



HAMPSTEAD
FINE
ARTS
COLLEGE



2026-2027

Hampstead Fine Arts College

Behaviour and Sanctions Policy

The aim of the College is to foster an environment conducive to learning, where the rights of all students to be educated in a safe, orderly and supportive environment are safeguarded and every student is able to achieve the best possible academic outcomes.

This policy recognises and respects the rights of every student, irrespective of ethnic or religious background, gender, appearance, sexuality or ability. We aim for every member of the College community to feel valued and respected and for all students to be treated fairly and consistently.

In particular, this policy aims to:

- Encourage positive behaviour and respect for others.
- Create an effective and supportive learning environment.
- Promote self-discipline, responsibility and consideration for others.
- Prevent and address all forms of bullying.
- Ensure that behaviour concerns are dealt with fairly, consistently and proportionately.

This policy takes account of the DfE guidance in *Behaviour and Discipline in Schools, February 2014* and recognises the College's legal duties under the Equality Act 2010, including in relation to students with SEND and those who belong to the LGBTQ+ community.

This policy should be read in conjunction with the College's *Anti-Bullying Policy, Student Handbook, Student and Parent Social Media Policy* and *Complaints Policy*.

Expectations of Student Behaviour

Expectations of student behaviour are set out in the *Student Handbook*. During induction, all students receive a copy of the Handbook, which is read and discussed with them. Students sign to confirm that they have read and understood the expectations and agree to comply with them. The signed copy is retained in the student's College file.

In essence, student behaviour should not harm, or threaten to harm, the learning, safety or physical or mental wellbeing of any member of the College community.

Students are also required to sign the College's Acceptable Computer Use Policy.

Promoting Good Behaviour

Expectations of student conduct, together with the ethos and values of the College, are reinforced explicitly and implicitly through lessons, Heads of Year, Personal Tutorials, the PSHCE programme and weekly Enrichment talks.

New students receive a copy of the *Student Handbook* during their enrolment day at the start of term in September. The rules are read and discussed with students, who then sign to indicate their understanding.

The College recognises that good behaviour is an essential part of effective teaching and learning. Guidance and support for staff are provided during the induction of new staff and through the staff *Teaching and Learning Policy*.

Staff lead by example by fostering supportive interactions between colleagues, students and parents, based on mutual respect, self-discipline, courtesy and good humour.

Staff are encouraged to recognise and acknowledge positive behaviour and achievement. Opportunities to do this arise in both formal and informal settings, including through oral and written comments on students' work, rewards published on ISAMS, Notes of Recognition and positive interactions with students during and outside lessons.

Scope of this Policy

This policy applies to student behaviour both within and outside the College.

It covers behaviour:

- During the College day.
- On College premises.
- During College trips and activities, including those taking place in the evening or overnight.
- During students' journeys to and from College.
- Outside the College where the behaviour has an impact on the College community or falls within the College's reasonable authority to address.

The College reserves the right to impose sanctions following an appropriate investigation into an event occurring outside the College.

This policy also covers bullying and should be read in conjunction with the College's *Anti-Bullying Policy* and *Student and Parent Social Media Policy*.

In accordance with these policies, telephone and online actions, including insensitive or damaging internet postings, malicious or hurtful emails, texts or social media messages, taking place anywhere and at any time and concerning other students, staff or the College, may be considered within the scope of this policy and subject to its sanctions.

Rewards

The College is committed to recognising and rewarding good behaviour, effort and contribution to College life.

Rewards are given to students who exemplify the College's values, including:

- Exemplary work.
- Exemplary effort.
- Positive behaviour.
- Positive contributions to College life.
- Acting as an ambassador for the College.
- Commendations from Tutors via the College App.
- Termly Notes of Recognition from the Principal.
- End-of-year prizes in a number of subjects, including a prize for the student who has made the greatest contribution to College life.
- Opportunities to apply for scholarships, which may be academic or creative.
- Participation in the Dukes Renaissance Scholars Weekend, an academic weekend of talks and debate. Applications are encouraged from able students, with four students selected following interview.
- Opportunities to stand for the Student Council.
- Celebration of student achievements through the College's termly newsletters.

Sanctions – Students aged 16+

The *Student Handbook* sets out the behaviour expected of students and the sanctions that may be applied if the College's behaviour standards are not met.

Lateness and Unauthorised Absence from Lessons

Sixth Form students may be excluded from a lesson if they are 10 or more minutes late. Work will be set by the Tutor and the student will be expected to complete this work in a designated study space within the College.

If it is a double lesson, the student may join the group for the second hour.

