



WESTMINSTER
SCHOOL

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

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POLICY ON BEHAVIOUR, REWARDS AND SANCTIONS

Introduction

The Policy on Behaviour, Rewards and Sanctions is designed to promote acceptable standards of behaviour in and around the School and on any school visit or activity. It is based on clear values of humility, hard work, a wide outlook, inclusivity and tolerance: these are consonant with the School's ethos and the liberal educational tradition that is equally applicable in today's international, multi-faith and multi-cultural society.

This policy places emphasis on the positive behaviour to be expected and rewarded (as well as the prevention and punishment of what is unacceptable). It also seeks to promote an excellent teaching and learning environment in which all pupils can realise their individual talents. It recognises the School's duty to safeguard and protect the welfare of all pupils, and to take action against inequalities and discrimination of any kind that are identified. It relies on a culture of mutual respect between pupils, staff and parents, and has been drawn up in consultation with the School community. The School undertakes to promote this policy through Wellbeing, tutorials and assemblies to pupils; through induction and INSET to staff; and parent meetings such as the parenting forum to parents.

The policy is divided into five main elements:

- Westminster Values
- General Regulations
- Rewards
- Sanctions
- Roles and Responsibilities

The Westminster Values and General Regulations are published in the Almanack and on House Notice Boards.

Alongside this policy should be read:

- Anti-Bullying Policy
- Physical Restraint and Contact Policy
- Searching for Prohibited Items Policy.

WESTMINSTER VALUES

Westminster Values outline, broadly, the behaviour that Westminsters should adopt whilst attending School in order to create a positive and happy environment.

All Westminsters are expected to:

- Be honest, trustworthy and kind.
- Be polite in School, and courteous towards the public: remember that the way you behave reflects upon the School as well as yourself.
- Respect others: this includes teachers, peers and all staff.
- Make sure that your language is inclusive and accepting of others.
- Respect school buildings and property: no litter, loud noise or foul language.
- Remember that you represent the School in all you do.
- Get involved: music, drama, sport, volunteering – whatever interests you.
- Strive to learn, but remember that mistakes are impermanent.
- Make your lessons open spaces in which it is acceptable to be wrong and where ideas can be discussed.

Drawn up by School Monitors and Heads of House in 2017.

GENERAL REGULATIONS

The General Regulations exist to promote the values that underpin a Westminster education.

All pupils are bound by the General Regulations by virtue of their parents' or guardians' acceptance of the Standard Terms and Conditions.

With the exception of the Policies on Drugs and Anti-Bullying, which apply to pupils at all times whilst they are members of the School, the General Regulations apply to day pupils from the time that they leave home to go to School (or any school activity) until they have returned home, and to boarders at all times other than periods at home such as weekends and Exeats. Pupils are also bound by the General Regulations whilst on sports fixtures, school expeditions and other educational trips organised by the School.

Whenever the General Regulations apply, pupils must also abide by the other school notices and policies, full details of which can be accessed via the school intranet. Pupils must additionally abide by the laws of the land at all times.

1 Drugs: Pupils are forbidden from supplying, possessing or using controlled drugs or other products, whether legal or illegal, that generate an intoxicating or hallucinating effect. Anyone supplying drugs to others or bringing drugs into School must expect to be permanently excluded.

2 Sexual / Personal Relations: Sexual relations between pupils whilst at School are forbidden and may lead to permanent exclusion. Public displays of affection should be kept to a minimum.

3 Alcohol: Pupils are forbidden from purchasing, possessing or consuming alcohol, going to licensed premises, and associating with anyone so doing. Any pupil breaching these rules should expect to be gated. Any pupil who is drunk in School or brings alcohol into School should expect to be temporarily excluded. Any pupil who drinks alcohol illicitly on a school trip should expect to return home and then be temporarily excluded.

4 Smoking: Pupils are forbidden from possessing tobacco or smoking (including e-cigarettes), and from associating with anyone so doing. Any pupil breaching these rules should expect to be gated. Pupils smoking in school buildings should expect to be temporarily excluded.

5 Identification: Pupils are forbidden from supplying, procuring, possessing or using any form of identification that misrepresents the intended bearer's age or other personal details.

6 Gambling: All forms of gambling (including via the internet) are forbidden.

7 Climbing: Climbing into, onto or out of buildings is forbidden.

8 Plagiarism: Plagiarism and all forms of cheating are forbidden.

9 Electronic devices and the media (including social media): All pupils must abide by the School's Acceptable Use of the Computer Network by Pupils Policy. Video recordings may only be taken of either pupils or staff with their specific consent. Pupils should not speak to the media about the School or any members of the School's community. Approaches from journalists should be referred to the Director of Communications.

10 Punctuality, registration and timings: Pupils are expected to arrive at School and at all commitments in good time. All pupils must register up House by 08h50. All pupils must re-register between 12h40 and 14h00.

