



BREDON  
SCHOOL

## **The Behaviour Management Policy**

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Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular, it should be read in conjunction with the ***Equality Policy, The Health and Safety Policy and the Safeguarding Policy***.

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

**Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented**

**Peninsula HR Online  
Peninsula Business Safe (Health and Safety)  
Atlantic Data (DBS)  
Educare (online CPD)**

**Aim:** In accordance with the schools aim to safeguard and promote the welfare of each pupil the school ensures that good behaviour amongst pupils is promoted but that the sanctions that can be adopted in the event of pupil misbehaviour can be effectively implemented.

The policy is applicable to all pupils in the school.

See the Appendices below for the procedures for dealing with behavioural and serious behavioural incidents:

- Appendix A: Bredon School rules
- Appendix B: Serious Behaviour Incident Procedure
- Appendix C: Uniform Standards Years 3 to 11 and Sixth Form dress code

All staff are responsible for implementing the policy along with the following:

- Deputy Head Pastoral & Safeguarding (school day)
- Housemasters/Housemistresses (referred to hereon as Head of House) (school day)
- Head of Junior School (school day)
- Director of Boarding (evening and weekends)
- Assistant Director of Boarding

## **Introduction**

The school strives to meet the educational needs of each pupil and, while encouraging a high but realistic level of expectation, tries to ensure each pupil achieves his or her true potential. School life is built on a firm foundation of values, high standards of behaviour, encouragement of hard work, self-discipline and consideration for others.

While supporting young people through their educational journey, the school offers them a wide range of opportunities, aiming to equip them with the knowledge and skills needed for life. This not only involves making them proficient in literacy and numeracy, but also embracing the all-important values and principles as stated in the school ethos and with a belief in fundamental British values. We aim to present a balanced view of the modern world to our pupils with an appreciation of the inter-dependence of its peoples. We strive to develop respect for all, based on strong moral values, tolerance toward others and an appreciation of diversity.

Standards of behaviour at our school are clearly stated and good behaviour is expected and encouraged by appropriate systems of reward and where required sanctions. We aim to foster an environment where pupils can be positive about their learning and all other members of the school community.

In accordance with the school's principle to ensure everyone is treated as an individual and with respect by other members of the community, the school takes a firm stance bullying. The Deputy Head Pastoral & Safeguarding, Heads of House and tutors are tasked to manage this negative behaviour in whichever form it arises. Pupils are reminded regularly (in assembly and by Personal Tutors/HsMs) that they must inform staff, parents or guardians if they have concerns. This message is reinforced through lessons and the information on noticeboards. These have details of important telephone numbers of the Independent Listener, Childline, etc. and also key members of staff who would help if bullying was to occur.

As a school that values both the individual and collective identity of our pupils, we accept that behavioural issues need to be dealt with on an individual basis recognising the SEN Equality Act 2010, with full liaison with parents and supporting the individual pupils involved. We also need to ensure that sanctions are applied fairly and consistently, they are done in a timely manner and are relevant and proportionate to the behaviour.

Corporal punishment is never used or threatened to be used at Bredon School.

As a school we have taken a considered decision not to use formal training for the positive handling or physical intervention of pupils. These incidents happen very rarely and if a pupil were in need of regular physical intervention, Bredon School would not be able to meet those needs. All staff are trained in de-escalation and other strategies for behaviour management.

**Key points in relation to behaviour and its management are:**

- Behaviour is learnt and **can** be changed.
- The roots of behaviour result from interaction between the individual and the various contexts in which they have found themselves during the course of his/her life.
- Both the family and school environments are key contexts and the School aims to promote a triangular relationship between pupil, parent/guardian and school staff. Bredon School works *cum parentibus* in this sense with regards to all our pupils. This relationship assists in the understanding of behaviour and is thus crucial in the management of behaviour. An approach of joint agency is always most effective.
- Effective behaviour management can only be achieved if all members of the school community participate actively in the pursuit of improved behaviour which is based upon consistency and uniformity of approach, together with a just response for all pupils.
- A whole school behaviour for learning, classroom management system has been introduced into all classrooms focusing on our three values of **responsibility, resilience and respect**. This ensures staff offer a consistent approach to classroom behaviour and its management. Pupils also know that sanctions for poor behaviour are consistent throughout the school.



