



Behaviour Policy

At Millfield we wish to promote positive behaviour and strong relationships throughout our community and beyond. Such behaviour enables the orderly running of the school and promotes academic, personal and social development. The policy is intended to promote the welfare of all pupils and to protect them from discrimination and harassment (whether this is based on race, gender, disability, sexual orientation, nationality, religion or other factors).

To achieve this we promote:

- respect and consideration for others (pupils, staff and the wider community).
- the right to live and learn in an ordered and ethical community.
- care for the environment.
- the welfare of all people in our community.
- good manners and a high standard of appearance.
- self-discipline and an appropriate regard for authority.

The school rules fulfil our duty of care to all pupils by determining the boundary between acceptable and unacceptable behaviour, the hierarchy of rewards and sanctions and how they will be fairly and consistently applied. We are aware of and will take into consideration issues related to protected characteristics (age, disability, race, religion, sex and sexual orientation), and their impact on the individual needs of pupils when considering any disciplinary issue by fulfilling our legal duties under the Equality Act 2010. Members of staff are expected to set a positive example to pupils and to establish an appropriate tone with regard, for example, to courtesy, dress, punctuality and personal conduct.

Rewards

Recognition of good behaviour is very important. However, the bureaucratisation of this process can make it too formal. Staff will look for opportunities to praise individuals and groups for good behaviour and acts of kindness which are seen as a positive contribution to school life. Often a quiet word is sufficient but staff will use the "Share Good News" section of iSAMS when there is something good to report for the record. Staff will also use their own systems of informal rewards and incentives. Pupil work is displayed around the school in order to give recognition. Pupils are encouraged to support each other at events such as the dance show and music recitals, which are promoted school wide, where pupils are performing to a high level so that other members of the community can be seen to value pupils' efforts and performances

House meetings and assemblies provide occasions for reinforcement and celebration of positive conduct. Senior staff will send congratulatory notes to pupils for special achievements in all areas of school life. There are a number ways in which the school formally recognises and rewards pupils:

School Honours are the highest level of recognition from the school. These are awarded on Parents' Day. Heads of School and others receive honours for their exceptional service. Academic honours are awarded retrospectively for outstanding achievement at A level. Honours are also awarded for national participation at a senior (U18) level in sport, music or the performing arts.

Other honours: returning pupils with outstanding GCSE and AS results who have shown motivation, academic flair and a scholarly approach will be acknowledged in the Headmaster's assembly at the start of the school year. Recognition is also given for any national level participation in sport, music or the performing arts.

Annual prizes are awarded on Parents Day. The 'Bunce' prize is awarded to the person in each year group who makes best use of their talents. Prizes are awarded for academic, musical, sporting and artistic achievement over the year as a whole as well as some for exceptional effort or commitment. Upper Sixth pupils who have given outstanding service to the school or house will be recognised.

Termly prizes: Senior tutor commendations are given for effort, improvement and attainment based on school reports.

School Sports Colours

See [HERE](#) for criteria for awarding sports colours.

Co-Curriculum Half and Full Colours

Years 10, 11, lower and upper sixth can be awarded half colours. In addition to half colours Year 11 and U6th pupils can also achieve full colours. For the exceptional few, full colours can be awarded at the Headmaster's assembly in the Spring term for U6th pupils. These awards reflect exemplary commitment to one or more areas of the co-curriculum and performance attainment at an individual's respective standard. They will be awarded sparingly and as such it will be an honour recognised by peers and worn with pride.

- Year 10 – Junior Co-curriculum Half Colours only
- Year 11 Junior Co-curriculum Half Colours(can be awarded again) and Full Colours
- Lower Sixth – Senior Co-curriculum Half Colours
- Upper Sixth – Senior Co-curriculum Half Colours and Full Colours

Headmaster's commendations are available for an individual piece of work which is judged outstanding by the pupils' own standards. The piece of work concerned should be suitably substantial in terms of the time commitment needed to produce it. The key judge here is the individual subject tutor. The Headmaster will see the pupil and will forward a card to parents to acknowledge this achievement.

Headmaster's distinctions are available for an individual piece of work which is judged to be outstanding for a pupil within the year group. The standard of work should be well above the level required to achieve the highest available grade in the relevant external examination with evidence of substantial independent study beyond the taught curriculum.

Prefects: Good behaviour and a positive contribution to the community are important considerations in prefect selection.

