WESTMINSTER SCHOOL

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

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INTRODUCTION

The School expects high standards of behaviour in and around the School and on any school visit or activity; the School always seeks to promote those high standards. Such expectations are based on clear values of humility, hard work, a wide outlook, inclusivity and tolerance: these are consonant with the School's ethos and the liberal educational tradition that is equally applicable in today's international, multi-faith and multi-cultural society.

This policy places emphasis on the positive behaviour to be expected and rewarded (as well as the prevention and punishment of what is unacceptable). It also seeks to promote an excellent teaching and learning environment in which all pupils can realise their individual talents. It recognises the School's duty to safeguard and protect the welfare of all pupils, and to take action against inequalities and discrimination of any kind that are identified. It relies on a culture of mutual respect between pupils, staff and parents.

The School undertakes to promote this policy through Wellbeing, tutorials and assemblies to pupils; through induction and INSET to staff; and parent meetings and presentations.

The policy is divided into five main elements:

- Expectations of Westminsters
- General Regulations
- Rewards
- Sanctions
- Roles and Responsibilities

The Expectations of Westminsters and General Regulations are published in the Almanack and on House Notice Boards.

Alongside this policy should be read:

- Anti-Bullying, -Abuse and -Discrimination Policy
- Physical Contact and Physical Restraint Policy
- Searching and Screening for Prohibited Items Policy.

EXPECTATIONS OF WESTMINSTERS

The expectations listed here broadly outline the behaviour that Westminsters should demonstrate both in-person and online in order to foster a positive, happy and inclusive environment for all members of the learning community.

All Westminsters are expected to:

- Be respectful towards others at all times.
- Be inclusive in your language and behaviour, and ensure that others feel welcome and accepted.
- Be honest, trustworthy and kind.
- Be polite and courteous towards others, including members of the public.
- Be respectful to the environment, including the School and the Abbey's buildings and property.
- Be involved in and engaged with drama, music, sport, volunteering or whatever interests you.
- Be determined to learn, remembering that mistakes are a means to development and progression.
- Be generous to others and contribute to the School with a generosity of spirit and charity, allowing others to have a voice, sharing and exploring ideas together with mutual respect and understanding.
- Be proactive in seeking help at times of trouble or concern for yourself or others, knowing that there are those in the School who are available and willing to listen and support.
- Be proud to be a Westminster, remembering that you represent the School in all you do and that your behaviour reflects upon the School as well as yourself.

GENERAL REGULATIONS

The General Regulations exist to promote the School's values and the expectations that underpin a Westminster education.

All pupils are bound by the General Regulations by virtue of their parents' or guardians' acceptance of the Standard Terms and Conditions.

With the exception of the Policies on Anti-Bullying, -Abuse and -Discrimination; Drugs; Equity, Diversity and Inclusion; Online Behaviours and Safeguarding, which apply to pupils at all times whilst they are members of the School, the General Regulations apply to day pupils from the time that they leave home to go to School (or any school activity) until they have returned home, and to boarders at all times other than periods at home such as weekends and Exeats. Pupils are also bound by the General Regulations whilst on sports fixtures, school expeditions and other educational trips organised by the School.

Whenever the General Regulations apply, pupils must also abide by the other school notices and policies, full details of which can be accessed via the School's intranet. Pupils must additionally abide by the laws of the land at all times.

STANDARDS OF PERSONAL BEHAVIOUR

Alcohol: Pupils are forbidden from purchasing, possessing or consuming alcohol, going to licensed premises, and associating with anyone so doing. Any pupil breaching these rules should expect to be gated. Any pupil who is under the influence of alcohol in School or brings alcohol into School should expect to be temporarily excluded. Any pupil who drinks alcohol illicitly on a school trip should expect to return home and then be temporarily excluded.

Climbing: Climbing into, onto or out of buildings is forbidden.

Drugs and intoxicating substances: Pupils are forbidden from supplying, possessing or using controlled drugs or other products, whether legal or illegal, that generate an intoxicating or hallucinating effect, and associating with anyone so doing. Anyone supplying drugs to others or bringing drugs into School must expect to be permanently excluded.