It is vital that all staff act in a professional manner and adhere to the Staff Code of Conduct, to present themselves to the pupils and each other as positive role models at all times on and off site.

Bredon School strives to reinforce positive behaviour and the following are stated ways in which we aim to do this:

- The principle of recognition from the outset that each member of the school is an individual who requires specific support for his or her particular needs and should be respected for his or her strengths, weaknesses and differences.
- The school's pastoral system, this and other related policies, are written to help Bredon continue to be a 'family' school with a clear ethos.
- The role of the Head of House , tutor and boarding staff (if applicable) and the strength of their relationships are key for all pupils.
- The quality of teaching and subsequent learning in the classroom and effective classroom management have a crucial role in ensuring a positive and productive environment.
- To provide a relevant curriculum that is both broad and accessible to all. As stated, the curriculum and quality of teaching are fundamental in establishing good behaviour. The aim for both staff and pupils is to work hard and effectively, backed by regular monitoring and feedback regarding progress and achievement.
- To provide a wide range of extra-curricular activities that are accessible to all, together with community links and endeavour, e.g., the Duke of Edinburgh Award Scheme.
- To ensure an equality of opportunity that is socially inclusive in emphasis and rules out as totally unacceptable all forms of bullying including cyber-bullying or physical or sexualised harassment of any kind.
- To provide a programme of citizenship, including careers education and other life skills.
- To provide effective support systems pastorally, including the use of appropriate outside agencies, accessible to all, particularly to those whose behaviour presents challenges.
- To ensure regular monitoring of school attendance and other related issues.
- To encourage pride in the school, the uniform and a competitive house system; to both contribute to pupils' sense of 'belonging' and experience of 'community'.
- To understand that all staff have a role influencing good behaviour both inside and outside of school.

### **Rewards Policy**

Use of positive encouragement and structured reward systems which recognise effort and achievement help to raise self-esteem and celebrate success. These include:



- Everyday individual praise and encouragement
- Specific praise/recognition in tutor group, House time and boarding roll calls
- The House Point System
- Awards Celebrations/Presentations – especially in school assembly
- Display of work/celebration of work
- To encourage roles of responsibility, including the Prefect system, pupil committees and School Council Membership
- To recognise achievement through school newsletters, the school website alongside any other social media opportunities
- Direct contact home from Heads of House highlighting the positive impact

### **House Points**

House Points are given for exceptional effort as a good way of being positive and encouraging pupils in every area of school life, in and out of the classroom. They can be awarded by teachers and pastoral staff. There is particular emphasis on the three Rs set out within the classroom expectations below: Responsibility, Respect, Resilience.

House points are rewarded using a confetti approach, teachers are encouraged to reward positive behaviour often as effective teaching and learning. House points are to be recorded on SchoolBase with a short description. Heads of Houses award certificates once pupils reach a threshold of house points. 25 House points are to be awarded with a Bronze certificate, 50, Silver and 100, Gold. 200 house points for the Platinum Award.

### **Headmaster's Commendations**

Headmaster's Commendations are periodically throughout the year for exceptional pieces of work or instances of particular community endeavour. Pupils may also be invited to lunch with the Headmaster in his study on receipt of the award.

### **Recognition by staff**

Staff encourage pupils to present examples of good work to Heads of Department or other senior staff for praise. Telephone calls and e-mails home are also used to alert parents/guardians to good works and deeds. A number of these awards are included in regular Headmaster's newsletters. During whole school celebration assembly on Mondays, Going the Extra Mile (GEM) certificates are awarded based on recommendations from staff to the Deputy Head Academic. These awards recognise effort within the classroom setting.

## **Sanctions**

This is an important part of the School's Behaviour Management Policy. This policy is both independent of and interdependent with the school's Anti-Bullying Policy.

Effective communication is maintained and issues dealt with consistently and effectively. An important tool in this is the regular use of the Schoolbase reporting system.

The school ensures that a record is kept of the major sanctions imposed, and this is held centrally by the Headmaster's office.

## **Schoolbase reporting**

The Schoolbase reporting system is an important part of the communication system that underpins the behavioural policy. It is important that this is completed in a timely manner so that we are able to build up a pattern of any individual child's behaviour and have a record. Equally, parents and guardians are informed when behaviour-related entries are made.