House colours: are awarded for notable contribution and service to the house (except in the Year 9 houses).

Main rules

- **Alcohol** – see policy for details.
- **Absence from lessons** must be authorised if the pupil is not recorded as out of school.
- **Assemblies** Pupils must attend all assemblies. Formal dress is required for Headmaster's assemblies.
- **Birthday (and other) Parties** - Parents of boarders should seek the permission of the Houseparent to take a car-full out for a limited time (two hours maximum) midweek. Larger parties are only permitted on Saturday or Sunday evening (there must be supervision by a responsible adult and prior arrangement through Houseparents. Numbers must not be excessive (12 is the maximum). These rules also apply to Day pupils who are inviting boarders. Parents are expected to be present throughout. See also rules on alcohol.
- **Bullying** is a serious matter - see the anti-bullying policy.
- **Campus** – General rules.

Belongings should be stored in the designated areas making sure that valuable items are secured.

Food and drink should not be consumed whilst moving around the campus.

Cycling (except under supervision) is forbidden.

Skateboarding must be confined to the boarding house parking area

Evenings. Campus is out of bounds outside the normal school day (i.e. from 7.00p.m.) unless attending a specific school event or approved activity. Recreational period (after prep) is subject to restrictions which are published on house noticeboards and in the diary. Pupils should not be alone on campus after 7.00 pm.
- **Cars** are only allowed at school for Day Pupils who have obtained permission from the Deputy Head (Pastoral). Day pupils are not allowed to use their cars during the school day (i.e. home to school return journeys only). Boarders are not allowed to bring cars to school or keep them nearby nor may they take lifts with day pupils or OMs who have left in the last three years (siblings excepted). Failure to observe the rules on cars may have serious consequences. Exceptions are rare and may only be granted by the Deputy Head (Pastoral).
- **Changing Rooms** have set opening times. Lockers should be used and kept padlocked. Pupils should avoid bringing valuable possessions to school.
- **Chewing Gum** is not allowed.
- **Classrooms** Pupils should not be in a classroom unsupervised except with the express permission of a teacher. The auditorium and foyers of the Meyer Theatre and Johnson Hall,

Rehearsal Rooms, Laboratories and Workshops must never be entered without the specific permission of a teacher.

- **Day Pupils** are just as much a part of our community as boarders and whilst at school they are subject to the same rules as boarders.

A day pupil is considered to be at school from the time they arrive in the morning until the time that they are picked up in the afternoon or evening. This includes any periods off campus during those hours. All day pupils must register with their Group tutor at 8.45am each day. Registration on a Monday will be at 8.30am at day house assembly. A day pupil may not go home during the school day without the express permission of their Houseparent. Sixth Form Day pupils may return home after lunch or period 4 if they do not have lessons or games/activities later in the day providing specific permission is given by their Houseparent.

Day pupils who walk or cycle to school should maintain our standards whilst they travel between school and home. Any day pupil in the area immediately surrounding the school will be considered to be 'at school' during term time. Pubs in Street are subject to specific times and a legal drinking age rule for our boarders.

Day pupils are not allowed to visit campus for the boarders' weekday recreational period after prep. Boarders are not allowed to visit the house of a day pupil unless they have permission from their houseparent.

Day Houses have set opening times. They close at 6.30 p.m. on weekdays, except Ivythorn which closes at 8.30pm.

- **Dining Hall** Queuing should be orderly. The one way system must be followed. Food should only be taken from the Dining Hall with the permission of staff.

Normal School dress must be worn for breakfast and lunch from Monday to Saturday. Dress at supper may include shorts when the weather allows (at Deputy Head (Pastoral) discretion).

At breakfast Junior pupils from Campus houses must finish by 8.00 a.m.; serveries close at 8.25 a.m.

- **Dining Out** - Sixth formers are allowed to dine out in groups of up to six (no lone boy/girl meals permitted) at an approved restaurant with Houseparents' permission.
- **Dress (and Hair)** - see dress code.
- **Drugs** are not allowed (see policy). All prescription and non-prescription medication must be handed to Houseparents.
- **Exeats** See [EXEAT GUIDANCE](#) for details.

