Kimbolton School
Cambridgeshire

BEHAVIOUR & DISCIPLINE POLICY (Senior School)

Policy Owner: This policy is the responsibility of the Senior Deputy Head.
Governor Committee: People & Culture.
Policy Summary Statement: This policy sets out Kimbolton School's expectations around behaviour, rewards and sanctions.

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INTRODUCTION

At Kimbolton School, we are committed to creating a positive, safe, and respectful learning environment where every student can thrive academically, socially, and emotionally. Our core values are: Kindness, Curiosity, Courage, Endeavour and Integrity.

Our Behaviour Policy aims to establish clear expectations for behaviour that promote these values, along with those of respect, responsibility, and a sense of community. We believe that all students have the right to learn in an environment free from disruption, and that every member of the school community plays an important role in maintaining this atmosphere.

This policy outlines the principles that guide our approach to discipline and the strategies we use to support students in making positive choices. We recognise that good behaviour is not simply about following rules but about developing self-discipline, empathy, and a sense of responsibility for one's actions. We aim to provide a framework that is fair, consistent and restorative, encouraging students to reflect on their actions, learn from mistakes and grow in character.

Through a combination of support, clear boundaries, and positive reinforcement, we strive to ensure that all students can reach their full potential in a supportive, well-ordered environment. The partnership between school and home is essential in helping our students develop the skills they need to succeed both inside and outside the classroom. This policy applies to all pupils in the school, including those aged 18 or 19.

REWARDS FOR GOOD CONDUCT

Our school uses rewards to recognise good behaviour, encourage positive actions and reinforce the values we want to see in our pupils. By acknowledging achievements and good conduct, we motivate students to maintain high standards of behaviour and promote a supportive school environment. Rewards also help build a sense of pride and accomplishment, fostering a positive school culture where all students are inspired to do their best.

There are several ways we acknowledge positive behaviour and contributions to school life on a routine basis. We log and track rewards as time goes by using our school information system, Engage, to acknowledge consistent effort across the year.

House Points

When a pupil demonstrates good conduct or makes a positive contribution to the School, they may be awarded a House Point. Any member of staff can award a House Point in Engage, and must provide the reason why it is given. Pupils are notified when they receive a House Point. Tallies of the numbers of house points awarded to individuals are kept throughout the year. At certain threshold levels, they will be given an award certificate and badge.

	Bronze	**Silver**	**Gold**
Ingrams	15	30	45
Middles	12	25	40
6th Form	10	22	35

Individual House Point totals also contribute to their House's overall rankings in the House Championship. Reasons why House Points are awarded include: demonstrating improvement, exhibiting good behaviour, completing tasks to a standard reflective of significant effort, showing initiative, helping others, displaying perseverance, being a positive role model or demonstrating school values.

Commendations

Commendations are a higher award. They are given for an individual pupil's action or contribution that is well above and beyond the ordinary (not for generic or whole-class efforts). Commendations generate an email notification to the pupil, parents, Tutors and Housemasters/mistresses. They therefore help generate a flow of positive communication between school and home. Commendations are worth two House points.

Headmaster's Commendations

Staff may recommend pupils to the Headmaster for an *exceptional* display of the school's values, in our out of school, for a Headmaster's commendation. The Headmaster invites recipients of a Headmaster's commendation for hot chocolate. They receive a bookmark and will typically be mentioned in a whole-school assembly.

SANCTIONS

At Kimbolton we also address poor behaviour to ensure a safe and respectful environment where all students can learn and thrive. By addressing and correcting inappropriate actions, we help students understand the impact of their behaviour, promoting personal responsibility and positive social interactions. There are several types of sanctions, which are set out here on a scale of increasing seriousness.

Warnings

Warnings are ways of tracking conduct issues and flagging them up with parents, Tutors and Housemasters/mistresses. For teachers or members of staff the benchmark for a warning is where, if you see a particular negative behaviour or action again, you will issue a detention. Warnings are for conduct issues only, not for issues like forgetting homework or performing badly in a test. Warnings are recorded in Engage, automatically generating notifications by email to pupil, Tutor, Housemaster/mistress and parents. When a member of staff issues a warning, they must tell the pupil clearly that they will do so.

Friday Lunchtime Detentions

Detentions may be given to a pupil for conduct that is clearly not in line with the School's values. Reasons for lunchtime detentions may include disruptive behaviour, failure to follow rules, lack of respect for others, inappropriate language or behaviour, tardiness or truancy, dishonesty, unsafe behaviour, disrespect of property or instruction.

