



**RYDE SCHOOL  
WITH UPPER CHINE**

# Behaviour Policy

Policy date:	September 2024	
Date of next review:	Summer Term 2024-25	
Owner(s):	AGD/EDM/EEW	
Approval body:	Governors & Head Master	
Intended audience:	Pupils, parents and staff	
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Location (tick as appropriate):	Website	✓
	Parent Portal	✓
	Staff Portal	✓
	Inspection folder	✓

**(Refer to Pupil Code of Conduct for Senior School and Prep. School and Golden Rules for Pre-Prep and Rainbow Rules in the Nursery)**

This policy sets out the standards of behaviour required of pupils and outlines both the rewards used to encourage good behaviour and the sanctions adopted in the event of misbehaviour. Behaviour throughout the school should reflect the School's values of ambition, respect, responsibility and courage. In addition, the policy reflects the School's commitment to safeguard and promote the welfare of pupils in our care. In order to achieve this, the atmosphere in school must support the teaching and learning that takes place, thus enabling all pupils to realise their potential and thrive.

This policy acknowledges the value of the **Department of Education Guidance for Heads and School Staff on Behaviour and Discipline (July 2013 and January 2016)** and covers the following areas:

- Rewards
- Sanctions
- Senior School Code of Conduct
- Alcohol
- Drug Misuse
- Removal and Expulsion

The School also has the following related policies that are used in conjunction with this policy in guiding the behaviour of pupils.

- Child Protection and Safeguarding Policy
- ICT Acceptable Use Agreement for Pupils

### **a) Rewards**

The School recognises the importance of praise and rewards in promoting good behaviour. We aim to reward good behaviour informally and also to acknowledge and praise achievements throughout the school. All achievements are logged on the School's database.

The School's system of rewards varies in the three sections.

### **Nursery and Pre-Prep**

Children learn to respect and care for other people and the environment by keeping the Rainbow Rules (Nursery) and Golden Rules (Pre-Prep). These are discussed regularly in assemblies, circle times and whenever needed. These rules are:

## The Rainbow Rules

- Say what really happened
- Listening ears
- Friendly faces
- Be gentle and kind
- Look after things
- Keep ourselves healthy and clean

## The Golden Rules

Do	Don't
Be gentle	Hurt anyone
Be kind and helpful	Hurt people's feelings
Be honest	Cover up the truth
Work hard	Waste time
Look after property	Waste or damage things
Listen to people	Interrupt

## Rewards

Happy children learn and we endeavour to always be positive in our management of behaviour and attitude towards learning. We believe in developing a growth mindset in our children and so strive to reward effort, strategic thinking and problem solving.

Rewards for children include verbal praise and positive reinforcement. Stickers and reward charts may also be used, though we encourage children to have a sense of pride in their achievements in themselves rather than for the expectation of reward. Research shows that stickers and reward charts can be detrimental in the long term.

We recognise that what drives one child may not drive another and so we work to nurture the individual and praise their efforts and successes in the ways which motivate them.

Certificates are given weekly in Celebration Assembly for children who deserve special recognition for their social, emotional or academic efforts. These are linked to our character education challenges set fortnightly which in turn are linked with the whole school values.

Children are awarded House Points for demonstrating character virtues and for individual hard work and achievement. They take pride in their own actions and efforts contributing to their House weekly total. The totals are shared weekly in our Celebration Assembly and the House Cup dressed in the winning colours and displayed in the Fiveways foyer.

In KS1 classrooms, collective (whole class) efforts are rewarded with a marble in the class jar. When the jar is full, a whole class reward such as an extra playtime or free choice activity is awarded to celebrate collective efforts.

## **Prep School**

### **House Point Tokens (Academic & Character)**

These are awarded for praiseworthy academic achievements or for displaying one of the following character traits; Communicator, Risk taker, Knowledgeable, Caring, Reflective or Enquiring. This academic year we will also move towards using the new school Values.

### **Ut Prosim Certificates**

These are awarded for excellent service.

### **Distinctions**

These are awarded by Heads of House at the end of each term. Each pupil receives one.

### **Head Teacher's Commendation**

These are awarded for an outstanding achievement.

### **Colours**

These are awarded for extra-curricular achievement. Reference is made to the Procedure for awarding Colours in the Prep School which states the criteria for which they are awarded.

### **Prizes**

Prizes are awarded for all-round excellence including the highest points total during that year, service, or for a particular subject. These prizes are presented to the pupils at the Prep School's Speech Day.

