EST. 1525
Sedbergh
SCHOOL

Behaviour, Rewards & Sanctions Policy

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Policy Owner	Senior Deputy Head (Pastoral)
Governance	Education Committee
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The School endeavours to instil its values of humility, ambition, resilience and kindness, and thereby encourage and nurture good behaviour amongst its pupils at all times. This is done through the spiritual and moral standards set by all the staff and the senior pupils. In the classroom good behaviour is the responsibility of the teacher. In the Houses each House team expects pupils to be helpful, supportive and caring members of their community. On the games field, team captains and coaches appreciate the need to nurture good behaviour and maintain Sedbergh's good name as a place of kindness and respect. The reward for good behaviour is the happy and caring community that Sedbergh is known for. This policy should be considered in line with other School policies for Child Protection & Safeguarding (including child-on-child issues), Counter-Bullying, and IT Acceptable Use (which is appended to the E-Safety Policy).

The School is a community based firmly on the values of humility, ambition, resilience and kindness, and all members of the community must do their part to establish and maintain:

- trust
- honesty
- high expectations of behaviour
- high standards of achievement both in and out of the classroom
- good manners and courtesy
- care, concern and consideration for others
- selflessness
- the appreciation of diversity
- total commitment to its Counter Bullying Policy and Safeguarding Policy

Rewards

The good behaviour, achievements, and endeavour of pupils are recognised and celebrated in a variety of ways across the School.

- In Houses, staff and senior pupils make a point of recognising positive behaviours and achievements informally and regularly. They do this through praise and encouraging words to pupils who demonstrate positive values, and staff may also contact parents or give small individual or tutor-group treats to mark particular progress or successes.
- Teachers may award **academic merits** for work that illustrates commendable academic effort or attainment.
- Teachers may award **service merits** for exceptional helpfulness or service to the School
- Pupils can be awarded Sedbergh Certificate points for extra-curricular academic endeavour.
- The award of **merits** is announced daily in Houses at evening roll-call.
- **Colours** for academic, sporting and cultural activities are awarded throughout the School year.
- **Average effort grades** from School reports are published after each report cycle and those pupils with the best effort grades are widely acknowledged throughout the School with Bronze, Silver and Gold Certificates presented in year-group meetings.

Higher Rewards

- Following the publication of each report and assessment period, achievement and endeavour are both acknowledged and rewarded in assemblies.
- After each reporting cycle, Heads of Year forward names to the Senior Deputy Head (Academic) of the most deserving pupils from that cycle. These pupils are invited to a **commendation lunch or reception** with the Headmaster and senior staff.
- In full School **assembly** every Monday, the Headmaster will reward individual pupils and groups or teams for their achievements, by ensuring they have the School's recognition and applause.

Sanctions

Sanctions are explained to all new staff and pupils with the intention that they are applied consistently and transparently. In all instances an attempt is made to understand why pupils behave in certain ways and appropriate support is offered to anyone affected by poor

behaviour. All staff endeavour to guide pupils to strive for the highest standards of behaviour and thus avoid sanctions wherever possible.

- In Houses, behaviours which fall below expectations are addressed informally with individuals or groups of pupils with a view to bringing about improvements. House staff may require pupils to do supervised prep, help with House-based tasks, complete appropriate reflection tasks, or be House Gated for a fixed period in order to acknowledge that changes are required. The outcome of these informal in-House sanctions should be that the pupil's behaviour improves. If the poor behaviour persists, the formal School behaviour tariff will apply.
- Teachers may raise an **academic concern** for poor or incomplete prep, or if a pupil is struggling to some degree in class. These carry no sanction but are simply to raise awareness of the issue.
- A culpable failure to complete prep, the repeated submission of poor prep or a culpable failure to prepare for a test, will result in the pupil being placed in a morning **academic detention**. These detentions take place from 7.30am to 8.00am in Room 27 and are staffed by senior members of staff. Pupils who fail to attend academic detention a second time and without a valid reason will be placed in the next **Saturday night Detention**.
- Pupils who are recorded as **late to lessons, activities or games** and have no valid reason, will be asked to present themselves to the member of staff in charge of **Academic Detention** the following morning at 7.30am. They will then be allowed to return to Houses. If they forget, they will be placed in **Academic Detention** for the following morning.
- For poor appearance, improper behaviour or for being ill-equipped to learn (amongst other things, please see the table below), pupils may **receive endorsements** from their teachers.
- Any sanctions are discussed daily at evening roll call.

