



# Behaviour Policy, including Rewards and Sanctions

## Prep School

Clifton College Prep School is dedicated to ensuring that our School environment supports learning and the wellbeing of pupils and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe school where pupils feel included in every aspect of school life and are comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their behaviour. It extends to all members of our school community and is written in line with the College's 'Vision, Values, Behaviours and Attributes'. Good behaviour and self-discipline have strong links to effective learning, and are vital for pupils to carry with them both during and after their school years.

### 1 AIMS

Clifton College believes that all pupils should be aware of the standards of behaviour that are expected of them and take responsibility for promoting these standards. Courtesy, good manners and high standards of behaviour are expected of pupils, at all times. We hope that by encouraging positive behaviour we can promote good relationships throughout the school, built on trust and understanding, and that through the use of this policy we can support all of our pupils in developing a high level of social awareness. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life. The purpose of the rules is to enable the pupils to enable the School to function to the best advantage of all its members and the neighbouring community. The aim is to promote a happy, safe and enjoyable environment for everyone.

### 2 THE COLLEGE'S CORE VALUES AND THE PUPILS' CODE OF CONDUCT

It is all pupils' duty to abide by the Core Values and Behaviours of the College and to comply with the Pupil's Code of Conduct and School Rules. The Code of Conduct and School Rules apply at all times during term time, both in and out of school and when pupils are on trips or visits.

#### 2.1 College's Core Values

We have three **core values**, which underpin the College's overall culture.

**Integrity** - We treat each other with kindness, sincerity and respect. We are liberal and open-minded, free from prejudice and pretension. **We strive to make a positive difference in everything we do.**



**Spirit** - We are determined to explore and develop what excites and motivates us, to fulfil our potential and realise our dreams. **We are curious, adventurous and intellectually agile.**

**Resilience** - We believe everyone should be empowered and supported to take risks. We are not afraid of setbacks. We learn from our successes and challenges. **We encourage bravery and, through reflection, build inner strength.**

## 2.2 Pupil's Code of Conduct

- Treat others as you would like to be treated yourself
- Demonstrate good manners and helpful and considerate behaviour at all times
- Be conscientious in your attitude to work and school commitments, aiming to do your best at every opportunity
- Be punctual by being accountable and responsible for your time
- Allow others to work without disturbance
- Care for and respect other people's welfare and property
- Look after and respect the physical environment of the College
- Ensure that harm does not come to yourselves or to others
- Cooperate with others in a spirit of trust, mutual support and common purpose
- Be an ambassador for the College by giving service to Clifton and the wider Bristol Communities
- Contribute widely to House and School activities

Whilst the expectation is that all pupils will follow the Code of Conduct, we also believe that it is important to encourage good behaviour throughout the school by celebrating and rewarding good behaviour, as detailed below.

## 3 STANDARDS OF BEHAVIOUR

### 3.1 School

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally, and will never denigrate pupils or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities, as well as the additional challenges that some vulnerable pupils may face. We recognise our legal duties under the Equality Act 2010 in respect of pupils with SEN and/or disabilities. Staff are trained to deal with behavioural issues as part of their continual professional development.

We work with parents to understand their children and their behaviour and believe that behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to



communicate with the school if they have a concern about their child's behaviour, and we will do as much as possible to support parents, as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are published in the pupils' prep diary and in Houses.

The school will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 4.7 of this policy.

### **3.2 Pupils**

Pupils are expected to follow the Pupil Code of Conduct and to obey the School and House rules, as well as to listen, follow instructions by staff, and accept and learn from any sanctions that they receive.

### **3.3 Parents**

Parents play a significant role in ensuring that their children are responsible for their own behaviour and progress in school. We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with teaching staff, Housemasters/mistresses (HoMs), the Deputy Heads or the Head to discuss their child's behaviour.

## **4 THE SCHOOL RULES**

When rules are broken, sanctions may be imposed by the Head, Deputy Heads, HoMs or Teaching Staff, depending on the circumstances. Sanctions are imposed in order to protect the communal life of the Prep School and to make it clear that certain actions are unacceptable. The School's aim is always to be clear and fair, and to explain the reasons for any punishments given so that those involved can reflect on their actions and understand what is expected. Sanctions range from the awarding of behaviour points and detentions to removal of House privileges, gating, suspension and exclusion.

(Detail of the sanctions can be found in the appendix below) In some cases members of staff will confiscate items and can search a pupil or their belongings if they suspect they are in possession of prohibited items or other items whose possession is against the school rules such as vaping paraphernalia. (For further information see the School's Policy on Searching and Confiscation).

Rules apply in term time when at school and when travelling to or from school, on school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future pupils participating. Day pupils, or Boarders on exeat, should expect to be treated in the same way as Boarders if they are involved in the same incident. The College reserves the right to impose sanctions for poor behaviour that occurs outside of term time or the normal school day, or off-site if such



behaviour is likely to have a negative impact on the College or members of the College community.

