



## Sanctions Policy

### 1. Introduction

1.1 It is the expectation that all pupils at College will behave in a way that is civilised and civilising; that they will treat all in our community with kindness and respect; that they will not embarrass themselves, others or College and that they will abide by the letter, as well as the spirit, of College's 'rules and regulations'. These might include, for example, the Classroom Code of Conduct, the Dress Code, the 'golden' rules, 'Town' rules, 'bounds', instructions provided by staff and coaches, and the various College policies relating to behaviour. The over-arching expectation is one of community, consideration and common sense.

1.2 This policy applies to all pupils at Cheltenham College (Senior School) and should, where relevant, be read in conjunction with the following policies:

- Pupil Behaviour Policy
- Alcohol
- Smoking
- Drugs and Substance Abuse
- Searching a Pupil
- Use of Reasonable Force
- Anti-bullying
- ICT Acceptable Use
- Relationships and Sex Education
- Exclusions

1.3 Although College 'rules and regulations' relate primarily to school life during term time, there are circumstances in which behaviour 'off campus' and, indeed, out of term time will be dealt with by this, and related policies. These would typically include any behaviour that could bring College into disrepute or which has a serious impact on the College community or individuals within it, in either its physical or online environment.

1.4 College will consider behaviour such as a tendency to physical abuse of others that is part of a disability (such as an autistic child who lashes out at care staff) to ensure that a disabled pupil is not put at a substantial disadvantage. Reasonable adjustments would be made eg de-escalation strategies, supervision, staff training.

**2. Classroom Support (This is neutral; neither a reward nor a sanction).**  
This is an opportunity for staff to help support pupils/students. This is logged on ISAMs and an email will be sent to pupil, tutor and HsM.

Examples **may** include:

*"I know that you were absent from our lesson yesterday, and therefore, I don't have your exercise book to mark. Please can you put it in my tray tomorrow morning at break"*

*"You said you found quadratic equations difficult in our lesson today. Please come and see me at the time we agreed (8:15am tomorrow) in my classroom."*

### **3. Breaches of College Behaviour and Discipline**

#### **3.1 General principles**

Staff should use sanctions to help pupils to see the error of their actions and how they can correct their behaviour. Staff should refer to the Core College values: Community, Creativity, Curiosity, Character and Continuous Excellence. Sanctions should include an element of reflection in order to avoid future repetition or escalation.

#### **3.2 Sanctions**

There are different levels of sanction dependent on the seriousness of the incident.

##### **3.2.1 Verbal (Level 1)**

At a suitable time staff should verbally re-emphasize how the pupil behaviour is not upholding College values, explain the error and potential for sanction.

Examples **may** include:

*Forgotten equipment, lateness, shouting out, classroom wandering, cutting across College field, poor uniform etc. (This list is not exhaustive and is not logged as on ISAMs).*

##### **3.2.2 Notifications (Level 2)**

These are a communication device and a chance to inform tutor and HsM, and remind the pupil, of work required or behavioural expectations. Staff should give details and explain the timeframe to make good within the Notification. A teacher can also request a pupil comes to a classroom to re-sit a test etc. (in this case their 'time' has been penalised, and so should not be followed up with a possible weekday gating).

e.g. Repeated/ persistent occurrences of any of the above. A missing or incomplete prep with mitigating circumstances, or a missed music lesson. This should be inputted through ISAMs. This does not count towards a detention.

Examples **may** include:

*"You appear to have missed out a page of questions in your trigonometry prep. Please make sure it is with me by our next lesson".*

*"Your uniform was poor today. Please remove the nail varnish and earrings and touch base with your Hsm about ordering some school shoes or having a chit for trainers."*

*"Classroom Re-sit: you scored 11% in today's vocab test and need to come to our classroom at 08:00 after breakfast on Wednesday morning for a re-test."*

### **3.2.3 Demerits (Level 3)**

Dealt with in House by duty staff or HsM. Staff should give details, refer back to notification if applicable and re-assess timeframe for work.

#### **Academic Demerit**

This results in an in-House 30 mins 'extra prep' (for 1), Weekday Gating (for 2) or Saturday Detention (for 3). This would be given for failure to make good on any notification received within the designated time frame. Incomplete or missing prep with no mitigating circumstances. Low yield of classwork during lesson time, (possibly owing to) poor attention or focus during a lesson (although do always consider if any SEND profile). Evident low standard of preparation for pre-warned classroom test. Input through ISAMs. Does count towards a detention.

*Examples **may** include:*

*"You didn't have your Existentialism essay ready for today's lesson, saying you thought it was due tomorrow. Please print and deliver to me by our next lesson to avoid further sanction."*

*"Your focus in class today was poor again; persistently turning around, to talk across the classroom. I have explained that I expect better from you in our next lesson."*

*"Once again you have missed out a page of your trigonometry prep. This can't be another accident. Please complete it by tomorrow morning."*

*"Despite repeated verbal warnings last term, and a notification earlier last week, you forgot your calculator again. I thought we were beyond this. Keep it in your pencil case, which you always manage to bring!"*

#### **Behaviour Demerit –**

In House 30 mins 'extra prep' (for 1), or Saturday Detention (for 2).

This might be given for purposefully distracting behaviour, rudeness, stubbornness, insolence, swearing (N.B. Swearing at an adult would be dealt with at level 5 or above). gum chewing, flagrant or repeated disregard for uniform rules. Input through ISAMs. Does count towards a detention.

*Examples **may** include:*

*"When I asked you to stop turning around and shouting across the class today, you talked back, slapped your pen down and showed little remorse. I expect better from you. This has to stop."*

*"Shouting, shoving and pushing in the corridor prior to the lesson beginning. I hope you can show better discipline going forward."*

'Think about it memo' to be used at Level 3 at the discretion of the HsM.

### **3.2.4 HoD's/HsM's** Changed from Hsm

#### **Cautions (Level 4)**

**HsM Caution:** For more serious matters, or *persistent* incidences of more minor offences, a Housemasters' and Housemistresses' (HsM's) Caution may be issued. This will result in a meeting with HsM and may require communication home to parents. *E.g. Likely to result in a Saturday Detention and a Sunday House Gating.*

This may be given for inappropriate, aggressive, cruel or demeaning behaviour. Disregard for safety, school boundaries, missing games, bringing the school into disrepute or proactive undermining of school values. (This list is not exhaustive)

*Examples **may** include:*

*"Your insensitive and thoughtless comment in class today was cruel and really very shocking. I have written to your HsM with the details."*

If a pupil picks up numerous notifications in a week a HsM may go straight to level 4.

Pupils given a caution will be seen by their HsM who will decide on the appropriate punishment. This will often involve a period of House Gating that involves:

- Being restricted to House when free of College commitments
- No leave to Town or Bath Road
- Remaining in House during prep break
- Signing in with member of staff in House during the evening at pre-arranged times (and the weekend if appropriate)
- Day pupils to remain in school until 6pm (apart from Saturday) and parents are expected to keep their son/daughter at home in the evening and on Sundays
- Recording the gating in the House Sanctions record but not on the College database.

The HsMs liaise closely with the Senior HsM/ DHP to ensure consistency. The action taken should be recorded in the follow up notes on ISAMs. For the more serious incidents the HsM will see the pupil and may investigate further, referring the matter to a Senior HsM or DHP if necessary.

A pupil whose pastoral behaviour merits consideration at a more senior level will be referred to the Snr HsM or DHP. They will decide if the matter can be dealt with by the Senior HsM (for general concerns up to and including Deputy Head Gating - but excluding pupils in the Senior HsM's own House) or if the pupils should come directly to the DHP's office. The DHP deals with matters of significant bullying.

#### **HOD's Caution**

This would result in a meeting with HOD. It may require a communication home to parents and is likely to result in a Saturday Detention and a Sunday House Gating.

(Brief consultation with HsM would be required prior to meeting in order to ascertain any significant/recurrent/ongoing pastoral concerns).

Examples **may** include:

*Plagiarism, persistent and regular poor classroom discipline, failure to attend compulsory clinic/ 2 x music lessons.*

*"You have pasted the whole of your essay from the 'owlcation.com' website, this is lazy corner-cutting and you cannot pass off other people's work as your own."*

*"You continue, despite repeated warnings and demerits to misbehave in class. You are distracted and being distracting to the whole class. 'Head of Department' would like to meet with you."*

Pupils to complete 'Think about it memo' for HoD or Hsm

### **3.2.5 Senior HsM/HoD Caution (Level 5)**

Can only be issued by Senior Hsm or Senior HoD. May involve a reflective conversation, letter home, reparation meeting, detention or Senior Hsm/HoD Gating depending upon the circumstances. Could lead to support plan or behaviour contract in discussion with Heads of Upper College, Lower College or Third Form. For repeated lower-level misdemeanors (3 x detentions in a single term) or for a more significant first offence.

