



Behaviour Policy

1. Introduction

HBS aims to provide each student with the opportunity to fulfil their own potential, develop curiosity, independence and a love of learning, and to celebrate their interests and achievements. We believe that a respectful, safe and happy School community is essential for effective teaching and learning, the ability of each student to enjoy and achieve, and the development of strong relationships throughout the School. We encourage high standards of self-discipline in a caring and supportive environment of courtesy, good manners, mutual respect and trust, where students feel secure and valued. Our expectation is that every student takes responsibility for their own behaviour and shows respect for themselves, others and the environment.

The aim of this policy is to promote good behaviour and to provide a safe environment for all students and staff, in which learning can take place and students can flourish and reach their full potential. It also sets out the School's expectations for students, sets out the School's ethos regarding student behaviour and is part of the School's aim to teach students how to show mutual respect to others and how to become kind, caring and responsible individuals, both at school and beyond.

This policy complies with [Behaviour in Schools](#) (DofE statutory guidance February 2024), [The Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#) (statutory guidance September 2023), [Keeping Children Safe in Education](#) (statutory guidance September 2025) and is also based on other legislation and guidance, including the Equality Act 2010 and the Special Educational Needs and Disability (SEND) Code of Practice.

It should be read in conjunction with the School's policies for Suspension and Exclusion, Safeguarding, Anti-bullying, Online Safety, Home School Agreement, Computer Acceptable Use (which is an appendix to Online Safety), Special Educational Needs & Disabilities, Positive Mental Health and other relevant policies, all of which are available on the School website. It should also be read in conjunction with other relevant Department for Education (DfE) guidance such as "[Searching Screening & Confiscation](#)" (July 2022) and [Mobile Phones in Schools](#) (February 2024) and NPCC Guidance "[When to call the police, guidance for schools and colleges](#)".

2. Code of Conduct for Students

This code of conduct is based on the principle of **Respect for Self, Others and the School**.

- Everyone must be treated with courtesy, respect, kindness and good manners.
- Bullying, harassment, child-on-child abuse (which includes sexual violence and harassment), abusive language, intolerance of cultural, religious, social or any other difference, any form of racism, or other such forms of unpleasantness are completely unacceptable and will not be tolerated in our community. This includes conduct in person, in School, in writing and any online communication, whether public or private.
- Everyone has a right to feel supported, safe and happy in School. Any instance of unacceptable behaviour of this kind must be reported immediately to a member of staff. Also see the School's Anti-Bullying Policy.
- Health and Safety must be a top priority at all times, with care taken of self and others.

- Behaviour which disrupts the positive working environment in School falls short of the high standards expected from students.
- The School environment, its equipment, furniture, resources and grounds must be treated with respect and kept tidy with no litter. Chewing gum is not allowed in School.
- The rights of others and their property must be respected. Any damage, including graffiti, must be reported.
- Behaviour which brings the School into disrepute, including online behaviour, will not be tolerated.
- This includes behaviour in School, on School day and residential trips and in any situation where the students is representing the School eg on the journey to and from School, within the locality of the school, or anywhere where it is obvious that the student attends the School (eg the student is in School uniform).
- There is a separate Code of Conduct for students who are taking part in day and residential school trips. This is sent to parents and students agree to this before every day and residential school trip.

3. Appearance and Attitude to Learning

- Uniform is a visible part of the School's identity in Years 7 – 11. It must always be clean, neat and smart. See Appendix A for the Uniform list.
- Natural colours only are acceptable for hair, with no extreme hairstyles, in Years 7-11.
- The Sixth Form must dress appropriately for the School environment (and see the Sixth Form Contract which sets this out).
- All students must aim for 100% attendance. Missing lessons is detrimental to achievement.
- Punctuality at the start of the school day and to lessons is important – late arrival is discourteous and disrupts lessons, form-time and other activities. Students are expected to bring all the books and equipment that they need to school each day.
- Deadlines must be met for the good of both students and staff; students are expected to complete all work to the best of their ability.

4. Personal Possessions

- Mobiles must be kept switched off and out of sight (eg in their school bags) for the entirety of the school day. The exception to this is the Sixth Form (who are permitted to use mobile phones in the 'loft' only) or where permission to use a mobile has been given by a member of staff.
- Under no circumstances may the following be brought to School or taken on School trips:
 - Material related to smoking, including cigarettes, e-cigarettes, vaping equipment matches or lighters
 - Illegal or other inappropriate substances
 - Any weapon, including any type of blade or knife
 - Alcohol
- The School may conduct a search of students or their possessions for such prohibited items. They may also search a student or their possessions for any article that a member of staff reasonably suspects has been, or is likely to be used, either (i) to commit an offence or (ii) to cause personal injury to, or damage to property of; any person (including the student).
- Students should not bring valuables into School. All property must be named and any valuables must be locked in a locker. This includes musical instruments which must be left either in the music store room or locked in the student's locker. In the event of suspected theft, a member of staff must be informed immediately.