For legal and safety reasons, certain activities require specific permission. In addition, some areas of the Prep School campus have their own particular rules.

#### **4.1 Unacceptable Behaviour**

The following behaviour is regarded as completely unacceptable and will result in disciplinary actions as outlined in the Rewards and Sanctions Policy, and may be punishable by suspension or expulsion. This list is not exhaustive.

- Verbal or physical abuse to staff, pupils and others
- Rude, derogatory, discriminatory, racist, prejudice or defamatory language
- Indecent behaviour, sexual harassment or sexual violence
- Damage to property, arson and theft
- Serious actual or threatened violence against another pupil or a member of staff
- Whilst in the care of the school, sexual relationships are not allowed
- Vaping or bringing any vaping paraphernalia into school is forbidden
- Under no circumstances will illegal or inappropriate items be brought into school (this includes carrying or using weapons of any kind)

#### **4.2 The Academic Day**

- During lessons, pupils are expected to work hard and to behave well at all times.
- Pupils are expected to do all work set to the best of their ability and to hand it in on time.
- Failure to produce prep or to complete the required work during the lesson will result in a lunchtime detention run by the Deputy Heads.
- Punctuality is required at all times. In practice, this means arriving early for all commitments.
- Pupils may not wander around the school during lesson time. If a member of staff is not present at the start of a lesson, pupils are expected to seek advice from another member of staff, or a representative should go to the Secretary's Office.

#### **4.3 Attendance**

- Unauthorised absence from school is not allowed.
- Only House and Health Centre staff, or the parent of a day pupil, can decide whether a pupil should stay out of lessons or be
- Off Games. Under no circumstances may pupils decide for themselves whether they consider themselves to be fit, or not.
- All pupils must attend registration in House twice each day, at 8.15am and at or after lunch.
- All pupils must follow the House's sign in and sign out procedures.
- Boarders will have final evening registration at 7.30pm. After this time, pupils may not leave their House without permission.



- Lights out for boarders will be 8.45pm for Lower Pre and 9.15pm for Upper Pre pupils.

#### **4.4 Uniform and Appearance**

- School uniform and Games kit is defined by the Uniform List.
- Uniform must be clean, neat, tidy and worn properly.
- When appropriate, the Summer Dress Code will be announced by the Head, students can choose (i) to continue to wear full school uniform; (ii) wear no blazer, shirt without a tie and sleeves rolled up above the elbow or (iii) no blazer, shirt with tie and sleeves rolled down.
- Informal dress should be clean and tidy, not outlandish or sloppy. It may be worn by Boarders after school.
- Hair should be clean, tidy, conventionally styled and kept off the face. Colouring and extremes of fashion are not permitted. Hair longer than shoulder length should be tied back for all pupils.
- As a College we have signed up to the Halo code. This explicitly protects students and staff who come to school with natural hair and protective hairstyles associated with their racial, ethnic, and cultural identities
- Pupils may wear plain studs or small, discreet earrings, one in each ear lobe. No other visible jewellery may be worn by pupils with school uniform or games kit, unless specifically permitted by the Housemaster/mistress. Body piercings should not be visible at any time of the day.
- Nail varnish or false nails / extensions may not be worn with school uniform and students will be asked to remove these.
- Pupils wearing make-up whilst at school will be asked to remove it by HoMs and Matrons. We do not want to encourage an environment where students are competing in terms of their appearance or how “fashionable” they look.
- Hats are not to be worn whilst inside buildings, but may be worn with the agreement of games staff in cold weather.
- Games clothes worn around campus within the school day, should ONLY be permitted Clifton College branded kit and where permission has been granted for it to be worn.
- Pupils, who in the view of staff, are wearing inappropriate clothing will be asked to change.

#### **4.5 Drugs, Cigarettes and Alcohol**

All pupils receive education with regard to the potential damage caused by drugs, cigarettes and alcohol. The school will not tolerate cigarette, e-cigarette (vapes) alcohol or drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of cigarettes, e-cigarettes or drugs . Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes possessing, or taking the following. (For further information see the College’s Drugs and Substance Abuse Policy.)



- **Illegal drugs, solvents and any other substance that can be misused or harmful (including Nitrous Oxide and so called “legal highs” which are no longer legal)** - Carrying, supplying or taking these could result in a permanent exclusion.
- **Prescription drugs** - Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.
- **Non-prescription drugs** - Some over-the-counter drugs can be harmful if misused. Pupils should give medication to House Staff or the Health Centre for safekeeping.
- **Cigarettes** - Smoking and the possession of tobacco, e-cigarettes, vapes, matches, and lighters is strictly forbidden.
- **Alcohol** - Pupils must not bring alcohol onto the school premises and the consumption, possession, sale or other involvement with alcohol by pupils is strictly forbidden.