- **False Identification** It is illegal to use false identification. Pupils must not be in possession of any such documents or cards.
- **Gambling** is not allowed. Pupils are forbidden to take or place bets (including telephone or internet gambling). Betting shops are out of bounds.
- **Games.** Pupils must attend all their scheduled games sessions and be punctual. If selected for a school team pupils are expected to honour the fixture and depart for any approved exeat after the game.
- **Glastonbury** is out of bounds to all boarders at all times.
- **Internet** pupils must follow the acceptable user policy when accessing the internet through the school system. Pupils must also follow the rules / guidance in the anti-bullying policy on cyber bullying.
- **Portable electronic devices** may be used in lessons as directed by a member of staff
- **Johnson Concert Hall** The auditorium and balconies are out of bounds to all pupils unless under staff supervision.
- **Meyer Theatre** The auditorium is out of bounds to all pupils unless under supervision.
- **Mobile** Pupils may not make or receive calls in the Dining Hall.
- **Malicious accusations** against school staff or pupils will treated most seriously and may lead to a suspension or removal from the school.
- **Music Department Rehearsal rooms** may be used by arrangement with the music department. Any group practices must be done with the approval of music staff.
- **Off games** Pupils can only be put off games by their houseparent or medical centre staff. If a pupil has to miss games for any other reasons they must ensure they have permission from their both houseparent and their games tutor.
- **Offensive weapons** - pupils are not allowed to bring such weapons or similar dangerous articles to school or to keep them in boarding houses. Use of any item to threaten or cause harm is a serious offence.
- **Private Assignations** (solitary boy/girl meetings) are not allowed.
- **Pornography** accessing from the internet, possession or distribution in any form is not allowed.
- **Punctuality** - pupils must arrive in time for lessons i.e. by the second bell at the start of a session or 5 minutes after the bell between lessons as shown in the diary.
- **Sixth form club** is open to sixth form pupils only during the school working day

If using for a PS pupils must stay in for the whole period and should not wander out or go onto the Jubilee pitch during lesson time. Pupils are expected to keep it tidy and not use it as a dumping ground. Saturday social events are subject to separate rules.

- **Smoking** is not allowed, nor are electronic cigarettes. See separate policy.
- **Street** is in bounds:

| | Lunchtime | After School (until 6.00pm) |
|---------------------------|--------------------------------|--|
| Monday, Tuesday, Thursday | Yes | 6th form only |
| Wednesday, Saturday | Yes - back on campus by 2.00pm | 6th form only after 3.30pm |
| Friday | Yes | Prefects only |
| Sunday | Not in the morning | 2 – 5 pm 6th form 2 – 4 pm Y10 and Y11 with houseparent's permission |

Y9 Pupils are not allowed into Street until their Head of Year announces that it is in bounds. Senior Prefects, as a privilege, are allowed into Street during the school day unless they have a timetabled lesson.

School uniform must be worn Monday – Saturday 2 pm.

The footpath near the traffic lights, the field, the path across it, Bovemoor Road (by the side of Warner) are out of bounds at all times. Pupils must seek special permission if they are going to areas other than the High Street, Clark’s Village or The Grange. The Grangefield Estate (opposite the Stables) is out of bounds. Food and drink should not be consumed whilst walking to and from Street.

The Golden House and Tamburino restaurants are in bounds at lunchtime for occasional use by sixth form only. Betting shops and the snooker club are strictly out of bounds.

- **Sports Halls** pupils may not use the sports halls unless under the direct supervision of a member of staff.
- **Swimming Pool** pupils must not be poolside if there is no member of staff present and cannot enter the water unless there is a lifeguard on duty.
- **Taxis** must be booked through the Travel Office or Houseparent. Only approved firms can be used (listed in the diary). Journeys to/from Street are not permitted.
- **Theft** – is a serious matter. See section on Expulsion, Required Withdrawal and Suspension.
- **Training off campus:** Riders and runners must adhere to set routes unless supervised. No riding or running alone; no running on roads.

Behaviour outside school

Pupils are expected to adhere to the school rules whenever they are off campus as part of a supervised school group. We may take action in certain situations when there is no supervision or such as:

- Public behaviour in the local area.
- Criminal behaviour.
- Behaviour which brings the school into disrepute.
- Behaviour which shows an overt support for the drug culture.
- Behaviour whilst travelling to and from Millfield. (Smoking and consumption of alcohol are expressly forbidden)
- Bullying, especially cyberbullying.

Sanctions

We try to ensure fairness by:

Investigating fairly and thoroughly.

Telling the pupil the allegations and evidence.

Listening and considering.

Avoiding bias and prejudice.

Considering what is reasonable and proportionate.

Taking advice where necessary; consulting with colleagues.

