



Mill Hill

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# Expectations and Standards 2020–2021

Mill Hill School

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# Background

In order to promote positive behaviour, The Mill Hill School Foundation endeavours to establish strong relationships between staff and pupils, founded in mutual respect, where teaching is lively, purposeful and engaging. We strive to achieve an environment where praise, rewards and recognition are given generously, where earned, and where sanctions, when deserved, are imposed justly, swiftly and consistently, giving pupils a chance to reflect and learn from their mistakes.

Most pupils display positive behaviour at Mill Hill School at all times. Our rewards system allows pupils, teachers and their parents/guardians to see how well they are progressing in subjects and where they are producing high quality work, showing consistent effort and making progress. Mill Hill School recognises that a key part of developing the potential of our young people is giving encouragement and praise. Praise is a key component of the recognition and rewards system along with good teaching and good staff/pupil relationships. Staff at Mill Hill School are encouraged to actively look for opportunities to praise pupils both within and beyond lessons.

The School encourages pupils to strive for excellence, which we take to mean being the best that they can be, regardless of ability. Our system of rewards allows us to celebrate achievement, excellence and pupil contribution in all aspects of School life.

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## The School's motto is:

**Et virtutem et musas – instilling values, inspiring minds**

Pupils at Mill Hill School embody this motto through the “PILLAR” of our core beliefs

<b>PRIDE:</b>	We take pride in being a Millhillian
<b>INTEGRITY:</b>	We nurture our moral integrity
<b>LEARNING:</b>	We grow through learning in all that we do
<b>LEADERSHIP:</b>	We lead by example for others to follow
<b>ACHIEVEMENT:</b>	We strive to achieve our full potential
<b>RESPECT:</b>	We respect our community and environment

It is through the application of these beliefs that we recognise and reward the positive behaviour of our pupils.

# Recognition and Rewards

There are a number of ways in which the positive behaviour of all our pupils is recognised and rewarded across all aspects of School life (academic, sport, creative arts, community, leadership, House etc.):

Informally through:	Formally through:	Additional Academic Recognition and Rewards:
Verbal and Written Praise	Commendations (1 House point)	Effort Grades
Recognition at Assemblies / Chapels	PILLAR Awards (5 House Points)	Achievement Grades
Communication with Parents / Carers	Head's Commendation (20 House Points)	
Noticeboards and Newsletters	Millhillian Award (40 House Points)	
	Foundation Day (named prizes or other prizes)	

To encourage clarity and consistency we operate a tiered system of 5 Levels of recognition and reward, with appropriate actions for each, under these headings:

## Levels of recognition:

- Level 1:** Informal 'Well Done'
- Level 2:** Commendation
- Level 3:** **PILLAR Awards**
- Level 4:** Head's Commendation
- Level 5:** Millhillian Award

For more detail please refer to the Rewards Matrix (Appendix 1).

All commendations are linked to our core beliefs. A successful pupil at Mill Hill School will display these values.

## When aspiring to each level, pupils should consider the School's core beliefs - PILLAR:

- PRIDE:** Have I done/produced something of which I can be proud?
- INTEGRITY:** Have I demonstrated integrity?
- LEARNING:** Have I learnt something of note?
- LEADERSHIP:** Have I shown leadership qualities and/or led by example?
- ACHIEVEMENT:** Have I achieved something noteworthy? Have I given my best?
- RESPECT:** Have I shown respect to others or done something deserving of respect?

# Pupils' Rights and Responsibilities

Pupils at Mill Hill School have rights, but they also have responsibilities:

<b>Pupils' RIGHTS</b>	<b>Pupils' RESPONSIBILITIES</b>
To be educated in a safe and secure environment	To follow School rules and accept ownership for their learning and behaviour
To be treated fairly, consistently and with respect	To respect the views, rights and property of others and behave safely in and out of class
To have equal access to opportunities to develop to their full potential and achieve academic success	To come to class fully equipped, work as hard as they can and seek help when needed
To have effort and learning valued	To work to the best of their ability, hand in written learning on time and to take pride in their learning
To be listened to	To listen to others
To be able to trust staff	To co-operate with staff

