

● **BEHAVIOUR MANAGEMENT POLICY**

Senior and Junior Schools
Updated February 2026

1. Introduction

The School operates a Behaviour Code and School Rules which together promote a safe, orderly and respectful environment in which learning can take place effectively.

This policy outlines:

- The values and expectations of behaviour
- The standards of conduct required
- Rewards and sanctions
- Safeguarding related behaviour
- Attendance expectations
- The use of reasonable force

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

This policy is informed by the Education and Inspections Act 2006, the Education Act 2011, Keeping Children Safe in Education 2025 and relevant statutory guidance issued by the Department for Education including Behaviour in Schools, Suspension and Permanent Exclusion, Searching, Screening and Confiscation and Restrictive Interventions.

Allegations against staff are managed in accordance with the Safeguarding and Child Protection Policy and the Staff Code of Conduct.

The School does not use corporal punishment under any circumstances.

2. The Behaviour Code

The Behaviour Code is displayed in classrooms and boarding houses and is printed in Senior pupil planners. It is regularly reinforced through tutor time, assemblies, PSHE 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.

3. Junior Learning Behaviour

The following progression outlines expectations for learning behaviour within the Junior School.

MY 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.

4. Scope of School Rules

School rules apply:

- At all times during the school day
- On educational visits and residential trips
- When representing the School, including abroad
- When travelling to and from School
- Online
- At any time when a pupil's actions may affect the wellbeing of others or the reputation of the School

The School may impose sanctions for off site behaviour where it:

- Poses a safeguarding risk
- Constitutes criminal behaviour
- Negatively affects members of the School community
- Brings the School into disrepute

These standards of behaviour apply equally within boarding provision.

5. Standards of Conduct

5.1 General Conduct

Pupils must behave courteously in language and action and must not bring discredit to the School.

5.2 Bullying

Bullying of any description is unacceptable.

This includes:

- Physical bullying
- Verbal bullying
- Emotional bullying
- Cyberbullying
- Prejudicial or discriminatory bullying

Bullying may constitute a safeguarding concern. Serious or repeated incidents may result in suspension or permanent exclusion.

5.3 Safeguarding and Child on Child Abuse

The School recognises that certain behaviours may constitute child on child abuse and will be managed in accordance with KCSIE and the Safeguarding and Child Protection Policy.

This includes:

- Sexual harassment
- Sexual violence
- Sharing of nude or semi nude images
- Upskirting
- Initiation or hazing type behaviour
- Abusive behaviour within relationships
- Online abuse

Low level sexualised language or behaviour will not be dismissed as banter and will be challenged.

Where appropriate, the School will work with parents and external agencies to provide early support to address underlying causes of harmful behaviour.

5.4 Theft and Damage

Theft is regarded as a serious offence and may result in suspension or permanent exclusion at the discretion of the Head of School.

Any damage to property must be reported immediately. Deliberate damage must be paid for by those responsible.

Property that is borrowed and lost must be replaced or paid for.

5.5 Prohibited Items

The following items are banned in School and at School events:

- Cigarettes and vaping devices
- Alcohol unless authorised and supervised at an official function
- Controlled drugs and harmful substances
- Offensive weapons
- Pornographic material
- Fireworks and laser pens
- Chewing gum

Possession of illegal substances or weapons may result in suspension or permanent exclusion.

Pupils in possession of prescribed medication must hand it to Matron unless agreed otherwise.

The School may search pupils and their possessions in accordance with statutory guidance. Prohibited items may be confiscated and retained or disposed of appropriately.

Searches may be conducted without consent where there are reasonable grounds for suspicion that a pupil is in possession of a prohibited item. Electronic devices may be examined and data deleted where there is good reason to do so, in accordance with statutory guidance.

5.6 Mobile Phones and Internet Enabled Devices

In line with Department for Education guidance, pupils are not permitted to use or access mobile telephones or other internet enabled personal devices during the school day unless expressly authorised by the Head of School. The School operates a mobile phone free environment by default in accordance with Department for Education guidance effective from April 2026.

All mobile phones must be handed to the School Office at the start of the day and will be securely stored. Boarders' phones will be held by the Boarding House during the school day.

Smart watches and wearable devices capable of communication, photography or internet access are not permitted unless authorised for medical or safeguarding reasons.

If a pupil is found in possession of such a device during the school day, it will be confiscated and may only be returned to a parent or carer. Sanctions will be applied in accordance with the Praise, Rewards and Sanctions Policy.

