



OXFORD INTERNATIONAL COLLEGE BRIGHTON

BEHAVIOUR, REWARDS, SANCTIONS AND EXCLUSIONS POLICY

including Student Code of Conduct and Boarding House Rules

POLICY INTENDED FOR:	Parents, Students, Staff
CATEGORY:	Behaviour
POLICY IMPLEMENTED BY:	Staff
REVIEWED BY:	Principal
REVIEWED DATE:	August 2024
NEXT REVIEW:	September 2025

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BEHAVIOUR, REWARDS AND SANCTIONS POLICY

1. PRINCIPLES AND AIMS OF THE POLICY

1.1. GUIDING PRINCIPLES

OIC Brighton is a close community of like-minded individuals from diverse international backgrounds. We operate on the basis of shared values and aims for academic excellence, exceptional learning experiences and personal development.

In the light of our College's expressed aims to nurture individual strengths, ambitions and personal values, this policy outlines how the College will celebrate positive decisions and actions whilst recognizing that incidents of poor behaviour and poor decision-making are a part of learning.

1.2. AIMS OF THE BEHAVIOUR RULES, REWARDS AND SANCTIONS POLICY

All members of the College including parents, students, academic, boarding and support staff take responsibility for creating an environment which supports the College's aims, namely to:

- enable all our students, day and boarding, to achieve to the best of their potential, both academically and personally;
- enable students to grow into themselves as confident, thoughtful and considerate people, well equipped with the skills and understanding needed for their next steps;
- create an ambitious learning environment;
- promote positive behaviour and respectful, kind relationships through positive reinforcement and consistent reward and sanctions systems;
- promote an open-minded mentality, building on our international community, encouraging students to look outwards, to be tolerant, to engage and manage the complexity and change in the world around them, and to develop as well-informed global citizens;



- maintain excellence in our teaching, learning and pastoral care through attracting and developing outstanding staff;
- create a safe environment in which all students, day and boarding, feel safe, understood and fairly treated, where their needs are met and where all members of the community know that bullying, physical threats or abuse are not tolerated;
- ensure that the College's expectations and standards are understood, shared and consistently applied and adhered to.

In accordance with these aims, the College undertakes to:

- be fair and consistent, and to focus much more on ways of modelling and reinforcing positive behaviour than on the use of sanctions;
- ensure that all staff maintain the highest standards of conduct in their relations to students and to each other;
- ensure that rules, rewards and sanctions are age-appropriate and regularly reviewed, with the input of student voice where appropriate so that all stakeholders feel listened to;
- consider the needs of students with SEND and any other contextual factors in applying this policy with due care and consideration.

2. ROLES AND RESPONSIBILITIES

2.1 THE PRINCIPAL

The Principal is responsible for reviewing this behaviour policy giving due consideration to the College's stated aims and principles, as outlined above. The Principal will also approve this policy and ensure that the College environment



promotes positive behaviour and that staff deal effectively with poor behaviour. The Principal will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

2.2 STAFF RESPONSIBILITIES

Staff members are responsible for:

- implementing the behaviour policy consistently;
- modelling positive behaviour;
- providing a personalised approach to the specific behavioural needs of individual students;
- recording behaviour incidents (via CPOMS);
- escalating concerns including safeguarding concerns to the appropriate staff Leads;

The Senior Leadership Team will support staff in responding to behaviour incidents. In addition to the records of all behaviour incidents on CPOMS, a confidential record of sanctions imposed for serious misbehaviour is kept by the Principal. This record includes the student's name and year group and the nature and date of the sanction imposed.

2.3 PARENTAL RESPONSIBILITIES

Parents are expected to:

- support their child(ren) in adhering to the student code of conduct;
- inform the College of any changes in circumstances that may affect their child(ren)'s behaviour;
- discuss any behavioural concerns with the College promptly.



3. RELATED POLICIES

3.1 ANTI BULLYING POLICY

Bullying, in any form (including cyber-bullying, prejudice-based and discriminatory bullying) is not tolerated at OIC and any instances of it will be dealt with promptly and firmly. The College's Anti-bullying Policy sets out our approach to the prevention of bullying and to dealing with it if and when it does arise.