Communicating with parents.

Keeping records.

Taking a decision supported by sound reasons.

Allowing a review.

The purpose of sanctions is to demonstrate that certain behaviours are not acceptable; to express the disapproval of our community; to reinforce the difference between right and wrong; to deter other pupils from similar behaviour. It is hoped that pupils who have received a school sanction will be genuinely sorry for their behaviour and ensure that there is no repetition. Any punishment will match the severity of the behaviour with consideration where possible of the pupil's previous record.

Expulsion, required withdrawal

For serious matters (e.g. drugs, alcohol, physical assault, theft or sexual impropriety) or for repeated poor behaviour after warnings (e.g. persistent attitudes or behaviour which are inconsistent with the School's Behaviour Policy) or other serious misconduct towards a member of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises. Any conduct of a pupil or parent which undermines the School's trust and confidence in that person's ability or willingness to abide by the School Rules may result in a pupil being expelled without prior warning. See separate policy. Where there is evidence that a criminal act may have occurred, the school is likely to involve the Police (e.g. drugs, weapons, theft, assault and cyberbullying). In such situations we will make all reasonable efforts to keep parents or guardians informed.

Final warning

A final warning may be issued by the Headmaster. Typically it would follow a suspension when there has been a marked pattern of prior poor behaviour. A final warning will normally be stated to remain 'live' for up to two years. Behaviour that merits a suspension during that period is likely to result in a required withdrawal or expulsion.

Suspension

For serious breaches of school rules which fall short of expulsion or persistent gating offences with no improvement after a warning. Guidance and support (educational and pastoral) will be available during suspension.

Pupil Contracts

A pupil contract is not a sanction but a procedure following major concerns that have led to suspension or other serious sanction. It will be used when a pupil expresses a strong desire to remain at Millfield. This contract will identify key areas for improvement and set short term targets to enable feedback on progress. A failure to meet the terms of a contract will not of itself be a sanctionable offence but will be taken as an indication of whether the pupil should retain their place at the school.

Gating

Gating is a punishment of fixed duration for breaking significant school rules or persistent poor behaviour. School Gating is awarded for major incidents. House and Head of Year Gating are sanctions for misdemeanours in house and school respectively. Pupils will be confined to bounds and do detentions and report to key staff as directed. For School and Head of Year Gating pupils are expected to be in the smartest dress. Pupils who are school gated must see the Assistant Head (Co-Curricular) and Assistant Head (Pupil Leadership and Games).

Head of Year Gating

- For failure to attend a second school detention. Parents will be informed if there are wider concerns.
- For failure to respond to Academic Restrictions.
- For persistent poor and disruptive behaviour in class despite Head of Department and Senior Tutor intervention. Should matters not improve; the Assistant Head (Teaching & Learning) or/and the Deputy Head (Academic) will be involved and this may lead to a consideration of the pupil's future at the school.

Dress Card

Pupils whose dress does not match the required standard will be given a yellow dress card. Continued failure to meet the standard will lead to a red dress card. Pupils on a dress card are expected to have it signed by tutors to confirm that they are appropriately attired.

Other Sanctions

All tutors may:

Confiscate the property of a pupil (for example a mobile phone) for a stated reason (for example when school rules are being broken, when a lesson are being disrupted or for safety reasons). The teacher will keep the item safely and indicate when the item can be collected. If a teacher feels that an item is being used inappropriately they may confiscate it for a fixed period which will be proportionate with the misuse.

Hold a detention or set extra work. For poor/late work or unacceptable classroom behaviour.

Dismiss from lesson. Pupils whose behaviour in class is unacceptable and who repeatedly fail to comply with the tutors' requests may be asked to leave the classroom. The pupil will be required to see the Head of Department and is likely to be given at least a departmental detention (see below).

Sanctions relating to academic work.

Departmental

- For continued lack of effort, poor behaviour in class or a failure to meet deadlines.

Initially a subject tutor personal detention. Inadequate response leads to a departmental detention.

School detention

- For a failure to attend a departmental detention (in addition to departmental detention not instead of).
- For repeated departmental detentions.
- Further detentions or non- attendance will lead to action by the Senior Tutor.

Academic Restrictions (see policy for details).

These are a higher level of intervention initially led by the Senior Tutor after discussion with Head of Year, Head of Department(s) and Houseparent when other measures have not produced the desired outcomes. Parents will be informed.

CPS

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