



BEHAVIOUR & EXPECTATIONS REWARDS & CONSEQUENCES

Author and/or Editor	Jon Timmins, Assistant Headteacher – Pastoral & Head of Underwood Hall
Date	March 2024
Approved/reviewed by	SET Boarding Committee
Review frequency & next review due	Annually or as required, March 2025

This document exists in conjunction with the Whole School **Behaviour and Anti-Bullying Policy**. Naturally, there is a high expectation of standards and behaviour for boarders at Wymondham College Prep School is rooted deeply in the **Boarding principles and practices** which revolve around mutual respect between boarders and between boarders and boarding staff.

As a result of good behaviour, boarders receive the responsibility, trust, privilege and freedom that one would expect. This model mirrors that of society as a whole. In addition, good behaviour is recognised and acknowledged by rewarding boarders with 'core' and 'special' credits (which, term-by-term, can lead to the further reward of vouchers to either high street or online stores such as Amazon), post cards or emails home, informal prizes in house and more formal prizes at the end of the academic year.

Core credits are awarded daily from Monday to Friday for:

- carrying out morning routine efficiently and to a good standard
- working well in prep
- carrying out evening routine efficiently and to a good standard

Special credits are given entirely at the discretion of staff when boarders conduct themselves in a noteworthy fashion in particular when relates to the core values of being happy, being kind, being helpful and trying hard.

Vouchers for either high street or online stores are given as is follows at the end of each term:

'Core' credits are aggregated. The boarder in 1st place receives a £10 voucher and certificate. The boarder in 2nd place receives a £7.50 voucher and certificate. The boarder in 3rd place receives a £5 voucher and certificate. The same boarder can win 1st place for aggregated core credits twice but not three times in the same academic year.

In addition, and at the discretion of house staff, up to 2 boarders may be awarded a £5 voucher for making significant progress and/or overcoming significant difficulty. This progress is not related in any way to academic progress.

Special credits can be exchanged periodically for small yet useful items such as stationery items, toiletry items or toys.

Inevitably, some boarders will behave in a way considered unacceptable. At the very least, boarders should expect for instances of poor behaviour to be routinely and consistently challenged. Additionally, unacceptable behaviour is likely to result in a consequence and/or some form of restorative or reflective follow up. Consequences might typically be a specific loss of privilege with parents being notified. More serious misdemeanours, such as bullying, theft, malicious damage, will result in the same action as outlined in the school's Behaviour and Anti-Bullying Policy.

When issuing sanctions, it is advised that the following principles and protocols should be adhered to:

- For serious misdemeanours, if it is felt necessary for boarders to give written statements in order to obtain facts and aid investigation, then do not use statement writing as a consequence itself.
- **A boarder should not be asked to write a statement if there is any likelihood of the Police being involved**
- Avoid punishing a boarder twice for the same offence

- Staff should avoid any situation which results in boarders being humiliated or demeaned in front of their peers
- Staff should, at all costs, avoid situations that could quickly escalate into, or be seen by others as, public confrontation.
- Group punishment, unless genuinely and absolutely necessary and appropriate, should not be applied.
- Ensure that there is always opportunity for reflection. Questions such as 'what sanction would you give?' or 'how would you deal with this?' are often useful.
- Ensure that there is always opportunity to carry out restorative or reflective work wherever possible. A favourable task to require of a boarder is to explain that they have the opportunity to put right the situation and to challenge them to find an appropriate way to do so. It is important for boarders to understand the value of a genuine and heartfelt apology.
- It is vital that boarders are verbally informed promptly of any decision with regards to the sanction which is to be set. Staff should be sensitive to the distress that this may cause. This should happen well before any relevant paperwork reaches the parents.
- It is vital that parents are kept informed either by telephone, email or even both. It may even be appropriate to invite parents in for face-to-face discussion. This should be done promptly as it is extremely advantageous for parents to first hear of incidents from staff rather than student
- It may also be just as vital that other colleagues (e.g. form tutor) are kept informed too.
- Ensure that follow up meetings are planned and recorded with boarders involved in incidents, whether as perpetrators or victims. It is essential that boarders have the opportunity to reflect and that we obtain their views on resolution, outcomes and conclusions reached. There should, as a minimum, be a meeting (of which a record is made) 1 week on and 2 weeks on from the incident.
- In addition to follow up and reflection, and in the case of more serious disciplinary incidents, it may well be appropriate and helpful to offer support should to all parties involved.

