



KING'S HOUSE SCHOOL  
RICHMOND



**PUPIL BEHAVIOUR, DISCIPLINE  
AND EXCLUSIONS POLICY**

Member of staff responsible: Head  
Date of policy review: April 2026  
Date of next review: April 2028  
Approved by Governors: April 2026



**This policy applies to the whole school including the EYFS.**

## **INTRODUCTION**

The School believes that good behaviour and discipline are essential if children's learning is to be effective. It believes that children must be:

- provided with clear and consistently applied behaviour expectations
- consistently rewarded for conforming
- dealt with fairly and consistently when they commit misdemeanours

The issuing of sanctions will rarely be the first course of action. Good classroom management and clear expectations and boundaries do much to limit their use.

This policy should be read in conjunction with the following School policies: Safeguarding and Anti-Bullying.

## **AIMS OF THE POLICY**

The School aims to promote:

- a happy caring community for children and adults
- a place where we all feel secure and confident
- positive attitudes to learning
- consideration for the needs of others
- high standards of behaviour at all times

The School expects the children to:

- behave well in and around the school, be courteous and trustworthy and show respect for their property and that of their peers
- behave well out of school in school uniform, remembering that they are representing King's House at all times
- show respect for other people's feelings, values and beliefs
- show initiative and be willing to take responsibility for their behaviour
- show interest in their work and be able to sustain concentration

## **CODE OF BEHAVIOUR**

The School promotes a clear Code of Behaviour for the pupils in the Senior and Junior Departments. The 'King's House School Code of Behaviour' can be found in the pupils' homework diaries and includes clearly stated rules and routines for behaviour in the classroom, the buildings and the grounds.



## **MANAGEMENT OF BEHAVIOUR**

It is the responsibility of the Head, supported by members of the Senior Leadership Team, to implement this policy consistently throughout the School. The Head is also responsible for ensuring the health, safety and welfare of all children in the School.

The management of behaviour is the responsibility of all members of staff (teaching and non-teaching) who are expected to lead by example, treating pupils and other staff with respect, and encouraging good behaviour at all times in all areas of the School.

The School works in partnership with parents. It tries to build a supportive dialogue between the home and the School and inform parents immediately if we have concerns about their child's welfare or behaviour.

## **CORPORAL PUNISHMENT**

The School does not use corporal punishment in any form and under any circumstance and it is never threatened.

## **REWARDS AND STRATEGIES FOR ENCOURAGING APPROPRIATE BEHAVIOUR**

The School's aim, wherever possible, is to emphasise the positive so that pupils work and behave appropriately, understanding the benefits of it for all. Teachers celebrate good behaviour with praise and good behaviour should be promoted and reinforced through rewards within the classroom.

The general practice of classroom management involves many rewards being given to pupils on a daily basis. These include:

- Verbal praise, encouragement, written remarks about good work.
- House points, in the form of dojos, stamps and stickers.
- Contact with parents via homework diaries or postcards to praise good manners and behaviour.
- Certificates/Emails sent home for acts of kindness and other positive behaviour.
- Praise in Assembly for effort, manners, and behaviour as well as sporting, cultural or musical achievements.

In the Senior Department, pupils can receive Dojos for any positive behaviour or piece of work. The number of Dojos a pupil has been awarded will go towards a House Points total at the end of term. And the House which has amassed the greatest number of House Points will win the House Shield.



A pupil who has done something outstanding, or has consistently worked and behaved well, will be awarded a Distinction. Distinctions are recorded in the weekly Newsletter.

## **USE OF RESTRICTIVE INTERVENTIONS**

The School's approach to the use of restrictive interventions, including reasonable force and seclusion, is set out in the school's Safe Handling Policy, available on the school website.

The School ensures that staff use proactive strategies and de-escalation wherever possible and restrictive interventions are used only when necessary, proportionate and time-limited to address an immediate risk of harm

Members of staff, including those in the EYFS, may use reasonable force to prevent pupils from:

- injuring themselves or others.
- committing a criminal offence.
- damaging property.
- causing disorder.

