



## MANOR HOUSE SCHOOL BEHAVIOUR AND DISCIPLINE POLICY (SENIORS)

Date of Issue: **January 2026**

Date of Review: **January 2027**

Responsibility: **Headteacher/Assistant Head Pastoral**

### References:

Anti Bullying Policy

Teaching and Learning Policy

[DfE: Independent School Standards \(2019\);](#)

[DfE: KCSIE](#)

[Ofsted: Review of sexual abuse in schools and colleges 2021](#)

[DfE: Behaviour in Schools: Advice for headteachers and school staff \(2024\)](#)

[DfE: Approaches to preventing and tackling bullying \(2018\)](#)

***At Manor House School we encourage and reward good behaviour.***

### Aims

Manor House aims to encourage behaviour, which shows respect and consideration for other people and for their property, regardless of ethnicity, gender, age, disability or sexual orientation. Students should learn to take responsibility for themselves and for their own actions, and to value honesty, integrity, reliability and courtesy. Any form of bullying or deliberate exploitation or discrimination is completely unacceptable at Manor House.

### Purpose

- To maintain an atmosphere within the school which enables individual students to fulfil their potential in all areas, without infringing the freedoms of others. All students are expected to respect and value Manor House as a place of learning.
- To encourage students to appreciate the wider importance of self-discipline and consideration for others in society at large.
- To maintain the ethos and good reputation of Manor House.

It is hoped that this will be achieved as far as possible by positive means - by encouragement and the approbation of good behaviour, both personally and publicly - rather than by unconstructive criticism or unnecessary sanctions.

### **Expectations for Behaviour**

The normal expectation for all members of the Manor House community is that they will behave in a civilised, courteous and considerate way towards each other and towards members of society at large. Manor House aspires to the highest standards of mutual respect, behaviour, good manners, punctuality, appearance and care for possessions, and we regard this as an important aspect of education.

All members of the community are expected to speak politely and thoughtfully to each other at all times. We aim to be forgiving and supportive of others, to celebrate and share in our successes, and to help each other through our difficulties. Gossip and rumour can be particularly damaging. Malicious conversations are unacceptable.

Care for personal possessions and for the possessions of others is also an expression of mutual respect. This principle extends to school property and to the wider environment. 'Borrowing' without permission, graffiti, litter, waste of paper and other resources, lack of care for books, furniture and equipment all damage our communal welfare and are unacceptable.

## **RULES AND REGULATIONS – Guidance for Students**

### **Bullying**

Any form of bullying or deliberate exploitation or discrimination is completely unacceptable at Manor House. It is regarded very seriously and could result in permanent exclusion.

### **Drugs**

The use, sale or possession of illegal drugs or the abuse of legal substances is absolutely forbidden and will normally result in exclusion. The police may also be informed.

### **Smoking**

Smoking, including vaping or use of e-cigarettes, is forbidden at all times and such items should not be brought onto the premises. Smoking or vaping on school premises will result in a fixed term exclusion.

### **Alcohol**

Students are not permitted to drink any form of alcohol and will result in a fixed term exclusion.

### **Mobile Phones**

Students should not use mobile phones in school during the working day. Mobile phones are collected in at the start of each day and returned at afternoon registration. Failure to do so will result in a detention. (See Appendix 2)

## **Personal Possessions and Money**

- Theft is against the law. Any form of theft is regarded very seriously, and could result in permanent exclusion. The police may also be informed.
- All personal possessions should be clearly labelled.
- Students should not borrow or lend possessions without permission from a member of staff.
- Large amounts of money should not be kept in school. All money apart from small amounts of cash should be handed in to the school office.

## **The School Day**

- Absence: No student is allowed to be absent from school, except for health reasons, unless she has prior leave from the Headteacher. In the students' interests, family holidays and social events should not encroach on the full school programme and will not be authorised unless there are exceptional circumstances.
- Students are expected to eat in the dining room daily.
- Students should not arrive at school before 7.45am. Between 7.45am and 8.25am all year 7-10 pupils must sign in at Early Birds. Year 11 may go to Mason.
- Registration: All students must register with their Form Teacher at 8.30am Monday to Friday. Afternoon registration with the Form Teacher is at 3.55pm. Students must arrive in time for registration. Persistent latecomers will be reported to the Head of Year or Assistant Head Pastoral.

## **Dress and Appearance**

All students should take pride in their appearance and wear their uniform correctly at all times.

*In school hours:*

Uniform should be worn according to the requirements of the published school uniform list (a copy is attached as appendix 1).

On school trips full uniform is worn or home clothes at the discretion of the Headteacher. Where it is home clothes, they must be smart and appropriate to the occasion.