#### 4.6 Bullying

Clifton College wants to make sure that all pupils feel safe at School, and accepted into our School community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Bullying can be verbal or physical, by person or by electronic, online or written means and can be directed at both staff and pupils. The school practises a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the School.

Online abuse and bullying that takes place out of School or during the holidays and is subsequently brought to the attention of the School may be addressed in line with School policy.

#### 4.7 Sexual violence and sexual harassment

Sexual relationships or sexualised behaviour between pupils whilst at the College are always deemed inappropriate; in some cases such relationships may also be illegal. There is more detail covered here in the behaviour policy.

The College has a zero-tolerance approach to sexual violence and sexual harassment. It is never acceptable and will not be tolerated.

Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. All reports and concerns, including those outside the College or online incidents will be taken seriously by the College and those affected will be offered appropriate support. All victims will be taken seriously and will be supported and kept safe.

Sexual violence refers to sexual offences under the Sexual Offences Act 2003, specifically:



rape, assault by penetration, sexual assault and causing someone to engage in sexual activity without consent. These are exceptionally serious criminal offences that will be referred to the police.

Sexual harassment refers to 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of the College.

Sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (this may also constitute sexual violence) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence and may include:
  - sharing of nude and semi-nude images and videos; including those that are produced or manipulated by Artificial Intelligence
  - sharing of unwanted explicit content;
  - upskirting;
  - sexualised online bullying;
  - unwanted sexual comments and messages, including, on social media;
  - sexual exploitation; coercion and threats.

All cases of sexual harassment must be challenged. If not challenged, inappropriate behaviours can be normalised and provide an environment that may lead to sexual violence.

Upskirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence.

The sharing of nude and semi-nude images and videos is also known as sexting or youth produced sexual imagery. Making, possessing and distributing any imagery of someone under 18 which is indecent is illegal. This includes imagery of yourself if you are under 18.

#### **4.8 Co-Curricular activities, Games and Fixtures**

- Clean regulation Games kit (see the Clothing List) must be worn for all school practices and matches. Jewellery should not be worn. Safety wear will also be required as appropriate. Casual sportswear may be permissible for recreational games and activities if tidy and appropriate
- Cricket squares are out of bounds at all times, except for official practices. Hard nets may be used under supervision, provided full protective gear is worn and the practice is conducted with due regard for safety



- Pupils must have due regard for the proper upkeep and condition of all pitches and games facilities
- Pupils may not use the pitches, nets or pavilion on the New Field unsupervised at any time
- The swimming pool and sports hall may be used only under staff supervision
- Outside term time, the use of any school facilities by pupils is not allowed unless permission is given by a Deputy Head or the Head.
- Boarding pupils who wish to miss games for health reasons must see their Housemaster or Matron who will place them on the off games register if appropriate. Day pupils must show a letter (email) of verification to the Housemaster/mistress or Health Centre and request to be placed on the off games register
- Pupils may not play games in the afternoon if they have missed any school period in the morning due to illness
- For away matches, a register will be taken on the coach and an update regarding absences will be sent to the HoMs and Matrons. Any pupil who wishes to go home with their parents (or someone else's parents), and not on the coach, must have written or email permission from their parent (and, if appropriate, the parent with whom they are travelling) and the teacher in charge will inform the appropriate HoMs

#### **4.9 Possessions and Lost Property**

- Mobile phones and other electronic items with internet capability are not permitted in School. Such items belonging to Boarders and Year 7 and 8 day pupils should be handed in immediately as pupils arrive at school and remain in Houses at all times, in the care of the Housemaster/mistress. Any pupils found using their mobile phones in the Prep School will face a serious sanction.
- Pupils must clean up after themselves and not drop litter, as well as respecting school property, including all Health and Safety equipment
- Pupils' property remains their responsibility at all times and should be looked after carefully. This includes valuables (e.g. watches and calculators) but also books, files, bags, pencil cases, games kit, etc.
- There may be occasions when pupils ask members of staff to look after their possessions; for example when they take a mobile phone to a sports match. Pupils are reminded that they should not take precious and expensive items to situations when they will require someone else to look after them. There is no expectation that a member of staff will look after such items if called upon to do so. If a member of staff does agree, then they will naturally do their best to look after the items, but they are unable to guarantee the safety of pupils' possessions under these circumstances.
- All items must be marked clearly with name and house
- Pupils are advised to carry a bag to keep books and files together
- Buying from, selling to, or exchanging any items with other pupils is strictly forbidden.

