



THE
KING'S SCHOOL
CANTERBURY
JUNIOR KING'S

Positive Discipline and Behaviour Policy

(Please refer to the Pre-Prep Procedural statement for further information on
EYFS and Key Stage 1)

Responsible Person: Deputy Head (Pastoral)
Latest Review Completed: September 2023

- a) The School's policy on discipline should reflect and enhance the aims of the School: This policy has been written referencing [Behaviour in schools](#): advice for headteachers and school staff 2022.
- i) to have a safe, structured and civilized community in which pupils may develop into balanced individuals, capable of respecting and supporting others and of fulfilling responsibilities as members of the school community;
 - ii) to make all teachers and other adult members of the school community aware that they have the opportunity and responsibility to help pupils develop positively;
 - iii) to enable pupils to become aware of, and live by, the aims and principles upon which the life of the School is based, i.e. the Christian values of justice, truth, service and love; to encourage them to develop their moral awareness and standards by facing up to moral issues and analysing the standards of others;
 - iv) to encourage pupils to live by the conviction that concern for the welfare of others is as important as concern for one's own welfare;
 - v) to give individuals a sense of worth and of being valued by their peers and teachers;
 - vi) to make pupils aware of their responsibilities towards the community at large.
- b) The Form, Section, House and Boarding systems should provide contexts in which the disciplinary aims of the School are fostered as a matter of course through the attitudes and influence of Form Teachers, Year and Section Heads, Housemasters, Housemistresses, Boarding House Staff and Matrons.
- c) All areas of school life should be involved in the development of mutual trust, self-discipline and moral awareness. Every classroom should be a place for the development of positive individual qualities. Discussion of moral issues should be encouraged where appropriate.
- d) The extra-curricular programme should provide a further context for personal growth and the development of self-discipline, responsibility and teamwork.
- e) Detailed records of both positive and negative behaviour will be kept by the school, and parents will be notified if their child's behaviour either exceeds or falls below our stated expectations. The School Rules set out the general expectations. Serious concerns will be investigated and records will be held by the Head.

The School Values and Golden Rules

Underpinning the ethos of the whole school are the School's Values and Golden Rules (Appendix 1), which were compiled following discussions with both staff and pupils at Junior

King's. The Golden Rules are our agreed code of conduct: it is important that staff refer to them when praising and correcting pupils.

Junior King's School Rules

The School Rules (Appendix 2), shared with both pupils and parents, are designed to ensure that the whole school community stays safe and secure. It is important that every member of the community knows exactly what the rules are, and that they are regularly discussed and ideas about them are shared.

POSITIVE BEHAVIOUR AND REWARDS

Our 'Rewards' system is designed to promote a happy, ordered and productive community and enhance learning. We take every opportunity to acknowledge effort, achievement and citizenship in every area of school operation. We offer maximum support, encouragement and guidance to pupils to become the best they can be.

STARS AND EPRAISE POINTS

Junior House pupils are awarded stars, which are recorded on the appropriate pages of their planners, with the children present.

Middle and Upper School children are awarded epraise points, which are recorded online. Children and staff have their own log-in names and passwords, and information is instantly recorded and accessible.

Stars and epraise points should be awarded in recognition of a pupil's achievement, improvement, work, manners, courtesy etc. It is essential that effort be recognised. In ordinary situations, no more than two stars or epraise points should be given at any one time.

ADDITIONAL RECOGNITION

Triple Star (three stars or epraise points) - 'OUTSTANDING'

Criteria: Awarded for a piece of work or performance which demonstrates outstanding effort and/or attainment.

Recommendation made to: Head of Year

Recognised in Section Assembly; names are read out, pupils stand up and receive round of applause. Head of Year to record stars or epraise points as appropriate.

Commendation (five stars or epraise points) - 'CONSISTENTLY OUTSTANDING'

Criteria: Awarded for consistently outstanding examples of work, performance, behaviour or progress.

Recommendation made in Shared/Academic/Assessments-Reports (with the exception of the Effort Commendations, which are awarded by the Deputy Head Academic, based on pupils' effort scores in assessments and reports). A Commendation may be given to a pupil for outstanding personal progress over the course of a half term, for example, or to a Monitor, who has performed his/her half termly duties to a consistently high level.

