

Behaviour Policy Prep School and Senior School Policy including Boarding

There is a separate EYFS Behaviour Management Policy.

This policy should be read in conjunction with the school's:

- *Anti-Bullying Policy*
- *Safeguarding and Child Protection Policy*
- *Exclusions Policy*
- *Searching and Confiscation Policy*
- *Complaints Procedure*
- *EYFS Behaviour Management Policy*
- *Digital, Technology and Online Safety Policy*

Introduction

As a Quaker school our culture is to encourage personal responsibility and self-discipline, showing respect for all, regardless of their status within the community. Our pupils are encouraged to be sensitive to others and where possible, peacemakers. All members of the community are expected to act responsibly, show courtesy and think about other people. An important part of the Quaker contribution to the spiritual life of the children is that through the silence of Meeting for Worship, they have time for reflection on their behaviour and actions. The belief that we should have respect for the individual and that every individual has a responsibility for their own behaviour is at the heart of this policy.

The school understands its duties under the Equality Act 2010, including issues related to pupils with special educational needs/disabilities and will actively consider reasonable adjustments before, during and after an incident.

Staff Responsibilities

Staff are expected to maintain the highest standards of professionalism always, which will foster and inspire good pupil behaviour and work ethos throughout the school. Staff should know the school's policies on pupil behaviour and insist on high standards of work and behaviour from pupils. Staff must challenge inappropriate behaviours between pupils, many of which are listed at Appendix I of the Safeguarding and Child Protection Policy, that are abusive in nature and maintain a zero-tolerance approach to abuse. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "girls being girls" and "boys being boys" in Prep school can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse, leading to children accepting it as normal and not coming forward to report it.

When there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm due to a bullying incident, or abuse the incident will be treated as a child protection concern.

Incidents of behaviour concerns are recorded on Well Being Manager.

Pupil Responsibilities

At all times, pupils are expected to act responsibly, courteously and considerately to everybody. They are expected to exercise self-discipline and self-respect, showing respect to all, regardless of their status. It follows that courtesy is paramount just as much in minor as in major matters. Pupils are expected to do their best to contribute to a positive learning environment and allow others to do the same.

Date of Review: September 2026

Date of Next Review: September 2027

Reviewer: Deputy Head (Senior School) & Head of Prep School

A conventional range of sanctions is available if needed, including loss of privileges, detention, report card, letter home or in more serious cases, temporary or permanent exclusion. The extent to which they are used, and the type of action taken will vary according to the circumstances. Disciplinary action will be considered where the school determines that a pupil knowingly fabricated an allegation with malicious intent. A framework is necessary if everyone is to be supported and allowed to develop in a secure community. In such an environment, pupils can grow into balanced individuals, respecting and caring for others and recognising their responsibilities as members of the community. Pupils in the Prep School are expected to follow the Prep Expectations which are displayed around the School.

Child on Child Abuse

Systems for children confidently reporting abuse, are well promoted, easily understood and easily accessible. These are displayed on posters in the Prep School foyer area and Senior School safeguarding boards. Through PSHE lessons and Form times, children are reminded that they can approach trusted adults in school to share concerns. Children should know that their concerns will be treated seriously.

Measures to prevent cyber bullying, prejudice based, and discriminatory bullying are in the Anti-Bullying Policy. Opportunities to incorporate an understanding of SMSC issues is embedded throughout the curriculum and the ICT curriculum includes teaching about how pupils can stay safe online.

Liaising with Parents and Other Agencies

The school liaises closely with parents and guardians on behavioural matters. Some behaviour matters may necessitate intervention and liaison with other external agencies such as a Counsellor, GPs, CAMHS and York City Council Early Years Team and/or Safeguarding Board. The school keeps records of communication with parents and external agencies as appropriate.

Managing Pupils' Transition

Pupil files are kept on ISAMS. A full pastoral and academic handover between Prep and Senior School occurs annually when the Year 6 teacher and/or Head of Prep discusses individual pupils with the Head of Year 7 and Boarding staff where applicable. These discussions also include any concerns regarding behaviour of pupils who have been victims of other pupils' misbehaviour. This close liaison also takes place between class teachers and Heads of Year as pupils join and progress up the school. When a pupil joins The Mount, with a request for information about any safeguarding, behaviour or wellbeing issues is sent to the previous school. When a pupil leaves the Mount, the school supports the child and family by making every effort to identify suitable alternative schooling and aid transition.

Searching, Screening and Confiscation

If a pupil is suspected of carrying an item which is prohibited by the school, staff can conduct a search and if an item is found, this can then be confiscated. Searches will be undertaken only by authorised staff and in accordance with the school's Searching and Confiscation Policy and current DfE guidance. Before any search, staff will consider the pupil's welfare, communication needs, SEND and other vulnerabilities and whether the concern should be referred to the DSL or police. Searches will be conducted with appropriate regard for dignity, privacy and safeguarding. The reason, conduct, outcome and disposal or return of any item will be recorded, and parents will normally be informed in accordance with applicable guidance

Rewards

At The Mount School we lay particular emphasis on having a recognised informal culture of praise. Pupils are rewarded for positive behaviour and good conduct in different forms including House Points on ClassCharts

(Senior School), Class Dojo (Prep School), weekly and termly celebration assemblies and Colours. Praise and positive feedback are given to individuals and groups in private and/or public as appropriate.

The school has a House System that is used to generate healthy competition through Sports events and other House based activities. House Captains lead the pupils in each House and senior school staff are also allocated to a House. There is a House Point system which awards House Points to individual pupils for personal and collective achievements both in lessons and in wider school life. The emphasis is on awarding House Points for personal attributes, effort and achievement rather than simply academic performance, these are directly linked to the school values. In Prep School, House points are collected and rewards given half termly and a Whole School House Point Victory trophy is awarded to the winning House at the end of each academic year.

In the Prep School, 'Golden Tickets' are awarded to individuals in a weekly assembly. A record of those children is kept. Other individual and class rewards are given as appropriate to different year groups and there are also opportunities for greater responsibility and privileges, as the pupils progress through both the Prep School and Senior School.

Pupil success is also celebrated within the school community by posting examples of achievements on the website, by communication with parents and praise from staff.

Sanctions

We recognise that rewarding positive behaviour is better than imposing a sanction and most pupils never need sanctions. However, the school will reflect on behaviour and implement sanctions where necessary. Any afterschool detentions will be organised with 24h notice to parents or boarding staff. Where break or lunchtime detentions are used we will ensure sufficient opportunity for rest, movement, food and toilet access based on the needs of the pupil.

The school does not use or threaten to use any form of corporal punishment.

Reasonable Force

Staff may use reasonable force only where it is lawful, necessary and proportionate. Wherever practicable, staff will first use prevention, deescalation and other less restrictive measures. Staff must take account of the pupil's age, communication needs, disability, medical needs and known vulnerabilities. Significant incidents will be recorded promptly, reported to the Head and parents, and reviewed to identify safeguarding concerns, support needs and measures that may prevent recurrence. For further information please read 'Physical Intervention/Restraint' policy and 'EYFS Behaviour Management Policy'

Phones

The Mount School is a phone free school. It is recognised that pupils may need to use mobile phones travelling to and from school. Within school, phones from year 7 – 11 pupils will be collected by form teachers. They will be kept in the school office and can be collected as pupils leave school from the member of staff on duty. Pupils in College are expected to keep phones in their personal studies and they should not be used during the day unless permission has been given by the Head of College or College Tutor team for a specific reason. Under these circumstances, phones should only be used within the College area. In some exceptional circumstances it may be necessary to make an exception to these rules, for example, monitoring glucose levels on a mobile phone. In which case, a separate appropriate usage agreement for a mobile phone will be agreed by pupils, parents and the school. Smart Watches and Smart Glasses are not to be brought to school. In some circumstances it may be necessary to make an exception to the rule on Smart Watches for medical reasons.

