



# Behaviour Management Policy (Senior School)

<b>Applies to</b>	Senior School
<b>Responsibility</b>	Deputy Head (Pastoral)
<b>Approving Body</b>	Pastoral and Recreation Committee
<b>Date reviewed</b>	Michaelmas 2025
<b>Next review</b>	Michaelmas 2026

## **1. Purpose of this Policy**

The aim of this policy is to provide guidance for staff as to the expectations of behaviour they should have for pupils and how they manage such behaviour. This policy operates alongside the Care Manifesto, School Rules, Pupil Code of Conduct, Alcohol, Drugs Misuse and Smoking Policy, Anti-bullying Policy, Child on Child Abuse Policy, Permanent Exclusion Policy, Physical Restraints Policy, Search and Confiscation Policy, Online Safety and IT Acceptable Use Policy and Low Level Concerns Policy. Please also see the Prep School Behaviour Management Policy and the Prep School - Little Wellies Behaviour Management Policy

## **2. Aims of the School**

At Wells Cathedral School we aim to provide all pupils with a family environment within a kind and caring community where they can be happy, healthy and most importantly, who they are.

Our mission is working to ensure all members of our community have a sense of belonging and are contented, balanced and confident individuals who have the necessary tools to live safe, joyful and fulfilling lives. We understand growing up is a learning process - pupils and young adults will make mistakes and need to be allowed to learn from them in a safe, supportive environment. We seek to make sure that all members of the community have a high level of spiritual awareness, emotional intelligence and self control and are also active and responsible citizens who make a positive contribution to the School and the wider world.

## **3. Positive Behaviour Management**

At Wells Cathedral School we seek to promote citizenship and positive relationships by discussing and managing issues in a productive way using coaching and restorative approaches before seeking to apply sanctions. A pupil centred and flexible approach is at the very core of what we do - every pupil is an individual and no two situations are the same. The use of regular formal and informal positive feedback is strongly encouraged and may come in the form of rewards, prizes and, most frequently, verbal recognition of good behaviour or achievement by role models from across our community. We also seek to promote positive behaviour through participation in the School's extensive co-curricular programme. This programme provides opportunities to play, work, live and learn key life skills with others whilst developing positive health and well-being.

## **4. Team Around a Child**

At Wells we use a team around the pupil approach. Available to each pupil is a team of dedicated role models, which includes pupil leaders, form teachers, tutors, houseparents, heads of year, professional counsellors, qualified nurses and doctors and Deputy Head are responsible for pastoral care whose primary role is to support pupils through the challenges that growing up presents. Having such a range of staff available to help with anything and everything ensures each pupil has someone they can trust to turn to if they need it. We believe that we must work in close partnership with parents and to ensure each pupil can develop into their best self. We seek to initiate and always welcome frequent, open and honest communication. When appropriate, we also involve outside agencies.

## 5. Rewards

Reward	Reason for awarding	Who can award?	Action	Notes
Merit	Very good work, achievement or conduct	Teaching staff	Record on iSAMS	Automated email to: Tutor, HP, parent Displayed on Portal
Commendation	Excellent work, achievement or conduct. Repeated very good work	Teaching staff	Record on iSAMS	Automated email to: Tutor, HP, parent, HoY Displayed on Portal
Head Master's Commendation	Outstanding work, achievement or conduct	HoY	Record on iSAMS	Automated email to: Tutor, HP, parent Displayed on Portal Awarded in EoT assembly.

## 6. Sanctions

Teachers may at times be required to manage pupil misbehaviour which may occur in school and, in some circumstances, outside of school through the use of sanctions or other disciplinary procedures. All staff with responsibility for managing pupils' behaviour may apply appropriate sanctions. Other sanctions and procedures are listed in the Anti-bullying Policy, Expulsion Policy, Physical Restraints Policy, Search and Confiscation Policy, Low Level Concerns Policy and Online Safety and IT Acceptable Use Policy.

When applying sanctions the needs of the individual should always be taken into consideration. The School does not operate in a way where particular offences receive particular sanctions and professional judgement is used at all times.

**Recording:** All major sanctions are recorded in the School's iSAMS database, with more minor House infractions being recorded in the Pastoral Manager.

**Monitoring:** Sanctions, including detentions, are reviewed at the end of each long-term by the Head Master and/or Deputy Head (Pastoral).

**Review:** The review of serious disciplinary matters and appeals against sanctions is governed by the School's Complaints Procedure.

Sanction	Types of Offence* <i>* these are exemplar offences and reserve the right to adjust sanctions according to context</i>	Who can award?	Action	Notes (including communication)
<b>1. FIRST RESPONSE</b>				
<b>Tutor Alert</b>	To flag initial concerns.	Teaching Staff	Notification to tutor only.	Automated email to: Tutor
<b>De-Merit (Y7-8 only)</b>	To sanction low level misdemeanours with immediate impact	Teaching Staff	Notification to tutor and Head of Year	Automated email to: Tutor HoY
<b>2. WARNING</b>				
<b>Academic Warning</b>	Minor classroom or academic infringements, for example:  Persistent disruption for a whole lesson  Repeated lateness  Incomplete, very poor or missed prep/work	Teaching Staff	Academic Warning issued on iSAMS  Meeting with tutor	Automated email to: Tutor, HP Parent
<b>Pastoral Warning</b>	Minor pastoral or behavioural infringements, for example:  Not registering/ signing out  Child on child abuse (low level or first offence)	Teaching Staff and House Staff	Pastoral Warning issued on iSAMS  Meeting with tutor	Automated email to: Tutor, HP Parent
<b>Uniform Warning</b>	Incorrect uniform	Teaching Staff and House Staff	Uniform Warning issued on iSAMS	Automated email to: Tutor, HP Parent
<b>Mobile Phone Warning</b>	Mobile phone infringement	Teaching Staff and House Staff	Mobile Phone Warning issued on iSAMS	Automated email to: Tutor, HP Parent
<b>3. DETENTION</b>				
<b>Academic Detention</b>	More serious offence/ repeated warnings as appropriate  Poor work standards	HoY / HoF	Meeting with HoY and put into Academic Detention as necessary  Issued on iSAMS	Automated email to: Tutor, HP Parent HoY

	3 warnings per short term		4.00–5.00 pm after school on Friday in the HoF classroom	After school detention takes priority over all other activities
<b>Pastoral Detention</b>	<p>More serious offence/ Repeated warnings as appropriate</p> <p>Missed academic lesson/games/activities/ study period</p> <p>Rudeness - also mentioned under internal exclusion</p> <p>Anti-social behaviour</p> <p>3 warnings per short term</p> <p>Child on child abuse (higher level or repeat offence)</p>	HoY / HP	<p>Meeting with HoY and put into Pastoral Detention as necessary</p> <p>Issued on iSAMS</p> <p>4.00–5.00 pm after school on Friday in the HoY classroom</p>	<p>Automated email to: Tutor, HP Parent HoY</p> <p>After school detention takes priority over all other activities</p>

#### 4. REPORT

<b>Academic Report</b>	Offences of more serious nature than the above, or persistent infringement.	HoY / HoF	<p>A card requiring signatures by HoY / HoF</p> <p>(normal maximum 7 days)</p>	Automated email to: Tutor, HP Parent HoY Deputy Head (Academic)
<b>Pastoral Report</b>	<p>Offences of more serious nature than the above, or persistent infringement.</p> <p>Significant out of bounds</p> <p>Repeated Anti-social behaviour</p>	HoY / HP	<p>A card requiring signatures by HP</p> <p>(normal maximum 7 days)</p>	Automated email to: Tutor, HP Parent HoY Deputy Head (Pastoral)

#### 5. DEPUTY HEAD SANCTION

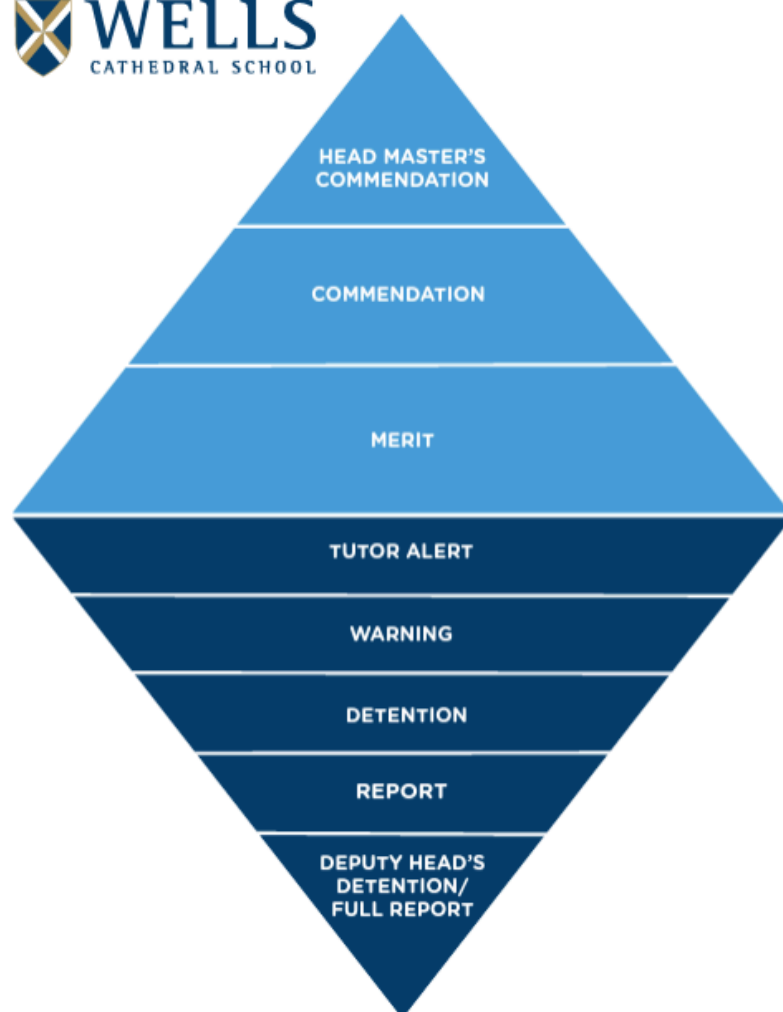
<b>Deputy Head Detention /</b>	Offences of more serious nature than the above, or	Deputy Head	A card requiring signatures by Deputy Head or nominated	Issued only following interview
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<b>Report (Full Report)</b>	<p>persistent infringement</p> <p>Smoking (including vaping)</p> <p>Unsupervised Drinking (Sixth Form)</p> <p>Serious Anti-social behaviour</p> <p>Missing After School Detention/repetition of detentions</p> <p>Rudeness to members of staff</p> <p>Bringing the school in disrepute</p> <p>Dangerous behaviour</p> <p>Child on child abuse (serious or repeated pattern of behaviour)</p> <p>Inappropriate physical behaviour of a sexual nature on school site</p>	(Pastoral or Academic)	<p>representatives only (normal maximum 7 days)</p> <p>Agreed targets (3) during Report</p>	<p>with Deputy Head (Pastoral or Academic) with HP or HoY</p> <p>Letter home to parents from Deputy Head</p>
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## 6. SUSPENSION

