

1. AIMS AND OBJECTIVES

The aim of this policy is to promote and uphold excellent standards of behaviour for learning, both in and outside of the classroom, throughout a pupil's time at Wycliffe Prep School ('the School'). For pupils to gain the most out of school life, standards of behaviour must be consistently high and learning not disturbed by behaviour of others. This requires a consistent and clear approach to behaviour management, which fosters a positive culture for learning, as well as a proactive approach to pastoral care and behaviour. The School believes that a positive culture is developed through a **relational approach** working closely with pupils, staff, and parents alike. Relational practises help build a sense of psychological safety, a sense of belonging and a feeling of being valued and accepted within the community.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the School's Attendance and Registration Procedure. They should care for the buildings, equipment, and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole School community. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine. The School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, or the fact that a pupil is adopted, looked after or is a carer.

This policy applies when pupils are at School, travelling to and from the School, representing the School, or under the lawful control of the School staff or in some other way identifiable as a pupil of the School (for example, whilst wearing school uniform or online). It especially applies when pupil misbehaviour:

- poses a threat or is detrimental to members of the School community and/or the public;
- may result in repercussions for the orderly running of the School; and/or
- may adversely affect the School's reputation or adversely affects other pupils' learning.

The underlying principles of the Behaviour Policy are:

- the process is clearly-understood by pupils, staff, and parents
- the Policy is administered consistently by all staff
- the Policy is appropriate to all pupils, their capabilities, and reasonable and proportionate in nature
- the Policy allows pupils the opportunity to learn from mistakes and make positive choices about their behaviour going forward.

Corporal punishment must never be given or threatened whilst in our care. No member of staff should use a raised voice when managing a behavioural situation in and outside of the classroom.

Strategies for promoting positive behaviour and a positive culture

The ethos of the School is one of recognising positive behaviour and encouraging integrity in our pupils to make the right decisions and take responsibility. The Core Values (Respect / Resilience / Responsibility / Empathy) are reinforced at all times.

At Wycliffe Prep School we develop children's character through the 'Wycliffe Way' curriculum (See Appendix 1). To build character, we define the behaviours and habits that we expect pupils to demonstrate according to our school values. We want to support our pupils to mature into respectful, empathetic and responsible young people. This framework includes a clear set of expectations across key areas of the school day including: **manners, playground, lunchtime, moving around the school and classroom routines.**

The School promotes the Wycliffe Way through:

- A collaborative approach between pupils and staff agreeing shared values within learning spaces
- Open dialogue with parents about our ethos
- Individual support and guidance
- A consistent approach by the whole school community in and outside of the classroom
- Appreciating and following agreed behaviour expectations
- Developing the skills of co-operation and discussion
- Encouraging everyone to take care of and have respect for their own and each other's belongings and environment
- Offering engaging learning opportunities
- Facilitating pupil voice sessions to gain feedback and impact

All staff are expected to consistently model the behaviour we expect from pupils. This is set out in the Staff Code of Conduct and achieved by:

- Showing respect for each pupil as an individual and making them feel valued
- Responding to incidents calmly and positively and addressing the initial behaviour
- Demonstrating good manners and a professional approach to all adults and pupils
- Teaching appropriate behaviour and giving positive feedback when pupils are behaving well
- Being, and being seen to be, fair and consistent through active use of this policy
- Having an awareness of their own appearance and demeanour
- All adults listening to the pupils
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The Trustees, staff, parents and pupils adhere to the established routines and expectations set out in the Wycliffe Way. The School aims to achieve a spirit of trust and co-operation and expects the highest values and standards of behaviour in and outside of the classroom. This includes outside of school (including online) and in any written or electronic communication concerning the School.

In the **EYFS department**, to promote positive behaviour we encourage children to follow the following statements:

- We are kind
- We all tidy up
- We all play together
- Playground Pals help us
- If someone says or does something we don't like, we say "stop"
- We share toys
- We ask members of staff to help us
- We only cross a road when a member of staff tells us to.

Children are given guidance on how to manage their own behaviour and strategies to avoid conflict e.g. making a clear hand signal and saying "stop" if someone is doing something that is hurting or upsetting them.

All pupils are encouraged to share concerns and to share if they feel uncomfortable with any behaviour. Bullying (including child on child abuse, cyberbullying, prejudice-based and discriminatory bullying) is not acceptable and the School has an Anti-Bullying Policy and Safeguarding Policy and Child Protection Procedure which are made available to parents.

SEND Pupils, Pastoral Care and Behaviour Management

The School will actively support pupils with Special Educational Needs and Disabilities ('SEND') in managing their behaviour. The School will make reasonable adjustments to manage poor behaviour for those pupils with a disability in accordance with the Equality Act 2010. The School will always consider ways of supporting pupils with SEND to help address any poor behaviour, including positive reinforcement measures and reward systems as appropriate, whilst maintaining the overall expectations of appropriate behaviour that enables and supports learning. The SENCo will be involved in behavioural consequences involving children with SEND.

Likewise, consideration will also be given to any pastoral matters that may have an impact on a pupil's behaviour in class or around school, or on the quality of their work. Where there are, for example, problems at home, there is room for flexibility in the consequence system at the discretion of the Deputy Head.

Parents will be consulted to assist the School in managing any poor conduct, as appropriate.

2. REWARDS

Our rewards should encourage the pupils to strive to behave and perform to their best in all areas of school life. Pupils are rewarded through the formal system of House Points, Challenge Awards, Excellents, and Head's Commendations, in addition to other reward initiatives led by departments/staff and approved by the Head. We are aware that not all pupils will respond to these systems and in that situation other forms of praise and acknowledgement should be used. Our greatest goal is that it is not 'the same' pupil being recognised all the time for compliance and neatness, and that the ability to spot the pupil who has tried hard or made progress when it may not be so obvious, is the key to this system being effective and inclusive.

TYPES OF REWARDS

House Points - From Reception to Year 8

House Points should be used as positive rewards and recognise perseverance and effort. These are awarded by all staff for pupils' work and performance in line with each individual's own ability and effort and aptitude, and for demonstrating good examples of the Core Values. The total of these House Points are added into House Totals which are shared in weekly assemblies and at the end of the Term.

The maximum number of House points that can be awarded for any 1 piece of work is 3. House Points can be awarded for:

- Progress
- Good or better standards of achievement
- Working collaboratively
- Improving the learning opportunities for others e.g. sharing knowledge
- A proactive approach to learning
- Demonstrating good examples of the Core Values

Challenge Awards – From Year 1 to Year 8

These are awarded for pupils who notably push their limit further by taking on additional academic or subject specific tasks and challenges within a lesson, working from their own ability level. These are worth 5 House Points. The total of these are added into House Totals which are shared in assemblies

Excellents – From Year 1 to Year 8

An Excellent is awarded for exceptional work or performance. An Excellent may also be awarded for exemplary modelling of 1 or more of the Core Values:

- Every Excellent is worth 5 House Points
- The member of staff awarding an Excellent should make the pupil aware and inform the parents through iSAMS, whenever possible, within 3 days of the award being given.
- The total of these are added into House Totals and shared in assemblies

Head's Commendations

A Head's Commendation is awarded for outstanding work by a pupil or for a pupil demonstrating outstanding examples of adhering to the School's Core Values:

- Pupils should be sent to the Head to show their work/book at the discretion of each individual teacher. The Head will decide if the work is worthy of a commendation.
- This is worth 10 House points.
- The total of these are added into House Totals and shared in assemblies

Other Rewards

Through the course of the year, the Head encourages other reward initiatives, set by Departments and Staff to encourage pupils to demonstrate a positive attitude and approach to their learning. Any such rewards must be available for all pupils to attempt to achieve and managed fairly and transparently.

For details of Rewards in the Boarding House, see Appendix 3.

3. CONSEQUENCES GIVEN AS A RESULT OF MISBEHAVIOUR

- A) It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the Behaviour Policy. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected. Consequences assist the School in enforcing the Behaviour Policy and help the School to set boundaries to manage unacceptable or challenging behaviour from pupils. All staff have a professional obligation to highlight or help pupils behave well.
- B) However, when feedback is required, it should never damage self-esteem and censure should **focus on the behaviour not the child**. Staff should take time to explain the reasons for children being asked to do something. They should take every opportunity to keep caring and respect for people and property in high profile. Maintaining a positive relationship is key. Children should be listened to and spoken to calmly.

Every effort should be made to diffuse potential problems before they arise through discussion, good organisation, clear expectations, and consultation. Staff should also consider the phrase 'Time, Place, Decide' when dealing with poor standards of behaviour so as not to escalate a situation.

Time – Is it the right time?

Place – Is it the right place?

Decide – Decide on action to be taken.

The Head and all staff (as appropriate) undertake to apply any consequences fairly, reasonably, and proportionately and, where required, after due investigative action has taken place. Consequences may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity.

