



RUGBY SCHOOL

## **Discipline and Rewards Policy**

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September 2021

### **Associated guidance and policies**

*Criminal Justice and Immigration Act 2008*

*Education and Inspections Act 2006*

*Education Act 1996*

*Schools (Specification and Disposal of Articles) Regulations 2012*

Department for Education's guidance on *Keeping Children Safe in Education* (September 2021)

Department for Education's guidance on *Use of Reasonable Force* (July 2013)

Department for Education's guidance on *Searching, Screening and Confiscation* (January 2018)

'Guidelines for Life at Rugby School' (**The Guidelines**)

Rugby School Academic Honesty Policy

'Rugby School Colours Policy'

'Rugby School Safeguarding and Child Protection Policy'

'Rugby School Data Protection Policy'

'Rugby School Document Retention Policy'

'Rugby School Complaints Procedure'

'Rugby School Permanent Exclusion and Required Removal Policy'

'Rugby School Smoking, Alcohol and Drugs Policy'

'Rugby School Standard Terms and Conditions (Parent Contract)'

'Rugby School Student Manual'

### **1 Aims**

1.1 The aims of this policy are:

1.1.1 to encourage all students to behave in a manner that is conducive to the School's common good;

1.1.2 to enable the Head to maintain order and good discipline in Rugby School (the **School**);  
and

1.1.3 to ensure that every student is able to benefit from and contribute to school life;

1.2 This policy sets out the rewards and sanctions applied by staff to promote good behaviour.

## 2 Scope

- 2.1 The guidelines, rewards and sanctions provided in this policy apply to all age groups and at all times when a student is at School or representing the School (for example, wearing the School uniform, on a School trip or travelling to and from School).
  - 2.1.1 The policy is also capable of regulating student conduct when they are away from the School premises and outside the jurisdiction of the School (for example during a Leave Out, Exeat or the holidays). This is normally where their conduct could have repercussions on the orderly running of the School, its reputation, the welfare of its Community members, or the public.
- 2.2 This policy can be made available in large print or other accessible format if required.

## 3 Rewarding good behaviour

- 3.1 The School is committed to promoting and rewarding good behaviour.
- 3.2 The School recognises that, where challenging behaviour is related to a student's special educational needs or disability, use of positive discipline and reward methods may enable the School to manage the student's behaviour more effectively and improve their educational outcomes.
- 3.3 Housemasters/Housemistresses (**Hm**) will have access to data summarising the awards received by students in their houses.
- 3.4 Types of awards:
  - 3.4.1 Credit/Commendation:
    - (a) Credits (in Middle School) and Commendations (in Upper School) are awarded for good work or academic effort, either on one-off or accumulated occasions. The standard is relative and not absolute; all students should be able to achieve Credits/Commendations regardless of their ability.
    - (b) Teachers should write 'Credit'/'Commendation' on the work, sign and date it and record the reward on iSAMS.
    - (c) A Credit is worth one point and a Commendation is worth two points.
  - 3.4.2 Merit:
    - (a) Merits are the behavioural or extra-curricular equivalent of a Credit/Commendation. They are awarded, for example, for good effort during sport, music or drama; Community Action; Wednesday afternoons; or in the House.
    - (b) Merits should be recorded on iSAMS and the Hm informed.
    - (c) A merit is worth one point.
  - 3.4.3 Distinction:
    - (a) Distinctions are awarded for excellent work.
    - (b) Teachers may recommend that a Distinction is appropriate and should sign, date and write 'Distinction' on the work. The teacher should email the Head and the

Head's PA with the recommendation for a distinction. The Head's PA will make an appointment for the student to bring their work to the Head's study. The Head will decide if the work merits a Distinction. Distinctions are recorded in the Blue Book and recognised in Assembly. If appropriate, work that earns a Distinction will be scanned and made available to the Rugby community to showcase it and establish the standard for a Distinction.

- (c) A Distinction is worth five points.

#### 3.4.4 Copy:

- (a) Copies are awarded by the Head for exceptional work.
- (b) The student should make an appointment with the Head's PA to take the work to the Head's study. The Head will decide if the work merits a Copy. Copies are recorded in the Blue Book and recognised in Assembly. If appropriate, work that earns a Copy will be scanned and made available to the Rugby community to showcase it and establish the standard for a Copy.
- (c) A Copy is worth ten points.

