon as possible and in any event within 14 calendar days of written notification of the decision. Where a late request for review is made it will only be granted in extraordinary circumstances and at the absolute discretion of the Head of College. The Appeal will be heard by the Head of College.
2. The request should state the aspects of the decision and/or the process that parents feel require review in as much detail as possible. Usually, these will fall into one or more of the following categories:
 - The Deputy Head of College's decision of fact was not reasonable as the evidence presented at the Hearing did not reasonably justify it on the balance of probabilities;
 - The investigation and/or the Hearing was/were unfair and rendered the decision unsafe;
 - The sanction imposed was not reasonable; or
 - Some other substantial reason.
3. It should be noted that the appeal is intended to review the fairness of the original decision (with the evidence that the Head of College had before them at the time of the Hearing) and the sanction imposed but will not involve a re-hearing of the matter. This will only normally take place where the Head of College is satisfied that the basis of the appeal is that substantive new evidence has come to light which was not considered at the Hearing.
4. The Head of College will arrange a meeting to consider the appeal, usually with 10 school days of receiving the written request for an appeal. Present at the meeting will usually be the Head of College, the Deputy Head of College, the Investigator, a designated note-taker and the parents. The Head of College may invite other people to attend as necessary.

5. Parents may be accompanied by one other person. This person may be a teacher, relative or friend. However, it will not usually be appropriate for parents to bring a legal representative to the Appeal Hearing or for the person accompanying them to make representations at the Appeal unless there are compelling reasons for it and permission is obtained from the Head of College not later than 2 working days in advance of the Appeal meeting. The Head of College will consider such a request and their decision will be final.
6. After due consideration of all the facts they consider relevant, the Head of College will decide the Appeal. The decision will usually (although not exclusively) involve one of the following:
 - requiring the Deputy Head of College to withdraw the suspension of the pupil (possibly subject to a lesser sanction); or
 - upholding the Deputy Head of College's decision (possibly with recommendations relating to some aspects of the case); or,
 - increase the level of sanction imposed by the Deputy Head of College to a higher level sanction, which may include permanent exclusion.
7. The Head of College will write to the parties informing them of the decision as soon as practical and, normally, within 5 working days of the meeting.
8. The decision of the Head of College will be final.

Serious Disciplinary Procedure (for an offence that may result in expulsion or removal)

1. Background

- 1.1. The College recognises the serious consequences of any decision to expel or remove a pupil and it is the aim of this procedure to provide a sympathetic, fair and effective process in relation to such cases.
- 1.2. At the point a serious disciplinary offence (being an offence that may result in expulsion or removal) seems likely to have occurred, staff should, so far as reasonably practical, endeavour to follow this process. The overriding aim of the procedure is to ensure fairness, although it must be recognized that failure to follow the process in every detail will not necessarily of itself render a decision unfair.
- 1.3. In summary, the procedure provides:
 - a fair and thorough investigation should take place
 - followed by a fair and impartial hearing
 - after which a decision should be made which is reasonably based upon the evidence and provides a proportionate sanction
 - with an appeal available if parents feel this has not been the case.
- 1.4. Where there are safeguarding concerns the procedures detailed in the Safeguarding Policy must always be followed in the first instance.

The Appeal process set out in section 5 shall apply not only to decisions to expel or remove a pupil, but also to decisions taken to suspend a pupil.

2. The Investigation

- 2.1 The Deputy Head of College will complete any further necessary investigation into the incident(s). They may delegate aspects of the investigation to another appropriate member of staff. For example, in the Senior School this may be the Head of Middle School or Sixth Form, Housemaster, Housemistress or Head of Year; in the Senior and Junior Prep this is likely to be the Head of Junior Prep, Head of Senior Prep, Head of Year or Assistant Head.

- 2.2. The Investigator should endeavour to establish the facts taking statements from relevant pupils and staff.
- 2.3. The Deputy Head of College may suspend a pupil pending further investigation and/or the outcome of the Hearing if they reasonably believe it to be necessary to maintain discipline and/or to prevent witnesses being influenced and/or to be otherwise helpful to the investigation. If a pupil is suspended their parents assume responsibility for their wellbeing and welfare during the suspension. The Safeguarding Team at Hurst will remain available for advice and guidance if required. The Housemaster / Housemistress will also be contactable for Pastoral support.
- 2.4. When pupils are interviewed a neutral adult should be present to support the pupil; prior to the parents' involvement, this function can be performed by their Housemaster / Housemistress / Head of Year or another member of staff known to the pupil. The neutral adult can be neither the Investigator nor the decision-taker.
- 2.5. Wherever possible, statements should be taken and recorded in writing.
- 2.6. Written meeting notes should be produced without unreasonable delay.
- 2.7. The parents of the pupil concerned should usually be informed after the initial investigation but in sufficient time to prepare for the hearing.
- 2.8. Usually, pupils should be told not to discuss the matter with each other.
- 2.9. The Investigator should avoid promising confidentiality to witnesses whose evidence is to be relied upon.
- 2.10. The pupils/parents under investigation should usually be informed of the allegations, all relevant evidence and given a fair opportunity to exculpate themselves.
- 2.11. If the case involves criminal activity or where it is believed the pupil may be suffering or at risk of suffering serious harm then the College will follow the procedures detailed in the Safeguarding Policy and/or reference can be made to ISBA legal guidance in respect of the involvement of the Police or Social Services.
- 2.12. Once the investigation is complete and the Investigator considers there is a case to be answered which could lead to expulsion or removal he/she will then inform the Head of College who is the decision-maker being empowered by Clause 7 of the College's Terms and Conditions to take any decision to expel or remove a pupil.
- 2.13. The Head of College will not usually be involved in the investigation prior to that point.

