



CLARE HOUSE SCHOOL PORTHCAWL

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

Intended effective date: September 2026 (on school opening)

Review date: July 2027

Approved by: Board of Directors

Owner: Head of School

Applies to: Whole School

Proprietor: CHS Porthcawl Ltd

This document sets out the intended policy and procedural framework of Clare House School from the date of opening. It has been prepared as part of the registration application to Welsh Government under the Independent School Standards (Wales) Regulations 2024.

1. Regulatory Context

This policy sets out the measures Clare House School will use to promote good behaviour, the sanctions that may be applied in response to misbehaviour, and the school's approach to preventing bullying.

This policy is written in accordance with:

- The Independent School Standards (Wales) Regulations 2024
- Education Act 2002 (Section 157 – Independent Schools in Wales)
- The Equality Act 2010

This policy also has regard to: Keeping Learners Safe (Welsh Government, 2022)

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Additional Learning Needs (ALN) Policy
- Curriculum Policy
- Teaching and Learning Policy
- Anti-Bullying Policy

2. Behaviour Principles

At Clare House, behaviour will underpin safeguarding, wellbeing and high-quality learning. We expect pupils to develop resilience, self-regulation and a positive approach to challenge.

We believe that:

- Behaviour will be taught and modelled
- Expectations must be clear and consistently applied
- Consequences must be fair, proportionate and restorative
- Positive relationships are central to good behaviour

The school will promote: kindness, respect, responsibility, resilience, integrity and courage.

All pupils will be entitled to learn in a safe, calm and purposeful environment.

3. Expectations of Pupils

Pupils will be expected to:

- Treat others with respect and consideration
- Follow all staff instructions promptly
- Allow others to learn without disruption
- Care for school property and environment
- Represent the school positively both on and off site

Personal mobile phones and other personal electronic devices are not permitted during the school day without specific authorisation from the Head of School. Any device brought to school must be handed in on arrival and will be returned at the end of the school day. Unauthorised use of a device may result in confiscation in accordance with Section 10 of this policy.

Expectations will be explicitly taught and reinforced consistently by all staff.

4. Positive Behaviour and Rewards

The school will actively promote positive behaviour through: verbal praise; house points; certificates and awards; celebration assemblies; positions of responsibility; and positive communication with parents. Recognition will be consistent and proportionate.

5. Responding to Misbehaviour

Staff will respond calmly and consistently using a staged approach.

Stage 1 – Reminder

Clear restatement of expectation.

Stage 2 – Warning

Explicit warning that behaviour must change.

Stage 3 – Consequence

Proportionate response, such as: reflection time; loss of privilege; break-time detention; behaviour log entry. Parents will be informed.

Stage 4 – Escalation

Repeated or more serious behaviour may result in: meeting with senior leader; behaviour report card; formal parental meeting; individual behaviour plan.

Behaviour responses will be proportionate to age, context and individual needs.

6. Serious Misconduct

Serious misconduct includes: physical aggression; bullying (including online); sexual harassment or sexual violence; discriminatory or prejudicial behaviour; deliberate damage to property; persistent defiance; theft; and bringing prohibited items. Bullying in all its forms, including online bullying, is addressed in accordance with the school's Anti-Bullying Policy.

Serious incidents may lead to: internal isolation (supervised removal from normal lessons); fixed-term suspension; or permanent exclusion.

Exclusion decisions will be made by the Head of School and reported to the Board of Directors. The Head of School will notify parents in writing on the same day as the decision, stating the reason, duration and any conditions for return. All exclusions will be recorded in the pupil's file and reported to the Board of Directors at the next meeting. Decisions will be proportionate, take account of the pupil's individual circumstances and comply with Equality Act 2010 duties. Where a pupil is permanently excluded, the school will notify the local authority's education service to support continuity of education arrangements for the pupil. Records of all exclusions will be maintained and made available to Estyn on inspection.

Parents or carers of a pupil who has been excluded may request a review of the exclusion decision by writing to the Chair of the Board of Directors within 10 school days of receiving written notification of the exclusion. The Chair will acknowledge the request within 5 working days and arrange for the matter to be considered by a panel of the Board, which will include an independent member appointed in accordance with the Complaints Policy. The panel will consider the circumstances of the exclusion, any representations made by parents, and the school's evidence, and will communicate its decision in writing within 15 working days of the request being received. The panel's decision is final within the school's internal procedures.

7. Removal from Classroom

Removal from a lesson may be used to restore calm, prevent serious disruption, or protect safety. Work will be provided and reintegration managed appropriately. Removal will be proportionate and time-limited.

8. Inclusion and ALN

The school recognises that behaviour may reflect unmet needs. In accordance with the Equality Act 2010 and the ALN Policy: reasonable adjustments may be made to behaviour responses; pupils with Additional Learning Needs may have adapted behaviour plans; and sanctions remain proportionate but may take account of individual needs. Behaviour support is aligned with Additional Learning Provision where appropriate.

9. Safeguarding Link

Behaviour and safeguarding will be closely linked in the school's approach. Where behaviour raises safeguarding concerns, staff will follow the Safeguarding and Child Protection Policy.

This includes concerns relating to: harm to self or others; sexualised behaviour; child-on-child abuse; online safety; and radicalisation.

Where a member of staff observes behaviour by a colleague that falls below the standards set out in the Staff Code of Conduct, this should be reported to the Head of School as a low-level concern in accordance with the Safeguarding and Child Protection Policy, even where it does not meet the threshold for a formal safeguarding referral.

10. Searching and Confiscation

The school reserves the right to search pupils and confiscate prohibited items in accordance with its statutory powers and relevant Welsh Government guidance and the procedures set out in this policy.

Prohibited items include: weapons; drugs; alcohol; vapes; pornographic material; stolen property; and personal electronic devices used in an unauthorised manner.

Parents will be informed.

11. Use of Reasonable Force

Corporal punishment is unlawful and will never be used under any circumstances at Clare House School, in accordance with section 131 of the School Standards and Framework Act 1998.

Staff may, as a last resort, use reasonable force to prevent injury, prevent serious damage to property, or maintain good order. Force will never be used as punishment.

The school will have regard to the Welsh Government guidance *Safe and Effective Intervention: Use of Reasonable Force and Searching Pupils* and the requirements of the Independent School Standards (Wales) Regulations 2024.

Any use of reasonable force or physical intervention will be:

- Recorded in writing by the member of staff involved on the same day, including the pupil's name, the nature of the incident, the intervention used, and the outcome
- Reported to the Head of School on the same day
- Recorded in the school's central behaviour and incidents log on Compass
- Communicated to the pupil's parents or carers on the same day, either by phone or in writing

The Head of School will review all recorded uses of force and report patterns to the Board of Directors as part of the regular behaviour and welfare report.

12. Recording and Monitoring

Behaviour incidents are recorded on Compass, the school's central management information system. The school will maintain a Sanctions Record on Compass recording all serious misbehaviour and the sanctions applied in each case, in accordance with the requirements of the Independent School Standards (Wales) Regulations 2024.

Senior leaders will monitor patterns, identify trends, review sanctions, and ensure fairness and proportionality. The Board of Directors will receive behaviour reports as part of its oversight of safeguarding and welfare.

13. Review

This policy will be reviewed annually each July by the Head of School and approved by the Board of Directors, or sooner in the event of legislative or regulatory change.

This policy supports compliance with Part 1 (Quality of Education) and Part 3 (Welfare, Health and Safety of Pupils) of the Independent School Standards (Wales) Regulations 2024.