



EST. 1967

RUNNYMEDE COLLEGE

Delight, Ornament, Ability

Promoting Positive Behaviour Policy & Procedures (Senior School, Years 9-13) 2026-2027

Reviewed by:	Senior Leadership Team
Last reviewed:	01/08/2026
Next reviewed:	01/08/2027



Promoting Positive Behaviour Policy and Procedures (Senior School)

Key aims:

- To promote and sustain high standards of behaviour.
- To maintain the safety of the school community.
- To ensure that all pupils within the school community are able to benefit from and contribute to school life.

Roles:

- **Pupils** have the responsibility to adhere to the school rules and contribute to a respectful, safe and productive environment. Pupils are expected to report any concerns, such as bullying,
- **All staff** have a role to play in the promotion of positive behaviour. They should have high expectations of pupils and are encouraged to look for opportunities to praise and reward pupils both within and beyond the classroom. Where there is poor behaviour, they should intervene and follow the steps to ensure it is dealt with.
- **Form Tutors and Heads of Year** are responsible for actively promoting positive behaviour within their groups and for monitoring, recording and addressing behavioural matters in accordance with the procedures outlined in this policy.
- **The Headmaster, Head of Senior School, Head of Years 9-11 and Head of VI Form** hold overall responsibility for fostering a culture of positive behaviour across the school community and for making final decisions in relation to behavioural incidents.

Scope and Application:

This policy applies to your behaviour at all times, both in and outside of school. It covers your conduct when you are on school premises, travelling to and from school, wearing school uniform, representing the school, or otherwise associated with the school. It also applies where your actions could affect the school's reputation, the welfare of members of the school community, or the safe and orderly running of the school.

Important note: this policy complements the *Reglamento de Convivencia y Disciplina* and, in cases of conflict or contradiction, the Reglamento prevails.



Runnymede College School Rules

We will uphold the school values at all times, ensuring we are **kind, respectful and curious**.

Manners

- Treat pupils, staff, and visitors with respect.
- Use polite language and behaviour.
- Hold doors open and be considerate of others.

Punctuality & Attendance

- Arrive on time to school, lessons, and activities.
- Attend all lessons, registrations, assemblies, and compulsory events.
- Parents must inform form tutors about absences or appointments, through the Parents Portal.
- Appointments should be made outside of school hours, wherever possible.

Academic Expectations

- Submit your own work at all times.
- Copying, cheating, plagiarism, and misuse of AI are unacceptable.
- Arrive prepared with the correct equipment, including a charged iPad, where relevant.
- Listen carefully, contribute positively, and follow staff instructions.
- Speak English unless instructed otherwise.

Uniform

- Wear full school uniform smartly at all times.
- Shirts/blouses must be tucked in; shoes must be formal, black or navy.
- Wear the correct PE kit for sports lessons (you are only permitted to wear your PE kit on the day you have PE)
- Jewellery should be minimal; small earrings and a necklace of religious or sentimental significance are permitted.
- Hair should be neat, tidy, and of a natural colour; long hair should be tied back and off their face.
- Excessive makeup, unnatural nail varnish, and extreme hairstyles are not permitted.

Use of Devices

- Mobile phones and smart watches are not permitted.
- Only School iPads are permitted and should be used for educational use only (except for Sixth Form)
- Messaging apps, games, VPNs, unauthorised downloads are forbidden.
- Photos, videos, or recordings must not be taken without permission.
- Use technology safely, responsibly, and respectfully.

Non-Negotiables / Red Lines

- The following will result in serious disciplinary consequences or expulsion:
- Misuse of technology or online behaviour.
- Cheating or plagiarism.
- Bullying, harassment, or discrimination.
- Violence or threatening behaviour.
- Possession or use of alcohol, vapes, smoking materials, or drugs.
- Any behaviour that risks the safety or wellbeing of others.
- Disrespectful behaviour towards any member of staff.
- Repeated defiance of school rules or staff instructions.

Off-Bounds Areas:

- Pupils must only use the areas designated for their year group or activity and must not enter any area that has been identified as off bounds.

Campus Rules

- Respect the school campus and leave spaces tidy.
- Look after school property and store items in designated areas.
- Dispose of rubbish properly.
- Move calmly and quietly around the school.
- Stay within authorised areas only.
- No eating inside school buildings, Julia, or the Library.
- Founders, Prep and Pre-Prep Building Rules
- Wait quietly outside classrooms until invited in.
- Keep corridors calm and quiet.
- Stand behind desks at the start and end of lessons (for Senior and Prep pupils)
- Pupils must only use the areas designated for their year group or activity and must not enter any area that has been identified as off bounds.

Library Rules

- Maintain a silent, respectful study environment.
- Take care of books and return them to the correct location.
- Use the borrowing system correctly and return books promptly.