# Expectations and Standards for Pupils

## In the classroom:

- Arrive punctually;
- Bring all equipment necessary for purposeful study;
- Check and complete all prep set via Firefly and record and complete any other prep set by the teacher;
- Behave politely and respectfully to members of staff and fellow pupils;
- Be properly dressed at all times and ask permission to remove your blazer;
- Do not eat in class (including chewing gum);
- Complete all work set in lessons to the best of your ability and participate fully in all class activities;
- Be aware that plagiarism in Controlled Assessment or coursework is considered malpractice and understand that the consequences of this are likely to be severe. Plagiarism in regular assignments will also be subject to a sanction;
- Follow the rules relating to the use of electronic devices eg mobile phones;
- Leave all classrooms clean, tidy and safe;
- Ask teachers for permission to miss lessons 24 hours in advance due to another legitimate commitment (eg Music lesson);
- Take responsibility for completing all work missed due to absence.

## Outside the classroom:

Pupils should demonstrate good manners and good sense in their day-to-day behaviour, ensuring that their actions exhibit the highest levels of courtesy and thoughtfulness. This includes when travelling to and from School, School trips and when representing the School, for instance at a sports fixture or as a member of an orchestra.

Pupils are **expected** to:

- Consider the needs and feelings of others and behave accordingly;
- Show kindness and consideration for their fellow pupils, staff and guests at all times;
- Hold doors for others;
- Use respectful and appropriate language;
- Celebrate diversity within and beyond The Mill Hill School Foundation.

## A to Z of Expectations and Standards

All pupils must hold themselves to the highest standards of behaviour at all times and will therefore demonstrate leadership, integrity and respect. Pupils must familiarise themselves with all relevant School policies, particularly the following: **Safeguarding the Welfare of Children who are Pupils of the School; Smoking, Alcohol, Drugs and Other Substance Abuse; Anti-Bullying; Attendance and Punctuality; Disability; Educational Visits; Email, Internet and Social Media (Pupils); Expulsion, Removal and Review; Restraint; Searches Guidance.**

Pupils should also be aware that we observe the Equalities Act (2010) and in particular the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy, race, religion or belief, sex and sexual orientation.

Subject	Expectations and Standards
<b>Alcohol</b>	<p><b>Pupils are NOT allowed to:</b></p> <ul style="list-style-type: none"> <li>▪ Purchase alcohol;</li> <li>▪ Bring alcohol onto the School site;</li> <li>▪ Supply other pupils with alcohol;</li> <li>▪ Arrive at a School function having consumed alcohol;</li> <li>▪ Consume spirits at School functions (there is a School policy covering consumption of beer and wine for Sixth Form pupils at School events);</li> <li>▪ Frequent pubs and other licensed premises as these are out of bounds to all pupils when under the School's care and control, including during the journey to and from School.</li> </ul>
<b>Attendance</b>	<p>All pupils are required to attend and be punctual to Registration, Assembly, Chapel, meals, lessons, Games sessions and Co-curricular activities and, for Boarders, all boarding registrations, sign-in times and activities.</p>
<b>Bounds ALL pupils</b>	<p>The following are out of bounds to pupils at all times: building work sites, boiler rooms, maintenance buildings, laboratory prep room and stores, the School kitchen and stores, cleaning stores.</p> <p>Day pupils may only enter boarding houses with the express permission of the Housemaster/mistress/House Parent. During the School day pupils are not allowed to leave the School site without permission.</p> <p>Rules for Sixth Form pupils vary slightly, with more flexibility being offered to older pupils.</p>

