



Yehudi  
Menuhin  
School

# REWARDS AND SANCTIONS POLICY

Owned By:	Deputy Head (Pastoral)	Summer 2025
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## Revision History

Revision	Revision
November 2017	New Policy
March 2019	Updated
July 2019	Updated
June 2021	Updated
September 2021 (Rev 01)	<p>Updated to reflect creation of a separate Pupil Alcohol Policy P3.8. Relevant sections from P3 Behaviour Management Policy removed and cross references added where applicable.</p> <p>References to 'home remedies' replaced with 'over the counter medicines' in keeping with terminology changes in P5.5 First Aid, Healthcare and Medicines Policy.</p> <p>References to the "Chairman of Governors" are replaced with "Chair of Governors".</p>
Autumn 2023	Sections on Partnership with Parents and Guardians and Discipline Outside School (including Online Conduct) added; other changes to clarify policy and practice.
Spring 2025	Addition of Appendices and references to role of Heads of Section. Policy renamed from Behaviour Management Policy to Rewards and Sanctions Policy

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
DfE	Department for Education
LT	Leadership Team
HoS	Head of Section
'Gated'	A pupil is not allowed to leave the School grounds except in an emergency, for medical treatment or to participate in scheduled musical performances.

## Aim / Objective / Statement of Intent

This policy aims to set out how the School promotes good behaviour amongst pupils, the sanctions to be adopted in the event of pupil misbehaviour, and the overall behaviour strategy adopted by the School.

The School allows each pupil to develop individually as much as possible without impinging upon the happiness and well-being of others in the School. We aim to encourage self-discipline, good manners, and consideration for others.

This policy has regard to DfE guidelines contained in ***Behaviour and Discipline in Schools: Advice for headteachers and school staff*** (September 2020), ***Use of reasonable force*** (July 2013), ***Searching, screening and confiscation*** (January 2018) and it recognises its' duties under ***The Equality Act*** (2010) and its' obligations under the ***European Convention on Human Rights***.

## Introduction

1. This policy sets out: the School's expectations for pupils in terms of behaviour; the School rules, rewards and sanctions; and guidelines for the search and confiscation of pupil's property.

## Expectations

2. All pupils are expected to listen, understand and respect the views of every member of the community. This brings with it a responsibility to each other which is fundamental to the relationship between staff and pupils. The School encourages from the very earliest years, a strategy of self-discipline in every pupil.
3. Good behaviour, trying your hardest and consideration of others is expected at all times. Pupils are expected to follow the School Rules and adhere to the instructions given by School staff. All pupils are reminded that they are representatives of the whole school community, and any poor behaviour will reflect badly on the School.

## Staff Responsibilities

4. All staff are responsible for maintaining good behaviour among the pupils.
5. The Head has overall responsibility for pupil discipline within the School. The Deputy Head (Pastoral) oversees day-to-day disciplinary matters. Lower-level issues involving certain year-groups are managed by the Heads of Section (HoS), who report to the Deputy Head (Pastoral).
6. See Appendix C for the range of sanctions normally administered by the School and which members of staff are authorised to impose them.

## Partnership with Parents and Guardians

7. The Parent Contract states clearly the expectations of parents/guardians to work with the School to ensure that their children contribute to the maintenance of a productive, safe and secure learning environment.
8. Parents/guardians must endeavour to guarantee that their children's behaviour does not prevent others from learning effectively.
9. The school has clear expectations when it comes to behaviour, which are outlined in this policy, located in the welcome pack and on the school website. Parents have access to this document and they are urged to familiarise themselves with our expectations. We believe that a close partnership with parents encourages good behaviour in pupils. Parents should be supportive and should reinforce the Behaviour, Rewards and Sanctions Policy where it is employed.
10. Parents/carers are entitled to an explanation of actions taken by the School, which will always strive to be fair and proportionate, particularly the application of sanctions and the treatment of anti-social behaviour. The School will endeavour to notify parents as soon as possible regarding the actions that the School has taken. Where a parent has a concern about management of behaviour, they should raise this with the School's Leadership Team, while continuing to work in partnership with the School.
11. For day pupils, detentions during after-school hours can be set as long as parents/guardians are informed 24 hours in advance. It is expected that parents co-operate with the School to ensure that pupils can return home safely at a later time.
12. Any parental concerns and complaints should be made with reference to the School's Complaints Procedure, which can be found on the school website.