Examples **may** include:

*"You were 60 minutes late to your Saturday Detention and then failed to turn up for your Sunday Gating in House." (Snr HsM Caution).*

*"Smoking out of bounds/Vaping in House (first time offence)" (Snr HsM Caution).*

*"Sharing your answers with others during an internal exam" (Snr HoD Caution).*

*"You have had three detentions for predominantly Academic Demerits this term" (Snr HoD Caution).*

Think About It Memo needed. A formal letter home may be sent by the Senior HsM or HoD and any "Serious Sanction" will be recorded centrally and in House records.

### **3.2.6 Deputy Head Gating (Level 6)**

Can only be issued by a Deputy Head (or Snr HsM/HoD in the Deputy Head's absence), often in consultation with the HsM or HoD. These are given for persistent offences or misdemeanours that are considered grave enough to be sent 'up' to the Deputy Head level.

Examples **may** include:

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*"Despite repeated conversations with your Hsm and with Senior Hsm you are still not attending supervised study/breakfast/games/gating as instructed".*

*"Repeated plagiarism of prep/classwork, or first offence if NEA plagiarism".*

*"Repeatedly failing to attend Gatings or Saturday Night Detention".*

*"Repetition of vaping, smoking, some Level 1 bullying*

Think About It Memo needed. A formal letter home will be sent from the Deputy Head's Office and this level of "Serious Sanction" and above will be recorded centrally and in House records.

### **3.2.7 Internal Suspension (Level 7)**

This can be for up to 3 days when the pupil reports to the Deputy Head Pastoral. The pupil will not attend lessons, and will be suspended from all other school activities, although they will be given schoolwork which they will be expected to complete.

*Examples **may** include:*

*"Significant misdemeanor such as alcohol, Level 2 bullying, absconding from House or serious breach of Relationships Policy".*

\*\* An external suspension may be considered appropriate depending on the severity of the above.

### **3.2.8 External suspension (Level 8)**

This sanction is reserved for extremely serious breaches of school discipline that put themselves and/or others at risk of harm:

*Examples **may** include:*

*Intoxication that puts themselves at risk, purchasing and consuming spirits, use of controlled drugs, repeat bullying offences, sharing of nude/semi-nude images particularly where there is evidence of coercion.*

## **4. Impact of Sanctions and Accumulation of Demerits:**

Neutral sanctions (Level 1 and Level 2) will not count towards a detention (although a spate of notifications from a range of different subjects, for similar offences, may give scope for a HsM to put a student into a Weekday Gating or Saturday Detention).

One Demerit results in 30 minutes 'extra prep' in House (although not always possible to enforce for Day Pupils and Day Boarders, in this instance an email will be sent home to parents detailing the work that needs completing).

Two Academic Demerits within a week will lead to a Tuesday afternoon Gating (Lower College) or Thursday afternoon Gating (Upper College). The count is re-set following a Gating.

Three Academic Demerits within a week will lead to a Saturday Detention. The count is reset following a Detention.

Two Behaviour Demerits will lead to a Saturday Detention. The count is re-set following a Detention.

A pupil who has been in any Weekday Gating and gets a third Demerit that same week will be placed into the Saturday Detention as well that week.

Pupils who are unable to attend a Weekday Gating will be moved to the next available Weekday Gating (Tuesday or Thursday – it would be on this occasion that Upper College and Lower College pupils may have to mix).

## **5. Description of Gatings and Detentions:**

### **5.1 Weekday Gating**

Tuesday (Lower College) 4:40-5:30pm. Thursday (Upper College) 4:45-5:45pm. Supervised school work with laptops. No Bath Road time. Failure to attend (without mitigating circumstances) or poor behaviour during gating can be upscaled to a Saturday Detention.

### **5.2 Saturday Detention**

These are an opportunity for pupils to reflect on their behaviour and consider how they can make positive changes. They will complete a Think About It Memo and 2-3 essays which are selected by the HsM or the person initiating the sanction. These are read by a Deputy Head and passed to HsMs for a follow up reflection meeting with the pupil. For significant offences, it is likely that a Saturday Detention will be accompanied with a Sunday House Gating. Failure to attend (without mitigating circumstances) or poor behaviour during Detention can lead to an additional Weekday Gating, another Saturday Detention OR a Senior HsM/HoD Caution.