#### 3.4.5 Prize:

Prizes are awarded by each academic department in March or April every academic year. They are awarded for "Excellence and Endeavour" by departments after consulting all of the teachers involved. Prizes are awarded on Speech Day or at a special Assembly during the Trinity Term.

#### 3.4.6 Colours:

Colours are awarded for outstanding co-curricular performance by the Colours Committee, chaired by the Assistant Head (Co-curricular), in consultation with relevant staff. For more information, please see the School's 'Colours Policy'.

### 3.5 Rewards

- 3.5.1 Students who are awarded a Copy or two Distinctions will receive a book token and a bookplate signed by the Head.
- 3.5.2 Students who attain twenty points will be presented with a gift voucher (or equivalent) by their Hm
- 3.5.3 A termly House Academic Cup will also be awarded to the house with the highest average number of points per student. As the Cup is an academic prize, Merits are excluded.

## 4 Dealing with breaches of School discipline

- 4.1 Every Hm will receive a weekly email summarising the sanctions received by students in their houses.
- 4.2 Types of punishments:
  - 4.2.1 Minor:
    - (a) A Minor should be given for:
      - (i) inappropriate appearance (i.e. not adhering to the School's dress regulations in the Calendar and Student Manual);

- (ii) inappropriate behaviour outside of the classroom;
  - (iii) arriving to a lesson without the correct equipment to take full part;
  - (iv) significant lateness to a lesson (particularly after break or lunch);
  - (v) dangerous road crossing;
  - (vi) poor behaviour during a co-curricular activity; or
  - (vii) for repeated breaches of house protocols, for example, regular lateness to bed or to house CO.
- (b) Minors should be entered into iSAMS as soon as practicable.
- (c) Three Minors in a week will result in a Detention on Saturday evening.

#### 4.2.2 Imposition:

- (a) An Imposition should be given for:
- (i) poor academic effort (for example, a piece of work that falls well below the normal standard expected of that student);
  - (ii) failing to complete lesson prep and having given the teacher insufficient notice (i.e. at least the day before the lesson); or
  - (iii) minor behavioural problems in lessons (for example, a student having a poor attitude to learning).
- (b) Teachers must inform the student immediately about the Imposition and record it on iSAMS as soon as possible to allow the student to be monitored by their Hm and SMT.
- (c) If the Imposition was for poor or incomplete work, the student should repeat the work properly. If the Imposition was for a behavioural problem, a piece of useful work should be set by the teacher; this should take about 20 – 30 minutes to complete. When completed, the Imposition work must be signed by the Hm or Deputy Hm (**DHm**), and shown to the teacher who set it, at the next lesson.
- (d) Three Impositions from the same teacher in one term will result in a Sunday detention.

#### 4.2.3 Detention:

- (a) A Saturday Detention should be given for problems arising from a student's poor behaviour or neglect, such as:
- (i) significant misbehaviour inside or outside the classroom;
  - (ii) missing an academic lesson with no good reason;
  - (iii) missing a co-curricular activity with no good reason or insufficient prior notice;
  - (iv) failure to attend a compulsory Chapel Service;
  - (v) receiving three Minors in one week; or
  - (vi) a breach of the *Academic Honesty Policy*.
- (b) A Sunday Detention should be given for academic misdemeanours, such as:

- (i) receiving three Impositions from the same teacher in a term;
- (ii) missing an academic lesson with insufficient prior notice; or
- (iii) failure to hand in an Imposition.

A student may be placed in Sunday Detention as 'supervised study' by his/her Hm or a student may request to be placed in Sunday Detention in order to catch up with work.

- (c) Students must be put into Detention using iSAMS. The deadline for recording this is noon on the Saturday of the Detention weekend. Teachers should never withdraw or put a student in Detention after the list closes without prior consultation with the Assistant Head (Houses) and Hm.
- (d) A Sunday Detention will be monitored by a member of SMT and is intended to provide a supportive regime allowing students time to catch up or improve.
- (e) Students who fail to attend a Detention without good reason will be placed in the next available Detention and gated for a week. Cutting two or more Detentions may result in Rustication.
- (f) Three Detentions in a term will result in a meeting with a member of the Senior Management Team (**SMT**) and the student's Hm will contact their parents. Five or more Detentions in a term is extremely serious; the Head or another member of SMT will write to the student's parents and a period of gating will be imposed.