## **Senior School**

### **House Point Tokens**

These are awarded for praiseworthy achievements and/or efforts in any area of school life. House Points are physical tokens given to the student, a paper slip given to the student or a teacher can record them directly on iSAMS. When a point token or paper slip is awarded the student gives it to their form tutor who then records the point on iSAMS.

### **Commendation Post Cards**

These are posted to pupils/parents by Heads of Year to recognise special effort, a special piece of work or a special contribution to school life.

### **Head Master Commendations**

For exceptional work which goes beyond the level expected for a Commendation is referred to the Head Master for his consideration. If the recommendation is agreed, the Head Master will award the commendation in person.

### **Star Awards (Years 7 – 11)**

Each half term teachers nominate one pupil for a 'Star Award' for each class they teach. Awards are based upon positive attitude, hard work and determination. Collated results are tracked across the year with four levels of achievement being recognised: Bronze = 5, Silver = 10, Gold = 20 and Platinum = 30. Prizes will be awarded annually for the pupils with the highest Star Award totals.

### **Commendations and Certificates**

The accumulation of points results in the pupil recognition as well as recognition of the overall House total. Commendation badges are awarded at 75, 150 and 250 points. The bronze commendation is awarded for 75 points and is presented in the Year Assembly whilst the silver award for 150 and gold for 250 are presented by the Head Master in the school assembly.

### **Prizes**

Prizes are also awarded for all-round excellence including the highest points total during that year, service, or for a particular subject. Older pupils are awarded prizes for their contribution to the School or for success in public examinations. These prizes are presented to the pupil at the School's Speech Day.

## **b) Sanctions**

Poor work, negative or aggressive attitudes and breaches of school rules are dealt with by taking into account the context and reasons for the occurrence. Appropriate support with parents and the pupil and resultant action is then taken by the School as appropriate.

In dealing with any situation it is important that the punishment is proportionate. In determining whether a punishment is reasonable, Section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the pupil's age, any special educational needs or disability they may have and any religious requirements affecting them.

The system of sanctions varies in the three sections of the School.

### **Pre-Prep & Nursery**

In the Nursery and Pre-Prep, we value mistakes as opportunities to learn. We also understand that poor behaviour can often be the result of outside influences, especially with young children. We take all of this into account when dealing with problems and difficult behaviour.

Playground issues are usually best resolved with all parties having the opportunity to offer their own explanation of what happened and why.

Children are encouraged to resolve problems with their friends with the guidance of the adult and offer apologies where required.

Children who display disruptive behaviour in class or break the Rainbow or Golden Rules are given two warnings after which appropriate sanctions will be put in place. If necessary, time out from an activity may be used.

Children are expected to apologise for their actions and make amends as appropriate.

An escalation of poor behaviour will require the involvement of the Head of Nursery and Pre-Prep and communication with parents/carers and will be recorded on iSAMS as a pupil note, behavioural concern.

Aggressive behaviour by a child of any age, such as biting, pinching, hitting and pulling out hair, are considered acts that breach the school's acceptable code of behaviour and will be dealt with in the context of the behaviour occurring.

A discussion will take place between the School and parents and appropriate support and action will be taken.

Method of referral:

Nursery: Key Worker – Nursery Manager – Head of Nursery and Pre-Prep – Head Master

Pre-Prep: Class Teacher – Head of Nursery and Pre-Prep – Head Master

Penny Ong is the named Deputy Manager in charge of behaviour management in the absence of the Nursery Manager. Vikki Lovell is the named Deputy Manager in charge of behaviour management in the absence of the Head of Pre-Prep.

Exclusion from the school would only take place if all other avenues had been explored and exhausted.

## **Prep**

In the case of minor disciplinary issues, a teacher might deal with them himself/herself without using formal sanctions: examples would be with a verbal reprimand or by requiring unacceptable work be repeated.

Staff can log incidents such as these as a 'Behavioural or Academic concern/Flag' on Isams for any pupil, these are automatically shared with the Head of Pastoral, Head of Prep, Form teacher and Head of House. These in turn are monitored by the Head of house. Should any pupil receive three concerns in a short period of time then (in discussion with staff) a yellow behavioural card can be issued at the discretion of the Head of House.

The Prep operates a three-card system for more serious or persistent poor behaviour.

**Yellow Card** – for poor behaviour (or persistent low-level disruption) or three behavioural concerns

**White Card** – for poor academic performance (or persistent missing prep) or three academic concerns.

A pupil issued with a yellow or white card reports to the Head of House at break time. Head of House will decide on a suitable sanction which may involve completing a reflective worksheet, litter pick, or making necessary apologies. The Head of house will inform parents.

