



# Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

## International

## Expectations and Standards 2023–2024





## Mill Hill International Expectations and Standards 2023 2024

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## Background

In order to promote positive behaviour Mill Hill International (MHI) endeavours to establish strong and mutually respectful relationships between staff and pupils, 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. Our approach to how we deal with poor behaviour is sympathetic and restorative, while remaining firm and consistent in application.

The majority of pupils display positive behaviour at MHI 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.

We recognise 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 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.

The motto of The Mill Hill School Foundation is

Et virtutem et musas – instilling values, inspiring minds.

Mill Hill International embodies this motto by encouraging the development of six core characteristics, called 'Habits of Mind'

- Commitment
- Compassion
- Curiosity
- Collaboration
- Communication
- Creativity

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



## Recognition and Rewards

There are many 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 Recognition and Rewards:	Academic
Verbal and Written Praise	Commendations	Effort Grades	
Recognition at Assemblies / Chapels	Head's Commendation	Achievement Grades	
Communication with Parents / Guardians	MHI Prizegiving (named prizes or other prizes)		
Noticeboards and Newsletters			

To encourage clarity and consistency we operate a tiered system of three 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            Head's Commendation

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



## Pupils' Rights and Responsibilities

Pupils at Mill Hill International have rights but they also have responsibilities:

Pupils' RIGHTS	Pupils' RESPONSIBILITIES
To be safe	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 be able to challenge negative behaviour	To report to a member of staff instances of negative behaviour towards you or towards others
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



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## Expectations and Standards for Pupils

### Inside the classroom:

- Arrive punctually;
- Line up quietly outside the classroom;
- Bring all equipment necessary for purposeful study;
- Check and complete all prep set via MS Teams and record and complete any other prep set by the teacher;
- Behave politely and respectfully to members of staff and fellow pupils;
- Greet staff, pupils and visitors around the School;
- Be properly dressed at all times and ask permission to remove blazer;
- Do not eat in class (including chewing gum);
- Do not copy material from another pupil or a third-party source (such as a book or website) and present as if it were one's own work;
- 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 e.g. 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;
- 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.

Pupils are therefore expected to:

- Think of 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-Z 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: Policy to Safeguard the Welfare of Children at the Foundation; 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.

All expectations and standards can be simplified into three core categories. Pupils need to:

- Be Ready
- Be Respectful
- Be Safe

Subject	Expectations and Standards
<b>Alcohol (Be Safe)</b>	<p>Pupils are NOT allowed to:</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>▪ Consume alcohol at School.</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 (Be Ready)</b>	All pupils are required to attend and be punctual at Registration, Assembly, Chapel, meals, lessons, Games sessions and co-curricular activities and, for Boarders, all boarding registrations, sign-in times and activities.
<b>Bounds ALL pupils (Be Safe)</b>	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. Day pupils may only enter Boarding Houses with the express permission of the Housemaster/ Housemistress. During the School day pupils are not allowed to leave the School site without permission.
<b>Bounds Mill Hill School (Be Safe)</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 MHI (Be Safe)</b>	The following are out of bounds: the areas reserved for grounds staff, the area containing the storage cabins and the residential areas outside of the dining hall.



<b>Bounds (Boarders) (Be Safe)</b>	Please see the Boarding Handbook
<b>Bullying (Be Respectful)</b>	Pupils must not engage in any form of behaviour that may be interpreted as bullying in any form, e.g. physical, emotional, cyber or any other bullying.
<b>Cars (Be Safe)</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. For those with this permission, cars are not to be used during the School day. Boarders – see Boarding Handbook.
<b>Chewing Gum (Be Respectful)</b>	Chewing gum is prohibited on the School site.
<b>Classified drugs and banned substances (Be Safe)</b>	<p>Pupils are NOT allowed to:</p> <ul style="list-style-type: none"><li>▪ Bring classified drugs or banned substances onto 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 with particular seriousness and will normally lead to expulsion;</li><li>▪ Enable, or support, offences of this nature.</li></ul>
<b>Damage (Be Respectful)</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>Equipment (Be Ready)</b>	Pupils are expected to bring all the necessary equipment, books and items needed for lessons. iPads must be kept sufficiently charged throughout the school day (charging lockers are available at breaktimes and lunchtimes for this purpose).
<b>Littering (Be Respectful)</b>	All litter must be put into bins provided. To help avoid littering pupils should not eat anywhere other than in designated eating areas.
<b>Lockers (Be Safe)</b>	Pupils are expected to make use of their lockers (if provided) 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 permission of the owner.