0 endorsements	**2 endorsements**	**4 endorsements**	**8 endorsements**
Failure to bring correct equipment	Repeated failure to bring correct equipment		
	Non-regulation appearance / uniform	Persistent non-regulation appearance / uniform	
	Low level disobedience / disruption	Persistent disobedience / disruption	Serious disobedience / disruption Dangerous behaviour
	Failure to respond to House sanction	Persistent poor behaviour in House	Serious poor behaviour in House

0 endorsements	2 endorsements	4 endorsements	8 endorsements
	Chewing gum	Persistent / repeated use of chewing gum	Vaping / smoking / breaches of rules on alcohol and prohibited substances
		Misuse of an electronic device	Serious misuse of an electronic device including deception by handing in a fake phone
		Truancy from games, activities, extra lessons, assembly	Truancy from lessons / Chapel
		Unacceptable interactions with peers	Serious unacceptable interactions with peers

*These are recorded, but do not contribute to accumulations of endorsements
**Lateness for lessons, activities and games results in an early-morning sign-in with the Deputy Head (Academic)

Support

Tutors will routinely monitor all rewards and sanctions and discuss these with their tutees throughout each week. Tutors may then request additional support where appropriate whereby Heads of Year may then intervene by placing a pupil on academic or behavioural report. This process will usually last a week and will require pupils to meet daily throughout that week to discuss their progress with their Head of Year. Pupils on academic or behavioural report will also attend support sessions on Wednesday or Thursday afternoons with their Head of Year.

Head of Year Detention

If a pupil receives four sets of 2 endorsements, they will be placed in a Head of Year Detention, a period of silent supervised study from 4.30-5.45 on a Thursday afternoon.

Higher Sanctions

Any serious breach of the School Rules, which may include incidents such as bullying, serious misuse of social media, or bringing or consuming spirits/alcohol in School, is likely to result in suspension from School as a minimum sanction. Similarly, any pupil found to be vaping may be asked to take a drugs test and repeat offenders, or those who supply vaping equipment, are likely to be suspended from School. Please see relevant policies for further details.

If issues are serious or a pupil receives two sets of 4 or a single set of 8 endorsements, a member of SMT may also wish to discuss these incidents with the pupils. In such circumstances, the

member of SMT will consistently apply sanctions (i) or (ii) from the following list, or recommend sanctions (iii) to (v) to the Headmaster.

(i) Saturday night detention
Supervised silent study in uniform from 7.30pm until 9pm (Years 9 & 10) or 7.30pm until 10pm (years 11-13).

(ii) Senior Deputy Head's gating
Daily meetings with a Senior Deputy Head whilst also House gated.

(iii) Headmaster's gating
Twice-daily meetings with a Senior Deputy Head whilst suspended from all activities bar lessons and Chapel.

(iv) Suspension
Temporary removal from School.

(v) Exclusion
Permanent removal from School.

Housemasters and Housemistresses will inform parents of the incidence and reasons for the level (i) or (ii) sanctions above.

The Headmaster's office will inform parents of the incidence and reasons for level (iii) sanctions or above as soon as is reasonably possible.

Other

- The School has zero tolerance of any abusive behaviours and all allegations of sexual violence, sexual harm, discriminatory or online abuse will be investigated by a member of SMT. If found guilty, perpetrators may be suspended or excluded from School.
- Rules around the use of internet-enabled devices are published and explained to pupils. Any breach of these rules may be considered a safeguarding as well as a disciplinary incident.
- Any incident involving prohibited substances or the drinking/supply of spirits is likely to result in suspension from School as a minimum sanction. Similarly, any pupil found to be vaping may be asked to take a drugs test and repeat offenders, or those who supply vaping equipment, are likely to be suspended from School.
- Housemasters/mistresses or members of SMT may decide to House gate a pupil for a defined period.
- On the rare occasion when a pupil's behaviour has not been acceptable a contract might be drawn up between the pupil, parents and the School.

The School's policies on behaviour and discipline, current at the time and published on the School website, apply to all pupils at the School and at all times:

- when the pupil is in or at School (including when engaged in online or remote learning)
- representing the School or wearing School uniform
- travelling to or from School

- on School-organised trips or associated with the School at any time.

