



WINCHESTER
COLLEGE

General Behaviour and Discipline

Next review date: June 2025

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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 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:

- academic merits for both effort and achievement, which are celebrated both in the classroom and in the boarding house (See also Pupil Rewards);
- termly awarding of Headmaster's Commendations 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 SMC 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.

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 Junior Part.

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 is automatically required to do 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. It is not to be given for poor work.

Early Morning Detention

Teachers may require a pupil in JP, MP or V Book 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 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. Pupils falling into this category in VI Book will see the Second Master.

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.

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 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 their Div task by the deadline, or who writes a culpably substandard essay. Any work that is plagiarised is sanctioned with a Headmaster's Detention.

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 their second attempt.

Sunday Detention should not be used by pupils as a general opportunity to catch up on work, but rather to do again a specific task which they failed to do properly, 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 be 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 on a Sunday afternoon. 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.

Gating

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.