There are key events in the Manor House year that require uniform to be especially smart. These are Prize Giving, Open Days and the Carol Service.

## **Behaviour around School and in the Classroom**

### **Guidelines for teaching staff**

Staff should expect good order in lessons, and civilised behaviour as the students move around school. All staff respond quickly and consistently in cases of indiscipline, discourtesy or comments that are or may be perceived to be derogatory. Any discriminatory behaviour will be tackled immediately and reported to the relevant Head of Year.

Misbehaviour in lessons will be responded to with a warning in the first instance, followed by an appropriate sanction for repeated misbehaviour. Ongoing problems in lessons will be discussed with the Head of Department and referred to the Form Teacher and/or Head of Year as appropriate and necessary.

In the event of a serious breach of the behaviour code of conduct such as theft, smoking (including e-cigarettes or vaping), alcohol, drugs will be reported immediately to the relevant Assistant Head Pastoral and Deputy Headteacher / Headteacher. This should also be logged on CPOMS.

### **Lessons**

- If students misbehave in lessons and normal reprimands are not effective, they should be given a single warning plus an explanation, followed by sanction for any further misbehaviour e.g. moving position in class, breaktime detention. For more serious misbehaviour incidents should be reported to the Head of Department, Head of Key Stage or the Deputy Head.
- Persistent misbehaviour in class should be dealt with by the Class Teacher and referred on to the Head of Key Stage, who may issue the student concerned with a report card. If this is not effective the student will be referred to the Deputy Head.
- Continuing misbehaviour elsewhere in school (including untidy uniform, lateness, rudeness) should be dealt with by Form Teacher and Head of Key Stage, following the same pattern (i.e. warning and explanation; detention, report card, referral to Deputy Head)
- In all cases Form Teacher and Head of Key Stage to be informed.
- If non-teaching members of staff witness and sanction unacceptable behaviour or reward good behaviour outside of the classroom, they should inform the student's Form Teacher.



CPOMS should be used to record issues of pastoral concern and must be used to record any possible safeguarding or child protection matters.

Students know that they may not eat in classrooms, the library, computer rooms or as they move around the school. The only exception to this is that they may drink water in classrooms and the library. If a student is seen chewing gum, they will be asked by staff to place it in the nearest bin and given a detention.

Staff should be familiar with rules on uniform, jewellery and make-up (See Appendix 2) and if you see a student who is not complying, please ask her to remove the jewellery and give it to you. It should be placed in an envelope with the student's name and Form Group and passed to the School Office. This may be collected by the student at the end of the week. All teachers and support staff are expected to challenge a student whose uniform is scruffy or incorrect.

The school policy on Anti Bullying may be found in the Current Policies in Use folder on SharePoint.

## **Rewards**

As well as individual words of praise in private, the following methods of showing public approbation are available:

- House Points
- Merits
- Commendations
- Academic & Progress Prizes
- Team colours for sport
- Subject badges and postcards

## **House Points**

House points are awarded for positive actions in relation to the school values. These are collected by the girls in their House Point book and are logged on iSAMS by the Form Tutor on a regular basis each term. Periodically, House Points are exchanged for House tokens, which can be used to fill the House Point totalizer located in the Entrance Hall. Sweets, stationary and other rewards are given to students who reach a certain number of House Points within the year. The house with the most points at the end of each term also receives recognition in the form of a mufti day in the subsequent term. There is a rewards trip for those with the highest House Point number in each year (top 6/Year)

## **Commendations**

Commendation certificates and merit badges are awarded by subject teachers at the end of each term for effort and attainment in subjects and handed out in assembly by the headteacher.

Academic and progress prizes are awarded annually at Prize Giving. Heads of Department can also award significant achievement in their subject area during special

assemblies, with badges, special mentions or team colours. Outstanding Form Captains may be awarded 'The Golden Toast', which entitles their form to a 'mufti' day.

Sharing success plays a fundamental role in building self-esteem and encouraging good behaviour and successes both in and outside of school are recognised in assemblies.

## **Sanctions**

### **Demerit Structure**

For minor infringements: uniform breaches; chewing gum; missed homework; lack of equipment; or low-level disruptive behaviour, students will receive a demerit, recorded on iSAMS.

Once a student accumulates five demerits for the same issue, a form tutor detention will be set on iSAMS.

Key points:

- All staff are responsible for recording demerits and tutors will monitor them weekly.
- When a student reaches five demerits for the same issue (e.g. uniform, missing equipment on separate days), the tutor will issue a 15-minute detention to discuss strategies for improvement.
- Missing equipment can only be logged once per day (i.e. a maximum of one demerit for equipment per day).
- Heads of Year will review demerit logs regularly to maintain oversight and ensure detentions are followed up.
- At the end of the academic year, the Assistant Head (Wellbeing) will review both rewards and demerit records to help determine which students qualify for end-of-year recognition.

