



Gosfield School

Behaviour, Discipline and Exclusions Policy including Rewards and Sanctions

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INTRODUCTION

Gosfield School aims to encourage students to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. We develop qualities of teamwork and leadership through our extensive programme of extra-curricular activities.

Gosfield School is an inclusive community. We welcome students from a wide variety of ethnic and social backgrounds and faiths or no faith. We treat everyone as an individual, aim to develop the whole person equipped to take their place in the modern world. We are committed to promoting the welfare of all our children. The school follows the following guidance for this policy.

- Keeping Children Safe in Education - DfE, September 2025
- DfE Meeting digital and technological standards in school and colleges - 2023
- DfE- Behaviour in schools – Guidance updated October 2024

CODE OF CONDUCT

Gosfield School community of Governors, staff, parents and students adhere to a code of conduct, rather than to lists of rules. The School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour, both inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

Behaviour, Discipline and Exclusion Policy including Rewards and Sanctions

We expect students to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School's Code of Conduct.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will **never** be tolerated. Our Anti-Bullying Policy is available on request. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability. No form of corporal punishment is acceptable at Gosfield School.

We expect students to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the School's attendance policy. They should care for the buildings, equipment and furniture. We expect students to always behave in a manner that reflects the best interests of the whole community.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at Gosfield School undertake to uphold the School's policies and regulations, including this policy. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

INVOLVEMENT OF STUDENTS

Our experience shows that the ethos of and respect for the School are enhanced by listening to our students and by encouraging constructive suggestions from them, for example via the Student Parliament, which meets at least once per half term.

SCHOOL RULES AND REGULATIONS

The School's Code of Conduct is designed to encourage positive behaviour. Intervention strategies and Sanctions help us to manage challenging behaviour. Parents and Guardians undertake to support the authority of the Principal in enforcing them in a fair manner that is designed to safeguard the welfare of students and the community as a whole.

The Principal has a duty to treat all students fairly and will only apply sanctions, where appropriate, and after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Examples of sanctions include detention, withdrawal of privileges, loss of break time, community service, and suspension for a specified period, or expulsion. Where repeated poor behaviour happens, the School will place the student on a Behaviour contract in consultation with parents. This measure is regarded as a serious warning to the individual.

Students with Special Educational Needs will be required to follow all aspects of this policy. It may at times be necessary to make reasonable adjustments to accommodate a specific need. Where a student is identified as needing support or an IEP plan to modify behaviour this will be done in consultation with the SENCO. It may at times be necessary to support a student with a mentor as an intervention strategy. Parents will be asked to meet with key staff for adjustments to be put in place. Agreements will be placed on a student's Individual Education Plan.

TEACHING AND LEARNING

Gosfield School aims to raise the aspirations of all its students and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Students are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offers every

student a high level of individual attention, together with consistent and helpful advice. In return, we expect every student to cooperate and to work hard.

Rewards and sanctions are vital in recognising and celebrating the achievements of our young people, in supporting their understanding of right and wrong and in helping them learn to take responsibility for their actions.

The consistent and fair way staff follow the guidelines is crucial to a whole-school approach and effective outcomes. The skills and standards of each individual member of staff should be consistently high; they should seek to intervene actively in promoting orderly conduct, academic achievement and social development.

Students learn by the standards set and displayed by the staff. It is vital that parents are fully aware of our expectations and are involved in the process with their sons and daughters.

Rewards and sanctions must be communicated to the student's Tutor, who will be best placed to look for patterns of both good and poor behaviour.

REWARDS

At Gosfield School we encourage the establishment of good teacher/student relationships and support for the School's values through a system of rewards which are designed to promote a calm, disciplined learning environment. We strive to offer new and exciting challenges and our vision for growth may see changes to the way we reward our students. In order to ensure that the system is used by all of our staff, and that we do not neglect groups of learners within the school, we monitor its use and discuss patterns. This enables us to review our practice and create conditions in which all our young people can thrive and feel valued. It helps them by praising and providing positive reinforcement of good behaviour and effort. The pastoral team are responsible for monitoring rewards and in particular the Tutors and Heads of Section. Where we may identify inconsistency or under achievement, intervention will be encouraged. For students this may be in the form of mentoring to encourage disengaged students but also for staff to ensure the delivery of the points system is uniform throughout the school. It may be necessary to review the value or reason for awarding points as the focus of teaching and learning evolves or the school ethos develops. This remains a focus for the pastoral team.