<b>Prohibitions (Be Safe)</b>	<p>In addition to prohibition on alcohol, cigarettes, drugs and other substances, the following items are also banned:</p> <p>Fireworks or other explosives, dangerous weapons (e.g. knives, pellet guns etc.), dangerous substances (e.g. solvents, glue products, etc.), pornographic material and/or any items that common sense would suggest are not acceptable in a School environment must never be brought into School.</p>
<b>Property, Theft (Be Respectful)</b>	<p>Pupils are expected to be strictly 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/Housemistress/ Housemistress, 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 viewed as a very serious offence. The Schools' definition of "theft" will be considered to be "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 on-line or in person and/or using their identity to pay for goods or services.</p>
<b>Punctuality (Be Ready)</b>	<p>Pupils are expected to arrive at all School commitments on time. The School day starts at 08:20 and pupils are therefore expected to arrive at School by 08:15.</p>
<b>Sexual Behaviour (Be Respectful; Be Safe)</b>	<p>Pupils are NOT allowed to:</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>▪ Indulge 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 or Vaping (Be Safe)</b>	<p>Pupils are NOT allowed to:</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><li>▪ Smoke or vape during the journey to School;</li><li>▪ Smoke or vape on a School trip;</li><li>▪ Supply cigarettes or e-cigarettes to other pupils;</li><li>▪ Smoke or vape anywhere whilst wearing School uniform;</li><li>▪ N.B. a pupil who is not smoking/vaping but who is present with another pupil who is will also receive an appropriate sanction.</li></ul>



<b>Use of Technology (Be Respectful)</b>	<p>Pupils are NOT allowed to:</p> <ul style="list-style-type: none"><li>▪ Have mobile phones visible in the classrooms without express permission (mobile phones should be kept inside school bags or left in the charging lockers during lesson times);</li><li>▪ Use phones to make and receive calls unless in the designated areas (Pupil Common Room; MHI School Field);</li><li>▪ Take pictures or videos without the explicit permission of those being photographed/videoed and/or a member of staff (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 (be aware that this still applies even if the offensive material is posted from home or outside of School);</li><li>▪ Have head/earphones/AirPods on unless in designated areas (Pupil Common Room, MHI School Field), in particular pupils must not have headphones on/in while walking in public (e.g. from Boarding House to MHI);</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>Note that Boarding Houses will have their own rules for electronic devices that must be followed.</p>
<b>Vandalism, Graffiti (Be Respectful)</b>	<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>
<b>Weekend Programme (Be Ready)</b>	<p>Full commitment to this is expected from full boarding pupils, although weekly boarders and day pupils are encouraged and welcomed to opt in to activities in advance should they wish to. Pupils selected to represent the School in Saturday fixtures are expected to attend without fail.</p>

## School Uniform Requirements

Compulsory Items	Notes
Foundation Blazer - Navy	Available in both boys' and girls' cuts
Foundation V-Neck Pullover - Navy	
Long Sleeve Shirt/Blouse - White	
Foundation Short Sleeve Shirt / Blouse (Summer only) - White	Pupils can remove their blazer and pullover and wear the white crested shirt
Mill Hill International Tie - Navy	
Foundation Trousers OR Foundation Skirt - Navy	Trousers come in both boys' and girls' cut The skirt is a mock kilt and should not be tailored - for guidance skirts should sit on or just above the knee
Ankle Socks - Navy	Worn with Trousers
70 Denier Tights - Navy	Worn with Mock Kilt
Coat - Plain Dark (Navy/Black)	Standard length, plain dark overcoat, raincoat or anorak to cover suit jacket entirely. No logos, slogans nor any other decoration
Leather Shoes - Black	No trainer style shoes No suede Heel at a reasonable height, i.e., not above two inches

Optional Items
Mill Hill Scarf - Stripes

Other Expectations – Dress & Appearance		
Hair	Hair should be of a natural colour and tied up, if longer than collar length. Hair adornments used must be of a simple style and blue or black in colour. Boys should be clean shaven.	Style and length should not be ostentatious or messy. Hair should not be clipped below a No.2 length.
Jewellery	Earrings should be discreet (e.g. small plain studs) and limited to one per ear, at the base of the lobe.	No hoop earrings or rings on fingers. 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).
Make-up and nail Varnish	Make-up should be discreet and kept to a minimum at all times. There should be no heavy eye liner or ostentatiously coloured lipstick.	Make-up is not allowed to be worn by pupils. Special dispensation may be made on medical grounds, but permissions must be sought in writing from the Deputy Head (Pastoral). Nail varnish is not allowed to be worn by pupils.

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.

We have used the terms Girls and Boys to indicate the 'traditional' cuts of the items. The items are completely interchangeable, so pupils are free to choose whichever cuts they feel are most suitable for themselves, safe in the knowledge that they will look and feel part of Mill Hill International.



## Sanctions for Failing to Meet Expectations and Standards

The School fully recognises that pupils make mistakes when it comes to their behaviour, conduct and decision making; we consider it our responsibility to help them learn from these mistakes.

Our approach to how we deal with poor behaviour is sympathetic and restorative, while remaining firm and consistent in application.