## School Rules

13. The School Rules are:

- To adhere to the School's values of Integrity, Pursuit of Excellence, Intellectual Curiosity, Kindness and Community.
- To respect the needs and feelings of others;
- To act in ways that do not hinder the well-being, actions, beliefs or property of others or yourself;
- To take care of the environment in which you live;
- To respect and follow the instruction of the School staff;
- To dress appropriately (see Appendix A for details);
- To be punctual and to attend all lessons and activities that have been timetabled for you;
- To complete work you are asked to do;
- To take care of other members of the community, particularly those younger than you, and new pupils;
- To sign out if you leave the School. Permission must always be granted first.
- To go to the Fire Assembly Point whenever you hear the fire bell ring;

- To behave in such a manner during concerts so as to not create distraction to others in attendance, and to be always supportive of those performing;
- To not watch a DVD/TV, to play computer games or use social media during practice or academic time

14. The School needs to know where pupils are at all times and that you are safe. Therefore, unless they have permission from a member of staff, pupils are not allowed:

- To miss lessons (which includes sports and swimming lessons), lunchtime concerts, or morning meetings
- To be absent at mealtimes
- To be late for your check-in times in the evening before bed-time
- To be off the School site without permission

15. In addition:

- After lights-out times and before wake-up times, you are not allowed to leave your boarding area without permission.
- Girls and boys are not permitted in each other's bedrooms at any time. Pupils may visit one another's common boarding areas (e.g. kitchens, common rooms etc.) providing permission has been granted in advance.
- Exclusive romantic relationships are discouraged and intimate physical contact between pupils is not allowed. This includes overt public displays of affection.
- You are not permitted to remove anything from anyone else's possession without their consent.
- You are advised not to borrow from, or lend money to, other pupils.
- No food (including chewing gum) or drink (other than water) may be taken into teaching rooms, classrooms or any public rooms.
- You are not allowed to take any medication or over the counter medicine unless instructed to do so by the School Nurse or House staff.
- You must not possess any pornographic images in any form nor attempt to access or make any pornographic images.
- You must follow the rules with regard to alcohol as set out in the P3.8 Alcohol Education Policy
- No smoking is allowed at any time during term-time, on or off the School premises (this includes the use of e-cigarettes and vapes). (See also section "Smoking, Drugs and Alcohol" below)
- No involvement whatsoever in drugs is permitted as this is illegal. (See also section "Smoking, Drugs and Alcohol" below)
- No involvement whatsoever in the use of so-called "legal highs". (See also section "Smoking, Drugs and Alcohol" below)
- No pets or live animals of any kind may be brought onto the School premises without the permission of the Head
- You must not do anything which will bring discredit on the name of the School.

## Rewards

### Informal Rewards

16. Research has shown that recognising, rewarding and celebrating achievement make a significant contribution to raising pupil attainment, increasing self-esteem and creating a climate where success is admired by all. Such an environment gives pupils the opportunity to learn how to value themselves and to aim for even greater achievements.
17. Good behaviour (including attitudes to work) by pupils should be rewarded frequently through praise from all staff. This can take the form of a public or private word of congratulations, a comment on a piece of work, the display of particularly good work (for example, on a noticeboard), or a note to Tutor, HoS, Houseparent or parents.