Awarded in Whole School Assembly; pupils receive a certificate. From their Housemaster/Housemistress, they receive a pin badge in their house colour. The staff member who makes the initial nomination is responsible for recording stars or epraise points as appropriate.

Head's Distinction (seven stars or epraise points) - 'EXCEPTIONAL'

Criteria: Awarded for truly exceptional work, performance or behaviour. A distinction might be awarded for an exceptional act of kindness, for example, or for charity work. A recommendation might also be made for a child who achieves a national title in sport, who participates in a national choir or orchestra, who wins a Drama Festival, or who achieves Grade 8 in a particular instrument.

Recommendation made to: Head (via Head's PA) with evidence/supporting material.

Awarded in Whole School Assembly; pupils receive a certificate and distinction badge. The staff member who makes the initial nomination is responsible for recording stars or epraise points as appropriate.

Notes:

In sport, a Triple Star will be awarded to a Player of a Match, and a Commendation to a tournament winner. Individual stars will be given for effort, progress, good organisation etc.

In Music and LAMDA, children will be awarded accordingly for effort, progress etc, just as they would be in an academic lesson. No additional stars will be awarded for success in ABRSM, Trinity and LAMDA examinations. The children's achievements will be celebrated with the awarding of certificates in Section/Whole School Assemblies.

Key stages of recognition over an academic year:

Junior House

As they complete each page of stars in their Planners, the Junior House pupils' achievements are publicly recognised.

1 st page	Pearl certificate	Presented in Form by Tutor(s)
2 nd page	Sapphire certificate	Presented in Section Assembly by Head of Section
3 rd page	Ruby certificate	Presented in House Assembly by Housemaster/Housemistress
4 th page	Emerald certificate	Presented by Deputy Head (Pastoral)
5 th page	Diamond certificate	Presented by Head in Whole School Assembly
6 th page	Blue Garnet award	Presented by the Head in the Final Assembly of the academic year

Middle School

As they reach each each milestone in epraise points, the Middle School pupils' achievements are publicly recognised.

65 points	Pearl certificate	Presented in Form by Tutors(s)
130 points	Sapphire certificate	Presented in Section Assembly by Head of Section
200 points	Ruby certificate	Presented in House Assembly by Housemaster/Housemistress
260 points	Emerald certificate	Presented by Deputy Head (Pastoral)
325 points	Diamond certificate	Presented by Head in Whole School Assembly
400points	Blue Garnet award	Presented by the Head in the Final Assembly of the academic year

Upper School

As they reach each milestone in epraise points, the Upper School pupils' achievements are publicly recognised.

65 points	One day lunch queue pass	
130 points	Hot chocolate with friends	
200points	One week lunch queue pass	
260 points	VIP lunch table	
325 points	End-of-year barbecue	
400 points	Blue Garnet award	Presented by the Head in the Final Assembly of the academic year

SUPPORTIVE MEASURES AND SANCTIONS

The majority of our pupils are consistently well-behaved and are rewarded accordingly. We have clear procedures for dealing with pupils who fail to meet expectations, however, and all staff help to instil a consistent level of behaviour. Any observations or concerns about a pupil's behaviour should be recorded, to enable those staff most responsible for the pupil's pastoral welfare, to identify any significant patterns and act accordingly.

The imposing of sanctions is a necessary part of school life. Children respond in different ways to being disciplined but the aim of any sanction is to encourage the child to impose self-discipline and to take responsibility for his/her actions. Sanctions but must not be used lightly or inconsistently, nor must they embarrass or humiliate.

Where sanctions are applied, we help pupils to understand why they are in trouble and how their behaviour is unacceptable. We help them to consider the effect their behaviour is having on others. We employ strategies for avoiding repetition in the future and, as far as possible, involve pupils in deciding these strategies.

MINUSES AND DEMERITS

If a child fails to meet the school's behavioural expectations, they will, after a warning, be given a minus (Junior House) or demerit (Middle and Upper School). Teachers are expected to use their professionalism to bring about a change in a pupil's behaviour before a minus or demerit is given.

Any member of staff who gives a minus or demerit must make a record either with the Head of Junior House (Junior House) or on epraise (Middle and Upper School). A brief explanation must be given.

