



Reddam House Berkshire
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BEHAVIOUR, REWARDS AND DISCIPLINE POLICY (Inc EYFS)

Reddam House Berkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Reddam House Berkshire.

Reviewed	September	2015	by	TJM
Next Review	January	2016	by	Liam Webster – Deputy Head

Contents

Introduction	4
Policy Aims	5
Code of Conduct	5
Community Rules	6
Rewarding Good Behaviour	7
Teaching and Learning-in relation to behaviour.....	7
Unexplained Absences- in relation to behaviour.....	7
The Rewards Systems	8
Reddam House Berkshire Colours	8
Junior School Academic Colours	8
Senior School Academic Colours.....	8
Credits and Merits.....	8
Junior School Credit awards.....	9
Middle School (Year 7-9).....	9
Senior School (10-13).....	9
Contraventions & Sanctions.....	10
Welfare Procedure	10
Suspensions, Dismissals and Exclusions.....	11
Sanctions.....	11
Behaviour	11
Appearance	12
Truancy.....	12
Victimization - Bullying	12
Vandalism.....	13
Theft.....	13
Communication/ internet and electronic devices	13
Pornography / inappropriate material.....	13
Alcohol and smoking tobacco	13
Drug use / mind- altering substances	14
Dangerous objects	14

Radicalisation	14
The Disciplinary Process.....	15
Physical Restraint	15
When Can Reasonable Force Be Used?	15
Following Up the Use of Force.....	16
Personal Searches	16
Managing Transition	16
Malicious Accusations against Staff Members	16

Behaviour, Rewards and Discipline Code

Introduction

This policy is intended to be a 'whole school policy' applicable to all pupils in the school from EYFS to the sixth form. Although many of the sanctions will, hopefully not need to be used in EYFS, the rewards system of colours and merits will be relevant..

Reddam House Berkshire (the School) aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the well-being of all of our pupils is central to their development.

We aim to provide a moral framework within which pupils may develop their own individual skills, whilst becoming courteous and tolerant citizens. We consider that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. Our community is fundamentally a happy one. We believe that good behaviour flourishes in a culture of high expectations, support and encouragement, with positive reinforcement of our ideals. We develop qualities of team-work and leadership through our extensive programme of extra-curricular activities, through life in our boarding community and through the culture of the School, in the sense of the way things are done on a day-to-day basis.

Reddam House Berkshire is an inclusive community. We welcome pupils from a variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take her or his place in the modern world. We believe it is important that in our community praise and encouragement are at the forefront of all we do.

Pupils are encouraged and expected to develop and maintain a strong personal integrity that is truthful, generous, courteous and considerate of the needs and feelings of others. They are expected to have a positive and purposeful attitude to their studies and school lives, and to their relationships with staff and other pupils.

The Deputy Head has overall responsibility for school disciplinary procedures, as directed by the Head of School. Classroom and academic discipline is largely the responsibility of individual teachers, while disciplinary matters outside the classroom and in boarding houses are overseen by the appropriate Head of House/ Matron. Serious disciplinary matters are referred to and dealt with immediately by the Deputy Head or the Head of School..

Reddam House Berkshire does not use or threaten the use of Corporal Punishment.

Policy Aims

The aims of this policy are:

- To highlight **all** that is best at the school, ensuring **all** pupils receive recognition within a culture that strives for excellence and is actively supported by pupils and staff
- To maintain order and good discipline throughout the school, overseen by the Head of School and SLT with the strong support of the governing body; **See the DfE paper *Behaviour and Discipline in Schools (2014)*.**
- to enable all members of the School community to be clear about the standards of behaviour expected and the appropriate responses to any lapses;
- to promote good behaviour and to ensure school policy is followed whenever a pupil displays unacceptable behaviour.
- To encourage timely action in the event that a Pupil's behaviour or performance proves to be unsatisfactory or unacceptable.
- to ensure fair and equal treatment of all Pupils and, so far as possible, that every pupil in this School is able to benefit from and make his or her full contribution to the life of the School, consistent always with the needs of the school community. This also applies to pupils with SEN and or disabilities. Reasonable adjustments are made for these pupils and is in line with the Equalities Act 2010.