Related College policies and documents include:

- Safeguarding and promoting the welfare of children policy
- Preventing Bullying policy
- Attendance Policy
- Leaving Campus Policy
- Uniform and Dress Code Policy
- Boarding House rules
- e-Safety policy
- Terms & Conditions for parents
- Mobile Devices Policy
- Conducting a search
- Physical Restraint Policy
- Acceptable Use of IT
- Student Complaint Procedure

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#)



4. STUDENT CODE OF CONDUCT

4.1. CODE OF CONDUCT FOR ALL STUDENTS

Around the College I will:

- Behave politely and respectfully, treating others as I would wish to be treated;
- Take pride in my appearance and adhere to the College dress code, as appropriate by year group, both during lessons and for PE and sports clubs;
- Use English as the common language of our College community;
- Look after all property, whether it belongs to the College, other people, or myself;
- Not chew gum or consume energy drinks; not take any food or drink (other than water) into classrooms;
- Be punctual to all school events and lessons and notify my teacher in advance if I am unable to do so;
- Communicate politely and appropriately both in speech and in writing, never making racist, sexist, homophobic or other abusive or offensive remarks;
- Be organised in my preparation for lessons and timely completion of all homework set;
- Keep all shared areas of the College clean and tidy and follow the dining room rotations;
- Adhere to the Mobile Devices Policy, including leaving mobile phones in the boarding house during the school day and refraining from wearing headphones in and around College;
- Listen to the teacher and avoid any behaviour that could disrupt my or others' learning.

Outside of the College I will:

- be an ambassador for the College behaving at all times as good representatives of OIC Brighton;



- behave in accordance with all UK or relevant laws;
- Adhere to the guidelines regarding leaving the College site including: seeking permission; informing boarding house staff and returning punctually, as appropriate to my year group;
- listen to and follow staff instructions in class and on trips, activities, and excursions.

5. REWARDS AND SANCTIONS

5.1 REWARDS

These are given for any commendable activity and include: regular verbal praise for hard work and positive behaviour and merits. Merits are recorded centrally (on ISAMS) and contribute to the House competition totals.

Successes and outstanding achievements, be they academic or extra-curricular, are celebrated through direct verbal feedback to students and parents, progress reports, entries in the school blog, on the website and in newsletters, the Sports and Activities Awards, awards given out in assemblies and at the celebratory event at the end of the summer term, etc.

Reward Categories

- **REGULAR:** Verbal praise and merits (max. 3 per occasion) awarded regularly for positive behaviour and contributions e.g. exemplary class or homework; helpful behaviour; contributions to College events such as assemblies.
- **MODERATE:** Rewarded occasionally for stand-out work, effort or contributions to College life. These may take the form of: praise postcards from Houseparents or SLT; merit certificates for the accumulation of merits : 50 (bronze), 100 (silver), 150 (gold); house prizes.



- **SIGNIFICANT:** Rewarded rarely for singular work, effort or contributions to College life. These may take the form of: house shield; award certificate or subject prize; Principal's certificate.

5.2 SANCTIONS

Alongside the promotion and teaching of positive behaviours, promoting an inclusive and supportive College community, we recognize that young people will make mistakes and need guidance in corrected poor choices or negative behaviour.

In these situations, we will put restorative actions in place that guide and support our students towards making better choices in the future, and thereby encourage them to develop their personal responsibility.

Where there are issues of behaviour that cause us concern, these are addressed with the student by his or her Strategy Tutor in the first instance. More serious and/or persistent issues will be dealt with as appropriate by the Deputy Principal Pastoral & Wellbeing or, where necessary, the Principal. Parents will usually be informed.

We aim to address all such issues in sympathetic and constructive ways with the aim of achieving a positive outcome. However, we do, of course, reserve the right to resort to more serious sanctions such as suspension or, in extremis, permanent exclusion where the circumstances make such a response unavoidable.

BEYOND THE SCHOOL GATE



Sanctions may be applied where a student has misbehaved off-site when representing the college, such as on a school trip. Sanctions may also be applied for inappropriate behaviour online.

Categories and Resulting Sanctions

- **LEVEL ONE (Low):** an occasional issue with a commitment to learning, or minor failure to adhere to the Code of Conduct – see 4.1. Appropriate sanctions would include: a verbal warning; moving seat or group; removal from a practical activity. A demerit would be issued on ISAMS for a sanction at Level One.
- **LEVEL TWO (Medium):** issues that are repeated or show a lack of consideration or respect to the College community and its Code of Conduct, or that threaten the student's own or others' progress academically and personally. Appropriate sanctions would include: compulsory attendance at after- school clinic; reflective detention; loss of privilege; community service; green report card. Parents / guardians would be informed of any sanction at Level Two, and may be invited to a formal Review meeting. This would be recorded on the College's pastoral recording system.
- **LEVEL THREE (Serious):** an action / actions that show active disregard for the College community and its Code of Conduct, or that are disrupting the student's own or others' progress academically and personally. Appropriate sanctions would include: reflective detention with SLT; compulsory attendance at after-school clinic for a set period; loss of privilege for a set period; community service; amber report card. Parents / guardians would be informed of any sanction at Level Three and this would be recorded on the College's Pastoral recording system.
- **LEVEL FOUR (Extreme):** an action / actions that warrant the immediate attention of the Senior Leadership Team and/or cause concern to welfare, endangerment to self or others. Appropriate sanctions might include: a temporary alternative programme; significant loss of privilege; significant community service; behaviour contract; suspension; permanent exclusion. Parents / guardians would be invited to a formal review meeting and subsequent actions and sanctions would be recorded on the College's Pastoral recording system.