The belief around consequences is that they are a learning opportunity. Staff must give pupils a chance: we all make mistakes, sometimes by accident, without thinking through the consequences, and sometimes deliberately. Pupils must always know that there is a solution if they take responsibility for their actions. Pupils should also know that there is always a way in which they can redeem themselves and understand that this is part of growing up and learning appropriate behaviour. Pupils need to have guidance and advice from staff in order to learn from their mistakes and make the right decisions in the future.

Discussions around consequences and behaviour should occur:

- With calmness
- With a clear picture of what has gone wrong, who has been affected and what needs to happen to resolve the situation
- With reference to the behaviour, not the pupil
- With consideration of 'Time, Place, Decide'.

Confrontation, loss of temper, raised voices or any form of physical or verbal intimidation is unacceptable staff behaviour at this School.

Staff should be positive. Avoid saying "don't" or phrases like "do it because I say so". This teaches a child nothing. Spend time explaining why behaviour has not met expectations with reference to this policy, where appropriate.

When a pupil is in need of a consequence they should be fully involved in the process. Pupils should be asked to account for their actions (recognition of taking responsibility) and may share in discussions about appropriate consequences or ways forward. This will ensure that they recognise the need to change their behaviour accordingly. In this way they should learn from their mistakes and will not feel resentful or feel unjustly treated.

Safeguarding and Pastoral Considerations:

In applying consequences, especially those of a serious nature, we undertake to take reasonable steps to avoid placing children with SEND or a particular vulnerability (including any religious requirements or certain medical conditions affecting the pupil) at a particular disadvantage compared to other children, in accordance with the School's obligations under the Equality Act 2010.

All staff are responsible for considering whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, significant harm. If such suspicions exist, staff must follow the College's Safeguarding Policy and Child Protection Procedure. The School will also consider whether continuing disruptive behaviour might be the result of unmet needs, whether educational or otherwise. At this point, the School will consider whether supportive interventions are needed to be put in place and whether liaising with external agencies is necessary and appropriate.

Recording incidents

The School has a confidential central register of all consequences imposed for misbehaviour. The entries on this register include:

- the pupil's name and year group,
- the nature and date of the offence,
- the concern and level given to the offence,
- and **MOST IMPORTANTLY** the consequence and any required follow up.

It should be noted that recording an incident on the register is known as the 'Record' and the consequence is what occurs as a result of the misbehaviour. *When consequences are being added on to iSAMS, only the pupil receiving the consequence should be named.*

CONSEQUENCES FOR MISBEHAVIOUR

Pre-Prep (including EYFS)

In Pre-Prep, we believe in positive reinforcement and allowing children to reflect on their behaviour. Each class introduces **Zones of Regulation** – a framework that uses color-coded zones to help students understand and manage their emotions and states of alertness – and **Calm Corners**, a designated area in the classroom designed to help students manage their emotions and practice self-regulation. These areas encourage reflection on behaviour and emotions, as well as regulating their current feelings. Additionally, each class has a **Star Jar**, a visual reward system used to encourage positive behaviour. Students earn stars (or other tokens) for demonstrating good behaviour, and when the jar is filled, the class earns a predetermined reward.

Consequences for continued low-level disruption in EYFS classrooms will be managed by the class teacher or Head of EYFS. This may involve further reflection, missing some break time or a more structured approach to support positive behaviour.

If a serious incident occurs in the EYFS setting, the member of staff in charge must record it in the relevant Nursery or Reception Incident Record book. The Head of EYFS or the Nursery Class Teacher, along with other members of staff who care for that child, must be informed. The incident must be explained to parents either by telephone as soon as practicable following the incident or when they collect their child, and they must be asked to countersign a copy of the account recorded in the class Incident book. The Assistant Head (Pre-Prep), Deputy Head, or Head may be involved, depending upon the seriousness of the incident. The consequence for a pupil involved in a serious incident will be determined by the Head of EYFS or Assistant Head (Pre-Prep) in conjunction with parents.

Key Stage 1, Middle Prep and Upper Prep

The School works to a clear 1, 2, 3 consequence system. Where appropriate, pupils will be given 2 warnings and then a consequence of an appropriate level. The type of phrasing to be used:

1. 'xxx please stop shouting out as it is disturbing other people's learning. This is your first warning. Do you remember last week when you (positive affirmation). That is the pupil I need to see ',
2. 'xxx I have asked you to stop shouting out, as you are stopping other pupils learning. If you choose to continue to shout there will be a consequence. Thank you for listening. "',
3. 'You have continued shouting out and so you will now receive a consequence. If your behaviour continues to disturb the learning in the classroom, I shall ask you to spend the rest of the lesson somewhere else.'

In addition to the verbal warnings noted above, warnings should also be clearly noted visually in the classroom/learning space so that pupils are clear of where they stand within the consequence system. Whilst we follow this, staff can use their professional judgement to immediately give a consequence to a pupil if their behaviour is at a level that requires immediate action.

BEHAVIOURAL CONCERNS

Behaviour Concerns - different level offences – (the list below is indicative only)

A Low-Level Behaviour Concern should only be given after issuing two warnings of what the pupil is doing wrong, why it is wrong and what they can do to put it right.

<p>Behaviour Concern Low-Level Offences <i>This list is indicative (non-exhaustive).</i></p>	<p><i>In Lessons and Tutor Time</i></p> <ul style="list-style-type: none"> • Interrupting or calling out • Ignoring instructions • Throwing items in a classroom • Chewing or eating during lessons • Any low-level behaviour which disturbs/disrupts or is likely to disturb/disrupt the learning of others • Making silly noises during lessons • Failing to show respect for school staff, classmates and/or the classroom (including school and others' property) • Demonstrating a deliberate lack of empathy for others in the classroom <p><i>Around the School</i></p> <ul style="list-style-type: none"> • Dropping litter • Running in parts of the school where walking is required for safety reasons • Talking in assembly • Demonstrating a deliberate lack of empathy for others • Failing to wear uniform or sports kit correctly, for example: <ul style="list-style-type: none"> ○ shirt untucked after warnings ○ top button undone after warnings ○ wearing non-regulation earrings after warnings ○ wearing non-regulation hair band, bobbles etc. after warnings ○ wearing school socks for games/PE lessons ○ wearing trainers without permission
<p>Behaviour Concern Mid-Level Offences <i>This list is indicative (non-exhaustive).</i></p>	<ul style="list-style-type: none"> • Persistent incidents of any low-level Behaviour Concerns with the same teacher • Rudeness to any member of staff (including answering back) • Inappropriate remarks to other pupils • Questioning the authority of the adult in charge • Going out of bounds • Breaches of specific classroom behaviours e.g. Science, IT, DT, Art and Games • Inappropriate use of physical force when handling a social situation • Use of a mobile phone on campus
<p>Behaviour Concern High-Level offences <i>This list is indicative (non-exhaustive).</i></p>	<ul style="list-style-type: none"> • Verbal or physical unkindness such as: <ul style="list-style-type: none"> ○ harmful or offensive name calling of other pupils ○ using an inappropriate level of physical or emotional coercion of other pupils ○ any form of bullying or racial or other forms of discrimination • Using foul and/or abusive language or behaviour • Persistent disobedience • Significant rudeness to an adult or where clear instructions are not followed to the danger of self, staff or others. • Behaving inappropriately when representing the school

	<ul style="list-style-type: none"> • Damaging school property or another pupil's property • Lying
<p>Head and Deputy Head Involvement <i>This list is indicative (non-exhaustive).</i></p>	<ul style="list-style-type: none"> • Persistent disruptive behaviour • Peer on peer abuse including online • Bullying including cyber bullying • Physical assault/threatening behaviour • Fighting • Sexual harassment • Racist or sexist abuse or other forms of discrimination • Drug abuse • Alcohol abuse • Theft • Sexual misconduct including sexting and sharing nudes or semi nudes • Damage to property • Contravention of the School's E-Safety Policy, ICT or Acceptable Use Policy • Contravention of a Behaviour Contract • Behaviour which brings the School into disrepute • Behaviour which in the Head's reasonable opinion leads them to believe that removal of the pupil from the School is in the best interest of the School or of the pupil • Malicious or deliberately invented allegations of abuse against a member of staff or pupil.

Ready to Learn Concern offences – (the list below is indicative)

A Ready to Learn Concern should only be given after issuing 2 warnings (unless noted otherwise) of what the pupils is doing wrong, why it is wrong and what they can do to put it right.

A Ready to Learn Concern Record is to be given for such offences as:

In Lessons and Tutor Time

- being late for lesson 3 times without good cause (having ascertained the reason for lateness)
- arriving at lessons without the required equipment 3 times
- being off task and disrupting others
- not completing sufficient work during a lesson in relation to individual ability
- failing to do prep (without valid reason)
- not completing prep to a satisfactory standard in relation to ability
- lack of engagement

For details of Consequences in the Boarding House, see Appendix 3.

TYPES OF BEHAVIOUR CONSEQUENCES

Reflection

Pupils given a Low-Level concern will attend a reflective meeting with the subject teacher or a Pastoral Leader at break time.

Detention

Pupils given a Mid-Level Behaviour Concern will attend a 30-minute lunchtime detention. Pupils given a High-Level Behaviour Concern will attend a 1-hour Head's detention.

Sending pupils out of the classroom

In certain circumstances, it may be necessary for a teacher to ask a pupil to 'leave the room/learning space'. For example, this course of action may be appropriate if a pupil may need time to regulate, if they are in a cycle of behaviour which it is difficult to break or if the misbehaviour and disruptive influence of one individual is stopping other pupils from learning. Nonetheless, this should only be used when other strategies (such as reminders, redirection and clarification of consequences) have failed.

If a pupil is sent out from the lesson, they will be given instructions. In the first instance this is likely to be a short period outside the classroom/learning space in an area overseen by that particular teacher or member of staff. Depending on the situation, it might be necessary to call for support from a member of SMT to help manage the situation, who will then reintegrate the pupil into the lesson, if felt appropriate. SMT can be contacted either through a telephone call, or through contact with the school office (via email, telephone, or by sending another pupil).

Such an incident will prompt a discussion to take place between the pupil, the teacher and relevant pastoral staff to ascertain the problem and the course of action around behaviour consequences.

Removal From Classrooms

Removal is where a pupil is required to spend an extended time out of the classroom/learning space. This is to be differentiated from circumstances in which a pupil is asked to step outside of the classroom/learning space briefly with a staff member and asked to return following this (which is set out above).

Removal from the classroom is a consequence used by the School as a response to serious misbehaviour. It will only be used when necessary and once other behavioural strategies in the classroom/learning space have been attempted unless the behaviour is so extreme as to warrant immediate removal. Parents will be informed on the same day if their child has been removed from the classroom. The School's use of removal will allow for a meaningful continuation of the pupil's education in a supervised setting.

A removal will also be issued if pupils are involved in a physical altercation at any point during the school day.

As with all consequence measures, the School will consider whether the consequence is proportionate and whether there are any special relevant considerations .

Removal will only be used for the following reasons:

- to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
- to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and to allow the pupil to regain calm in a safe space.

The School's arrangements when a pupil is removed from the classroom include:

- SMT to be contacted either through a telephone call, or through contact with the school office (via email, telephone, or by sending another pupil).
- SMT will consider if the support of the SENCO, pupil's Pastoral Leader , Matrons, Health Centre, or other key staff is required to support the pupil.
- A reflective conversation will take place with the individual pupil prior to reintegration to lessons to ensure that it is appropriate and safe to do so.
- Typically, a removal would be for the length of one lesson, up to half a day, unless it was deemed unsafe or inappropriate for the pupil to return at that point.

Restricted Programme

Pupils with a High-Level Behaviour Concern Record, and those with repeated Low and Mid-Level Behaviour Concerns may be placed on a Restricted Programme which involves a pupil being removed from spending break and lunch time with their peers and instead being supervised by a member of the Pastoral Team or Senior Management Team (SMT). The length of the Restricted Programme will be decided by the Pastoral Team based upon the circumstances of the Behaviour Concern(s). The option for a pupil on a Restricted Programme to be withdrawn from representing the School or participating in a trip during this time may also be considered, at the discretion of the Head, or in their absence, the Deputy Head.

Behaviour and Ready to Learn Reports

Pupils may also be placed on a Behaviour or Ready to Learn Report, which is designed to focus the learner on specific aspects of their attitude in school. This can take place as and when necessary, or at agreed times as stated in Appendix 2, and will be managed and monitored by the relevant Tutor and Pastoral Leader and reported back to parents regularly.

Behaviour Contract

Behaviour contracts are used before all Residential Trips and shared with parents and pupils with agreed behaviour expectations and a defined consequence process.

Time Out

The Head, or in their absence, the Deputy Head, may internally exclude a pupil for between 24 hours and 1 school week for indiscipline where time out could prove an effective strategy, or for less serious offences, where repeated punishment has proved ineffective. Time out will involve the pupil being supervised within school.

Temporary (Fixed Term) Exclusion (also referred to as a Suspension)

The Head, or in their absence, the Deputy Head, may temporarily exclude a pupil for between 24 hours and 1 school week for very serious indiscipline, or for less serious offences, where repeated consequences have proved ineffective. Temporary Exclusion may follow a 1 day, then 3 day, then 5 day process. This will involve the pupil being excluded away from school and is the same for both day and boarding pupils.

Within the Pre-Prep department, the decision to temporarily exclude a pupil will be taken by the Head, or in their absence, the Deputy Head. The Assistant Head (Pre-Prep) will inform the Head of very serious indiscipline, persistent misbehaviour or where repeated consequences for a pupil have proved ineffective.

The Head of the College will always be consulted on any temporary (fixed term) exclusion.

Permanent Exclusion

If temporary exclusion is ineffective, if there is repeated misbehaviour that has not responded to other methods of discipline, or in a one-off case of an exceptionally serious offence, it may be necessary for the School to exclude the pupil on a permanent basis.

The Head of the College will always be consulted on any permanent exclusions that occur. An investigation will take place and the pupil and their parents will be asked to attend a meeting with the Head when permanent exclusion is being considered.

Following the meeting, the Head will consider the allegation(s) and the evidence and will decide on whether to permanently exclude the pupil, usually within 5 working days. The decision will be communicated in writing, notifying parents of the right to request a Trustees' Review. The procedure for a Trustees' Review is set out in Appendix 4.

The Head keeps a written record of all pupil exclusions (time out, fixed term and permanent).

A non-exhaustive list of the sorts of behaviour that could merit temporary or permanent exclusion from the Preparatory School includes the following, regardless of whether they took place within school or outside school grounds, online or school time:

Physical assault against pupils or adults;

- Behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- Verbal abuse/ threatening behaviour against pupils or adults;
- Bullying (including cyber-bullying) in accordance with the School's Anti-Bullying Policy;
- Committing a criminal offence;
- Fighting;
- Abuse on grounds of race, sex, sexual orientation, gender reassignment, religion/ belief, disability, SENs (etc.) or any form of unlawful discrimination;
- Sexual harassment or misconduct, including youth-produced sexual imagery/videos;
- Drug and alcohol misuse (including supply/possession/use);
- Damage to property;
- Vandalism or computer hacking;
- Theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- Wilful damage to property;
- Bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- Misconduct which brings or is likely to bring the School into disrepute;
- Persistent disruptive behaviour or breaches of the School's Behaviour Policy or School Rules
- Behaviour which in the Head's reasonable opinion leads them to believe that removal of the pupil from the School is in the best interest of the School and/or of the pupil
- Malicious or deliberately invented allegations of abuse against a member of staff

Where the Head is contemplating the Permanent Exclusion of a pupil, the Chair of Trustees will be informed of the allegations, and an investigation will take place. The parents will be notified as soon as practicable. Where appropriate, a pupil may be suspended from boarding and/or the School, as a neutral act, while an investigation takes place or if an investigation is adjourned for any reason.

The pupil and their parents will be asked to attend a meeting with the Head. The pupil may also be accompanied by a member of staff of their choice, if they wish.

Documents available at the meeting with the Head will usually include key documentation and correspondence that has been prepared or collated within the investigation including details of the allegations and any relevant School policies and procedures. That being said, there will be instances where certain documentation and/or correspondence (or parts thereof) cannot be disclosed to the pupil and parents. For example, this may be the case where expediency is of paramount importance or where the School must protect the privacy of individuals and/or the confidential nature of the procedure.

If the parents or the pupil have any special needs, certain health conditions or disability which call for additional facilities or adjustments in attending the meeting, those requirements should be made known to the School so that appropriate arrangements can be made.

Parents will be asked to provide any relevant evidence that they wish to rely on in advance of the meeting.

If the Head considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the meeting, the Head will consider the allegation(s) and the evidence and will make a decision as to whether to permanently exclude the pupil, usually within 5 working days. The decision will be communicated in writing, notifying parents of the right to request a Trustees' Review (See Appendix 4).

Parents and guardians who accept a place for their child at the School undertake to uphold the School's policies and regulations, including this Policy, when they sign the Acceptance of Place form. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of the school. In particular, the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extracurricular activities and homework/private study.

At all points of pupil transition, the School works closely with the next education provider, whether that is another department within the Prep School, the Senior School, or a different school. Information is provided to support the pupil's academic and emotional transition effectively and any concerns about the pupil or positive attributes they display are shared.

Required Removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory and/or in the reasonable opinion of the Head, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;
- Where a pupil's attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required by the pupil. The Head may require the removal of a pupil (as opposed to Permanent Exclusion) when there is a breakdown of the relationship between the School and the parents and/or the pupil. Only the Head has the authority to require the removal of a pupil.