Gambling: All forms of gambling (including via the internet) are forbidden.

Harmful Sexual Behaviours (HSBs): Pupils are forbidden from engaging in inappropriate sexual behaviours which may be harmful or abusive. Such behaviours will be reported on to the relevant authorities and actions taken as appropriate; the School may also award sanctions up to and including permanent exclusion.

Identification: Pupils are forbidden from supplying, procuring, possessing or using any form of identification that misrepresents the intended bearer's age or other personal details. School-issued identification must be carried at all times and must never be lent to others for use. If lost, pupils must notify their housemaster and matron, as well as Security, immediately.

Interactions: Pupils are forbidden from behaving in such a way that is bullying, abusive, insulting or discriminatory towards others and any conduct that goes against the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Any pupil breaching these rules should expect to be sanctioned against, up to and including permanent exclusion.

Personal property: Pupils are responsible for their own property. Pupils are also responsible for their own spaces, such as lockers and study bedrooms. If any illicit material is found on a person, in their property or in their spaces, then it will be assumed that it is their own.

Personal relations: Public displays of affection should be kept to a minimum. Sexual relations between pupils whilst at School are forbidden and will lead to permanent exclusion.

Plagiarism: Plagiarism and all forms of cheating and malpractice are forbidden.

Smoking, vaping and nicotine consumption: Pupils are forbidden from possessing tobacco products, smoking (including e-cigarettes) or vaping or consuming nicotine, and from associating with anyone so doing. Any pupil breaching these rules should expect to be gated. Pupils smoking or vaping in school buildings should expect to be temporarily excluded.

Tutoring pupils: Pupils are forbidden from providing tutoring, coaching, consultancy, or advisory services to any of those outside of the School community (including applicants) where such activity refers to the School, its admissions processes, internal practices, assessments, or curriculum materials. Such activities are prohibited unless authorised in writing by the School.

PROMOTING A POSITIVE SCHOOL ENVIRONMENT

Bags: Pupils should carry their bags with them or leave them in their own House. Bags may not be left outside either College Hall or Grant's Dining Room, and may not be left in Yard or in the entrance to Ashburnham House.

Bicycles, scooters and motor vehicles: Pupils who wish to cycle or ride to School and / or to Station should wear a cycling helmet on all such journeys and should maintain their cycles appropriately to ensure brakes and lights are fully functional. Driving a car or any other kind of motor vehicle to School is forbidden – including on Saturday mornings.

Bounds, Precincts and sanctioned routes: Bounds, as specifically defined in the relevant notice, broadly include the Westminster and Victoria areas; a map indicating Bounds appears on all House noticeboards.

Precincts include all school buildings, Dean's Yard, Little Dean's Yard, the Abbey, and the usual routes between school buildings within Bounds. During the school day, all businesses within Precincts remain out of bounds for members of the Lower School, with the exceptions of the cafés at the intersection of Great Peter Street and Marsham Street for those in Lower Shell and above, and the convenience stores on Monck Street and Marsham Street during lunch time for those in the Upper Shell; members of the Upper School may leave Precincts at morning break or lunch break, but must remain within Bounds.

Pupils should follow the approved routes to the Sports Centre, Vincent Square, Queen Mother Sports Centre (for swimming) and Dolphin Square Fitness Club (for squash).

Day rooms and boarders' study bedrooms: Day rooms are out of bounds to pupils from other Year Groups or other houses except with agreement from those present. Girls' bedrooms (and the corridors to them) are out of bounds to boys at all times. Boys' bedrooms are out of bounds to girls at all times. No pupil should be in a boarder's room or dormitory without both the boarder's presence and their explicit consent.

Dean's Yard and Green: Good conduct and decorum must prevail at all times both in and outside the School. Pupils should be alert to traffic and walk on the pavements around the perimeter of Dean's Yard. Green may only be used outside of lesson time for leisure: it may not be used as a shortcut to lessons or for picnics. Ball games may only be played on Green when the surface is playable.