GENERAL REGULATIONS cont'd

11 Private study periods (Upper School only): During private study periods (PSs), all pupils who are in School must either be in their own House, in a music practice room or up Library.

12 Bounds and Precincts and sanctioned routes: Bounds, as specifically defined in the relevant notice, broadly include the Westminster and Victoria areas; a map indicating Bounds appears on all House noticeboards.

Precincts include all school buildings, Dean's Yard, Little Dean's Yard, the Abbey, and the usual routes between school buildings within Bounds. During the school day, members of the Lower School may not leave Precincts; members of the Upper School may leave Precincts at morning break or lunch break, but must remain within Bounds.

Pupils should follow the approved routes to Vincent Square and the Sports Centre.

13 Eating and drinking: Lunch is provided for all pupils. All Lower School pupils must attend school lunch. Pupils may not bring food or beverages (other than a small bottle of water) into lessons. Different rules may apply to science laboratories. Chewing gum is forbidden in School.

14 Bicycles / motor vehicles: Pupils who wish to cycle to School and / or to Station must wear a cycling helmet on all such journeys and must maintain their cycles appropriately to ensure brakes and lights are fully functional. Driving a car or any other kind of motor vehicle is forbidden – including on Saturday mornings.

15 Bags: Pupils should carry their bags with them or leave them in their own house or the Busby's Yard bag drop. Bags may not be taken into or left outside either College Hall or Grant's Dining Room, and may not be left in Yard or in the entrance to Ashburnham House.

16 Yard and Green: Pupils in Yard are expected to be sensible and considerate at all times. Pupils may not loiter in Yard during lessons. Yard football or cricket may not be played at morning break or during the first half hour of the lunch break. Green may only be used outside lesson time for leisure: it may not be used as a shortcut to lessons or for picnics. Ball games may only be played on Green by pupils wearing trainers and only as long as the surface is playable.

17 Boarders' evening routines: After the school day has ended, boarders are allowed out of Precincts, but must remain within Bounds and be back in School by 18h00 (Lower School) or 18h30 (Upper School). All boarders must attend school supper in College Hall which runs from 17h45 for Lower School and 18h15 for Upper School. Prep runs between 19h15 and 21h00: during this time, pupils should be up House or Library or at another approved activity.

18 Boarders' study bedrooms: Girls' bedrooms (and the corridors to them) are out of bounds to boys at all times. Boys' bedrooms are out of bounds to girls at all times. No pupil should be in a boarder's room or dormitory without the boarder's presence or explicit consent.

19 Electrical equipment: Electrical appliances that are brought to School must be safe and meet all necessary legal requirements.

20 Remove privileges: Remove pupils without a timetabled lesson in period 1 (on days without Latin Prayers or Abbey) may come to School later, registering by 09h30. Remove pupils may leave Precincts briefly during PSs. Boarders in the Remove may leave Precincts (but must remain within Bounds) between 21h00 and 22h00, with the permission of their Housemaster.

REWARDS

The School takes pride in celebrating the success of its pupils and in communicating this success both to them and to their parents. This is done normatively by teachers, Tutors, Housemasters and others. In addition, there are a variety of more formal ways in which good work is marked and celebrated.

The School seeks to establish a culture in which praise and encouragement outweigh the frequency of punishment and admonition.

Digniora (Lower School only)

Dignioras are given for work or conduct which is either excellent in itself, or significantly better than a pupil's norm. The teacher records the Digniora online so that both Housemaster and Tutor are aware of the award. Those pupils who have received the most dignioras at the end of term meet with the Head Master who awards them a book token.

Praebendum (Upper School only)

Praebendum are given for outstanding work or conduct. Teachers record them online so that Housemaster, Tutor and the relevant Head of Department are aware of the pupil's achievement. On collecting three Praebendums, the pupil will go to the Head Master who will give them a book token.

School Prizes

These are given for a range of successes, both academic and extra-curricular, usually at public occasions such as Latin Prayers and end-of-term assemblies.

Head Master's newsletter

Good news about individual pupils and cohorts of boys and girls are regularly communicated in the Head Master's termly newsletter to parents.

Parents will be automatically notified of rewards that are awarded.

SANCTIONS

Sanctions are necessary to promote positive behaviour, enshrined in the “Westminster Values”, and to enforce the rules, listed in the “General Regulations”.

Supervised Study

In order to encourage work patterns that support learning, academic departments organise “surgeries” both to structure the approach to work and to help in case of academic need. On occasion, a pupil may also need help in developing better time-management skills or an opportunity to catch up more generally; to that end there is a system of Supervised Study, which is a constructive opportunity for pupils to catch up on work or to have their work monitored. The Housemaster will place a pupil in Supervised Study for a period of up to one week. The Deputy Head (Academic) will have oversight of this, monitoring those who may be given more than one Supervised Study.

Referral

A referral is issued when a teacher has dealt with a low level issue: it is not considered to be admonitory. The teacher will have spoken with the pupil about the matter of concern. Housemaster and Tutor will be emailed.