The main situations which may result in removal are:

- a breakdown of trust between the School and the parents. This may manifest itself in a number of ways, including:
 - (i) parents not supporting the School's sanction structures;
 - (ii) vexatious or persistent behaviour, such as parents repeatedly bringing unsubstantiated complaints or the same complaint being raised after it has been considered at all 3 stages of the School's complaints procedure;
 - (iii) abusive behaviour by parents to School staff, pupils or other parents (including as a spectator at school fixtures).
- a non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:
 - (i) treating the School or a member of staff unreasonably;
 - (ii) making a malicious allegation about a member of staff or the School;

- (iii) discriminatory, bullying or harassing conduct or behaviour towards staff (including sexual harassment);
 - (iv) communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
 - (v) behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
 - (vi) breaching the Parent Contract.
- a breakdown of trust between the School and pupil. This may manifest itself in a number of ways, including:
 - (i) persistent misconduct such as unauthorised absence from School;
 - (ii) when a pupil has brought a malicious or deliberately invented allegation against a member of staff or another pupil and where there are reasonable grounds that this may happen again in the future;
 - (iii) when a pupil's progress is unsatisfactory; and
 - other circumstances where the Head (after appropriate consultation) is satisfied that parents' behaviour or conduct is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with parents' obligations under the terms of the Parent Contract .

The Head may require that parents remove their child from the School for serious breaches of the School's discipline or for behaviour which the Head considers falls short of behaviour resulting in exclusion. A required removal in these circumstances is at the sole discretion of the Head. Parents will be kept informed of the decision-making process.

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Equality: The School will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Where exclusion or required removal is considered, the School will ensure that a disabled pupil is able to present his/her/their case fully where his/her/their disability might hinder this. Any religious requirements, vulnerabilities or special educational needs affecting the pupil will also be considered.

Investigation Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation or circumstance that could result in the pupil being permanently excluded or removed.

The Head undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head or their nominee). Any findings of fact will be made on the basis of whether it is more likely than not to have (or have not) occurred, i.e. the balance of probabilities. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being permanently excluded.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on School premises.

Allegations against staff or pupils

The School takes its responsibilities for safeguarding extremely seriously. Should a child make an allegation of improper behaviour or unprofessional conduct against a member of staff, it would be treated with the utmost seriousness and investigated in accordance with the procedures set out in the appropriate School policies and procedures, in particular the College's Safeguarding Policy and Child Protection Procedure. The School will consider the needs and wishes of the pupil who made the allegation as appropriate, and of any others whose involvement is required.

Parents will always be kept informed of any allegations made as soon as possible in accordance with the College's Safeguarding Policy and Child Protection Procedure.

If an allegation were made and subsequently found to be unfounded, the pupil would be counselled and supported within school and an outside agency might be approached if the pupil were found to need on-going emotional or behavioural support. Disciplinary consequences may be appropriate where the allegation was found to be maliciously or falsely made, and the School reserves its right to treat such allegations as serious misbehaviour by the pupil. Pupils should be aware that malicious or deliberately invented allegations of abuse against staff (or indeed other pupils) may result in the fixed term or permanent exclusion of the accuser, from the School, and that incidents may also be referred to the Police, where appropriate to do so.

Parents will also be made aware of the requirement to maintain confidentiality about any allegations made against staff whilst the investigation is ongoing in accordance with section 141F of the Education Act 2002.

MOBILE PHONES

Wycliffe Prep School operates as a **phone-free school**

The School recognises that mobile phones and personal electronic devices are part of modern life; however, their use during the school day is not appropriate for preparatory-age pupils. Removing the distraction of personal devices supports our pupils' focus, wellbeing and safeguarding.

Expectations

Pupils should not bring mobile phones or personal electronic devices (including smartwatches capable of communication or internet access) onto the school site. Where a pupil does bring a phone onto the premises – for example, where a day pupil travels independently and needs a phone for their journey – it must be handed in to the school office or to a designated member of staff at the start of the school day. It will be stored securely and returned to the pupil at the end of the school day.

Pupils must not use a mobile phone or personal electronic device at any point during the school day. Using a mobile phone on campus is listed as a Mid-Level Behaviour Concern (see Behaviour Concerns table above) and will be dealt with in accordance with the consequences framework in this policy.

Boarding Pupils

For boarding pupils, technology use (including mobile phones) is governed by the Boarding House expectations set out in Appendix 3. Phones and devices are handed in at set times and managed by House Staff in accordance with the School's pastoral responsibilities and the National Minimum Standards for Boarding Schools. For pupils who need to maintain contact with family members in different time zones, managed arrangements will be made by House Staff.

Safeguarding and Misuse

The misuse of mobile phones or electronic devices may constitute a safeguarding concern. This includes taking photographs or recordings without consent, sharing images or content that causes distress or harm, cyberbullying or online harassment, and accessing, storing or sharing inappropriate material. Such incidents will be addressed in accordance with this Behaviour Policy and, where necessary, the College's Safeguarding Policy and Child Protection Procedure will take precedence.

Partnership with Parents

Parents are asked to support the School's phone-free approach and not to contact pupils directly via mobile phones during the school day. All communications during the school day should be directed to the school office, who will ensure messages are passed on to pupils promptly and appropriately.

USE OF RESTRICTIVE INTERVENTIONS, INCLUDING REASONABLE FORCE

This section reflects the DfE statutory guidance "Restrictive interventions, including the use of reasonable force, in schools" (effective 1 April 2026) and the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025, which introduce new legal duties on schools to record and report significant incidents. The School's approach emphasises prevention and de-escalation as the primary means of managing behaviour; restrictive interventions are always a last resort.

Definitions

A restrictive intervention is any action that limits a pupil's movement, liberty or freedom to act independently. There are three types of restrictive intervention referenced in this policy:

- **Reasonable force** – physical contact used to control or restrain a pupil (e.g. leading a pupil by the arm, standing between pupils).
- **Non-force restraint** – limiting a pupil's movement without applying physical force (e.g. blocking a doorway by positioning).
- **Seclusion** – the supervised separation of a pupil from others as part of an emergency response to a serious incident. Seclusion is only used in exceptional circumstances where it is necessary to support safety, is properly supervised, and is proportionate to the risk. The place to which the pupil is confined must be safe and must not feel threatening. Seclusion must never be used as a punishment.

When Restrictive Interventions May Be Used

Like all schools, Wycliffe Prep School reserves the right for staff to use reasonable force to control or restrain a pupil. Under section 93 of the Education and Inspections Act 2006, all school staff (including non-teaching staff) have the legal power to use reasonable force to prevent a pupil from doing, or continuing to do, any of the following:

- committing a criminal offence;
- causing personal injury to any person (including the pupil themselves);
- causing serious damage to property of any person (including the pupil themselves); and
- causing significant disorder where this presents a risk to the safety or welfare of pupils or staff.

Restrictive interventions, including reasonable force, are never used as a punishment or to enforce compliance. The decision to intervene is always a professional judgement of the member of staff concerned. Any intervention must be lawful, necessary, proportionate and reasonable – using no more intervention than is needed, for the shortest possible time – and must take into account the pupil's age, understanding and any vulnerability, including disability, SEND or medical condition. The School does not have and will not adopt a no-contact policy.

Prohibited Interventions

Corporal punishment is strictly prohibited and must never be given or threatened. Staff must not use any intervention that restricts a pupil's breathing or circulation, applies pressure to the neck, torso or abdomen, intentionally places a pupil face-down on the ground, or causes pain or humiliation.

Training

All staff receive training on de-escalation, prevention and – where relevant to their role – the safe and lawful use of restrictive interventions, both at induction and through regular refresher sessions. Staff are advised to use verbal and non-physical strategies first wherever possible. Staff training addresses: the seriousness of the incident and likely consequences if no intervention is used; the likelihood of achieving the desired result by other means; and the relative risks of physical intervention compared with other available strategies. The School gives particular consideration to the additional vulnerability of pupils with SEND in line with its duties under the Equality Act 2010.

Members of staff (including non-teaching staff) may use reasonable force or other restrictive interventions off the School premises when they have lawful charge of a pupil (for example, on a school trip or other authorised out-of-school activity).

Recording, Reporting and Monitoring (April 2026 legal duties)

From 1 April 2026, schools are legally required under section 93A of the Education and Inspections Act 2006 and the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025 to record every significant incident of restraint or seclusion and to report it in writing to parents. A "significant incident" is any incident where the use of reasonable force goes beyond appropriate physical contact between pupils and staff.

Any member of staff who has used any form of restrictive intervention must inform the Deputy Head as soon as possible after the incident, and in any event the same day. The record must be made as soon as practicable and should include:

- the name of the pupil(s) and member(s) of staff involved;
- the pupil's needs or circumstances (including any SEND);
- when and where the incident took place and how long it lasted;
- what happened, why the intervention was considered necessary, and what de-escalation was attempted first;
- the type of intervention used (reasonable force, non-force restraint or seclusion) and the degree of contact or restriction;
- the names of any witnesses;
- details of any injury suffered by the pupil or a member of staff; and
- any follow-up support provided to the pupil.