Eating and drinking: Lunch is provided for all pupils. All Lower School pupils must attend school lunch. All boarders must attend dinner. Pupils may not bring food or beverages (other than a small bottle of water) into lessons. Different rules may apply to science laboratories. Chewing gum is forbidden in School.

Electrical equipment: Any item of personal electrical equipment brought into the School by a pupil should be approved by their matron prior to first use. Electrical appliances that are brought to School must be safe and meet all necessary legal requirements.

Environment: There should be no litter, nor loud noise, nor intemperate language.

Evening routines: After the school day has ended, day pupils are expected to leave site by 18h00 (13h30 on Saturdays) unless they have an additional commitment or have received permission to remain from their housemaster; all day pupils should have left site by 21h00 (18h00 on Saturdays).

Boarders and those day pupils who have a commitment or permission to remain are allowed out of Precincts, but must remain within Bounds and be back in School by 18h00 (Lower School) or 18h30 (Upper School). Boarders must attend school supper in College Hall which runs from 18h00 for Lower School and 18h30 for Upper School: day pupils who have a commitment or permission to remain are also welcome to attend supper.

Prep runs between 19h15 and 21h00: during this time, all pupils should be up House, Library (access to Library does not apply to Lower School pupils), MMC or at another approved activity: day pupils may not be up house except with permission from their housemaster. Pupils should remain in situ between 19h15 to 20h00 and 20h10 to 21h00. From 22h00, all boarders will be up House.

Exeat weekends: All pupils are expected to leave the Monastic Precincts by 16h30 on an exeat weekend.

Explosives, flammable substances, devices and weapons: Items that are able to be ignited and may burn quickly (including those that produce smoke), as well as devices that can be used (or appear capable of being used) to cause serious injury or to pose a threat to safety are forbidden from site.

Green: Green may only be used outside of lesson time for leisure: it may not be used as a shortcut to lessons or for picnics. Ball games may only be played on Green by pupils wearing trainers and only as long as the surface is playable.

Media: Pupils should not speak to the media about the School or any members of the School's community. Approaches from journalists should be referred to the Director of Marketing and Communications.

Mobile Computing Devices (MCDs): MCDs are to be labelled clearly. Care should be taken when using MCDs and headphones.

Mobile telephones are to be either secured in an allocated MCD locker before registration ends or dropped off in the house MCD drop-box after that time; devices will remain stored until the end of lessons (except for specific authorised reasons); thereafter, they may be collected and kept in the pupil's possession.

iPads may only be used for academic purposes. School-issued iPads will have School-approved Mobile Device Management software installed.

Online behaviours: All pupils must abide by the School's Acceptable Use of Computer Network by Pupils Policy and the Online Behaviours Policy. Video recordings and images may only be taken of either pupils or staff with their specific consent.

Private study periods (Upper School only): During private study periods (PSs), all pupils who are in School must either be in their own House, in a music practice room or up Library.

Punctuality, registration and timings: Pupils are expected to arrive at School and at all commitments in good time. All pupils must register up House by 08h40 from Monday to Friday and by 08h50 on Saturdays. On Station afternoons, all pupils must register up House at 13h15. On teaching afternoons, all pupils should use the thumbprint readers over lunch and be registered again at 14h00. Day pupils may remain on site until 21h00; however, once prep has commenced,

they should be up Library or at a School commitment, but not up house except with permission from their housemaster.

Remove privileges: Remove pupils without a timetabled activity may come to School later, registering by 09h30; similarly, they may leave prior to the end of the School day once they have finished their School commitments. Remove pupils may leave Precincts briefly during PSs. Boarders in the Remove may leave Precincts (but must remain within Bounds) between 21h00 and 22h00, with the permission of their Housemaster.

Security: Visitors to the School must not be invited in by pupils, except with permission from a member of staff: visitors can only be hosted by a member of staff.