Minuses or demerits will only be given for behavioural transgressions. Only one minus or demerit should be given during any one lesson or activity.

Minuses and demerits do not impact on a child's individual star or epraise total. Nor are they deducted from the overall House totals at the end of each term.

Minuses and demerits revert to '0' at the end of each term, but the records remain in case of further sanctions in following terms.

REPEATED MISDEMEANOURS

If a pupil receives one, two, three or four demerits over the course of a term, no additional action will be taken. Should five or more be received, however, the following stages are actioned.

Five minuses or demerits	Interview with Form Tutor
Ten minuses or demerits Intervention	Interview with Head of Year/Section and Year/Section
Fifteen minuses or demerits Intervention	Interview with Deputy Head (Pastoral) and School

At each stage, the Deputy Head (Pastoral) will be informed, parents will be emailed and appropriate measures applied (e.g. targets set, report card instigated). A record will be kept internally.

BEHAVIOUR AND SUPPORT CARDS

A Form Tutor may wish to place a child on a work or behaviour support card to help him/her with such things as organisation, focus etc. This should be done in consultation with the pupil's Head of Year and appropriate Deputy. Usually, the Head of Year will monitor the support card system. Support cards are carried from class to class by the child concerned and should be filled in daily by those staff that teach the child. Appropriate targets may be included.

MORE SERIOUS BEHAVIOUR

More serious behavioural transgressions (e.g. violence between pupils, cases of bullying) should immediately be referred to the pupil's Head of Year and/or the Head of Section, who will investigate fully and apply an appropriate sanction in consultation with the Deputy Head (Pastoral). Parents will be informed.

INTERVENTIONS

Interventions can be given as a possible sanction, either for an accumulation of minuses or demerits, or for more serious breaches of discipline. Interventions take a variety of forms, depending on the severity of the offence: Section Intervention, led by a Head of Year/Section typically during a break time; School Intervention, led by the Deputy Head (Pastoral) between 5-6pm; Head's Intervention, led by Mrs Károlyi on a Saturday afternoon.

Interventions should be viewed as both reflective and supportive. Pupils are encouraged to consider their behaviour and explore strategies that will help them in the future. When used, interventions should be set fairly and consistently whilst considering the individual needs of the pupil (s) involved..

Parents will be informed before a pupil sits an intervention, wherever possible 24 hours in advance.

SEARCHING AND CONFISCATION

Detailed guidance for schools can be found in [Searching, screening and confiscation](#) at school, this is a government guideline. School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff should consider whether the confiscation is proportionate and consider any special circumstances relevant to the case.

At Junior King's most confiscations would be returned to the pupil or parents within one week. See table 1 in Appendix 3

REMOVAL FROM CLASSROOMS

The removal of a child from a classroom at Junior King's is the last resort. Removal is where a pupil, for serious disciplinary reasons, is required to spend a limited time out of the classroom at the instruction of a member of staff. This is to be differentiated from circumstances in which a pupil is asked to step outside of the classroom briefly for a conversation with a staff member and asked to return following this.

Parents will be informed on the same day if their child has been removed from the classroom. Removal may be used for the following reasons:

- a) to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
- b) to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
- c) to allow the pupil to regain calm in a safe space.

Removal should be distinguished from the use of separation spaces (sometimes known as sensory or nurture rooms) for non-disciplinary reasons. For instance, where a pupil is taken out of the classroom to regulate his or her emotions because of identified sensory overload as part of a planned response.

POLICY on EXCLUSIONS

The Head is ultimately responsible for the care and the discipline of the pupils. If a pupil fails to comply with the School Rules, after all stages of the discipline and behaviour policy have been followed and a full investigation has been undertaken, the Head may require the pupil to be removed. The Head also reserves the right to ask parents to withdraw any pupil who is, in her opinion, not making sufficient progress to warrant (in the pupil's own interest) his or her retention in the School. The Head will consult with the Chairman of Governors on all exclusions (temporary or permanent).

For a temporary exclusion (suspension), the Head will write a letter to the parents, which might include a formal warning about behaviour in the future. The Head will verbally inform the relevant staff of every suspension. In the case of a boarder, the Housemaster/mistress would have the responsibility of arranging a collection time and ensuring that appropriate work is taken home. If a parent is unable to collect a boarder, a guardian will be required to do so. The length of suspension will vary according to the circumstances and nature of the offence, but it will generally not be longer than a week.