Communication with Parents

The School must provide parents with written information about any significant incident of restraint or seclusion the same day wherever possible, and no later than is reasonably practicable. The Deputy Head will contact parents as soon as possible following any use of a restrictive intervention, to enable the School and parents to work together to review the circumstances and, where appropriate, agree plans to support the pupil's wellbeing, safety and behaviour. Where a pupil has a behaviour support plan, parents will continue to be informed of incidents even where the use of restrictive intervention forms part of that agreed plan.

The School maintains a confidential central register of all significant incidents involving restrictive interventions. Senior leaders regularly monitor this register to identify patterns, ensure compliance with statutory guidance and prevent inappropriate use of restraint. The Head will consider whether staff require further training or support to strengthen de-escalation practice.

Searching Pupils and/or their Possessions

The School may carry out searches of pupils and/or their possessions.¹ Only the Head, Deputy Head and authorised members of staff may conduct a search of a pupil and/or their possessions. The School does not conduct intimate searches and only outer clothing (for example, coats, hats, shoes, boots, gloves and scarves) will be required to be removed but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in school.

The consent of the pupil will usually be obtained before conducting a search unless the Head, Deputy Head (or authorised member of staff) reasonably suspects that the pupil has in his/her possession an item that has been, or is likely to be, used to commit an offence or cause personal injury/damage to the property of any person (including the pupil being searched), or the pupil has, or is reasonably suspected to have in his possession, any of the following prohibited items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs;
- Stolen goods;
- Tobacco, cigarettes, cigarette papers or vaping equipment;
- Fireworks;
- Pornography or offensive images (including nudes or semi-nudes of a pupil or another child);
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
- Any item banned by the School (including electronic devices); and
- Any other prohibited items as permitted by law.

Failure to consent to a search will amount to a High - Level Behaviour Concern offence under this Policy.

All personal searches will be conducted by a member of staff of the same gender as the pupil and in the presence of another member of staff save as for where the member of staff reasonably believes that there is a risk of serious harm to any person (including the pupil being searched) if the search is not carried out immediately, or where it is not reasonably practicable to summon another member of staff. A search may be conducted on or off school premises where the pupil is in the lawful control of the School.

Parents will be informed of any search conducted of their child and/or their child's possessions after the event, particularly where alcohol, illegal drugs, or potentially harmful items or substances have been found as a result of the search. The School is not required to obtain the prior consent of a pupil's parent/s before undertaking a search. The School will keep records of all searches carried out, including the results of the search, and any follow up action taken.

The School will always consider the age of the child to be searched and any SEND or pastoral vulnerabilities the child may have before conducting a search to decide whether any additional precautions and/or adjustments are needed before undertaking the search in accordance with the College's Safeguarding Policy and Child Protection Procedure.

¹ in accordance with sections 550ZA - 550ZC of the Education Act 1996 and the Department for Education's guidance "Screening, Searching and Confiscation".

Confiscation

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco, cigarettes or vaping equipment, or fireworks they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the rules of the Prep School, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

Electronic Devices

Where a search finds an electronic device that is prohibited by the rules of the Prep School, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Examples of where a 'good reason' may arise include where the member of staff reasonably suspects that the data or files on the device has been, or could be, used to cause harm, to disrupt teaching or breach the Behaviour Policy. Parental consent to search through electronic devices in these circumstances is not required.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, in which case the files should not be deleted, and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this Behaviour Policy, and may deal with the pupil accordingly.

Any decision to search an electronic device should comply with the College's Safeguarding Policy and Child Protection Procedure. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the College's Safeguarding Policy and Child Protection Procedure.

Complaints

The School hopes that parents will not feel the need to complain about the operation of its Behaviour Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. The School's Complaints Policy (Prep School) applies equally to EYFS and has been drafted to meet the specific requirements for EYFS pupils. The School will send parents copies of the Behaviour Policy on request. We undertake to investigate all complaints fairly and to notify you of the outcome of

investigation within 28 days. We maintain records of complaints for as long as required and in line with our Complaints Policy (Prep School) and Privacy Notice.

Unexplained absences

The School recognises that a child missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect. Where there is an unexplained absence the School will telephone the pupil's home on the first day of an unexplained absence to determine the pupil's whereabouts in accordance with the College's Safeguarding Policy and Child Protection Procedure, Missing Pupil Policy and Attendance and Registration Procedure.

Please note that it is the School's policy not to allow holiday to be taken during term time except in exceptional circumstances.

Involvement with pupils

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, tutor time and via the Pupil Voice groups which meet regularly.

Records

Records are kept of all major behavioural incidents and consequences.

The School recognises that patterns of concerning, problematic or inappropriate behaviour among pupils may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating further topics into pupils' learning, or amending this Policy.

SMT is responsible for ensuring that all staff are meeting expectations.

This policy is reviewed annually by the Head and Deputy Head following consultation with staff.

Related Policies

This Policy should be read alongside the following policies:

- Anti-bullying Policy
- Attendance and Registration Policy & Procedure
- Complaints Policy
- ICT & E-Safety Policy
- Missing Pupil Policy
- Relationships Education & Sex Education Policy
- Safeguarding Policy and Child Protection Procedure
- SEND Policy and SEND Policy (EYFS)

APPENDIX 1
WYCLIFFE WAY- PREP SCHOOL BEHAVIOUR CURRICULUM

Based around Core Values of **Respect, Empathy, Responsibility and Resilience**

Respect: We treat others the way we want to be treated.

Empathy: We try to understand how others feel.

Responsibility: We do the right things all the time (even when no-one is watching.)

Resilience: We keep trying even when things are hard.

Introduction

At Wycliffe Prep School we develop children's character through the 'Wycliffe Way' curriculum. To build character, we define the behaviours and habits that we expect pupils to demonstrate according to our school values. We want to support our pupils to mature into respectful, empathetic and responsible young people. This framework includes a clear set of expectations across key areas of the school day including: **manners, playground, lunchtime, moving around the school and classroom routines.**

Learning Wycliffe Prep School Expectations

Just like other subjects, we teach our school expectations explicitly, so everyone understands them. Children will learn what to do and why it matters, so they can remember and follow the expectations. Teachers will help pupils practice often, using quizzes and reminders to help them remember. (Rosenshine) Teachers will also demonstrate the right behaviour and give lots of chances for children to practice, especially at the start of each term. For example, the right way to line up is taught in class, but it will also be practiced during lunchtime, playtime, and other times in the school day. All children are expected to learn and understand how to follow the school expectations. Teachers will look for opportunities to praise pupils demonstrating the 'Wycliffe Way' of behaving.

It is important that all staff know the details of this curriculum, teach it explicitly to pupils and continuously maintain the high standards set by the school. By doing so we support each other to create a culture where pupils feel safe and are able to learn in a positive, welcoming environment.

Adaptations

Our school expectations and behaviour lessons are for all children, but they might be taught in different ways depending on how old they are or if they need extra help. Some children may need things explained in a different way, depending on how they best learn. Teachers will always be kind and thoughtful when teaching the expectations, so everyone feels safe and included.

Manners (*Respect and empathy*)

- Know that we use 'STEPS to Good Manners' to make sure we are polite to each other.
- Know that 'STEPS' stands for:
 - **SMILE** be positive and warm when speaking to someone, greeting them and asking how they are.
 - **THANK YOU** - pupils know that they should say 'thank you' when they receive something or someone does something nice for them.
 - **EXCUSE ME** - pupils know that they should say 'excuse me' if someone is in their way
 - **PLEASE** - pupils know that they should always say 'please' when they are asking for something.
 - **SORRY** - pupils know that they should apologise when they have done something wrong.
- Know that you should let any waiting adults through a doorway before walking through yourself.
- Know that it is important to have good manners to build a positive school community.