#### 4.2.4 Gating:

- (a) Gating should be given for:
  - (i) failing to attend a Detention;
  - (ii) receiving five Detentions in one term;
  - (iii) persistent or egregious failure to respect House routines; or
  - (iv) any other serious breach of school discipline, as laid out in The Guidelines.
- (b) A student may only be gated by their Hm or a member of SMT. However, teachers may recommend gating to a student's Hm.
- (c) Gating is a socially-restrictive punishment. It allows the student to engage in normal School activities except for socialising outside the house, visiting the town or receiving visitors.
- (d) A student who is gated must have a 'Gation Card' signed by a member of staff every hour, on the hour, between breakfast and bedtime. Failure to have the card signed appropriately will result in the gation being extended.

#### 4.2.5 Suspension:

A student may be Suspended while a complaint is being investigated, to allow a period of time for reflection or discussion with parents, to allow a 'cooling off' period before a final disciplinary meeting is held, or whilst the outcome of a Panel Review is pending. This measure is taken when a decision has not been made about a situation so it is therefore not necessarily disciplinary. However, the School reserves the right to convert a Suspension into a Rustication retrospectively, and to impose a Final Warning if appropriate.

4.2.6 Rustication:

- (a) The Head or Assistant Head (Houses) will decide whether a student is to be Rusticated (i.e. temporarily excluded) for a single very serious breach of School discipline or for a repeat of a more minor breach of School discipline.
- (b) If Rusticated, the student will be released to their home or an education guardian's for a specified period of time (usually 48 or 72 hours). Students who cannot leave the School campus may be 'Internally Rusticated', which is a very strict form of gating.
- (c) A student who is Rusticated will also be gated for two weeks.

4.2.7 Final Warning:

- (a) A student may be placed on a Final Warning by the Head or Assistant Head (Houses) if their behaviour is:
  - (i) a serious breach of school discipline which is sufficiently serious that any repetition would justify Permanent Exclusion or Required Removal, whilst falling short of a grave breach of discipline justifying Permanent Exclusion or Required Removal;
  - (ii) the repetition of more minor breaches (for example, drinking alcohol); or
  - (iii) failure to comply with the requirements of an agreed behaviour management plan.
- (b) If the student repeats any of the behaviour mentioned in the Final Warning letter sent to their parents, they are likely to be subject to Permanent Exclusion or Required Removal. The School reserves the right to issue a Final Warning alongside other punishments, such as Rustication.

4.2.8 Required Removal/Permanent Exclusion:

The circumstances which may lead to the required removal or permanent exclusion of a student can be found in the 'Permanent Exclusion and Required Removal Policy'.

4.2.9 The Head may prescribe and authorise the use of other sanctions to comply with good education practice.

4.3 Malicious allegations against staff:

4.3.1 In accordance with the Department for Education's (DfE) guidance *Keeping Children Safe in Education* (September 2021), a malicious allegation is one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

4.3.2 Where a student makes a malicious accusation against a member of staff, the Head will consider what form of disciplinary action to take in accordance with this policy.

4.3.3 Where a parent has made a malicious allegation, the Head will consider whether to require the removal of the student from the School on the basis that they have treated the School or a member of staff unreasonably.

4.4 Use of reasonable force:

4.4.1 In accordance with the DfE's guidance *Keeping Children Safe in Education* (September 2021) and *Use of Reasonable Force* (July 2013), force will only be used when immediately necessary and for the minimum time required to prevent a student from doing (or continuing to do) any of the following:

- (a) committing a criminal offence;
- (b) injuring themselves or others;
- (c) causing damage to property (including their own); or
- (d) engaging in any behaviour prejudicial to the good order and discipline of the School or its students.

4.4.2 Where restraint is used by staff, this will be recorded in writing and the student's parents will be informed.

4.4.3 Force will never be used as a form of punishment and corporal punishment will never be used under any circumstances.

4.5 Searching and Confiscation:

4.5.1 Any searches for and confiscation of prohibited items will be made in accordance with the DfE's guidance *Searching, Screening and Confiscation* (January 2018) and the School's 'Searches and Confiscation Policy' which is set out in the Appendix.