Code of Conduct

The Reddam House philosophy is structured to create a sense of freedom within which individuality is encouraged, personal growth and self-confidence promoted and freedom of expression is encouraged. The extent of that freedom is defined by the Discipline Code ("the Code"), and the responsibility is placed on the Pupil to enjoy the freedom within the parameters of this Code. Reddam House offers an education without fear. The Discipline Code is a partnership between Reddam House, Parents and Pupils. This Code is applicable whilst Pupils and Parents are on Reddam House's premises, at School functions or on any occasion where they are identifiable as Reddam House Pupils or Parents.

The Code is to be read in conjunction with Reddam House Berkshire rules, policies and protocols and should be considered from the perspective of the core values and ethos of Reddam House. By accepting a place that may be offered by Reddam House, Parents and Pupils confirm that they have accepted and are bound by this Code, Reddam House rules, policies and protocols as well as the core values and ethos of Reddam House.

The Staff understand and are bound by the policies and shall apply them accordingly.

It is the responsibility of Parents to support Reddam House Berkshire in enforcing the Code. Parents are requested to communicate any concerns openly and constructively to the Head of School and to do so without lobbying other parents, other pupils, members of staff or outside parties until such time as all internal processes have been exhausted.

The code of conduct, which can be summarised as follows:

- We expect pupils to treat all staff- academic, boarding, administrative , catering, maintenance and other support staff - and each other with consideration and good manners and to respond positively to the opportunities and challenges of school life. They should follow the School's Rules and Regulations and other regulations, such as those set out for standards of dress, and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.
- Everyone has a right to feel secure and to be treated with respect at Reddam House Berkshire. Harassment and bullying will not be tolerated. Our Anti-bullying policy is available on request. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender or sexual orientation or physical disability or learning difficulty (this is further detailed in our Equal Opportunities Policy – available on request).
- We expect pupils to be ready to learn and to participate in School activities. Pupils should attend School and all lessons punctually. If pupils do not follow these procedures the school follow the actions detailed in the Missing School Pupil policy – available on request.
- All members of the community should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

Community Rules

Reddam House Berkshire aims to help every pupil to learn to take responsibility for her or his own actions and to recognise the importance of certain rules designed to protect both the individual and the community. The Rules and Regulations are founded on the principles of consideration for the health and safety and emotional and physical wellbeing of everyone. They apply to all age groups and at all times when the pupil is:

- at School;
- representing the School or wearing School uniform;
- travelling to and from School;
- associated with the School at any time.

The Rules and Regulations are set out on the intranet and may change from time to time. Pupils are expected to know and understand the rules and to read them through with their parents to whom they are communicated when a pupil joins the School. They may be amended from time to time and are reinforced at assemblies and on other appropriate occasions. Parents and Pupils will receive these in their information booklets at the start of every academic year and sign to say that they have read them.

Rewarding Good Behaviour

The School's culture and policies about behaviour are designed to encourage positive behaviour and self-discipline. Our aim is to reward and promote good behaviour. All staff celebrate pupils' successes, promote high standards of effort and behaviour and encourage pupil progress using both written and oral praise whenever possible. This system extends to cultural, sporting and House activities where social skills in particular are rewarded. School reports aim to constructively convey all a pupil's achievements to his or her parents.

Excellence in sports, drama and other news is posted regularly on our intranet through the weekly "Update" which is e-mailed to all parents. Many other achievements, both within School and beyond, are recognised publicly via the regular Head's assemblies (both Junior and Senior) and the three weekly Reddam Performance Assemblies. These might include effort or significant improvement or contribution in academic subjects, sport, art, music, drama or service to the School, as well as awards and certificates from external agencies. There is a "Colours" system for those who do well, or make a significant contribution, in any aspect of school life. The annual Speech Day also honours those who have had notable achievements in co-curricular activities.

Teaching and Learning-in relation to behaviour

Reddam House Berkshire aims to raise and support the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to behave responsibly in class, concentrate on their tasks, listen effectively and contribute well to discussion. Effort and application, in particular, are praised and, through the Credits and Colours systems, all pupils have the opportunity to be recognised for academic success.

Pupils who perform well in the regular reporting procedure are invited to participate in special events that will be organised through Academic Year Group Co-ordinators and leaders of Cultural and Sporting activities. The annual Speech Day celebrates academic achievements in a public manner.