### Merits

18. More formal reward is available through the Merit system (See Appendix B). Pupils who do particularly good work relative to their ability, whether in academic, musical or other spheres of school life, receive a Merit. The member of staff issues the Merit and records it on the system. Merits awarded are logged and prizes are awarded throughout the school year to pupils achieving a certain number of Merits.

## Sanctions

19. Guidelines for how we expect pupils to behave, to ensure the smooth running of the School and the safety of each individual within it, are issued to all staff, parents and pupils and form part of the parents' contract with the School. Should an occasion arise where the behaviour of a pupil is considered inappropriate, dangerous or unacceptable, it may be necessary to impose a sanction. All sanctions will be reasonable in all circumstances and account will be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them. The purpose of this sanction is to help the pupil to take responsibility for his or her actions, to act as a deterrent, and to reinforce expected behaviour.
20. Under section 131 of the School Standards and Framework Act 1998, corporal punishment is prohibited within the School and is illegal in all circumstances. Physical intervention is only allowed where there is a serious risk to a pupil's health and safety. See Section **"Physical Restraint and the use of Reasonable Force"** (Paragraphs 54 – 62) below.
21. Our behaviour policy can only be deemed effective if its implementation results in fewer incidents of unacceptable behaviour. To this end, all members of staff have a role to play in helping pupils alter their patterns of behaviour.
22. The School recognises its duty under the Equality Act (2010) to ensure that this policy is applied appropriately in the case of pupils with special educational needs. In particular, consideration will be taken of any relevant mitigating factors which might result from their special educational needs.

23. The School will also consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff should follow procedures detailed in the Safeguarding and Child Protection Policy. The School will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the School will consider whether a multi-agency assessment is necessary.
24. Lower-level sanctions may be imposed by any member of School staff. Any decision to impose sanctions must be made on the school premises or while the pupil is under the charge of the member of staff.
25. Lower-level sanctions may include, but are not limited to:
- Curtailment of privilege (e.g. early bedtime / removal of free time / confining to the school grounds / gating)
  - Exclusion from musical activities
  - Confiscation of electronic devices
  - Tasks which help the community, e.g. community service e.g. washing school minibuses, litter picking, tidying the music library
  - Extra work to be done in free time (catch-up)
  - Contact with parents informing them of misbehaviour
26. It is the responsibility of every member of staff to deal with indiscipline immediately and to report serious breaches to a member of the Leadership Team.
27. All staff concerns and reports of poor behaviour by pupils should be logged on CPOMS.

## **Suspensions & Expulsions**

28. Suspension from the School is only used in response to major or repeated breaches of the School Rules, and/or where the safety of the pupils and staff or the good name of the School might be compromised.
29. If a pupil is in breach of such a rule, the Head will direct a member of LT to investigate the incident and make a recommendation to the Head. The decision to suspend a pupil will be the Head's alone.
30. A member of the Leadership Team will then telephone parents and arrange for parents or guardians to collect the pupil as soon as possible.
31. A suspension may be for one to three days or longer. The Head will notify the Chair of Governors as soon as possible if such an action is taken.
32. Suspensions and expulsions will be logged on the Serious Sanctions Log by the Head.
33. Suspension may be delayed, if it suits the School to do so (for example in the event that a pupil's suspension would disrupt other pupils).



34. Suspension may be inverted, in which case a pupil would be required to come into School to undertake community service work during the holidays or over a weekend.
35. Suspension may, in exceptional circumstances, be 'internal', which is to say that the pupil may remain in School but will be removed from general circulation.
36. For a permanent exclusion or expulsion, the Chair of Governors must be contacted prior to the exclusion being made, and a full justification for a permanent exclusion must be made.
37. In all cases, a written record of the facts must be made in case of an appeal against the decision. The Chair of the Education and Welfare Committee should also be informed.

### **Appropriate sanctions for malicious allegations made by pupils against staff**

38. If a pupil is found to have made a malicious allegation against a member of staff, the Head will consider whether to apply an appropriate sanction, which could include suspension or permanent exclusion, as well as a referral to the Police if there are grounds for believing that a criminal offence may have been committed.