3. The Hearing

- 3.1. The Head of College will chair the Hearing. They will set a date for a hearing for them to listen to the evidence and decide the matter (the "Hearing").
- 3.2. In addition to the Head of College, the Deputy Head of College and the Investigator, the pupil and their parents will usually be asked to attend. The Head of College will also designate a note-taker to take minutes of the meeting, the decision reached and the reasons stated.
- 3.3. Parents may be accompanied by no more than one other person. This person may be a teacher, relative or friend. However, it will not usually be appropriate for parents to bring a legal representative to the Hearing or for the person accompanying them to make representations at the meeting unless there are compelling reasons for it and permission is obtained from the Head of College in advance of the hearing.

- 3.4. The Head of College may also ask witnesses to attend but, usually, especially where witnesses are other pupils, their evidence will be given by their written statements. If the pupil/parents or the Head of College wish to raise questions on the content of their statement and the Head of College does not feel their age makes it appropriate for them to be called then suggested questions may be posed via the Investigator outside the Hearing and reported back to it.
- 3.5. The pupil and parents should usually be given not less than 5 working days prior written notice of the Hearing although parents may request an earlier Hearing. The written notice will set out the time and place for the Hearing, the alleged behaviour, the possible sanctions and if applicable will refer to the relevant parts of the school contract and provide copies of relevant documents such as the Pupil Behaviour Policy including this Procedure. In addition, copies of the written evidence (including relevant witness statements and the minutes of relevant meetings) and the identification of those intended to be present at the Hearing will be supplied. It may be appropriate to redact certain information from the written evidence before it is distributed.
- 3.6. The notice will also require the pupil and parents to submit any written statements or other evidence they wish to rely on and identify who they wish to attend, usually within 2 working days of the Hearing so that these can be circulated.
- 3.7. At the Hearing the Head of College will set out how the hearing will be conducted and the role of those present. Usually, the Investigator will present the case for suspension, expulsion or removal, the parents/pupil be given the opportunity to ask questions and then to present their case which the Investigator may question. The Head of College may at any time raise questions and seek clarifications or adjourn the hearing for further investigation or for any other reason including considering his decision.
- 3.8. Where the facts are disputed, the Head of College will decide the facts on the basis of the balance of probability.
- 3.9. The sanction imposed should be reasonable taking into account in particular the offence and the College Rules.
- 3.10. All parties should be informed of the decision as soon as practicable after the Hearing which (even if advised orally at the hearing) should be confirmed in writing summarising the charge, the decision, the sanction, the key reasons and the appeal process and the deadline for making an appeal.

4. Complaints and Withdrawal

- 4.1. Where parents are unhappy with any decision in respect of a serious disciplinary matter the College Complaints Procedure will not apply, and the appeal process below must be followed.
- 4.2. If parents choose to withdraw a pupil who is the subject of this Serious Disciplinary Procedure from the College before the Head of College has made their decision, then they will waive their right to appeal under this procedure (and, for the avoidance of doubt, their right to raise a complaint under the Complaints Procedure).

5. The Appeal

- 5.1. If parents wish to appeal against the decision of the Head of College to expel or remove a pupil, they should give written notice to The Chair of Governors, care of the CFO, as soon as possible and in any event within 21 days of written

notification of the Head's decision. Where a late request for review is made it will only be granted in extraordinary circumstances and at the absolute discretion of the Chair of Governors.

- 5.2. The request should state the aspects of the decision and/or the process that parents feel require review in as much detail as possible. Usually, these will fall into one or more of the following categories:
 - The Head's decision of fact was not reasonable as the evidence presented at the Hearing did not reasonably justify it on the balance of probabilities;
 - The investigation and/or the Hearing was/were unfair and rendered the decision unsafe;
 - The sanction imposed was not reasonable; or
 - Some other substantial reason.
- 5.3. It should be noted that the appeal is intended to review the fairness of the original decision (with the evidence that the Head of College had before them at the time of the Hearing) and the sanction imposed but will not involve a re-hearing of the matter.