(Note: Any unmarked valuables found on campus will be taken to the School Office, and lost property to the lockers outside the Common Room)





#### **4.10 Health and Safety**

- Pupils who feel ill during the day must report to the School Office or Matron if in Cambridge or Downend classrooms. Boarding pupils will then return to their Boarding House, making the HoM or Matron aware of their presence. Boarding pupils would only return to School with the agreement of the Matron who would contact the School Office to notify them of the pupil's return
- Pupils are expected to act responsibly with regard to the health and safety of themselves and all other members of the community. Standards of dress must be consistent with proper safety and hygiene
- Pupils must not run or push in corridors or queues
- Pupils must not misuse or interfere with any items or appliances that are provided for reasons of safety or security (e.g. fire extinguishers and alarm systems)
- Pupils should know and observe the additional safety rules laid down by the School, particularly those concerning procedures for use in case of fire
- Pupils must observe road safety, and give way to the public on the pavements and to cars on the roads
- Road crossing: all pupils up to and including Year 6 should only cross roads with adult supervision

#### **4.11 Catering**

- Reasonable steps are taken to ensure that pupils eat healthily and regularly. Boarders must attend all meals and day pupils must attend lunch
- HoMs will monitor boarders attending breakfast. Fruit is available in all the Houses as well as water taps and break-time snacks.
- Pupils in the Lower Pre will eat lunch at their allocated time in the BMH and will not enter until house staff direct them to do so.
- Pupils in the Upper Pre will eat lunch in the BSK immediately after Period 5.
- Pupils are not permitted to bring their own food to school without the permission of their HoM. Birthday cakes and treat days are obvious exceptions.

#### **4.12 Bicycles**

For pupils with permission to ride to and from School:

- Bicycle helmets must be worn
- Bicycles must be roadworthy and conform with the law
- Bicycles may not be ridden in the School precinct other than on public roads
- Bicycles must be located in the provided bicycle sheds/racks
- Responsibility for the security of a bicycle lies with the owner
- E-Scooters may not be hired by any pupil.



#### **4.13 Strangers**

- All College employees and members of Council will be wearing school dark blue lanyards (College employee). Other adults permitted to be unaccompanied on the College campus may be wearing light blue, purple, green or yellow lanyards. Visitors will be wearing a red lanyard and should be accompanied at all times by an adult who is permitted to be on the campus.
- Pupils should inform a member of staff at once about any stranger seen on campus who is not wearing a lanyard or a visitor wearing a red lanyard who is unaccompanied.

#### **4.11 ICT and Technology**

- All pupils are required to read, sign and adhere to the School ICT acceptable use agreement, which states all regulations in detail
- Mobile phones are not permitted in the Prep School.
- All pupils with mobile phones must hand their device to HoMs on arrival at school with the device left in airplane mode. Failure to do so may result in a sanction.
- Pupils must not abuse or misuse ICT facilities, including the inappropriate use of email and internet services. The school ICT facilities are provided as an aid to academic work - in lessons, prep or private study and research, and a means of communication between staff, pupils and parents
- The possession, searching for, downloading, sharing, and use of pornographic or inappropriate material is prohibited, including any such material that has been produced or manipulated using Artificial Intelligence
- All pupils in Year 7 and 8 should access their school emails and Google Classroom daily, as this is now a common method by which staff contact pupils or disseminate information
- The School does not advise pupils to use social networking sites. Pupils should exercise extreme caution when using such sites and avoid posting personal data and photographs which could put that individual, or other members of the school community, at risk from others
- Pupils must not post, download, comment on or pass on inappropriate material about members of the school community, either through the school internet or through their own devices
- Personal electrical equipment must be PAT certified (arranged on an annual basis). The Housemaster/mistress can arrange for equipment to be tested
- The wearing of smart watches, whilst allowed, is not encouraged. These watches should be set to 'school mode' and not connected to the internet. The recording of staff audio or video on these devices is seen as a serious breach of pupil behaviour.

#### **4.12 Visiting Houses**

- Visiting Houses during lesson time is not allowed
- All visitors from other Houses must remain in the public areas of the House unless specific permission is gained from a member of the House staff



#### **4.13 Parties**

- Pupils may not normally organise or go to parties on weekdays
- If a Boarder is invited to a party they must seek permission from their Housemaster/mistress at least 48 hours in advance. The Housemaster/mistress will liaise with parents or guardians in line with Prep School's Parties Policy and Guardians Policy

#### **4.14 Bounds, Houses & Exeats**

- Any pupil who needs to leave the School Campus must seek permission from a member of the House staff. All pupils leaving the campus must be under the supervision of a registered adult and they must sign back in with the Office or the House, upon return
- The School Shop is out of bounds unless specific permission is obtained from the HoM (Year 7 and 8 only). Year 8 pupils will have access to the school shop, on a rota, dictated by Deputy Head Pastoral, during the summer term as part of the transition process to the Upper School. This access can be removed at any time.
- Any private property not belonging to the College is out of bounds to all pupils
- Private areas of Boarding Houses are out of bounds to all pupils
- Year 8 boarders may be allowed to visit certain designated areas outside of the College site on weekends in the summer term as part of their transition to the Upper School. These visits will be risk assessed and take place in daytime only.

#### **4.15 Courtesy**

- Pupils must be quiet in Chapel when the organ is playing before a service and throughout the service
- Pupils must show respect for OCs who have died in conflicts around the world by removing hands from pockets when entering The Chapel and when passing through Memorial Arch en route to the Redgrave Theatre, for example
- Pupils wishing to organise or be involved in charity fundraising events must seek permission from the Deputy Head (Pastoral), and from the HoM

#### **Additional Note: Regulating Pupils' off site conduct**

Pupils who are caught or known to have been misbehaving on the way to or from School, or near the School premises, will be disciplined by the School. This also applies to pupils who break School conduct during School trips, or extended School activities such as sports events, or any event where poor behaviour might jeopardise the chances of future pupils participating. Any off-site misbehaviour, including online behaviour, could result in sanctions. Behaviour that has a negative impact on the reputation of the College may result in sanctions.

## **5 SERIOUS DISCIPLINARY ISSUES**

Whilst most disciplinary issues can be processed and resolved using the existing Behaviour Policy, there are certain incidents which merit the implementation of a special policy. Such incidents are those whose levels – or potential levels - of severity justify a more detailed plan of action. These are more likely to involve pupils in Years 7 and 8, but may, on occasion, involve pupils in Years 4, 5 and 6 (see appendix i for procedure and list of example Serious Incidents)



## 6 PRAISE POINTS

### 6.1 Praise Points for academic achievement and positive conduct

Praise Points are awarded for Good Academic Work or positive conduct. Pupils can be awarded Praise Points for good work or good conduct. These can be added singly through Engage, with an appropriate description. For outstanding work or conduct, a second point can be added.

These are marked on the pupils' work as 'PRAISE POINT' or given verbally in the case of positive conduct and are entered onto the pupils' profile using Engage.

Pupils will receive Praise Point Stars to be worn on their blazer lapels. The awards are set at the following levels:

- 50 points - Bronze
- 100 points - Silver
- 150 points - Gold
- 200 points - Platinum
- 250 points - Diamond

## 7 BEHAVIOUR POINTS

### 7.1 Behaviour Points (Lower Pre)

Behaviour Points are issued in the Lower Pre for unacceptable conduct and behaviour and various academic issues. Work related behaviour points must be followed up by the subject teacher and discussed with the HoM who will also receive digital confirmation of the behaviour point and issue a House sanction.

These are marked on the pupils' profile using Engage and must include an appropriate description.

HoMs receive notification of these behaviour points and will address the issue with the child and parents if necessary. Higher level behavioural issues may also incur a House gating, extra school duties or an after school detention run by the Deputy Head Pastoral and will involve parental communication from HoM/DHP.

Examples of behaviour that warrants behaviour points or higher sanction can be found in appendix ii.

## 8 PREP SCHOOL SANCTIONS

Below is a list of the types of sanctions that could be applied to breaches of the School Rules – these are not prescriptive and the circumstances of any particular incident may influence the severity of the sanction imposed. These will be recorded in the Sanction Log and reviewed by the DHP. Parents will be notified of these sanctions.

***Extra School Duties (Years 7 and 8 only)***

Jobs done on Tuesdays, Thursdays and Fridays at 1pm under the supervision of the Deputy Head Pastoral. This sanction overrides pupils' participation in Activities during this time and may include litter picking, recycling, organising stationery or reading with the Lower Pre.

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***Lunchtime Work and Behaviour Detention***

Upper Pre pupils who exhibit low level disruption in the classroom, low level poor behaviour around the school, failed to complete prep or if their work is sub-standard will meet the DHP in the Red Suite at 1pm. Pupils will complete the work they have failed to do during this time or read and write out the school rules.

Staff will complete the sanctions log outlining the reason for the detention, the work to be carried out, alongside some consideration of any special educational needs of the pupil concerned. These are also recorded as a sanction on Engage.

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***Behaviour Satis***

Pupil to gain the signature of the member of staff after each lesson and by parents at the end of each day.

Given at the discretion of a HoM for pupils who fail repetitively to meet the standard of behaviour expected and explained to them by their HoM/DHP. This satis runs for one week.

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***Friday evening School Detention***

One-hour Detention (30 minutes for Lower Pre) held in The Deputy Head Pastoral's Office at an agreed time and recorded in the sanction log.

Given for a one-off high level misdemeanour or continued poor behaviour. Detention will involve an element of education and an element of sanction.

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***Anti-Prejudice Project***

Pupils will engage in a session of education and reflection into the specific example of prejudicial or discriminatory behaviour they have shown (racism, homophobia, misogyny, etc). This will be monitored by the DHP and HoMs and take place during break and lunch times while gated.