The decision on whether to intervene physically or not is down to the professional judgement of the member of staff. The decision to intervene should only be taken when the safety of the pupil or others is in question. Any use of physical intervention should always be a last resort, staff should give pupils verbal warnings in advance of any such intervention, and that, where possible, staff should always ensure that any exercise of physical intervention is witnessed by another member of staff.

If intervention is used, it should be the minimum required for the incident, for the least time possible and could include passive physical contact such as standing between pupils or blocking their path; leading a pupil by the hand or arm; ushering a pupil away by placing a hand on the centre of the back. Staff should always avoid touching or restraining a child in a way that could be interpreted as sexually inappropriate conduct.

If a member of staff has used physical restraint, they must inform a member of the Senior Leadership Team. The School will record and report restrictive interventions, including significant uses of force, seclusion and restraint as soon as reasonably practicable and the parents will be contacted the same day or as soon as reasonably practicable to inform them of the situation. The Head will review the incident and decide if it warrants further disciplinary action.



## **REASONABLE ADJUSTMENTS**

Whilst discouraging inappropriate behaviour, whether through the use of sanctions or reasonable use of physical intervention, members of staff have a duty to make reasonable adjustments for pupils with special educational needs or disabilities (SEND), as required by the Equality Act 2010.

Reasonable adjustments may also be made at times of pupils' transitions including moving between the departments (Nursery, Junior Department, Senior Department) or for those pupils who are new to the School. These may be unsettling times for pupils and consideration of this will be taken into account.

## **SANCTIONS AND STRATEGIES FOR DISCOURAGING INAPPROPRIATE BEHAVIOUR**

We have high expectations of all pupils and expect them to behave well. The School always aims to motivate pupils by praise and encouragement. Inevitably children will overstep the mark at times.

The School's policy on discouraging inappropriate behaviour is based upon the following fundamental principles:

- The level of sanction should be proportionate to the seriousness of the offence.
- Sanctions must be fair and consistent and whenever possible be acknowledged as fair by the pupil(s).

In the Nursery and Junior departments, an appropriate word from a member of staff is usually enough to resolve an issue. Circle time will be used to discuss appropriate behaviour. In the event of serious or repeated incidents, parents will be informed.

In the Senior department, we employ a graded set of sanctions that are used in lessons. The order of these can be seen below. Examples of behaviour that these sanctions might be used for include; disrupting the lesson by interrupting the teacher or purposefully distracting others so they cannot work to the best of their ability. The sanctions can apply for a plethora of different issues but also for repeated actions such as constantly shouting out the answers.

1. Verbal warning.
2. Kept back at the end of the lesson to discuss behaviour.
3. Kept back at break to discuss behaviour. Parents contacted.
4. Required to miss break or lunch to discuss behaviour with a senior member of staff.
5. Conduct card.

Please note that these stages are a guide as they may not always be followed in order if a single incident merits moving to a particular sanction. For example, it may be appropriate to contact



parents at an earlier stage, or to move straight to issuing a conduct card for swearing or physical harm caused to another pupil.

When a conduct card is issued to a pupil, it is sent home with the pupil so that they discuss the issue with their parents. This is accompanied by an email from the Head of Pastoral Care or another suitable member of staff. The following day the pupil brings in their card signed by someone at home and they discuss their actions further with a senior member of staff on off break duty.

In order to monitor a pupil's behaviour, any incidents in lessons are fed back to the Form Tutor initially, then the Head of Year and then, if required, the Head of Pastoral Care or another member of SLT.

If initial sanctions do not appear to achieve the desired results and a pupil's behaviour shows no sign of improving, other senior members of staff and/or the Head will be informed. Parents will be consulted and targets and acceptable rewards for improved behaviour will be agreed. The actions of the School will, at all times, be appropriate to the maturity and development of the child. Outside agencies may be involved to advise/diagnose if there is an underlying cause for the behaviour. E.g. medical or emotional issues.