### **Smoking, Drugs & Alcohol**

39. The School does not allow smoking (including e-cigarettes or vapes), or the use of drugs (other than as instructed by the School Nurse), including psychoactive substances, so called "legal highs", by any of its pupils during term-time.
40. Smoking inside a School building introduces a fire risk to the School and is therefore considered to be a serious breach which is likely to trigger a suspension.
41. The use of drugs, unless prescribed by the pupil's own doctor, local Doctor or an over-the-counter preparation overseen by the School Nurse, is illegal, and any involvement in drugs is deemed a major breach of School Rules. Disciplinary action will take into account the individual circumstances, but pupils buying or selling drugs will face permanent exclusion from the School and the likelihood of criminal investigation.
42. Pupils must follow the School's Alcohol Education Policy.
43. If pupils are discovered smoking, to have been smoking, or in possession of tobacco, e-cigarettes or associated paraphernalia, their parents will be informed immediately, and they will give up their free time to undergo a period of anti-smoking education. They will also be gated for the following weekend. Repeat offences may warrant a period of community service and/or removal of privileges, or suspension.
44. Pupils who are showing signs of addiction to alcohol, smoking or drugs will be offered support by the school in addition to incurring sanctions and may be signposted to specialists. The support will be tailored to the individual needs of the pupil and the ability of the school to provide the necessary support. Where the pupil's needs for support exceeds the school's ability to provide this, the pupil and their parents may be referred to external support agencies.

## Search and Confiscation

If School staff suspect that pupils are in possession of an item which is banned by the School's rules, they will ask for their consent to search them and their possessions. If pupil's refuse to comply with a request, for example, to disclose the contents of their pockets or bag, the School is entitled to apply an appropriate sanction (See paragraph 1425). School staff can search a pupil for any item if the pupil agrees. The School is not required to inform parents before a search but will attempt to notify parents of the cause for concern before the search takes place or to seek their consent to search their child.

45. If the pupil does not agree to be searched or to have their possessions searched, and if the School suspects that pupils are in possession of a prohibited item (as identified in DfE guidelines and listed below), the Head, or staff authorised by him, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. The Head, or staff authorised by him, can use 'reasonable force' to conduct a search for prohibited items.
46. Prohibited items are:
- Knives or weapons, alcohol, illegal drugs and stolen items; and
  - Tobacco, e-cigarettes and cigarette papers, matches and lighters, fireworks and pornographic images; and
  - Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil), and
  - Any other item banned by the school rules which has been identified in the rules as an item which may be searched for.
47. **Unless there is an immediate risk of serious harm being caused**, any search will be carried out by a member of staff of the same sex as the pupil being searched and in the presence of another member of staff of the same sex.
48. Searches without consent will only be carried out on the School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on School trips or at concerts.
49. School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline. Any seized items will be confiscated and will be given to the Head. Alcohol, tobacco, or fireworks will be destroyed. Knives or weapons, illegal drugs, stolen items (unless stolen from a member of the school staff or another pupil) will be offered to the Police. Pornographic images may be disposed of unless there are reasonable grounds to suspect that its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it will be delivered to the Police.
50. If a search has been carried out on a pupil, with or without consent, the Head and Deputy Head (Pastoral) should be informed. Where prohibited items have been found, the pupil's parents will be informed.

## Dealing with electronic devices

51. Where staff conducting the search find an electronic device, they may examine any data or files on the device if they think there is a good reason to do so.
52. If inappropriate material is found on the device, the Head will decide whether the material should be deleted, retained as evidence (of a criminal offence or a breach of school discipline) or is of such seriousness that it requires the involvement of the police. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted before giving the device to the police.
53. There is detailed statutory advice for dealing with electronic devices. This can be found in section 15 of the Government publication ***Searching, screening and confiscation*** (July 2022).