Rewards are given for positive outcomes: personal academic achievement; achievements of all forms in and out of school; social, musical, sport, community-based issues; acts of helpfulness and kindness and service to the school.

No form of reward should be used without reason; a reward must remain something to aspire to for a significant achievement or outcome. Tutors and Heads of Section benefit from being aware of positive outcomes.

Students are rewarded using a variety of positive outcomes:

The Reward System

Prep School	Any teacher can award pupils praise points during lessons. Pupils can also
Reception to Year 6:	be awarded praise points for showing care, courtesy and consideration towards others and for impeccable manners these are added to each individual pupil profile on Bromcom. The scores contribute to the merit

cup, each half term the winning House is announced in assembly. annual overall total is revealed on Speech Day.

Senior School
Years 7-13: Students are awarded praise points for excellent work or notable effort, a maximum of 5 positive points should be given at any time unless a set number of points is agreed for competition or incentive. Points are entered onto the school database. Each half term the top point scorer for each House receives a certificate.

Stickers: Throughout the School, stickers may well be used by individual class teachers to recognise success.

Notes: Notes or postcards home in a variety of forms may be sent by class/form/subject teachers to recognise success.

Star of the Week: In the Prep School one child from each class is awarded Star of the Week by their class teacher.

Praise Certificates: These are awarded throughout the year for those who achieve highest scores for praise points per half term.

Assemblies: Positive achievements will be identified in assemblies. Throughout the year Assemblies of Personal Excellence focus on achievements from all aspects of school life.

Newsletter: Positive outcomes are celebrated in the School newsletter.

Speech Day: Achievements throughout the year are celebrated. A variety of certificates are awarded for effort, progress and achievement and endeavour.

A variety of additional rewards may be used by individual teachers across the school.

SANCTIONS

To be punished must be seen as a relatively unusual occurrence. When looking at any system of sanctions or punishments it is important to remember that the vast majority of students will rarely encounter it on a regular basis.

Sanctions are in place should they be needed to remind students of their responsibilities and to ensure they learn appropriately about right and wrong. An immediate reprimand in class is often sufficient to focus a student's attention on the task in hand. Similarly, to ask a student to stay behind at the end of a lesson or to ask a student's tutor to ensure that a piece of work be finished, are examples of quick punishments which allow the situation to be handled with the minimum of fuss. Sanctions should be carried out as swiftly as possible. No form of corporal punishment is acceptable at Gosfield School.

Gosfield School firmly believes in supporting young people to understand the error of their actions and helping them in putting it right for the future. Where an incident occurs, it may be necessary for a fair investigation to take place and that a member of the pastoral team may need students to provide a written statement which can be referred to if required. Reprimands and sanctions should be appropriate to the situation and clear reasons for an action taken should be given. The pastoral system supports this by requiring staff to discuss issues with students and explain any sanction with them. Parents should be notified of concerns at the earliest opportunity by phone, or email, and the member of staff dealing with the issue should do this. Staff should enter comments into the MIS system to assist the monitoring of patterns of behaviour by the pastoral team.

Behaviour, Discipline and Exclusion Policy including Rewards and Sanctions

It is vital that sanctions are applied consistently and fairly. The advice given below should be followed as far as possible but individual circumstances, context and previous history can all serve to modify any response to poor conduct and behaviour. Persistent low-level comments or actions or disruptive behaviour that targets a particular student or persistently disrupts the learning of others will receive similar sanctions to actions that are perceived as more severe or aggressive. Should this behaviour arise the member of staff can email Urgent, and a senior member of staff will attend and remove the child for a cooling off period and help to resolve the issue. Where a student who may have particular needs, or a pattern of behaviour is emerging, a member of the pastoral team may discuss with the child and parents the intervention of a 'Time Out' yellow card system. This allows the student to ask to be excused, knowing that their behaviour is unsatisfactory. They will have a 'go to' person or designated area and the member of staff will support and look to resolve the issue; parents will be kept informed. It may be necessary to introduce a report card to monitor behaviour. This is always for a fixed period and discussed with parents and the child. At Gosfield School we aim to use intervention and praise to promote good behaviour, working with families to prevent any negative impact on others in class or in the school community.

Detentions

Detentions are considered a reasonable approach to sanctions and should be implemented consistently and fairly. Staff needing to give a detention for poor behaviour can place a student into the lunchtime detention session. This allows sanctions to be immediate and for patterns of behaviour to be identified and intervention strategies applied. A range of other disciplinary measures can include:

- The setting of written tasks as punishments, such as writing an essay
- Extra work or repeating unsatisfactory work until it meets the required standard.
- Loss of privileges – for instance the loss of a responsibility or not being able to participate in a non-uniform day
- Missing break time
- Detention at lunchtime and jobs, sanctions may result in an after-school detention.
- School based community service or imposition of a task – such as picking up litter or weeding school grounds; tidying a classroom; helping clear up the dining hall after mealtimes.
- Regular reporting: report card for monitoring uniform, punctuality, or being placed "on report" for behaviour monitoring.

You are entitled to 24 hours' written notice of a detention that takes place outside normal school hours so you can make arrangements for transport or childcare. The notice should tell you why the detention was given and how long your child will have to stay at school.

Homework

Homework is an important aspect of Gosfield School, and students are always expected to meet a teacher's requirements by the deadline stated. In the event of homework not being submitted, the usual sanction will be a detention where help can be offered if required. Repeatedly missing or late homework will be reviewed by the Class Teacher/ Head of Department and further action taken if required.

Misbehaviour in lessons

Teaching staff are expected to take appropriate action as they see fit. Possible responses/sanctions include moving the student to another seat, giving additional work, or giving a lunchtime detention. The teacher may also choose to refer the incident to their Head of Department (if applicable) or to the student's class teacher/ Tutor or Head of Section. Staff should apply the consequence system and record all sanctions on the MIS system.

Behaviour Online

As a school we aim to raise our students' awareness to the potential risks and the consequences of their media use. They are taught how to make informed decisions about the use of the internet and appropriate behaviour. We take appropriate action to sanction any poor conduct or risky behaviours with all types of media. Any acts of bullying, intimidation, racism, inappropriate language, blackmail, sharing nudes or semi-nude images or videos, creating AI generated deepfakes, will be investigated and sanctions will vary according to the severity of the act.

Remote Learning

All Zoom lessons should be recorded for safeguarding reasons. Students will be made aware of acceptable online behaviour and expectations at the start of any lessons/ live events. This should also include guidance on participation in the chat function. Staff should raise awareness to students regarding whether it is acceptable for learners to record remote learning events, and any expectations or restrictions related to onward sharing,

AI and student use

Use of AI can constitute several forms of academic misconduct. The School will do its best to guide students regarding the risks involved with AI and ChatGPT, or similar platforms, and if the teacher suspects work has been generated by AI it will carry a serious sanction, and parents will be informed.

Swearing

Swearing is not tolerated in school in any circumstances. Students will be reminded of the Code of Conduct and warned to behave appropriately, repeat offences or an occurrence of extremely offensive language towards a member of staff or between students will result in a detention or isolation for a period deemed necessary.

Damage to the school fabric or furniture

If the damage is accidental, the students concerned will be spoken to about the impact. If the damage is deliberate or malicious, further sanctions will apply depending on the seriousness of the incident. Inappropriate language/ drawings, anti-Semitism or slogans of such a nature or extremist slogans will not be tolerated. Serious offences may result in isolation or fixed term exclusion.

Behaviour on trips or home school transport

Students on school trips and visits, and on the daily home-school buses, are governed by the School's behaviour policy. It is expected that students behave well on trips and visits and on the daily buses. Poor behaviour may result in the parents being requested to collect their child from abroad or UK based residential trips. The Principal will decide on such action. Poor behaviour on buses can be extremely dangerous and is completely unacceptable. Likewise, rudeness to drivers and other adults will not be tolerated and will result in serious sanctions. The right to travel on the school transport may be removed.

Mobile phones and other electrical devices

Students who choose to bring mobile phones or other electronic devices into school will be responsible for their safekeeping: the School will not be responsible should they go missing or be stolen.

Incidents of bullying using mobile phones or other electronic devices will be dealt with according to the Anti Bullying Policy and sanctions will reflect the seriousness of such an incident. It may be appropriate to warn a student or issue a consequence sanction and a detention, but more serious offences may see the device confiscated and content viewed and the School may need to inform other partners such as the LADO (Local Authority Designated Officer) or the Police, in such cases the DSL will consult with the Principal or Vice Principal in the Principal's absence. (*Refer to Behaviour Online above*)

Weapons and Dangerous Items

Students are not allowed to bring weapons and dangerous items to school. Students who do so will be sanctioned and depending on the nature of the weapon/offence may result in isolation, fixed term exclusion or permanent expulsion.