5. Online behaviour, messaging, posting and all digital communication

Students must adhere to the Code of Conduct online as well as in face-to-face or any other in person or written communication. Students must not communicate in a way that causes distress or upset to any member of the school community (students, staff, parents, alumnae or anyone connected to the school). Students must not communicate online in any way that will bring a member of the school community (past, present or future) into disrepute or that will bring the School itself into disrepute. This includes sending messages, posting photographs, videos or memes to an individual or a private group or on any kind of public platform. Bullying, cyberbullying, harassment, child-on-child abuse (which includes sexual violence and harassment), abusive language, intolerance of cultural, religious, social or any other difference, any form of racism, or other such forms of unpleasantness online are completely unacceptable and will not be tolerated.

6. Rewards

We believe that the celebration of individual students' interests and achievements is key to sustaining a happy and confident School community. Our aim is to encourage and recognise all students who contribute to, and enhance, the experience of others. Students' contributions and achievements will be celebrated and rewarded in many ways, including the following:

- Praise from teachers
- Celebrated in assemblies, bulletins, website news, plasma screen news, noticeboards and Head's newsletter
- End of term assemblies including praise, prizes and/or certificates for achievement and leadership
- Jack Petchey awards and certificates

7. Sanctions

We believe that positive behaviour, and care for the welfare and learning of others, is key to sustaining a safe, happy and confident School community. Our aim is to promote positive behaviour and effectively manage any behaviour that impacts negatively on the learning, welfare or happiness of themselves or others. It is the School's policy to keep the use of external sanctions to a minimum.

For most infringements, a short conversation, request, reprimand or warning is sufficient, but where an offence is repeated the information will be passed to the relevant form tutor and the Subject Leader and/or Head of Year/Head of Key Stage will be informed. Parents are likely to be contacted for anything other than trivial offences, particularly where there are particular concerns for the student themselves or for others.

More habitual or serious offences will be dealt with by the use of appropriate sanctions. These may include:

- Item confiscated, retained or disposed of
- Student detained during the School day or out of School hours (see below on 'Detentions')
- School based community service tasks to complete
- Setting of written tasks
- Damage put right and/or paid for
- Privileges revoked (e.g. Sixth Form early afternoons)
- Meeting with parents
- Removal (this may only be used as a response to serious misbehaviour, to maintain the safety of pupils and to restore stability following an unreasonably high level of disruption)
- Suspension (see the School Suspension and Exclusion Policy)
- Permanent Exclusion (see the School Suspension and Exclusion Policy)

8. Use of Detentions

For more habitual or serious offences, it may be considered appropriate for a teacher to sanction a student by detaining them during the School day or out of School hours. In such cases, the following principles apply:

- a detention may take place during break, lunchtime or after School during term time
- a detention may not be imposed where a student otherwise has permission to be absent or on non-teaching days (eg INSET days) and should not interfere with paid extra-curricular activities
- where a detention is imposed which requires the student to stay behind after the end of their School day, the student and a parent/carer must be given at least 24 hours' notice
- a detention must not be given if to do so would:
 - compromise the student's safety
 - conflict with a medical appointment
 - prevent the student from getting home safely
 - interrupt the pupil's caring responsibilities
- with lunchtime detentions, reasonable time must also be allowed for the student to eat, drink and use the toilet.

9. Exclusions

The Head may exercise the right to exclude a student on disciplinary grounds; this includes a suspension (fixed-period exclusion) or permanent exclusion.

The following would be likely reasons for considering exclusion. This includes online behaviour and behaviour outside school; the list is not exhaustive:

- (a) Violence, assault or threatening behaviour on staff or other students
- (b) Possession of an offensive weapon
- (c) Verbal abuse
- (d) Racism or racist behaviour
- (e) Theft
- (f) Vandalism, damage or threat of damage to the fabric of the building or School property
- (g) Bullying or intimidation
- (h) Possession of alcohol, illegal or inappropriate drugs or other substances, cigarettes or any kind of vaping or smoking equipment or paraphernalia
- (i) Bringing the School or a member or members of the school community into disrepute
- (j) Child-on-child abuse
- (k) Sexual harassment or intimidation
- (l) Bringing pornography or other inappropriate materials onto the school site
- (m) Any other serious breach of the School's Behaviour Policy and Code of Conduct, including the Code of Conduct when taking part in day and residential School Trips.

For major or repeated offences, the exclusion may be permanent.

Further details of the process are provided in the School Suspension and Exclusion Policy, including the circumstances in which parents and School Governors will be informed. Where appropriate, other agencies, including the police, will be informed, and pastoral support provided.

10. Adapting sanctions for students with SEND

The School recognises that students' behaviour may be impacted by a special educational need or disability (SEND).