In the first instance, issues are dealt with by the individual teacher or member of staff present. These are often then referred to the Heads of House who will lead on the issue. If necessary an incident can be escalated to the Deputy Head Pastoral & Safeguarding.

Academic issues will be reported to the appropriate Head of Department and Deputy Head Academic. Outside of the school day, incidents are reported to the Director of Boarding. It is important that class teachers first attempt to solve problems within their own classroom situation and house staff on the landings.

## **General Notes**

Procedural fairness must be pursued at all times. Interview notes during the administration of sanctions must be properly recorded. This usually includes a written statement by the pupil(s) that is signed and dated (though SEN pupils may have them scribed and then they sign and date them).

Major sanctions are acknowledged by a formal letter home and all sanctions are recorded on Schoolbase, and the central register held by the Head's PA.

The Senior and Junior Schools' sanctions arrangements are fully integrated and are interpreted and implemented in an age-appropriate manner.



## **Precluded Sanctions**

The following are not permitted as forms of sanction under any circumstances:

- any form of corporal punishment or the threat of corporal punishment
- punishment involving extreme or prolonged isolation or locking in a room or building
- punishment that may be perceived as degrading or humiliating
- punishment involving any physical discomfort or pain
- withholding of medical or dental treatment
- deprivation of sleep
- prevention of access to phone or letter to parents or appropriate helpline or listener
- deprivation of food or drink
- enforced eating or drinking

No pupil is permitted to sanction another pupil at Bredon School.

## **Sanctions**

- C1 - Teacher conversation in the room (de-escalation: PACE approach to be used)
- C2 - Tuesday and Thursday (Break time)
- C3 - Friday Period 5 (Activity Session)
- C4 - Headmasters Detention
- C5 - Internal Exclusion (Focus Room - FR)
- C6 - Fixed Term Exclusion (FTE)
- C7 - Permanent Exclusion (PEX)

All sanctions issued must be emailed home to parents and guardians

## **Physical Intervention as Behaviour Management**

**Aim:** To define the procedures for using force to control or restrain pupils. This policy applies to all pupils in the school.

Physical intervention is only used under extreme circumstances and even then only as a last resort after all other options have been attempted. Bredon School does not train staff in physical intervention.

**Procedures:** Bredon School does not condone the use or threat of physical restraint. However, schools are required to have a policy about the use of force to control or restrain pupils. All members of staff who may have to intervene physically with pupils must clearly understand the options and strategies open to them. They must know what is acceptable and what is not. This document sets out the policy and procedures to be followed in the case of the use of physical force.

## Section 550A of the Education Act 2011

Use of reasonable force Advice for headteachers, staff and governing bodies (July 2013) allows teachers, and other persons who are authorised by the Headmaster to have control or charge of pupils, to use such force as is reasonable in all the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- injuring themselves or others
- causing significant damage to property

The provision applies when a teacher, or other authorised person, is on the school premises, and when he or she has lawful control or charge of the pupil concerned elsewhere, e.g., on a field trip or other authorised out of school activity.

Staff will usually be aware if a pupil is likely to behave in a way that may require physical control or restraint; it is sensible to plan or risk-assess how to respond if the situation arises. Such planning needs to address:

- managing the pupil (e.g., reactive strategies to de-escalate a conflict, holds to be used)
- involving the parents to ensure that they are clear about what specific action the school might need to take
- ensuring that additional support can be summoned if appropriate
- in some cases, staff may also need to take medical advice about the safest way to hold pupils with specific health needs.

## Reasonable Force

There is no legal definition of 'reasonable force.' So it is not possible to set out comprehensively when it is reasonable to use force, or the degree of force that may reasonably be used. It will always depend on all the circumstances of the case.

There are three relevant considerations:

- the use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it; the use of any degree of force is unlawful if the particular circumstances do not warrant the use of physical force; therefore physical force could not be justified to prevent a pupil from committing a trivial misdemeanor, or in a situation that clearly could be resolved without force
- the degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent; any force used should always be the minimum needed to achieve the desired result





- the age and size of the pupil warrants consideration; a Sixth Former and Year 4 pupil would require different approaches

Whether it is reasonable to use force, and the degree of force that could reasonably be employed, might also depend on the age, understanding and gender of the pupil.