The Julia Rules

- Respect the sports facilities and equipment.
- Use the correct changing rooms.
- Leave spaces tidy and as you would like to find them.

Sports Pitches & Courts

- No food is allowed on the sports pitches or courts.
- Do not play with the rubber infill on the field. Avoid pulling the turf with your hands.
- Shake your shoes before leaving the pitch.
- Do not lean or step on the nets.
- Do not leave backpacks, clothing or any other items on the pitches.

Dining Hall Rules

- Follow staff instructions and queue patiently.
- Show good manners and be respectful.
- Eat a balanced diet and try the food provided.
- Clear away trays and leave tables tidy.
- Do not take food provided by the school outside the dining room.

Break & Lunchtime Rules

- Follow staff instructions and remain in permitted areas.
- Always be respectful and inclusive during social time.
- School buildings are out of bounds unless supervised (except Sixth Form).
- iPads must remain in lockers (Prep and Senior).

Trips & Visits

- Represent the school positively at all times, wearing the appropriate uniform.
- Follow school rules and all safety instructions.
- Respect staff, the public, and the environment in all interactions.
- Do not litter the buses or places you visit.

Fire Alarm & Emergency Procedures

- Treat all alarms as real and follow staff instructions immediately.
- Leave buildings calmly using designated routes.
- Go directly to assembly points and remain silent.
- Do not re-enter buildings until instructed.
- Tampering with fire safety equipment is a serious offence.

Rewards:

When a pupil upholds the school values and gets things right, this is acknowledged through positive praise and House Points, and celebrated in the form of rewards.

House Points can be awarded for the following reasons:

- Notable act of kindness to a member of the school community
- An act of care for the school environment
- Particularly good individual progress made in a lesson
- Commitment to a co-curricular activity
- Excellent representation of the school (co-curricular, trips etc.)
- Consistent excellence of uniform presentation
- Participation in a wider-school event (e.g. charity)
- Excellent use of language in a lesson
- Particular improvement in personal attainment
- Consistently punctual and ready to learn
- Notable demonstration of academic curiosity
- A remarkable and sustained improvement in any previously negative issue
- Plus more.

As Positive House Points accumulate the following rewards are issued:

Positive House Points	Consequences	Actions
25	Conduct Reception	You will be invited to meet with the Headmaster or another member of senior staff for a special reception to recognise your continued excellence. You will also be presented with a certificate of commendation in front of your peers.
20	Head of Year Commendation & Lunch Pass	Your parents will be contacted by your Head of Year in recognition of your continued adherence to school values and rules, and you will be issued with a lunch pass for your and a friend, which allows you to skip the lunch queue.
10	Form Tutor Commendation	Your parents will be contacted by your Form Tutor to congratulate you.

- **Congratulatory emails** are also sent home regularly to parents of pupils who have been best in their House for a particular House point category.
- **Rewards events** - pupils are awarded for top house points with trips and events.
- **Prize Giving** at the end of each year is also an opportunity to celebrate academic and co-curricular achievement and effort.

Behaviour of Concern:

- We recognise that Runnymedians may, on occasion, get things wrong. Our approach is to address behaviour concerns fairly and support pupils in learning from their actions and moving forward positively.
- Any corrective measures will be proportionate to the pupil's age, individual circumstances, and the nature and seriousness of the behaviour. Pupils are expected to be honest during any investigation; dishonesty will be treated as an additional serious concern.
- While the behavioural escalation process outlined below will normally be followed, the school reserves the right to accelerate the process or omit stages where the severity, frequency, or persistence of behaviour warrants it. Such decisions will be made by the Pastoral Leadership Team.

Consequences for Behaviours of Concern:

Breaking any of the school rules will lead to either a negative house point, or depending on the behaviour, one of the following consequences:

Behaviour	Consequence	
Late to school	Same day break time detention.	If pupils are late to school they will receive a same day detention at break time led by the Heads of Year.
Late to lessons	Lunch time detention	If pupils are late to lessons on two occasions in one week they will receive a lunch time detention.
Missed Homework/ Organisation (Teacher Referral)	Attendance at lunch homework support session.	You will be asked to attend a lunch time homework detention if your teachers are concerned about homework or organisation. You will be put into the detention by your class teachers, tutor or HOY and will be informed in form time.
Mobile phone on site	Confiscation	In the first instance, if a pupil is found to have a mobile phone on site, they will be issued with an after-school detention and the phone will be confiscated for a time period decided by the Senior Leadership Team. In the second instance, if a pupil is found to have a mobile phone on site, it may be escalated to an internal or external suspension.