Unexplained Absences- in relation to behaviour

We will always contact the parent and/or guardian on the first day of an unexplained absence in order to ascertain the reason for absence. Please note that it is the Board of Governors' policy usually not to allow absences for events such as a holiday to be taken during term and that, if it is necessary, permission must be sought from the Head for each specific absence.

The Rewards Systems

Reddam House Berkshire Colours

Reddam House supports, encourages and recognises our pupils' efforts and achievements in many ways. Our formal recognition is the awarding and wearing of "colours" on the recipient's blazer.

In the Junior School:

- Half colours are represented by a silver Primary scroll.
- Full colours are represented by the braiding on the front pocket of the school blazer accompanied by a gold Primary scroll.

In the Senior School:

- Team colours are represented by a bronze scroll.
- Half colours are represented by the braiding on the trim of the school blazer excluding pocket and cuffs accompanied with a silver scroll.
- Full colours are represented by the braiding on the entire trim of the school blazer including pocket and cuffs accompanied with a gold scroll.

Junior School Academic Colours

- Half Colours are awarded to any pupil who obtains an overall average for the year of 70% to 79.9% across English, Mathematics, Science.
- Full Colours for academic excellence are awarded to any pupil who obtains an overall average for the year of 80% or more across English, Mathematics, Science.

Senior School Academic Colours

Recognition of meritorious and outstanding performance across the school curriculum is based upon a pupil's overall Pupil Curriculum Index (SCI). This SCI is a weighted average of all subjects and is reflected as a percentage. It includes all marks attained by a pupil. Marks in each subject are weighted according to the time allocated to the subject.

- Half Colours are awarded to pupils who have achieved an excellent overall result.
 - in Years 7-11 an SCI between 70% and 79.9%
 - in Years 12-13 an SCI between 70% and 79.9%
- Full Colours are awarded to pupils who have achieved an outstanding overall result.
 - in Years 7-10 an SCI of at least 80%
 - in Years 11-12 an SCI of at least 80%

Credits and Merits

The Reddam House Berkshire Merit System has been designed to encourage pupils to strive for recognition and awards in the classroom. It provides teachers with the opportunity to acknowledge the work and contributions made by a pupil to the Reddam community. This applies to pupils in boarding situations as well as in the classroom or on the playing field. The number of merits issued will appear on all School reports.

The Merit system is not linked in any way to the Discipline Code of the school.

Junior School Credit awards:- are distributed to pupils in recognition of efforts and achievements within the school community. These are written into the pupil's award book by teachers. Credit award recipients are named at weekly assemblies.

- 4 credit awards = Merit Award 1
- 8 credit awards = Super Award 1
- 12 credit awards = Headmistress' Award
- 16 credit awards = Merit Award 2
- 20 credit awards = Super Award 2
- 24 credit awards = Headmistress' Honour Award

Parents are invited to an assembly for the presentation of the Headmistress' Honour Award where the pupil receives a patch to be sewn onto the blazer.

Middle School (Year 7-9): - Each pupil receives a Mini-Merit Sheet at the start of each year. Pupils strive to attain 12 mini-merits to fill their Mini-Merit Sheet.

- Completed merit sheets are handed to reception.
- Once processed, the original merit sheet is returned to the pupil.
- A Merit Certificate is awarded to every pupil who completes a Mini Merit Sheet.

Pupils may begin completing another mini merit sheet immediately after they have completed the first. Pupils who collect the most number of Merits each term will be eligible for nominated prizes.

Teachers have the discretion to issue a Mini-Merit for a variety of reasons. Pupils receiving a mini-merit must have shown a level of commitment that corresponds to:

- An exceptional piece of work
- At least 1 hour of rigorous effort and/or assistance in the classroom
- Behaviour that has a positive influence on the Reddam community

Teachers should avoid awarding more than three Mini-Merits per class. A Mini-merit is awarded by filling in the blank square (subject / date / signature) and stamping the square with a Mini-Merit Stamp.

Senior School (10-13) - Merit Certificates are awarded to pupils at the discretion of Senior School teachers.

Procedure:-

- Teachers e-mail the School receptionist with details of the Merit to be awarded.
- The Receptionist will generate a certificate and place the certificate in the teacher's pigeon hole ready to be presented in class.