## Physical Restraint and the use of Reasonable Force

54. Physical restraint should be used only in **exceptional** circumstances and only when all other options have been explored. Staff will be made aware if it is known that a particular pupil is likely to be confrontational and aggressive; they will have been advised on strategies to deal with incidents that may occur. The inappropriate use of force by staff could leave them open to disciplinary proceedings. However, there are occasions when it might be necessary to intervene to prevent a serious incident. Where staff judge that they should intervene by the use of physical restraint, they should make every reasonable effort to summon assistance as soon as possible.
55. It is permissible for staff to use 'reasonable force' to:
  - Remove disruptive pupils from the classroom where they have refused to follow an instruction to do so;
  - Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
  - Prevent a pupil leaving the classroom or other location (such as a concert venue) where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
  - Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight; and
  - Restrain a pupil at risk of harming themselves through physical outbursts.
56. What is reasonable force depends on the circumstances, and any force used must be in proportion to the seriousness of the particular incident. The level of force could range from using control to guide a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury. The minimum reasonable force should always be used for the minimum time. Where required, colleagues should help; other pupils should never be involved.
57. 'Control' means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active contact such as leading a pupil by the arm out of a classroom. 'Restraint' means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

58. In any incident, the teacher should first tell the pupil to stop (unless there is an immediate danger) and what will happen if he or she does not. A calm and measured approach is essential, and teachers should never give the impression that they have lost their temper. Staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.
59. **Staff cannot use force as a punishment. It is always unlawful to use force as a punishment. The School does not allow any form of corporal punishment.**
60. On any occasion when force has been used by a staff member to restrain or control a pupil, the incident should be fully recorded in writing and a copy lodged with the Head. In the event of any injury occurring (either to staff or to the pupil) this should also be detailed in the report and the School Nurse advised.
61. The parents of the pupil should be informed of the incident by the Head, or another member of the Leadership Team, as soon after the incident as possible. They should be made aware that it may be necessary for the incident to be followed up by other disciplinary action and/or appropriate pastoral support.
62. Reminder of staff Do's and Don'ts:-
- DO know the procedures within the School's guidelines for the use of physical restraint
  - DO discuss these with a member of the Leadership Team if you are unsure of any point
  - DO send for adult help early if things begin to get out of hand and restraint seems likely
  - DO assess the situation before acting
  - DO stay calm – do not over-react
  - DO use minimum restraint for the minimum time
  - DO report the incident to the Head or other member of the Leadership Team, as soon as possible and write a report about what happened
  - DO remember your professional obligations to all pupils in your care
  - DON'T place yourself at risk; do not attempt to restrain a pupil who obviously carries a 'weapon'
  - DON'T attempt to restrain a pupil if you have lost your temper
  - DON'T allow the situation to get out of control
  - DON'T use excessive force

## **Discipline outside the school (including online conduct)**

63. The law states that teachers have the power to discipline pupils for misbehaving outside the school premises 'to such an extent as is reasonable'. This may include online conduct. Examples of such occasions may be while taking part in any school-organised activity, when travelling to and from school, or when in some other way identifiable as a pupil of the school.

64. In addition, schools can discipline pupils for misbehaviour at any time, if the behaviour:

- could have repercussions for the orderly running of the school, or
- poses a threat to another pupil or member of the public, or
- could adversely affect the reputation of the school.

65. In all cases of misbehaviour, the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

- In all circumstances, the Deputy Head (Pastoral) will discuss with relevant members of the Leadership Team what the School's response would be to non-criminal bad behaviour and bullying which occurs off the school premises and which is witnessed by a staff member or reported to the school, including any punishments that will be imposed on pupils should it be deemed necessary.

