



DISCIPLINE, REWARDS & SANCTIONS PROTOCOL

(Relevant to National Minimum Standard 12)

This document exists in conjunction with the Whole School **Discipline Policy** and **Investigation Protocol** and **General Boarding Rules** in The Handbook for Boarders and Boarding House Rules which can be found in Boarding House Handbooks.

Naturally, there is a high expectation of standards and behaviour for boarders at St George's rooted deeply in the **Boarding principles, aims and practices** which revolve around mutual respect between boarders and between boarders and boarding staff. Boarders as a matter of course, receive privileges which, inevitably, increase as they progress through the school. During their free time, they may take additional town leave and be granted access further afield, in decreasing group sizes, when they do so - Year 7 can go into Harpenden, Year 9 can go into Harpenden, Luton and St Albans, Year 12 can go into London. The independence with which boarders can complete their studies increases and Sixth Form boarders are excused daily dorm inspections. In other words, as a result of good behaviour, boarders receive the responsibility, trust, privilege and freedom that one would expect. This model mirrors that of society as a whole. In addition, good behaviour is recognised and acknowledged by rewarding boarders with credits (boarders accumulating 9 credits are further rewarded with a £5 voucher of their choice), post cards, informal prizes in house, dormitory prizes, formal prizes at the end of the academic year and, ultimately positions of responsibility at the top end of the school. Rewards are recorded either on Boardingware Pastoral Notes or SIMS.

Inevitably, some boarders will behave in a way considered unacceptable. At the very least, boarders should expect for instances of poor behaviour to be routinely and consistently challenged. Additionally, unacceptable behaviour is likely to result in sanction and/or some form of restorative approach. Sanctions might typically be a specific loss of privilege (which may include being confined to grounds), additional duties, confinement to house or House Report. The latter will involve parents being notified by letter. More serious misdemeanours will result in a Boarding Detention. Some misdemeanours, such as poor attendance at Chapel, missing breakfast, being late for roll call or being late in after curfew carry a fixed sanction but many are given at the discretion of house staff. A comprehensive list of fixed penalties are displayed clearly in Houses. However, this is worded in such a way that it makes clear what our basic expectations of boarders are and uses language focusing on what boarders should DO as opposed to what they should NOT DO (see fixed penalties below).

Five such misdemeanours in the space of a term leads to Boarding Detention which will be sat in the Director of Boarding's office. A subsequent Boarding Detention in the space of a term may result in a Friday detention especially if for the same wrongdoing. Further misdemeanours will likely result in even more serious sanctions such as a fixed term exclusion especially if for the same wrongdoing. Where boarders are accumulating confinements or house reports, they should expect a conversation with senior member of staff after having accumulated the third of these in the space of a term. The purpose of this conversation would be to identify the key issues and put the appropriate support or intervention in place. Any fixed term exclusion or boarding suspension comes with a review of the pupil's suitability to board. Records of sanctions are reset at the beginning of each term thus reinforcing the notion that the opportunity exists to demonstrate learning from one's mistakes. Sanctions are recorded either on BoardingWare Pastoral Notes or on SIMS or both.

When issuing sanctions, it is advised that the following principles and protocols should be adhered to:

- Take written statements in order to obtain facts and aid investigation but do not use statement writing as a punishment itself (a boarder should not be asked to write a statement if there is any likelihood of the Police being involved)
- Avoid punishing a boarder twice for the same offence
- Staff should avoid any situation which results in boarders being humiliated or demeaned in front of their peers. Sense of humour should only ever be used in a way that a pupil will comprehend and age, nationality, level of English, maturity must always be a consideration.
- Staff should, at all costs, avoid situations that could quickly escalate into, or be seen by others as, public confrontation
- Group punishment, unless genuinely and absolutely necessary and appropriate, should not be applied.
- Ensure that there is always opportunity for reflection. Questions such as 'what sanction would you give?' or 'how would you deal with this?' are often useful.
- Ensure that there is always opportunity to carry out restorative justice wherever appropriate. A favourable task to require of a boarder is to explain that they have the opportunity to put right the situation and to challenge them to find an appropriate way to do so. It is important for boarders to understand the value of a genuine and heartfelt apology
- Cover sheets used for the filing of paperwork related to incidents include space to write up information about notification of parents, follow up meetings with individual boarders and support that has been offered.
- It is vital that boarders are verbally informed promptly of any decision with regards to the sanction which is to be set. Staff should be sensitive to the distress that this may cause. This should happen well before any relevant paperwork reaches the parents.
- It is vital that parents are kept informed either by telephone, email or even both. It may even be appropriate to invite parents in for face-to-face discussion. This should be done promptly as it is extremely advantageous for parents to first hear of incidents from staff rather than student
- It may also be just as vital that other colleagues (e.g. form tutor, HoH, Student Services) are kept informed too.
- Ensure that follow up meetings are planned and recorded with boarders involved in incidents, whether as perpetrators or victims. It is essential that boarders have the opportunity to reflect and that we obtain their views on resolution, outcomes and conclusions reached. There should, as a minimum, be a meeting (of which a record is made) 1 week on and 2 weeks on from the incident.
- In addition to follow up and reflection, and in the case of more serious disciplinary incidents, it may well be appropriate and helpful to offer support should to all parties involved.