Parents/guardians of Sixth Form students will be informed of unauthorised absences or significant lateness on the same day.

Disruptive Behaviour in Class

The student's Personal Tutor or Head of Year will be notified of disruptive behaviour via ISAMS and a demerit will be recorded on the student's profile.

The matter will be discussed with the student either immediately or during the next Personal Tutorial.

Disruptive behaviour may include persistent low-level disruption, such as chatting, where the Tutor considers that it is affecting the learning of the student or others.

Non-Submission of Work

All students are expected to meet deadlines set for homework and to submit work of the required length and standard, taking account of their individual ability and circumstances.

Where this does not happen, the Tutor may:

- Ask for the work to be submitted by the end of the day or the following morning.
- Ask the student to redo the work.
- Record the lack of work on the next fortnightly report, alongside a written comment.

For repeated non-submission of work or repeated submission of inadequate work, the Tutor may:

- Contact the student's parents/guardians, via Central Administration, requesting that the work is completed and submitted by a specified date and time. The Head of Year should be copied in.
- Record a written comment and grade on the fortnightly report, which will be sent home.
- In cases of further or serious concern, arrange a meeting involving the Deputy Head, the student and the student's parents/guardians. In some cases, this may be escalated to a meeting with the Principal.
- Require a student who has missed an assessment or mock examination to reschedule and complete it as soon as possible.

Sanctions – Students in Years 9, 10 and 11

All issues relating to lateness, absenteeism, disruption, inadequate work and non-submission of work are initially dealt with by the Heads of Year.

Heads of Year are Personal Tutors to the students in their care and will determine the appropriate course of action according to the circumstances.

The rewards and demerits posters displayed around College and attached to this policy outline the different levels of behaviour and the associated sanctions.

Lateness and Unauthorised Absence from Lessons

In the case of lateness or absence, a parent/guardian will be telephoned at 9.10am if no message has been received.

If a student is late for a lesson and no valid reason has been provided by a parent/guardian, the student will be admitted to the class but may be required to attend detention later that day.

Detention

Detention may be imposed for half the lunch hour or for 30 or 60 minutes after the College day.

Students may also be asked to come into College to complete work on an INSET day when staff are in College but lessons are not taking place.

Detention is normally imposed to provide students with a supervised opportunity to catch up with work. This may be because of lateness, behaviour in class that has resulted in missed work, overdue homework or the need to retake a test, for example.

Where appropriate, detention may continue each day until the required work has been completed.

Dress Code

Dress must be appropriate for learning and suitable for the College environment.

Revealing clothing or clothing displaying offensive images or slogans must not be worn.

Smoking and E-Cigarettes

Tobacco, e-cigarettes and vapes are strictly prohibited.

No member of the College community or visitor is permitted to smoke anywhere on any College site.

Smoking or possession of cigarettes, tobacco, e-cigarettes or vapes is prohibited whenever a student is under the College's authority. This includes before, during and after the College day, both inside College buildings and in the vicinity of the College, including England's Lane, Parkhill Road, Haverstock Hill and Eton Avenue.

The prohibition also applies during any activity organised by the College.

Alcohol and Illegal Drugs

Alcohol, illegal drugs and solvents are prohibited.

The possession, use or supply of drugs in College or in the local area of the College is forbidden. This includes the supply of prescription drugs.

Where there are reasonable grounds to suspect that a student is using drugs, the College reserves the right to arrange immediate drug testing by a medical practitioner. This may involve testing the student's urine, blood or hair.

If test results are positive for any class of drug, the student may be excluded.

Possession or supply of any type of drug to another student will normally lead to permanent exclusion.

Please see the College's *Drugs and Alcohol Policy* for further information.

All offences involving cigarettes, tobacco, lighters, vapes, alcohol or illegal drugs will involve a meeting with the Principal and/or Deputy Head(s), as appropriate. Depending on the individual circumstances, a programme of rehabilitation and/or College sanctions, including exclusion, may be imposed.

Repeated incidents may result in permanent exclusion.

Parents/guardians will be informed of such incidents.

The College regards information about personal health as an integral part of education at Hampstead Fine Arts College. This is developed through weekly PSHCE lessons, the Sixth Form Enrichment programme of talks and Personal Tutorials.

Searching Students and Confiscation of Students' Belongings

College staff are legally permitted to search students without their consent for prohibited items and may use reasonable force where appropriate. This section takes account of the DfE guidance *Searching, Screening and Confiscation, February 2014*.

Prohibited items listed by the DfE include:

- Knives and other weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Fireworks.
- Pornographic images.
- Any article that has been, or is likely to be, used to commit an offence, cause personal injury or damage to property.