For permanent exclusion, a distinction is made between expulsion and requirement to leave. A pupil is liable to expulsion for a grave breach of school discipline and for other serious offences, for example, a serious criminal offence, a willful act, serious damage to the school, its community or any of its members etc. Formal expulsion means that the pupil's name will be expunged from the roll of the school, and reference to the facts and circumstances will be made in response to every request for a reference.

For a breach of school discipline falling short of one for which expulsion is necessary, the pupil may be required to leave permanently. In all such cases, reasonable assistance will be given in helping the pupil to make a fresh start at another school. A boarder may also be required to leave the boarding house without necessarily being required to leave the school.

In any circumstances where permanent suspension is being considered, the Head is required to act fairly and in accordance with the principles of natural justice. The Head will ensure that the correct procedure (as laid down in the Procedure for Exclusions policy) is followed. For some serious offences, this procedure may require the Head to involve the Police or Social Services. The Head will contact parents before any final decision is taken.

All records of suspensions will be kept by the Head's PA. The Chairman of Governors (or a Deputy) must be notified by the Head, via the Clerk, who will be responsible for invoking the Procedure for Appeal (see separate document).

Any pupil required to leave the school permanently will not receive a refund of the current term's fees.

POLICY ON THE PROCEDURE FOR PERMANENT EXCLUSIONS

(Based on the guidance given by Farrer and Co in 'Excluding Pupils - A Practical Guide for Independent Schools' 2005)

When a potential exclusion presents itself:

Initially

Determine the exact nature of the allegation.

The pupil must be informed of the case against him/her.

Consider the evidence which is available to support the allegation.

Consider what other evidence is required and how best to obtain it.

Do the Police or Social Services need to be informed?

Investigation

The investigation will be carried out by a member of the SMT.

Signed statements should be taken from all pupils and staff who were involved in, or who witnessed, the incident.

Another adult (probably another member of the SMT) should be present when pupils are being interviewed.

The pupil should be told not to discuss the matter with other pupils.

Parents should normally be informed after the initial investigations have been made. If the Police or Social Services are involved, parents should be informed immediately.

In particularly serious cases, it may be appropriate for the pupil to be suspended before the hearing is held.

The Hearing

This will normally be heard by the Head but, in her absence, by a member of the Senior Management Team not involved in the investigation. The pupil, his or her parents, the investigating member of staff and a note taker will also attend the hearing, together with any other relevant staff as agreed in advance. Parents may be accompanied by a friend as an observer but he/she will not be allowed to speak. As this is an internal school investigation, it would be inappropriate for a parent to ask for legal representation.

The School presents its case.

The pupil and parents are allowed to ask questions.

The pupil and parents present their case.

The Head and staff ask questions of them.

The Decision

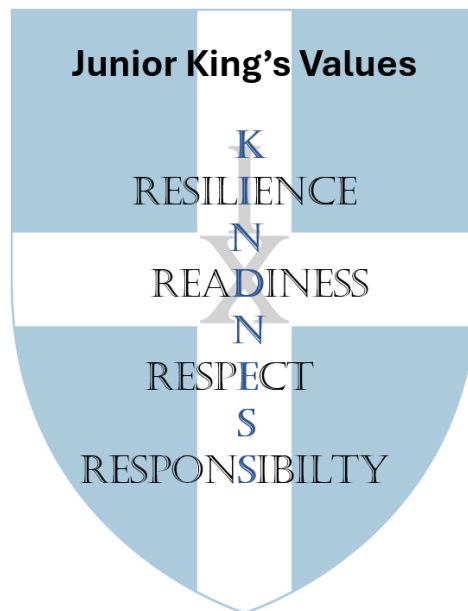
This will be made by the School, and the pupil and parents will be told what it is verbally. This will be followed by confirmation in writing.

Parents will be given the right to appeal to the Governors.

The appeal will normally be heard by at least two governors and one person who is independent of the running of the School.

The appeal decision is final.