<b>Bounds MHS</b>	The following are out of bounds without permission: Top Terrace, Top Field, the Astroturf, the Sports Hall, Sports Hall Gallery and Gyms (fixed weights and free weights). 'Park' is out of bounds after 5pm.
<b>Bounds (Boarders)</b>	Please see the Boarding Handbook
<b>Bullying</b>	Pupils must not engage in behaviour that may be interpreted as bullying in any form including physical, emotional, cyber or any other bullying.
<b>Cars</b>	Pupils are not allowed to drive to/from, near the School or be a passenger in a pupil's car without written permission from the School and parents. For those with this permission, cars are not to be used during the School day. Boarders – see <i>Boarding Handbook</i> .
<b>Classified drugs and banned substances</b>	<p><b>Pupils are NOT allowed to:</b></p> <ul style="list-style-type: none"> <li>▪ Bring classified drugs or banned substances onto the School site;</li> <li>▪ Consume classified drugs or banned substances on the School site;</li> <li>▪ This definition should be understood to include so-called “legal highs” and/or other substances deemed by the School to fall within the definition of banned substances;</li> <li>▪ Pupils should be explicitly aware that supply, or intent to supply, or to be concerned with the supply of classified drugs or banned substances, whether on or off the School site, are actions that will be treated very seriously and will normally lead to expulsion;</li> <li>▪ Enable, or support, offences of this nature.</li> </ul>
<b>Damage</b>	Pupils must report to a member of staff any damage caused to property either on purpose or accidentally – they or their parents may be asked to pay for damage caused.
<b>Littering</b>	All litter must be put into bins provided. To help avoid littering, pupils should not eat anywhere other than in designated eating areas. Chewing gum should not be disposed of in a careless manner and should be discarded in bins.
<b>Lockers</b>	Lower School Pupils are expected to make use of their lockers and, in boarding houses, the lockable storage provided in order to keep their own possessions safe (especially items of value). Pupils must not use/open lockers that are not their own, without the express permission of the owner.

<b>Prohibitions</b>	<p><b>In addition to prohibition on alcohol, cigarettes, drugs and other substances, the following items are also banned:</b> Fireworks or other explosives, dangerous weapons (eg knives, pellet guns etc.), dangerous substances (eg solvents, glue products, etc), pornographic material, and/or any items that common sense would suggest are not acceptable in a school environment must <b>never</b> be brought into School. Failure to adhere to this expectation will be dealt with seriously.</p>
<b>Property and Theft</b>	<p>Pupils are expected to be honest with regard to money and/or property that they find, and which does not belong to them. They should hand in anything that they find at the earliest possible opportunity either to their Tutor, Housemaster/mistress/House Parent, a senior member of staff or, preferably, Reception.</p> <p>Theft of property belonging to anyone else (either to the School, fellow pupils or other organisations/individuals) is a very serious offence. The School's definition of "theft" is "... the taking of another person's property without that person's freely-given consent". This definition may also be extended to include impersonating another individual either online or in person and/or using their identity to pay for goods or services.</p>
<b>Public Behaviour</b>	<p>When out in public, representing the School or in uniform pupils are expected to ensure they behave in a courteous and respectful manner towards members of the public. While travelling to and from School, particularly when on public transport, at bus stops and tube stations, pupils should strive to behave in a manner that maintains and improves the School's reputation. Pupils whose behaviour in public is detrimental to the reputation of the School will receive appropriate sanction.</p>
<b>Sexual Behaviour</b>	<p><b>Pupils are NOT allowed to:</b></p> <ul style="list-style-type: none"> <li>▪ Participate in public displays of affection while at School or at a School organised event;</li> <li>▪ Engage in sexual relations with another person on the School site, or at a School organised event;</li> <li>▪ Enter the bedroom of a pupil of the opposite sex in a boarding house.</li> </ul>
<b>Smoking</b>	<p><b>Pupils are NOT allowed to:</b></p> <ul style="list-style-type: none"> <li>▪ Smoke or vape on the School site, regardless of age;</li> <li>▪ Bring cigarettes, e-cigarettes or related paraphernalia (lighters, cigarette papers etc) onto the School site;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Smoke or vape during the journey to School;</li> <li>▪ Smoke or vape on a School trip;</li> <li>▪ Supply cigarettes to other pupils;</li> <li>▪ Smoke or vape <b>anywhere</b> whilst wearing School uniform;</li> <li>▪ NB a pupil who is not smoking/vaping but who is present with another pupil who is will also receive an appropriate sanction.</li> </ul>
<p><b>Use of Technology</b> <b>(in adherence to the Mill Hill School 'invisibility policy')</b></p>	<p><b>Pupils are NOT allowed to:</b></p> <ul style="list-style-type: none"> <li>▪ Have audible ringing or alert functions, (mobile phones must be set to 'silent' while at School);</li> <li>▪ Use phones during lesson and activity time without explicit permission from a member of staff;</li> <li>▪ Use phones to make and receive calls unless in designated areas (House/Sixth Form Centre);</li> <li>▪ Take pictures or videos without the explicit permission of those being photographed/videoed and/or a member of staff, this includes taking photographs of anybody who is unaware and the criminal offence of 'upskirting' (pupils should be aware that staff have the right to see any material on your phone that they think may contravene School policies);</li> <li>▪ Send text messages, emails, social media postings or similar communications, if they might be considered to be intrusive, hurtful or offensive (this applies even if the offensive material is posted outside of School);</li> <li>▪ Have headphones on unless in designated areas in the House or Sixth Form Centre. Pupils must not have headphones on/in while walking around school.</li> <li>▪ Engage in activities that would endanger the School's IT systems or enable others to gain unauthorised access to information.</li> </ul> <p><b>Note that boarding houses will have their own rules for electronic devices that must be followed.</b></p>
<p><b>Vandalism, Graffiti</b></p>	<p>Vandalism (including graffiti) of School property, premises and elsewhere is never acceptable and may incur a cost in addition to the appropriate sanction.</p>
<p><b>Weekend Programme</b></p>	<p>Full commitment to this is expected from Full Boarding pupils, although weekly boarders and day pupils are encouraged and welcomed to opt into activities should they wish to. Pupils selected to represent the School in Saturday fixtures are expected to attend without fail.</p>

