



RUGBY SCHOOL

Discipline and Rewards Policy

September 2023

1.0 INTRODUCTION

1.1 The aims of this policy are:

- to encourage all students to behave in a manner that is conducive to the School's common good;
- to enable the Head Master to maintain order and good discipline in Rugby School (the **School**); and
- 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.

2.0 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).

2.2 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 an Exeat, Half-term 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.

2.3 This policy should be read by all members of the teaching staff, those delivering co-curricular activities or working in a House. It should form part of the staff policy sign-off on the Employee Self-Service platform.

3.0 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 (Hms) will have access to data summarising the awards received by students in their houses.

3.4 Types of awards:

3.4.1 Rugby Learner Profile (RLP) Point:

RLP points are awarded to students who demonstrate one of the six RLP dispositions; Enquiring, Communicative and Collaborative, Reflective, Versatile, Resilient, Globally-minded.

These should be awarded for any good behaviour across all aspects of School, including academic work, co-curricular activities and in and around the House.

Teachers should inform the student by either writing 'RLP' point on the academic work stating which RLP disposition is being rewarded, sign and date it or verbally notify the student. It should then be recorded on iSAMS.

Students who attain twenty RLP points (Middle School) or ten RLP points (Upper School) will be presented with a voucher (or equivalent) by their Hm.

3.4.2 **Distinction:**

Distinctions are awarded for excellent achievement by the Head Master.

Teachers may recommend that a Distinction is appropriate and should sign, date and write 'Distinction recommended' on the work (if possible). Teachers should inform the Head Master's PA of the details. The Head Master will decide if the work merits a Distinction and the student will be invited to a meet with him.

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 and establish the standard for a Distinction.

Students who are awarded five Distinctions will receive a book token and a bookplate signed by the Head Master.

3.4.3 **Copy:**

Copies are awarded for exceptional achievement, from an absolute standpoint, by the Head Master.

Teachers may recommend that a Copy is appropriate. Teachers should inform the Head Master's PA of the details, copying in the Head Master. The Head Master will decide if the work merits a Copy and the student will be invited to meet with the Head Master.

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.

Students who are awarded a Copy will receive a book token and a bookplate signed by the Head Master.

3.4.4 **Colours:**

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

3.4.5 **RLP Cup:**

The RLP Cup is awarded termly in the final assembly of each term to the House with the highest average number of RLP points per student.

3.4.6 **Prize & Awards:**

Prizes and Awards are presented for 'Excellence' and 'Endeavour' annually by each academic and co-curricular department in the Trinity term. They are awarded after consulting all the teachers involved. Prizes & Awards are presented at 1567 on the final day of the Trinity term.

4.0 **BREACHES OF SCHOOL DISCIPLINE**

- 4.1 The School will encourage all students to behave in a manner that is conducive to the School's common good.
- 4.2 Hms will have access to data summarising the sanctions received by students in their houses.

4.3 Types of sanctions:

4.3.1 Minor:

A minor will be given by any member of staff for:

- inappropriate appearance (i.e. not adhering to the School's dress regulations in the Blue Book & Calendar and The Guidelines for Life at Rugby School);
- low-level poor behaviour;
- arriving to a lesson without the correct equipment to take full part;
- significant lateness to a lesson (particularly after break or lunch);
- dangerous road crossing; or
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- for repeated breaches of house protocols, for example, regular lateness to bed or to house CO.

Minors should be entered into iSAMS as soon as practicable.

Three or more Minors in a week will result in a Detention on Saturday evening. If the three or more Minors in a week are all breaches of House protocols, the student may do something of service to those in the House instead. This will be discussed between the Deputy Head and the Hm.

4.3.2 Imposition:

An Imposition will be given by a member of staff when:

- a student fails to attain the expected quality or effort levels in work, after the teacher has helped with methods for improvement; or
- a student does not complete their prep where no effort has been made to contact the teacher for support

Teachers must discuss the situation with the student to ensure that reasonable effort has not been applied and then 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.

If the Imposition was for poor or incomplete work, the student should repeat the work properly.

If work continues to be below the required standard without effort being applied to improve it, a student receives three or more Impositions in a week or three Impositions from the same teacher in one term, the student will be placed in a Detention on Saturday evening.

4.3.3 Saturday Detention:

Saturday Detention takes place each Saturday evening between 19:30 and 21:30.

A Saturday Detention should be given for problems arising from a student's poor behaviour or neglect, such as:

- significant misbehaviour inside or outside the classroom;
- missing an academic lesson with no good reason;
- missing a co-curricular activity with no good reason or insufficient prior notice;
- failure to attend a compulsory Chapel Service;
- receiving three Minors in one week;
- receiving three Impositions in one week;

- receiving three Impositions from the same teacher in a term (but not if this has already been served as part of three Impositions in one week); or
- a breach of the *Academic Honesty Policy* or other serious breach of academic protocol e.g. rudeness in a lesson.