BASIC EXPECTATIONS & FIXED PENALTIES

To ensure consistency both within and across boarding Houses, the following is displayed in Boarding Houses and outlines basic expectations as well as what a boarder should expect in terms of consequence and/or sanction if they do not meet the expectation:

Our expectation of you...	What you should expect (if you don't)...
To be polite, respectful and appropriate with regards to spoken language and body language	Boarding Detention (with warning unless sufficiently serious to bypass a warning)
To attend promptly all roll calls, house meetings and meals	Confinement if you do not attend <u>or</u> are late to the same 'type' twice in the space of a week
To return from curfew on time	Confinement
To attend and be punctual to prep as well as being considerate of others during prep	2 nd prep until released by staff member (post 8pm for Y10) <u>or</u> Boarding Detention for non-attendance
To stay focused and considerate of others during prep and produce high quality preps in all subjects	Sunday 9am prep support session with DoB Y11 and 6 th form students to be asked to leave library
To be punctual to morning registration	To lose privileges that exist during the morning
To keep your dorm tidy	Loss of privileges until rectified <u>or</u> Have 'out-of-place' items cleared and stored until next exeat/holiday and parents informed
To not bring take away food onsite without permission	Have food removed and disposed or be required to leave premises and consume offsite
To follow Harpenden town visit protocol for your age group	Confinement
To only visit Harpenden before 1730 (for Years 7-11)	House Report
To follow Luton or St Albans town visit protocol for your age group	House Report
To visit Luton or St Albans at the correct and appropriate times	Boarding Detention
To remain in bounds (and not go on roof, inside school buildings or on grass/unlit areas in dark)	Confinement
To be respectful of restrictions on use of phones & devices in certain areas (e.g. dining room and bathrooms)	Confiscation of phones & devices (with warning)
To be considerate of others when playing music both indoors and outdoors	Confiscation of device & speakers (with warning)
To be prompt and considerate of others during bedtime and silent after lights out	Early 'surrender' of phone the following night or phone not returned in the morning (at least & at discretion of staff)
To use personal locker space on ground floor for food, drink and snacks	Food removed and disposed of
Complete confinements efficiently if issued	Extend by 24 hours then Boarding Detention
Complete House Report efficiently if issued	Boarding Detention

SANCTIONS & SUPPORT

Discipline within the Houses is firm but fair. Boarders who break the rules can expect to be punished. This usually takes the form of restriction of freedom or removal of privileges. A removal of privileges may include surrendering mobile devices and phones earlier than usual of an evening especially if it is seen to be a hindrance or a distraction from adhering to basic routine.

Sanctions may include:

- Extra work or 'community service' around the House or School
- Written assignments e.g. a letter of apology, reflection form
- Refusal of permission to go out, attend social functions or trips.
- Confinement, which involves reporting to House Staff at regular intervals
- House Report, which also involves reporting to House Staff at regular intervals.
- A formal meeting with Head of Boarding House, Deputy Head of Boarding House or Director of Boarding using restorative approaches (see below).
- Compulsory attendance at a supervised Sunday prep support session (for work/prep related offences)
- Boarding detention (Thursday) or School detention (Friday)
- In the case of serious offences or repeated infringements of the rules, boarders may be excluded, either for a fixed term or permanently (in line with the Standard Terms and Conditions of Boarding).

Aside of any formal sanction or consequence, students should expect to be challenged when their conduct does not meet with the expectations of staff.