Contraventions & Sanctions

Any behaviour which contravenes the Discipline Code will result in the awarding of Demerit Points. Demerit points are issued according to the Infringement Calculation Notice located at the end of this document.

- A pupil who accumulates 10 or 11 demerits in one year will be suspended from school for one week. Upon their return these points remain in force until the end of the calendar year.
- Any pupil who accumulates 12 demerits in one calendar year will be dismissed from the school.
- Any offence(s) that results in a pupil accumulating 12 or more demerits, without a suspension period taking place, will result in immediate dismissal without one week's suspension.

Under no circumstances is corporal punishment permitted at the school, nor does the school threaten or condone corporal punishment carried out beyond the school, including in the home.

Welfare Procedure

When necessary, throughout the year, The Head of School, Year Co-ordinators and Tutor teachers will speak to "pupils at risk" about their Discipline Record. The following Formal Discipline Code Meetings will also take place.

Demerit Points	Formal Discipline Code Meetings / Procedure
4	Year Coordinator contacts Parent by phone / Each Demerit point discussed / Strategies put into place to avoid repeat infringements. Year Coordinator interviews student / Each Demerit point discussed / Strategies put into place to avoid repeat infringements.
8	Principal interviews Student and parent / Each Demerit point discussed / Strategies put into place to avoid repeat infringements.
10	Principal interviews Student and parent / Suspension / Each Demerit point discussed / Strategies put into place to avoid repeat infringements.
12	Principal interviews Student and parent / Dismissal

Suspensions, Dismissals and Exclusions

A pupil will be suspended for one week from Reddam House Berkshire on receipt of 10 Demerit Points in any calendar year. Upon returning to school should the pupil accumulate a net total of 12 Demerit points in the remaining months of the calendar year they will be permanently excluded.

The Principal has the right, in consultation with Reddam House Governors, to suspend or dismiss a child from the school immediately should an offence warrant such action. In the event that a pupil is dismissed from one Reddam School this will result in the exclusion of that pupil from any other Reddam School.

Demerits Points from previous years are cancelled at the beginning of each year. Each pupil starts each "new year" with a "clean slate".

Sanctions

All sanctions will be recorded and kept in a record by Liam Webster the Deputy Head. This record will be subject to a regular review by the Governing Board and will form a standing item in the Governing Board's Agenda.

A record of all suspensions and exclusions will be kept by the Deputy Head and a summary of those actions will be published, as part of the information, on the school website. This record will also be subject to Governor review annually.

Behaviour

Reddam House expect Pupils to:

- be courteous and well-mannered at all times;
- greet teachers and visitors;
- respect teachers, fellow pupils and the wider community;
- complete all homework and prepare adequately for tests and exams;
- refrain from the use of foul language;
- pay sufficient attention in class, not to disrupt the school routine and/or stop or interfere with the learning of other Pupils;
- be punctual at all times;
- refrain from unruly behaviour, rough play and/or fighting;
- behave in an appropriate manner;
- conform to the Information Technology and Sports Discipline Codes.

Contravention of any of the above may lead to the issue of demerits

Appearance

Personal pride is reflected in the Pupil's behaviour, attitudes and attire.

- Every Pupil from Year 4 to Year11 must wear the official school blazer, as and when required by Reddam House.
- Pupils are required to dress in accordance with the uniform stipulated and may not remodel or deface the uniform in any way.
- Boys must be clean-shaven.
- Pupils may not wear excessive or overtly obvious make-up.
- Hair must be neat, tidy, appropriately styled and must be the pupil's natural hair colour. Female Pupils are required to tie their hair up (where applicable) and use appropriate school style hair accessories. Male Pupils are required to keep their hair cut as required by Reddam House.
- No jewellery other than one earring (sleeper or stud) per lower earlobe may be worn by female Pupils.
- Male Pupils are not allowed to wear jewellery.

Contravention of any of the above may lead to the issue of demerits

Truancy

- Absence from school or lessons without valid permission is not tolerated.

The above will lead to the issue of demerits

Victimization - Bullying

- A vital aspect of our philosophy is the principle of mutual respect and dignity.
- Within this framework we will not tolerate any form of discrimination regarding:

- | | |
|-----------------------|---------------------------|
| • Gender | • Ethnic or Social origin |
| • Disability | • Sexual orientation |
| • Race | • Culture |
| • Religion | • Colour |
| • Physical appearance | |

In addition, we will not tolerate any form of:

- | | |
|---------------------------------|------------------|
| • Intimidation | • Verbal abuse |
| • Fighting, assault or bullying | • Initiation |
| • Sexual harassment | • Abuse of staff |

Please refer to the Reddam House Berkshire Anti-Bullying Policy.

Any of the above may lead to multiple demerits or permanent exclusion and/or counselling intended to increase the Pupil's awareness of respecting human rights.

Vandalism

This includes the defacing or damaging of Reddam House property and/or private property. Any vandalism will be charged to the perpetrator's account. **Prosecution and a possible criminal record may follow.**

The above may lead to the issue of demerits and/or permanent exclusion

Theft

Theft is a criminal offence and any Pupils found to be involved in, or an accomplice to, an act of theft, will be severely disciplined.

The above may lead to the issue of demerits and/or permanent exclusion

Communication/ internet and electronic devices

- Any form of communication (in or out of school) which brings the name of Reddam House into disrepute will not be tolerated. No person may access, share, edit or produce material which defames Reddam House, any of its employees or any pupil in Reddam House. This includes electronic communication, social networks, text, graphics, photographs, video or sound or any other media.
- Use of Reddam House Berkshire Network and Internet Access are to be used for teaching and education and it is therefore deemed that no account on the Reddam House network is private.
- Pupils are expected to access only those Internet sites which conform to normal legal and moral standards and which are deemed to be acceptable according to the ethos of Reddam House Berkshire.
- All pupils are bound by the code outlined in the Reddam House Information Technology Use Policy.
 - No mobile phones, iPods or other electronic devices are permitted up to Year Five in the Junior School.
 - Pupils may not switch mobile phones on during lessons.
 - No mobile phones or iPods or other electronic devices will be allowed into tests and examinations unless it is an examination requirement.

Any contravention of the above may lead to the issue of demerits and/or permanent exclusion and/or confiscation of the electronic device for a period to be determined by Reddam House

Pornography / inappropriate material

Pupils accessing or in possession of inappropriate material whether accessed through the Internet, cellular phones or any other manner is unacceptable. **Prosecution and a possible criminal record may follow.**

The above may lead to the issue of demerits and/or permanent exclusion

Alcohol and smoking tobacco

- Smoking tobacco and/or drinking alcohol by Pupils will not be tolerated.
- If a Pupil is found to be using (which includes testing positive for alcohol), purchasing, distributing and/or in possession of, or an accomplice to, smoking tobacco or drinking alcohol he/she **may be subject to the demerit system and/or be permanently excluded.**

Drug use / mind- altering substances

- Reddam House will not tolerate any association with drug use or the use of mind-altering substances.
- In the interest of safeguarding all Pupils against possible drug possession and/or mind- altering substance possession and/or use, random searching and/or testing on suspicion of possession and/or use may be conducted by the Head of School or his/her delegated authority. The tests are for the Parents' account.
- Any Pupil found to be in possession of and/or distributing and/or purchasing and/or using drugs/mind-altering substances or tests positive for the use of drugs/mind-altering substances or anyone who is an accomplice to those in possession of and/or distributing and/or purchasing and/or using drugs/mind altering substances **may be permanently excluded. Prosecution and a possible criminal record may follow.**

Dangerous objects

- No Pupil may be in possession of a dangerous object, firecracker or any item that can cause bodily injury.
- In the interest of safeguarding all Pupils against dangerous objects, random searching on suspicion of possession may be conducted. **(See Reddam House Statement of Boarding Principles for Guidelines on Searches)**
- Any Pupil found to be in possession of a dangerous object, firecrackers or items that may cause bodily injury on Reddam House property, will be severely dealt with. **Prosecution and a possible criminal record may follow.**

Radicalisation

- The Counter-Terrorism and Security Act, 2015, places a duty on Reddam House to prevent people from being drawn into terrorism (“the Prevent duty”). Any form of Radicalisation is therefore forbidden.

The above will be reported to the police immediately.