Negative House Point Behaviour Escalation:

- Following a clear warning, pupils will be given one negative house point per behavioural infringement and will be informed by the teacher about it.
- Sanctions will be issued for accrued negative house points during the school year.

Negative House Points	Consequences	Actions
3	Form Tutor Warning	You will have an individual conversation with your Form Tutor discussing the reasons for your negative house points and will consider how to improve your conduct in the future.
5	Detention & Parent Notification	Your Form Tutor will contact your parents to notify them that you are not meeting the behavioural standards of Runnymede College. You will have a detention with your Head of Year and this will be recorded on your sanctions record.
10	Behaviour Report & Parent Meeting	You will be placed on a Behaviour Report for five school days if your behaviour or conduct becomes a cause for concern. Your teachers will monitor and comment on your progress against agreed behavioural targets throughout the reporting period. Your parents will be informed and may be invited to attend a meeting to discuss concerns and support your improvement. If you do not meet the expectations of the report, you may be placed on an SLT Report overseen by a member of the Senior Leadership Team.
15	Parent Meeting & Serious Sanction	If concerns about your behaviour continue, or you fail to respond positively to earlier interventions, your parents will be required to attend a formal meeting with a member of the Senior Leadership Team. During this meeting, your conduct will be reviewed, expectations for improvement will be made clear, and a serious sanction may be issued. This sanction will be recorded on your school record.
	Headmaster Meeting	If poor behaviour continues, or if you are involved in a serious incident, your parents will be required to attend a meeting with the Headmaster or another senior leader. At this stage, significant sanctions, including external suspension, may be considered. You may also receive a final warning regarding your future conduct and your continued place within the school community.

For Sixth Form pupils, these corrective measures may be replaced with the withdrawal of privileges for VI Form students, or formal meetings with pupils or parents.

Mobile Phones and Electronic Devices

- Mobile phones or electronic devices (not issued or authorised by the school) must not be used during the school day, including lessons, break times, enrichment activities, extracurricular activities, on the school site, or on school transport, unless explicit permission has been granted for an educational purpose.
- In exceptional circumstances, pupils may request permission to use a device by applying to their Form Tutor or a member of the Senior Leadership Team. If permission is refused, the decision will be communicated in writing via email. Appeals may be made to the Head of the Senior School, who will respond via email. This decision is final, although a new request may be submitted if circumstances change.

Consequences for Use of Mobile Devices

- Any unauthorised use of a mobile phone or electronic device will result in the device being confiscated for a period determined by the Senior Leadership Team, plus an after-school detention will be issued.
- A second offence will be treated as a serious breach of the school's behaviour expectations and may result in more significant sanctions, including suspension.

Prohibition of Deepfake Content:

- The creation, possession or sharing of AI-generated or digitally manipulated images or videos, including deepfake or sexualised content, is strictly prohibited and will be treated as a Level 4 behaviour infringement, potentially resulting in serious sanctions and referral to the police.

Other policies:

This policy should be read alongside the following:

- Alcohol, Smoking & Drugs Policy
- Preventing Bullying Policy
- E-Safety Policy
- ICT Acceptable Use Policy
- Pupil & Parent Handbook
- Safeguarding & Child Protection Policy
- School Rules

Appendix A: Behaviours of concern and guidelines to disciplinary actions:

(Based on the 'Protocolo de Convivencia')

	Examples include, but are not limited to:	Disciplinary action	By whom? Format?
Level 1 Minor (lacks self-respect) (Article 8)	Late to lesson/ school Lack of effort Lack of organisation Not adhering to dress code Work missing/ late work Misuse of technology (see Acceptable use of ICT policy)	Warning Verbal reprimand and/or Negative house point Break time detention	Any member of staff
Level 2 Moderate (lacks respect to others/ school) (Article 9)	Repeated Level 1 behaviours (a) Calling out, Distracting others, Chattiness (b) Disrespectful language/ behaviour, unkindness (c) (Anti-bullying policy) Dishonesty, Disobedience, Dangerous behaviour (d) Disruption of normal school activities (k) Exam or homework misconduct (j) Poor behaviour on bus, Out of bounds (d) Failure to report any concerns (l) Lying or misrepresenting the truth (o)	Negative house point a) Going on report (in particular for repeated Level 1 behaviours) And/or b) Missing break time or lunch time c) Extra academic task or school based community service d) Exclusion from the class or activity e) Suspension from extracurricular activity	Any member of staff Form Tutor Subject teacher, Form Tutor, HOY, HOD. HOY HOY
Level 3 Serious (Serious lack of respect to others/ school) (Article 9)	Repeated Level 2 behaviours and unjustified absences from class, as determined by the subject teacher or Form Tutor (a) Damage to school's premises and property (e) Theft, damage or concealment of belongings of others (f) Incitement or conspiracy to commit serious misconduct (g) Participation in mutually agreed fights (h) The dissemination of images or information of a personal nature about others (m) Failure to comply with a sanctions/ measures imposed for a minor misdemeanour (n)	Options: a) Exclusion from classes or activities (for a maximum period of seven consecutive school days) b) Missing break time or lunch time (for a maximum of 15 days) c) Extra academic task or school based community service (for a maximum period of three months) d) Suspension from extracurricular activity (for a maximum period of three months) e) Suspension from school (for a maximum of seven consecutive school days)	HOY and Head of 9-11 / Head of VI Form Pupils to acknowledge responsibility and apologise (return, repair, pay) (Article 15) Case supervisor to be assigned. A report needs to be written up and signed by pupil (13+) (Article 17) Right to hearing prior to corrective measure must be respected.