The policies shall also apply at all times and places in circumstances where failing to apply this policy may affect the health, safety or wellbeing of a member of the School community or a member of the public, have repercussions for the orderly running of the School or bring the School into disrepute.

Searching & confiscation

Sedbergh School adheres to the following guidance which is outlined below:

Searching, screening and confiscation in schools - GOV.UK (www.gov.uk)

Searching

- School staff can search a pupil for any item if the pupil agrees.
- The Headmaster and staff authorised by the Headmaster have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

    - knives or weapons
    - alcohol
    - illegal drugs
    - prohibited items
    - stolen items
    - products containing harmful substances, such as nicotine or tobacco, cigarette papers or any vaping equipment
    - 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 pupil).

Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to School safety or discipline.

The use of reasonable force

Sedbergh School adheres to the following guidance which is outlined below:

Use of reasonable force in schools - GOV.UK (www.gov.uk)

What is reasonable force?

1. The term 'reasonable force' covers the broad range of actions used by teachers that involve a degree of physical contact with pupils.

2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Who can use reasonable force?

- All members of School staff have a legal power to use reasonable force.
- This power applies to any member of staff at the School. It can also apply to people whom the Headmaster has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying pupils on a School-organised visit.

When can reasonable force be used?

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.
- In a school, force is used for two main purposes – to control pupils or to restrain them.
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a School event or a School trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
- restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot use force as a punishment – it is always unlawful to use force as a punishment. All forms of corporal punishment are prohibited under any circumstances.

An immediate, detailed written report should be made of any incident involving the use of force as soon as practical after the incident has taken place and forwarded to the Senior Deputy Head (Pastoral) for inclusion in the “Incidences of the Use of Reasonable Force” log.

Dr J M Burns
Senior Deputy Head (Pastoral)
August 2026

Appendix 1

School Prefects' & Heads of House Privileges

School Prefects and Heads of Houses, are invited to join SMT and/or HSMs for informal events such as meals, quizzes or drinks on the School campus or off-site locally. When the invitation is made, pupils should check that their Housemaster/mistress is happy for them to attend and they should sign out of the House at the agreed time. Pupils should at all times comply with the School Alcohol Policy and report back to their Housemaster/ mistress at the agreed time and sign back in.

School & House Prefects' Sanctions

It is acknowledged that there may be times when Prefects can support the School's rules and behaviour policy by applying appropriate sanctions to a pupil who has broken rules or not followed instructions while the Prefect has been carrying out their duties. Examples of offences for which such sanctions can be given include:

- Being late for roll call
- Talking or inappropriate behaviour during roll call
- Misbehaviour during prep
- Being late for bed
    - Excessive noise or being out of bed after lights out
    - Failure to do assigned duties

Process

1. The Prefect informs pupil of sanction.
2. The Prefect informs HSM of sanction. HSM will authorise sanction, adjust the sanction or cancel the sanction as appropriate.
3. The HSM records the sanction as a House note in iSAMS.

Appropriate sanctions include:

(a) performing extra duties in the house such as helping with laundry, cleaning, or litter-picking
(b) reading and providing a written summary of a newspaper article.
(c) writing an essay about the importance of good behaviour/manners/core values, etc.

Behaviour, Rewards & Sanctions Policy – Action Points

UNDERTAKING	BY WHOM
Explain behaviour and sanctions policy to new staff.	Senior Deputy Head (Pastoral)
Explain behaviour and sanctions policy to new pupils.	Pupil's Tutor
Discuss disciplinary situations with the pupil concerned	Pupil's Tutor
Ensure Tutors discuss disciplinary situations with pupil concerned	HSMs, Heads of Year
Discuss disciplinary situations with the pupil concerned if involving Senior Deputy Head gating, Headmaster's gating, suspension or exclusion.	Senior Deputy Head (Pastoral) or Senior Deputy Head
Inform parents of a pupil of disciplinary situations where appropriate, and always in the case of Saturday Night Detention, Senior Deputy Head gating, Headmaster's gating, suspension or exclusion.	HSMs
Formally inform parents of the details where a pupil has undergone Headmaster's gating, suspension or exclusion.	Headmaster
All instances of the use of reasonable force will be immediately reported to the Senior Deputy Head (Pastoral) in writing for inclusion in the "Incidences of the Use of Reasonable Force" book.	All staff