### ***School Gating***

Pupils also report daily to the HoMs at all breaks.

Given for more serious incidents and to pupils who reoffend in low level unacceptable behaviours.

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### ***Suspension***

Temporary exclusion of one to three days, accompanied by a final warning.

Given for a serious disciplinary incident (see section 5, above).

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### ***Withdrawal/Exclusion***

Permanent exclusion.

Given for failure to respond to a final, written warning. Can also be given for a highly serious one-off Incident or an accumulation of incidents of appropriate severity.

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In addition, Houses use the following sanctions:

### ***House Gating or Extra House Duties***

The pupil is restricted to the House during breaks or carries out jobs in The House under the supervision of House Staff and/or Matrons.

Given for low level misdemeanours.

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### ***Loss of House Privileges***

The pupil loses House-based privileges/treats, such as outings or inclusion in other celebratory occasions.

Given for mid/high-level misdemeanours.

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## **9 MAJOR SCHOOL SANCTIONS**

### **Suspension**

In the Preparatory School, The Head will also reserve the right, on occasion, to suspend a child for one-off serious misdemeanours.

Details are contained in appendix i.



## Exclusion

A pupil may be formally expelled if it is proven on the balance of probabilities that he or she has committed a very serious breach, or persistent breaches of the Behaviour Policy – or has committed a criminal offence. In such cases, the Head will act with procedural fairness and his decision may be subject to a Panel Review, if requested by the parent. Parents will be given a copy of the Review Procedure and will be requested to keep the child away from school pending the outcome of the review. (For further details regarding expulsion, please refer to parental terms and conditions).

## 10 WHAT TO DO IF YOU ARE UNHAPPY

We believe that you will remember Clifton College in the future as a place which was exciting, enjoyable and challenging, a place where you made friends and felt extremely happy and valued. We do our very best to make sure that you have the best possible time here.

Inevitably, there will be times when you experience difficulties or sadness. It is important that at such times, even if you think that others will find your problems trivial, you can talk to somebody. Talking to a friend may not always be enough. There are plenty of other people who will always be extremely happy to listen and help. You will always be taken seriously. It is very important not to bottle things up but to talk to someone. Usually we can help and certainly you will feel better for having shared how you are feeling with someone else.

Reasons for anxiety or unhappiness at school vary greatly. Problems may be relatively straightforward - lost property, timetable difficulties etc., or more complex and perhaps more worrying - bullying, private or personal problems, concern for a friend who is in trouble.

There are a number of adults to whom you could turn to discuss any issues you might have:

- Your Housemaster/mistress
- Your Assistant Housemaster/mistress
- The College Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). Please see posters around the school for more details.
- Your House Matron
- The Chaplain
- The Student Wellbeing Team
- The School Doctors, Senior Nurse Manager, or any of the Health Centre nurses
- The Head (see below)
- The Deputy Heads
- Any member of staff whom you know and trust

Should you prefer to report any concerns or problems anonymously, you can use the online anonymous reporting tool We Listen (SWGfL tool Whisper). You can either report via SMS to 07860021323 and start the message with **CLC1**. Or you can visit





welisten.cliftoncollege.com and complete the online reporting form. You can also get the online reporting form by scanning the below QR code.



You may prefer to talk to someone who is not connected with the College in any way. If you do not feel able to seek help from any of the above then you can contact Cat Marsh, the School's Independent Person who will listen to you and, if necessary, meet with you in confidence. She can be contacted by calling 0117 315 7289.

The following telephone and internet services are available

- Childline 0800 1111
- Local Social Services Department 0117 903 8700 (for duty team)
- Kooth (free, safe and anonymous online support for young people) - [www.kooth.com](http://www.kooth.com)
- NSPCC Helpline 0800 800 5000 or 0117 966 4283
- Off the Record (free and confidential mental health support) - 0808 808 9120 / [www.otrbristol.org.uk](http://www.otrbristol.org.uk)
- [www.worriedneed2talk.org.uk](http://www.worriedneed2talk.org.uk)
- Central Health Clinic 0117 342 6944
- <http://www.mindfull.org/>

You should feel free to contact the Head directly about anything that is troubling you. This may be done by writing a letter, in confidence, and giving it to the Head's PA. You must sign any letter you write; the Head cannot respond to anonymous information. You can also email the Head at [prepschoolhelp@cliftoncollege.com](mailto:prepschoolhelp@cliftoncollege.com)

## **11 WHAT TO DO IF YOU HAVE A COMPLAINT**

Complaints about any aspect of school life may be made at any time to any of the Members of Staff listed above. However, if you wish to make a formal complaint you should follow the procedure below.

### **Pupils' Complaints Procedure**

1. Any pupil may make a formal complaint by writing a letter or sending an email to the Head (or, if the complaint concerns the Head, to the Head of College).
2. Pupils should be reassured that they would never be penalised for raising a complaint in good faith.



