



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Expectations and Standards 2023 2024



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Contents

Contents	1
Background	2
Recognition and Rewards	3
Pupils' Rights and Responsibilities	4
Expectations and Standards for Pupils	5
A to Z of Expectation and Standards	6
Lower School Uniform Requirements	10
Sixth Form Uniform Requirements	12
Sanctions for failing to meet Expectations and Standards	14
On Report	14
Behaviour Contract	14
Formal Disciplinary Meeting	14
Corporal Punishment	15
Allegations Against a Member of Staff	15
Review	15
Appendix 1 – Rewards matrix	16
Appendix 2 – Summary of Sanctions	19
Appendix 3 – ACT Protocol	22

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.

The Mill Hill 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

PRIDE:	We take pride in being a Millhillian
INTEGRITY:	We nurture our moral integrity
LEARNING:	We grow through learning in all that we do
LEADERSHIP:	We lead by example for others to follow
ACHIEVEMENT:	We strive to achieve our full potential
RESPECT:	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 Recognition Rewards:	Academic and
Verbal and Written Praise		Commendations (1 House point)	Effort Grades	
Recognition Assemblies Chapels	at /	PILLAR Postcards 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 or PILLAR Postcards
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 the values encapsulated by 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:

Pupils' RIGHTS	Pupils' RESPONSIBILITIES
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

Reporting

Every pupil should feel confident to report any issues to a teacher, Tutor, Housemaster/mistress or a senior member of staff and for this issue to be dealt with sensitively, confidentially and in a timely manner.

Reports can also be made via a secure and confidential online platform, Whisper. Whisper which can be accessed via each pupil's Firefly homepage. Whisper reports are only sent to the pastoral team and can be completed anonymously by the pupil. The pastoral team take all concerns raised seriously. We appreciate pupils may wish to share reports anonymously at times, but we must stress that sometimes this will reduce our ability to act on or investigate the concern.

We recognise that some pupils may feel more comfortable approaching an older pupil rather than a member of staff. Pupils are encouraged to report concerns to senior pupils with positions of responsibility, namely the Senior Monitors, Prefect Team and Equalities Society members, all of whom have been provided safeguarding training, to know how to manage a report or disclosure.

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) usually via email;
- 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
Alcohol	Pupils are NOT allowed to: <ul style="list-style-type: none">▪ Purchase alcohol;▪ Bring alcohol onto the School site;▪ Supply other pupils with alcohol;▪ Arrive at a School function having consumed alcohol;▪ Consume spirits at School functions (there is a School policy covering consumption of beer and wine for Sixth Form pupils at School events);▪ 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.
Attendance	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.
Bounds ALL pupils	<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. 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>

Bounds MHS	The following are out of bounds without permission: Top Terrace, Top Field, the Astro turf, the Sports Hall, Sports Hall Gallery and Gyms (fixed weights and free weights). 'Park' is out of bounds after 5pm.
Bounds (Boarders)	Please see the Boarding Handbook
Bullying	Pupils must not engage in behaviour that may be interpreted as bullying in any form including physical, emotional, cyber or any other bullying.
Cars	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> .
Classified drugs and banned substances	<p>Pupils are NOT allowed to:</p> <ul style="list-style-type: none"> ▪ Bring classified drugs or banned substances onto the School site; ▪ Consume classified drugs or banned substances on the School site; ▪ 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; ▪ 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; ▪ Enable, or support, offences of this nature.
Damage	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.
Littering	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 consumed.
Lockers	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.

Prohibitions	In addition to prohibition on alcohol, cigarettes, drugs and other substances, the following items are also banned: 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 never be brought into School. Failure to adhere to this expectation will be dealt with seriously.
Property and Theft	<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, 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>
Public Behaviour	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.
Sexual Behaviour	<p>Pupils are NOT allowed to:</p> <ul style="list-style-type: none"> ▪ Participate in public displays of affection while at School or at a School organised event; ▪ Engage in sexual relations with another person on the School site, or at a School organised event; ▪ Enter the bedroom of a pupil of the opposite sex in a boarding house.
Smoking	<p>Pupils are NOT allowed to:</p> <ul style="list-style-type: none"> ▪ Smoke or vape on the School site, regardless of age; ▪ Bring cigarettes, e-cigarettes, vapes or related paraphernalia (lighters, cigarette papers, vape juice etc) onto the School site;

	<ul style="list-style-type: none"> ▪ Smoke or vape during the journey to School; ▪ Smoke or vape on a School trip; ▪ Supply cigarettes, e-cigarettes or vapes to other pupils; ▪ Smoke or vape anywhere whilst wearing School uniform; ▪ NB a pupil who is not smoking/vaping but who is in the presence of another pupil who is will also receive an appropriate sanction.
Use of Technology (in adherence to the Mill Hill School 'invisibility policy')	<p>Pupils are NOT allowed to:</p> <ul style="list-style-type: none"> ▪ Have audible ringing or alert functions (mobile phones must be set to 'silent' while at School); ▪ Use phones during lessons and activity time without explicit permission from a member of staff; ▪ Use phones to make and receive calls unless in designated areas (House/Sixth Form Centre/Main Office); ▪ 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); ▪ 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); ▪ 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. ▪ Engage in activities that would endanger the School's IT systems or enable others to gain unauthorised access to information. <p>Note that boarding houses will have their own rules for electronic devices that must be followed.</p>
Vandalism, Graffiti	Vandalism (including graffiti) of School property, premises and elsewhere is never acceptable and may incur a cost in addition to the appropriate sanction.
Weekend Programme	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.

