



WINCHESTER  
COLLEGE

## General Behaviour and Discipline

**Next review date: November 2019**

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Promotion of good behaviour is embedded in our approach to learning, and this policy should be read in conjunction with our Traditional Values and PSHEE policy. All pupils are addressed by the Second Master at the start of each term, when the school's expectations of how they should behave are made explicit. Particular emphasis is placed on the importance of social inclusion, courtesy, mutual support and a zero-tolerance approach to bullying. These values are highlighted in the Second Master's INSET to staff at the start of the academic year, and in his address to new parents in the summer preceding their sons' entry to the school.

At Winchester College, we encourage the establishment of good teacher/ pupil relationships and support for the School's values through a system of rewards and sanctions, designed to promote a calm, disciplined learning environment. Our system of rewards includes:

- verbal praise and written praise for good work;
- academic merits for both effort and achievement, which are celebrated both in the classroom and in the boarding house (See also Pupil Rewards);
- awards for excellence and achievements in non-academic work or fields;
- awards for excellence in individual achievements;
- annual subject and year group prizes;
- posting examples of excellent work in art/design, sports, and drama and concert achievements on the School's web site, so that the community can celebrate success;
- reports to parents.

Winchester College observes the following standards in respect of pupil behaviour and discipline:

- its duties under [DfE Guidance 'Behaviour and Discipline in Schools' \(2016\)](#) and the [Equality Act 2010](#), including issues related to pupils with special educational needs or disabilities and how reasonable adjustments are made for these pupils
- provision of support systems for pupils and a maintenance of liaison with parents and other agencies, and management of pupils' transition
- taking disciplinary action against pupils who are found to have made malicious accusations against staff.

The School meets these requirements in the following:

- A copy of the Winchester Code and School Rules is given to every pupil. Sanctions for misdemeanours are clearly stated within this document
- The Second Master keeps all letters notifying parents of pupils in receipt of major punishments
- The school is committed to not using corporal punishment

- Bullying incidents are treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm
- All School sanctions are recorded on CPOMS
- Trends or patterns are identifiable from records kept and discussed at SMC by the Second Master
- Disciplinary powers of Prefects are clearly defined in the Guide for Prefects
- An Equality and Diversity policy is in place (see Equality, Diversity and Admissions)
- A Use of Reasonable Force policy is in place. It refers to and complies with the guidance outlined in the Circular 10/98 “The Use of Force to Control or Restrain Pupils” and Section 550A of the Education Act 1996. It is in line with the [Department for Education Guidance ‘Use of Reasonable Force’ \(July 2013\)](#).

### **Sanctions**

*Teachers deal with most disciplinary matters at the time they occur, and should not need to have frequent recourse to formal sanctions. However, the following sanctions apply.*

### **Punctuality for lessons & failure to bring correct equipment**

It is incumbent on teachers to begin and end their lessons punctually. A pupil is deemed late if they arrive after teaching has begun.

A pupil will automatically attend Headmaster’s Detention on Sunday afternoon if they are recorded as having arrived late to lessons **1, 4 or 7**, or for their first taught lesson (the lessons for which, on the whole, pupils have only themselves to blame for being late), and/or bringing the wrong equipment, four or more times within a single week. This sanction will not be applied in a pupil’s first term in Year 9.

The Second Master will review the lateness record half-terminly and discuss pupils of concern in this regard with their Housemasters with a view to putting in place suitable pastoral support and / or further disciplinary measures.

### **Failure to produce work**

Any pupil arriving to a lesson without the work due for that lesson is automatically required to do a Sargent’s the following morning at 0745, when he will hand in any late work with his teacher’s initials marked on it to the Porter’s Lodge. The Porters will then take this work to Common Room (Bethesda) in time for first lesson, and place it in the teacher’s pigeon-hole. Work that is required to be submitted electronically will also be due by this time, and pupils will confirm that the work has been submitted by reporting in person to the Porter’s Lodge at 0745 and showing evidence of the work’s submission. Pupils who fail to turn up to their 0745 Sargent’s are required to report with the late work to the Second Master at the same time the following day. The Second Master then dates and signs off the work.