A re-hearing would require the evidence being reheard afresh and the panel making its own findings of fact. This will only normally take place where the Chair of the Panel is satisfied that the basis of the appeal is that substantive new evidence has come to light which was not considered at the Hearing or the outcome of the Hearing is such that the Panel judges that a re-hearing is necessary, see para 5.14 below.
- 5.4. The Chair of Governors (or in their absence their deputy) shall, as soon as reasonably practical and usually within 5 working days, appoint an Appeal Panel which shall consist of three persons not previously involved in the matter. Two will be Governors of the College, (one of whom shall be appointed to Chair the Panel) and the third will be independent of the management and running of the College. The Chair of Governors will then write to the parents acknowledging their notice and advising them of the identity of the Appeal Panel.
- 5.5. The Chair of the Panel will schedule a venue and date for a hearing of the appeal (the "Appeal Hearing") (as soon reasonably practical and usually within a further 10 working days) and advise the parents and the Head of College of this in writing.
- 5.6. The Chair will also list the witnesses the Panel wishes to attend the Appeal Hearing which will usually include the Head of College, the Deputy Head of College, the Investigator, a designated note-taker and the parents. The Chair may, at their discretion, also require others to attend, including the pupil. Either party may request the Chair to consider additional witnesses.
- 5.7. Parents may be accompanied by one other person. This person may be a teacher, relative or friend. However, it will not usually be appropriate for parents to bring a legal representative to the Appeal Hearing or for the person accompanying them to make representations at the Appeal unless there are compelling reasons for it and permission is obtained from the Chair of the Panel, with a written reasoned request made via the CFO not later than 2 working days in advance of the Appeal Hearing. The Chair will consider such a request and their decision will be final.
- 5.8. The Venue will usually be at the College but if parents believe that would not be appropriate then they should raise the matter in their notice with their reasons so the Panel can give early consideration to the point.
- 5.9. The CFO shall ensure that the Panel members, the parents and the Head of

College have copies of the minutes of the Hearing, any written statements, minutes of meetings and other written material considered at the Hearing as soon as reasonably practical following the appointment of the Panel.

- 5.10. If either party believes that additional witnesses should attend the Appeal Hearing it should advise the Chair (via the CFO) of that in writing, together with its reasons, as soon as reasonably practical and normally no less than 5 working days before the hearing. The Chair will consider the request and his/her decision will be final.
- 5.11. If either party wishes to submit further particulars or any other written material then it should circulate copies to the Panel and the Head/parents via the CFO as soon as reasonably practical and normally no less than 5 working days before the Appeal Hearing.
- 5.12. If the Panel, deems it necessary it may:
 - require either party to provide further particulars in advance of the Appeal Hearing which shall also be circulated;
 - adjourn the Appeal Hearing.
- 5.13. At the Appeal Hearing the Chair will set out how the hearing will be conducted and the role of those present. Usually, the parents will explain their case, the Head will explain his and both parties will be given the opportunity to raise questions. The Panel may at any time raise questions and seek clarifications or adjourn the hearing for further investigation or for any other reason, including considering their decision.
- 5.14. After due consideration of all the facts it considers relevant, the Panel will decide the Appeal. The decision will usually (although not exclusively) involve one of the following:
 - requiring the College to reinstate the pupil (possibly subject to a lesser sanction); or
 - upholding the Head's decision (possibly with recommendations relating to some aspects of the case); or,
 - in rare cases, requiring that the matter be re-heard with the evidence being considered afresh by the Panel or a newly appointed Panel.
- 5.15. The Chair of the Panel will write to the parties informing them of the Panel's decision and summarising its key reasons as soon as practical and, normally, within 5 working days of the hearing.
- 5.16. The decision of the Panel will be final.

6. General

- 6.1. Where this procedure requires written communication this may be done by electronic mail.
- 6.2. Recording Serious Disciplinary Matters.

The College will keep a written record of all formal serious disciplinary matters. These written records will usually contain the following information:

- Date the matter was raised
- Name of parents
- Name of pupil
- Description of the matter
- Records of all the investigations (if appropriate)
- Witness statements (if appropriate)
- Name of member (s) of staff handling the matter at each stage
- Copies of all correspondence on the issue (including emails and records of

phone conversations)

- The College will keep a written record of the outcome and any action taken as a result of all hearings and appeals. Records of any disciplinary matter will be held by the College for seven years.
- Correspondence, statements and records relating to individual disciplinary matters will be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the Education and Skills Act 2008 requests access to them, or where disclosure is required to defend any legal action taken by any party in relation to such individual disciplinary matters.

Review

The governing body reviews this policy on a regular basis. This policy was written after making reference to The Children Act 1989, Section 175 of the Education Act 2002, Section 157 of the Education act 2002 and the education (Independent Schools Standards) (England) Regulations 2014, The Children Act 2004 and section 11 of the Children Act 2004 (other agencies, Working Together to Safeguard Children: A guide to Inter agency working to Safeguard and promote the Welfare of children 2013 and Behaviour and Discipline in schools 2014.