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
Blazer	Mill Hill School Blazer	
Tie	School, or other School/ House-awarded tie	
Shirt	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"> ▪ No button-down collar
Pullover	<p>With trousers: Plain charcoal grey (not black), V neck, long sleeved</p> <p>With skirts: Bottle green, V neck, long sleeved.</p>	<ul style="list-style-type: none"> ▪ No round neck ▪ No cardigans ▪ No baggy jumpers ▪ No motifs except School related ▪ No sweatshirts or hoodies
Trousers	Charcoal grey (formal) Worn with a plain dark belt	<ul style="list-style-type: none"> ▪ Not black ▪ Not denim or chino-style material ▪ Must be full length
Skirt	Green School kilt, worn no more than two inches above the knee	<ul style="list-style-type: none"> ▪ Not rolled up ▪ Not tailored
Socks	With trousers: Dark grey/black	<ul style="list-style-type: none"> ▪ Not white ▪ Not knee high
Shoes	Black, polishable and classic style	<ul style="list-style-type: none"> ▪ No light-coloured soles ▪ No ballet pumps ▪ No boots ▪ No trainer style shoes ▪ No suede ▪ Heel at a reasonable height, i.e., not above two inches

Coat	Standard length, plain dark overcoat, raincoat or anorak to cover blazer or suit jacket entirely	<ul style="list-style-type: none"> No logos, slogans or any other decoration
Scarf	School scarf or House/Scholars' scarf only – the latter to be awarded	<ul style="list-style-type: none"> School scarves can be purchased from the School retailer
OTHER EXPECTATIONS – DRESS & APPEARANCE		
Hair	<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"> Style and length should not be ostentatious or messy. Hair should not be clipped below a No2 length
Jewellery	Earrings should be discreet (e.g. small plain studs) and limited to one per ear, at the base of the lobe	<ul style="list-style-type: none"> No hoop earrings. 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*) No rings on fingers <p>*The School reserves the right for the Head and members of staff to require body jewellery to be covered up with a sticking plaster.</p>

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.

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 setting when they come to School.

	UNIFORM REQUIRED	UNIFORM PROHIBITED
Suit	Two or three piece suit, formal cut, business style, plain colour or with a subtle check or pinstripe (black, grey, charcoal, navy, brown, burgundy). Acceptable combinations include trousers and a jacket, a dress and a jacket, or a skirt and a jacket.	<ul style="list-style-type: none"> Skirts should be formal in style and length and should match the suit jacket. A formal skirt length should fall just above the knee No mixtures of colours Skirts must not be made of elasticated material such as lycra.
Tie	School, or other School/House- awarded tie	<ul style="list-style-type: none"> This item must be worn with a collared shirt with the top button done up at all times. A blouse does not require a tie.
Shirt / Blouse	Formal, plain colour polyester and cotton shirt or blouse.	<ul style="list-style-type: none"> No low-cut No loud or garish colours Short- sleeved shirts may be worn.
Pullover	Plain dark colour V-neck, Round-neck or Turtle-neck to match suit, smart not baggy, may be sleeveless	<ul style="list-style-type: none"> No motifs except School related No sweatshirts or hoodies
Socks	Dark colour to match the suit	<ul style="list-style-type: none"> Must not go above the knee when worn with a skirt White socks must not be worn with a suit
Shoes	Black, dark, polishable shoes or ankle boots are allowed.	<ul style="list-style-type: none"> No trainer style shoes Heel at a reasonable height not above 2 inches No lace up or knee length boots

Coat	Standard length, plain dark overcoat, raincoat to cover suit jacket entirely	<ul style="list-style-type: none"> No logos, slogans or insignia are permitted
Scarf	School scarf, House scarf or Scholars' scarf only – the latter to be awarded	<ul style="list-style-type: none"> School scarves can be purchased from the Schools Outfitters
Hair	Hair should be a single natural colour	<ul style="list-style-type: none"> Style and length should not be ostentatious or messy. Hair should not be clipped below a No.2 length. Facial hair is not permitted, and pupils must be clean shaven
Jewellery	Earrings should be discreet (i.e small plain studs or small hoops close to the ear)	<ul style="list-style-type: none"> No large hoop earrings. 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	Make-up should be discreet and kept to a minimum at all times.	<ul style="list-style-type: none"> No heavy eye-liner No ostentatiously coloured lipstick

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 six levels of poor behaviour, with appropriate sanctions for each under these headings:

Level 1: Repeated low level offences

Level 2: Repeated/Persistent offences with no improvement

Level 3: Repeated offences/Breach of trust

Level 4: Significant misbehaviour/serious/dangerous behaviour/Persistent failure to improve and act on support

Level 5: Significant breach of trust/Very serious or Dangerous Behaviour

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

In response to low level transgressions a teacher will endeavour to use the ACT principle (Appendix 3) to ensure that the pupil is given scope to improve their behaviour. Should disruptive behaviour continue then that pupil may be removed from the lesson by the Head of Department, a Housemaster/mistress 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 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.

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 never 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.'

Review

This Policy will be reviewed annually.

This Review: November 2023

Next Review: Autumn 2024

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/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. (HMM 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 rewards.
3	PILLAR Postcards	A postcard displaying one of the School's main values can be written and sent home, via the main office, to a pupil's parent to celebrate a pupil's achievement that is particularly in line with one of the School's values.	5	Written by staff when suitable.	Sent home to parents/guardian	Recorded on iSAMS as a 'PILLAR Postcard' by any member of staff.	Pupil & Parent – receipt of postcard All staff – iSAMS rewards
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 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	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	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	Intervention	Examples of behaviour (please note this list is not exhaustive)	Action (staff/pupil) <i>This must explain what the unsatisfactory behaviour is and how it can be improved</i>	Admin (implemented by...)	Logistics (When & