



St Andrew's School, Turi

**Behaviour Policy
(Senior School)**

Reviewed	Deputy Head Pastoral
Approved by	SLT
Reviewed	July 2025
Next review	July 2027

1. Introduction

St Andrew's Turi encourages students to adopt the highest standards of behaviour, principles and standards. We aim to promote trust and mutual respect for everyone and we believe that good relations, good manners and a secure learning environment play a crucial part in the educational and social development of our students. To this end, the rewards and sanctions that support our behaviour management and discipline are organised in such a way as to act as encouragement to all students and, therefore, rely heavily on rewarding the positive aspects of academic and personal development. For any individual students where staff may require structure in order to support the modification of inappropriate behaviour, there are a range of sanctions available.

The law requires that the Director (whilst taking account of the governing body's principles of behaviour) has the overall responsibility with regard to measures on behaviour and discipline that form the school's policies regarding behaviour. As stated in the DfE guidance, Behaviour in Schools: advice for head teachers and staff (September 2022) the measures set out by the Director with regard to behaviour aim to:

- encourage good behaviour and respect for others;
 - secure an acceptable standard of behaviour of students;
 - promote, among students, self-discipline and proper regard for authority;
 - prevent all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying);
 - ensure that students complete any tasks reasonably assigned to them in connection with their education; and
 - otherwise regulate the conduct of students
- (<https://www.gov.uk/government/publications/behaviour-in-schools--2>)

The Director must also, as far as is reasonable, regulate the behaviour of students when they are off the school site¹ (this is particularly pertinent with regard to regulating cyber-bullying and digital use). The DfE guidance Behaviour in Schools: advice for head teachers and staff (September 2022), makes it clear that teachers may discipline students for non-criminal bad behaviour off-site for:

- i. Misbehaviour when the student is:
 - taking part in any school-organised or school-related activity or
 - travelling to or from school or
 - wearing school uniform or
 - in some other way identifiable as a student at the school
- ii. Misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another student or member of the public or could adversely affect the reputation of the school.

This policy is a senior school policy and is written with due regard to the duty of proprietors, under section 7 of the Education (Independent Schools Standards) Regulations to ensure that arrangements are made to safeguard and promote the welfare of students.

¹ Section 89(5), Education and Inspections Act 2006

The policy should be read in conjunction with other relevant school policies and procedures.

Aims

- i. To develop a whole school Behaviour Policy supported and followed by parents, staff, students and governors, based on a sense of community and shared values.
- ii. By applying positive policies to create a caring and supportive atmosphere in which teaching and learning can take place in a safe and happy environment (in the classroom and online).
- iii. To teach values and attitudes, as well as knowledge and skills. This will promote responsible behaviour and encourage in members of the school a respect for themselves, for other people and for property.
- iv. To challenge behaviour which harms the ability of different groups and individuals to learn and work together.
- v. To encourage good behaviour rather than to simply punish bad behaviour by providing a range of rewards for members of the school in keeping with age and ability.
- vi. To make clear to members of the school the distinction between minor and more serious misbehaviour and the range of sanctions that will follow.
- vii. To treat problems when they occur in a compassionate manner in the hope of achieving an improvement in behaviour.

Code of Conduct

1. All members of the school community are expected to respect each other.
2. All students are expected to respect their teachers, other staff, adults and fellow students.
3. All members of the school are expected to respect their own and other people's property and to take care of books and equipment.
4. Members of the school are expected to be well-behaved, well-mannered and attentive.
5. If a student has a grievance against another student, it must be reported to a member of staff who will deal with the matter.
6. Physical violence is not acceptable, neither is retaliation.
7. Foul or abusive language must not be used.
8. Any form of bullying, including cyber bullying, child on child abuse, harassment, victimisation or discrimination, will not be tolerated.
9. As stated in Part 5 of KCSIE 2022, the School recognises that sexual violence and sexual harassment can occur between two children of any age and sex. The School will not tolerate sexual violence or sexual harassment.
10. All students must observe the school rules.
11. Any deliberate action designed to bring the school's name into disrepute may result in suspension or expulsion.

This code of conduct has been formulated with the safety and well-being of all members of the school in mind and to enable the school to function efficiently as a place of learning.