# Lower School Uniform Requirements

Lower School pupils are expected to take pride in their appearance, and they should aim to be well presented at all times. It is important that pupils are smart throughout the day and all pupils need to adopt the approach that they are dressing for a formal setting when they come to School.

	UNIFORM REQUIRED	UNIFORM PROHIBITED
<b>Blazer</b>	Mill Hill School Blazer	
<b>Tie</b>	School, or other School/ House-awarded tie	
<b>Shirt</b>	White, plain, fitted, long sleeved, polyester and cotton. Short-sleeved white shirts may be worn in the Summer Term. Shirts must be neatly tucked in	<ul style="list-style-type: none"> <li>▪ No button-down collar</li> </ul>
<b>Pullover</b>	<p><b>With trousers:</b> Charcoal grey (not black), V neck, long sleeved</p> <p><b>With skirts:</b> Bottle green, V neck, long sleeved.</p>	<ul style="list-style-type: none"> <li>▪ No round neck</li> <li>▪ No cardigans</li> <li>▪ No baggy jumpers</li> <li>▪ No motifs except School related</li> <li>▪ No sweatshirts or hoodies</li> </ul>
<b>Trousers</b>	Charcoal grey (formal) Worn with a plain dark belt	<ul style="list-style-type: none"> <li>▪ Not black</li> <li>▪ Not denim or chino-style material</li> <li>▪ Must be full length</li> </ul>
<b>Skirt</b>	Green, worn no more than two inches above the knee	<ul style="list-style-type: none"> <li>▪ Not rolled up</li> <li>▪ Not tailored</li> </ul>
<b>Socks</b>	<p><b>With trousers:</b> Dark grey/black</p> <p>With skirts: Navy</p>	<ul style="list-style-type: none"> <li>▪ Must not go above the knee when worn with a skirt</li> <li>▪ Not white</li> </ul>
<b>Shoes</b>	Black, polishable and classic style	<ul style="list-style-type: none"> <li>▪ No light coloured soles</li> <li>▪ No ballet pumps</li> <li>▪ No boots</li> <li>▪ No trainer style shoes</li> <li>▪ No suede</li> </ul>