### **Application of Force**

Physical intervention can take several forms. It might involve staff:

- physically interposing between pupils
- blocking a pupil's path
- holding
- leading a pupil by the hand or arm
- shepherding a pupil away by placing a hand in the centre of the back or (in extreme circumstances)
- using more restrictive holds.

In exceptional circumstances, where there is an immediate risk of injury, a member of staff may need to take any necessary action that is consistent with the concept of 'reasonable force': for example to prevent a young pupil running off a pavement onto a busy road, or to prevent a pupil hitting someone, or throwing something.

In other circumstances staff should not act in a way that might reasonably be expected to cause injury, for example by:

- holding a pupil around the neck, or by the collar, or in any other way that might restrict the pupil's ability to breathe
- slapping, punching or kicking a pupil
- twisting or forcing limbs against a joint
- tripping up a pupil
- holding or pulling a pupil by the hair or ear
- using physical objects

Staff should always avoid touching or holding a pupil in a way that might be considered inappropriate.

Where the risk is not so urgent the member of staff should consider carefully whether, and if so when, physical intervention is right. Staff should always try to deal with a situation through other strategies before using force. All staff need developed strategies and techniques for dealing with difficult pupils and situations which they should use to defuse and calm a situation. In a non-urgent situation force should only be used when other methods have failed. De-escalation is always the best option.

This consideration is particularly appropriate in situations where the aim is to maintain good order and discipline, and there is no direct risk to people or property. As the key issue is establishing good order, any action which could escalate the situation needs to be avoided. The possible consequences of intervening physically, including the risk of increasing the disruption or actually provoking an attack, need to be carefully evaluated.

### **Recording Incidents**

It is important that a detailed report is raised at any time where physical intervention is used. It may help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful should there be a complaint.

The Headmaster and parents are informed as soon as possible but in any event within 24 hours of the incident.

The following information is required:

- the name of the child
- the name of the staff member(s) who used physical intervention
- the date, time and place of the incident
- the circumstances of the incident and the factors leading up to the incident
- the nature of physical intervention used
- the names of any witnesses
- any injuries that may have occurred during the incident
- any further action taken and parents' signatures.

Staff may find it helpful to seek advice from a senior colleague or a representative of their professional association when compiling a report. They should also keep a personal copy of the report.

### **Physical Contact with Pupils in Other Circumstances**

There are occasions when physical contact with a pupil is proper or necessary. Some physical contact may be necessary to demonstrate exercises or techniques during PE lessons, sports coaching, or technology, or if a member of staff has to give first aid. Young children and children with special educational needs may need staff to provide physical prompts or help. Touching may also be appropriate where a pupil is in distress and needs comforting. Teachers must use their own professional judgement when they feel a pupil needs this kind of support.

There may be some children for whom touching is particularly unwelcome. For example, some



pupils may be particularly sensitive to physical contact because of their cultural background, or because they have been abused or they have sensory issues. It is important that all staff read files so that they are aware of such children. There must be a common approach where staff and pupils are of different sexes. Physical contact with pupils becomes increasingly open to question as pupils reach and go through adolescence, and staff should also bear in mind that even innocent and well-intentioned physical contact can sometimes be misconstrued. Actions or behaviour which is intentionally sexual may involve outside agencies such as social workers or the police.

As a school we actively discourage play fighting and physical behaviour between genders which could be construed as sexualised in nature and as such we have a general "no contact" rule between pupils. We expect all staff in any setting to model appropriate behaviours avoiding physical contact through vociferous behaviour for example.

## **Illegal Substances**

### **Link to the Searching, screening and confiscation Policy**

## **DRUGS**

The school's policy is to provide an overall health education programme that makes children aware of the dangers of illegal drugs and legal 'highs' and teaches them how to say 'NO'. The depth of discussion undertaken and information available differs between different age groups.

The illegal substance programme is developed appropriate for the different age groups, and delivered in a variety of ways. The programme currently includes the use of:-

- PSHE lessons, lectures and presentations
- academic subject lessons
- informal discussions with Tutors and other staff

The programme includes:-

- information that:-
  - "soft drugs" and legal 'highs' can lead to "hard drugs"
  - illegal drug taking is often associated with dishonesty, stealing and violence, developing:-
    - an awareness of the physical dangers of illegal drugs
    - an awareness of the moral dangers of an illegal drug culture
    - a set of moral standards
    - a knowledge of the issues surrounding County Lines and Child Criminal Exploitation
    - strategies for enabling pupils to cope with peer pressure and enabling them to say 'NO'.



