



Hazelwood School

Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy

This Policy includes the Early Years Foundation Stage

This Policy sets out the standards of behaviour required of pupils attending Hazelwood School and the Early Years Foundation Stage (EYFS) and outlines both the rewards used to encourage good behaviour and the sanctions or consequences adopted in the event of misbehaviour.

The Deputy Head Pastoral, Mr Russell Shepherd, is the named person who coordinates behaviour issues on the Hazelwood School site. At the Hazelwood Nursery and Early Years (HNEY) site, the named person is Mr Howard Garlick, Assistant Head (with responsibility for Early Years).

BEHAVIOUR AND DISCIPLINE

It is a privilege to be part of the school community. In return its members have a duty to behave in a manner which does them and the School credit. Pupils should be polite, helpful and considerate; they should behave sensibly and with sensitivity towards others. All pupils should show a full and proper commitment to their academic studies and co-curricular activities. Good behaviour in lessons is essential for pupils to learn successfully and behaviour that inhibits learning in lessons will not be tolerated. The very highest standards of conduct are expected and insisted upon, not only in the School building and during lessons, but also at break times, between lessons, on the sports field and on trips and visits.

Good behaviour is promoted in a number of ways and there is a strong pastoral ethos which encourages positive moral, social and spiritual attitudes. A copy of the School Expectations is displayed in an age appropriate manner, in every form and teaching room from Skylarks up to Year 8. Assemblies and PSHE lessons focus on core values, especially the following: kindness, respect, generosity, tolerance, sensitivity towards others, citizenship and social responsibility. Members of staff are expected to act as positive role models, as are all senior pupils, especially the Heads of School and the prefects. British Values are celebrated and promoted and all members of the school community are expected to respect and adhere to them.

The School Expectations aim to ensure all pupils have the ability to work in surroundings which are calm, orderly and safe. They protect the reputation of the school community as a whole and protect school property and the wider environment. School Expectations are consistent across the whole school, although clearly the age of the children will influence the manner in which they are explained and implemented. This aids transition from year to year and phase to The School Expectations apply to all pupils when they are on the premises, or

in the care of the School, or wearing School Uniform, or are otherwise representing or associated with the School in any way; on journeys to and from School, on School trips or during School-related activities at any time; during online activities associated with the School; it includes conduct that may occur away from School that affects the welfare of a member or members of the school community or which brings the School into disrepute.

The School will, on occasions, make individual arrangements for pupils with recognised special educational needs, which make it difficult for them to meet the expectations of the Policy. We will also seek advice from external agencies on strategies and systems to support pupils who are struggling to meet our expectations as a result of a learning difficulty or disability (LDD). However, continuous disruption to other pupils or to staff will not be tolerated. When considering the reasonable adjustments that need to be made we will refer to the Equality Act 2010.

- Duties under the Equality Act 2010, including issues related to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils;
- Support systems for pupils;
- Liaison with parents and other agencies;
- Managing pupils' transition;
- Disciplinary action against pupils who are found to have made malicious accusations against staff.

As a School we will consider, when reviewing an individual child's behaviour, if the behaviour gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the Schools' Safeguarding Policy. We will also consider whether continuing disruptive behaviour might be the result of unmet educational or other need. At this point, we will consider whether a multi-agency assessment is necessary.

A full copy of the Hazelwood School Code of Conduct can be found at the end of this Policy.

The following are used in conjunction with this Policy in guiding the behaviour of pupils.

- Anti-Bullying policy
- Cyber Bullying Policy
- E-Safety Policy
- ICT Acceptable Use Policy for Pupils
- Safeguarding
- School Promise

REWARDS

The School recognises the importance of praise and recognition in promoting good behaviour. We aim to reward good behaviour informally and also to recognise and celebrate achievements of all different types through publications and assemblies. Examples of places where pupils receive this recognition are:

- Specific praise from the form teacher or an individual member of staff
- Recognition in a whole school assembly or year group assembly
- Celebration of behaviours or achievements in the Nutshell
- Phone calls, emails or notes home from staff
- House points, stickers, stampers