CONSEQUENCES & SUPPORT

Consequences may include:

- A removal of privileges which may include surrendering mobile devices and phones earlier than usual of an evening especially if it is seen to be a hindrance or a distraction from adhering to basic routine (were a boarder to be asked to surrender their mobile phone then duty staff would ensure that the boarder still had the means to contact family and friends, for example using the office landline or duty mobile)
- Extra work, jobs or 'community service' around the House or School
- Written assignments e.g. a letter of apology, reflection form (related back to the core values of the of being happy, being kind, being helpful and trying hard.
- Refusal of permission to go out, attend social functions or trips.
- A formal meeting with Head of Underwood Hall using restorative approaches (see below).
- A formal meeting with parents.
- A more serious consequence, but where a suspension would not be deemed appropriate, a boarder may be required to return home to their parent or carer for part or all of the weekend or, if possible, for a night during the week. This will always be logged as a serious behaviour incident under the boarder's behaviour log.

Support might include:

- A behaviour support plan
- A boarding focus card
- Increased one-to-one / check-in time
- A series of meetings (formal or informal) with Head of Underwood Hall.

RESTORATIVE JUSTICE & RESTORATIVE APPROACHES

Consequences may well involve staff working restoratively as a means of dealing with incidents of inappropriate or unkind behaviour towards others.

Restorative Justice is a process that resolves conflict. It promotes telling the truth, taking responsibility, acknowledging harm and creating accountability.

Restorative Approaches are an understanding that we work best when part of a community and that to do so we need an understanding on how a community works, self-awareness of our responsibilities to that community and shared communication skills. Restorative approaches are based on 4 key features:

- Respect: for everyone by listening to other opinions and learning to value them.
- Responsibility: for your own actions.
- Repair: identify solutions that repair harm and ensure behaviours are not repeated.
- Re-integration: working through a structured, supportive process that aims to solve the problem and allows young people to remain in mainstream education.

APPENDIX 1: Underwood Hall Expectations - Pupil Version

Boarders are expected to:
Have knowledge of and uphold the Principles and Practices of Underwood Hall
Show care, consideration, and courtesy to one another

GENERAL BEHAVIOUR

- There is zero tolerance of bullying in any form.
- There is zero tolerance of racism or any other form of discriminatory or prejudicial behaviour.
- Behave in an orderly fashion, walk when inside, and do not make undue noise.
- Treat one another, the house and property with respect.
- Be punctual, especially at key times of the day like morning routine, house meetings, curfew, prep and bedtimes.
- Dress and appearance must be reasonable, which includes having appropriate footwear on at all times.
- Boarders should wear dressing gowns (or similar) and slippers (or similar) if out of their dorms and changed for bed.

PROPERTY

- All property and clothing should be clearly named.
- Do not bring overly expensive items into the House.
- Large sums of money, valuables, tickets and passports must be handed in to staff for safe keeping
- Report damage to property, furniture or the building to duty staff immediately. In the case of vandalism or misbehaviour, the cost of the repair will be charged to the pupil.
- Follow the laundry rota.

FORBIDDEN ARTICLES

The following items are not permitted:

- All smoking equipment (including e-cigarettes), alcohol and drugs (other than prescribed medicines).
- Fireworks, firearms, knives, penknives and any kind of offensive weapon.
- Offensive digital or printed media.
- Desktop computers.
- Kettles.
- Pets.

ELECTRONIC DEVICES

- You are permitted only one electronic device which is internet enabled.
- Such devices may only be used downstairs and at designated times.
- Do not take photos or videos of other boarders without their expressed permission and under guidance of staff.

FOOD IN UNDERWOOD

- Unless agreed with duty staff, cooked food that has been purchased or prepared offsite is not permitted.
- Tuck should be kept in a locked tuck box, which in turn should be kept in your lockable drawer.
- Tuck may only be consumed downstairs and only on a Wednesday and a Saturday.
- Carbonated drinks, energy drinks, multipacks of crisps, and protein bars or shakes are not permitted.

LEAVING UNDERWOOD

- Boarders are permitted to use the garden exiting via the cloakroom door.
- Boarders must be supervised whenever they leave The House to go to other parts of the College campus.

ROUTINE

- Stay in bed until wakeup so as not to disturb those wanting to sleep. This is 7:20am during the week and 8:30am at weekends.
- Attend all house meetings, prep and mealtimes, unless prior permission has been obtained otherwise.
- Complete your bedtime routine BEFORE your designated quiet time.
- Bath or shower daily.
- Clean teeth at least twice daily.
- Remain in bed after lights out and only leave your dorm in cases of genuine necessity.
- Do not go into other dorms other than your own.
- Respect the space belonging to your dorm mates.
- Do not open drawers or wardrobes belonging to others.
- Do not handle or move items belonging to others.
- Read the instructions for fire alarms and be aware of where exit routes are.
- Leave dorms, bathrooms and communal spaces impeccably clean and tidy at all times.
- Keep bathroom items in a wash bag or in a 'shower caddy'.
- Keep surfaces in dorms as neat as possible.
- Stow items away in drawers or cupboards wherever possible, and neatly stacked if not.
- Place rubbish in the correct bins which are either for non-recyclable waste or for mixed recycling.
- Do not throw litter, or any other item, out of doors or windows.

January 2023