Reporting and Recording

Behaviour concerns are recorded on wellbeing manager. Pupils voice is actively sort and listened to within any actions taken. When decisions are made about sanctions intent, impact, context and previous incidents as well as SEND, disability, communication needs, mental health, trauma and reasonable adjustments. Where it is felt necessary this may run alongside a safeguarding response. Any sanction will be at least agreed with the Deputy Head or Head of Prep school who will record the level of sanction on wellbeing manager. Where a sanction may involve a sanction of internal suspension or more serieus sanction this will be agreed with the Head.

Examples of Unacceptable Behaviour and Possible Sanctions

The following list does not aim to cover every example of unacceptable behaviour so should be regarded as a supplement to the guiding principle that sanctions will always be appropriate to the specific instance of unacceptable behaviour or the overall pattern of behaviour.

SENIOR SCHOOL		PREP SCHOOL	
Examples of possible misconduct	A range of possible sanctions	Examples of possible misconduct	A range of possible sanctions
A - Missed or late homework - Poor attitude to classwork or homework - Poor behaviour or attitude at any time - Distracting others - Talking in class - Dropping litter - Chewing gum - Lateness to lessons or activities - Misuse of electronic equipment - Having a mobile telephone visible to a member of staff during the school day	- Talking privately with a pupil - Separation from those with whom they are behaving inappropriately - Verbal reprimand - Rectifying and make good any damage they have caused - Removal of mobile phone - Inform parents/other staff of minor offences	A - Not listening - Not following instructions - Inappropriate language (not swearing) - Wasting time during transitions - Off task behaviour - Interrupting/calling out - Disrespecting property - Not lining up correctly - Running around school - Lateness to lessons or activities - Breaking class rules - Name calling and answering back - Rough play/play fighting - Invading other children's physical space - Misuse of iPads	- Verbal reminder and redirection - A verbal reprimand and reminder of the expectations of behaviour - Warning - Discussion with class teacher or teaching assistant about the consequences of their behaviour and how to avoid such situations in the future - Minutes off break in class
B - Persistent repetition of level A behaviour - Repeated lateness - Inappropriate physical behaviour - Being off the premises without permission - Inappropriate language - Defiance - Lack of respect for other pupils and staff - Persistent low-level disruption in class	- Loss of privileges - Issuing a lunchtime detention or loss of - free/playtime - Discussing the consequences of their behaviour and how to avoid such situations in the future (with the relevant Head of School/member of the Senior Leadership Team) - Issuing a report card (may also be used as a support mechanism)	B - Persistent repetition of level A behaviour - Ignoring staff instructions - Telling lies - Deliberate defiance - Refusing to take consequences - Deliberately damaging another child's work - Disrespectful speech and actions - Hurting other children on purpose	- Removal from class or playground - Minutes off break supervised by Head of Prep or Deputy (Sport) - Loss of class privileges - Setting of written tasks such as an account of their behaviour, apology - Suspension from some After School Activities

- Swearing at another pupil - Graffiti - Inappropriate use of social media - Use of mobile telephone during the school day (repeated offence)	- Parental discussion and letter home - Formal note on pupil's file	- Swearing/using offensive language - Inappropriate physical contact - Leaving class without permission	- Discussing the consequences of their behaviour and how to avoid such situations in the future (with the Head of Prep or Deputy, Sport) - Communication and discussion between parent & class teacher - Communication with parent & Head of Prep or Deputy (Sport) - Issuing a report card (may also be used as a support mechanism) - Note made on Well-being Manager
C - Persistent repetition of level B behaviour - Refusing to comply with the instructions of a member of staff - Truancy - Deception - Absenting a lesson - Failure to attend a lunchtime detention - Bullying of any kind - Continual inappropriate use of social media - Use of mobile telephone during the School day – 3 or more times	- After school detention (Senior School) until 6.00pm - Letter home to parents - Parents invited into school to meet with relevant member of the Senior Leadership Team - Loss of privileges - Formal note on pupil file - Internal suspension - External suspension	C - Persistent repetition of level B behaviour - Bullying - Threatening other children - Physical or verbal aggression directed towards another child - Racist incident (or other protected characteristic) - Leaving school without permission - Kicking, punching, thumping (etc) objects around school - Damaging property - Breaking Health and Safety rules	- Suspension from agreed After School Activities - Letter home to parents - Parents invited into school to meet with Head of Prep School or relevant members of SLT - Formal note on pupil file - Internal suspension - External suspension
D - Persistent repetition of levels above - Swearing at a member of staff - Serious actual or threatened violence	- Gating for specified period - Internal suspension - External suspension	D - Persistent repetition of levels above - Swearing/using offensive language to a member of staff	- Internal suspension - External suspension