Level 4 Very Serious (Very serious lack of respect to others/school) (Article 10)	a) Serious insubordination, disrespect, threats, or abuse towards staff. b) Physical or psychological bullying of pupils. c) Intimidation, violence, or actions infringing on others' privacy, dignity, or health. d) Discrimination, humiliation, or degrading treatment of any community member. e) Recording, sharing, or publishing acts of aggression or humiliation. f) Deliberate or serious damage to school property or others' belongings. g) Impersonation, falsification, or theft of academic documents. h) Use, promotion, or trafficking of harmful or dangerous substances/objects. i) Unauthorised access to school files, documents, or servers. j) Serious disruption of school activities or significant rule breaches. k) Repeated serious infractions within a term. l) Incitement to commit a very serious infraction. m) Failure to comply with sanctions or restorative measures.	Options: a) Extra academic task or school based community service (for a maximum period of six months) b) Suspension from extracurricular activity (for a maximum period of four months) c) Transfer to a different class group d) Exclusion from classes or activities (for a maximum period from seven to fifteen consecutive school days) e) Suspension from school (for a maximum of twenty consecutive school days) f) Permanent expulsion from school	Headmaster, Assistant Headmistress, Senior Deputy Head Case supervisor to be assigned. A report needs to be written up and signed by pupil (13+) (Article 17) Right to hearing prior to corrective measure must be respected.
---	---	--	--

Appendix B: Information regarding Level 3 or 4 sanctions:

Guidelines for staff:

- Any serious behaviour sanctions need to be communicated with parents **before** the sanction is imposed.
- All sanctions need to be communicated **via email** (i.e. any phone call conversations need to be followed up with an email).
- Both** parents always need to be informed.

Final warning:

A student may be placed on a Final Warning by the Head or Assistant Head based on the Headmaster meeting. The Final Warning may be issued in the event of:

- a serious breach of school rules which, if repeated would justify Permanent Exclusion
- the repetition of more minor breaches or
- a failure to comply with the requirements of an agreed behaviour plan

If the student repeats any of the behaviour in their Final Warning they are likely to be subject to a Permanent Exclusion/Required Removal. The school reserves the right to issue a Final Warning alongside other punishments, e.g. suspension.

Note: these sanctions must follow the procedures and maximum durations set out in Articles 13–15 of the *Reglamento de Convivencia y Disciplina*.

Required removal:

Parents may be required to remove a pupil from the school if, in exceptional cases, where the conduct of a pupil or their parents seriously disrupts the life of the school, the Head may begin a disciplinary file pursuant to Articles 20–21 of the *Reglamento de Convivencia y Disciplina*. Only after the investigation, hearing and resolution processes have been completed may the Headmaster decide to expel or require the withdrawal of the pupil. Parents and pupils will be informed in writing and given the opportunity to present their case and appeal.

Suspension:

More serious conduct may result in suspension from the school for a certain number of days. The duration of the suspension is decided by the Headmaster, and a pupil is allowed to return to school after a meeting between the Headmaster and his/her parents in which clear expectations of future conduct are stipulated. The Headmaster or the SLT shall determine the schedule and other conditions under which a pupil temporarily excluded may attend the centre during the necessary time to sit exams or to collect instructions or materials as designated by their teaching staff.

Permanent Exclusion:

The decision to exclude a pupil is only ever considered under extreme circumstances. It is never taken lightly and will usually follow a formal case hearing with the Headmaster. A pupil may be asked to leave the school permanently, at the discretion of the Headmaster, for a significant breach of school rules and related policies, breaches of a Final Warning, behaviour that puts themselves or other pupils at risk, behaviour that damages the reputation of the school, criminal or illegal acts, or repeated or significant behaviour that undermines the school community. This can include persistent low-level behaviour of concern.

Appendix C: Level 3 and Level 4 Investigation and Disciplinary Hearing Procedure

Level 3 or 4 Incident