These detentions are held on Friday lunchtime in the White Hall at 1310 to 1340. Pupils in detention are given a reflective written task. A pupil who misses a Friday lunchtime detention without due reason is placed in a Friday after school detention.

Friday After School Detentions

These are held on Friday from 1630 to 1745. This detention is normally given for persistent misbehaviour or a more serious offence, but one not requiring the intervention of the Headmaster or Senior Deputy Head. A Friday After School Detention overrides all other activities. The Housemaster/mistress or Head of Department informs parents of the detention and the offence for which it was given by phone, confirmed by letter. Letters are kept and attendance at detentions is recorded.

Headmaster's Detentions

These are held on a Saturday from 0900 to 1100. The extended Saturday detention for serious offences is at the discretion of the Headmaster, or in his absence, the Senior Deputy Head. Headmaster's Detentions override all other activities, including sports fixtures. Pupils report to the Library on the Saturday, once the pupil has been seen by the Headmaster personally in his office. They are expected to complete a substantial piece of reflective work over the course of the morning. The School informs parents of the detention and the

offence for which it was given by letter, with the Housemaster/mistress phoning home first of all to inform parents.

Suspension

Pupils may be suspended in cases of a serious breach of the School's expected standards of behaviour, as set out in the Code of Conduct, or if the continued presence of the pupil in the School would seriously undermine the education or the welfare of other pupils or staff, or the pupil themselves.

Normally, an investigation will be conducted before a suspension is decided upon. A pupil may be suspended pending the outcome of an investigation. If the balance of probabilities has been established, the pupil may be suspended. Only the Headmaster can suspend. If the Headmaster is absent, he may delegate the authority to suspend to the Senior Deputy Head to suspend on a temporary basis pending the return of the Headmaster.

Suspensions will usually be for a one-to-seven-day duration. Suspended pupils should expect to be barred from the school premises for the duration of the exclusion. Their involvement in school arranged trips or events, off the school premises, will also not be allowed whilst suspended. All suspensions will be recorded in the School's Serious Sanctions Log. Parents will be informed at the earliest possible instance of the decision to suspend. Pupils will attend a meeting before rejoining lessons on their return focused on lessons learnt and expectations going forward.

Exclusion

Permanent exclusions and required removal of pupils from school are described in the school's Exclusion and Required Removal Policy.

OTHER INTERVENTIONS

Academic interventions

If a pupil has shown a lack of effort in completing homework or classwork, teachers may require pupils to attend a departmental intervention, normally during the lunch break or in the period from 4.30-5.30 pm. They should notify their Head of Department as well as the pupil's tutor and Hm in any such cases.

Report Cards

In cases where a pupil's behaviour and/or attitude to learning are causing general concern, pupils may be put on report, usually for a period of two to three weeks. Tutors and Housemasters will make the decision to put a pupil on report and inform parents of their reasons for doing so. Report cards should be seen as a supportive measure. Pupils carry a report card to their lessons on which teachers can provide feedback on their academic progress, behaviour, and overall performance. They may offer insights into strengths and areas for improvement, helping both students and parents track development and set goals for future learning.

Targeted Interventions

In cases where pupils are showing poor patterns of behaviour, the school may, with the agreement of parents, introduce targeted supportive interventions to try to help the pupil to improve. These may include mentoring, counselling, mental health support, or liaison with external agencies. These interventions would be made on a case-by-case basis, taking into account the individual circumstances of the pupil and their needs.

SEARCHES

The School reserves the right to search pupils and their possessions. The Headmaster or members of staff authorised by the Headmaster may search a pupil provided there is another staff member present as a

witness. Searches should be carried out with reference to the guidance in the Department for Education's *Searching, Screening and Confiscation: Advice for Schools*.

Searches should only be carried out if staff have a reasonable suspicion that a pupil may be in possession of items listed in paragraph 3 of *Searching, Screening and Confiscation*, namely knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any other prohibited item listed in the Pupil Code of Conduct (including vaping equipment). Authorised staff may also search for any article that they reasonably suspect has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to property of any person (including the pupil),

A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately. If a boarder's room or possession are to be searched the boarder will be informed. The Head of Boarding or Boarding Houseparent will be present, unless unavailable, in which case another suitable member of staff will act as a witness.

The School will inform the pupil's parents of any search for a prohibited item that has taken place, and the outcome of the search as soon as is practicable. The parent's prior consent to undertake a search is not required.