Appendix One: The Junior King's Values and Golden Rules



A poster with a blue and yellow background. It features the title 'Our Golden Rules and Values' and a list of ten rules in alternating yellow and blue bars. A small shield logo is in the bottom right corner.

Our Golden Rules and Values

Our Golden Rules and Values form the agreed code by which we live at Junior King's.
We aim to treat other people as we would like them to treat us.
We aim to exercise common sense at all times.

- Be **KIND**, gentle, helpful and polite
- Listen carefully
- Work hard
- Be **READY** and on time
- Be **RESPECTFUL** and honest
- Be proud of your appearance, your work and school
- Be **RESPONSIBLE** for your property
- Think before you speak.
Are your words kind, true and necessary?

Appendix Two: The School Rules

Pupil Version of the School Rules

These rules are in place to ensure that the whole school community stays safe and secure. It is important that every member of the community knows exactly what the rules are, and that they are regularly discussed and ideas about them are shared. We also have the School Values and Golden Rules which focus on how we should treat each other and how we should behave towards all members of the community.



ABSENCE

Please remind your parents to email the school if you are going to be absent for any reason.

BREAKS

Break times will be spent outside or, with permission, in the Music School or the Library.

During the winter months, pupils in Year 8 can stay in the Dining Room during break times.

During wet breaks, you must stay in your form room. Find some quiet activities to enjoy with friends.

BUILDINGS AND SCHOOL GROUNDS

Remember to follow the special guidelines for each building e.g. laboratories, Sports Hall and other specialist areas.

The Orchard is a quiet area (for chatting with friends or reading) and not for ball games.

Ball games should only be played outside on the fields, in Junior House garden (Years 3-4) or on the astro (by rota).

Table tennis and basketball may be played in the designated areas.

COURTESY

Always be polite and display good manners towards every member of the community.

Think carefully about the words you use.

DAMAGE

Look after other people's property as well as all school property.

Report any damage (accidental or otherwise) to a form tutor or another member of staff.

Always get permission before borrowing others' property.

POSITIVE DISCIPLINE

We expect you to behave in a positive manner at all times.

Work hard and always give your very best.

DRESS AND APPEARANCE

Wear your uniform with pride. Clothes must be clean, neat, tidy and in good condition.

All items of clothing should be named.

Trainers should only be worn during sporting activities, or when playing on the grass or the astro.

You should only wear plain stud, gold or silver earrings. No other jewellery is allowed without specific permission. Watches and earrings must be removed before all sporting activities.

FOOD

Sweets and cakes should only be brought to school with the permission of a member of staff.

Remember that we are a nut aware school.

Boarders' tuck arrangements are organised by the boarding house staff.

Chewing gum is not allowed.

Food and drink should not be removed from the Dining Room or consumed around the school.

HAIR

Hair must be neat and tidy. It must not be dyed or shaved. Long hair must be tied back with plain navy, black or brown accessories.

MOBILE PHONES AND SMARTWATCHES

At the start of each academic year, you must read and sign the school's *Mobile Phone and Smartwatch Policy*.

Pupils in Years 3-7 must not have mobile phones in school unless given exceptional permission (e.g. boarders or pupils who use public transport). These phones are stored in the Staff Room during the school day.

Year 8 day pupils are allowed to bring mobile phones to school but they must be kept out of view and stay switched off during the school day. They must not be taken into changing rooms, toilets

or exams. They can be used once the school day has finished, primarily to check on travel arrangements.

Boarders' phones will be kept on the boarding floor and used only at agreed times. Boarders will also sign the *Boarders' Mobile Phone Agreement*.

If you bring a phone to school, it must be clearly named and protected with a PIN.

You will only be allowed to take mobile phones on certain school trips.

You are not allowed to wear smartwatches to school.

OUT OF BOUNDS

The following areas are out of bounds without a member of staff's permission:

- any place beyond the limits of the school boundary
- the River Field and river banks (you must not cross the blue line that borders the river)
- the kitchens
- the Barn and grass area in front (except if playing tennis) and behind
- the Pre-Prep playground (Year 3 and above)
- Junior House garden (Year 5 and above)
- Forest Park
- staff accommodation
- swimming pool and surrounds
- Science labs and DT room without supervision

You may not leave the school grounds without the permission of a member of staff, and you must be under the supervision of your parent/guardian or a member of staff.

