



MILLFIELD

Behaviour Policy

The aim of the behaviour policy is to fulfil the 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.

At Millfield we wish to 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

Rewards

Recognition of good behaviour is very important. However, the bureaucratisation of this process can make it too formal. All staff should seek to praise individuals and groups for good behaviour - a quiet word may be all that is necessary. The "Share Good News" section of iSAMS should be used when there is something good to report about an individual and staff will have their own systems of informal rewards and incentives. House meetings and assemblies provide occasions for positive reinforcement too.

Upper Sixth pupils who have given outstanding service to the school or house may receive a Parents' Day prize. Leadership and contribution to the community are recognised in prefect selection. The annual Bunce prize for each year group is awarded to the person who makes best use of their talents. The Wilkinson trophy is awarded to a Y9 pupil who has shown outstanding leadership, excellence and contribution to the community.

Annual academic prizes are awarded for achievement on Parents' Day; termly prizes are given for effort based on school reports. Senior Tutors will commend those who fall just short of an effort prize. Academic honours are awarded retrospectively for outstanding achievement at A level. Headmaster's Commendations may be given to work (or a performance) which is considered to be exceptional by the pupil's own standards; Headmaster's Distinctions are given to work which is considered to be exceptional by any standards.

International honours are awarded for participation at a senior (U18) level in sport, music or performing arts. In extracurricular activities colours are the main form of recognition for achievement at school level. Those who have achieved international selection (or equivalent for music and drama) are given a school prize. Annual prizes are awarded for achievement in extracurricular activities.

Sanctions

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.

When dealing with matters 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.

Expulsion, Required Withdrawal, Suspension. For serious matters (e.g. drugs, alcohol, physical assault, theft or sexual impropriety) or for repeated poor behaviour after a warning (full policy available from the Headmaster's Secretary).

A pupil will not be asked to leave without grave cause. The circumstances which may lead to expulsion (or required / agreed removal as an alternative) include:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying.
- Misconduct of a sexual nature; supply and possession of pornography.
- Possession or use of unauthorised firearms or other weapons.
- Vandalism and computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the School's behaviour

Policy.

- 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.

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.

Gating. Gating is a punishment for a major misdemeanour or repeated transgressions. It will only be imposed after a fair and thorough investigation:

There are three types of gating: School, Head of Year, House. Pupils will be confined to bounds, in smartest dress in school and reporting to key staff at directed times. When a pupil receives a (maximum) two week period of School Gating the Senior Master / Mistress will ensure that they are aware that any further transgression is likely to result in a period of suspension.

Other Sanctions.

All tutors may:

Confiscate Property. Teachers may confiscate the property of a pupil 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 the confiscation is for an extended period). If a teacher feels that a mobile phone is being used inappropriately they may confiscate it for a fixed period which will be proportionate with the misuse.

Hold a personal detention. 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).

Formally report a pupil who is inappropriately dressed. A Dress Card will then be issued.

This is a system of reporting to check on the dress of those who have failed to meet our standards.

Sanctions relating to academic work.

Departmental Detention. Departmental detentions are run for continued poor work or behaviour in class failure to meet deadlines.

School detention will be given for failure to attend a departmental detention.

Disruptive Pupils. Pupils whose behaviour in class continually disrupts the learning of others will be seen by their Senior Tutor or Head of Year, a period of gating may result. If matters do not improve, the Second Deputy will be involved.

Academic Restrictions. Are higher level of intervention when other measures have been tried and have not produced the desired results. It is also a clear indicator to the pupil that their continued under-performance has crossed a significant threshold. It is a staged process and pupils will move from stage one to two if there a sustained inability to demonstrate a general willingness to improve.

Behaviour outside school.

Although this is not normally our responsibility we may take action in certain situations such as:

- Public behaviour in Street and Glastonbury.
- 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 banned)
- Bullying, especially cyberbullying.

Main Rules

- Alcohol is not allowed except under the following circumstances:
Over 18's may drink in local pubs 8.00 - 10.00 p.m. on Saturdays, with permission.
The Sixth Form Club opens at the Headmaster's discretion, only over 18s may purchase alcohol.

Houseparents may offer beer or wine to sixth formers, on Saturday evenings or on special occasions.

At sixth form themed evenings or other meals pupils over 16 may be served alcohol with a meal provided they are seated with someone who is over 18.

- Absence from lessons must be authorised if the pupil is not recorded as out of school.
- Assemblies Pupils must attend all 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.