In conformation with [DfE and ACPO drug advice for schools](#), Bredon School reserves the right to ask pupils who are reasonably suspected of possessing or using drugs to take a drugs test, at the reasonable and appropriate direction of the Headmaster or a Deputy Head, through means of an approved test taken in the school's Health and Wellbeing Centre, for the presence of illegal drugs or "legal highs".

The school's request that a pupil take a drugs test is not itself punitive, but is an essential contributive means of enabling a safe and drug-free learning environment for the whole school community.

Parental permission will be sought prior to any test taking place, but if parental or pupil consent is not given, a pupil should expect to be temporarily suspended pending the conclusion of further investigations or until a relevant negative test result is completed successfully to the satisfaction of the school. Refusal of a pupil to take a test will generally be treated as a serious breach of school discipline.

Any pupil who is found to have supplied, possessed or consumed an illegal drug or "legal high" while under the authority of the school should expect to be permanently excluded from school.

The use of drugs referred to here could be within school or out of school if out of school use affects conduct or progress at school or the good order or reputation of the school community.

As an alternative to exclusion, in cases which do not involve supply or encouragement to others to use drugs, the Headmaster at his sole discretion may permit the pupil to remain at school subject to a regime of testing at intervals during the following two years. Both parents and pupils to whom the regime is offered would be required to sign consent forms describing the way in which the regime would operate. A pupil testing positive to drugs while on this regime would expect to be permanently excluded.

Records of drug testing will not be used for purposes other than the monitoring of a pupil or as permitted or required by law. Records of drug testing will be destroyed one year after the pupil concerned leaves the School unless the information is reasonably required to be preserved beyond that standard retention period. Every effort will be made by the school to provide appropriate support to any pupil undertaking a drug test.

## **SMOKING/VAPING**

Bredon School is a non-smoking site. It is forbidden for pupils to smoke or vape in school or in the grounds or on the way to and from the school. No smoking materials are to be brought into the school; any found will be confiscated and disposed of. Smoking is prohibited at any time on the school campus.

The school's policy is to offer an overall health education programme that makes children aware of

the dangers of smoking and teaches them how to say no.

There has been wide publicity given to government statistics on the link between health issues and the high incidence of smoking amongst the young. The example of staff behaviour and a programme of education with the health education programme are perceived as important.

The programme differs for the different age groups and currently includes:-

- PSHE
- academic subject lessons
- informal discussions with Form Tutors and other staff
- educational programmes delivered by Medical Staff and GP

## **ALCOHOL**

Alcohol may not be brought into or consumed in school.

The only reasonable exception to this is when alcohol may be available and consumed in moderation by pupils who are over the age of 18, at appropriate school-sanctioned occasions, with the consent of parents and under the supervision of staff.

Any pupil who is found to be in possession of, supplied or consumed alcohol while under the authority of the school is liable to severe sanction.

Members of staff are advised not to place themselves in a position where it could be construed that they are condoning an illegal act. Nor should they open themselves to criticism if, as a consequence of drinking, the pupil(s) concerned injured themselves.

No member of staff should take a pupil into a public house or entertain a pupil in his/her own home without prior knowledge and agreement of the school management and the pupil's parents.

A member of staff who finds him/herself in a public house where members of the School under age were illegally consuming alcohol is obliged to take appropriate action. If the pupil(s) concerned are in the company of their parents then it is appropriate to assume the parents are taking responsibility.

This policy applies to sporting and other tours/expeditions from school. It should be made clear to the tour party that no member of staff is able to condone the illegal consumption of alcohol by pupils.

## Whole School Classroom Behaviour Management

**Bredon School recognises that poor behaviour in the classroom is one of the biggest barriers to learning. The values of tolerance, respect and positivity are fundamental both in and out of the classroom.**

### Three key values are displayed in each classroom:

**Responsibility-** Pupils have a responsibility to themselves and those around them to follow the expectations set by the teacher.