<b>Coat</b>	Standard length, plain dark overcoat, raincoat or anorak to cover blazer or suit jacket entirely	<ul style="list-style-type: none"> <li>▪ Heel at a reasonable height not above two inches</li> <li>▪ No logos, slogans or any other decoration</li> </ul>
<b>Scarf</b>	School scarf or House/Scholars' scarf only – the latter to be awarded	<ul style="list-style-type: none"> <li>▪ School scarves can be purchased from the School retailer</li> </ul>

**OTHER EXPECTATIONS – DRESS & APPEARANCE**

<b>Hair</b>	<p>Hair should be of a natural colour and tidy in appearance</p> <p>Hair adornments used must be of a simple style and blue or black in colour.</p> <p>Boys should be clean shaven</p>	<ul style="list-style-type: none"> <li>▪ Style and length should not be ostentatious or messy.</li> <li>▪ Hair should not be clipped below a No2 length</li> </ul>
<b>Jewellery</b>	<p>Earrings should be discreet (e.g. small plain studs) and limited to one per ear, at the base of the lobe</p> <p>Boys are not allowed to wear earrings in the Lower School</p>	<ul style="list-style-type: none"> <li>▪ No hoop earrings.</li> <li>▪ No other piercings are permitted e.g. in the nose, eyebrow or tongue. (An exception can be made on religious grounds after permission has been granted by the Head*)</li> <li>▪ No rings on fingers</li> </ul>
<b>Make-up and Nail Varnish</b>	<p>Fifth Form pupils: Make up should always be discreet and kept to a minimum</p>	<ul style="list-style-type: none"> <li>▪ Make-up may not be worn by Fourth Form and Remove pupils. Special dispensation may be granted to pupils on medical grounds. Permission to be sought, in writing, from the Deputy Head (Pastoral)</li> <li>▪ Nail varnish is not allowed to be worn by Lower School pupils</li> </ul> <p><b>In the Fifth Form:</b></p> <ul style="list-style-type: none"> <li>▪ No heavy eye-liner</li> <li>▪ No ostentatiously coloured lipstick</li> </ul>

We may ask pupils to return home to change if the pupil's appearance or uniform is deemed to depart from this guidance and therefore does not match the spirit and ethos of the School's approach to uniform.

\*The School reserves the right for the Head and members of staff to require body jewellery to be covered up with sticking plaster.

## Sixth Form Uniform Requirements

Sixth Formers are expected to take pride in their appearance, and they should aim to be well presented at all times. As role models to the younger year groups, it is important that our Sixth Form pupils lead by example and are smart throughout the day. For that reason, our dress code for Sixth Formers continues to be formal. All pupils need to adopt the approach that they are dressing for a formal work setting when they come to School.

	UNIFORM REQUIRED	UNIFORM PROHIBITED
<b>Suit</b>	Two-piece, formal cut, business style, plain dark colour (black, charcoal grey, navy, brown)  Acceptable combinations include trousers and a jacket, a dress and a jacket, or a skirt and a jacket	<ul style="list-style-type: none"> <li>▪ No silver grey or pale coloured suits</li> <li>▪ No checks or pinstripes</li> <li>▪ No mixtures of colours</li> <li>▪ No short skirts (hemline should be no shorter than just above the knee)</li> <li>▪ No handkerchief hems</li> <li>▪ No puffball skirts or dresses</li> <li>▪ No large belts</li> </ul>
<b>Tie</b>	School, or other School/House-awarded tie	<ul style="list-style-type: none"> <li>▪ This item is optional for girls but compulsory for boys, in line with the conventions shown in the workplace</li> </ul>
<b>Shirt / Blouse</b>	White, plain, fitted, long sleeved, polyester and cotton. Short-sleeved white shirts may be worn in the Summer Term	<ul style="list-style-type: none"> <li>▪ No low-cut</li> <li>▪ No gaping</li> <li>▪ No pleats or frills</li> <li>▪ No button-down collar</li> </ul>
<b>Pullover / Cardigan</b>	Plain dark colour V-neck to match suit, smart not baggy, may be sleeveless	<ul style="list-style-type: none"> <li>▪ No round neck</li> <li>▪ No baggy jumpers</li> <li>▪ No motifs except School related</li> <li>▪ No sweatshirts or hoodies</li> </ul>
<b>Socks</b>	Dark colour to match the suit	<ul style="list-style-type: none"> <li>▪ Must not go above the knee when worn with a skirt</li> </ul>