Detention

This is used for more serious misdemeanours, particularly (but not exclusively) in the classroom. This will be recorded online so that Housemasters and Tutors can be informed. Detention is held on weekday afternoons between 16h45 and 18h00 under the supervision of one of the Housemasters, to whom the pupil will have to give some explanation of his behaviour. If a pupil is put into Detention three times in one term, Gating may follow at the Under Master’s discretion. Pupils must attend in School uniform. Detention may only be rescheduled with the permission of the Housemaster.

Saturday Afternoon Punishment

This is used for more major behavioural infringements and absences, and is reserved for the use of Housemasters and the Under Master, sometimes at the request of a member of staff. The Under Master will see all those pupils given SAP at 8.30 on the morning of the detention, in Singleton’s. The detention takes place between 13h30 and 15h30 on Saturdays (or between 16h45 and 18h45 on Thursdays if a holiday). It must not be assumed that a School fixture or family arrangement will take precedence; the Under Master’s permission to postpone SAP must always be sought well in advance. If a pupil is given SAP more than twice in one term, Gating may follow at the Under Master’s discretion. Pupils must attend in School uniform.

Gating

This is used for the most serious infringements, and for repeat offences of other misdemeanours. The decision to Gate a pupil is taken by the Under Master. The standard length of Gating is one week, though there may be modification in the light of circumstances. Parents will be informed in writing. Gating begins with an appointment each morning at 08h30 with the Under Master in Singleton’s. There is a detention each afternoon between 16h45 and 18h00 and on Saturdays between 13.30 and 15.30 (or between 16h45 and 18h45 on Thursdays if a holiday), supervised by the Duty Housemaster. The Head Master sees all Gatees in his study at 08h30 on the Saturday during or closest to the period of Gating. Pupils must remain in School uniform and within the School Precincts throughout the period of Gating. Further misdemeanours during the Gating period will be treated very seriously. More than two full Gatings in the same term may lead to Temporary Exclusion, at the discretion of the Head Master in consultation with the Under Master.

Temporary Exclusion

This may be employed as a result of an infringement of one of the School Policies. It may also be used for a culmination of examples of poor behaviour, if it is believed that the pupil is unwilling to adhere to the School’s regulations, for example after more than two Gatings in any one term. Temporary Exclusions are a matter for the Under Master and the Head Master.

Exclusion

Decisions to exclude a pupil from the School permanently are made by the Head Master. This sanction may be employed as a result of an infringement of one of the School policies. It may also be used for a culmination of examples of poor behaviour, if it is believed that the pupil is unwilling to adhere to the School's regulations, for example after more than two Gatings in any one term. Permanent exclusions are reported to the Chairman of Governing Body. The procedure for appealing against an exclusion is available on request from the Head Master's office.

All School punishments are recorded. Each pupil's individual disciplinary record may be accessed by the pupil's Housemaster, the Under Master and the Head Master alone.

ROLES AND RESPONSIBILITIES

All members of the Common Room have a responsibility to maintain School discipline and to manage the behaviour and appearance of pupils. They must have realistic expectations of pupils' behaviour, and be prepared to talk through and engage with issues of behaviour before considering the application of sanctions. They are encouraged to ask for help from more senior and more experienced colleagues to resolve situations. They are authorised to apply sanctions as far as Detention.

Heads of Year will promote a consistency of approach amongst the Common Room in the award of rewards and sanctions.

Housemasters (and in their absence Resident Tutors / Assistant Housemasters) have responsibility for the safety and behaviour of pupils in their Houses. They are expected to maintain good House discipline, to help pupils develop self-discipline, and to encourage and reward effort and achievement in all spheres of School life. They will be the first and main point of contact with parents and staff about all aspects of a pupil's behaviour and development. They will be informed and consulted by all members of staff about issues involving pupils in their house. Additionally, they will make reference to rewards and sanctions in End of Term reports, where appropriate

The Under Master is responsible to the Head Master for managing all issues of discipline and behaviour within the School. He will review this and associated policies at regular intervals, using a behavioural audit to identify recurrent problems. He will promote the Code of Conduct and the whole of this policy to staff; he will promote this policy to staff, pupils and parents. He will publish procedures in relation to sanctions and organise supervisory rotas. He will keep the Head Master informed of any significant issues of behaviour which arise, and he will deputise for the Head Master when necessary. He will ensure that induction procedures for House staff and Monitors include reference to this policy and how it works.

The Head Master is responsible to the Governors for ensuring appropriate standards of discipline within the School, and for the promotion of positive behaviour. He will determine the main principles behind any behavioural policy and ensure that it does not conflict with other School policies. He will determine all issues of exclusion.

The Governing Body endorses the principles underlying the policy and require the Head Master to ensure appropriate standards of discipline within the School.

Review

This policy will be reviewed regularly by the SMC, in particular by the Under Master in consultation with the Head Master, and will be submitted for approval to the Governing Body after any substantial revisions.