



Behaviour Policy

HBB-POL-17 | Academic Year 2026–27

Policy reference	HBB-POL-17
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	Assistant Head: Student Welfare, with the Head of Boarding
Reviewed by	Leadership Team (LT) and Education and Safeguarding Committee
Approved by	Board of Governors
Intended audience	Pupils, parents and staff
Location	Staff Portal, Governor Portal and Parent Portal
Related policies	Safeguarding and Child Protection Policy (HBB-POL-01); Suicide and Self-Harm Risk Policy (HBB-POL-02); Boarding Policy (HBB-POL-04); Weekend Leave and Visiting Policy (HBB-POL-05); Drugs and Testing Policy (HBB-POL-06); ICT and AI Acceptable Use Policy (HBB-POL-08); Complaints and Appeals Policy (HBB-POL-12); Academic Honesty Policy (HBB-POL-15); Countering Bullying Policy (HBB-POL-18); Drinking, Smoking and Vaping Policy (HBB-POL-19); Searching and Confiscation Policy; Registration and Missing Pupil Policy; Serious Disciplinary Cases Procedure; Pupil and Parent Handbook

1. Introduction and aims

- 1.1 Haileybury Bhaluka is a happy, purposeful community built on respect, inclusivity, scholarship and service. Good behaviour makes good learning and a happy boarding life possible. This policy sets out how the School encourages good behaviour, how it recognises pupils' achievements and how it responds when pupils fall short of its expectations.
- 1.2 The aims of this policy are to:
 - promote self-discipline, kindness and a sense of responsibility for oneself and others;
 - make expectations clear to pupils, parents and staff, and apply them fairly and consistently;
 - recognise and reward effort, achievement and service;
 - respond to poor behaviour in a way that is proportionate, helps pupils to learn from their mistakes and keeps everyone safe.

2. Expectations

Pupils

- 2.1 Pupils are expected to show the values of the School and the Haileybury Habits in the School's Learner Framework, in lessons, in their House and at weekends. The School Rules are set out in the Pupil and Parent Handbook, which is reviewed each year.
- 2.2 This policy applies whenever pupils are in the School's care, including on trips and visits. The School may also act on behaviour outside school, including online, where it affects other pupils, puts anyone at risk or brings the School into disrepute.

Staff

- 2.3 Staff model the behaviour they expect, use praise generously, and apply this policy fairly and consistently. Teachers deal with most issues in their own lessons, and Tutors and HMs know their pupils well enough to notice when behaviour changes.

Parents

- 2.4 Parents support the School's expectations and work with the Tutor and HM when concerns arise. By accepting a place, parents agree to the School's Terms and Conditions, which include this policy.

3. Rewards and recognition

- 3.1 Praise is the most effective way to encourage good behaviour. Staff recognise effort and achievement informally every day, and formally through the School's award system. Awards are recorded on iSAMS so that Tutors, HMs and parents can see them.

Award	Recognises	Milestones
Gold	Academic achievement and improvement	7 awards: personal congratulations from the Tutor 30 awards: letter to parents and meeting with the Headmaster
Emerald	Kindness, thoughtfulness and service to the community	7 awards: handshake in a public assembly 21 awards: letter to parents and meeting with the Headmaster
Sapphire	Achievement or improvement in co-curricular activities	7 awards: meeting with the Deputy Head (Academic) 14 awards: letter to parents and meeting with the Headmaster

- 3.2 Achievements are also celebrated in House meetings, Sunday assemblies, the Haileybury Herald, certificates and Speech Day prizes, and through positions of responsibility.

4. Pupil leadership and pupil voice

- 4.1 Pupils share their views through the School Senate (Student Council), chaired by the Heads of School, and through House councils and pupil surveys.
- 4.2 Prefects and other pupil leaders are expected to model high standards, support younger pupils, and help to prevent and report bullying. Prefects do not give sanctions.
- 4.3 A pupil mentoring scheme pairs older pupils with younger pupils to support study skills and settling in.