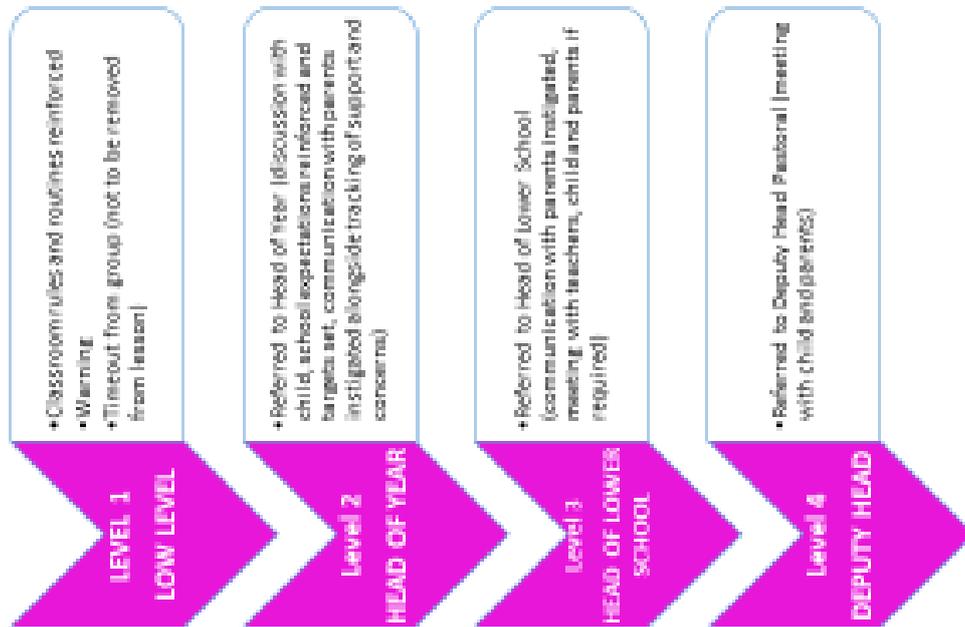
- Bronze, silver and gold House Point Awards
- Diamond House Point Awards and London visit
- Recognition for senior roles in Year 8
- End of Term assembly or Prize Giving recognition

SANCTIONS

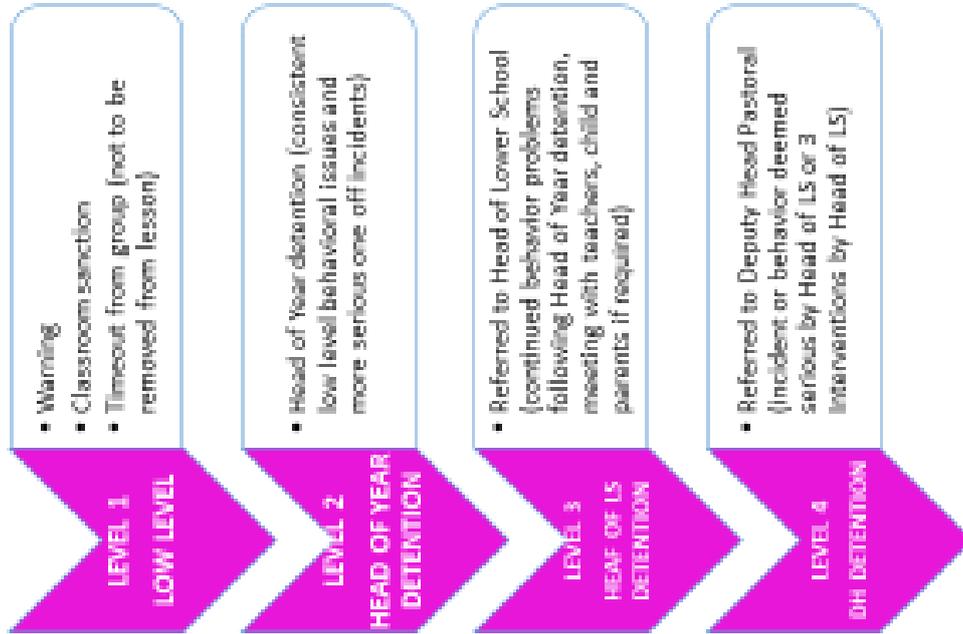
In the case of minor disciplinary issues, a teacher will deal with the pupil themselves without using formal sanctions: examples would be with a verbal reprimand, by requiring unacceptable work be repeated, or by sending a pupil out of a classroom, to another member of staff, for a short period of time. However, it is important that appropriate use is made of the official School detention system, with reference to Form Tutors and Heads of Year. This is so that if there are difficulties occurring in several areas they will quickly become apparent. 3Sys entries are an essential method of tracking pupils' behaviours. In addition, when issuing a short or long detention this should be formally recorded on 3Sys, of which the Deputy Head Pastoral has full oversight of.

The following flow chart shows the range and escalation of formal sanctions used at Hazelwood as a punishment for misbehaviour. Records of all sanctions are retained and monitored by pastoral staff (Heads of Year and the Deputy Head Pastoral).

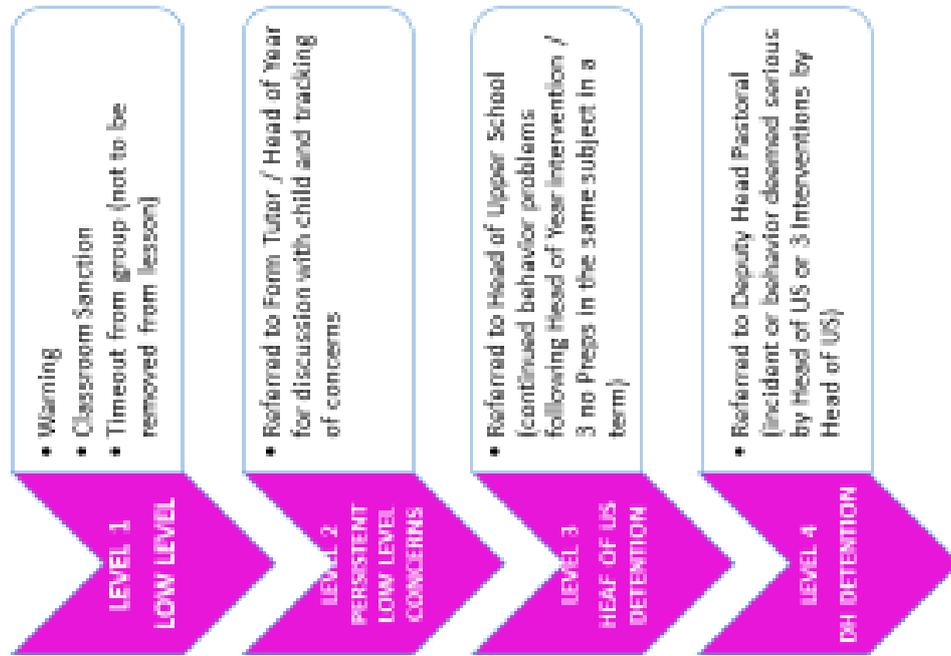
Year 1-2 Sanctions



Year 3-5 Sanctions



Year 6-8 Sanctions



Head's Detention (Year 3-8)

A detention with the Head takes place on Saturday mornings and is accompanied by a letter from the Head to the pupil's parents. Head's detentions are reserved for serious offences, for the accumulation of detentions, or for a number of disciplinary offences which together constitute an unacceptable pattern of behaviour. The relevant Head of Year will consult with the Deputy Head if they feel that an incident reported to them might warrant a Head's detention.

Suspension

A pupil may be suspended from School for a serious breach of the School Code of Conduct or for an unacceptable pattern of behaviour, often evidenced by a concerning accumulation of Head of Year detentions or Head's detentions. This sanction indicates to pupils and parents the extreme seriousness with which the School views the offence such that the pupil's place at School is at threat if the pattern of behaviour continues. The Head, Assistant Head (with responsibility for Early Years) or in her absence the Deputy Head will issue suspensions. The suspension will only be for as long as is considered reasonable, at the discretion of the Head.

Expulsion

A pupil may be formally expelled from the School if it is considered, on the balance of probabilities, that the pupil has committed a grave breach of the School Code of Conduct or an allegation of a serious criminal offence. Expulsion is reserved for the most serious breaches of the School's Expectations and rules. The final decision about expulsion will be made by the Head using her professional judgement to consider the facts of the investigation and the best solution for the child involved and for the rest of the school community.

Practice

The School Code of Conduct, rewards and sanctions translate into expectations, rewards and consequences which are shown below and are displayed, in an age appropriate manner, around the School and in every classroom.

Expectations

The Code of Conduct translates into a set of expectations which are shared with the pupils. The whole school follows the same agreed expectations. Consistency from all of the staff involved in the school community is the key to the success of the system. These expectations are displayed in every classroom on the Hazelwood School site and an age appropriate version is used on the HNEY site.