Staff may confiscate any of these items. Illegal items will be handed to the police where appropriate.

Staff must have reasonable grounds for suspicion in order to carry out a search but are not required to disclose in advance what they are searching for.

Searches will normally be carried out by a member of staff of the same sex as the student and witnessed by a senior member of staff of the same sex. The exception is where immediate action is required to protect safety.

A search may involve the student's clothing, bags, possessions or locker. Only outer clothing, including a sweater or cardigan worn over a shirt, may be removed.

Parents/guardians will be asked to complete a consent form at induction. In the absence of a completed consent form, parents/guardians may be asked for consent in advance of a search.

Confiscation of Non-Prohibited Items

Year 9, 10 and 11 students must hand their phones to Reception at the beginning of the day. Phones may be collected again at the end of the afternoon.

Students in detention may collect their phones at 4.45pm.

Year 12 and Year 13 students should not use mobile phones in College buildings. During lessons, Tutors may ask students to place phones in a central box in the classroom. Phones will be returned at the end of the lesson.

Any A Level student using a mobile phone during a lesson may have it confiscated for the remainder of the day. Confiscated items will be kept securely, although the College cannot accept responsibility for damage that may occur.

Chewing gum is not permitted in College.

Use of Restraint and Reasonable Force

This section draws on the guidance provided by the DfE document *Use of Reasonable Force, July 2013*.

Force, whether reasonable or unreasonable, cannot be used as a punishment. However, reasonable force may be used by College staff in certain circumstances.

Any decision to use reasonable force will take account of the needs of students with disabilities or special educational needs (SEN).

Circumstances in which staff may use reasonable force include:

- To remove a disruptive student from a class if they have refused to leave.
- To prevent a student harming themselves or another student or member of staff.
- To prevent a student leaving a classroom where doing so would risk their safety or cause significant disruption.
- To prevent behaviour that would disrupt a College event or trip.
- To conduct a search for specific prohibited items without the student's consent, where legally permitted.

College staff are acting within the law when they use reasonable force to prevent injury, damage to property or serious disorder.

Examples of physical intervention that staff may use include:

- Standing between students or blocking a student's path (passive contact).
- Ushering a student away with a hand on their back, shoulder or arm, or leading a student by the arm.
- Using an appropriate and proportionate restrictive hold where necessary.

Discipline of Students

The following disciplinary procedure will normally be applied where students in any year group persistently break College rules. This includes breaches of the *Anti-Bullying Policy* or *Student and Parent Social Media Policy*.

Normally, the procedure will be followed in the order of the stages set out below. However, for offences of a serious nature, the procedure may be accelerated and may omit any or all of Stages 1–3.

Stage 1 – Verbal warning

Stage 2 – Written warning

Stage 3 – Final written warning

Stage 4 – Temporary or permanent exclusion

It will be made clear to the student, in a meeting with the Principal, which warning is being issued.

At each stage, the student's parent/guardian will be notified and will receive a written summary of the warning and an explanation of the disciplinary procedure.

The warning will be recorded and retained in the student's file.

Permanent or Temporary Exclusion

Permanent or temporary exclusion is a sanction that may be imposed by the Principal.

A parent/guardian will be informed of the breach of College rules that has led to the decision to exclude.

Where appropriate, the student and their parent/guardian will be invited to a meeting with the Principal to discuss the incident.

Following this, a letter will be sent confirming the exclusion, the reason for it and, in the case of a temporary exclusion, the date on which the student may return to College.

A student returning to College following a temporary exclusion will be required to attend a formal return-to-College meeting with the Principal.

Reasons for Permanent or Temporary Exclusion

The following are examples of behaviour that the College may consider serious enough to warrant permanent or temporary exclusion. This list is not exhaustive:

- Bullying, including cyberbullying.

- Abusive or threatening behaviour, whether physical or verbal, towards a student or member of staff.
- Alcohol or drug use.
- Theft.
- Racism.
- Sexual misconduct.
- Persistent disruptive behaviour.
- Damage to College property or premises.
- Malicious accusations against a student or member of staff.
- Truancy.
- Bringing prohibited items to College.
- Disparaging or offensive comments made on social media regarding the College, a student or member of staff.

Temporary Exclusion

A decision to temporarily exclude a student will be notified to the student and their parent/guardian, together with one of the Stage 1–4 warnings listed above, depending on the nature and seriousness of the offence.

Temporary exclusions will normally last between one and five weekdays.

A student who is temporarily excluded will be given work to complete at home so that disruption to their studies is kept to a minimum.