3. The pupil will be spoken to confidentially within 48 hours. The situation will then be investigated.
4. The pupil will then be invited to discuss the matter and another pupil or member of staff may attend that meeting. This will happen within a week of the complaint being received.
5. If at the end of this meeting the pupil is still dissatisfied, a meeting with a member of Council can be arranged.

The procedure is intended to produce a resolution that everyone can accept.

If the complaint has not been resolved by the procedure above, then pupils can contact ISI by calling 0207 600 0100 or by emailing [concerns@isi.net](mailto:concerns@isi.net).

## 12 EQUAL OPPORTUNITIES STATEMENT

Clifton College maintains an equal opportunities policy in all areas of school life. The aim of this policy is to ensure that no pupil receives less favourable treatment than any other on grounds of age, disability, SEND, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The College is committed to making this policy fully effective for all who study and work in the institution.

For clarification, the legal definition of disability expressly excludes certain conditions: A tendency to set fire, steal, physically or sexually abuse other persons, exhibitionism and voyeurism. In certain situations, where the physical abuse of others is part of a disability, for example an autistic child who lashes out at their care staff, this behaviour is not excluded and the pupil is entitled to the legal protection afforded by The Equality Act. The College is required to make reasonable adjustments to manage this behaviour and avoid putting the pupil at a substantial disadvantage, for example by making adjustments to the Behaviour Policy and to avoid the behaviour arising through de-escalation strategies, providing increased supervision and further staff training etc.

### **Routine times for pupils to see the Deputy Heads:**

DAILY AT BREAK OR BY APPOINTMENT

The **Head** will see pupils by appointment via his PA.

*In the event of an emergency, the Deputy Head (Pastoral) can be contacted on 0117 315 7506*

*Related policies: Anti-bullying, Drugs & Substance Abuse, Smoking, Alcohol, Searching and Confiscation, Positive Handling, Complaints Procedure, Mobile Phones, Parties.*

## 13 CONCLUSION

It is the policy of the Prep School to treat all the children fairly and consistently. All sanctions and rewards are continuously monitored for effectiveness and are discussed regularly by HoMs, HoDs, teaching staff and SLT. If a child considers that they have been

treated unfairly or denied praise and/or reward where it is due, they are encouraged to voice their concerns using the appropriate pastoral channels. Such concerns will always receive attention and, in certain cases, the sanctions and rewards in question will be adjusted.

No member of staff at Clifton College is permitted to use any degree of physical contact which is deliberately intended to punish a pupil, or which is primarily intended to cause pain or injury or humiliation. This ban on corporal punishment is absolute. It applies, regardless of the severity of the pupil's misbehaviour, or the degree of provocation from the child or children in question.

This policy will be reviewed annually and at other times in the intervening period as necessary.



## Appendix

### i) Serious incidents

The bullet points outlined below are designed to be examples of incidents that would be termed as 'serious'. This is not an exhaustive list and will be clarified and discussed with pupils in Year 7 and 8 during Tutor Group meetings and followed up from time to time by HoMs, as applicable.

1. Incidents involving pupils carrying out Criminal Acts of any kind.
2. Incidents involving sexual activity – or allegations of sexual activity – whether consensual or non-consensual, between pupils.
3. Incidents involving pupils distributing images and/or film clips of other pupils on the internet.
4. Incidents involving pupils writing, or posting online highly insulting, disparaging or libellous comments about other pupils and/or members of their family on the internet, or via other means of written communication.
5. Incidents involving theft, vandalism or potentially dangerous behaviour
6. Incidents involving pupils leaving the Prep School Campus during School time without permission
7. Incidents involving a serious physical attack by one or more pupils upon another or others, especially where the result of the attack leads to potential serious injury, medical intervention or hospitalisation.
8. Incidents involving serious, highly insulting, personal and or potentially damaging racist and/or prejudiced verbal remarks from a pupil to a member of staff, or to another pupil.
9. Incidents involving a physical attack by a pupil upon a member of staff.
10. Members of staff with a conflict of interest with regard to any part of the investigation of such incidents are to declare this to a member of the SLT.
11. If the Head of the Prep has a conflict of interest with regard to any part of the investigation of such incidents this should be reported to the Head of College.

### **Protocol to be followed when dealing with Serious Disciplinary Incidents. If such incidents occur 'off site', adjustments may be implemented, as applicable**

#### **Phase one: as soon as possible after the initial incident report:**

- The reporting member of staff conveys the details of the incident to the Head or a Deputy Head immediately. The reporting member of staff should then submit a contemporaneous hand-written account of events, containing facts only. This should be timed, dated and signed and should contain no subjective, biased or judgemental comments.
- The Deputy Head Pastoral would then inform the child/ren's HoM(s) and the DSL, immediately, giving a clear account of the event surrounding the incident, based on the written account of the reporting member of staff.