<b>Shoes</b>	Black or dark colour, classic style. Ankle boots are allowed under trousers only	<ul style="list-style-type: none"> <li>▪ No trainer style shoes</li> <li>▪ Heel at a reasonable height not above 2 inches</li> <li>▪ No light coloured soles</li> </ul>
<b>Skirt</b>	Skirts should be business-like and should match the suit jacket	<ul style="list-style-type: none"> <li>▪ Skirts should be of an appropriate length, with a hemline just above the knee</li> <li>▪ Skirts must not be too tightly fitted or made of lycra</li> </ul>
<b>Coat</b>	Standard length, plain dark overcoat, raincoat or anorak to cover suit jacket entirely	<ul style="list-style-type: none"> <li>▪ No logos, slogans nor any other decoration</li> </ul>
<b>Scarf</b>	School scarf or House/Scholars' scarf only – the latter to be awarded	<ul style="list-style-type: none"> <li>▪ School scarves can be purchased from the School retailer</li> </ul>
<b>Hair</b>	<p>Hair should be of a natural colour</p> <p>Hair adornments used must be of a simple style and blue or black in colour</p> <p>Boys should be clean shaven</p>	<ul style="list-style-type: none"> <li>▪ Style and length, should not be ostentatious or messy</li> <li>▪ Hair should not be clipped below a No2 length</li> </ul>
<b>Jewellery</b>	Earrings should be discreet (i.e small plain studs) and limited to one per ear at bottom of lobe.	<ul style="list-style-type: none"> <li>▪ No hoop earrings.</li> <li>▪ No other piercings are permitted e.g. in the nose, eyebrow or tongue. (An exception can be made on religious grounds after permission has been granted by the Head)</li> </ul>
<b>Make-up</b>	Make-up should be discreet and kept to a minimum at all times.	<ul style="list-style-type: none"> <li>▪ No heavy eye-liner</li> <li>▪ No ostentatiously coloured lipstick</li> <li>▪ No coloured Nail Varnish</li> </ul>

We may ask pupils to return home to change, if the pupil's appearance or uniform is deemed to depart from this guidance and therefore does not match the spirit and ethos of the School's approach to uniform.

# Sanctions for Failing to Meet Expectations and Standards

We operate a tiered system of five levels of poor behaviour, with appropriate sanctions for each under these headings:

- Level 1:** Low level self-discipline issue
- Level 2:** Repeated level 1 offences/More serious self-discipline Issues
- Level 3:** Repeated level 2 offences or breach of trust
- Level 4:** Repeated Level 3 offences or serious breach of trust
- Level 5:** Repeated Level 4 offences or very serious/dangerous behaviour

See Sanctions Matrix and Summary of Sanctions Table (**Appendix 2**) for more detail on how these are applied.

In response to Level 1 transgressions a teacher will endeavour to use the ACT principle (Appendix 3) to ensure that the pupil is given scope to improve his/her behaviour. Should disruptive behaviour continue then that pupil may be removed from the lesson by the Head of Department, a Housemaster/mistress/House Parent or a member of the Senior Leadership Team.

## On Report

If a lack of effort or poor behaviour in School is ongoing and giving cause for concern, pupils may be required to serve a certain period of time 'On Report'. Individual subject teachers will be required to comment lesson-by-lesson on the 'On Report' card about specific aspects of pupil performance (e.g. attitude to learning, classroom concentration, behaviour, quality of Prep, punctuality, etc). This is intended to provide a brief period of additional support and attention to encourage pupils to focus upon improving certain aspects of their approach to learning or school life. A review of progress will take place and a decision will be made as to whether sufficient improvement has been made and what further action needs to be taken. Parents and guardians will always be kept informed and are actively encouraged to review the 'on report' card with their child to support them to improve their behaviour.