• Theft • Smoking or drinking on school premises • Persistent/continual bullying • Verbal abuse • Physical assault • Carrying an offensive weapon • Vandalism • Racial or homophobic harassment • Any behaviour that is likely to bring the school into disrepute • 'Hot-spotting' to avoid wifi restrictions • Unauthorised access to staff/guest wifi	• Permanent exclusion may be considered in extreme one-off cases	• Serious actual or threatened violence • Significant acts of violence • Theft • Serious/continued bullying incidents • Use of object/weapons to hurt others • Vandalism • Racial (or other protected characteristic) harassment • Any behaviour that is likely to bring the school into disrepute	• Permanent exclusion may be considered in extreme one-off cases
E • Persistent repetition of levels above • Supplying any illegal drug • Drug or substance related abuse • Physical assault with intent to harm • Arson	• Permanent exclusion	E • Persistent repetition of levels above • Supplying any illegal drug • Drug or substance related abuse • Physical assault with intent to harm • Arson	• Permanent exclusion

Examples of Unacceptable Behaviour (within boarding time) and Possible Sanctions:

The following list does not aim to cover every example of unacceptable behaviour so should be regarded as a supplement to the guiding principle that sanctions will always be appropriate to the specific instance of unacceptable behaviour or the overall pattern of behaviour.

Level	Examples of possible misconduct in boarding time	A range of possible sanctions
A	• Noise after lights-out • Untidy bedroom or communal space • Late returning to house after activities • Not completing house duties (tidying, kitchen rota etc.) • Forgetting sign-in/sign-out procedures • Phone or device use outside permitted times • Minor disruption in the boarding house • Being in another student's room after permitted hours	• Verbal warning from boarding staff (privately) • Required to correct the issue (tidy room, clean area etc.) • Earlier lights-out for a night • Temporary removal of phone/device for the evening • Additional house duty
B	• Repeated Level A behaviour • Ignoring boarding staff instructions • Persistent noise or disruption at night • Going into another boarding area without permission • Missing curfew or returning late from town leave	• Loss of evening privileges (one night) • Loss of town leave or weekend leave (one night) • Confiscation of phone/devices for a set period • Assigned extra duties in the boarding house • Formal warning recorded by boarding staff • Discussion with Head of Boarding • Behaviour contract or monitoring
C	• Leaving the boarding house or school grounds without permission • Repeated curfew breaches • Bullying or intimidation within the boarding house • Refusing to follow instructions from boarding staff • Sneaking out after lights-out • Persistent disruption affecting other boarders' sleep	• Gating to the boarding house (restricted movement) (2+ nights) • Loss of weekend leave • Formal meeting with Head of Boarding • Parents informed • Behaviour contract or monitoring
D	• Alcohol, smoking, or vaping in the boarding house • Physical aggression towards another boarder • Theft from another boarder or house area • Vandalism in dormitories or communal spaces • Harassment, discriminatory behaviour, or serious bullying • Circumventing school internet restrictions (e.g., hotspotting)	• Gating for specified period • Internal suspension • External suspension • Permanent exclusion may be considered in extreme one-off cases
E	• Supplying or possessing illegal drugs in the boarding house • Severe physical assault • Arson or deliberate major damage to the boarding house • Repeated extreme misconduct after prior sanctions	• Permanent exclusion may be considered in extreme cases

Note:

If there are any prior concerns about a pupil's behaviour in school, the school reserves the right to decline to take the pupil on a school trip.

Internal Suspension/External Suspension/Permanent Exclusion

The Head is the only one who can authorise suspensions and/or exclusions and will be involved in the interviews and discussions with pupils and parents. In the case of a permanent exclusion, the Clerk of the school Committee (Chair of Governors) will be informed and consulted before any pupil is permanently excluded.

A sanction must give a message to the pupil concerned and the rest of the school community. A suspension is used when that message must be heard strongly and clearly. Sometimes the misbehaviour is individual and so no public announcement is made.

Internal Suspension

The likely duration will be between 1 and 3 days. The pupil will be in a room working on their own under supervision. Work will be set for them from their regular lessons and the Head of Year will co-ordinate. They will have a different lunch and break to their peers.

External Suspension

Parents will be contacted as the misbehaviour is investigated and the pupil will be required to stay at home (or with a guardian) for between 1 and 3 days. Parents will be asked to meet with the Head before the pupil is readmitted to school at the end of the external suspension.

See the separate 'Exclusions Policy' for further details about the exclusion process and holding an appeal hearing.

Appendix I: Pupil Code of Conduct Senior School

The Mount School Pupil Code of Conduct

At The Mount, we follow Quaker Values which are embedded in the school values:

Respect and value every individual.
Help everyone flourish in a calm and caring community.
Strive for personal excellence.
Think and live adventurously.
Make a positive contribution to our changing world.

As a Mount pupil, I will:

Show respect and equality

- Treat everyone with kindness, courtesy and fairness.
- Respect other people's identities, beliefs, abilities, property, personal space and boundaries.
- Use polite language and follow staff instructions.
- Never bully, threaten, harass, discriminate against or deliberately hurt anyone.
- Tell a trusted adult if I see or experience unsafe or unkind behaviour.

Support learning and personal excellence

- Arrive on time, prepared and ready to learn.
- Complete my work to the best of my ability.
- Listen, participate and allow others to learn.
- Move calmly and promptly around school.
- Accept challenges, learn from mistakes and seek help when I need it.

Promote peace and safety

- Behave calmly and resolve disagreements peacefully.
- Follow health and safety rules and avoid rough play, play fighting and dangerous behaviour.
- Remain in authorised areas and never leave a lesson or the school site without permission.
- Never bring dangerous, prohibited or illegal items or substances into school.

Follow break and lunchtime expectations

- Go outside at break and lunchtime unless staff direct otherwise.
- During wet weather, stay in my own form room and behave calmly.
- Keep form rooms tidy and respect their furniture and displays.
- Not enter other form rooms or areas of the school without permission from my Head of Year or another authorised member of staff.

Care for our community and environment

- Look after school property and other people's belongings.
- Put litter in bins and help keep the school clean.
- Avoid waste and make sustainable choices where possible.
- Be honest about accidents or mistakes and help put things right.
- Use my actions and ideas to make a positive difference.

Use technology responsibly

- Not use phones or personal technology on the school site before, during or after school unless directed or given permission by a member of staff.
- Use school technology only when instructed and for the agreed purpose.
- Communicate respectfully online.
- Never use technology to bully, harm or embarrass anyone.
- Never bypass school internet controls or access networks or accounts without permission.
- Report unsafe or inappropriate online behaviour to a trusted adult.

Mobile phones

The Mount is a phone-free school.

- Pupils in Years 7–11 must hand phones to their form teacher. Phones are kept in the school office until pupils leave.
- College pupils must keep phones in their personal studies. They may use them only with specific permission and within the College area.
- Any medical or other exceptional use must follow an agreement made with the pupil, parents or guardians and the school.

If things go wrong

I will tell the truth, listen, reflect and take responsibility. I will apologise and help repair any harm where possible.

The school will listen to pupils and consider each pupil's needs and circumstances. Responses may include a reminder, restorative action, loss of privileges, detention, a report card, contact with parents or guardians, or suspension. Serious or repeated misconduct may lead to permanent exclusion.

Positive choices, effort, achievement and contributions to our community will be recognised and celebrated.

By following this Code, we help everyone at The Mount to feel safe, flourish and make a positive contribution.