Classroom routines (*Respect*)

- Know the order that you always line up in
- Know that we always carry a reading book in our school bag
- Know the routine for entering the classroom and getting ready to work
- Know where you sit in class during lessons
- Know that you need to get equipment out ready for the lesson and to look after it
- Know how to put your hand up and take turns to answer a question or participate in discussion
- Know that it is important to speak loudly and clearly in class when sharing answers so that everyone can hear
- Know how to look after your belongings and put them away in your locker or trays (rather than leaving them outside the classroom or dining room)

Playtime Behaviour (*Respect and Empathy*)

- Know that you must walk from your classroom to the playground using 'Sensible Walking'
- Know that you must be **kind**, include others in your games and ensure no one is left out by letting others join you
- Know that we respect everyone's personal space: keep your hands and feet to yourself
- Know that you must play safely without hurting anyone
- Know that we do not 'play fight' because we may hurt someone by accident
- Know that you take turns and share all equipment in the playground
- Know how to resolve problems calmly or ask an adult for help
- Know that when the teacher on duty calls the end of break you must line up sensibly, ready for your next lesson
- Know the areas to play safely in and avoid going out of bounds
- Know how to respect the toilet facilities and avoid hanging out in groups in there

Lunchtime (*Respect and responsibility*)

- Know that we line up sensibly and calmly at the correct time for lunch
- Know that we should use a quiet voice in the dining room
- Know that we always sit on chairs in the dining room
- Know that we close our mouth when chewing and avoid speaking with food in our mouths
- Know that we should always try to use a knife and fork correctly (this will be explicitly taught in Pre-Prep)
- Know how to tuck in our chairs, take our trays away and tidy up our space before leaving
- Know how to use good manners during lunchtime, particularly when receiving food from the catering team
- Know that 'good manners' means saying 'please' when you ask for something and 'thank you' when you receive it

**APPENDIX 2
PROCESS OF BEHAVIOUR MANAGEMENT**

A proactive, positive behaviour management approach is the first step.

Rewarding pupils for positive achievements is considered to be extremely important in developing a positive ethos within the School. The School very much believes in the importance of a culture of praise. Staff are encouraged at all times to offer pupils positive feedback on their efforts and achievements and to share positive information about the success of pupils in any aspect of school life. Likewise, tutors and teachers are encouraged to let parents know when their child has done something worthy of praise.

Staff will ensure the following strategies are a consistent part of all teaching/coaching interactions:

- Be on time for all of your responsibilities – lessons/Games/Activities/Assemblies/duties
- Greet pupils at the door with a task ready to begin on desks/on board
- Build a rapport with every single pupil you teach/coach.
- Establish expectations and rules into your teaching area, and explicitly teach and remind pupils of these expectations and rules, ensuring unacceptable behaviour is clearly outlined.
- Embed clear routines for the start and end of lessons – line up and greet the pupils at the door, teach them where to place their belongings and where and how to collect teaching resources and equipment. Define the presentation expectations, including DUMTUMS. Have a starter activity for pupils to engage in immediately, with all resources prepared beforehand. Use the first week of each half term, and additional time as required, to reinforce these routines. (See Wycliffe Way)
- Provide pupil feedback, ensuring they are working towards Learning Outcomes and specific goals, and have a purpose to their learning
- Consider seating plans, covering the learning needs of all pupils
- Practice active engagement, ensuring interactions with every pupil in each of your lessons/sessions.
- Think through unstructured times, such as waiting to go on matches/trips/outdoor lessons and be proactive
- Ensure positive learning attributes are clearly visible in the classroom

Expectations of behaviour are to be clear – 1, 2 and 3rd time a consequence. **The term used in isolation 'You are going to receive/you have received a Behaviour Concern/Ready to Learn Concern is not applicable and needs to follow the 1st Warning, 2nd Warning 3rd time a consequence (where applicable).** In addition to verbal warnings, warnings should also be clearly noted visually in the classroom/learning space so that pupils are clear of where they stand within the consequence system. Staff should also consider the phrase 'Time, Place, Decide' when dealing with poor standards of behaviour so as not to escalate a situation.

Time – Is it the right time?

Place – Is it the right place?

Decide – Decide on action to be taken.

There are some pupils who find following behaviour rules challenging – the School stance is that we support and help these pupils and that the behaviour management system is adapted in order to give every opportunity for success. This may mean that SMT or the Head are involved more quickly or that there are individual behaviour expectations set for the pupil. **At no time is the disrupted learning of others to be acceptable or allowed.**

Everyone is entitled to learn. As referenced earlier in the policy, if behaviour of one or more pupils is stopping anyone else learning, teachers/coaches have the option to contact a member of SMT to remove the pupil. SMT can be contacted either through a telephone call, or through contact with the school

office (via email, telephone, or by sending another pupil). This should only happen as a last resort, and after the warnings process noted below.

Playtimes/Lunchtimes

The person on duty (including TAs and Resident Assistants) has the authority to follow the behaviour management system and must do so.

If there is a pupil who is disrupting the enjoyable play of any other pupil the options are:

- Identifying that there is an issue and speaking to the group of pupils including the individual/group that this is not positive play
- Asking that pupil to stand next to you or sit on a bench for 5 mins/10 mins to calm the situation
- Calling for a member of SMT

If a pupil finds breaktimes particularly challenging, a Behaviour Report with clear objectives can be used to help guide behaviour.

If there is any form of physical incident, take the pupil(s) to the school office and inform one of the following staff - Pastoral Leader, , Deputy Head Academic or Head. Never send pupils back to class who have had any form of physical altercation. In Pre-Prep the incident should be brought to the attention of the Assistant Head (Pre-Prep).

MANAGING BEHAVIOUR – PROCESS

In all behavioural incidents, the pupil will have the opportunity to reflect on their choices and actions as part of their learning. Where appropriate, restorative meetings will be held and apologies shared to promote empathy and help pupils take accountability for their behaviour.

Ready to Learn Concern Record - Isolated Incident

- 2 warnings before a consequence is given (where applicable)
- Enter Ready to Learn Concern Record on to iSAMS
- Consequence of visiting the Reflection Room. Other consequence options include spending time with the member of staff, at the discretion of the member of staff.

Low-Level Behaviour Concern Record - Isolated Incident

- 2 warnings before a consequence is given
- Enter Low- Level Behaviour Concern Record on to iSAMS
- Consequence of visiting the Reflection Room. Other consequence options include spending time with the member of staff, writing a letter of apology, or undertaking a community service task, at the discretion of the member of staff.

Mid-Level Behaviour Concern Record - Isolated Incident

- Staff member concerned investigates incident, then informs **Tutor and Pastoral Leader**
- Enter Mid-Level Behaviour Concern Record on to iSAMS
- **Pastoral Leader** reviews findings, authorises the Mid-Level Behaviour Concern Record and advises **Tutor** on appropriate consequence. **Tutor** informs parents either via email or preferably telephone call
- Consequence of a 30 minute lunch time detention booked in, which may also include a letter of apology, at the discretion of the member of staff. Detention will be managed by a member of SMT, who may include a community service task within the detention slot.

If the investigation finds that this is a High-Level Behaviour Concern offence then **Pastoral Leader** informs parents via email, or preferably telephone call.

High- Level Behaviour Concern Record - Isolated Incident

- Staff member concerned investigates incident, then informs **Tutor and Pastoral Leader**
- Enter High-Level Behaviour Concern Record on to iSAMS
- **Pastoral Leader** reviews findings, authorises the High-Level Behaviour Concern Record and informs parents via email or preferably telephone call.
- Consequence of Head's Detention booked in, which may also include a letter of apology, at the discretion of the member of staff. Detention will be managed by the Head, who may include a community service task within the detention slot.
- **Pastoral Leader** informs **Deputy Head**
- Further consequences may follow, dependent on the behaviour. This may include writing letters of apology/facilitated talks between pupils, and dependent on the severity of the incident, the use of a Restricted Programme, Behaviour Report, discussion around removal from school events/activities, time-out, temporary (fixed term) exclusion and permanent exclusion may be explored.

If the investigation finds that this is a Mid-Level offence then **Pastoral Leader** informs **Tutor**, who informs parents either via email or preferably telephone call.

Failure to Attend Consequences

If a pupil fails to attend the Reflection Room, they will be booked in for the next session, and informed. If they fail to attend for a second time, they will be given a lunchtime detention.

If a pupil fails to attend a lunchtime detention, they will be booked in for the next session, and informed. If they fail to attend for a second time, they will be given a Head's detention.

Attendance will be monitored, and further steps taken if pupils repeatedly fail to attend.

Next Steps

The first 3 Ready to Learn and/or Low-Level Behaviour Concerns a pupil receives per half term are dealt with by the Tutor. The Tutor will meet with the pupil to discuss the incidents and identify any support required to improve their behaviour. The Tutor will contact the pupil's parents, detailing the concerns raised to date. If further Ready to Learn and/or Low-Level Concerns occur, the Tutor will discuss with the Pastoral Leader whether to put in place a Behaviour/Ready to Learn report to support the pupil.

Further Steps – Ready to Learn Concern

If there is no change in approach, the pupil meets with the Deputy Head Academic (or Head of Department if subject specific) who will review/amend Ready to Learn report. If there is no change in behaviour, the pupil meets with the Deputy Head Academic and parents. If there is no change in behaviour, the pupils meets Head. Finally, if there is no change in behaviour, the pupil follows the process of time out, fixed term exclusion and permanent exclusion.

Parents may be called in with the Deputy Head Academic/Deputy Head/Head as appropriate.

Further Steps – Behaviour Concern

If there is no change in approach, the pupil meets with the Pastoral Leader who will review/amend the Behaviour report. If there is no change in behaviour, the pupil meets with the Pastoral Leader and their parents. If there is no change in behaviour, pupil meets Head. Finally, if there is no change in behaviour, the pupil follows the process of time out, fixed term exclusion and permanent exclusion.