When infringements of this policy arise, they will be considered in relation to a student's SEND, although the School recognises that not every incident of misbehaviour will necessarily be connected to their SEND. When dealing with infringements from pupils with SEND, especially where their SEND affects their behaviour, the school will take its legal duties into account when making decisions about applying sanctions in accordance to this policy and whether any reasonable adjustments need to be made to the sanction. The legal duties include: taking reasonable steps to avoid any substantial disadvantage to a disabled student being caused by the school's policies or practices (Equality Act 2010) and using its best endeavours to meet the needs of students with SEND (Children and Families Act 2014).

11. Interventions

When required and appropriate, the School will adopt a range of intervention strategies to help students to manage their behaviour and to reduce the likelihood of suspension and permanent exclusion. Examples of such interventions may include:

- Frequent and open engagement with parents
- Providing mentoring and coaching
- Behaviour plans
- Engaging with local partners and agencies to address specific challenges such as poor anger management, a lack of resilience and difficulties with peer relationships and social skills.

12. Roles

Governors	Governors determine policy and require that the Head and staff act fairly. No students may be permanently excluded from the School without prior consultation with the Chair of Governors.
Head	The Head is responsible for this Policy, and for ensuring that it is known within the School and by parents, and that it is implemented. Exclusion may be imposed only by the Head and only in accordance with Governors' policy.
Deputy Head and the Assistant Head (Pastoral and Personal Development)	The Deputy Head has delegated responsibilities in line with those of the Head, but not in respect of exclusion. The Assistant Head (Pastoral and Personal Development) has overall day-to-day responsibility for Behaviour in the School and reports directly to the Head. The Assistant Head (Pastoral and Personal Development) monitors and evaluates behaviour within the school using a range of data, including behaviour incident data, attendance data, incidents of searching, screening and confiscation and anonymous surveys.
The Pastoral Team: Heads of Year/Key Stage (KS3, KS4, Sixth Form), Well-being and Safeguarding Officer	The Pastoral Team supports teachers and students in ensuring good behaviour. They liaise with the Assistant Head (Pastoral and Personal Development), parents and any professionals involved in a student's care, providing support as required. They must keep the Head informed of any concerns.
All Staff	All staff are expected to promote a positive ethos and good behaviour among students by ensuring that the Policy is consistently and fairly applied. They model the high standards of behaviour expected from students, providing support and encouraging students to behave well. Training is provided to all staff on Safeguarding and on the ethos of the school, including on expectations regarding student behaviour and the contents of this Policy.

Parents	Parents are expected to take responsibility for their child's behaviour both inside and outside School, working in partnership with the School to maintain high standards of behaviour.
Students	All students are expected to display and promote good behaviour. Students are taught about the school's expectations of behaviour and the content of this Policy as part of their induction process into the School.

13. Monitoring and Review

This Policy is available on the School website and thereby available to all, including staff, students and parents. It will be brought to the attention of staff, students and parents and monitored by School representatives, the Pastoral Team and the Senior Team.

Appendix A to this policy is the Uniform Code.

This policy will be reviewed annually. Next review September 2026.

The policy was reviewed and updated by governors in September 2025.

As a member of HBS, we want you to feel pride in your uniform. All members of staff will expect you to be in full, tidy uniform throughout the day (with reasonable allowances made for extreme weather). Please could parents help us ensure that every student is correctly dressed for school.

Knitwear *	regulation with school stripes
Skirts or Trousers	plain navy blue plain navy blue, smart and straight legged from any school range
Shirts	pale blue (Years 7-9) / white (Years 10-11), open-necked, plain long or short sleeved
T-shirts	plain white only may be worn under the shirt in cold weather
Socks	plain white or navy blue or black
Tights	plain navy blue or black or flesh-coloured (not patterned)
Shoes	suitable plain black with block heels no higher than 3 cm no trainers or open sandals
Coat/jacket	plain dark

Head coverings in plain navy blue only may be worn for religious adherence

PE Uniform

- Polo shirt *
- Skort or shorts (navy – either branded from HBS Uniform shop or unbranded)
- ¼ zip sweatshirt and/or base layer (navy – either branded from HBS Uniform shop or unbranded)
- Leggings and/or sweat jog bottoms (navy – either branded from HBS Uniform shop or unbranded)
- Plain ankle sports socks
- Trainers (lace-up, not Velcro)

Spring Term

- Mouth guard (does not need to be moulded prior to the start of term)
- Shin pads with ankle protection

No jewellery may be worn except for one pair of small, plain stud earrings (no other piercings are allowed), a watch and a religious emblem on a long chain underneath the shirt so that it is not visible.

Hair must be a natural colour; extreme hair styles or colours are not acceptable.

Nail varnish is not permitted.

All clothing and personal property must be clearly and durably marked. Lost items are easily returned to students if they are labelled.

Items marked * are only available from the School's uniform supplier.