2. Dress Code (if it is not mentioned or written, it is not allowed)

2.1 Uniform (All students)

- All uniform should be complete and in good order, with no ragged or frayed hems or seams.
- Uniform should always be worn correctly.
- Uniform should never be worn as, or mixed with, casual clothing.
- Headphones/ earphones should not be worn with uniform. Only college students are allowed to have earphones when seated in an area, during study sessions.
- Trousers should be shoe or ankle length, without split seams and be worn correctly.
- Cuffs should be buttoned or rolled up and not covering the hand.
- Ties should be worn correctly.
- On formal occasions, shoes should be polished black leather, without decoration or branding and should have sensible soles.
- During the week, plain black trainers may be worn. Soles, laces, branding and eyelets must be black. Ankle high trainers are not permitted.
- Jewelry: Two single plain narrow bracelets may be worn per hand, as may a neck chain with a discreet pendant, as may one discreet ring with no stone, as may one discreet anklet.
- There must be no henna or permanent body decoration.
- School scarves may be worn around school, but not inside without permission.
- Trench/Outdoor coats (black) **not jackets** for college students are permitted but should not be worn on formal occasions.
- School hats may be worn around site but should not be worn on formal occasions or inside, without permission.
- Full school uniform, including blazer and leather shoes, is expected for Sunday chapel and formal occasions.
- School fleeces may be worn during lessons.
- Students are expected to travel to and from school either in full school uniform or dark blue St Andrew's travel tops, with school trousers/skirts or Turi leggings & trainers.
- At the end of a school day, one can either be in full school uniform, home clothes or full games kit. A mix and match is not accepted.

2.2 Girls' uniform and appearance (Main School & College)

- Hair should not cover any part of the face and should be tied back.
- **(Main School)** Extensions should match the natural hair colour and be free from accessories.
- **(College)** Extensions should be the same as the student's natural hair colour, or from the colour scheme 1, 1B, 2, 30, 33, 4 or 6 (*F1B colours are not permitted*) and free from accessories.
- Length of extensions should not be longer than the waistband.
- No dyed hair.
- Hair bands, headbands, large hair ties, if worn, should be plain and in school colours - black, dark blue or white – they should not cover any part of the face.
- Head scarves should not be worn, unless for religious reasons and after specific approval from the Head. They must be in school colours and not cover the face.
- Heels should be no more than 4 cm high.
- One discreet metal coloured earring stud or one discreet sleeper or one discreet round hoop earring in the lobe of each ear may be worn. No other earrings or piercings are permitted.
- Acrylic/artificial/fake/false/fashion nails are not permitted.
- Clear nail varnish may be worn.

- Skirts should be knee length or just above the knee, not mid-thigh. A-line or straight skirts only. Lycra skirts are not permitted.
- Trousers should not be skin tight.
- Plain black opaque tights or black/dark grey/white ankle socks should be worn with skirts.
- Plain black, dark grey, or white socks should be worn with trousers.
- On formal occasions, short black ankle socks should be worn.

2.3 Boys' uniform and appearance (Main School & College)

- Extensions, mohicans, tramlines, cornrows, dreadlocks or hair below the earlobe or collar is not permitted.
- No dyed hair.
- Head coverings should not be worn, unless for religious reasons and after specific approval from the Head, they must be in school colours and not cover the face.
- Hair should be combed and kept clean and tidy.
- Facial hair is not permitted. Boys are expected to be clean shaven.
- Body piercing or ear studs are not permitted.
- Trousers should not 'sag' and no underwear should be on view.
- Trousers should meet shoes or can be ankle length but must not be 'half-mast'
- Plain black or dark grey socks should be worn with trousers.

2.4 Non-Uniform (Boys & Girls)

- There must be no obscenity on clothing.
- Hats or headbands should not be worn in the dining room.
- There must be no visible body piercing.
- Girls can wear more than one pair of earrings (weekends only but not weekends that fall on VISOs or school occasions).
- Hoodies and T shirts that are issued on school trips or sports events are viewed as non-uniform and should only be worn in accordance with non-uniform guidelines.
- Please note that pyjamas and dressing gowns should not be worn outside the boarding house.
- Shorts should cover to at least mid-thigh.
- Underwear should not be visible.
- Midriff and navel should be covered at all times.
- "Muscle T's" and singlets/vests for boys are only allowed as part of non-uniform items of clothing in the gym and whilst playing sport. They should not be worn whilst walking around campus or in the Hub.
- Skirts and dresses should be no shorter than mid-thigh. This is only for non-uniform clothes.
- Vest tops for girls are allowed but, as with all tops, the neckline and back should be modest.
- Bras and bra straps should not be visible.
- For formal school dinners/events girls' dresses should also adhere the above guidelines.

2.5 Sports (Boys & Girls)

- Dark blue St Andrew's Turi T-shirts should be worn.
- House shirts should only be worn for house sport sessions.

- Boys should wear dark blue with white trim and St Andrew's School badge sports shorts or Turi leggings. No Prep school item of clothing except for the fleeces, are permitted as uniform or sports kit.
- Loose fitting boxer shorts should not be worn with sports clothes.
- Girls should wear either dark blue with white trim and St Andrew's School badge sports shorts or skirts. St Andrew's, Turi, opaque plain black Turi leggings may also be worn.
- School sports socks (blue/white striped) should be worn with shin pads. Black/dark blue or white socks can be worn by both boys and girls in sports activities that do not require shin pads.
- All students should wear footwear that is suitable for each sport.
- No jewelry, i.e. watches, chains, rings or earrings, may be worn in sports or games sessions.
- School caps or hats may be worn. Under Armour sweat bands in school colours of black, dark blue and white are permitted.
- For sports matches students must wear St Andrew's match kit which is currently provided by the School.