The Disciplinary Process

When the Discipline Code is alleged to have been transgressed, the matter may be reported to any or all of the following:

- Class Teacher
- Tutor Teacher
- Academic Year Group Co-ordinator
- Director of Teaching & Learning or member of the SLT
- Deputy Head of School
- Head of School

In the event of reported transgressions warranting the award of Demerit/s, after investigating and confirming the alleged transgression, any of the persons referred to above shall consult with the Head of School or Deputy Head before making such awards.

Pupils may be suspended for one week from Reddam House Berkshire by the Head of School/Headmistress on receipt of ten Demerits in a calendar year. The Head of School shall, in every case where a Pupil has received ten Demerits in a calendar year, review the matter and arrange meetings with the affected Pupil/s and the Parent/s. In the event that the Head of School reaches the conclusion that suspension is the appropriate sanction, there will be no refund of school fees and the Pupil will assume responsibility for the missed school work. After returning to school any subsequent infringement of this Code may lead to the permanent exclusion of that Pupil after a Disciplinary Hearing.

Reddam House reserves the right to impose alternative sanctions other than that of suspension of a Pupil at the discretion of the Head of School and notwithstanding that there has been no accumulation of Demerits. Such discretionary sanctions include the removal of a Pupil from a leadership position, to refuse a Pupil re-entry in the next academic year, monetary compensation in respect of replacement value in instances of damage to property, theft etc., a written warning, community service on or off Reddam House premises, police or other community-sector intervention, a ban on the Pupil to represent Reddam House in future academic, cultural, sporting or other events, a declaration of ineligibility of the Pupil to obtain or retain awards and/or colours, a declaration of ineligibility of the Pupil to retain a scholarship or Finance Department, a declaration of ineligibility of the Pupil to be part of the Junior or Senior Executive, suspension from school activities or a selection thereof (which includes suspension from academic activities).

In matters involving Serious Misconduct a Disciplinary Hearing will be pursued once Reddam House has decided that a complaint against a Pupil of Serious Misconduct needs to be investigated by Reddam House and if found guilty, could lead to the permanent exclusion of such Pupil.

Physical Restraint

Under certain circumstances it may be necessary to employ physical restraint on a pupil. Full guidance on this course of action can be found in the **Reddam House Restraint Policy 2015**.

When Can Reasonable Force Be Used?

- Reasonable force can be used to control or restrain pupils in situations, to prevent students from hurting themselves or others, from damaging property, or from causing disorder.

- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used:
 - To remove disruptive students from the classroom where they have refused an instruction to do so.
 - To prevent a student behaving in a way that disrupts a School event or a School trip or visit.
 - To prevent a student leaving a classroom where allowing the student to leave would risk their safety or lead behaviour that disrupts the behaviour of others.
 - To prevent a student from attacking a member of staff or another student, or to stop a fight; and
 - To restrain a student at risk of harming themselves through physical outbursts.
- As mentioned before, reasonable force should only be used after other methods have been tried to resolve the situation and a warning has been given to the student.
- Force can never be used as a punishment – it is always unlawful to use force for such a purpose.

Following Up the Use of Force

- All incidents in which force has had to be used should be reported immediately to Deputy Head who will report such incidents to the Headmaster. A record of all incidents will be kept in a log (see Annex A attached)
- The School will also communicate with parents should an incident occur that has required the use of force.
- Relevant parents of pupils in the EYFS will be informed of any such event the same day or as soon as reasonably practicable.

Personal Searches

In situations of theft or where storage of prohibited substances is suspected it may become necessary to carry out a search of a person or personal property. In such cases the procedure would be that laid out in the **Reddam House Statement of Boarding Principles** for Guidelines on Searches.

Managing Transition

Pupils moving from one stage of education to another, either within this school or from another school, need to be given appropriate guidance on the rules, rewards and sanctions. This will be done in sessions with their tutors, PHSE lessons and by providing them with a 'buddy' for the early stages of their career at Reddam House Berkshire.

Malicious Accusations against Staff Members

Pupils that are found to have made malicious allegations are likely to have breached school behaviour policies. The school should therefore consider whether to apply an appropriate sanction, **which could include temporary or permanent exclusion** (as well as referral to the police if there are grounds for believing a criminal offence may have been committed). Please refer to the section on Malicious accusations in the Safeguarding Policy.