4.6 Equality:

4.6.1 The School will make reasonable adjustments for managing behaviour which is related to a student's special educational needs or disability. Any religious requirements affecting the student will also be considered. Where Permanent Exclusion or Required Removal needs to be considered, the School will ensure that a student is able to present their case fully where their disability or special educational needs might hinder this. Likewise, in deciding whether reasonable force is required, the needs of individual students will be considered and any reasonable adjustments will be made.

4.7 Safeguarding:

4.7.1 Where behavioural issues suggest that a student is suffering (or is likely to suffer) significant harm, the School's safeguarding procedures will be followed. Please see the School's 'Safeguarding and Child Protection Policy' for further information.

4.8 Records:

4.8.1 All sanctions will form part of the student's disciplinary record. These records will be kept for as long as the School deems necessary in the case of a dispute or future query.

4.8.2 Any major punishments are recorded in a suitable log, with the names of the student and staff member administering the punishment, and the reason for the punishment. Responsibility for overseeing this log lies with the Assistant Head (Houses).

4.8.3 All data is retained in accordance with the School's 'Data Protection' and 'Document Retention' policies.

4.9 Review:

4.9.1 A student or their parents may request a Panel Review of the Head's decision to Permanently Exclude a student or require their removal. Please see the School's 'Permanent Exclusion and Required Removal Policy' for further details.

4.9.2 There is no right for a student or their parents to request a Panel Review of other sanctions, but a student who feels aggrieved may ask their Hm to take up their concerns with the member of staff who imposed the sanction.

**5 Update Schedule**

5.1 This policy will be reviewed on a regular basis (and in any event every two years) by the Assistant Head (Houses) or another member of the SMT.

**Authorised by the Risk, Compliance and Safeguarding  
Committee:**

22 September 2021

## **APPENDIX: Searching and Confiscation Policy**

All schools have a general power to impose reasonable and proportionate disciplinary measures on students (*Education and Inspections Act 2006*). This enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation complies with the DfE's guidance, *Searching, Screening and Confiscation* (January 2018).

### **1 Prohibited items**

1.1 The School deems the following to be "prohibited items" in accordance with Section 550ZA(3) of the *Education Act 1996* and Regulation 3 of the *Schools (Specification and Disposal of Articles) Regulations 2012*:

- 1.1.1 knives or weapons, alcohol, illegal drugs and stolen items;
- 1.1.2 tobacco and cigarette papers, fireworks and pornographic images;
- 1.1.3 any article that a member of staff reasonably suspects has been (or is likely to be) used:
  - (a) to commit an offence; or
  - (b) to cause personal injury to, or damage to the property of, any person (including the student); and
- 1.1.4 any item banned by the School's 'Guidelines' or the 'Smoking, Alcohol and Drugs Policy'.

1.2 The School has banned items that are reasonably believed potentially to cause harm or disruption. Students must not have these items in their possession on School premises or when they are in the lawful charge and control of the School (for example, on a School trip).

### **2 Searching with consent**

- 2.1 The student will usually be asked to consent before any search is undertaken. The age, maturity and any special needs of the student will be taken into account when considering their ability to consent. Written consent will not usually be required.
- 2.2 If the student refuses, disciplinary action may be taken in accordance with the School's 'Discipline and Rewards' Policy.

### **3 Searching for prohibited items**

- 3.1 Where the Head or an authorised member of staff have reasonable grounds to suspect that a student may have a prohibited item, no consent is required and the search will be carried out. Reasonable force may be used during such a search, with the exception of searches for items only banned by the 'Guidelines'.
- 3.2 The Head can carry out searches and retain or dispose of items in accordance with this policy. He has also authorized the following staff members to do so:
  - 3.2.1 Members of the SMT and Executive Group;
  - 3.2.2 Members of the Security Staff;
  - 3.2.3 All Hms, Matrons and staff residing in boarding accommodation or on duty in one of the houses; and
  - 3.2.4 All members of the teaching staff.
- 3.3 Searches will be carried out on School premises or where the member of staff has lawful control or charge of the student (for example, on a School trip or in training settings).