2.6 Sanctions for breaches of the dress code

Any non-clothing items (i.e. earrings, rings, bracelets) that contravene the agreed number will be confiscated by the member of staff and will be put in an envelope. This envelope will contain the name of the student, the name of the staff member who has confiscated the said item and the date. This will then be put in a centralised storage outside the Deputy Pastoral Head's office. The items will be returned on the eve of a VISO, Half-term or End of term.

If any item is confiscated during the week preceding any of the above it will be returned on the eve of the next available collection opportunity. For example, if an item is confiscated during the week before half term, it will be returned on the eve of VISO etc.

Any student who returns to school with hair that contravenes the agreed code will be asked to have it altered or cut at the expense of the student.

An email will be written home and the school will organize the cutting or altering of the hair and a DDT will be issued.

Any student wearing clothing items that contravene the agreed uniform and/or non-uniform expectations will be asked to change immediately.

All members of staff are entitled and expected to challenge student for breaches of the uniform code. Persistent breaches of the dress code should be sanctioned with a DDT.

3. General behavioural expectations

The school values of Courage, Compassion and Integrity should be upheld at all times and to that end the following expectations should be met:

- Staff members and visitors must always be politely greeted on the school premises.
- Students are encouraged to think for themselves but this must always be done in a respectful manner.
- Students are expected to be respectful towards all members of the school, this includes fellow peers, staff and visitors.

- Whether on or off the school site, students are representing St Andrew's School and should not engage in any behaviour that damages the reputation or name of the school, this could result in disciplinary action.
- Honesty is part of St Andrew's School values, as such no student should act in a dishonest way. This includes behaviour that could cause loss, damage, prejudice or harm to another person.
- No student should disrupt the learning of others.
- Students should be mindful of their surroundings - they should not be loud and disruptive to others. When moving around the school site, students should be courteous.
- Punctuality is essential to preserve the integrity of the learning environment. Habitual late arrival is a breach of the code of conduct.
- Students are expected to take pride in their school and ensure that it is not damaged; this includes litter and vandalism.
- As a Christian school, we feel that language and communication is crucial in relationships. No offensive language is permitted including but not limited to swearing, discriminatory language or obscene gestures of any sort.
- In line with our Attendance Policy, if students are absent from lessons for any reason (illness, LAMDA, Music etc.) it is their responsibility to catch up on the missed work.
- Students must not involve themselves in any anti-social behaviour; this includes, but is not limited to, bullying or harassment or behaviour that might cause offense, including harmful sexual behaviour (HSB) or gender based derogatory comments.
- During the school day, public signs of affection are not allowed. Outside school hours, students are permitted to give a goodbye hug, but this must not be prolonged.
- The Headmaster and staff act in loco parentis while students are on the school property or are participating actively or passively in any school activity, function or event, and may therefore interview or question any student or request a written report from any student, without the permission of a parent or legal guardian in any investigation of a disciplinary matter. If the written report causes any distress, other means of recording this information may be used (voice recordings, etc.)

4. Behaviour in Class and or the Computer Rooms

We aim to ensure that academic progress is maintained and encouraged, and the school always focuses on academic excellence, to achieve this we expect the following behaviour to apply:

- Students must be punctual to all lessons.
- Students must not disrupt the learning of others.
- Students must complete all classwork and prep set.
- Students should make constructive use of Baraza periods (tutor time).
- Students must attend Baraza and/or Assembly time promptly.

5. ICT conduct

To ensure a safe, respectful, and productive digital environment, all students are expected to adhere to the following ICT conduct guidelines:

- Students must not alter the settings or configuration of any school-owned computer or device.
- All personal devices (phones, laptops, tablets) must be registered with Houseparents upon arrival at school.

- Students in Years 9 and 10 may only use smartphones without active SIM/eSIM cards. SIM cards must be handed in to Houseparents and may only be used during travel.
- Devices are not permitted during prep time for Years 9 and 10 except on Sunday evenings.
- Students must adhere to the designated collection and return times for phones and other devices.
- Devices must be handed in before lights out, in accordance with year group-specific schedules.
- Eating and drinking are not permitted in computer suites.
- Students may not access, display print or store any pornographic materials or any other socially unacceptable or discriminatory content on any school device or any personal device while on school property. The school network is monitored by Smoothwall and alerts will be acted upon by the Deputy Head Pastoral and the Houseparents.
- Hacking or attempting to gain unauthorized access to any school system or data is a serious violation of the Code of Conduct.
- Students must not access, use, or modify another student's files or work without explicit permission.
- Sharing or using another student's password, or attempting to bypass security settings, is strictly prohibited.
- The school reserves the right to conduct device checks and eSIM audits to ensure compliance with the Acceptable Use Policy.
- Non-compliance may result in disciplinary action in line with the school's Rewards and Sanctions framework.

6. Assessments, Test and Examinations

Honesty is a subset of one of our core values (Integrity) and as such cheating in any form in assessments or exams is considered a breach of the Code of Conduct.