Illegal substances

Illegal substances including Tetrahydrocannabinol (THC) drinks and edibles, Alcohol, Solvent Abuse, Use of E-Cigarettes and Smoking are prohibited. Any student bringing substances onto the school site will face severe sanctions. Offences may attract a period of isolation or in the most serious cases temporary or permanent exclusion. In cases of substance-related incidents, the School will inform parents about the incident. The School and the parents/carers can then work together to support the child involved. Parents are encouraged to approach the School if they are concerned about any issue related to drugs and their child

Misbehaviour around the school

In general, the appropriate response will be to issue a Consequence, and the levels of consequence can be viewed in our Sanction procedures.

Prohibited behaviours

Prohibited behaviours include student-on-student flirtations or showing sexual or physical interest in someone, public or private displays of affection should not take place in school. Intimate sexual activity onsite of any kind is prohibited and will result in a permanent exclusion. This is applicable to all year groups within the school.

Further prohibited behaviours include student-on-student flirtations or showing sexual or physical interest in someone when the person has made clear that the interest is not wanted. This type of behaviour would be reviewed in line with our Safeguarding Policy.

Note: The Principal and staff, given authorisation from the Principal, have a statutory right to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers/ vapes
- Fireworks
- Pornographic images
- Any article that the 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).

Our system

The student will be told by the staff member they are being given a consequence sanction and then ensure the details of the incident are recorded on the School MIS database. This should be communicated by the staff member to the tutor and the parent if it is a C2 or above. If behaviour does not improve, and the sanctions are escalated, it may be necessary for the student to take part in community service, or be placed on report, a Friday night detention. (See our procedure for rewards and sanctions).

When a student is placed on report it is reviewed on a weekly basis by the class teacher/ tutor. The Head of Section will also be informed. The report will have targets set appropriate to the

misdemeanours accrued by the student. These may relate to poor conduct, inadequate homework, unacceptable behaviour etc

Behaviour Contracts: Heads of Section, in conjunction with class teacher/Tutors, may suggest to the Assistant Principal Pastoral, Vice Principal, the Head of Prep, Assistant Head Pastoral (Prep) and Principal that certain circumstances require a student to be placed on a written contract. This contract will reinforce how the School, the student and the home environment can work together to resolve issues. It will also outline consequences if a resolution cannot be met and include an agreed review date.

Temporary Exclusion (Suspension)/ Permanent Exclusion (Expulsion): If a student has committed a misdemeanour of a particularly serious nature, some of which are identified above, the Principal (or the Head of Prep/ Vice Principal in the absence of the Principal) may decide to exclude the student temporarily (for a period of no more than five school days). In such cases, parents will be contacted and invited to arrange an appointment with the Principal or Head of Prep to discuss the matter. In the case of an exceptionally serious misdemeanour, the Principal may decide to exclude the student permanently, or request the parent withdraws the child from the School. Parents will be invited to a meeting in advance of such a decision.

Post Suspension Policy

Each suspension is recorded in the 'Suspension Book' and on the school database and the Principal informs the Chair of Governors that the suspension has taken place. Upon the return of the student to school, a meeting is held involving some, or all, of those concerned with the original incident to define the way forward. The relevant tutor, class teacher, Head of Section or member of SLT, should arrange and chair this meeting, as the Principal deems appropriate. A letter will be sent to the parents recording events and setting out future expectations. All exclusion and suspension records are kept by the Assistant Principal Pastoral and they are reported to the Governing Council in the termly reports.

Complaints

We hope that you and your child do not have any complaints about the operation of our Rewards and Sanctions Policy, but a copy of the School's Complaints Procedure is available on the School's website or can be sent to you on request.



Gosfield School

Code of Conduct

We all support the school code of conduct:

We recognise there are consequences to our actions should we choose not to follow our agreed guidelines.

We are kind, friendly and respectful to everyone and we treat our school with care.

We listen attentively to others and raise our hands to ask a question.

We are on time for all lessons and activities with the correct equipment.

We look smart by always wearing the correct uniform.

We strive to be the best we can in all we say and do.

We want to be recognised for our efforts and achievements, and we expect that this will take place at school.

In the case of all rewards and sanctions, the Principal reserves the right to decide the appropriate course of action and the decision of the Principal is final.

Ratified by the Governing Council of Gosfield School

Signed K. Makarewicz (Chair of Governors) Date 14/10/25

Date of next review: October 2026

Principal's Signature: _____

Date: _____