Students must be put into Saturday 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 Saturday Detention after the list closes without prior consultation with the Deputy Head and Hm.

Saturday Detention lists are circulated on Saturday lunchtime to enable the week's culmination of Minors and Impositions to be included. It is the responsibility of the student to notice when they receive a notification alerting them to a Minor, Imposition or Saturday Detention and, therefore, they should not be surprised when the list is published on Saturday lunchtime. Saturday Detention has priority over everything although there may be a few exceptions. No student may be absent from Saturday Detention without prior clearance from the Deputy Head through their Hm. Students who fail to attend a Saturday Detention without good reason will be placed in the next available Saturday Detention and will be gated for a week. Cutting two or more Saturday Detentions may result in Rustication. Three Saturday 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 Saturday Detentions in a term is extremely serious; the Head Master or another member of SMT will write to the student's parents and a period of gating will be imposed. A Warning may be given. Continuing misbehaviour and inability to live harmoniously in our School community may lead to the student's exclusion from the School.

4.3.4 **Sunday Study:**

Sunday Study takes place each Sunday afternoon between 15:00 and 17:00.

A student will be placed in Sunday Study for:

- continued work that is below the required standard but where effort has been applied;
- being behind with academic work or coursework deadlines; or
- missing lessons due to a music or LAMDA lesson, sporting event or other scheduled activity and having not caught up.

A student may be placed in Sunday Study as 'supervised study' by their Hm or a student may request to be placed in Sunday Study in order to catch up with work.

A Sunday Study session will be monitored by a member of SMT and is intended to provide a supportive regime allowing students time to catch up or improve.

Students must be put into Sunday Study 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 Sunday Study after the list closes without prior consultation with the Deputy Head and Hm.

Sunday Study lists are circulated on Saturday lunchtime. It is the responsibility of the student to notice when they receive a notification alerting them to a Sunday Study and, therefore, they should not be surprised when the list is published on Saturday lunchtime. Sunday Study has priority over everything although there may be a few exceptions. No

student may be absent from Sunday Study without prior clearance from the Deputy Head through their Hm. Students who fail to attend a Sunday Study without good reason will be placed in the next available Sunday Study and will be gated for a week. If a student is unable to attend a Sunday Study for a legitimate reason and the work to be completed is time sensitive, they may be expected to attend Saturday Detention instead. There is also an Academic Supervised Study session on Tuesday from 17:00 – 18:30 which may be used as alternative to Sunday Study after discussion with the Deputy Head or appropriate member of the Academic SMT. Cutting two or more Sunday Study sessions may result in Rustication. Three Sunday Study sessions in a term may result in a meeting with a member of the Senior Management Team (SMT) and the student's Hm may contact their parents. Poor reports may also require similar intervention. Five or more Sunday Study sessions in a term is extremely concerning; the Head Master or another member of SMT will write to the student's parents and a period of gating will be imposed to encourage greater focus on academic work during unstructured time in the School day. A Warning may be given. Continuing poor work and failure to engage with support offered by the School may lead to the student's exclusion from the School.

4.3.5 Gating (Gation):

Gating should be given for:

- failing to attend a Saturday Detention or Sunday Study session;
- receiving five Detentions in one term;
- persistent or egregious failure to respect House routines; or
- any other serious breach of school discipline, as laid out in the Student Manual.

A student may only be gated by their Hm or a member of SMT. However, teachers may recommend gating to a student's Hm.

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.

A student who is gated by a member of SMT 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. If a student is gated by their Hm, the times at which the 'Gation Card' must be signed are at the discretion of the Hm, but would typically include break, lunchtime and every hour, on the hour, when the student is in the House.

4.3.5 **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.

4.3.6 **Rustication:** The Head Master or Deputy Head 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.

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.

A student who is Rusticated will also be gated for two weeks.

4.3.7 **Final Warning:** A student may be placed on a Final Warning by the Head Master or Deputy Head if their behaviour is:

- 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;
- the repetition of more minor breaches (for example, drinking alcohol); or
- failure to comply with the requirements of an agreed behaviour management plan.

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.

4.3.8 **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'.

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

5.0 MALICIOUS ALLEGATIONS AGAINST STAFF

5.1 In accordance with the Department for Education's (DfE) guidance *Keeping Children Safe in Education* (September 2023), a malicious allegation is one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation.

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

5.3 Where a parent has made a malicious allegation, the Head Master 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.

6.0 USE OF REASONABLE FORCE

6.1 In accordance with the DfE's guidance *Keeping Children Safe in Education* (September 2023) and *Use of Reasonable Force* (July 2013), reasonable force covers the broad range of actions used by staff that involved a degree of physical contact to control or restrain children. 'Reasonable' means 'using no more force than is needed'. It 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.

- 6.2 Where restraint is used by staff, this will be recorded in writing and the student's parents will be informed.
- 6.3 Force will never be used as a form of punishment and corporal punishment will never be used under any circumstances.