Remember to sign in at the Front Office if you arrive after registration, and to sign out from the Front Office if you leave school during the day.

PHOTOGRAPHY AND ICT

You must not upload any school-related photographs, films or moving images on to internet or social networking sites.

PROPERTY

Name all of your personal property (books, instruments, games equipment etc.).

Do not bring expensive items of personal property or electronic equipment to school.

Boarders who bring iPads, iPods, tablets, laptops and phones to school will keep these securely on the boarding floor.

Never borrow other people's, or the school's, property without permission.

Remember never to borrow or lend money.

Large amounts of money must not be brought to school.

PUNCTUALITY

You must be on time for registration, lessons, activities, prep and all other school commitments.

SAFETY

Always behave considerately and sensibly.

Look after yourselves and each other in all areas of the school.

TIDINESS

Keep the school tidy at all times, remembering to keep classrooms and corridors clear.

Pick up clothing and items of property when they are out of place.

Straighten chairs and tables at the end of each lesson.

Turn lights off at the end of the day.

Make sure that all litter is placed in one of the many bins around the school.

TIMETABLE

You will be given your timetable at the start of the school year. A copy will also be displayed in your form room.

When you arrive at school, go straight to your form room.

At the end of the school day, make sure you are in the right place. No one should be outside unless with a member of staff.

If you have not been collected by 6.00pm, go to the Dining Room and wait quietly.

Parental Version of the School Rules

These rules are in place to ensure that the whole school community stays safe and secure. It is important that every member of the community knows exactly what the rules are and that they are regularly discussed and ideas about them are shared. We also have the School Values and Golden Rules which focus on how we should treat each other and how we should behave towards all members of the community.



ABSENCE

If your child needs to be absent from school for medical reasons, please inform the Front Office and your child's form tutor. For any other absences, permission from the Head needs to be given by email in advance.

BREAKS

Children are expected to be outside during break times unless they are in Years 5-8 and have permission to use the Library or Music School. From the second half of the Autumn Term to the end of the Lent Term, during morning and afternoon breaks, Year 8 pupils may sit quietly in the Dining Room. During wet breaks, all pupils are expected to remain in their Form Rooms.

BUILDINGS AND SCHOOL GROUNDS

There are guidelines for each building (e.g. the laboratories, Sports Hall and other specialist areas). Use of the Orchard is limited to quiet activities. Ball games should only be played outside on the fields, in Junior House garden (Years 3-4) or on the astro. Table tennis and basketball may be played in the designated areas.

COURTESY

Good manners, respect and positive language are very important at Junior King's. Good manners are rewarded and valued; poor behaviour and unacceptable language will be challenged.

DAMAGE

School property must be treated with care and respect. Accidental damage should be reported immediately to a form tutor or another member of staff. Deliberate damage to school or an individual's property will be charged to those responsible. Pupils should not borrow other people's property without permission.

POSITIVE DISCIPLINE

At Junior King's, we look to celebrate the positive with a variety of rewards. Sanctions are applied if necessary (see *Positive Discipline and Behaviour Policy*).

DRESS AND APPEARANCE

School uniform should be worn at all times during the school day. Clothes must be clean, neat, tidy and in good condition. All items of clothing should be named. Trainers should only be worn when playing outside on the grass or the astro. Children are not allowed to wear jewellery without specific permission, with the exception of plain stud, gold or silver earrings. Watches and earrings must be removed before participating in sporting activities.

FOOD

Sweets and cakes should not be brought to school without specific permission from a member of staff. They must not contain nuts; we are a nut aware school. Boarders' tuck arrangements will be organised by the boarding house staff. Chewing gum is not allowed. Food and drink should not be removed from the Dining Hall or consumed around the school.

HAIR

Hair styles must be neat and tidy. Long hair must be tied back with plain navy, black or brown accessories. Pupils must not dye or shave their hair.

HEALTH AND MEDICATION

All medicines should be handed into the Health Centre; the nurses will dispense them at the correct times. Some children who are required to carry inhalers or EpiPens etc. will be given specific guidance from the nurses.

MOBILE PHONES AND SMARTWATCHES

At the start of each academic year, all pupils and parents are required to read and sign the school's *Mobile Phone and Smartwatch Policy*.