- 3.3.1 When students travel outside England on a School trip, a condition of participating in the trip will be that students give written consent to any search considered necessary by an authorised member of staff when they are outside England.
- 3.4 If there are reasonable grounds for suspecting that a student has a prohibited item, it may be appropriate for a member of staff to carry out:
  - 3.4.1 a search of outer clothing;
  - 3.4.2 a search of School property (for example, a room in a house, a locker or a desk); and/or
  - 3.4.3 a search of personal property (for example, a bag or pencil case).
- 3.5 Searches will be conducted in a manner that minimises embarrassment or distress. Unless the circumstances are immediately dangerous (see 3.5.1), searches will be carried out in the presence of another member of staff. Where possible, the searcher and the second member of staff present will be the same gender as the student.
  - 3.5.1 Where it is reasonably believed that serious harm may be caused to a person if the search is not immediately carried out, a member of staff may carry out a search of a student of the opposite sex and/or in the absence of another staff member.
- 3.6 Where authorised staff find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.
- 3.7 There is no legal requirement for the School to inform parents before a search takes place or to seek their consent, and it is not generally practical to do so. However, the School will inform parents of any search that takes place and provide details of any items found.
- 3.8 The School will keep a record of searches which can be inspected by the parents of the student(s) involved, subject to any restrictions under the School's 'Data Protection Policy'. Responsibility for overseeing this record lies with the Assistant Head (Houses).

#### **4 Confiscation**

- 4.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so.
- 4.2 Confiscation may take place whether or not a student has consented to a search.
- 4.3 In appropriate cases, we will consult parents about how the School should dispose of certain items.
- 4.4 The School will take reasonable care of any items confiscated from students. However, the School does not accept responsibility for loss or damage to property (unless negligent or guilty of some other wrongdoing causing injury, loss or damage).

#### **5 Handling of confiscated items**

- 5.1 Alcohol will be disposed of by pouring into a drain or being placed into a refuse bin.
- 5.2 Controlled drugs will usually be delivered to the police as soon as possible. The drugs may be destroyed without the involvement of the police if an authorised member of staff thinks there is an exceptional reason to do so. The staff will use their professional judgement to determine whether the items can be safely disposed of. See the School's 'Smoking, Alcohol and Drugs Policy' for more information.
- 5.3 Other substances which are not illegal drugs but are harmful or detrimental to good order and discipline (for example "legal highs"), may be confiscated and destroyed. Where it is unclear

whether the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as per item 5.2.

- 5.4 Stolen items will usually be delivered to the police as soon as possible. However, they may be returned to the owner without the involvement of the police if an authorised member of staff thinks there is good reason to do so. This is likely to apply to items of low value (for example, pencil cases).
  - 5.5 Tobacco products or cigarette papers will be destroyed.
  - 5.6 Fireworks will be disposed of safely and at the discretion of an authorised staff member (this includes donating the fireworks to an appropriate charity).
  - 5.7 Pornographic images:
    - 5.7.1 will be handed to the police as soon as practicable if images involve children or constitute "extreme pornography" under section 63 of the *Criminal Justice and Immigration Act 2008*. As possession of such images may indicate that the student has been abused, the school's Designated Safeguarding Lead (DSL) will also be notified and the matter may be referred to children's social care; or
    - 5.7.2 will be discussed with the School's DSL if they do not constitute "extreme pornography". The images may then be passed to children's social care for consideration of any further action. If no action is taken by the local authority, the images will be erased after a note confirming the nature of the material has been made for disciplinary purposes.
  - 5.8 Articles used to commit an offence may be delivered to the police, returned to the owner, retained or disposed of at the authorised staff member's discretion.
  - 5.9 Weapons or items which are evidence of an offence will be passed to the police as soon as possible.
  - 5.10 Items banned under the School's 'Guidelines' may be returned to their owner, retained or disposed of at the authorised staff member's discretion.
  - 5.11 Electronic devices may be searched and erased if there is good reason to suspect that the device can (or has) been used to cause harm or break School rules. Alternatively, the member of staff may retain it as evidence of a breach of School discipline or a criminal offence and may hand it over to the police for investigation. Where devices are used to disrupt teaching, the device may be collected by a parent and the student will be prohibited from bringing any device onto school premises or on school trips.
- 6 Complaints about searching or confiscation**
- 6.1 Complaints about searching or confiscation will be dealt with through the School's complaints procedures.