



BEHAVIOUR MANAGEMENT POLICY
(Senior and Junior Schools)

Updated June 2025

Introduction

The school operates a behaviour code that summarises the values and norms of behaviour that the school expects from all members of the school and issues every pupil with a set of school rules in their homework diaries. Together the behaviour code and the school rules aim to promote a safe and orderly environment in which learning can take place effectively.

This policy should be read in conjunction with the Safeguarding and Child Protection Policy. All staff have a duty to report any behavioural concerns that may indicate a safeguarding risk.

The school sanctions system is derived from the behaviour code and the school rules and operates at different levels depending upon the nature of unacceptable behaviour. For the most serious incidents of unacceptable behaviour, the Head may on occasion suspend pupils from school temporarily or permanently. In the latter instance, the school operates a review procedure for exclusion.

The School does not use Corporal Punishment under any circumstances.

School Behaviour Management

See Praise Rewards and Sanctions Policy

Section A - Behaviour Code

In every classroom and dormitory the school behaviour code is prominently displayed as a poster and within every senior pupil planner. Regular reference to the behaviour code is made in Tutor meetings, individual classes, school assemblies, PSHCE classes and boarding meetings.

BEHAVIOUR CODE

Recognition and Rewards – SJS promotes good behaviour through a system of recognition and reward

Environment – We want to work in a school that is clean, pleasant and safe.

Self-Discipline – We should take responsibility for our behaviour, appearance, organisation and belongings.

Partnership – There is a strong partnership between home, school and the community and between our international friends.

Expectations – We have high expectations of our pupils and will provide a challenging, relevant, appropriate and interesting curriculum.

Consistency – All pupils will be treated fairly. Rules and sanctions will be used clearly and consistently.

Treat others as you would be treated – Treat one another with politeness, courtesy and respect.

MY LEARNING BEHAVIOUR

Junior Learning Behaviour

Unacceptable	Expected	Good	Great
I do not try my best	I always work to the best of my ability.	I challenge myself.	I go beyond what is expected and take initiatives.
I distract others through my actions.	I do what I am asked without distracting others	I contribute honestly and with care.	I always try to play a principled and caring role.
My work is not presented to the best I can do.	My work is presented to the best that I can do.	I present my work to a high standard all the time.	I am creative and make choices as to how to present my work.
I do not work hard and do not challenge myself.	I work hard to improve.	I take responsibility for my own development and myself.	I am ambitious and take risks to achieve all that I am capable of.
I do not accept help on how to make my work better.	I accept help when it is given.	I ask when I am uncertain or need help.	I ask questions and ask others what they think of my work.
I do not listen and I am not polite.	I am polite and listen so that I contribute.	I am positive and take part in all areas of school life.	I show open-mindedness, empathy and accept viewpoints other than my own.



Section B The School Rules

At all times pupils must behave courteously, in language and action and in such a manner as not to bring discredit to the school. A high standard of conduct is expected both in school and at all school functions.

School rules apply at all times in school, on trips, when representing the school elsewhere, (including abroad), when travelling to and from school and at all other times when a pupil's actions might affect the well-being of others in the school community or the reputation of the school.

CONDUCT

1. Bullying, of any description, is unacceptable. Pupils found guilty of bullying might face temporary or permanent exclusion.
2. Theft is regarded as a very serious offence. Any pupil found guilty of theft will lose the right to be a member of the school.
3. Any damage to property should be reported immediately. Deliberate damage must be paid for by those who caused the damage.
4. Property that is borrowed and then lost must be replaced or paid for by the pupil who lost it.
5. Pupils must not conduct private business in school.
6. The following items are banned in school and on school related events:
 - Cigarettes and any smoking materials including E-Cigarettes.
 - Alcohol, unless it is authorised by the Head and supervised by staff at an official function
 - Controlled drugs and any harmful substances. Any pupil found in possession of illegal or harmful substances loses the right to be in school – see Drugs, Alcohol and Smoking Policy
 - All types of offensive weapons
 - Pornographic material
 - Fireworks and laser pens
 - Chewing gum
7. Pupils in possession of prescribed drugs must hand them to Matron.
8. Mobile telephones must be left with the school secretary throughout the school day. Boarder's mobile telephones will be held by the Boarding House during the school day.
9. No pupil should take a photograph or video a member of the school community without first obtaining the consent of the intended subject.