- Using the work of any other student without acknowledging them is considered plagiarism and is considered a breach of the Code of Conduct.
- Submitting work generated wholly or in part by Artificial Intelligence (AI) tools (e.g., ChatGPT, M365 Copilot, etc.) without explicit permission or proper acknowledgment will be treated as academic dishonesty and a breach of the Code of Conduct.
- Students in possession of mobile phones or 'smart' devices of any sort (including watches) during tests or examinations, will be considered to have cheated.
- Students in possession of unauthorized notes or information in any form in any test or examination venue or during any test or examination session will be considered to have cheated.
- Students who provide information to other students during tests or exams or students who assists another student to cheat in any way will be considered guilty of cheating themselves.

7. Sports and activity tours

- All students participating in a sporting or cultural activity, whether on or off the campus, are ambassadors of St Andrew's School and bound by provisions of the Code of Conduct.
- Students on tour are the responsibility of the school until they are handed to the custody of the parent or guardian.

- Courteous behaviour and good sportsmanship is required at all times. This includes time travelling to and from any destination and during sporting or other activities.
- When participating in, or spectating at, any sport or other extracurricular activity students are expected to comply with the rules and regulations that are relevant and to play in the spirit of the game which includes respecting opponents and showing due courtesy.
- A referee's/umpire's decision must be accepted without argument and dissent.
- Students who are unable to attend a practice or match or any fixture must excuse themselves in good time as far as possible from the relevant teacher or coach.
- Once selected and a place has been assigned, ongoing commitment to a team is expected for the duration of the season. This includes acceptable attendance at practices as well as matches.
- Students must be correctly dressed for every match according to the school's requirements for each sport.

8. VISO

- During VISO, parents can take students off site only once houseparents have been consulted and given a gate pass. Students must sign back into school.
- Once a parent has signed out a student, the parent or guardian takes responsibility of the student, if however, the student is still onsite (camping), then the school rules still apply and the school may action appropriate sanctions for inappropriate behaviour.

9. Substance abuse (TRANSGRESSION OF THESE RULES COULD RESULT IN THE STUDENT BEING REQUIRED TO LEAVE THE SCHOOL) *(with reference to the National guidelines on Alcohol and Drug use prevention 2021 Kenya NACADA)*

- As an independent Christian school in Kenya, we are a drug and alcohol free zone. For the purpose of this policy, this extends to the school grounds or during any school activity, outing or tour, or in any other situation where students represent or may be identifiable as St Andrew's students.
- Students suspected of being in possession of dangerous objects, illegal substances, tobacco, electronic cigarettes or alcohol may be required to undergo a search (*Reference the Search Policy*). If the student is found in possession of a prohibited substance, the same may be seized, and the student may be required to attend a Disciplinary Hearing.
- Any student who needs to take prescription or non-prescription medication (pain medication) may only have enough to meet the requirements stipulated in the prescription and may not make the medication available to other students. All medication must be dispensed by the Medical Centre, unless out of Medical Centre hours, in this event the medication is logged and administered by the house staff.
- The term 'smoking' or 'tobacco' also includes cigarette or tobacco alternatives such as electronic cigarettes and/or 'hubbly-bubbly'.
- The Deputy Head Pastoral (or his/her delegate) may instigate a random Drug Test on any student or group of students, subject to reasonable suspicion or in the best interests of the student population of the school.
- Any test or search carried out by the Deputy Head Pastoral or his/her delegates should be carried out in strict accordance with the manufacturers' directives and with due respect for the student's dignity and privacy.

- A Drug Test would be done preferably, but not necessarily, with the student's parent(s)/guardian(s) consent.
- Students who refuse to undergo such a test, either at their own or their parents/legal guardians' behest, or for whatever reason, may be required to leave the school immediately.
- Students found to test positive for illegal drug usage may be required to attend a Disciplinary Hearing.
- The parents of any student who tests positive for illegal drug use during a drug test initiated by the school will, in consultation with the school, be required to organise a process of rehabilitation for the student.
- A second test must be arranged (at the parents' cost) after a period of at least six weeks has lapsed from the date of the first test.
- If the results of this test prove positive, further disciplinary action in terms of the St Andrew's School Code of Conduct will be taken.
- Should the student and/or parent dissent with regards to rehabilitation and/or a second test is not carried out in response to the school's reasonable request, the student may be asked to leave the school immediately.
- Following an initial positive test result, the school has the right to administer further drug tests throughout the student's enrolment at the school.
- As the school is a tobacco, alcohol and illegal substance free environment, any student found to be using any of the above (including electronic cigarettes), or appearing to be under the influence of any of the above, or being found to have been in the presence of others using any of the above may be subject to disciplinary action in terms of the Code of Conduct, and may be required to leave the school. The same applies to the unauthorised or excessive or inappropriate use of any habit forming or behaviour altering legal substance such as prescription medication.
- If it is reasonable to conclude that a student had had illegal substances, alcohol or tobacco/electronic cigarettes in his/her possession or under his/her control or had made the same implicitly or explicitly available to other persons, the student may be required to leave the school immediately.
- If it is reasonable to conclude that a student had had other substances such as prescription medication in his/her possession or under his/her control and had made the same implicitly or explicitly available to other persons, the student may be required to leave the school immediately.