### **5.3 Sunday House Gating**

Includes a full day House gating (no town etc.): Chores, tasks, letters of apology, 'crime' related research. Failure to attend, poor behaviour during Sunday House Gating can be upscaled to a Senior HsM Caution.

### **5.4 Deputy Head Gating**

Meeting with Senior HsM or Deputy Head Academic/Pastoral depending on the reason for the sanction. Letter home to parents. 08:00-17:30 - all 'free' time in Deputy Head's Annexe. No return to Boarding House. Supervised Lunch. Additional schoolwork required.

## **6. Monitoring of Sanctions**

When a Level 2 sanction is inputted on ISAMs the pupil and their HsM and tutor will be alerted via email.

HoDs will receive a daily report and a weekly summary of all sanctions and rewards issued on ISAMs by members of their Department. It is imperative the staff input their Department when prompted to on the system if the sanction relates to classroom or academic conduct. HoDs should therefore gain a 'lay of the land', identify possibly recurrent names, ensure a degree of consistency and help to guide new members of staff to the system.

HsMs and Resident Tutors will receive a daily report of all sanctions and rewards issued to pupils in their relevant House. This will allow duty staff to check the pupil has understood what is required, impose the 30 minutes extra prep if needed/ possible and gain a 'lay of the land' for the pupils in the House.

- a) Minor incidences of poor behaviour (Level 1,2 or 3) will usually be dealt with by a member of staff in a manner suitable to the nature of the incident.
- b) Repeated or more serious incidents are likely to be passed onto a more senior member of staff such as a HsM, HOD or a Head of Sport etc. (Level 4)
- c) Persistent or more serious behavioural incidents are likely to be referred to HsMs, HoDs, Heads of Upper College or Lower College, the Deputy Head Co-Curricular,

the Senior HsM or Senior HoD (Level 5).

- d) Serious behavioural concerns will usually be dealt with by the Deputy Head Pastoral (DHP), or for more serious academic matters, by the Deputy Head Academic (DHA). In the absence of the relevant Deputy Head, another senior member of staff may act on their behalf.
- e) Matters of greater seriousness (potential permanent exclusions) will be referred to the Head and the President of Council will be informed. Further details are included in the Exclusions Policy.
- f) HsMs will ensure that pupils are aware of this Policy and those policies referred to in it.

Where behavioural concerns involve a pupil with significant SEN, a disability as defined under the Equality Act 2010, or with significant and identified social, mental or emotional needs, College will make reasonable adjustments to the procedures and sanctions listed here which it considers are appropriate in relation to that individual pupil's disability or needs.

## **7. Procedures**

- a) All misbehaviour or disciplinary incidents will be dealt with as soon as it is possible to do so.
- b) In more serious incidents, an investigation will be carried out to establish the facts. The policies listed in the Introduction above contain procedures to be followed in specific matters.
- c) When a pupil is formally interviewed in relation to more serious incidents, he/she will be accompanied by his/her Tutor, HsM or other suitable member of staff to support him/her. Parents do not attend such interviews; this is to ensure that all pupils are treated in the same manner.
- d) In these circumstances, a pupil will always be given the opportunity to give their version of events and present any mitigating circumstances/issues. Pupils are, where relevant and possible, asked to provide a written 'statement' of events as soon after an incident has occurred as is practicable.
- e) The College staff may search a pupil or his / her possessions or accommodation with their consent for any item. If the pupil refuses, sanctions will be applied in accordance with this policy.
- f) In relation to prohibited items, the Head, and staff authorised by the Head (authorised staff include the Senior Deputy Head, DHP and every HsM), may search a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Such action will be taken in accordance with the DfE guidance Searching Screening and Confiscation (February 2014). Details may be found in the 'Searching a Pupil' policy, available from the Bursar's PA on request.
- g) If staff are required to restrain a pupil, any use of force will be reasonable, proportionate, and lawful. Reasonable force will be used in accordance with the DfE guidance Use of Reasonable Force (July 2013) and as set out in the 'Use of Reasonable Force' policy (available on the policy portal). A record of any physical intervention will be recorded on CPOMS and parents will be informed on the same day or as soon as is practicable.
- h) The College will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where Permanent Exclusion needs to be considered, the College will ensure that a pupil with a

disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered. Individual Welfare Plans or Priority Pupil Plans will be used as necessary when making reasonable adjustments. Staff should seek advice from the Deputy Head Learning and Wellbeing or Senior Deputy Head if they are unsure about how to manage a pupil's behaviour where this is related to a special educational need or disability.