7.0 SEARCHING AND CONFISCATION

- 7.1 Any searches for and confiscation of prohibited items will be made in accordance with the DfE's guidance *Searching, Screening and Confiscation* (July 2022) and the School's 'Searches and Confiscation Policy' which is set out in the Appendix.

8.0 EQUALITY

- 8.1 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.

9.0 SAFEGUARDING

- 9.1 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.

10.0 RECORDS

- 10.1 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.
- 10.2 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 Deputy Head.
- 10.3 All data is retained in accordance with the School's 'Data Protection' and 'Document Retention' policies.

11.0 REVIEW

- 11.1 A student or their parents may request a Panel Review of the Head Master'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. 000
- 11.2 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.

12.0 RELATED POLICIES AND GUIDANCE

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 2023)

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

Department for Education's guidance on *Searching, Screening and Confiscation* (July 2022)

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

'Rugby School Academic Honesty Policy'

'Rugby School Anti-Bullying 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)'

Authorised by the Risk, Compliance and Safeguarding Committee:	Advent 2023
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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* (July 2022).

The Head Master can carry out searches and retain or dispose of items in accordance with this policy. He has also authorised the following staff members to do so:

- Members of the SMT and Executive Group;
- Members of the Security Staff;
- All Hms, Matrons and staff residing in boarding accommodation or on duty in one of the houses; and
- All members of the teaching staff.

1.0 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 smoking and vaping paraphernalia, fireworks and pornographic images;

1.1.3 any article that a member of staff reasonably suspects has been (or is likely to be) used:

- to commit an offence; or
- to cause personal injury to, or damage to the property of, any person (including the student); and
- 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).

2.0 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.

3.0 Searching electronic devices

3.1 Members of staff may confiscate electronic devices if there is reasonable suspicion that they have been used to disrupt teaching, cause harm or break School rules (see section 5.0 below).

These devices should be returned to the Hm as soon as is practical with a clear explanation of the behaviour. An appropriate sanction should be given.

- 3.2. If a member of staff feels that it is necessary to search the electronic device, in order to establish whether harm has been caused or an offence has occurred, consent must be obtained from the child. There must be 'good reason' for this search. The search must be limited to identifying evidence in relation to the specific offence. In determining whether there is a 'good reason' to examine the electronic device, the member of staff should reasonably suspect that the data or file on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence. If consent is withheld, the device should not be searched, should be confiscated and handed to a member of the SMT with a full explanation.
- 3.3. If there is a suspicion that the device contains pornographic images or nude or semi-nude images of children, please see 3.5 below.
- 3.4. Details of any search must be passed to the Deputy Head and 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 Deputy Head.

3.5 Pornographic images and/or indecent images of a child:

- 3.5.1 Staff who suspect they may discover or discover pornographic images and/or indecent images of a child must report this immediately to the Head of Safeguarding (DSL). Staff must not intentionally view any such images and must never copy, print, share, store or save such images under any circumstances. If these are viewed accidentally, the circumstances should be reported and explained verbally and in writing to the Head of Safeguarding (DSL) without delay. The copying or storage of suspected pornographic images or suspected nude or semi-nude images of children is prohibited and could potentially constitute a criminal offence.
- 3.5.2 The DSL will make a referral to children's social care and/or the police immediately to report the suspected or alleged discovery of pornographic images and/or indecent images of a child.

4.0 Searching for prohibited items

- 4.1 Where the Head Master 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'.
- 4.2 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).

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. When on a trip outside of England, the law of that country regarding searching applies.
- 4.3 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:

- a search of outer clothing;
 - a search of School property (for example, a room in a house, a locker or a desk); and/or
 - a search of personal property (for example, a bag or pencil case).
- 4.4 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 must be the same gender as the student.
- 4.4.1 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.
- 4.5 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.
- 4.6 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.
- 4.7 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 Deputy Head.

5.0 Confiscation

- 5.1 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.
- 5.2 Confiscation may take place whether or not a student has consented to a search.
- 5.3 In appropriate cases, we will consult parents about how the School should dispose of certain items.
- 5.4 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).

5.5 Handling of confiscated items:

- 5.5.1 Alcohol will be disposed of by pouring into a drain or being placed into a refuse bin.
- 5.5.2 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.
- 5.5.3 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 4.1.2.
- 5.5.4 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).

- 5.5.5 Smoking and vaping paraphernalia will be confiscated and may be destroyed or returned to parents.
- 5.5.6 Fireworks will be disposed of safely and at the discretion of an authorised staff member (this includes donating the fireworks to an appropriate charity).
- 5.6 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.
- 5.7 Weapons or items which are evidence of an offence will be passed to the police as soon as possible.
- 5.8 Items banned under the ‘The Guidelines for Life at Rugby School’ or any other policy may be returned to their owner, retained or disposed of at the authorised staff member’s discretion.

6.0 Complaints about searching or confiscation

- 6.1 Complaints about searching or confiscation will be dealt with through the School's complaints procedures.