**Red Card** – for serious bad behaviour. (Aggressive Physical act/bad language/Racism/Bullying)

A pupil issued with a red card reports to the Head Teacher after school. Parents are informed.

## **Senior School**

In the case of minor disciplinary issues, a teacher might deal with them himself/herself without using formal sanctions: examples would be with a verbal reprimand or by requiring unacceptable work be repeated, etc. An issue of this nature may also result in the issuing of a minus point for the younger year groups, whilst a loss of privileges may be more appropriate for the older age groups. However, it is important that appropriate use is made of the official School detention system, with reference to Form Tutors and Heads of Year. The following formal sanctions may be used as a punishment for misbehaviour:

### **Academic/Behaviour Flags**

If a student produces work below the required level (appropriate to the individual) they may be issued an Academic Flag. Failure to complete prep, or complete to a satisfactory standard, they should be issued an Academic Flag. Flags are recorded via iSAMS by the teacher with notifications going to the student's tutor and Head of Year/Section.

Where a student has fallen below the expected level of behaviour a Behaviour Flag should be issued. This may happen in the course of a lesson, but also at other times in the school day. These flags are recorded on iSAMS in the same way as Academic Flags with similar notifications.

With both types of Flag the Head of Year/Section may escalate the matter to a more serious sanction if felt appropriate. The award of three behaviour flags or three academic flags in a half term will usually result in a Friday detention but this is at the discretion of the Head of Year/Section.

### **Lunchtime Detention**

Monday to Wednesday lunchtime detentions operate for academic work. There are separate detentions for years 7 to 9 and Year 10 and above. These are supervised by a member of the teaching staff as part of the weekly duties. The purpose of these sessions is for students to complete any prep that has not been completed. At no point should these detentions be used for behavioural issues.

### **Departmental Detention**

These usually take place at lunchtimes and are at the discretion of the department or individual teacher. These detentions are typically given for a single prep or behaviour offence.

### **Community Detention**

Held at lunchtime, community detentions are typically given for offences such as litter or graffiti. The Head of Year will be informed and the pupils will be given community tasks/duties as required by the School Marshal, who will supervise the detention along with prefects.

### **After School – Head of Year/Section Detention**

A Head of Year detention is given either for repeated prep, behaviour or uniform offences. This detention can also be given for a single, more serious disciplinary offence. The detention is held after school on Friday and lasts for an hour. Parents will be informed automatically of the detention by iSAMS.

### **Gating**

This sanction will be given for incidents of a serious nature e.g. repeated HM detentions, persistent disruption of lessons. This sanction involves the pupil reporting to the Head of Senior School or member of SMT before school, at morning break and lunchtime. They will be supervised at morning break and at lunchtime between (1.00 and 1.30pm). In certain circumstances it may involve working in isolation and parents will be informed via a letter from the Head Master/Head of Senior School.

### **House Gating (boarding only)**

The Housemistress/House Master/Houseparent may 'gate' a pupil for a period of time for a variety of reasons including frequent lack of adherence to rules or for being off-site without permission/outside of allotted times, etc. This will result in the pupil being confined to the boarding house with a removal of privileges.

Older pupils in boarding have additional privileges which can be removed for a period of time for poor conduct. Details of these sanctions are detailed within the Boarding Handbook as well as displayed within the boarding houses.

### **Head Master's Detention**

This detention takes place on Saturday morning and is accompanied by a letter to parents from the Head of Section. These detentions are reserved for either for very serious offences, e.g. smoking, truancy etc. or for a number of disciplinary offences which together constitute an unacceptable pattern of behaviour. The relevant Head of Year will consult with the Head of the Senior School if he/she feels that an incident reported to them might warrant a Head Master's Detention. This detention will be supervised by a senior member of staff.

### **Whole School Sanctions**

### **Suspension**



A pupil may be suspended from School for a very serious breach of the School Rules or for an unacceptable pattern of behaviour, often evidenced by a very concerning accumulation of sanctions. This sanction indicates to pupils and parents the extreme seriousness with which the School views the offence.

### **Internal Suspension**

If the School deems a matter slightly below the level of a full suspension an internal suspension may be given instead. As with a full suspension, such a sanction is very serious as outlined above for suspensions.

### **Removal at the Request of the School**

Parents may be required, during or at the end of a term, to remove a pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Head Master is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head Master, is unwilling or unable to profit from the educational opportunities offered. The Acceptance Deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

### **Expulsion**

A pupil may be expelled at any time if the Head Master is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School or to the safety of other pupils. The Head Master will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion (and all unpaid fees must be paid). The Acceptance Deposit will not be returned or credited, but fees in lieu of notice will not be charged.