10. Theft

- Theft, any forgery, falsification of documents, pirating and plagiarism are considered criminal offences and a breach of the code of conduct.
- St Andrew's School reserves the right, where an incident of theft is suspected, to open and inspect suitcases and bags and cupboards (*See Search Policy*).
- Any removal of the property of any other person or the school from the premises of the school as well as from where that property should rightfully remain, whether in physical or electronic form and without official authorisation, is regarded as theft.

11. Child on Child Abuse, Bullying and Harassment

- St Andrew’s School commits to protecting all students in our care. To this end we acknowledge the principles and provisions of the Laws of Kenya the Children’s Act 2012 in addition to Keeping Children Safe in Education (2023) and Every Child Matters (2003).
- Victimization, including but not limited to bullying, fighting, intimidation, sexual harassment (HSB), maltreatment, verbal, emotional or physical abuse, exploitation, moral harm or any display of racism or religious intolerance in person or online or through any other platform will be severely dealt with and will not be tolerated.
- This prohibition also applies after hours to any school-related physical or virtual groups or platforms or interfaces or any context or platform in which the association with the school can be deduced or inferred. This is therefore not limited to conduct carried out at the school or during school hours.
- Depending on the severity of the transgression, the student may be required to leave the school and depending on the circumstances. *(See Antibullying Policy)*

12. Initiation

- No person may conduct or participate in any initiation practices of any student at St Andrew’s School.
- This prohibition covers all sports, cultural and additional extra-curricular activities.
- Any student who violates this prohibition will be subject to disciplinary action.

13. Vandalism

- Vandalism will not be tolerated and any student engaging in such (including at school leaving celebrations) may be required to leave the school immediately.
- Any damaging or defacing of property belonging to the school (including student desks) and/or other persons will be regarded as a serious offence.
- The school reserves the right to claim compensation due to loss or damage to school property from the transgressor and/or their parents or guardians.

14. Forbidden Articles

- No student may bring on to the school premises or have in their possession any dangerous objects including but not limited to matches, cigarette lighters, knives, ammunition, weapons, or fireworks.
- No student may bring on to the school premises or have in their possession any alcoholic beverages, cigarettes (including electronic cigarettes), drugs, pornography or condoms.
- Other inappropriate literature or images or prescription medication other than what is required in terms of a prescription issued by an authorised medical practitioner.
- Valuable articles and money brought to school are brought at own risk and can be handed in to the House staff to be locked away in a house safe.

15. Student Leaders

- Students appointed to any official/recognised leadership position (such as School or House Prefects, Student Council) in breach of any aspect of the Code of Conduct of the school and in

particular behaviour likely to bring the school into disrepute or unbecoming in relation to the leadership position held will lose their position and all privileges and benefits in addition to any other sanction incurred.

- Repeated and/or ongoing disregard of the uniform requirements and/or any other aspect of the Code of Conduct may also lead to withdrawal of the above recognition and position(s). This encompasses ties and badges, etc.
- Student responsibilities and leadership in St Andrew's School are considered to be a vital part of school life. This level of responsibility is managed in line with the school values and should not be used as a way of leverage or demonstrations of power. Any breach of this position of responsibility may result in the loss of that responsibility and possible further disciplinary action.

16. Rewards and Sanctions

The school operates with a minimal amount of unacceptable behaviour by treating its students with respect and by encouraging and rewarding the positive aspects of academic and personal development. However, there will be times when students fall short of expected standards of behaviour. Under these circumstances such individuals must be clear about the repercussions / sanctions which are likely to result.

Please note that the SS Rewards and Sanctions policy is explicit in aiming for staff to be able to reward students at every opportunity, while providing a clarity on consequences such that students will avoid sanctions.

Staff receive training, support and development to ensure there is consistency in the application of rewards and sanctions across the school. New staff also receive this training as part of their induction process. All serious disciplinary incidents are logged centrally in each section and these logs are reviewed regularly by the relevant Head.

16.1 Rewards

We should not underestimate the power of simply recognizing effort or achievement through human interaction and praise. Verbal praise is encouraged at all levels, recognising students' work, effort, contribution to school life, good deeds etc. However, there is also a place for more formal recognition, which is captured in the progression of rewards available.

- **Verbal Praise: (R1)**
- **Written Records: (R2)**
- **School Commendations: (R3)**
- **Deputy Head's Commendations: (R4)**
- **Head's Commendations: (R5) School colours** can be awarded at any time, but usually at the end of term. These are recommended by the staff and announced by the Head in assembly and by notice.
- **St Andrew's Scholars:** Scholarship status can be awarded in the following areas
 - Academic
 - Sport
 - Creatives
 - Head's Award

They are typically awarded on entry into Y9 or Y12, but can also be awarded at End of Term assemblies throughout the year. They are nominated through the Director of Learning who oversees the Scholarship programme. Any financial reward (a reduction in fees) requires approval via the Bursaries and Scholarship Committee at Governor level.