RESTORATIVE JUSTICE & RESTORATIVE APPROACHES

Alongside more formal or 'traditional' sanctions, or occasionally instead of them, staff will employ restorative approaches or restorative justice as a means of dealing with incidents of inappropriate or unkind behaviour towards others. Boarding staff have undergone training in Restorative Justice.

Restorative Justice is a process that resolves conflict. It promotes telling the truth, taking responsibility, acknowledging harm and creating accountability.

Restorative Approaches are an understanding that we work best when part of a community and that to do so we need an understanding on how a community works, self-awareness of our responsibilities to that community and shared communication skills. Restorative approaches are based on 4 key features:

- Respect: for everyone by listening to other opinions and learning to value them.
- Responsibility: for your own actions.
- Repair: identify solutions that repair harm and ensure behaviours are not repeated.
- Re-integration: working through a structured, supportive process that aims to solve the problem and allows young people to remain in mainstream education.

GENERAL BOARDING RULES

The following General Boarding Rules appear in the Handbook for Boarders and their Parents which is issued annually:

BEHAVIOUR

Boarders are expected to show CARE, CONSIDERATION and COURTESY to others at all times.

Boarders are expected to be POLITE, PROMPT and COMPLIANT in the way that they respond to direction and guidance given by staff.

Boarders should use their COMMON SENSE at all times!

Boarders must behave in an orderly fashion and must not run in corridors or on the stairs and landings. They should not make undue noise, especially screaming or squealing.

BULLYING, SWEARING, VANDALISM, GRAFFITI and RUDENESS are all strictly forbidden.

Punctuality in all matters of routine is compulsory, especially house meetings, curfew, prep and bedtimes.

Dress and appearance must be reasonable at all times. Extremes of clothing, make-up, jewellery, shoes and hairstyles are not allowed.

When changed out of their clothes for bath or bed, boarders should wear their dressing gowns and slippers if out of their dorms.

SMOKING, ALCOHOL, SOLVENT ABUSE, USE OF ILLEGAL SUBSTANCES are all strictly forbidden.

Overt displays of physical affection which may cause embarrassment to others are inappropriate and boarders should be mindful of this. Close relationships between boarders of widely differing ages may also be inappropriate and boarders must be aware of the school rules and the law in respect of this.

PROPERTY

All property should be clearly marked with the owner's name. Clothing MUST be identified with woven name tapes, firmly sewn in. Day school requirements must also be adhered to.

Boarders should not bring very valuable or expensive items into the House. We like to think that personal possessions are safe and that all have respect for other people's property, but this cannot be guaranteed. Insurance responsibility lies solely with parents for any loss or damage.

Damage to property, furniture or the building must be reported to the duty staff immediately. In the case of vandalism or misbehaviour the cost of the repair will be charged to the pupil.

The laundry rota must be followed. Bedding, towels, P.E. kit, school uniform, socks and underwear must be washed every week.

VEHICLES

Boarders may not under any circumstance bring a car or motorcycle onto the school premises. Local boarders who have a driving licence and who choose to drive to and from school at, for example, weekends must make their own parking arrangements offsite and they must inform the Director of Boarding of their plans to drive to and from school.

Boarders may have bicycles if the Boarding Staff and parents have given permission, but these are ridden at their own risk and must not be lent to others.

Boarders (other than 6th formers with parental permission) are not allowed to accept lifts from other students.

FORBIDDEN ARTICLES

All smoking equipment (including e-cigarettes), alcoholic liquors and drugs (other than prescribed medicines) come into this category.

All medication should be handed in to House Staff (though for older boarders there are some exceptions to this. If in doubt, please speak to House Staff).

Firearms, knives, penknives and any kind of offensive weapon are not allowed.

Offensive media such as violent or pornographic DVDs, videos, digital or printed materials are all forbidden, whether stored on a laptop or portable digital device or in any form. (The age guidelines given on films and computer games etc. must be respected.)

Boarder pets are not permitted.

Any boarder with a Forbidden Article in his or her possession will be dealt with severely and may be sent home.

FOOD IN BOARDING HOUSES

Unless agreed with a duty staff member, cooked food that has been purchased offsite is not permitted in Boarding Houses nor is it permitted anywhere onsite. Boarders should expect to be challenged and have this food removed and disposed of. Tuck, whether purchased at the House tuck shop or elsewhere, should only be stored downstairs and not upstairs in dorms. For reasons of hygiene, as well as good eating habits, boarders are strongly encouraged to only eat tuck downstairs. They are not permitted to store tuck in their dorms.