Parents may be called in with the Tutor/Pastoral Leader/ Deputy Head/Head as appropriate.

Multiple Mid-Level and High-Level Behaviour Concerns

If pupils receive 2 or more Mid-Level/High- Level behaviour concerns over a period of 3 weeks or less, they will commence a Behaviour Report and follow the further steps process above. This may also include an additional Head's Detention.

Behaviours Immediately involving the Head/ Deputy Head

- Parents invited in to meet the **Head/ Deputy Head**
- Consequences could include Behaviour Report, Restricted Programme, removal from school activities or events, Temporary (Fixed Term) Exclusion, Permanent Exclusion
- Finding and recognising positives is essential.
- Seeking additional support to be explored.

**APPENDIX 3
BEHAVIOUR MANAGEMENT IN THE BOARDING HOUSE**

The Boarding House is a home to our pupils during term time, and learning to live in a community, with the differences in character and experience, is all considered important life skills.

As with the wider Behaviour Policy, the aim of this appendix is to promote excellent standards of behaviour in the Boarding House. For pupils to gain the most out of their time and experience of boarding life, standards of behaviour must be consistently high and the positive experience not disturbed by others. This requires a consistent and clear approach towards all pupils, which fosters a positive culture, as well as a proactive approach to pastoral care and behaviour. We believe that positive culture is developed through working closely with pupils, staff and parents alike.

Prep Boarding – Rewards

Action	Reward	Details
<i>Expected behaviour</i>		
<i>House routines and tech expectations adhered to</i>	<i>Expectation met</i>	<i>Maintain year group privileges</i>
<i>Good time keeping for morning/evening routines, tech hand ins and events/activities</i>		<i>Receive permission for visiting friends houses and attending weekend trip</i>
<i>Responsible for own belongings and respectful of others' property/space</i>		<i>Participate in celebratory events in Boarding House and receive weekly pocket money allowance and 'boarding treats' (i.e. ice cream nights)</i>
<i>Good mealtime etiquette and communication of movements</i>		<i>Sit with choice of friends at mealtimes</i>
<i>Agreeable behaviour towards all peers and staff</i>		<i>Select evening activity of their choice and spend free time how they choose to</i>
<i>Going Above and Beyond</i>		
<i>Kindness/support/understanding shown towards boarding peers and/or staff</i>	<i>Daily recognition of positive behaviour – 'stand-out child' noted in daily diary each day – given reward postcard weekly and photo sent home to parents detailing reward</i>	<i>'Stand-out child' receives reward postcard and 30 mins phone time on Sunday evening. Parent sent photo detailing reward</i>
<i>Helping to tidy/support around the Boarding House</i>		<i>Weekly record of children's behaviour reviewed at end of half term – children with</i>
<i>Conscientious and organised attitude towards school, going</i>		

'above and beyond' without prompting	Positive praise used throughout house	no/few sanctions participate in 'noodle night' (or similar)
Responsible and respectable behaviour shown during event/activity/trip	Positive messages / emails / phone calls home to parents	Appreciation post it handed out to pupils weekly when board is 'reset' for the next week
Perseverance, resilience and/or patience	Daily appreciation board – post it notes placed on board (by/about staff and by/about pupils) recognising positive acts/behaviour in thanks/appreciation	Weekly record of children's behaviour reviewed termly when considering responsibilities within the house (i.e. Head of House and Deputy)
Packs efficiently and to a good standard		
Maintains good level of dorm tidiness throughout week		

Prep Boarding – Sanctions

Action	Tier	Consequence
Unexpected behaviour		
Late for... <ul style="list-style-type: none"> ➤ Registration ➤ Activity/trip ➤ Tech hand in ➤ Bedtime routine (inc. supper and shower) 	1 = no 2+ in a week = yes	Issue of a Tier will mean a 25p reduction in weekly tuck shop spend Late to morning registration = last in queue at breakfast
Disturbing others during the night <ul style="list-style-type: none"> ➤ Talking after 'lights out' ➤ Moving around the dorm prior to 7am without staff permission (6:30am for Y8s) ➤ Purposefully waking peers unnecessarily 	No, unless continued warnings are ignored	Consistently late to bed = late bedtime on Saturday night revoked The following support systems may also be implemented: <ul style="list-style-type: none"> ➤ Visual cards/reminders/routines ➤ Mealtime 'buddy' system
Improper mealtime etiquette <ul style="list-style-type: none"> ➤ Poor manners ➤ Impolite/impatient behaviour towards catering and/or boarding staff ➤ Playing with food 	No, unless continued warnings are ignored and Head of Boarding informed	
Lack of responsibility/organisation regarding... <ul style="list-style-type: none"> ➤ Belongings ➤ Dorm tidiness 	No	

Inappropriate behaviour		
<p><i>Refusal to follow Boarding routines...</i></p> <ul style="list-style-type: none"> ➤ <i>Morning/evening routines, inc. supper and showers</i> ➤ <i>Participation in activities, including not behaving appropriately and affecting others' experience</i> ➤ <i>Mealtime expectations</i> 	<p><i>Yes, if behaviour continues after one verbal warning issued</i></p>	<p><i>Issue of a Tier will mean a 25p reduction in weekly tuck shop spend, possibly 50p (staff discretion used)</i></p> <p><i>Refusal to participate in activities = Houseparent selects which activity they participate in for the following evening – if inappropriate behaviour continues, participation choice is reviewed weekly by Houseparent</i></p>
<p><i>Inappropriate use of tech...</i></p> <ul style="list-style-type: none"> ➤ <i>Using games/apps during 'tech free night'</i> ➤ <i>Tech in toilets/dorms</i> 	<p><i>Yes</i></p>	<p><i>Games/apps used during 'tech free night' = phone handed in and tech revoked for following day</i></p> <p><i>Tech in toilets/dorms = remainder of tech time revoked</i></p>
<p><i>Lack of respect shown in communal areas...</i></p> <ul style="list-style-type: none"> ➤ <i>Common rooms, inc. kitchens and games room</i> ➤ <i>Showers/toilets</i> ➤ <i>Corridors</i> ➤ <i>Peers' belongings</i> ➤ <i>Peers' dorm space</i> ➤ <i>Outside space</i> 	<p><i>Yes, if behaviour continues after one verbal warning issued</i></p>	<p><i>Inappropriate verbal/physical behaviour = Houseparent informed and possible phone call home to parents to discuss incident</i></p>
<p><i>Inappropriate verbal behaviour...</i></p> <ul style="list-style-type: none"> ➤ <i>Minor name-calling</i> ➤ <i>Disrespectful tone/attitude</i> ➤ <i>Rude 'backchat'/'....(talking under breath)</i> ➤ <i>Using tech for any of the above</i> 	<p><i>Yes</i></p>	<p><i>The following support systems may also be implemented:</i></p> <ul style="list-style-type: none"> ➤ <i>Daily check-ins for behaviour/tech</i> ➤ <i>Individual progress goals set by Houseparent</i> ➤ <i>Head of House to support with dorms/belongings/common areas</i> ➤ <i>Mealtime 'buddy' system</i> ➤ <i>Weekly review with Houseparent of evening activity selection</i> ➤ <i>House staff to review recurring tier trends in weekly meetings and discuss further support systems</i>
<p><i>Inappropriate physical behaviour...</i></p> <ul style="list-style-type: none"> ➤ <i>Minor hitting, slapping, and/or kicking</i> ➤ <i>Minor pushing, shoving, tripping and/or pulling hair</i> ➤ <i>Minor vandalism of peer/staff/school belongings and/or property</i> 	<p><i>Yes</i></p>	

Unacceptable behaviour		
<p><i>Unacceptable verbal behaviour...</i></p> <ul style="list-style-type: none"> ➤ <i>Repeated targeted name-calling, quarrelling and/or hurtful behaviour</i> ➤ <i>Racist, sexist or homophobic comments</i> ➤ <i>Shouting/screaming/wailing relentlessly without cause</i> ➤ <i>Use of tech for any of the above</i> ➤ <i>Inappropriate app on tech</i> ➤ <i>Not handing in phones/sim cards/laptops/ipads</i> 	<p><i>Yes, referral to Head of Boarding and SMT</i></p>	<p><i>On receipt of a Dual Boarding Demerit, one of the following consequences will be put into place, at the discretion of Boarding Staff. Consequences are relative to the action.</i></p> <p><i>Sunday trip permission revoked</i></p> <p><i>Tech removed indefinitely, at discretion of Houseparent</i></p> <p><i>No access to tuck shop</i></p>
<p><i>Unacceptable physical behaviour...</i></p> <ul style="list-style-type: none"> ➤ <i>Hitting, slapping, and/or kicking, with intent</i> ➤ <i>Pushing, shoving, tripping and/or pulling hair, with intent</i> ➤ <i>Vandalism of peer/staff/school belongings and/or property, with intent</i> 	<p><i>Yes, referral to Head of Boarding and SMT</i></p>	<p><i>Removal of some/all year group privileges</i></p> <p><i>Boarding report (five-day report with specific targets pertaining to negative behavioural choices)</i></p> <p><i>Removal or Leadership responsibility/role</i></p> <p><i>Phone calls home to parents to discuss details of incidents and consequences</i></p> <p><i>The following support systems may also be implemented:</i></p> <ul style="list-style-type: none"> ➤ <i>Daily check-ins for behaviour/tech</i> ➤ <i>Individual progress goals set by Houseparent</i> ➤ <i>Weekly review with Houseparent of evening activity selection</i> ➤ <i>House staff to review recurring tier trends in weekly meetings and discuss further support systems</i> ➤ <i>Restricted/supervised tech access</i> ➤ <i>Time at home</i>