**Respect-** Pupils should always respect themselves, their peers and staff in all of their interactions and behaviours.

**Resilience-** Pupils should always try their best to work to the high standards they are capable of. Overcoming adversity is a celebrated part of learning.

There is an expectation on pupils to understand their responsibility to behave at all times, there is also an expectation on staff to implement outstanding classroom management founded on high expectations and strong working relationships with pupils. Staff are encouraged to utilise a range of proactive strategies to promote good behaviour in the classroom. More often than not poor behaviour will be met with a verbal warning to encourage positive behaviour change; however, some behaviour will be deemed to warrant a sanction without warning. Should pupils choose not to comply with the above expectations, sanctions are implemented as follows:-

- Break Time detention otherwise known as a C2. Detentions are held daily.

Teachers are encouraged to issue breaktime detentions (C2) if behaviour is persistently poor despite the teacher's efforts to encourage positive behaviour through a verbal warning or in the event of a blatant infringement of the rules. Teachers should issue this detention via schoolbase and state a reason for the detention. The break time detention is a centralised school detention which will take place every day, this will be staffed by the middle leadership team on a rota. During this break time detention the pupil is expected to write a reflection on their behaviour that can be sent to the member of staff who set the detention. Said teacher should then use this reflection to appropriately manage the pupil back into the next lesson and re-establish their high expectations whilst managing a fresh start for the pupil. Tutors and HsMs will be automatically notified when a pupil is issued with a break time detention.

- Head of House detention otherwise known as C3. Detentions are held every Tuesday and Friday.

To receive a Head of House detention pupils are showing an unwillingness to adapt or change their behaviour in school despite being sanctioned with break time detentions, or an incident of misconduct is serious enough within itself to warrant a higher sanction. The Head of House will want to explore the behaviour and will always engage with parents to inform them of the behaviour



and consequences. The Head of House detention takes place every Friday lunchtime in its entirety and will be spent during some form of community service, such as litter picking, as well as verbal reflections on their behaviour with their Head of House. The Head of House are 'gatekeepers' for this sanction and will ensure ongoing behaviour support for the pupil and teachers to ensure pupils are able to meet our expectations of them.

### **The sanctions escalation process:**

If a pupil receives **3** breaktime detentions (C2s) within a single half term they will automatically be issued with a Head of House detention (C3) and parents informed.

Pupils who receive **3** Head of House detentions (C3s) across a single term are at risk of serving an internal exclusion in which they are removed from lessons for the day.

Pupils with continued poor behaviour will receive a C4 Headmasters detention usually served before or after school.

Continued poor behaviour beyond this will put pupils at risk of a fixed term exclusion.

## **THE DECISION TO EXCLUDE**

### **Introduction**

A decision to exclude a pupil is taken only:

- a) in response to a serious breach or repeated breaches of the School's behaviour policy; and/or
- b) if allowing the pupil to remain in the school would significantly harm the education or welfare of the pupil or others in the school.

Only the Headmaster or a member of staff acting in their absence as their deputy can exclude a pupil. See the Exclusions Policy.

### **Behaviour outside School**

Pupils' behaviour outside school - on school business, school trips, (day or residential) school sports fixtures, or work experience placements, for example - are subject to the school's behaviour management policy. Inappropriate behaviour or illegal behaviour in these circumstances is dealt with as if it had taken place in school.

Pupils using school transport as a means to travel to school must complete a behavioural contract



form signed by both parents/guardians and pupils. The school considers time spent travelling on minibuses to be under the same set of behavioural expectations and sanctions as if a pupil was on the school site.

For inappropriate behaviour outside school, but not on school business, the Headmaster may exclude a pupil if there is a link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole. Pupils' behaviour in the immediate vicinity of the school or on a journey to or from school, or behaviour anywhere which is capable of bringing the school into disrepute, for example, can be grounds for exclusion.

### **Disabled Pupils**

The School is mindful of its legal duty under the Equality Act 2010 as amended not to discriminate against disabled pupils by excluding them because of their disability. This applies to permanent and fixed term exclusions. The definition of disability under the Act covers pupils with physical, sensory, intellectual or mental impairments. Discrimination means treating disabled pupils less favourably than other pupils without justification. It also means failing to take reasonable steps to ensure that disabled pupils are not placed at a substantial disadvantage compared to their non-disabled peers. What constitutes a reasonable step will depend on the circumstances of each case.