- Bullying is a serious matter - see the anti-bullying policy.
- Campus: Is out of bounds outside the normal school day (ends 7.00p.m.) 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. Food and drink should not be consumed whilst moving around the campus. Cycling (except under supervision) is forbidden. Skateboarding must be confined to the Keens Elm parking area
- Cars are only allowed at school for Day Pupils who have obtained permission from the Deputy Head. 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 through the Deputy Head.
- Changing Rooms, the Cottage and Day Houses have set opening times. Lockers should be used and kept padlocked. Stewards will receive valuables for safekeeping; pupils should avoid bring 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 expected to observe the same rules as boarders. In particular pubs in Street are subject to specific times and a legal drinking age rule. Envy Nightclub is out of bounds during term time. Residents of Street must keep to school bounds during their school day.
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.
All Day Pupils must register with their Group Tutor at 8.45 every day. U6 Day pupils may only return home in the afternoon if they do not have lessons or games / activities after school. Their parents must give written permission to their Houseparent and let the Houseparent know that they will be leaving early on each occasion. Pupils must go home and not down to Street.
- 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. Tracksuits (Millfield design) are allowed at Lunchtime after 1.05 p.m.

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

8.25 a.m.

- Dining Out Sixth form pupils are permitted to dine out in groups of up to six (no lone boy/girl meals are permitted) with Houseparents' permission.
- Dress (and Hair) - see dress code.
- Drugs are not allowed (see policy). All medication must be handed to Houseparents.
- Exeats Pupils are permitted a finite number of exeats: Autumn term, four (one of these is a fixed long weekend); Spring and Summer, three exeats, after games / activities. School Prefects can have one extra exeat per term and can begin at the start of break on Saturday as long as they are signed-off any academic and games commitments. Missing a school match is regarded as a serious matter. If the exeat is with a Day pupil, school rules still apply whilst a boarder is in Street. Sixth form pupils may leave (with permission) from 12.10 pm on a Saturday.
- 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.
- Glastonbury is out of bounds to all boarders at all times.
- Internet Pupils' have access through the school's (filtered) server under the terms of the agreement which they sign, in particular they should not attempt to: log in under a false identity, access inappropriate sites, send offensive emails or otherwise compromise the integrity of school's system.
- Johnson Concert Hall The auditorium and balconies are out of bounds to all pupils unless under staff supervision.
- Meyer Theatre The auditorium and foyers are out of bounds to all pupils unless under supervision. It is not a bookstore, meeting place or shortcut.
- Mobile Telephones must not be used in lessons, between lessons, in the library, games/activities or any school events. They must be switched OFF. Pupils may use mobile phones in and around school outside lesson (and activity) times. This does not include the break between lessons or during gating/detention. Pupils may not make or receive calls in the Dining Hall.
- Music Block 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 other reasons they must ensure they present a chit to their games tutor before the games session.
- Offensive weapons - pupils are not allowed to bring such weapons or similar articles to school or to keep them in boarding houses. Use of any item to threaten or cause harm is a

serious offence.

- Personal Stereos / ipods can be used on school transport but must not be used on Campus except on Sundays and during the evening recreational period.
- Private Assignations (solitary boy/girl meetings) are not allowed.
- Pornography of any form is not allowed.
- Punctuality All 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.
- Sixth form club is open to sixth form pupils only during the school working day
Open: from 9.30 to 5.00 p.m. (2.00 p.m. Saturday). Stay in for the whole period. No one should wander out or go onto the Jubilee pitch during lesson time. Books and bags must not be left.

Saturday evening social events are organised in the club by the social committee for all the sixth form

- Smoking is not allowed. 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	No	2 – 5 pm 6th form 2 – 4 pm Y10 and Y11 with houseparent's permission

Junior pupils must be in possession of a chit from their houseparent. Third year pupils may not go to Street during the Autumn Term.

Senior Prefects are allowed into Street at any time during the school day. School uniform must be worn Monday – Saturday (2 pm)

Pupils should use the pavement furthest from the houses on Elmhurst Lane (right hand as you go down). The footpath near the traffic lights, the field, the path across it, Bovemoor Road (by side of Sly's) 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 Portway House. 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 La Pergola are in bounds at lunchtime for occasional use by sixth form only. The Italian Restaurant is similarly in bounds to prefects only. Envy, Spice Lounge, 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 – see section on Expulsion, Required Withdrawal and Suspension.
- Training: Riders and cross country runners must adhere to set routes. No running alone or on roads.