Intolerable behaviour		
<p><i>Intolerable behaviour</i></p> <ul style="list-style-type: none"> ➤ <i>Drugs/alcohol consumption and/or possession</i> ➤ <i>Vaping and/or smoking, including possession of vaping/smoking equipment</i> ➤ <i>Inappropriate photo/recording on tech</i> ➤ <i>Safeguarding matters</i> 	<p><i>Immediate referral to Head/Deputy Head</i></p>	<p><i>On receipt of a Dual Boarding Demerit, one of the following consequences will be put into place, at the discretion of Boarding Staff. Consequences are relative to the action.</i></p> <p><i>SLT meeting with parents/guardians</i></p> <p><i>Temporary exclusion</i></p> <p><i>Permanent exclusion</i></p> <p><i>The following support systems may also be implemented:</i></p> <ul style="list-style-type: none"> ➤ <i>Restorative meetings</i> ➤ <i>Time at home</i> ➤ <i>Mentoring</i> ➤ <i>Counselling</i> ➤ <i>Working with parents to return child to school gradually</i>

APPENDIX 4
TRUSTEES' REVIEW

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School

The parents may make a written request to the Clerk of the Trustees for a Trustees' Review where one of the following applies:

- a pupil has been permanently excluded or where the parent has been required to remove the pupil and the parents are dissatisfied with the outcome of the meeting with the Head;
- the Head has decided to suspend the pupil for 15 school days or more; or
- suspension would prevent the pupil from taking a public examination.

The process for a Trustees' Review will be as follows:

- A request for a Trustees' Review must be made and received by the Clerk within 10 working days of the Head's decision being notified in writing to the parents. A request must state the grounds on which the parents are asking for a Trustees' Review and the outcome they would like.
- The Review Panel will be made up of at least three trustees. None of them shall have had any detailed prior knowledge of or involvement in the case, or of the pupil or parents.
- The review meeting will be held as soon as reasonably practicable after receipt of the request for a Trustees' Review. A review will not normally be held during school holidays and will normally take place at the School. The Review Panel may consider, in its absolute discretion, that an alternative venue or a virtual hearing is more appropriate.
- The review meeting will generally be attended by the Review Panel members, the Clerk (as note taker), the Head, the pupil and parents. However, the Review Panel has discretion to meet the Head and the parents (and the pupil) one after the other if they consider it appropriate.
- The role of the note taker is not to take a verbatim note but rather an accurate reflection of what was discussed.
- The parents (and pupil) may be accompanied by a friend or relation or a member of the School staff if desired. As the intention is to make the meeting as informal as practicable, legal representation at the Trustees' Review meeting is not permitted. Parents should inform the Clerk in writing at least five working days in advance of the meeting of the identity of any person accompanying them.
- The review meeting will be chaired by one member of the Review Panel (chosen by themselves) and will be conducted in an informal manner, and all statements at the meeting will be unsworn. The meeting will be directed at all times by the Chair who will conduct the meeting fairly so as to ensure that all those present have an adequate opportunity of asking questions and making representations. However, as the meeting does not form part of formal legal proceedings, the Review Panel will not be bound by strict rules of evidence and procedure. It will have a wide discretion to conduct the meeting as it sees fit and proper and will give such weight as it considers appropriate to the evidence in whatever form it is tendered.
- A review meeting is a private matter. All those concerned and involved are required to keep the review meeting confidential unless disclosure is required by law. It is not permitted for the parents or the pupil to record (visual and/or voice) the meeting.
- The Chair may at his or her discretion adjourn or terminate the hearing. If the hearing is terminated without a conclusion being reached, the original decision of the disciplinary meeting will stand.
- The Chair will notify the Head and the parents in writing of the Review Panel's decision with reasons and any recommendations by the Panel, usually within 10 working days of the meeting. In coming to its decision, the Review Panel will consider whether the Head's decision was fair and reasonable. This may include either upholding the Head's decision or referring the matter back to the Head for reconsideration together with any recommendations. The Review Panel cannot overturn the Head's decision.

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- In the event that the Review Panel refers the matter back to the Head, the Head will provide a written response to the parents and the Review Panel normally within five working days, and in the absence of significant procedural irregularity, the Head's decision will be final.
- The School will make reasonable adjustments where the parents and/or the pupil inform the Clerk ahead of the Trustees' Review that they have a disability, certain medical condition(s) or special needs.

For the purposes of this procedure, working days refers to weekdays (Monday to Friday) during term time, excluding holidays, bank holidays and half term (as published in the School calendar and on the School's website).

APPENDIX 5

Behaviour Guidance: If This... Then That

This appendix provides clear guidance for pupils, parents and staff on likely outcomes for different types of behaviour. It is designed to ensure consistency, transparency and fairness. This guidance is indicative, not exhaustive – individual circumstances will always be considered. Consequences will be fair, proportionate and in line with the full Behaviour Policy.

IF THIS (Behaviour)	THEN THAT (Likely outcome)	WHO DECIDES / ESCALATES TO
LOW-LEVEL CONCERN (single incident)		
Calling out, disrupting others, minor rudeness, not following instructions (after 2 warnings)	Low-Level Behaviour Concern recorded on iSAMS. Reflective meeting with teacher at break. Letter of apology may be required.	Class teacher. First 3 per half-term: Tutor. More than 3: Tutor → Pastoral Leader.
Late for lesson 3 times, arriving without equipment 3 times, incomplete prep (without valid reason)	Ready to Learn Concern recorded on iSAMS. Reflective meeting. Behaviour or Ready to Learn Report may follow if pattern continues.	Class teacher → Tutor → Deputy Head Academic if no improvement.
MID-LEVEL CONCERN (single incident)		
Persistent low-level disruption with same teacher; rudeness to staff; going out of bounds; inappropriate use of physical force in a social situation; using a mobile phone on campus	Mid-Level Behaviour Concern recorded. 30-minute lunchtime detention. Parents informed (email or call). Device confiscated for remainder of day if mobile phone involved.	Pastoral Leader authorises. Tutor contacts parents. 2+ in 3 weeks → Behaviour Report.
HIGH-LEVEL CONCERN (single incident)		
Physical or verbal unkindness; bullying or discriminatory behaviour (single instance); significant rudeness to an adult; damaging property; lying; foul or abusive language	High-Level Behaviour Concern recorded. 1-hour Head's Detention. Parents informed. Possible Restricted Programme, Behaviour Report or removal from school activities. Restorative meeting where appropriate.	Pastoral Leader informs Deputy Head. Further action at Head's discretion.
HEAD / DEPUTY HEAD INVOLVEMENT		
Persistent high-level behaviour; peer-on-peer abuse; bullying; physical assault or fighting; racist or sexist abuse; theft; sexual harassment; drug or alcohol use; safeguarding concern	Full investigation. Parents invited in. Possible Restricted Programme, Behaviour Report, Time Out (1 day to 1 week internal), Fixed-Term Exclusion (external), or Permanent Exclusion. Referral to external agencies if appropriate. Safeguarding procedures followed where relevant.	Head or Deputy Head. Head of College consulted on any exclusion.

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MOBILE PHONES		
Phone not handed in at start of day (day pupil); phone found in use on campus	Mid-Level Behaviour Concern. Phone confiscated and handed to the school office; returned at end of day. Parents informed.	Class teacher or duty staff. Pastoral Leader informed of repeat occurrences.
Phone used to bully, record others without consent, share inappropriate images, or access harmful content	High-Level Concern or Head/Deputy Head involvement depending on severity. Device confiscated pending investigation. Safeguarding procedures followed. Police referral if material warrants it. Parents informed.	Deputy Head → Head. (D)DSL consulted on any safeguarding dimension.

This appendix should be read alongside the full Behaviour Policy. All actions are taken with the pupil's wellbeing and learning in mind. Where a pupil's SEND or other vulnerability may have contributed to their behaviour, this will always be taken into account before any consequence is applied. Restorative approaches will be used wherever possible to help pupils learn from their actions and repair relationships.