



BEHAVIOUR POLICY

St Michael Abbey School

This Behaviour Policy outlines **St Michael Abbey School's** commitment to fostering a positive, respectful, and safe learning environment. It establishes clear expectations for conduct, promoting responsibility, kindness, and accountability among pupils. Key elements include behaviour management strategies, rewards and sanctions, anti-bullying measures, and support for pupils with additional needs. Regular reviews ensure alignment with statutory guidance, reinforcing a culture of respect and inclusion.

St Michael Abbey School Headteacher

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Policy Aims

Promote an expectation that all students will act with decency, respect and consideration at all times. All students act in a manner that is in sympathy with our small friendly school community. Students understand their role in contributing to the high quality of learning by ensuring that:

- They arrive punctually to lessons ready to learn
- Take responsibility for their own safety and that of others
- Follow our simple class rules for effective learning
- Behave calmly and sensibly around the school
- Be aware of the impact of their own behaviour on the school community

Promoting Good Behaviour

At Saint Michael Abbey School we promote positive behaviour, respect and tolerance amongst our international school community. As part of this emphasis on positive behaviour and being a positive school citizen, induction sessions focus on the school expectations for student behaviour and the high standards, in all aspects of school life, we want our students to aspire to. These induction sessions are further underlined by regular themes in weekly assemblies and in PSHE sessions. Our small school community enables a friendly, warm and happy environment which allows all pupils to make a positive contribution.

School Rules

The School Rules are set out by the Headteacher. They are explained in induction and referred to in tutor periods, assemblies, in print around the school as needed and in Boarding house documentation. These rules are intended to keep all the school community safe and to ensure the school can run smoothly with a focus on positive outcomes, high level learning and enabling our students to live and work in a safe and supportive community. The rules apply to all pupils and at all times when:

- Pupils are in School during term time
- During holidays if pupils have chosen to remain resident in school
- Travelling to and from School
- Associated with the School, such as on school trips, sports matches, off site visits

Behaviour for Learning

The School aims to provide a safe, secure and supportive environment where pupils can learn, and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the responsibility of staff at all levels to help and encourage pupils' understanding of socially acceptable and appropriate behaviour.

To encourage this, staff will:

- Model exemplary behaviour
- Treat all children and adults with respect
- Speak politely to each other and to pupils



- Build pupil confidence and self-esteem through positive reinforcement
- Avoid using critical or sarcastic language
- Recognise pupil effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, progress and achievements
- Challenge unacceptable behaviour, keeping calm at all times, using the language of 'choice and consequences' and focusing on the behaviour' and not the individual pupil.

We will not accept the following behaviour:

- Disrupting the learning of others
- Refusal to comply with instructions from staff
- The use of rude, offensive or inappropriate language to other pupils or staff
- Acts of aggression or any kind of physical violence towards pupils
- Acts of aggression of any kind of physical violence towards staff
- Bullying or intimidation
- The inappropriate use of mobile phones or other mobile equipment
- Racist, sexist or homophobic comments
- Vandalism
- Possession and/or use of prohibited items
- We do not encourage students to overly display public affection to their peers or with a person that they choose to have a relationship with. We therefore discourage students from holding hands, cuddling or kissing whilst in the School.

If unacceptable behaviour occurs, members of staff will:

- Challenge the behaviour
- Tell the pupil what they find unacceptable and why
- Explain how they could have behaved differently, modelling what they could have done or said
- Try to find out why the pupil is behaving this way
- If the unacceptable behaviour is repeated, or if it is judged to be serious, the pupil will face a sanction appropriate to the behaviour

Rewards and sanctions

Rewards

Students are recognised each term with our reward programme. Whilst these recognise academic excellence we also celebrate being a good citizen, helping others, progress and attitude and overall contributions and achievements. We encourage all staff to make use of verbal praise and recognising positivity when possible. Notes home to Parents and Agents to reward students also help the home school communication remain positive. Boarders may also earn privileges in recognition of their contribution to Boarding. As a new school our rewards and sanctions will develop as we work with the students and staff on our School expectations. Rewards are likely to include reward certificates, badges, calls home, housepoints, earning privileges and reward outings.