Yard: Pupils in Yard are expected to be sensible and considerate at all times. Pupils may not loiter in Yard during lessons. Yard football may only be played after 17h00 on Mondays, Wednesdays and Fridays; after 16h00 on Tuesdays and Thursdays; and after 13h30 on Saturdays (excluding prep times). No music is to be played up Yard at any time.

Under Master
October 2026

REWARDS
The School takes pride in celebrating the success of its pupils and in communicating this success both to them and to their parents. This is done normatively by teachers, Tutors, Housemasters and others. In addition, there are a variety of more formal ways in which good work is marked and celebrated.

The School seeks to establish a culture in which praise and encouragement outweigh the frequency of punishment and admonition.

Digniora (Lower School only)
Dignioras are given for work or conduct which is either excellent in itself, or significantly better than a pupil's norm. The teacher records the Digniora online so that both Housemaster and Tutor are aware of the award. Those pupils who have received the most Dignioras at the end of term meet with the Head Master who awards them a book token.

Praebendum (Upper School only)
Praebendums are given for outstanding work or conduct. Teachers record them online so that Housemaster, Tutor and the relevant Head of Department are aware of the pupil's achievement. On collecting three Praebendums, the pupil will go to the Head Master who will give them a book token.

School Prizes
These are given for a range of successes, both academic and extra-curricular, usually at public occasions such as Latin Prayers and end-of-term assemblies.

Head Master's newsletter
Good news about individual pupils and cohorts of boys and girls are regularly communicated in the Head Master's termly newsletter to parents.

Parents will be automatically notified of rewards that are awarded.

SANCTIONS
Sanctions are necessary to promote positive behaviour, enshrined in the Expectations of Westminsters, and to enforce the rules, listed in the General Regulations. Particular consideration will be given to those pupils with Special Educational Needs and / or Disabilities (SEND), as well as those for whom English is an additional language (EAL) when considering behaviour, discipline and sanctions.

Supervised Study
In order to encourage work patterns that support learning, academic departments organise "surgeries" both to structure the approach to work and to help in case of academic need: it is considered to be primarily a supportive measure. On occasion, a pupil may also need help in developing better time-management skills or an opportunity to catch up more generally; to that end there is a system of Supervised Study, which is a constructive opportunity for pupils to catch up on work or to have their work monitored. The Housemaster will place a pupil in Supervised Study for a period of up to one week. The Deputy Head (Academic) will have oversight of this, monitoring those who may be given more than one Supervised Study.

Referral
A referral is issued when a teacher has dealt with a low-level issue: it is not considered to be admonitory. The teacher will have spoken with the pupil about the matter of concern: it is recorded online for the Housemaster and Tutor. Staff use the referral system as it is pivotal in collecting information that can help pinpoint where more support can be offered to an individual pupil.

Detention
This is used for more serious misdemeanours, particularly (but not exclusively) in the classroom. This will be recorded online so that Housemasters and Tutors can be informed. Detention is held on weekday afternoons between 16h45 and 18h00 under the supervision of one of the Housemasters, to whom the pupil will have to give some explanation of their behaviour. If a pupil is put into Detention three times in one term, Gating may follow at the Under Master's discretion. Pupils must attend in School uniform. Detention may only be rescheduled with the permission of the Housemaster.

Saturday Afternoon Punishment (SAP)
This is used for more major behavioural infractions and absences, and is reserved for the use of Housemasters and the Under Master, sometimes at the request of a member of staff. The detention takes place between 13h30 and 15h30 on Saturdays (or between 16h45 and 18h45 on Thursdays if a holiday). It must not be assumed that a School fixture or family arrangement will take precedence; the Under Master's permission to postpone SAP must always be sought well in advance. If a pupil is given SAP more than twice in one term, Gating may follow at the Under Master's discretion. Pupils must attend in School uniform.