Some consideration equivalent to a golf handicap is given to pupils on the SEN register whose difficulties with organisation are recognised by Learning Support (such as dyspraxia).

### **Sargent’s for other minor misdemeanours up to books**

Teachers may require a pupil to report to the Porters’ Lodge at 0745: this is normally for disruptive behaviour, chatting, etc., in lessons. It is not to be given for poor work.

With the agreement of the Housemaster a prefect may impose a Sargent’s on a pupil who is uncooperative in the house, e.g. late to bed, disruptive in prep time, in dormitories, etc. A House Prefect who gives a Sargent’s must always notify the pupil’s Housemaster.

The Sargent's list is circulated to all teachers on a daily basis by e-mail from the Porters.

### **Early Morning Detention**

Teachers may require a pupil to report to the Porters' Lodge at 0730, where the pupil will be given a task to do, e.g. pick up litter, etc. This is a more serious sanction than a Sargent's, and may be given to a pupil who is rude or persistently disruptive in lessons, in the house, or around the school, or who has been repeatedly late to lessons or has otherwise fallen below the standards of behaviour expected of him.

**NB: with the exception of submitting late work (see above) neither a Sargent's nor EMD should be used as a sanction for poor academic performance.** A pupil who hands up shoddy work, or performs poorly in a routine test, should be asked by his teacher to repeat the work. A teacher may require a pupil to appear for a re-test before first lesson, but not before 0825.

### **House Detention**

A pupil may be required to repeat a poor piece of work in House Detention, which typically takes place after evening assembly, or at another time determined by the Housemaster. The Housemaster will arrange for the pupil to do the work as soon as is practical: *teachers should be aware that it is not always possible for Housemasters to arrange the detention on the same day as it was given by the teacher.*

### **Headmaster's Sunday Detention**

Headmaster's Detention (in addition to being given for persistent lateness or failure to bring the correct equipment up to books) will be given to a pupil who fails to hand up his prep for Div by the Sunday deadline (09:30 am), or who writes a culpably substandard essay. Div teachers will be asked to pass the names of pupils who fall into these categories to the Deputy Head Academic by the Monday evening.

HM's Detention may also be given to a pupil who, having been required to repeat a piece of work in House Detention, has not improved significantly in his second attempt. Teachers should pass the name of pupils in this category to their Head of Department, who in turn will recommend to the Deputy Head Academic that the pupil be placed in the following Sunday's Headmaster's Detention.

Sunday Detention should not be used by pupils as a general opportunity for pupils to catch up on work, but rather to do again a specific task which they failed to do properly in prep time and again in House Detention, or to undertake some other task in that subject as appropriate under the circumstances. Pupils who produce the work to a more satisfactory standard in the intervening time will not find themselves exempt from Sunday Detention.

The Second Master may impose a detention on a Sunday afternoon for disciplinary reasons.

Headmaster's Detention is held in E5 between 1400 and 1500. In exceptional circumstances the detention may be extended to two hours. Headmaster's Detention will take precedence over other plans a pupil may have had for Sunday afternoon between 1400 and 1500.

### **Other School Sanctions**

#### **Verbal Warning**

The Second Master will record a Verbal Warning as a formal record of a conversation he has had with a pupil over any behavioural matter, which gives cause for concern.

**Second Master's Caution**

The Second Master may speak to a pupil about his conduct and record a Caution, which will remain in force for a period of three months (not counting school holidays). Further need for a Caution during this period will normally lead to a Major Warning.

**Major Warning**

This lasts for one calendar year from the date of offence. It states that any further serious breach during that period may result in dismissal. A Major Warning may be extended at the discretion of the Headmaster.

**Probation**

The Headmaster may give notice that he is placing a pupil on Probation for a specified period, at the conclusion of which he will decide whether the Probation will be removed or extended or he may require the pupil's departure from the School. Probation may be for poor academic performance, for poor behaviour, or for both.

**Final Warning**

This lasts for the remainder of a pupil's time in the School. It states that any further serious breach will very probably result in dismissal. Pupils who have previously incurred a Major Warning, now lapsed, may incur this penalty on a second serious offence.