Sanctions



Pupils can be disciplined at any time in either school or elsewhere under the charge of the school e.g., on school visits

Pupils can be disciplined for misbehaviour outside of school, for example, when traveling to and from school, in the vicinity of the school and when wearing school uniform

Acts of aggression or physical violence towards pupils will not be tolerated. Such incidences will result in either an internal isolation or an off-site suspension or a permanent exclusion, depending upon the severity of the incident.

Acts of aggression or physical violence towards members of staff will not be tolerated. Such incidences will result in either an internal isolation or an off-site suspension or a permanent exclusion, depending upon the severity of the incident.

- All punishments must be fair, reasonable, proportionate and not in breach of any legislation
- Teachers have the legal power to impose detention in and outside of school hours; this is defined as after any school day when the pupil is present, weekends and inset days. Parental consent is not required for detention
- Pupils will be detained for no more than 30 minutes at the end of the school day without prior parental notice
- Teachers can search and confiscate pupil property if there is good reason to do so, following DfE guidelines
- Poor behaviour must be addressed, and all staff have a professional obligation to highlight and help pupils improve their behaviour
- Discipline is administered calmly and works best when it is applied thoughtfully, consistently and a distinction is drawn between the poor behaviour and the individual. A pupil who perceives animosity or lack of respect from a teacher is more likely to react adversely
- In the first instance a teacher should attempt to deal with poor behaviour. This is likely to begin with reminding a pupil that their behaviour has fallen below acceptable levels. The way the behaviour will be dealt with will be increased progressively if the pupil fails to respond
- Staff may make written contact with parents/carers/Agents to inform them of behaviour concerns. However, letters must first be checked by a member of senior staff
- Internal suspension (isolation) can be authorised by a member of SLT. This level of suspension will require the student to be supervised by an appropriate member of staff
- Suspensions (Fixed term exclusions) can only be authorised by the Headteacher

Mobile phones and other peripheral devices

Aims of the mobile phone policy are:

- To ensure that all classrooms are learning spaces, that avoids distractions from mobile phones
- To reduce confrontations between staff and pupils when challenged about mobile phone use
- To make sure that pupils are not walking around whilst using mobile devices and therefore reducing safety hazards
- To improve social interaction between pupils and reduce mental, health and wellbeing issues related to use of phones

Should pupils not follow the above policy then the following will apply:

- Staff will confiscate the mobile phone and it will be handed in to the school office or boarding office
- First offence – the mobile phone will be returned to the pupil at the end of the school day or the end of the day for boarding offences and a warning will be given



- Second offence –the confiscated mobile phone will be kept safe for the day and the parent will be contacted to collect the phone at the end of the day
- Third offence – the pupil will be put on a mobile phone ban and a letter will be sent home to the parent/carer
- If it is proved that a pupil has used his/her phone to bully or intimidate another person, the phone will be confiscated and returned only to a parent/carer. Each school will then decide on the appropriateness of that pupil having a mobile phone in school following such an incident.
- Any future misuse of the phone will result in a total ban for that pupil on having a mobile phone in school. The ban will continue until it is certain that the pupil will in future use the phone in an appropriate manner at all times.
- Boarders who lose their mobile phone access can use the Boarding Office phone to contact home if needed.



Searching and Confiscation

The School has a statutory obligation to manage the health and safety of staff, pupils and visitors and ensure that discipline is maintained.

- Under this authority we reserve the right to search and screen pupils under certain circumstances and to confiscate items as described below
- Pupils will be treated courteously and afforded respect and a reasonable level of personal privacy during any search or screening; personal items will only be searched in the presence of the pupil
- Searching should be carried out by a member of staff who is the same gender as the pupil. There must be an additional member of staff present during the search to act as a witness, who should also be the same gender.
- There is an exception to the same sex and witness rule; if there are reasonable grounds to believe that there is risk of serious harm to a person or persons if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff.
- Parents will not be informed prior to a search or to seek parental consent and there is no legal requirement to keep records of searches carried out.
- Parents will be informed if search or screening uncovers items that will result in disciplinary action or police involvement.