10. Pupils are expected to behave responsibly online and to uphold the values of the school when using digital platforms, whether in or out of school. Inappropriate use of messaging apps, gaming platforms or social media that affects others in the school community will be treated as a disciplinary matter.

See also: Online Safety and ICT Acceptable Use Policy.

Public Displays of Affection (PDA)

What is PDA?

PDA stands for public displays of affection, things like hugging, kissing, hand-holding, or cuddling in public. These are private gestures made in shared spaces like school, parks, shops, or public transport. While some forms of affection are perfectly normal, others can feel awkward or uncomfortable for those around you.

When is it okay?

We get it – greeting someone you’ve missed or saying goodbye can be emotional. A quick hug or a peck on the cheek when welcoming a friend or family member is usually fine. Holding hands or a friendly hug are also generally accepted.

Examples that are usually okay:

- Greeting your partner at the airport
- Hugging a friend you haven’t seen in ages
- Holding hands

When does it become a problem?

Some things are seen as too much, especially in school or other formal settings. This includes:

- Kissing in front of others
- Excessive touching or cuddling
- Sitting on each other’s laps
- Holding hands in a way that excludes others
- Prolonged hugging or arms around each other outside of greetings/farewells

If you’re unsure, it’s best to keep it low-key. Less is more in public spaces, especially at school.

Why do we care?

Not everyone is comfortable seeing PDA. What might feel harmless to you could make someone else feel awkward, embarrassed or even upset. In British culture especially, more intimate gestures are often seen as private. We aim to keep school a welcoming and respectful environment for everyone, students, staff, visitors, and families alike.



Sanctions

If PDA is seen as inappropriate or excessive, staff will work with the Head of School or Heads of School to decide what action to take. Sanctions will depend on the situation and how serious it is.

Dress

1. School uniform must be worn by all pupils when travelling to and from school and at all times of the school day. Uniform is published in the Junior School and Senior School's Handbooks.
2. All pupils must maintain a clean and tidy appearance. Hair should be sensibly managed and should be worn at a reasonable length and at the discretion of the Head of School. Hair should retain a natural colour. Pupils who dye their hair will be asked to remove the dye. Facial hair must not be grown unless specific permission has been obtained from the Head of School.
3. Any request to wear jewellery on religious grounds must be submitted to the Head of School for consideration.

Attendance

1. All pupils should attend registration between 0810 and 0830. The school day ends at 4:00pm (Mon & Fri) and 5:00pm (Tues, Wed & Thurs)
2. All pupils should attend school functions. Permission to miss any function should be sought, in writing, from the Head.
3. Prior permission to be absent from school must be obtained from the Head in all cases other than illness.
4. Pupils selected for team games are required to attend. Permission to miss school games must be made in advance to the Head.
5. The School Office must be notified by letter, telephone or email if a pupil is going to miss registration in the morning.
6. Pupils arriving late must report to the school office. Persistent lateness will be viewed as a disciplinary matter if there are no convincing reasons.
7. Pupils should not leave the school during the day without permission. All pupils leaving the school during the day must sign out and, if they return, they must sign in.

Further details in the Children Missing Education Policy.



Out of Bounds

All new pupils are inducted to the areas where they are permitted and advised of areas which are out of bounds. New boarding pupils are inducted to adhere to the additional requirements in boarding. See Boarders' Induction Checklist.

Section C: Rewards and Sanctions

See Praise, Rewards and Sanctions Policy.

Section D – Staff Responsibilities in Behaviour Management

All staff are expected to:

- Model positive behaviour and respectful relationships at all times.
- Apply the Behaviour Code and School Rules consistently and fairly.
- Record serious incidents or patterns of poor behaviour in line with the school's reporting procedures.
- Communicate with parents when behavioural issues arise that affect learning or wellbeing.
- Work with colleagues, including the SENDCo and Heads of School, to support pupils with persistent behavioural challenges.

Restraint/Physical Intervention

Please refer to the Restraint Policy

Related Policies and Documents

This policy should be read in conjunction with the following:

- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Acceptable Use Policy
- Drugs, Alcohol and Smoking Policy
- Praise, Rewards and Sanctions Policy
- Restraint Policy
- SEND Policy
- Boarding Handbook
- Staff Code of Conduct