- We follow instructions
- We stop look and listen when someone is speaking
- We are kind with our hands, feet and voices
- We show consideration to others and good manners at all times
- We are honest and admit our mistakes
- We are punctual
- We respect property
- We do not bring inappropriate items to school

Rewards

Bad behaviour can be used as a form of attention seeking. Our emphasis is therefore upon giving attention to those who are choosing to behave well. We therefore use rewards regularly and consistently to recognise good behaviour and effort. Rewards are displayed in every classroom. Dependent upon age these may include:

- A smiley face on good work
- Stickers/stamps/stars etc

- Showing a genuine interest and giving pupils time with the teacher or another adult
- Recognition from other pupils
- Golden Time
- House points
- Annual School Reports

We discourage inappropriate behaviour by:

- Establishing a culture as a listening school which allows pupils time to discuss and explain their actions
- Reminding pupils about our expectations
- Giving the pupil a chance to improve, e.g. by offering a choice
- Being fair
- Avoiding confrontation as far as possible and giving a pupil time to calm down
- Offering space for 'time out'
- Showing that we expect the pupil to behave well
- Starting each day afresh with new chances and new opportunities
- Discussing what could have been done instead
- Making sure that each pupil knows the consequences of inappropriate behaviour

EYFS consequences

- Warning
- Time out from the group
- Inform parents via communication book/email or at pick up
- Behaviour star chart (Robins – Oak Reception)
- Sent to Assistant Head (with responsibility for Early Years) or Nursery Manager
- Formal meeting with parents with agreed actions/support to be implemented

In extreme cases the Assistant Head (with responsibility for Early Years) in consultation with the Head reserves the right to suspend or exclude pupils but this will be used only as a last resort.

CORPORAL PUNISHMENT

Under Section 131 of the Schools Standards and Framework Act 1998, corporal punishment is prohibited for all pupils in independent schools, including at Hazelwood.

PHYSICAL INTERVENTION

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- Committing an offence
- Causing personal injury or damage to the property of any person (including the pupil themselves)
- Prejudicing the maintenance of good order and discipline at the School or among any pupils receiving education at the School, whether during a teaching session or otherwise.

Following any kind of physical intervention, parents will be informed on the same day or as soon as reasonably possible.

Guidance will be given to staff regarding how to record any such occasion.

The School has a separate policy which sets out the use of necessary restraint.

UNFOUNDED OR MALICIOUS ALLEGATIONS AGAINST STAFF

If there is a malicious accusation made by a pupil against a member of staff, and the accusation is shown to have been deliberately invented or malicious, the School will consider taking disciplinary action in accordance with this Policy.

If there is a malicious accusation made by a parent against a member of staff, and the accusation is shown to have been deliberately invented or malicious, the School will consider whether to require that parent to withdraw their child or children from the School, in accordance with the School's Terms and Conditions.

SERIOUS DISCIPLINARY MATTERS

Procedures

As soon as the School becomes aware of the possibility that a serious disciplinary situation has occurred (e.g. alleged bullying, theft, racist behaviour, or illegal substance-related activity) then the matter is taken extremely seriously and investigated thoroughly. Procedural fairness is essential in such cases to protect the interests of the pupil(s) accused, along with those of the School and also of the person making the complaint and/or the victim of the alleged behaviour. The principles which underpin such investigations are set out below. The School follows procedural rules which have been drawn up on the basis of expert legal advice.

Investigative Action

A complaint or suggestion of serious misconduct, by a pupil, will be investigated. Investigation of a complaint which could lead to expulsion, removal or withdrawal of the pupil will be carried out in a fair, objective and impartial manner. The pupil may be questioned and their locker and belongings, including any electronic devices, may be searched in appropriate circumstances. This includes suspicion of possession of stolen items. All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that their parents are informed as soon as reasonably practicable after it becomes clear that the pupil might face serious disciplinary action. In the absence of a parent or an education guardian, the pupil will be assisted by an adult (usually a teacher) of their choice.

Banned items and substances

A non-exhaustive list of banned items and substances is provided below:

- Illegal substances
- Illicit substances
- Alcohol
- Fireworks
- Pornographic images
- Smoking materials, including matches and lighters
- Correction fluid, diluter and similar products

- Solvents
- Aerosols of any kind
- Chewing gum
- Any kind of knife or weapon
- Laser torches
- Tins or canned drinks
- Nuts of any kind, including in snack bars, chocolate bars and peanut butter
- Mobile phones
- Personal electronic devices
- Sweets

Confidentiality

Staff will deal with all disciplinary matters with discretion. In particular, if a pupil has been suspended or is asked to leave, staff will not disclose information to any other pupil or other person, except on a need-to-know basis (for example, in seeking to help a pupil find a place at another school). Notwithstanding its confidentiality obligations, the School must, however, be able to carry out its function to provide information, as deemed necessary, to relevant authorities, in line with its statutory duties.