5. Sanctions: principles

- 5.1 Sanctions are used to help pupils learn and to protect others, not to humiliate. They are kept to a minimum, and staff deal with small issues directly and calmly before they grow.
- 5.2 Sanctions must be fair, proportionate and consistent. Before deciding on a sanction, staff take account of the pupil's age, any special educational needs or disability, and their wellbeing. The School Counsellor can advise.
- 5.3 Poor behaviour can be a sign that a pupil is struggling or at risk of harm. Where staff think this may be the case, they record their concern on CPOMS and speak to the DSL, as set out in the Safeguarding and Child Protection Policy.
- 5.4 Restorative conversations and mediation are used where they are appropriate and the pupils involved agree. They are not used where there is a significant imbalance of power or in cases of sexual violence or sexual harassment.
- 5.5 Whole groups are not sanctioned for the behaviour of individuals. The list of sanctions below is not exhaustive, and the Headmaster may use other reasonable sanctions.

6. Sanction levels

Level	Examples of behaviour	Possible sanctions	Given by
Level 1 Minor	Lateness; uniform; low-level disruption; incomplete prep; misuse of a phone or device	Verbal warning; lunchtime detention; extra or repeated work; loss of a privilege; contact home by the Tutor	Teacher, Tutor or HM
Level 2 Persistent or more serious	Repeated Level 1 behaviour; rudeness to staff; dishonesty; being out of bounds; a Level 2 breach of the Academic Honesty Policy	Friday detention (09:00 to 11:00); extended loss of privileges; gating; supervised study; report card; letter home from the HM	Head of Department, HM or Assistant Head: Student Welfare
Level 3 Serious	Bullying or discriminatory behaviour; alcohol, smoking or vaping; leaving campus without permission; theft; deliberate damage; serious defiance; serious academic misconduct	Headmaster's detention; internal suspension; extended gating; suspension; permanent exclusion	Assistant Head: Student Welfare or Headmaster

- 6.1 Only the Headmaster may suspend or permanently exclude a pupil. Suspension and permanent exclusion follow the Serious Disciplinary Cases Procedure.
- 6.2 Problems with classwork and prep are dealt with first by the teacher, then by the Head of Department, with the Tutor kept informed so that patterns across subjects can be seen.

7. Suspension and permanent exclusion

- 7.1 Before deciding to suspend or permanently exclude a pupil, the Headmaster makes sure that the facts have been investigated, that the pupil has been given the chance to give their account, and that the pupil's parents have been informed. The decision and the reasons for it are confirmed to parents in writing.
- 7.2 A suspended boarder remains in the School's care, safely supervised, until collected by a parent or the parent's nominated adult. If there is any concern about the pupil's safety or wellbeing away from school, the HM consults the DSL before the pupil leaves.
- 7.3 Internal suspension takes place on site, with the pupil supervised and given work to do.

- 7.4 Parents may ask for a review of a decision to permanently exclude, as set out in the Serious Disciplinary Cases Procedure and the Complaints and Appeals Policy (HBB-POL-12).

Returning after suspension

- 7.5 A pupil returning from suspension meets the HM and the Assistant Head: Student Welfare, with their parents where possible. A support plan is agreed, which may include support from the School Counsellor or the Health Centre, and is reviewed after an agreed period.

8. Absence without permission

- 8.1 Any pupil who is missing from a lesson, activity or House roll call is followed up at once, in line with the Registration and Missing Pupil Policy. Once the pupil is safe, the HM deals with the absence. Repeated unauthorised absence, or leaving campus without permission, is referred to the Headmaster.

9. Searching and confiscation

- 9.1 Staff may search pupils and their belongings, and confiscate prohibited items, in line with the Searching and Confiscation Policy. A search of a pupil's room requires the Headmaster's authority. It is carried out by two members of staff, with the pupil present; where possible, at least one of them is the same sex as the pupil, and the HM is informed. Prohibited items are listed in the Pupil and Parent Handbook.

10. Behaviour and safeguarding

- 10.1 Some behaviour is also a safeguarding matter, including child-on-child abuse, sexual violence and sexual harassment, the sharing of nudes or semi-nudes (including AI-generated images), and serious online abuse. Staff must report these to the DSL through CPOMS straight away, and the Safeguarding and Child Protection Policy is followed alongside this policy.
- 10.2 Pupils who harm others are also given support to understand and change their behaviour, and any underlying needs are considered.

