



WINCHESTER
COLLEGE

General Behaviour and Discipline

Next review date: June 2025

Author: 2M/UM/JPC

Promotion of good behaviour is embedded in our approach to learning, and this policy should be read in conjunction with our PSHEE policy. 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, kindness, courtesy and mutual support. Bullying is never tolerated, and instances of bullying are always addressed. These values are also highlighted in the INSET to staff at the start of the academic year, and in the Second Master's address to new parents in the summer preceding their child's entry to the school.

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

- Recognition Notifications, which recognise and praise pupils' contributions around the College to their housemaster and tutor.
- Headmaster's certificates celebrating effort and achievement both in and outside the classroom (see also Pupil Rewards).
- termly awarding of various awards, both academic and co-curricular in assemblies at the end of each term
- verbal praise and written praise for good work
- awards for excellence and achievements in non-academic work or fields.
- awards for excellence in individual achievements.
- rewards for collective achievements, and rewards for individual and collective contributions to the community
- 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:

- The School is committed to not using corporal punishment
- A copy of the Winchester Code and School Rules is given to every pupil. Sanctions for major misdemeanours are included within this document
- The Second Master keeps all communications notifying parents of pupils in receipt of major sanctions
- Sensitive liaison with parents of pupils with additional needs where those needs might affect behaviour (for example, a pupil with Tourette's). This is likely to involve the Second Master and the Deputy Head Pastoral as well as colleagues from the Learning Support department and/or the Medical Centre
- 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 in an electronic format
- Trends or patterns are identifiable from records kept and discussed at SMT by the Second Master
- Disciplinary powers of Prefects are clearly defined in the Guide for Prefects
- A Discrimination and Equal Opportunities policy is in place (see Discrimination and Equal Opportunities (for Pupils))
- 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' \(July 2013\)](#)
- A Search and Confiscation policy is in place which details how a search of pupils and their possessions may be carried out. It is based on Department for Education Advice on Screening, Searching and confiscation 2022
- An Illegal Drugs and Harmful Substances policy is in place which clearly details the School's approach to drugs testing

The following non-exhaustive list indicates those behaviours that are not acceptable:

- Physical assault;
- Verbal abuse/threatening behaviour;
- Bullying, including through social media and other forms of cyber-bullying;
- Deliberate and sustained social exclusion;
- Abuse, name-calling and hurtful remarks, including those which focus on protected characteristics, or any behaviour which undermines someone's self-esteem. It can also happen because a child is adopted, is in care or has caring responsibilities. Some bullying also has a specific sexual dimension or dynamic and might involve sexual innuendo or comments or using sexual language to humiliate or intimidate;
- Sexual misconduct, including online. Sexual misconduct includes harmful sexual behaviours as set out in the following [Ofsted Review of Sexual Abuse in Schools and Colleges](#);
- Breach of the School's Alcohol or Illegal Drugs and Harmful Substances Policies;

- Theft or damage to property;
- Serious breaches of the Pupil IT Acceptable Usage Agreement;
- Persistent disruptive behaviour

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. NB: Formal sanctions are not awarded for the first three weeks of a pupil's first term in Junior Part.

Punctuality for lessons, failure to bring correct equipment, incorrect dress

It is incumbent on teachers to begin and end their lessons punctually. A pupil is deemed late if they arrive after teaching has begun. Pupils should arrive to lessons with the correct equipment and dressed as per the dress code.

Where pupils fail to meet these expectations, teachers record a Conduct Notification, which notifies the tutor and housemaster for follow-up discussion. Repeated failure to meet these expectations/accruals of Conduct Notifications may be met with follow-up sanctions as deemed appropriate by teachers, tutors and/or housemasters.

The Second Master reviews lateness and absenteeism. Unauthorised absences are dealt with by the Second Master in person. Pupils of concern in this regard are discussed 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 may be set a Sargent's the following morning at 0745, when they will hand in any late work with their teacher's initials marked on it to the Porters' Lodge (or confirm submission through an online method). Failure to turn up to a Sargent's will normally lead to an escalation.

Consideration is appropriately 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.

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. This is a more serious sanction than a Sargent's and may be given to a pupil for Surface misuse in lessons, or 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 them. It may also be given as an escalation for a missed Sargent's (by the Undermaster).

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 their teacher to repeat the work. A teacher may require a pupil to appear for a re-test before first lesson, but not before 0825, and not on the day that the pupil is due at a morning Chapel service.

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.*

School Detention

School Detention will be given to a pupil who fails to hand up their Div task or substantial written work such as coursework drafts by the deadline, or who writes a culpably substandard essay. Any work that is plagiarised is sanctioned with a School Detention. Missing Chapel (or other religious obligations) or missing lessons without a valid reason is also sanctioned with a School Detention. A School Detention may be given (usually by the Undermaster) as an escalated sanction for pupils missing an EMD. School 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 their second attempt.

School Detention is held in E5 between 2000 and 2100 on a Sundry evening. School Detention will take precedence over other plans a pupil may have had for Sunday evening and if the detention falls after an exeat or holiday, pupils must return in time to complete the detention.

Headmaster's Detention

Headmaster's Detention will be given (usually by the Second Master) for serious breaches of behaviour expectations (which may also be accompanied by a formal warning such as a 2M Caution or Major Warning). HM Detention may also be given as an escalated sanction for pupils who fail to complete a School Detention. The parents of pupils who receive a Headmaster's Detention will receive a letter outlining the reason for it.

Sunday Detentions are not used by pupils as a general opportunity to catch up on work, or to do again a specific task which they failed to do properly (which should take place, but in a pupil's own time), but to undertake some other task in that subject as appropriate under the circumstances or to complete a written essay on a theme issued to them by the supervising teacher. Pupils who produce outstanding work to a more satisfactory standard in the intervening time will not be exempt from Sunday Detention.

Headmaster's Detention is held in E5 between 1900 and 2100 on a Sunday evening. Headmaster's Detention will take precedence over other plans a pupil may have had for Sunday evening and if the detention falls after an exeat or holiday, pupils must return in time to complete the detention.

House Sanctions

Housemasters, at their discretion, may make use of specific house sanctions for behaviour issues which take place up to house or during pupils' free time. The sanctions are Early Breakfast, Mobile Device Confiscation, Gating. When issuing any of these sanctions, housemasters should record the sanction and reason in iSAMS using the House Sanction icon in the Rewards and Conduct module.

Early breakfasts require pupils to report to their housemaster before breakfast to complete a written task.

Mobile Device Confiscation involves the pupil's mobile device/s remaining in the housemaster's care at times they would normally have access to them for a designated period of time.

Gating requires a pupil to remain on campus and to check in with a member of staff as determined by the Housemaster.

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. A verbal warning serves as a record of the pupil's undertaking not to repeat the behaviour.

Second Master's Caution

The Second Master may speak to a pupil about their conduct and record a Second Master's Caution, which will normally 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 permanent exclusion. 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 permanent exclusion. Pupils who have previously incurred a Major Warning, even when lapsed, may incur this penalty on a second serious offence.

Please also see the policy on Suspensions, Exclusions and Termination of Enrolment, which is on the website.