Illegal Substances

It is important for young people to be aware of the dangers of illegal, controlled and harmful substances. Although the pupils at Hazelwood are young we would be naive to believe that it could never happen here. Through the taught curriculum, in an age appropriate manner we teach them about the effects of these substances on their health, behaviour and relationships, and also the consequences in terms of the law and the School Code of Conduct. Young people also need to be equipped with the self-esteem and the personal skills to resist involvement in activities that they may otherwise feel pressured into participating in. Hazelwood School's Drug Education Programme is delivered in a variety of ways during a pupil's time at the School.

EXPULSION

A pupil may be formally expelled from the School if it is considered, on the balance of probabilities, that the pupil has committed a grave breach of School Code of Conduct or an allegation of a serious criminal offence. Expulsion is reserved for the most serious breaches of the School's expectations and rules. The final decision about expulsion will be made by the Head using her professional judgement to consider the facts of the investigation and the best solution for the child involved and for the rest of the school community. A non-exhaustive list of the sorts of behaviour that could merit expulsion includes the following:

- Physical assault against pupils or adults
- Verbal abuse/threatening behaviour against pupils or adults
- Bullying
- Racist abuse
- Sexual misconduct
- Drugs or alcohol misuse
- Damage to property
- Theft
- Persistent disruptive behaviour
- Inappropriate parental behaviour
- Malicious allegations against staff
- Contravention of the laws of the land

The Head shall act with procedural fairness in all such cases. The Head's decision shall be subject to a Governors' Review if requested by a parent. The pupil shall remain away from the School pending the outcome of the Review (see 'Governors Review' below).

Fees after Expulsion

If the pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past terms, but the unspent balance of any lump sum pre-payment will be refunded without interest. There will be no charge to fees in lieu of notice but all arrears of Fees and any other sum due to the School will be payable.

Removal in other Circumstances

Parents may be required, during or at the end of a term, to remove a pupil, temporarily or permanently from the School, if, after consultation with a pupil and/or parent, the Head is of the opinion that by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School, or if a parent has treated the School or members of its staff unreasonably. In these circumstances, parents may be permitted to withdraw the pupil as an alternative to removal being required. The Head shall act with procedural fairness in all such cases, and shall have regard to the interests of the pupil and parents as well as those of the School (see 'Governors' Review' below).

Fees Following Removal

If the pupil is removed in the circumstances described above, the rules relating to Fees and Deposit shall be the same as for expulsion save that the Deposit will be refunded in full.

Leaving Status

The expression '*leaving status*' refers to whether the pupil has been expelled, removed or withdrawn, and to the record which will be entered in to the pupil's file as to the reason for leaving, and the pupil's status as a leaver, and the transfer of the pupil's work to another educational establishment and to the nature of the reference which will be given in respect of the pupil. These and any other relevant matters of leaving status will be discussed by the Head, or her delegate, with the parents and, where appropriate with the pupil, at the time of, or in advance of, the Head's decision.

Governors' Review

Parents may ask for a Governors' Review of a decision to expel or require the removal of a pupil from the School (but not a decision to suspend a pupil unless the suspension is for 11 school days or more, or would prevent the pupil taking a public examination). The request must be made as soon as possible and in any event within seven days of the decision being notified to the parents. Parents will be entitled to know the names of the Governors who make up the Review Panel and may ask for the appointment of an independent panel member nominated by the School and approved by the parent (approval not to be unreasonably withheld). The School will take account of but is not constrained by the DfE's guidance on the identity of the independent panel member which is as follows:

"Our general view is that people who have held a position of responsibility and are used to scrutinising evidence and putting forward balanced arguments would be suitable. Examples of persons likely to be suitable are serving or retired business people, civil servants, heads or senior members of staff at other schools, people with a legal background and retired members of the Police Force might be considered."

Review Procedure

The Head will advise the parents of the procedure (current at that time) under which such a review will be conducted by a panel of at least three people, one of whom shall be independent of the management and running of the School. If parents request a Governors' Review, the pupil will be suspended from School until the decision to expel or remove has been set aside or upheld. While suspended, the pupil shall remain away from the School and will have no right to enter the School premises during that time without prior written permission from the Head.