- The parents of any pupil involved in the incident will be informed, immediately, by the HoM. At this stage, the parents will be told about the background details of the incident and informed that a fact finding exercise will take place, before any decisions regarding the incident are made. The call will convey the following information:
  - 1.The details of the incident itself.
  - 2.The details of the procedures which have been followed, and
  - 3.The details with regard to the child(ren)'s current supervision and wellbeing.
 In the case of Boarders, this should be done taking into account international time zone differences, avoiding sleeping hours in all but the most serious instances.
- Child/ren's HoM(s) to talk to the children involved, offering pastoral support, whilst neither condoning nor condemning their actions. Thereafter, the child's HoM will place no active role in any further investigation, but will remain as the child's go-to person, throughout the duration of the investigation. During this time, the children would produce a hand-written account of the events surrounding the incident, under the careful supervision of a member of the SLT or HoM and would then remain with the HoM pending the decision from the SLT as to how to proceed. Emergency cover to be provided if applicable.
- SLT to meet to discuss the evidence surrounding the events, including the reporting Member of Staff's account, along with accounts written by the children involved. It is important at this stage not to cast judgement, as the incident will more often than not involve one child's word against another and it is important that the School is seen to maintain an unbiased stance until such time as all the evidence has been considered, discussed and digested.
- However, if upon initial scrutiny, it seems highly likely that the incident will need further investigation, or may be likely to lead to suspension or expulsion, the Deputy Head (Pastoral) to inform HoM(s), whilst the Head updates the parents (minuted), by telephone if possible, but if not, by email.
- SLT to meet to scrutinise all evidence gathered thus far in order to decide upon an appropriate course of action for the children involved (minuted). No decision regarding suspension or exclusion should be made until the Head, Deputy Head Pastoral and DSL have carefully examined and discussed the evidence and have consequently mutually agreed upon the best course of action.
- If it is finally decided that a child is to be suspended the Head will further update the parents accordingly. In this case, the child should be collected as soon as possible by the parent (or, in the case of a Boarder the child's registered guardian), or supervised by the HoM, or when unavailable, a member of the House Staff, until such time as the parent or guardian can collect the child. It is important that it is made clear to the child that he/she is at liberty to contact his/her parents during this time and provision should be made available for this to be achieved easily.

**Phase two: within 36 hours (or as soon as possible after) of the initial incident report:**

- The Head/Deputy Head (Pastoral) to meet with parents to discuss details of the incident and any proposed sanctions (minuted). This could involve the



imposition of a one, three or five day suspension or exclusion, depending upon the events surrounding the incident itself and the gravity of the specific misdemeanour under scrutiny.

**Phase three: three working days (or as soon as possible after) of the initial incident report:**

- Once the sanction has been issued, the Head will compose a letter – marked ‘Privileged and Confidential’ to the parents confirming the details of sanction. Once checked and signed, this will then be mailed (suggest registered post) **and** sent in pdf form in an email clearly marked ‘Privileged and Confidential’.
- If parents do **not** accept the terms of the sanction, they should be invited to state their reservations in writing as the first stage of the appeal procedure (as described in the Complaints Procedure). Thereafter, the appropriate procedures and protocols would be followed.

**ii) Behaviour points (Lower Pre)**

*Examples of Low level infractions (1 behaviour point recorded on Engage and may be subject to house sanction)*

- lateness
- untidy personal appearance
- negative body language
- lack of basic good manners (failure to hold a door open for an adult, etc.)
- not upholding playground/corridor conduct rules
- lack of respect for equipment/belongings
- questioning instructions
- disorganised in class/during prep
- low level distraction of others in class/during prep
- talking out of turn in class/during prep
- unnecessarily untidy work
- unacceptable body language

*iii) Examples of Higher level (Recorded in Sanctions Log) – automatic School detention, gating, extra duties, Satis or loss of House privileges as agreed by HoM/DHP*

- repeated lateness
- highly unacceptable/rude body language after warning
- highly unacceptable bad manners
- unacceptable/dangerous corridor/playground conduct after warning
- unacceptable disregard for equipment/belongings: graffiti / toilet paper throwing
- blatant disobedience/rudeness
- serious unkindness towards another; implications of bullying-related behaviour
- significantly disruptive behaviour in class/during prep after warning
- persistent failure to produce prep without valid reason
- persistently unacceptable work after warning unacceptable lack of good manners
- breaking corridor/playground rules repeatedly
- disregard for equipment/belongings

- questioning instructions/answering back after warning
- repeatedly disorganised in class/during prep
- distracting others in class/during prep after warning
- unkindness towards another
- repeated talking out of turn out in class/during prep after warning
- repeated failure to produce prep without valid reason
- unacceptably untidy or slovenly work