The following process will be followed at the below behaviour thresholds:

Demerit Total	Student Follow Up	Parental Follow Up
5 demerits in one term	Meeting with Strategy Tutor.	Strategy Tutor emails home with an update on behaviour and the follow up meeting with the Student.
10 demerits in one term	Meeting with Head of Year - Student put on report card for one week.	Head of Year phone call/teams call with parents to discuss behaviour.
15 demerits in one term	Meeting with Deputy Principal Pastoral – Daily check-ins with Deputy Principal Pastoral.	Deputy Principal Pastoral meeting with Parents, Guardian and official communication sent home.
20 demerits in one term	Meeting with Principal – Student given a one-day suspension from College.	Principal meeting with Parents, Guardian and official communication sent home.

Following the above process, the following consequences will be in place for any student that receives a significant number of demerits in an academic year:

- If a student receives a total of 25 demerits in an academic year they will receive a two-day suspension from College.
- If a student receives 30 demerits across the academic year then their place at the College would be in jeopardy.



5.3 EXCLUSION

As a measure of last resort, the College reserves the right to suspend or to permanently exclude a student, or to ask parents to remove him or her from school, in the following circumstances:

- a) in response to a serious breach (or several minor breaches) of this policy or of any other school rules; and/or
- b) if the student's work rate or attendance or conduct (including behaviour or conduct outside school), or any combination of these, are deemed unacceptable;
- c) if it is believed that allowing the student to remain in school would seriously harm the education or welfare of others in the school;

and where the suspension or exclusion is believed to be in the school's best interests or those of the student concerned or of other students.

As the ultimate sanction, permanent exclusion will generally have been preceded by efforts to rectify the issues causing concern and by appropriate warnings to the student and to his or her parents or guardians.

The College may, however, find itself obliged to permanently exclude a student or to require them to be removed immediately and without prior warning in instances of very serious misconduct or where it is believed that the student's continued presence may present a risk to others and/or bring the College into disrepute.

Examples of conduct that could merit permanent exclusion include the following, regardless of whether they took place within College or outside the College grounds or term time:

- serious instances of bullying (including cyber-bullying and any other form of abuse using digital media, prejudice-based and discriminatory bullying);
- inappropriate, abusive or dangerous conduct towards other students or members of staff;



- being in possession of illegal substances on the school site, supplying, using or acting as a conduit for illegal substances;
- damage to property;
- inappropriate sexual behaviour;
- racist or any other kind of abuse;
- theft;
- abuse of alcohol, drugs or other illegal substances;
- persistent disruptive or anti-social behaviour; and
- any other serious breaches of school rules, including those relating to boarding and to the acceptable use of IT.

Please note that this is not intended to be an exhaustive list, and that there may be other situations where exclusion is considered to be the appropriate sanction.

The College will make reasonable adjustments for managing behaviour which may be related to a student's disability. Where exclusion needs to be considered, the school will ensure that a disabled student is able to present his or her case fully where their disability might hinder this.

The College will always endeavour to act fairly and to take all relevant circumstances into consideration when deciding whether to a student must be suspended or permanently excluded, including making reasonably adjustments for a disability or special educational need. Wherever possible, the College will consult with parents before the decision is taken. If parents are unhappy with such a decision, they may ask the College to review it, in which case the Review will be undertaken by two or more members of the Board of Governors.



5.4 REVIEW PROCEDURE

To request such a Review, parents must write to the Chair of the Board of Governors (contact details available on request from the College office) stating the grounds on which they are asking for the Review and the outcome they would ideally like. The request must be submitted in writing to the Chair and must be received within 7 days of the school's decision to exclude the student being notified in writing to the parents. The Review meeting will generally be attended by the Review panel members, the Principal, the student and parents. Parents may be accompanied by a friend or relation. It will not normally be appropriate for there to be legal representation at the Review meeting. Parents should inform the Chair in writing within 3 days of the Review of the identity of the person accompanying them if any.