Gating
This is used for the most serious infringements, and for repeat offences of other misdemeanours. The decision to Gate a pupil is taken by the Under Master or Director of the Lower School / the Deputy Head (Boarding and Upper School) in consultation with the Under Master. The standard length of Gating is one week, though there may be modification in the light of circumstances. Parents will be informed in writing. Gating begins with an appointment each morning at 08h30 with the Under Master or Director of the Lower School / the Deputy Head (Boarding and Upper School) in Singleton's. There is a detention each afternoon between 16h45 and 18h00 and on Saturdays between 13h30 and 15h30 (or between 16h45 and 18h45 on Thursdays if a holiday), supervised by the Duty Housemaster. The Head Master sees all Gatees in his study typically at 08h30 on the

Saturday during or closest to the period of Gating. Pupils must remain in School uniform and within the School Precincts throughout the period of Gating. Further misdemeanours during the Gating period will be treated very seriously. More than two full Gatings in the same term may lead to Temporary Exclusion, at the discretion of the Head Master in consultation with the Under Master.

Temporary Exclusion
This may be employed as a result of an infringement of one of the School Policies. It may also be used for a culmination of examples of poor behaviour, if it is believed that the pupil is unwilling to adhere to the School's regulations, for example after more than two Gatings in any one term. Temporary Exclusion is normally followed by a period of Gating. Temporary Exclusions are a matter for the Under Master and the Head Master.

Permanent Exclusion
Decisions to exclude a pupil from the School permanently are made by the Head Master. This sanction may be employed as a result of an infringement of one of the School policies. It may also be used for a culmination of examples of poor behaviour, if it is believed that the pupil is unwilling to adhere to the School's regulations, for example after more than two Gatings in any one term. Permanent exclusions are reported to the Chair of the Governing Body. The procedure for appealing against an exclusion is incorporated in the School's Permanent Exclusion Policy.

All School punishments are recorded. Each pupil's individual disciplinary record may be accessed by the pupil's Housemaster, the Director of the Lower School, the Deputy Head (Boarding and Upper School), the Under Master and the Head Master alone.

ROLES AND RESPONSIBILITIES

All members of staff have a responsibility to ensure that the School is a calm, safe and purposeful environment. It is expected that all members of staff will engage with pupils where appropriate in order to compliment good behaviour or to address malfeasance and admonish appropriately.

All members of the Common Room have a responsibility to maintain School discipline and to manage the behaviour and appearance of pupils. They must have realistic expectations of pupils' behaviour, and be prepared to talk through and engage with issues of behaviour before considering the application of sanctions. They are encouraged to ask for help from more senior and more experienced colleagues to resolve situations. They are authorised to apply sanctions as far as Detention.

Heads of Year will promote a consistency of approach amongst the Common Room in the award of rewards and sanctions.

Housemasters (and in their absence Resident Tutors / Assistant Housemasters) have responsibility for the safety and behaviour of pupils in their Houses. They are expected to maintain good House discipline, to help pupils develop self-discipline, and to encourage and reward effort and achievement in all spheres of School life. They will be the first and main point of contact with parents and staff about all aspects of a pupil's behaviour and development. They will be informed and consulted by all members of staff about issues involving pupils in their house. Additionally, they will make reference to rewards and sanctions in End of Term reports, where appropriate

The Under Master is responsible to the Head Master for managing all issues of discipline and behaviour within the School; in turn, the Under Master works closely with the Director of the Lower School and Deputy Head (Boarding and Upper School) in order to achieve this. The Under Master will review this and associated policies at regular intervals, using a behavioural audit to identify recurrent problems. He will promote the Code of Conduct to staff; he will promote the Behaviour, Rewards and Sanctions Policy to staff, pupils and parents. He will publish procedures in relation to sanctions and organise supervisory rotas. He will keep the Head Master informed of any significant issues of behaviour which arise, and he will deputise for the Head Master when necessary. He will ensure that induction procedures for House staff include reference to this policy and how it works.

The Head Master is responsible to the Governing Body for ensuring appropriate standards of discipline within the School, and for the promotion of positive behaviour. He will determine the main principles behind any behavioural policy and ensure that it does not conflict with other School policies. He will determine all issues of exclusion.

The Governing Body endorses the principles underlying the policy and require the Head Master to ensure appropriate standards of discipline within the School.