- **Heads of School, School and House Prefects** are posts of responsibility that are awarded following the demonstration of consistent good behaviour and strong leadership potential over a period of time.

R1 Verbal praise	<ul style="list-style-type: none"> Anything worthy of praise whether in relation to academic efforts and achievements, or character shown in the classroom and beyond – a metaphorical “pat on the back”. 	Teacher informs the student and may note in mark book or on the board
R2A (<i>worth 1 merit</i>) R2 CIC (<i>worth 3 merits</i>) Written record	<ul style="list-style-type: none"> As a result of receiving multiple R1s (teacher discretion) Especially noteworthy academic effort or achievement (A) Especially noteworthy character shown (CIC) 	Teacher records on EdAdmin email automatically sent home
R3 (<i>worth 10 merits</i>) School commendation	<ul style="list-style-type: none"> Teachers & tutors will nominate students each Half Term HODs & HPs will then select one student per year group HOYs & HOC also select an additional student for the R3 <i>(R3s are presented in HOY assembly)</i> <i>(Different students must be chosen each half term)</i>	Recorded on EdAdmin, email automatically sent home
R4 (<i>worth 25 merits</i>) Deputy Head’s commendation	<ul style="list-style-type: none"> Teachers highlight and nominate student work each Term HODs then select one piece of work for the ‘Altiora Peto’ HOYs & HOC select one student for excellent progress HPs select one student for showing excellent character <i>(R4s are presented in Head’s assembly)</i> <i>(Different students must be chosen each term)</i>	Recorded on EdAdmin email automatically sent home and followed up with official school communication
R5 (<i>worth 50 merits</i>)	<ul style="list-style-type: none"> At the beginning / close of the year the Head and Deputy Heads discuss and select students to 	Recorded on EdAdmin email automatically sent

Head's commendation	receive School Colours in recognition of truly outstanding achievements (in academics, sports, leadership and so on) <i>(R5s are presented in end/start of year assemblies)</i>	home and followed up with letter from Head with details
Merits accumulate at the top 10% of each year group attend a special "Rewards" dinner at the end of each term.		

16.3 Sanctions

We expect all students to adhere to school policies, rules, and standards. When this does not occur, our first response is to investigate the reasons behind the unacceptable behaviour. This will normally be carried out by the Tutor/ Class Teacher with the HP and Head of Year (if applicable) being kept informed. Continuing unacceptable behaviour will be dealt with by the HP with involvement from the Deputy Head. Parents will be kept informed, so that they may work with the school to provide a consistent framework of behaviour. Where appropriate, counselling or learning support will be offered.

16.4 Behaviour

Clearly effective classroom teaching is the best way to ensure good order but at times it is beneficial for students to know there is a consequence for poor behaviour, disturbing learning, incorrect uniform etc. A quiet word should suffice in most situations, but sanctions are an option, if the poor behaviour persists (a student is repeatedly late / persists in wearing the wrong kit or uniform, continues to disturb learning). It is important not to resort to sanctions for minor issues immediately as this will undermine their effectiveness. A warning (**S1**) would normally be given prior to a sanction being issued.

- **Written Record: (S2)** This is issued for minor misdemeanors. Written records are appropriate when a student has received multiple S1s, when academic work has not been completed, for low level disruption or poor treatment of peers. These are entered on EdAdmin and this automatically notifies student, tutor, HP and parents.
- **Daily Detention (DDT): (S2)** This is issued for specific school defined misdemeanors. The student must be told in person to attend room 1A at 0650hrs. Misdemeanors may include persistently incorrect uniform or kit, repeated poor punctuality, repeatedly forgetting equipment, swearing or chewing of gum etc. These are entered on EdAdmin and this automatically notifies student, tutor, HP and parents.
- **School Detention: (S3)** This is issued for more serious offences. For example, causing significant disruption in class, or for an accumulation of S2 sanctions.
- **Deputy Head's Detention: (S4)** This is issued for even more serious offences, that warrant the involvement of SLT. Such examples could include, truancy from any timetabled lesson or

school activity, disruption aggravated by rudeness / lying to staff, cheating in a Flagged Assessment, or for an accumulation of S3 sanctions.

- **Isolation: (S5)** means being removed from the normal school routine for a designated period of time. This is a sanction for students for offences that exceed S4, or for an accumulation of S4 sanctions.

16.5 Suspension (S6-8)

The most serious of offences may result in suspension, requiring the student to be temporarily removed from the school, or expulsion. Examples of such offences include physical assault, deliberate damage to property, stealing, verbal abuse, bringing the school's name into disrepute or threatening behaviour towards staff or other students, persistent disruptive behaviour in class, sexual misconduct, a breach of the school's smoking, drugs and alcohol policy, being in possession of an offensive weapon or inappropriate digital material, being out of the boarding house after lights out, misuse of fire safety equipment, making malicious accusations against school staff or each other and any other illegal act (this list is not exhaustive). Suspensions will, under normal circumstances, be for a limited period as it is important that the student's education is resumed without unreasonable delay. Alternatively, an internal suspension may be issued whereby a student works under supervision away from the rest of the school.