In helping pupils restore good behaviour we operate a tiered system of six steps:

Step 1	Reminder
Step 2	Caution
Step 3	Time Out
Step 4	Reparation meeting
Step 5	Monitoring behaviour - Team around the Child Restorative
Step 6	Conference - Formal Meeting

See (Appendix 2 and 3) for more detail on how these are applied.

### 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 titled 'Dealing with Allegations of Abuse against Teachers and Other Staff'.

### Review

This Review: November 2023

Next Review: Autumn 2024

## Appendix 1 – Rewards

Rewards Summary Sheet	
<b>Reward</b>	Examples of when reward may be given (should link to the Foundation Aims and Objectives and the Six Habits of Mind)
<b>Informal Praise</b>	Good effort/progress on a task or prep. Single act of kindness.
<b>Commendation</b>	Noteworthy effort in lesson/prep; instance of excellent academic attainment or progress, a noteworthy contribution to School life. Commendations are recorded on Orah and pupils, their Tutors and Housemasters/Housemistress are notified.
<b>Head's Commendation</b>	A single, outstanding piece of learning/effort/example of progress, or a series of very strong individual pieces of learning or effort. Going over and above expectations. Head's Commendations are recorded on Orah and pupils, their Tutors and Housemasters/Housemistress are notified. Parents are sent a postcard from the Head informing them of the Head's Commendation and the reason it was awarded. The Head's Commendations are given out in Assemblies and the Head meets with each pupil awarded a Head's Commendation at break time.

Ways in which rewards may be recognised and celebrated

Alongside these awards, the following methods are used to recognise and reward pupils' behaviour and achievements:

- Assembly/Chapel services – praise from peers and teachers;
- Chart to display commendations on the wall in Tutor base;
- Display work on the wall;
- Displays and notice boards are used to celebrate each year group, Tutor group to publicise achievement in all spheres of School life;
- Marking – stamps, 'smileys', written comments;
- Phone calls/emails home;
- Tutors regularly monitor the number of their tutees' commendations and inform the Head in order to award the tutee in an assembly;
- Meet with the Head to discuss a Head's Commendation;
- Newsletters and notice boards;
- Named prizes at Prize Giving.



## Appendix 2–Steps to Manage Behaviour

Managing Behaviour Summary Sheet	
Steps	Action
<b>1. Reminder</b>	Gentle encouragement, a 'nudge' in the right direction A reminder of the expectations: Be Ready, Be Respectful, Be Safe delivered privately wherever possible. Repeat reminders if necessary. Deescalate and decelerate where reasonable and possible and take the initiative to keep things at this stage.
<b>2. Caution</b>	A clear verbal caution delivered privately wherever possible, making the pupil aware of their behaviour and clearly outlining the consequences if they continue.
<b>3. Time Out</b>	Give the pupil a chance to reflect away from others. Speak to the pupil privately and give them a final opportunity to engage. Offer a positive choice to do so. If necessary, the pupil will be referred internally to another room in monitored by a Senior Leader or Head of Faculty for the remainder of the lesson. All internal referrals must be recorded on Orah.
<b>4.Reparation Meeting</b>	A reparation meeting should take place on the same day. This may happen at a break time, a lunchtime or after School. If the pupil does not attend or the reconciliation is unsuccessful the teacher should call on support from their line manager who will support the reparation process. All reparation meetings must be recorded on Orah.
<b>5.Monitoring Behaviour – Team around the Child</b>	The Tutor will liaise with the Housemaster/Housemistress to agree on an appropriate action plan which will be monitored by the Tutor to review progress towards targeted area of improvement. The meeting and subsequent actions are recorded on Orah. Parents/Guardians are kept informed.
<b>6. Formal Meeting</b>	A restorative meeting that takes a 360 degree view of the pupil to include the Tutor, the Pupil, the pupil's Housemaster/Housemistress, the pupil's Parent/Guardian and a member of the Senior Team. Actions agreed at the meeting will come under the terms of a final warning and will constitute a behaviour contract. These will be formally written and recorded on Orah with a copy sent to Parents/Guardians.



## Appendix 3–Serious Breaches of School Rules

Summary of serious breaches of School rules	
Sanction	Examples of transgression
<b>School Detention</b> (served for one or two hours on Saturday afternoon)	Smoking outside, Vaping (first offence), breaking bounds, bullying, fighting.  Head's Detention for 3 School Detentions in a term and for not attending Saturday Detention.
<b>Head's Detention</b> (served for three hours on Saturday afternoon)	
<b>Suspension (fixed term)</b>	Possession/consumption of banned substances (or being in the presence of someone who is consuming banned substances); distribution of inappropriate images via social media; serious involvement of bullying; cheating in examinations, being in possession of or using falsified documents; being in possession of a weapon or other prohibited items.
<b>Permanent Exclusion</b>	Supply of drugs; serious breach of trust eg theft or hacking; repeated involvement of serious disciplinary incidents.