A student returning to College following a temporary exclusion will be required to attend a meeting with the Principal. During this meeting, expectations for future behaviour and the consequences of further offences will be made clear.

Permanent Exclusion

A decision to permanently exclude a student will only be taken as a last resort, where all reasonable attempts to improve a student's behaviour, progress, work or attendance have failed, or where a very serious breach of College rules has occurred.

The student's ability, personal circumstances, special educational needs (SEN), and mental and physical health will be taken into account when reaching a decision.

The student and their parent/guardian will be notified of the decision to exclude and a formal meeting will be arranged with the Principal.

At this meeting, the results of the internal investigation into the events will be presented and the parents/guardians and student will have an opportunity to provide evidence or information about circumstances that may have a bearing on the decision.

The parents/guardian may be required to remove the student permanently from the College if, following consultation with the parents/guardian and, where appropriate, the student, the Principal is of the opinion that:

- By reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and/or community life offered by the College; or
- The parents/guardians have treated the College or members of its staff unreasonably.

In these circumstances, and at the sole discretion of the Principal, withdrawal of the student by the parents/guardian may be permitted as an alternative to permanent exclusion.

The Principal shall act with procedural fairness in all such cases and shall have regard to the interests of the student and their parents/guardians, as well as those of the College.

Parents/guardians should read the Parent Contract and the College Terms and Conditions for details of the financial implications of permanent exclusion.

Appeals and Complaints Procedure

Parents/guardians may contact the Principal if they believe that the formal disciplinary process has not been followed or that a decision to exclude is unfair.

The College's complaints procedure enables parents/guardians to make a formal complaint. Please see the College's *Complaints Policy* for detailed information.

Appealing Against Permanent Exclusion

A parent/guardian is entitled to appeal against a decision to permanently exclude a student.

An appeal must be received in writing, by letter or email, within seven days of the formal written notification of permanent exclusion.

Where an appeal is made, the Principal's decision shall be subject to a Governors' Review if requested by the parents/guardians. The parents/guardians will be provided with a copy of the Review procedure.

The student shall remain suspended from the College pending the outcome of the Review.

Please see the College's *Complaints Policy* for further details.

Managing Transition into the College and Moving Between Year Groups

The College endeavours to manage periods of change in students' academic lives and to minimise any difficulties that may arise.

Tutors remain alert to social interactions between students and to any behaviour issues that may arise, taking into account individual ability and needs.

Tutors are particularly watchful for students who may be struggling to make friends, and all staff monitor students in different situations for any indications of bullying.

Tutors routinely discuss and share relevant information with the student's Personal Tutor, Head of Year or Deputy Head so that an informed picture can be developed and concerns addressed appropriately.

Acceptable Computer Use Policy

Students will be asked to sign to confirm that they understand the following Acceptable Computer Use Policy:

I understand that all computer equipment is owned by the College and that I can use the internet at College as long as I behave in a responsible way that keeps me and others safe. I also understand that the College computers and WiFi are monitored and that if I do not follow the rules there may be consequences in the form of sanctions. I understand that these rules cover messages and images sent during or outside the College day, using either College computers, my own computer or mobile phone, or those belonging to someone else.

I will:

- *Use the College's computers only for College work and homework.*
- *Always use the student log-in for College computers.*
- *Always ask for permission when using a College computer outside a lesson.*
- *Only access or delete my own files and not look at other people's files without their permission.*
- *Not download any third-party apps, programmes or files.*
- *Not visit any websites that I think would not be approved by a Tutor.*
- *Not access any illegal sites, including streaming sites that breach copyright.*
- *Make sure any messages or images I send by electronic means are not hurtful or abusive.*
- *Ensure that I do not store or send any sexualised images.*
- *Be aware that anything posted online is public and permanent.*
- *Tell a Tutor or the DSL if I see anything I am unhappy with or receive a message I do not like. I will not respond to bullying messages.*
- *Not make any disparaging or offensive comments on social media or any other public forum about the College, its staff or students, or otherwise breach the College's Student and Parent Social Media Policy. This policy is available on our website.*
- *Understand that any files I save on a College computer cannot be kept private and may be accessible to other users.*
- *Log out when I have finished using a College computer.*

Review of this Policy

This Behaviour and Sanctions Policy is reviewed regularly by the College Principal and Deputy Heads and is made available to parents/guardians and students on the College website.

A hard copy may be requested from the College Administrator.

College rules and the sanctions applied may be amended from time to time. Any changes will be communicated to students, parents/guardians and staff.

August 2026

Reviewed by: ES