## **Appendix A**

### **Bredon School Rules**

The life and wellbeing of Bredon School is dependent upon the principles of honesty, fair-mindedness, mutual goodwill and consideration for others. Unwillingness to accept these principles is to break the school rules. All pupils who join Bredon School should expect a safe, well-ordered and civilised environment for all members of our school community.

Compliance with the School rules as written here is a condition of membership of the School and the Headmaster or their Deputies interpretation of these rules is final. The rules apply at all times when pupils are:

- at School during both the academic day and during boarding hours
- travelling to and from School in school transport
- taking part in or supporting any activity organised by or sponsored by the School whether in or out of term-time

### **School Rules**

Any infringement of these rules will be punished in line with the School sanctions as detailed in the Behaviour Management Policy & The Exclusions Policy (found on the school website or upon request). This includes permanent exclusion for serious offences.

- Pupils should always treat all members of the School community, visitors and members of the public with courtesy and respect
- Contact with the media in the name of Bredon School is forbidden without the approval of the School
- Any action which might bring the School's name into disrepute, verbally, in print or online is not acceptable
- All pupils must attend School and all timetabled activities punctually and regularly.
- Except in the event of sudden illness, no pupil may be absent from School without permission previously obtained directly from the Headmaster
- Pupils are expected to be committed both to their academic work and to the extracurricular activities of the School
- All pupils should wear their school uniform according to the uniform dress code attached as an appendix to this document and published on the school website
- Pupils are expected to respect others personal space and avoid any unwanted physical contact. Play fighting and behaviour which could be considered sexualised in nature is forbidden
- Public displays of affection are not permitted
- Inappropriate sexual behaviour, including sexual intercourse on school site or during off site school activity
- All pupils should take pride in the appearance of the school. Litter should be put into the waste



bins provided

- Pupils are forbidden to order items for delivery unless permission is given by a member of staff. Boarding pupils may be asked to open parcels in the presence of the Director of Boarding
- Chewing gum or spitting is not permitted anywhere on the School site
- Any damage to property whether belonging to the school, another pupil, staff member, or visitor to the school must be paid for by the pupil concerned and should be reported to a member of staff immediately
- All pupils must adhere to the School ICT Acceptable Use Policy which is widely available
- Gambling, buying and selling on site is not allowed
- Pupils are forbidden to possess or use tobacco, illegal drugs, legal highs, e-cigarettes/vapes or alcohol. (Alcohol may be consumed in moderation by pupils who are over the age of 18, at appropriate occasions, under the supervision of staff.) If this occurs on a School trip parents will be contacted and asked to collect their son/daughter at their own expense
- Bullying in any form, including cyber bullying is forbidden (see Anti-bullying Policy).
- Pupils in the Sixth Form may bring cars to the School only with the written permission of the Headmaster and Head of Sixth Form and with the correct paperwork completed. Permission can be revoked at any time at the Headmaster's discretion if pupils' use of their vehicles is without due care and attention.

### **Personal Property**

All garments and articles of personal property including clothing must be clearly labelled with the owner's name. Pupils should use the lockers and systems supplied by the school to ensure that personal property is kept safe. The school can only accept liability when it can be shown that the school behaved in a negligent manner.

### **Rules which refer to the School Bounds**

Bredon School pupils are expected to know and adhere to winter and summer bounds as briefed to the pupils. The site is bounded by a river and there is a motorway nearby. These hazards are clearly out of bounds as are the farm and other designated areas on site unless accompanied by school staff. No pupil is allowed to leave the school site without seeking the appropriate permission. Any pupils who abscond from site will be deemed to have significantly broken school rules and will be sanctioned accordingly by the Headmaster. This sanction may result in a permanent exclusion.

Other out of bounds areas include the roof of any building, the woods and formal gardens around Pull Court.

Boarding accommodation is single gender and boarders are not allowed in the opposite sex's accommodation unless formally invited by boarding staff for an activity or event.

### **Behaviour escalation process:**

3rd break time detention (C2) accrued in one half term, will result in a C3 whole lunchtime detention being issued.



3rd C3 detention in one term, will result in a C4 Headmasters detention or if applicable, internal suspension.

2nd internal exclusion in one academic year, will result in a fixed term exclusion.

3rd fixed term exclusion across school career, may lead to permanent exclusion.

If a pupil accrues 12 sanctions of any kind within an academic year parents will be invited in to meet with the relevant Head of House to discuss the pupil's behaviour and put a plan in place to support that pupil to adapt their behaviour appropriately.



## Appendix B

### School Uniform Standards for Years 3 to 11

#### Girls:

- Blazer - school blazer with Bredon School logo
- Shirt - plain white blouse. During summer, short sleeve blouses may be worn. (If an optional house tie is chosen to be worn, buttons must go to the neck and be fastened)
- House tie (optional, and if not worn pin brooch must be fixed to blazer lapel)
- Jumper - maroon with Bredon logo (optional)
- Skirt/kilt - knee length (not rolled up)
- Trousers - Plain charcoal grey/plain black (if kilt not worn)
- Socks - black, navy blue or grey
- Shoes - black low heeled and "sensible", suitable for all weather. Trainers and boots are not acceptable
- Coats, scarves and gloves must be school supplier issued or plain black/dark blue

#### Boys:

- Blazer - school blazer with Bredon School logo
- Shirt - plain white with top button done up. No polo shirts. During summer, short sleeve shirts may be worn and top buttons will need to be done up
- House tie (Top button fastened and tie covering buttons)
- Jumper - maroon with Bredon logo (optional)
- Trousers - plain charcoal grey/plain black
- Socks - grey or black
- Shoes - flat, black and 'sensible'. Trainers and boots are not acceptable
- Coats, scarves and gloves must be school supplier issued or plain black/dark blue

#### Note:

- Hoodies should not be worn and neither should cardigans
- Badges which pin to the blazer lapel will be used only to denote membership of certain groups, e.g., prefects or house
- In hot weather permission may be given by the Headmaster to move to "shirt sleeve order", with blazers and ties dispensed of. Pupils will be informed through tutors if this is to be the case

#### Shoes:

- These should be black, flat and "sensible" and polishable
- Fashions change constantly and some are unsuitable for school use, including trainers from sports wear manufacturers which are marketed as "school shoes"
- Boots are not allowed
- Steel tips are not allowed



**Sports Kit:**

Bredon School sports kit should be worn for all sports lessons unless the Director of Sport directs otherwise.

**Make-up and jewellery:**

Make-up is generally not appropriate for school wear under Year 10. Make-up should be discreet as judged by pastoral staff. This includes coloured nail varnish which should not be used and will need to be removed.

A discreet piece of religious jewellery and a watch but no other visible jewellery may be worn.

It is acceptable to wear a maximum of two single small stud earrings.

Nose, facial, tongue and other studs must not be worn.

**Hair:**

We encourage neat, traditional styles in the natural colour and consider any extremes to be unsuitable for school. Grade 3 is the shortest cut that we would find acceptable. Pupils with long hair will have to tie it back in some subjects.

## **6th Form Dress Standards (with effect from September 2024)**

### **Lower 6th**

Dark green tweed blazer and plain charcoal (dark) grey trousers/skirt

Both of the above are to be paired with a pinstriped shirt/blouse or plain pink or blue shirt and house tie.

Optional v-neck pullover or slip in navy, charcoal grey or black can be worn in addition to a jacket/blazer, but not in place of.

Black or brown leather shoes, boots are not acceptable.

### **Upper 6th**

As above with the exception of prefects who can wear their prefect tie (issued by the Headmaster)

### **Additional information**

If trousers are worn, black or navy blue socks should accompany them.

If skirts are worn, they should be no shorter than a maximum of two fingers' width above the knee. Tights are to be of plain design and black, navy or flesh coloured.

Any coats worn are in addition to the suit jackets/blazers required, not in place of, and must be navy blue, charcoal grey or black in colour.

### **School Bag:**

Every pupil should have a school bag in which books, prep diary/planner and equipment can be carried. Laptops need to have a protective case.

### **Personal presentation:**

At Bredon School we know that personal appearance and behaviour are important both as individuals and representatives of the school.

Writing on hands or any other parts of the body is not acceptable.



BREDON  
SCHOOL

Lastly, a polite, well dressed, caring school is what we want. School uniform is simply conformity of dress and never takes away from character or individuality.