A Review meeting is a private matter. All those concerned and involved are required to keep the Review meeting confidential unless disclosure is required by law.

The Review will be held as soon as reasonably practicable after receipt of the request from parents. A Review will not normally be held during school holidays; and it will normally take place at the College.

The Review panel will consist of at least two members of the College's Governing Body. None of the panel members will have had prior involvement in the case.

The role of the panel is to listen to both sides, consider whether the Principal's decision was fair and proportionate and in accordance with College policy, and decide whether to uphold the decision or refer the matter back to the Principal for reconsideration together with recommendations.



The panel will notify the Principal and the parents of the outcome in writing with reasons and any recommendations, usually within three days of the meeting. The Principal will provide a written response to such recommendations normally within 48 hours and, in the absence of significant procedural irregularity, the Principal's decision will be final.

The College will make reasonable adjustments where the parents and/or the student inform us ahead of the Review meeting that they have a disability.

6. SIXTH FORM EXPECTATIONS

At the core of our approach in the Sixth Form is a desire to maintain an environment in which students are treated as young adults rather than as schoolchildren – an environment characterised by trust and mutual respect in which students are encouraged to take responsibility for themselves and for their own academic progress and personal development.

This is, therefore, not a place that is run through batteries of rules and sanctions. At the same time, clear boundaries and expectations are important, and sixth form students are expected to behave in accordance with the code of conduct outlined in Section 4, above.

In particular, and in accordance with our focus on academic excellence and personal development, sixth form students are expected to be punctual, maintain excellent attendance at lessons and College events, and to act at all times as ambassadors of the College and role models to younger students.



Sixth form students are not expected to wear formal school uniform but should adhere to the College's Sixth Form Dress Code and wear appropriate sports kit for PE and sporting activities.

We expect all sixth form students to invest time and energy in their work and failure to do this will force us to take action. That response will depend on individual circumstances and how long it takes the student to get back on the correct path. Support and guidance will be available at all times from academic staff, the student's strategy tutor and their boarding house staff.

7. EXTENSIONS OF THE POLICY

7.1 CORPORAL PUNISHMENT

The use of corporal punishment is against the law and will not be practised in any aspect of College life.

7.2 ALCOHOL, TOBACCO, VAPING AND OTHER DRUGS

Students, staff and tutors are expected to comply with current legislation concerning alcohol, tobacco, vaping and drugs. Prohibited items (as defined in Section 2 of the Misuse of Drugs Act 1971) are not tolerated on the College premises. Any complaint or report of involvement with drugs and substances either on or off College premises, including boarding facilities, will be followed up and investigated.

The College operates a zero tolerance on alcohol and drug possession and consumption, anyone possessing or using prohibited items will face exclusion. In exceptional cases, a supportive regime may be offered as an alternative to expulsion, however, the College is under no obligation to provide such a regime.



Students are not permitted to possess or drink alcohol anywhere on the College premises.

Any violation of this policy will result in disciplinary procedures. The following is not tolerated:

- bringing alcohol onto College premises;
- being in unsupervised possession of alcohol;
- obtaining or supplying alcohol to another student;
- consuming or being impaired by alcohol while on College premises or in the care of the College.

The College may, at any time when reasonable grounds for suspicion of drug or alcohol use exist, expect the student to give a biological sample (such as urine or oral swab) or take a breathalyser test to test for the use of drugs, alcohol or other substances damaging to health. A record of such a sample will not form part of the student's permanent medical record but failure by a student to take such tests will result in disciplinary action being taken.

Any member of the College suspected of involvement with drugs and substances may be suspended.

Smoking and vaping are not permitted at any time whilst enrolled at the College, including

7.3 CONDUCTING A SEARCH

In keeping with the relevant DfE regulations, the College reserves the right to search for any 'prohibited items' and for any other items that are banned under the College rules and in any other written statement of College rules at OIC Brighton, including those that apply in the boarding houses.

Such searches are very rare in practice. Where we consider it necessary to conduct a search, this will be done discreetly and sensitively, and in accordance with the policy and procedures set out in the College's policy document on 'Conducting a Search'.



7.4 MALICIOUS ALLEGATIONS

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Principal will discipline the student in accordance with this policy.

Please refer to our safeguarding policy for more information on responding to allegations of abuse. The Principal will also consider the pastoral needs of staff accused of misconduct.

7.5 PHYSICAL RESTRAINT

Under the Education and Inspections Act of 1996, staff have the power to use 'reasonable force' to control or restrain pupils physically in order to prevent them from:

- committing a criminal offence (or what would be a criminal offence if they were old enough);
- injuring themselves or others;
- damaging property.