16.6 Interviews and investigations

Ethos: An investigation and subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures. Please see Appendix 1, section D iii, for details.

S1 Verbal warning	Anything worthy of warning, whether in relation to poor efforts academically (including engagement and prep) or demonstrating poor character.		Teacher informs the student
S2 Written record	(Written Warning record only) Examples include: - Receiving multiple S1s (Class teacher discretion) - Academic work not completed - Low level disruption - Poor treatment of peers	(Resulting in DDT) Examples include: - Chewing gum - Incorrect uniform - Lack of correct equipment - Lateness - Swearing	Teacher records on EdAdmin email automatically sent home for DDT
S3 School detention (Saturday morning) Confiscation of items if relevant	As a result of receiving two written S2s or DDTs in a subject in a half term (<i>Class teacher to monitor S2s and enter student for S3</i>) or receiving three S2s in a week (<i>Tutor to monitor and enter student for S3</i>) Other reasons include: <ul style="list-style-type: none"> ● Causing significant disruption in class ● House-based issues that surpass house sanctions ● Cheating in prep (including uncredited use of AI) ● Misuse of technology 		Teacher enters on EdAdmin, email automatically sent home for S3
S4 Deputy Head's detention (Saturday evening)	As a result of receiving two S3s in a half term <i>(HoY to monitor S3s and escalate to DHs)</i> Other reasons include: <ul style="list-style-type: none"> ● Truancy from any timetabled lesson or school activity ● Disruption aggravated by rudeness / lying to staff ● Cheating in a Flagged Assessment 		Recorded on EdAdmin, email automatically sent home. Activity for detention specified on entry (only entered by DHs & AHP). Deadline for entry is 4pm on Thursday for

Confiscation of items if relevant	<ul style="list-style-type: none"> • Incorrect Travel Uniform (Single) 	the subsequent Saturday.
S5 – S8 Head's sanction	<p>As a result of receiving two S4s in a half term <i>(DHP to monitor and escalate to Head)</i> (S5)</p> <p>Other reasons include:</p> <ul style="list-style-type: none"> • Physical violence • Extreme cases of rudeness to staff • Cheating in an examination • Being out of House after lights out 	Recorded on EdAdmin (S5-8) and letter from Head sent home with details (S6-8), DHP to communicate S5.

APPENDIX 1:

A. Boarding Students

St Andrew's Turi is a Boarding School and therefore adheres to the National Minimum Standards for Boarding Schools and, as such, all staff and boarders will be aware that excessive and idiosyncratic punishments (such as punishments intended to cause pain, anxiety or humiliation, deprivation of access to food or drink, enforced eating or drinking, prevention of contact with parents or any appropriate independent listener or helpline, requirement to wear distinctive clothes as a punishment, use or with-holding of medical, optical or dental treatment, deprivation of sleep, fines, or locking in a room or area of the building) are completely unacceptable and will not under any circumstances be tolerated.

B. Corporal Punishment

Corporal punishment is outlawed for all students in all schools; the law forbids a teacher or other member of staff from using or threatening any degree of physical contact that is deliberately intended to punish a student or that is primarily intended to cause pain or injury or humiliation nor any punishment which may adversely affect a child's well-being. Teachers are allowed to use reasonable force to control or restrain students under certain circumstances (for example, to avert immediate danger of personal injury). Other staff may do so, in the same way as teachers, provided they have been authorised by the Director to have control or charge of students.

C. SEND and Welfare⁵

All staff at St Andrew's Turi are aware of the need to make reasonable adjustments in behaviour management in respect of the understanding and capabilities of students with SEND. No punishment will breach any other legislation (for example in respect of disability, special educational needs, race, religion and other equalities and human rights) and it must be reasonable in all circumstances.

The school will also consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this is the case, staff will follow procedures as set out in the Safeguarding (including Child Protection) Policy. Staff should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school should consider whether a multi-agency assessment is necessary.

The school works with other local agencies to assess the needs of students who display continuous disruptive behaviour, and liaises with such agencies to provide such students with support.

D. Disciplinary Investigations

i) Ethos: An investigation and subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.

The overriding concern of the Director, Heads, Governors and staff of St Andrew's Turi is that the student body be allowed to live and work in a place of safety, free from physical and emotional threat and inappropriate peer pressure. On the rare occasion when issues arise that jeopardise this culture of a 'place of safety' (both in the real and online world), it may be necessary to question students involved about their conduct and behaviour in order to reach a satisfactory understanding of

⁵ Please refer to the Safeguarding (including Child Protection Policy) and the Equal Opportunities Policy for further information on the safeguarding of and respect for students with SEND.

events so that appropriate action may be taken. At any point during an investigation, notes may be taken to verify that the record is accurate. Under such circumstances, the student(s) involved may be asked to sign the record. It is likely that witnesses will also be interviewed.