## **Appendix A – Dress Code**

The Yehudi Menuhin School welcomes pupils, staff and visitors from around the world. Many visitors are present in school during the waking day, for example, giving masterclasses, providing piano tuning services, attending concerts or lectures at the Menuhin Hall etc. It is therefore important that the staff and pupils dress appropriately.

All pupils (and staff) are expected to dress appropriately for the lesson or activity they are undertaking and to adhere to the following dress code guidelines:-

- No flip-flops or slippers outside the boarding areas
- No nightwear outside the boarding areas
- No excessive amounts of jewellery. (Jewellery relating to sincere religious observance may be worn)
- Pupils may have facial hair, but it should be kept, particularly for concert appearances
- No extreme hairstyles are permitted in terms of cut or colour
- No items of clothing displaying words and/or images which could be considered by others to be sexually explicit, indecent, obscene, lewd, profane or offensive, to promote illegal activity, alcohol or drug use
- Clothing should be clean and in a good state of repair; dirty, torn or smelly items should not be worn
- Underwear must be worn but not be clearly visible
- Crop tops are not permitted during the school day
- It is illegal for children under the age of 18 to be given a tattoo; pupils over the age of 18 who have tattoos must keep the tattoos covered while in School
- Older pupils are reminded that they can often be role models to younger pupils.

### **Concert Dress**

When performing in or attending concerts, pupils must wear clothing appropriate to the occasion (and location) and direction will be given to pupils in advance whether evening wear or black clothing is required. As a general guide, all concert dress must be acceptable for public performances, be smart, clean, well-presented and suitable for the instrument they are playing.

## **Appendix B – Merit System**

- Merits are awarded to pupils to reward particularly good behaviour or attainment.
- Outstanding behaviour or attainment may be rewarded by more than one merit.
- Merits are logged centrally by the member of staff awarding the merit, and pupils awarded the most merits receive prizes.

Below is a list of suggested reasons to award a merit, based on the School's values. It is intended for guidance only and is not prescriptive or exhaustive.

### **Pursuit of Excellence**

- Practising well and improving in music or academic studies
- Completing high-quality work
- Helping a classmate with their learning
- Performing at an exceptional level or making a major improvement

### **Intellectual Curiosity**

- Asking great questions or showing curiosity
- Trying something new or creative
- Bringing unique ideas or discoveries to share

### **Integrity**

- Being honest and taking responsibility
- Setting a good example for others
- Showing exceptional leadership or problem-solving

### **Kindness**

- Helping someone without being asked
- Encouraging and supporting others
- Making a significant positive impact on someone's day

### **Community**

- Working well in a group or ensemble
- Representing the school positively
- Leading a project or event that benefits the school or community

## Appendix C – Sanctions

Below is the sliding scale of sanctions normally administered by the School. The School retains the right to flexibility when administering sanctions and will determine the appropriate punishment depending upon the particular circumstances of the incident. All incidents of poor behaviour should be logged on CPOMS.

<b>Behaviour</b>	<b>Sanction</b>	<b>Issued By</b>	<b>Notes</b>
Low-level misbehaviour	Oral warning and possible curtailment of privileges	Any staff	CPOMS entry.
More serious misbehaviour	Community Service	HoS / LT	CPOMS entry.
Non-attendance at lessons, concerts, or other compulsory activities	Detention	HoS / LT	CPOMS entry. Letter to parents from second detention onwards.
Poor behaviour in Boarding House	Boarding Community Service	Houseparent	CPOMS entry.
Very poor behaviour in lessons or around the school	Detention	Any teacher	CPOMS entry. Letter to parents from second detention onwards.
Very poor behaviour in musical activities	Cancellation of a pupil's performance	Director of Music	CPOMS entry. Letter to parents.
Very poor behaviour in Boarding House	Gating and Boarding Community Service	Houseparent	CPOMS entry. Letter to parents.
Major or repeated breach of school rules	Suspension or Expulsion	Head	CPOMS entry. Letter to parents. Governors notified. Sanction entered on Serious Sanctions Log