THE HAZELWOOD SCHOOL CODE OF CONDUCT (Pupil)

It is a privilege to be part of the Hazelwood School community. In return its members have a duty to behave in a manner which does them and the School credit. The School Code of Conduct which follows is a set of guidelines and rules that apply at School, on any School activity and while travelling to and from School or any activity. These are intended to help pupils and their parents maintain the friendly but purposeful ethos of Hazelwood.

Personal Conduct

Pupils should be polite, helpful and considerate; they should behave sensibly and with sensitivity towards others. All pupils should show a full and proper commitment to their learning academic studies and co-curricular activities. In moving around the School they should walk in a quiet and civilised manner. They should not run. For Years 1-8 they must keep to the left in all corridors and on stairs to enable everyone to move about the premises freely. Courtesy towards all members of staff and visiting adults should be exercised by holding doors open, giving way in corridors, etc.

Bullying has no place at Hazelwood. Incidents of bullying of any kind, including cyber bullying, will be viewed very seriously indeed and addressed under the School's Anti-Bullying Policy. Anyone who suspects that someone else is being bullied or threatened, or is themselves being bullied, must have the confidence to tell a member of staff immediately, *whatever may have been said to deter him or her from doing so*. He or she can be sure of a sensitive, caring and supportive reception by people experienced in dealing with such situations. A full explanation of approach can be found in our Anti-Bullying Policy.

Honesty

The school community relies on each pupil being honest and truthful and showing a good example to others. Pupils should never cheat, steal or tell lies and remember that being found to be untruthful usually carries the greatest disgrace of all.

Problems and Emergencies

If a pupil finds themselves in difficulty of any kind or is worried or upset about anything, whether it concerns him or her personally or anyone else and whether it is connected with School or not, there are many people in the school community to whom he/she can turn. These include key workers, class teachers, Heads of Year, Form Tutors, subject teachers, the School Counsellor and the Welfare Assistant, all of whom can if need be refer a pupil for further, specialist support. On the Hazelwood School site, Senior Pupils and Prefects are also able to give help and advice.

We recognise our responsibility to create a listening environment in which the pupils know who they can talk to and are confident to do so. All staff recognise that they cannot promise confidentiality to a child.

Parents as well as pupils will inevitably have questions from time to time and concerns may arise. The earlier these are raised, for example with the key worker or room leader, Form

Tutor or Head of Year, the more efficiently they can be resolved. Both parents and pupils are welcome to contact the Senior Leadership Team or the Head at any time.

The School Dress Code (Oak Reception to Year 8)

The School sets a high value on personal appearance. The dress code applies at all times between setting off from home in the morning and returning there in the evening.

All pupils are required to wear clean and tidy clothing which is well fitting; shirts or roll neck tops must be tucked in. Ties should be sensible in terms of the size of the knot and the length of the tie and must cover the top button of the shirt, which must be done up. Uniform should be replaced when worn, ripped or frayed.

In Years 6 to 8 the School Blazer should not be taken off without the permission of a member of staff except when playing outside. All boys should wear dark grey formal trousers or shorts with no extra pockets. When wearing shorts the younger boys should ensure that their socks are pulled up to their knees. Girls should also wear knee length socks during the winter or blue cotton mix tights. In the summer they should wear white ankle socks, not trainer socks.

All pupils should wear black formal shoes which are cleaned regularly.

Pupils must not wear hairstyles deemed by the School to be extreme. All hair must be tied back if it is long enough to touch the pupil's jumper or cardigan at the collar. Boys' hair must adhere to the same expectations as the girls. They may have long hair, if it is tied back in the same way as the girls. All hair bands should be navy and of a plain design. Fringes should not be in the children's eyes, if necessary they can be clipped back. Hair products, such as gel, are not acceptable for use in the school day.

Jewellery is not permitted other than one small pair of stud earrings worn in the lobe of the ear. Earrings should be removed by the pupil for games lessons.

Make up and nail varnish is not permitted. Pupils will be sent to Paula Varcoe (Welfare Assistant) who has a supply of make up remover and nail varnish remover.

School Fixtures

Pupils must give School matches top priority when asked to play for a team. They should take a full and active part in extending hospitality to visiting teams, and are expected to attend "tea" after matches.