All incidents and correspondence with parents, both inside and outside the classroom, are logged.

When sanctions are given to pupils, we will not inform anyone other than the perpetrator's parents of the sanction. This will be the case, even if your child is perceived as the victim in the incident concerned.

Should a pupil ignore all warnings and show by repeated unacceptable or criminal behaviour that they are unprepared to accept the School's expectations of pupils, the School reserves the right to ask the parents to remove them from the School.

## **RIGHT TO SEARCH**

The School reserves the right to search pupils and their possessions. The parent's prior consent to undertake a search is not required, however the School will inform the pupil's parents if inappropriate or banned items were found during the search. Where inappropriate or banned items are found they will be removed and held by the School until further discussion can take place with the pupil's parents.

The Head, or a member of staff authorised by the Head, may search a pupil provided there is another staff member of the same sex as the pupil present as a witness. The School does not



conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in School.

The School will always consider the age of the pupil to be searched and any SEND or vulnerabilities (including certain health conditions) the pupil may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Safeguarding Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the pupil has in their possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession any of the following items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs;
- Vapes
- Items that we believe may not belong to them
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic or offensive images; or
- Any item banned by the School Rules (including electronic devices - see separate section below).

## **MOBILE PHONES AND ELECTRONIC DEVICES**

The School has clear guidance on the use of mobile phones and electronic devices by pupils covered below in this policy and the Internet Safety Policy.

Only Year 5 to Year 8 pupils are permitted to bring a mobile phone into school, for safety purposes when travelling independently to and from school. However, pupils in Years 5 and 6 are not permitted to bring smartphones unless their parents have specifically requested this and it has been agreed by the school due to mitigating circumstances. Year 7 and 8 pupils are encouraged to bring non-smart (brick) phones. All mobile phones must be turned off and handed in to the school on arrival. They will then be kept securely on site and collected by pupils at the end of the day. Pupils who leave directly from the grounds following afternoon games will be given their devices by



a member of the PE Department. These requirements apply to phones and all devices that communicate over the internet, including smartwatches and other wearable technology. However, we would request that pupils refrain from wearing these devices.

During school day trips, children must not use mobile phones. However, staff may allow pupils to use mobile phones and electronic devices without SIM cards, mainly during the journey to and from the destination. For trips abroad where a phone is required for safety, pupils are briefed and reminded of the appropriate way to use their devices, including not contacting home through them. Phones are collected overnight on any residential trip.

If a pupil is found to be using a mobile phone in breach of this guidance, they will be issued with a conduct card.

The School does not accept responsibility for loss of, theft or damage to pupils' personal property, including mobile phones and smartwatches. Pupils should take appropriate care of their belongings and avoid bringing valuable items into school.

If staff reasonably suspect that items stored on a mobile phone/electronic device may be inappropriate, the School may search the device (including relevant data or files on the device) where there is good reason to do so. The School will aim to carry out any such search with the pupil present. If inappropriate material is found on the device, then the device may be confiscated until the pupil's parents are informed and able to come to school to discuss the matter. In extremely serious cases, the School may need to confiscate the device and inform the police.

The School may erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that that the device contains evidence in relation to a breach of the 'King's House School Code of Behaviour' (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another pupil), where the files should not be deleted and the device given to the police .

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding Children Policy.

## **EXCLUSIONS AND REMOVAL**

The guidelines below, explain the circumstances under which a pupil may be excluded from the School or required to leave permanently for misconduct or other reasons. This policy does not



cover cases when a pupil has to leave because of ill-health, non-payment of fees or withdrawal by his/her parents.

The main categories of misconduct which may result in exclusion or removal are:

- Bullying – including cyberbullying.
- Theft.
- Bringing a weapon (e.g. knife) into school.
- Physical assault/fighting/threatening behaviour.
- Drug/Alcohol abuse.
- Sexual harassment/misconduct.
- Racist abuse.
- Damage to property.
- Persistent disruptive behaviour.
- Parental behaviour.
- Malicious accusations against staff.

Child-on-child abuse will be treated as a child protection issue under the safeguarding policy if there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm.

A pupil may also be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the school, that he/she remains at the School.

#### Investigation Procedure

Any investigation and any subsequent disciplinary meeting will be conducted fully, fairly and in a way which is appropriate to a school, without formal legal procedures.

#### Disciplinary Meeting before the Head

The Head may also consult with one or more of the governors in preparing for a disciplinary meeting. The Chair of Governors will be informed of the investigation of the complaint.

Documents available at the disciplinary will include:

- The Investigation Report, which would include a statement setting out the key points of the complaint against the pupil, written statements, notes of the evidence and any relevant correspondence or other documents.
- Details of other previous sanctions or information about the pupil's behaviour relevant to the case.
- The relevant School policies and procedures.



The pupil and their parents will be asked to attend the meeting at which the circumstances of the complaint and the nature and scope of the investigation carried out will be explained. They may be accompanied by one other person who may be a relative, teacher or friend.

Legal representation will not normally be appropriate. If the parents wish to bring a friend or relation who is legally qualified, they must give 7 School working days' notice to the Head of their intention to do so.

The pupil and their parents will be given a full and fair opportunity to answer the complaint. Members of staff will attend the meeting if needed and their statements will be disclosed but, except for exceptional cases, the anonymity of other pupils will be preserved. A written record will be made and kept of any disciplinary meeting.

### Proceedings

There are potentially three distinct stages of a disciplinary meeting:

1. The Head will consider the complaint and unless they consider that further investigation is necessary, they will then decide whether the complaint has been sufficiently proved. The Head will give reasons for their decision.
2. If the complaint has been proved, the Head will outline the range of disciplinary sanctions which he considers are open to him.
3. Either then or within 24 hours, the Head will give his decision about the sanction, together with the reasons for that decision. If a pupil is temporarily excluded from the School, work will be set for the pupil to do at home. Parents will also be advised that excluded pupils should be at home during the normal School day and not loitering in public places.

### Leaving status

If the Head decides that the pupil is to leave the School, their leaving status will be one of the following: excluded, removed or withdrawn by the pupil's parents. The Head will consult with the pupil's parents before deciding on the pupil's leaving status.

Additional points of discussion regarding a pupil's leaving will status include:

- The form of letter which will be written to the pupil's parents.
- The form of announcement informing the School that the pupil has left.
- The form of reference which will be supplied for the pupil.
- The entry which will be made on the School record and the pupil's status as a leaver.
- Whether (if relevant) the pupil may return to School premises to sit examinations.
- Whether (if relevant) the School may assist in finding an alternative placement for the pupil.
- The conditions under which the pupil may re-enter School premises in the future.



- Financial aspects including payment of any outstanding fees and extras; whether the deposit will be returned or credited and any refund of prepaid fees.

### Delayed effect

A decision to permanently exclude or remove a pupil shall take effect 5 working days after the decision was first communicated to the pupil's parents. Until that time, the pupil shall remain temporarily excluded and away from the School's premises. If, within that period, the parents make a written application for a review, the pupil shall remain temporarily excluded until that review has taken place.

### **REQUEST FOR REVIEW OF DECISION**

Parents who are not satisfied with the outcome of a disciplinary meeting may apply for a review of any decision taken. Any review of decision to exclude or remove a pupil from the School, will be dealt with in accordance with the Panel Hearing Stage (Stage 3) of the School Complaints Procedure. A written application for a Panel Hearing must be made, to the Bursar, within 5 working days of the disciplinary decision being communicated to the pupil's parents.

### **MONITORING AND REVIEW**

The School maintains a register of sanctions imposed for serious misbehaviour which includes exclusions and disciplinary meetings involving parents. This helps the School to identify patterns of behaviour and assess the effectiveness of its behaviour management strategies.

The Head monitors the effectiveness of this policy on a regular basis and reports to the Governing Body as appropriate.