## Behaviour Contract

In some cases a pupil may be placed on a 'Behaviour Contract' with agreed targets. Progress towards these will be monitored by Senior Staff together with Housemaster/mistress/House Parent and further action taken as required.

## Formal Disciplinary Meeting

Should a pupil's behaviour not meet these Expectation and Standards or in cases of severe breaches of these standards a formal disciplinary meeting will be convened involving the Head, a member of the Senior Leadership Team, the pupil and his parents supported by the relevant Housemaster/mistress/House Parent.

## Corporal Punishment

The School does not use or tolerate the use of corporal punishment nor any other physical means of sanctioning pupils. This is because corporal punishment is antithetical to the School's ethos and values and this complies with section 131 of the School Standards and Framework Act 1998 which prohibits corporal punishment in all schools. No member of staff, including those acting in loco parentis such as unpaid, volunteer supervisors, may ever administer, or encourage others to administer, any form of corporal punishment. Physical intervention is only ever permissible in circumstances where it is necessary to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the pupil himself/herself).

## Allegations Against a Member of Staff

There will be no sanction, or other penalty, for a pupil making a complaint in good faith against a member of staff and which is considered bona fide whistleblowing. A pupil who is found to have made a malicious allegation against a member of staff will be dealt with in accordance with the School's disciplinary procedure. When an allegation by a pupil is made against a member of staff, the Head will consider the circumstances of that allegation having regard to the DfE guidance entitled 'Dealing with Allegations of Abuse against Teachers and Other Staff.'

## Appendix 1 – Rewards Matrix

Level	Reward	Examples of when the reward may be given (not exhaustive)	Value of Award	Awarded	Presented	Admin (Where recorded & who by)	Communication (Who will be informed & how)
1	Informal 'Well Done'	Good effort/progress on a task or prep. Single act of kindness (holding door etc), picking up litter etc. Tidy dorm, being helpful to HM/HP/tutor etc.	0	Verbal or written praise	During Lesson / Tutor time / Activity / House	N/A	Pupil – in person
2	Commendations	Commendations are individual awards to be given by staff members to pupils of all year groups for immediate reward. For example, excellent effort in a lesson/prep, a single instance of excellent academic attainment / progress, a noteworthy act of positive contribution to School life. (Heads of House track pupils' accumulation and award certificates for multiples of 25 during House Assemblies.)	1	1-2 per lesson by teacher. By tutors for notable attainment, effort & improvement in progress reports.	Lessons / Tutor Time / Activity / House	Recorded on iSAMS as a commendation by any member of staff.	Pupil & Parent – iSAMS Email All Staff – iSAMS daily rewards bulletin.
3	PILLAR Awards	Academic – Each half term teachers award two pupils within each of their classes the PILLAR Award (1x Effort and 1 x Attainment). Pastoral - Each half term HMM/HP award PILLAR Awards to acknowledge outstanding contribution of individual House members to House Events etc ( <i>this is not just simply representing the House in a House competition</i> ).	5	2 per Class / House Awarded at the end of each Half Term	Acknowledged in the last whole School assembly of the half term	Entered into iSAMS Recorded on iSAMS as PILLAR Award by admin team after the assemblies.	Pupil – Certificate Pupil & Parent – iSAMS Email All Staff – iSAMS PILLAR rewards bulletin
4	Head's Commendation	A single, outstanding piece of learning/effort/example of progress OR a series of very strong individual pieces of learning/effort/progress not previously rewarded beyond Level 3.	20	Via request to the Head via HOD/HMM/HP	Awarded in Full School Assembly	Recorded on iSAMS as Head's Commendation by admin team after the assembly.	Pupil – Certificate Pupil & Parent – iSAMS Email All Staff – iSAMS rewards bulletin.
5	Millhillian Award	Outstanding consistency in one (or more) aspects of School life, including academic, contribution to the School Community or House. This is demonstrated by gaining three or more Head's Commendations or potentially for a single achievement at a national level.	40	Via request to the Head via HOD/HMM/HP	Awarded in Full School Assembly	Recorded on iSAMS as Head's Commendation by admin team after the assembly.	Pupil – Certificate Pupil & Parent – iSAMS Email All Staff – iSAMS rewards bulletin.