### **Discretion of Head Master**

The decision to exclude (e.g. for non-payment of fees), suspend or require removal or expel a pupil and the manner and form of any announcement shall be in the sole discretion of the Head Master. In no circumstances shall the School or its staff be required to divulge to parent/s or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion, or which the Head Master has acquired during the investigation.

### **Review**

In the event of expulsion or of a pupil's removal being required, the Head Master will advise parents of the procedure (of which copies are available on request) under which a written application for a review of the decision may be made.

### **Access**

A pupil who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter school premises without the written permission of the Head.

### **Notice by the School**

If it is in the opinion of the Head Master that the conduct of a pupil is consistently unsatisfactory or that they are unable or unwilling to profit from the educational opportunities offered, the Head Master may then give notice that the pupil should be removed. Normally a term's notice will be given, although in exceptional circumstances notice might be given in the middle of the term.

### **c) Use of Reasonable Force**

Reference is made to the Department of Education Document: Use of Reasonable Force. Advice for head teachers, staff and governing bodies. July 2013.

The School follows the advice given in the document. All members of School staff will be supported in their use of reasonable force to prevent pupils from hurting themselves or others, from damaging property or from causing disorder.

Reference is drawn to the School Procedure: Restraint and Physical Intervention Procedure.

### **d) Grievance Procedure**

In the event of distress or concern over any aspect of school life, in case of the need to share an anxiety, state a grievance or register a complaint, then pupils may speak to any member of staff. The usual lines of communication are Form Tutor, Head of Year or Head of Pastoral Care. It is to be hoped and expected that this sequential chain of referral will enable the great majority of concerns to be dealt with in a swift, effective and informal manner. Very occasionally, however, it may be that a pupil feels the need to make a formal written complaint. Pupils who wish to make a formal complaint should approach a member of staff of their own choice (tutor, subject teacher, Matron, Head of Year, Head of the Senior School, Deputy Head, Chaplain, counsellor) or an Independent Listener. They will normally be advised to consult their parents before proceeding, but should they be unable or unwilling to do so, the member of staff will assist them in preparing their written complaint and, if they so desire, will accompany them to any meeting or interview with the Head Master to act as their supporter and advocate. Any complaint that involves an allegation of serious abuse will be dealt with under the child protection procedures as set out in the Child Protection and Safeguarding Policy.

### **e) Corporal Punishment**

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

### **f) Pupil Code of Conduct (Senior School)**

The Pupil Code of Conduct is set out in the pupil planners which are distributed to pupils at the start of the school year and a copy is included in the handbook sent to all parents at the start of each academic year. It is also reproduced in other documents and can be found on the School website. Pupils are expected to have read the

rules and are expected to abide by its rules and guidelines. The Code of Conduct rules and guidelines aim to ensure all pupils have the ability to work in surroundings which are calm, orderly and safe. They protect the reputation of the school community as a whole and protect school property and the wider environment. The Code of Conduct applies to all pupils when they are on the School premises, or in the care of the School, or wearing School uniform, or are otherwise representing or associated with the School in any way; on journeys to and from School, on school trips or during school-related activities at any time; during online activities associated with the school; it includes conduct that may occur away from School that affects the welfare of a member or members of the School community or which brings the School into disrepute.

#### **g) Personal / Sexual Relationships**

Open hearted friendliness is encouraged as being at the centre of a good community. The guiding principle on personal relationships for the whole community must be respect for others at all times. This includes respecting those who have different values and opinions. It also includes behaving in a considerate manner which considers the feelings of all: for this reason, excessive displays of affection are not allowed. During the School day pupils are expected to behave in a manner that reflects a professional/working environment.

It is expected that boarders may form relationships and reasonable displays of affection will be tolerated at the discretion of the Housemistress/Housemaster.

Sexual relationships of any sort or sexually rude behaviour between pupils are forbidden on the school site, including boarding houses (inclusive of pupils over the age of 16), in any circumstances. Those who overstep the boundaries may be excluded from the School, or subject to a serious disciplinary sanction. Consenting sexual relationships between pupils over the age of 16 is not normally deemed to be a school matter.

#### **h) Smoking, Drinking, Illegal and Controlled Substances**

It is important that young people understand the dangers of smoking (including vaping and e-cigarettes), alcohol and controlled illegal or harmful drugs and other substances. The School promotes awareness of these dangers through its Personal Development programme. Smoking materials, alcohol and controlled, illegal or harmful substances are banned from the School premises. Their use, even when allowed by law, is prohibited during the School day, during School activities and while travelling to and from School activities.

The School follows a set of procedures (as set out in the staff handbook) carefully drawn up to ensure natural justice, consistency and fairness when handling all disciplinary matters. In the case of incidents involving illegal or controlled substances various factors may be considered, including the seriousness of the offence, the influence on others, the dangers to the community, and the reputation of the School. Mitigating factors will be taken into account. Nevertheless, any pupil in possession of, or under the influence of illegal, controlled or harmful substances on the School premises, during school time, travelling to or from school or on a school trip or activity is likely to lose his or her place at Ryde School. This extends to include the use or possession or arranged purchase or sale of legal substances that replicate the effects of illegal drugs. If it is suspected that a pupil is

under the influence of alcohol and controlled, illegal or harmful substances, then the School reserves the right to test a pupil. Such action would be taken in the interests of the safety and well-being of that pupil. Parents will be kept informed as far as practicable.

Further, any pupil guilty of involvement with such substances out of school at any time may well lose her or his place at the School should it be decided after due consideration of the facts that there was a threat to the welfare of others, or a danger to the community or to the reputation of the School. Alternative sanctions, depending on all the circumstances including the pupil's degree of involvement, are at the sole discretion of the Head Master after consultation with the Chairman of Governors. They may include a suspension or a serious warning and will almost certainly require random testing as a condition of return to school.

Our policy at Ryde School is to encourage pupils to discuss their anxieties about drugs or substances in confidence with a member of staff or other responsible adult. Matters brought into counselling in this way in circumstances that are genuine will not be the subject of disciplinary sanctions or adverse report.

Parents likewise are asked to inform the Head of Senior School/Head of Prep if they have any reason to think that their son/daughter may have been involved with drugs or other substances during the school holidays or at school. It is important that parents should not feel they have a conflict of interests in this respect.

Similarly, the School recognises the value of working in partnership with parents in relation to the education and welfare of young people. We aim to maintain effective communication at all times and will involve outside agencies (including the police), for support and advice, where appropriate.

Reference is drawn to the School's Drugs Procedure; Smoking and Alcohol Procedure.

## **Alcohol**

It is school practice that at a school dinner or dance for sixth formers, there should be no alcohol available prior to assembly at the venue of the event, that all drinks should be served and not freely available on tables and that there must be no unrestricted access to a bar, even if pupils are over 18.

### **i) Use of the Internet, e-mail and other forms of digital technology**

The School views very seriously any use of the Internet, e-mail and any other digital media or technology so as to conflict in any way with the School Rules, to bring the School's name into disrepute, to cause hurt or distress to others (cyber bullying), or to have a negative impact on the School community in any way. Any pupil found to have misused the above technology in such a manner faces sanctions as set out in the sanctions section of this policy and may face losing their place at Ryde School. The School's view applies whether or not a pupil is on the School premises, in the care of the School, wearing School uniform, on a school activity, and whether it is during or outside the school day, or term time.

## **Bring Your Own Device (BYOD)**

Pupils bringing to school mobile phones, smart phones, iPads or other tablet computers, portable music and games systems or any other electronic equipment do so at their own risk. The School does not accept responsibility for any such items that are brought in. They are therefore advised to keep the device in a personal locker during games and activities together with any other valuables and to not to leave them unattended. Pupils in Nursery and Pre-Prep, the Prep School and years 7 to 11 in the senior school may not have their phones during the school day. Phones brought to School must be placed in the pupil's phone locker on arrival at school and collected at the end of the day. Pupils year 8 and above are only allowed to use the devices in lessons with the explicit permission of the teacher or as part of their SEND needs. Pupils in Year 7 are required to have their own Chromebook which is to be used at the direction of the classroom teacher. A failure to observe these rules may attract a sanction along with the device being confiscated. Further breaches of the code may result in an extension to this confiscation or a requirement for the parents of the pupil concerned to prevent their son or daughter bringing a mobile into school.

### **Social media and networking sites**

The School does not discourage pupils' use of age appropriate social networking sites, providing this is done safely and with consideration for others, themselves and the School. Advice is periodically given to pupils on this subject via Personal Development lessons, assemblies and outside speakers. The School's Social Media Code of Conduct (devised by pupils) is recorded in pupil diaries and within the Senior School Parental Handbook. No pupil should post photos, video clips or comments that could in any way be considered as harassment or an invasion of privacy, or which are embarrassing and hurtful. In general, pupils should always ensure that they have secured the permission of anyone about whom they intend to post material. Equally, they should not post anything that could in any way conflict with the ethos and aims of the School or that brings the School into disrepute. Public access websites are occasionally monitored for content by the School.