Searching with consent

- We can search pupils for any item with consent from the pupil
- Parental permission or pre-notification is not required
- We do not require written, formal consent in advance of a pupil search; it is enough for a teacher to ask the pupil to turn out their pockets or empty their bag.

Searching without consent

- If a member of staff has reasonable grounds to suspect that a pupil is in possession of a prohibited item, a pupil can be instructed to undergo a search without consent; parental permission or pre-notification is not required
- The Headteacher and any staff authorised by the Headteacher have a statutory power to search pupils and their possessions with or without consent where they have reasonable grounds for suspecting that the pupil may have one of the banned items
- A pupil refusing to co-operate with a search will be subject to a disciplinary measure, and the police may be contacted to conduct the search
- The list of prohibited items (not exhaustive).
 - Knives, bladed items, weapons of any sort that can cause danger to themselves and others. It is an offence under section 139A of the Criminal Justice Act 1998 to carry an offensive weapon or knife on school premises. If a pupil is found to possess a knife or indeed any weapon of sort, the school will notify the police immediately. This may lead to a permanent exclusion from the school and a charge for possessing a weapon
 - Alcohol or any alcoholic drinks
 - Illegal drugs or highs
 - Stolen items
 - Tobacco, cigarettes, lighters, matches, cigarette papers, vape, e-cigarettes
 - Any paraphernalia used in the consumption of any of the above
 - Fireworks
 - Pornographic images

- Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, cause personal injury, or damage property.
- It is the responsibility of the pupil to ensure that they are not in possession of any illegal items on the school site regardless of who owns it. If found, they will receive a strong punishment.

Electronic devices

- The DSL may examine data files held on personal devices during a search if they believe they have good reason to do so, especially in this era of social media and cyberbullying
- In determining a good reason to examine or erase data or files, The DSL must have reasonable suspicion that the data or file has been or could be used to harm or to disrupt teaching
- If the device is to be returned, relevant files (an image) may be deleted or retained by the school to support disciplinary action, or where appropriate, passed to the police.

Confiscation

- Staff can seize any prohibited item found as a result of a search
- Depending upon the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable
- Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs will be passed onto the police or disposed of by the school.

Use of control

- Control means passive contact, such as standing between pupils or blocking a pupil's path.
- This passive form of control will be used to prevent harm, protect property, or maintain good order and discipline. It is a last resort when other de-escalation strategies have not worked.

Malicious allegations

- Complaints against staff are always investigated thoroughly
- If after full and thorough investigation it is concluded that the allegation against the member of staff was unfounded and/or malicious, any record of the incident will be removed from the member of staff's file
- The pupil or pupils involved in making false allegations will be disciplined according to the severity of the case up to and including permanent exclusion.

Suspensions and exclusions

- Suspensions and exclusions may be used as a sanction where a breach of the behaviour policy takes place and when it is necessary to preserve the communal ethos and atmosphere of the school • Decisions to exclude will not be taken lightly and can only be made by the Headteacher
- Permanent exclusion will be considered for the following:
 - Use or threat of use of or possession of knives, dangerous weapons

- Possession of or dealing in illegal drugs, alcoholic products, tobacco, vapes or any paraphernalia
- Violence or serious threats of violence towards other members of the community
- Persistent bullying or threats of bullying o Persistent and serious disruptive behaviour
- Where the school believes that a pupil's presence represents a serious threat to others

Communicating with Parents

Informing parents or agents and asking for their support in maintaining good discipline and high standards of behaviour is reserved for more serious infringements of School rules or in cases where students are repeatedly failing to behave in an acceptable manner.

Appeals

Parents are entitled to ask for a review of a decision to ask a student to leave for disciplinary reasons. The process for this will be given in writing to the parent/agent on request at the time of the original decision.

The pupils and parents/agents can also request a copy of the Complaints Policy and use a complaints form if they feel sanctions have been applied to them that are not in line with the school policies and procedures.

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