Private Property

The School cannot accept responsibility for loss of private property or damage to it. Pupils should ensure that all property which is brought to School, including ICT equipment, clothes and games kit, is clearly named. The property of other people must always be respected. Theft, keeping another's property or damaging it is very likely to result in a pupil's losing their place at Hazelwood.

Pupils must not take bags into Assembly or to Lunch but should leave them in their Form Rooms or in their lockers. Bags must not be left in corridors, doorways or stairwells.

School Property

All pupils have a duty to take care of property and treat facilities with respect. Any form of graffiti is strictly forbidden. Pupils should help keep the School tidy, in good repair and litter free, picking up and disposing appropriately of any litter they see. Any breakages or damage must be reported as soon as possible to the pupil's Form Tutor or the Bursar's Office.

Textbooks and Library books are expensive and easily damaged - carry them carefully, especially to and from School.

The Environment

Hazelwood places a high priority on environmental responsibility, and all members of the school community are expected to do likewise. There are some basic guidelines that all members of the School should follow:

- Switch off lights when leaving any unoccupied classroom or storeroom
- Do not leave computers on standby or with screens switched on
- Put paper and newspaper in recycling bins
- Use both sides of paper whenever possible, and do not waste paper
- Show respect for the plants and animals in the School grounds
- Do not drop litter, sufficient litter bins are provided in the School
- Consider cycling or walking to School, or using public transport or lift-sharing to minimise CO² emissions
- Pupils travelling to and from School, or fixtures, by minibus should behave sensibly, and in particular should observe the following points:
 - They must always remain in their seats, are required to wear a seat belt and must make sure that the driver is not distracted in any way (by excessive noise, for example).
 - They must leave the vehicle in the condition in which they find it, reporting any damage to the driver.
 - Fellow passengers should be treated with courtesy and respect at all times as should people travelling in cars behind or adjacent to the minibus.

Pupils may lose their place on the minibus if they do not observe the standards of behaviour detailed above.

Any pupil cycling to School is asked to wear a protective helmet, and high-visibility clothing is recommended. Lights must be fitted to bicycles. Care must be taken when cycling into or out of the School grounds. Pupils must use the cycle racks allocated to them. The School cannot accept responsibility for loss or damage resulting from pupils leaving bicycles in the School grounds.

Heads of School and Prefects

Prefects and Heads of House are Year 8 pupils who have been selected to assist staff with organisation and the maintenance of good order in the School, and with the School pastoral system. They have equal status, and can be identified by the different ties that they wear.

Younger pupils must always follow instructions given to them by the Heads of School and the Prefects in the course of their duties. These pupils may issue a referral to the relevant Head of Year if a pupil has not cooperated with a request or has broken the School Code of Conduct. These pupils receive training specific to their roles so that they can help younger pupils who have concerns or need advice about life at Hazelwood. Younger pupils can approach any Prefect or Head of School for information, help or support. They must treat both Prefects and Mentors with the respect that they deserve as senior pupils, and will receive similar respect from them in return.

Bounds (Hazelwood School main site Years 1-8)

In the interests of personal safety and to protect the School from damage, the following bounds should be observed:

- Pupils should not enter the buildings before 8.15am, unless a member of staff has given permission to do so.
- Pupils should have left the School premises by 4.40pm unless they are involved in a School activity or have permission from a member of staff to stay later.
- Set areas are allocated for the older pupils to play in during the winter. In the summer, when the grass is dry pupils may play on the wider school fields.
- The rota for the tree house will be published and children may choose to play in it on their allocated year group day. Year 8 may use the tree house as a common room at fruit break.

The following areas may be used only with the permission of an appropriate member of staff and when supervised:

- Art rooms, laboratories, the technology room and the ICT suite
- The Sports Hall, and changing rooms
- Music practice rooms
- The Theatre and Pavilion
- The climbing walls

You must stay within the School grounds throughout the School day.

Pupils are strictly prohibited from having phones in school. For those who travel to or from school by public transport any phones they carry should be taken to the School Office immediately upon arrival at school.

Conclusion

This Policy and its implementation will be reviewed biannually. We want Hazelwood to continue to be a happy school where every pupil is able to make the most of all the opportunities that are offered to them.

The Policy will be published to parents annually as well as being available on the School website. It has been written with regard to the DfE Guidance, Behaviour and Discipline in Schools (Jan 2016).

Ratified by the Compliance Committee the 10th November 2017