## Appendix 2 – Summary of Sanctions

Level	Sanction	Examples of behaviour (not exhaustive)	Duration	Admin (Where recorded & who by)	Logistics (When & where))	Communication (Who will be informed & how)
0	Information Only Chit	Punctuality, phone/technology misuse, uniform infringements, poor behaviour and other behaviours not aligned with the School's expectations and standards	Conversation with the pupil.	Any member of staff on iSAMS as the specified Information Only chit	iSAMS	Pupil, Tutor & recording member of staff –iSAMS email/bulletin
1	ACT Protocol and restorative conversation/ Departmental referral	Poor behaviour in lesson.	Restorative conversation with pupil	Any member of staff on iSAMS as Departmental Referral	Decided by individual teacher or Head of Department.	Pupil, Tutor & Recording member of staff – iSAMS email/ bulletin.
2	Lunchtime Detention	Misbehaviour in lesson, persistent failure to complete assignments	25 minute detention	Any member of staff following a Departmental Referral Recorded on iSAMS as a Lunchtime Detention.	Run every Friday lunchtime during term time	Pupil, Tutor, HoD, HMM/HP – iSAMS email. Pupil reminded by Tutor during AM reg via iSAMS sanctions bulletin.
3	After School Detention	Failure to complete assignments, significant misbehaviour in lesson or lessons.	45 minute Detention	HOD/HMM/HP following conversation with member of staff and pupil. Recorded on iSAMS Approved by SLT.	Run every Thursday during term time from 4.30-5.15pm by SLT	Pupil & Guardian - In writing Pupil, Tutor, HoD, HMM/HP - email from iSAMS/bulletin Pupil reminded by Tutor/HMM/HP during AM reg via Wednesday
4	School Detention	Repeated Level 3 incidents. Rudeness or inappropriate language to staff. Missing an academic lesson, missing Chapel or assembly, breaking bounds, Bullying, smoking, fighting, breaking bounds (serious offence) NB: Being in the presence of someone who is smoking will also carry a sanction	60 – 120 minute Detention Duration decided by SLT / Head.	SLT/HOD HMM after investigation/ conversation with pupil. Recorded on iSAMS as 'School/Head's' detention. Approved by SLT.	Run every Saturday during term time from 1:30pm - 4:30pm by SLT and the Head. Location –report to Head's office.	Pupil & Guardian In writing Pupil, Tutor, HoD, HMM/HP - email from iSAMS Pupil reminded by Tutor/HMM/HP during Friday AM reg via Friday iSAMS sanctions bulletin.
	Head's Detention		180 minute Detention			

5	Suspension (fixed term)	Possession/consumption of banned substances (1 <sup>st</sup> offence) (NB: being in the presence of someone who is consuming banned substances will also carry a sanction). Distribution of inappropriate images via social media/serious involvement in bullying. Cheating in examinations. Being in possession of / using falsified documents. Being in possession of a weapon or other prohibited items.	1 day+	SLT/Head following procedures outlined in Expulsion, Removal and Review Policy Recorded on iSAMS as Suspension.	Internal/External Length and location decided by member of SLT/Head.	Pupil & Guardian In writing Pupil, HoD, HMM/HP - email from iSAMS.
	Permanent exclusion	Supply of drugs Serious breach of trust eg theft/hacking Bullying (repeated or serious) Repeated involvement in serious disciplinary incidents Failure to adhere to the School's Expectations and Standards.	Permanent	Head following procedures outlined in Expulsion, Removal and Review Policy Recorded on iSAMS as Exclusion.	Permanent exclusion	Pupil & Guardian in writing Pupil, HoD, HMM/HP - email from iSAMS.

## Appendix 3 – ACT Protocol

### ACT Protocol:



- Alert the pupil that their current behaviour is unacceptable
- Caution the pupil that if they continue in this way action will be taken
- Take action and sanction as necessary

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