CHAPEL

All boarders must attend at least three designated services per term and may need to be resident for certain weekends to achieve this. For Sixth Formers this is optional.

WEEKEND LEAVE AND EXEAT WEEKENDS

Boarders must sign out whenever they leave the House. Boardingware must be completed fully with signing in completed immediately upon return.

Each house has specific rules about town visits for each age group, the frequency increasing with maturity (this is a privilege which can be removed if guidance is not adhered to).

Boarders wishing to go out for a longer period of time must gain permission in advance from a member of staff as well as signing out in the usual way.

All boarders must apply for Weekend Leave by Thursday mornings using Boardingware, giving details of their plans for the coming weekend. If staying with anyone other than a parent or guardian, then communication with a member of staff is required both from parent or guardian and from host or hostess. The School will only give permission for exeat to someone other than the parent/guardian if we have confidence that arrangements are appropriate. In addition, boarders must sign out / in using Boardingware. (It is helpful if the collecting adult makes himself or herself known to the House).

Boarders should return to the Houses between 6pm and 8pm after Exeat Weekends and between 4pm and 8pm after a holiday or half term holiday. They must not arrive before - the Houses will not be open and there are no catering facilities.

CURFEW

Curfew times are displayed on the notice boards and these take account of the age of the boarders and the amount of light (time of year). Boarders must stay within the grounds (except for agreed visits off site). Everyone must sign out stating the destination, even if only into the grounds. Boarders must always be in House by the beginning of 1st prep which is at 5.30pm.

Boarders are not allowed out of the House after curfew time unless with permission for a specific reason. (This would be a serious offence.) Curfew in winter is normally at 8.30pm for Years 7 - 9 and 9pm for Years 10 - 13.

ROUTINE

Boarders may only get up before the wake up call if they are very quiet and do not disturb others.

Attendance at House meetings, prep and meal times is compulsory unless prior permission has been obtained otherwise. The only exception to this is that breakfast attendance for Year 13 is optional.

Boarders may not return to the House during the school day - except for Year 13s and Year 12 who are prefects who may return during study periods to work in their study-bedrooms or to use the House computers. Special arrangements are made for Years 10, 11, 12 and 13 during study leave periods.

Boarders are expected to have organised all personal care in the time BEFORE Lights Out. All should have a daily bath or shower.

Boarders are expected to remain in bed, quiet and well behaved after Lights Out. They may only leave their

dorm in cases of genuine necessity.

Boarders may not go into other dorms unless invited and accompanied by a member of that dorm.

Boarders may only visit boarders in another House on the ground floor of the building using the main common room. When visitors are boy or girl friends, introduction to duty staff and confirmation of visits is expected; frequency of such visits should be discussed with staff so that study and work is not affected.

Fire Regulations must be followed exactly. These are published on the notice boards and in all rooms. Boarders must read the instructions for Fire Alarms and know where the fire doors are etc.

Boarders are expected to be clean and tidy in appearance and habits. They are required to look after their belongings and the House, leaving dorms, bathrooms and public rooms clean and tidy at all times.

VALUABLES

Large sums of MONEY, VALUABLES, TICKETS AND PASSPORTS should be handed in to staff for safe keeping.

SANCTIONS & SUPPORT

Discipline within the Houses is firm but fair. Boarders who break the rules can expect at least to be challenged about their actions and at most face severe sanctions. This usually takes the form of restriction of freedom or removal of privileges. A removal of privileges may include surrendering mobile devices and phones earlier than usual of an evening especially if it is seen to be a hindrance or a distraction from adhering to basic routine.

Consequences or sanctions may include:

- Extra work or 'community service' around the House or School
- Written assignments e.g. a letter of apology
- Refusal of permission to go out, attend social functions or trips.
- Restorative Justice
- A mediated conversation with other relevant parties
- Confinement, which involves reporting to House Staff at regular intervals
- House Report, which also involves reporting to House Staff at regular intervals.
- Compulsory attendance at a supervised Sunday prep support session (for work/prep related offences)
- Boarding detention (Thursday) or School detention (Friday)
- In the case of serious offences or repeated infringements of the rules, boarders may be excluded, either for a fixed term or permanently (in line with the Standard Terms and Conditions of Boarding).

<i>First drafted by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>March 2016</i>
<i>Reviewed by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>November 2019</i>
<i>Approved by</i>	<i>Helen Barton, Headmistress</i>	<i>November 2019</i>
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