### **Detention Structure**

There is a tiered detention structure.

Incidents of poor behaviour will result in 15 minutes, run during breaktime by subject teachers. A suitable day should be chosen by the teacher. Persistent offences and inappropriate behaviour will lead to a school detention of 30 minutes run by Heads of Department or Heads of Key Stage during a lunch break. A rota will be setup for these weekly detentions. All detentions MUST be recorded on iSAMS and categorised as to whether they were for work or behaviour.

## Detention divided into Pastoral and Academic

### Pastoral

**Form Tutor**  
(15 minutes)

If 3 or above per term then =  
**Head of Year**  
(30 minutes) (Lunch time)

If 2 or above then  
**Assistant Head Pastoral or Deputy Head**  
(60 minutes) (after school)

### Academic

**Subject teacher**  
(15 minutes)

If 3 or above then per term =  
**HOD/Faculty**  
(30 minutes) (Lunch time)

If 2 or above then  
**Assistant Head Pastoral or Deputy Head**  
(60 minutes) (after school)

### SLT Detention

Following persistent infringement of the behaviour code or more serious one-off events, there will be an after-school detention run by The Deputy Head or a member of SLT. If a student has been in subject or school detention 5 or more times, and this has been logged on iSAMS, she will automatically receive a detention after school (16:00-17:00). A letter or email will be sent home to inform parents of the detention providing at least 24 hours' notice. Parents are expected to collect their daughter from Reception at 17:00.

### Sanctions include:

1. *IN SCHOOL:* **Sending out of lesson**

The Head of Department or Head of Year can be called or emailed for disruptive behaviour in a lesson. (It may be necessary for a student to be escorted or taken to the Head of Year in this situation). This results in a detention.

2. AVAILABLE TO THE Headteacher or Deputy Head ONLY: **Internal Exclusion**

3. *AVAILABLE TO THE Headteacher ONLY:*

**Permanent Exclusion** (after discussion with the Chairman of Governors)

**Fixed Term Exclusion**

# Appendix 1

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## **Lessons**

The crux of good discipline in a school is what happens in the classroom.

- Set high expectations for all your lessons.
- Challenge low level disruption in a pleasantly assertive manner.
- Ensure you have a seating plan in place which is determined by the teacher and adhered to. Arrive punctually yourself and expect punctuality from the students.
- Expect students to bring the right materials and to put their bags on the floor so they are not an obstruction.
- Have a clear beginning to your lesson.
- Notice and deal with poor behaviour.
- Discourage calling out and expect students to listen to each other.



## Appendix 2

### **School Uniform**

#### **Jewellery**

One pair of small, plain gold, silver, pearl or diamond type studs may be worn in the lower ear lobes. Hooped earrings are not allowed.

A small gold or silver religious symbol such as a cross on a chain may be worn. All of these must be removed for PE. Girls may wear watches. No other jewellery is appropriate or safe to be worn in school.

#### **Hair and make-up**

Hair must be of a natural colour and style. Hair must be brushed, kept tidy and fully fastened back if it reaches the shoulders. Longer fringes must be clipped back, and ponytails should not be worn on the side or top of the head.

Hair ties, scrunchies or clips should be navy, green or black. Hair clips must be performing a function and should not be purely decorative.

Clear nail varnish may be worn by Seniors only but no coloured varnish. Nails should be short and clean.

Make-up is not allowed to be worn by any girl below Year 11. Girls in Y11 may wear natural foundation and minimal mascara. No fake tan or fake eyelashes are allowed. In the case of any dispute, the Head of Key Stage or the Headteacher will decide on the appropriateness of a girl's make up. Their decision will be final. Make up should not be brought to school. A clear lip balm is allowed.

### **School Shoes**

Shoes must be suitable for school wear. They should stay firmly on the feet and offer protection and support to their feet. **Ballet pumps are not allowed.** Heels should be a maximum of 2.5cm. Patent leather is acceptable. Trainers should only be worn for PE and sports practices and matches. Navy Blue tights or knee-high socks must be worn in the winter and ankle white socks in the summer. Trainer socks may only be worn during PE lessons or for sports matches.

### **Mobile Phones and iPads**

Students know they should not use mobile phones in school during the working day. Mobile phones are collected in at the start of each day and returned at afternoon registration. If you see a student using a mobile phone, remind her of the rule, confiscate it and inform her Form Teacher. The item should be placed in an envelope showing the student's name and Form Group and passed to the School Office. A detention must be set after school.

Students should not be using their iPads outside of the classrooms or for non-learning activities during break times. iPads may be confiscated and taken to the school office if this is not being adhered to.