ii) Precautions will be taken to prevent collusion between students involved

This may mean that students will be separated and be kept under supervision until such time as it becomes possible to interview them. Waiting will be kept to a minimum and students will be provided with refreshments and reading material if appropriate. All digital devices will be taken away during this period, and, if it is believed that such devices may contain evidence, they may be held until such evidence has been examined.

iii) Interviews and investigations

- Following an incident or allegation, a student may be interviewed informally by a member of staff to establish if there are grounds for a formal investigation. A formal investigation may be necessary for more serious incidents where the facts are disputed.
- If appropriate, the student will be asked to produce a separate account of events in his/her own words. This should be signed and dated.
- Witnesses may be asked to give an account of the incident, or the main points of a verbal statement should be recorded, read over by the witness and signed with date and time.

iv) For the most serious cases the following protocol will apply:

- For serious incidents (where suspension, requirement to leave or expulsion is a possible outcome), a thorough investigation will be conducted by a senior member of staff. The student will be informed of the allegation and the evidence supporting it.
- In a case which is likely to result in suspension, removal or expulsion the parents (or guardian) of the students suspected to be involved will be notified at the earliest practical opportunity.
- If a student is interviewed formally about an incident or rumour, arrangements will be made for him/her to be accompanied by a parent/ guardian (if available in a reasonable timescale) or

- by a member of staff of his/her choice. A written summary of the interview will be recorded.
- The final hearing of the case will be conducted by the Head (or by a senior member of staff who has not been involved in the investigation). If the recommendation is permanent exclusion or the withdrawal of the student from the School, the decision will be referred to the Director;
- Parents may request a Governors' Review of a decision to expel or remove a student. The request should be made in writing as soon as possible and in any event within seven days of the Director's decision.
- The student shall be suspended from School pending the outcome of the Review. The parents will be provided with a copy of the Review Procedure in force at the time.

E. Records

A record is kept of all significant rewards given and disciplinary measures taken. Detentions, Suspensions and Exclusion are recorded electronically on iSAMs.

F. Searching

In a case where the School has strong suspicions of serious misconduct, searches of a student and/or their working or, if a boarding student, living area, including their outer clothing, pockets, desks, lockers and bags may be made.

Permission for a search will normally be sought from the student, who will be offered the opportunity to reveal any items or information at this time. However, members of the Senior Leadership Team, or any staff authorised by them, have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may be in possession of a prohibited item⁶. The member of staff conducting the search: may not require the student to remove any clothing other than outer clothing (i.e. clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear); should be of the same sex as the student; and should ensure that a witness (also of the same sex) is present. A student's possessions can only be searched in the presence of the student 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 and where it is not reasonably practicable to summon another member of staff. When a member of staff conducts a search without a witness, they should immediately report this to another member of staff and ensure a record of the search is kept.

If deemed appropriate, the student's parents or guardian will be informed that a search is going to take place and, within reasonable timescales, will be invited to attend said search. Until the search has taken place, access to the area to be searched will be restricted. Searches will normally be done by a senior member of staff in the presence of another member of staff and the student and/or parent and guardian should they choose to attend. A record will be kept, by the Deputy Head Pastoral, of any searches carried out, including the reason for the search, who was present and whether anything was found.

If the search involves a digital device which it is believed may contain inappropriate or illegal material, this should be done in the presence of the DSL, staff may examine and erase any data or files on the device if they think there is good reason⁷ to do so. If inappropriate material is found on the device, it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether that material is of such seriousness that it requires the involvement of the police. Any indication that a child has suffered from child-on-child abuse, including being coerced to send sexual images, 'sexting' and teenage

relationship abuse, the matter will be dealt with under the child protection procedures outlined in the Safeguarding (including Child Protection) Policy and Part 5 of KCSIE 2023.

A member of staff's power to search outlined above does not enable them to conduct a strip search. A strip search may only be conducted by the police.

⁶ Prohibited items are: knives and weapons; alcohol; illegal drugs; stolen items; 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 student); an article specified in regulations: tobacco and cigarette papers, fireworks, and pornographic images. (DfE "[Searching, Screening and Confiscation – Advice for headteachers, school staff and governing bodies](#)" July 2022)

⁷ "In determining whether there is a 'good reason' to examine the data or files, the staff member should reasonably suspect that the data or file on the device has been, or could be, used to cause harm, undermine the safe environment of the school and disrupt teaching, or to be used to commit an offence. In determining whether there is a 'good reason' to erase any data or files from the device, the staff member should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable. If the data or files are not suspected to be evidence in relation to an offence, a staff member may delete the data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the student and/or the parent refuses to delete the data or files themselves." (DfE "[Searching, Screening and Confiscation – Advice for headteachers, school staff and governing bodies](#)" July 2022)

G. Confiscation

Confiscated items that are banned from school should be handed to the Deputy Head Pastoral.

- Banned items such as pornography, tobacco, vaping paraphernalia, and alcohol will be destroyed.
- Banned substances, knives (if thought to be a weapon), and weapons may be handed over to the police.
- Stolen items will be handed to the police or returned to the owner (or disposed of if returning them to their owner is not practicable), if there is a good reason to do so.