<b>Internal or External Suspension (depending upon circumstances)</b>	<p>Significant breach of good behaviour</p> <p>Drinking Alcohol (Y7-11)</p> <p>Unsupervised drinking involving spirits, excessive consumption or supply</p> <p>Vaping/smoking/use of nicotine pouches or snus on the school site during the school day</p> <p>Insolence or insubordination to members of staff</p> <p>Cumulative poor behaviour and failure to live up to School expectations</p> <p>Bullying</p> <p>Theft</p>	<p>Head Master  (currently delegated to Deputy Head)</p>	<p>HoY or HP notifies Deputy Head (Pastoral or Academic)</p> <p>The pupil is required to be at home with parents or guardian for a period to be determined (normal maximum is 7 days); in some circumstances an internal suspension at School may be appropriate</p>	<p>Pupil meets with Deputy Head (accompanied by HP)</p> <p>Accompanied by letter to parents including a reference to the School's complaints policy</p> <p>Pupil to meet with the Head Master on return to School (accompanied by HP)</p> <p>Chair of Governors informed</p>
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	<p>Excessive Physical Violence</p> <p>Significant abuse of IT facilities</p> <p>Inappropriate access to boarders' dorms</p> <p>Inappropriate physical activity of a sexual nature (more serious or repeated)</p> <p>Possession or use of drugs/illegal substances</p> <p>Bringing the school into disrepute</p> <p>Significant dangerous behaviour</p> <p>Child-on-child abuse (very serious or repeated refusal to learn from previous offences)</p> <p>Pre-cautionary circumstances whilst an investigation is taking place</p>			
<b>7. EXPULSION</b>				
<b>Expulsion or Permanent Exclusion</b>	<p>Sustained bullying or any serious act of bullying</p> <p>Any offence deemed by the Head Master to be incompatible with membership of the School</p>	Head Master by recommendation to the Governors	The pupil is required permanently to leave the School	School expulsion procedures refer (see Permanent Exclusion (Expulsion) Policy for further details.



## REWARDS AND SANCTIONS

Wells Cathedral School's core values are at the heart of all we do: **Creativity** **Aspiration** **Responsibility** **Endeavour**

### HEAD MASTER'S COMMENDATION + 25 House Points

Awarded for outstanding conduct or an outstanding piece of work. Notification to Tutor, Houseparent, parent and Head of Year.

### COMMENDATION + 10 House Points

Awarded for excellent conduct or an excellent piece of work. Notification to Tutor, Houseparent, parent and Head of Year.

### MERIT + 1 House point

Awarded for very good conduct or a very good piece of work. Notification to Tutor, Houseparent and parent.

### TUTOR ALERT

To flag any initial concerns. Notification to Tutor only.

### WARNING

Minor offence or behaviour infringement. Meeting with Tutor and notification to Houseparent and parent.

### DETENTION

More serious offence or repeated Warnings (3 per Short Term). Meeting with Head of Year. Notification to Tutor, Houseparent and parent. School detentions take priority over other commitments.

### REPORT

More serious offence or persistent Warnings. Meeting with Head of Year. Notification to Tutor, Houseparent, parent and Deputy Head (Academic or Pastoral). A card requiring signatures and/or agreed targets for a week.

### DEPUTY HEAD'S DETENTION/FULL REPORT

More serious offence or persistent Warnings - issued following meeting with Deputy Head (Academic or Pastoral). Notification to Tutor, Houseparent, Head of Year and parent.