Pupils must not take photographs or video recordings of members of the School community without consent.

5.7 Online Conduct

Pupils must behave responsibly online and uphold School values when using digital platforms, whether in or out of School.

Inappropriate use of messaging services, gaming platforms or social media which affects members of the School community will be treated as a disciplinary matter and may be a safeguarding concern. Pupils are expected to understand and avoid emerging online harms including misinformation, disinformation, online manipulation and other forms of digital exploitation in line with Keeping Children Safe in Education 2025.

5.8 Public Displays of Affection

Public displays of affection must remain appropriate to a school setting.

Brief greetings such as a quick hug or holding hands may be acceptable. However the following are not appropriate in School:

- Kissing
- Excessive touching or cuddling
- Sitting on one another's laps
- Prolonged or intimate behaviour

Staff will determine what is appropriate in context and sanctions will depend on seriousness.

5.9 Dress and Appearance

School uniform must be worn when travelling to and from School and during the school day.

Pupils must maintain a clean and tidy appearance. Hair should be sensibly managed and of natural colour. Facial hair may only be grown with permission from the Head of School.

Requests to wear jewellery on religious grounds must be submitted to the Head of School.

6. Attendance

Pupils must attend registration between 0810 and 0830. The school day ends at 4.00pm on Monday and Friday and 5.00pm on Tuesday, Wednesday and Thursday.

Permission to miss School functions must be sought in writing from the Head of School.

Prior permission for absence must be obtained except in cases of illness.

Persistent lateness without convincing reason will be treated as a disciplinary matter.

Unexplained absence may be treated as a safeguarding concern and managed in accordance with Children Missing Education procedures. The School treats persistent absence and patterns of non-attendance as potential safeguarding concerns and will act in accordance with statutory Working Together to Improve School Attendance guidance.

Pupils must not leave the School site during the day without permission and must sign out and sign in appropriately.

7. Out of Bounds Areas

All new pupils are inducted into permitted areas and informed of areas that are out of bounds. Boarding pupils receive additional induction regarding boarding expectations.

8. Rewards and Sanctions

The School promotes good behaviour through recognition and reward.

Sanctions are applied fairly, proportionately and consistently. These may include:

- Verbal warning
- Detention
- Loss of privileges
- Behaviour contract
- Internal suspension
- Suspension
- Permanent exclusion

The Head of School retains discretion in determining sanctions. Suspension and permanent exclusion are used only in serious cases or where allowing a pupil to remain in School would seriously harm the education or welfare of the pupil or others. The School will follow statutory guidance when making decisions regarding suspension or permanent exclusion and will ensure parents are informed of their rights of review.

The School monitors patterns of behaviour and sanctions to ensure consistency, fairness and appropriate intervention.

9. Equality and Additional Needs

This policy is applied in accordance with the Equality Act 2010. The School will ensure that disciplinary measures do not discriminate on the basis of protected characteristics and will monitor behavioural data accordingly.

Reasonable adjustments will be made where appropriate for pupils with SEND or disabilities. Behaviour that may be linked to additional needs will be carefully considered and appropriate support put in place. The School recognises that challenging behaviour may be a sign of unmet need, trauma or safeguarding concern and will consider this when determining appropriate support and intervention.

10. Use of Reasonable Force

The School does not use corporal punishment.

Reasonable force may be used by authorised staff to:

- Prevent a criminal offence
- Prevent injury to a pupil or others
- Prevent serious damage to property
- Maintain good order and discipline

Any use of force must be reasonable, proportionate and necessary in the circumstances. The School's approach reflects the Department for Education guidance Restrictive Interventions, including Use of Reasonable Force in Schools effective from April 2026, with a clear emphasis on minimising the use of force and prioritising de-escalation strategies.

De-escalation strategies will be prioritised wherever possible. All incidents involving physical intervention will be recorded in accordance with the Restraint Policy and parents will be informed as soon as reasonably practicable. Staff receive appropriate training in behaviour management, de-escalation and safe handling where required. Where a pupil has an identified risk of requiring physical intervention, an individual risk assessment and behaviour support plan will be implemented where appropriate.

11. Staff Responsibilities

All staff must:

- Model positive and respectful behaviour
- Apply this policy consistently
- Record serious incidents
- Report safeguarding concerns immediately
- Work collaboratively with parents and colleagues
- Support pupils in developing self discipline

12. Monitoring and Review

This policy is reviewed annually or sooner if required due to changes in legislation or statutory guidance.