Incidents of physical restraint must:

- always be used as a last resort;
- be applied using the minimum amount of force and for the minimum amount of time possible;
- be used in a way that maintains the safety and dignity of all concerned;
- take into account the legal duty to make reasonable adjustments for disabled students and students with Special Educational Needs;
- never be used as a form of punishment;
- be recorded and reported to parents.

Further information can be found in the Physical Restraint Policy, available from the College office.



7.6 TRAINING

OIC Brighton undertakes to:

- provide all staff with adequate training in managing behaviour;
- ensure that staff members are kept up to date with relevant policy and regulatory updates related to behaviour, rewards and sanctions;
- are supported with behaviour management including through ongoing professional development opportunities;
- maintain careful records which assists in the monitoring of any and all behavioural issues.

7.7 RECORDS

The College will keep a record of sanctions imposed on students for misbehaviour. This will include the student's name and year group, the nature and date of the offence and the sanction imposed. This will be kept centrally so that any patterns can be identified.

8. BOARDING

Students living in an OIC Brighton Boarding House form a community and are expected to live with each other in a harmonious and mutually respectful way. Rules and regulations apply to all residents regardless of age or time of year.



The Senior Leadership Team and Head of Boarding work closely with boarding staff. Incident reports may lead to a disciplinary process.

To ensure that the boarding house is safe and harmonious, all students are expected to abide by the College Code of Conduct at all times, *in addition* to any and all Boarding House rules specified by the House Parent. The College undertakes to ensure that all such rules are clearly displayed and regularly reviewed, taking into account suggestions raised by Student Voice initiatives.

Parents will be informed if a student is in the disciplinary process. All students have the right to complain if they feel wrongly or unfairly treated. Details of how to do this are found in the College's Student Complaint Procedure.

8.1 THE BOARDING TEAM

The House Parents and boarding staff are a student's first point of contact at all Boarding Houses. They are there to ensure that students are safe and happy as well as that students are following the rules and regulations. The House Parent also has responsibility for discipline with regards to boarding and will work closely with the College's pastoral team.

8.2 BOARDING HOUSE RULES

In the boarding house, I will:

- be in my room by the time specified by my House Parent, as appropriate to my year group;
- not use any common areas after this time;
- help to keep my own living area and all communal areas clean and tidy, taking responsibility for my own



tidiness and hygiene;

- not visit members of the opposite gender in their rooms nor have visitors of the opposite gender in my room;
- follow the correct procedures if I wish to gain Exeat and stay away from the College overnight, ensuring that I have informed and gained permission from my House Parent or relevant staff member, and give adequate notice (at least 48 hours) of any such request;
- not consume, be under the influence of, or have alcohol anywhere on site, respecting the UK law regarding purchasing alcohol at all times;
- not possess, be under the influence of, or consume any illegal substances (i.e. “drugs”) anywhere on College, Boarding House premises or with host families. If this occurs, you will be asked to leave the College.
- not smoke, vape or consume any other tobacco products at any point while enrolled in the College;
- respect and care for my own property and that of other people, never wilfully damaging College premises or stealing College property, or the property of other students or staff members;
- adhere to all fire safety advice and guidance, e.g. with regard to fire exits, fire extinguishers and never leaving any open flames or hot electrical equipment unattended;
- ensure that no pet is kept or allowed in any of the College boarding houses.

9. PRIVACY NOTICE

OIC Brighton shall gather, share and use information provided by students and their parents / guardians in accordance with data protection laws and as set out in Privacy Notices and related policies and documents, which are available upon request.



Students resident in off campus accommodation (Abacus House) must be aware that, in addition to storing and using this information for College purposes, personal data may be shared with certain third parties including relevant utility suppliers, local authorities and for the purposes of premises management.

Students and their parents are expected to read and understand privacy notices pertaining to their accommodation. Abacus House Data Privacy details can be found here: [Privacy Notice | iQ Student Accommodation](#)

Please note that your information will be shared with selected third parties in the event that the College or related service providers have serious concerns surrounding your health or wellbeing, so that you can be provided with support or that any necessary steps may be taken. Such third parties would include members of staff at the College, named emergency and family contacts, educational agents and guardians.

CCTV is in place across the OIC Brighton campus and at Abacus House. Footage may be used in the process of investigating disciplinary incidents and in accordance with this policy, and with the OIC Brighton CCTV policy.

The CCTV monitoring system will be provided and operated in a way that is consistent with an individual's right to privacy. Cameras are located to ensure that expectations of privacy are requested.