**Any scenarios where the course of action is unclear can be discussed with a senior member of staff (HOD, HsM, Senior HsM, Deputy Head).**

Sanctions are not carried forward from one week to the next but detentions that are not completed in a given half-term will be carried forward into the following half-term, except at the end of the school year. At the end of a half-term, detentions will usually be on a suitable weekday night. There is no requirement to give notice for detentions, but pupils can expect 24 hours' notice of a Saturday night detention.

Corporal punishment is not used or threatened at the College and force is never used as a form of punishment.

A pupil receiving a Demerit or Notification on Saturday morning may be expected to complete the work over the weekend. HsMs will check that work has been done after Sunday evening Chapel.

Teachers are reminded to consider the reasons for poor quality work: a Classroom Support Notification may be more appropriate if the pupil has failed to understand a key element of the work. HsMs and tutors are asked to pay close attention to Upper College pupils who use the Academic Demerit to regularly extend work deadlines. A HoDs' Caution may be given.

### **8. Consistent Misbehavior**

If a pupil gains more than 3 detentions (academic or behavior) in any one term they will receive a Senior HoD/HsM Caution which is likely to result in a Gating and a support plan or behavior contract. It will be issued by either the Senior HsM or Senior HoD depending upon the balance of contributory sanctions. Continued detentions after this point would lead to a Deputy Head gating. 3 Deputy Head Gatings in a term may lead to an internal suspension.

### **9. Behaviour Contracts**

At any point where *significant* or *persistent* poor behaviour occurs in either the academic or pastoral areas of College a pupil may be placed on an agreed Behaviour Contract to enable the closer monitoring of their actions. Such a contract will be discussed with the pupil and relevant members of staff and two copies will be signed. One copy is kept in the main pupil file and the other is kept by the pupil. In the most serious cases, parents will also be sent a copy.

### **10. Exclusions**

The College Exclusions Policy sets out the procedures to be followed in the event that a pupil may be permanently excluded.

### **11. Malicious allegations against staff**

Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

In accordance with the DfE's guidance Keeping Children Safe in Education (2020), the College will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

### **12. Record keeping**

A formal sanction is recorded on the College database and forms part of the relevant pupil or pupil record. The weekly deadline is at 3pm on a Thursday, except at the end of half-terms. Formal sanctions are notified to pupils by e-mail.

### **13. Review**

It is the responsibility of the DHP and DHA to monitor sanctions. This is done informally on a weekly basis so that patterns in behaviour can be identified and managed appropriately. Serious sanctions are reviewed termly by the DHP, and the records are signed.

## **Appendix**

### **House Sanctions**

Sanctions must be appropriate and in line with the seriousness of the incident. No pupil can give or oversee a sanction. All sanctions must be recorded and no sanction can be given to cause embarrassment, humiliation or physical or emotional harm. Any sanction should be given in person so that there is opportunity to give clear, reasoned explanation as to why that sanction has been given.

#### **House Sanctions may be as follows:**

- A removal of Prep Break privileges.
- Being asked to work in the HsM's study during study periods/lunch/break (food must be available).
- House grounding - all Bath Road/town privileges removed (often used for repeatedly late to sign in/ late back from prep break/town).
- House Gating - confined to College grounds and have to sign to House at

- regular intervals on House Gating sheet (being out of bounds etc.)
- Removal of drinks' privileges (Upper College only).
- House chores - helping with laundry, clearing out boot room, etc.
- Copying out House rules.
- Confiscation of tech.
- "Directed Time". May include academic work, room tidying or being occupied until dorms are settled if being disruptive.
- Having invite request removed - Parents must be informed. (Lying about nature of invite - e.g. party/ dissatisfaction with arrangements/ behind with work).
- Early breakfast sign in or meal-time SATIS (for missing meals).
- Day pupils to remain in school until 6pm (apart from Saturday) or to lose free time around break, lunch, sport or activities.
- HsM may contact day pupil parent to ask them to support minor home sanctions.
- Reflective task such as "Think About It Memo".

All sanctions must be recorded on House OneNote. Repeat offenders may have their sanction increased to Level 3 (Demerit), Level 4 (HsM Caution) and may be issued a detention where behaviour goes against the House Rules, House Charter or College's 5Cs (e.g., dummy phone is a trust/integrity issue which is against our "Character" ethos and will result in a Detention). Logs should be shared with the Deputy Head Pastoral who has responsibility for monitoring House sanctions.

AVC January 21

Next review: January 2022

Most recently approved by Council – February 2020