Pupils in Years 3-7 are not permitted to have mobile phones in school unless they have been granted exceptional permission (if they are boarders, for example, or if they travel to school on public transport). In these circumstances, phones are stored in the Staff Room during school hours.

Year 8 day pupils are allowed to bring mobile phones to school but they must be kept out of view and remain switched off during the school day. They must not be taken into changing rooms,

toilets or examinations. They can only be used once the school day has finished, primarily to check on travel arrangements.

Boarders' phones will be stored on the boarding floors and used only at those times permitted by the house staff. Boarders will also sign the *Boarders' Mobile Phone Agreement*.

All phones brought to school must be clearly named and protected with a PIN.

Mobile phones will only be permitted on certain school trips. Parents will be informed.

Smartwatches are not permitted at Junior King's.

OUT OF BOUNDS (AREAS WHERE PUPILS ARE NOT PERMITTED)

The following areas are out of bounds without a member of staff's permission:

- any place beyond the limits of the school boundary
- the River Field and river banks (pupils must not cross the blue line that borders the river)
- the kitchens
- behind the Barn and grass area in front (except if playing tennis)
- the Pre-Prep playground (Year 3 and above)
- Junior House Garden (Year 5 and above)
- Forest Park
- staff accommodation
- swimming pool and surrounds
- Science labs and DT room without supervision

Pupils may not leave the school grounds without the permission of a member of staff, and they must be under the supervision of a parent/guardian or member of staff. Pupils should always sign in at the Front Office if late, and sign out from the Front Office if leaving school during the day.

PHOTOGRAPHY AND ICT

Pupils are not allowed to upload any school-related photographs, films or moving images on to internet or social networking sites. For further details of the use of ICT and our focus on keeping pupils safe, please see our Junior King's E-safety Policy.

PROPERTY

Pupils must have all personal property (books, instruments, games equipment etc.) clearly named. Expensive items of personal property or electronic equipment from home should not be brought to school unless agreed in advance with the Deputy Head (Pastoral). Boarders are permitted iPads, iPods, tablets, laptops and phones, and these are kept securely on the boarding floor.

Pupils should not borrow other people's, or the school's, property without permission. Pupils should not borrow or lend money, games kit or any other personal property.

Large amounts of money must not be brought to school. Any money brought to school is not the school's responsibility unless it is handed in to either a form tutor, the Front Office (day pupils) or house parents (boarders).

Junior King's cannot be held responsible for the loss of, or damage to, personal property, although every reasonable effort will be made to ensure that property is found and returned.

PUNCTUALITY

Pupils must be punctual for registration, lessons, activities, prep and all other school commitments.

SAFETY

All members of the school community should act considerately and sensibly at all times. Pupils are encouraged to look after themselves and each other in all areas of the school.

TIDINESS

Maintaining a tidy school is essential. It is every member of the community's responsibility to make an effort to keep classrooms and corridors clear. Chairs and tables should be straightened at the end of each lesson and lights should be turned off at the end of the day. Clothing and items of property should be picked up when they are out of place, and litter should be placed in the bins provided.

TIMETABLE

Every child will be given a timetable at the start of the school year. Copies of timetables are displayed in form rooms and planners.

We encourage pupils to arrive at school by 8.15am and to go straight to their form rooms for registration. Pupils should not play outside before school starts. At 4.15 pm, pupils may be collected or prepare themselves for after-school activities. Pupils can be collected at 5.15pm after activities or attend a prep session from 5.15pm until 6pm. At the end of the school day, pupils must not go outside and play without the permission and presence of a member of staff. In exceptional circumstances, if any pupil is not collected by 6.00pm should go to the Dining Room and wait quietly to be collected.

Reviewed October 2023

Appendix 3

Table 1

Confiscation and confiscated items	
Level 3	These items will be returned to other pupils or parents after a set length of time this will usually be within 1 week.
level 2	These items will be destroyed and not returned to the pupils or parents. Examples are items such as cigarettes or fireworks
Level 1	These items will be handed over to police they can include stolen items that cannot be returned to the owner or place where they were stolen, weapons, or illegal drugs.

Table formulated from guidance in “Searching, Screening and Confiscation” Advice for schools July 2022