11. Use of reasonable force

- 11.1 Corporal punishment is forbidden at Haileybury Bhaluka and is prohibited in educational institutions in Bangladesh. No member of staff may use physical punishment or threaten to do so.
- 11.2 Staff may use reasonable force only where it is necessary to prevent a pupil from injuring themselves or others, seriously damaging property, or causing serious disorder. Any force used must be the minimum needed, for the shortest time.
- 11.3 Any use of force is recorded on CPOMS on the same day and reported to the Headmaster and the DSL. The pupil's parents are informed.

12. Allegations against staff

- 12.1 Allegations by pupils against staff are dealt with under the Safeguarding and Child Protection Policy. A pupil will not be sanctioned because an allegation could not be proved.
- 12.2 Where an allegation is found to be deliberately false or malicious, the Headmaster may apply any sanction in this policy. The DSL will also consider whether the pupil needs support, or whether the pupil has been harmed by someone else.

13. Recording and monitoring

- 13.1 Sanctions and awards are recorded on iSAMS. Any incident that is also a safeguarding or wellbeing concern is recorded on CPOMS. Records follow these stages:

Stage	Action
1 On the day	The member of staff records the sanction on iSAMS and tells the pupil the reason.
2 Within 24 hours	The Tutor and HM can see the record. Any safeguarding concern is passed to the DSL on CPOMS. Level 3 matters are reported to the Headmaster.
3 Within 48 hours	Parents are informed of Level 2 and Level 3 sanctions. Persistent or serious behaviour leads to a review meeting with the pupil and parents.

- 13.2 The Assistant Head: Student Welfare reviews behaviour records each term, looking for patterns by pupil, House, year group, sex, place and time, and reports to the Leadership Team. Serious incidents, suspensions and exclusions are reported termly to the Education and Safeguarding Committee.

14. Making expectations known

- 14.1 Expectations are shared with pupils and parents through induction, the Pupil and Parent Handbook, assemblies, House meetings and the Wellbeing and Tutorial programme. Staff are trained in this policy at induction and at the start of each academic year.

15. Review record

Summary of changes (October 2026 review)

Area	Change made
Dates	Policy date October 2026 (the previous version, January 2025, was due for review in September 2025); next review August 2027.
Title	"Behaviour, Rewards and Sanctions Policy" shortened to Behaviour Policy, the title used in the other revised policies.
Roles	"Academic Director" replaced by Deputy Head (Academic); "Safeguarding and Wellbeing Governor" replaced by the Education and Safeguarding Committee; policy lead set as the Assistant Head: Student Welfare.
Systems	"Frog", "ERP" and "Eskhul" replaced with iSAMS for sanctions and awards, and CPOMS for safeguarding and wellbeing concerns.
Rewards	Duplicated "Gold" entry removed; awards set out in a table.
Sanction levels	Level 3 now includes Headmaster's detention and internal suspension, so that it matches the Drinking, Smoking and Vaping Policy and the Drugs and Testing Policy. Only the Headmaster may suspend or exclude.
Co-education	Searches by two staff, with one the same sex as the pupil where possible; Housemasters and Housemistresses (HM) throughout.
Safeguarding	Links to child-on-child abuse, sexual harassment and nude image sharing (KCSIE 2026); restorative approaches not used where there is an imbalance of power or sexual harassment; suspended boarders kept safe until collected; use of force recorded on CPOMS.
Format	Moved to the standard policy template.

Version history

Date	Version	Reviewed by	Notes
January 2025	2024-25	Headmaster	Behaviour, Rewards and Sanctions Policy (update)
September 2025	2025-26	Leadership Team	Reviewed by the Leadership Team
October 2026	2026–27 v1.0	Headmaster (SOG)	Full review: dates, statutory references, roles and consistent Haileybury Bhaluka policy format

Approved by the Board of Governors	
Signed (Chair of Governors)	
Date	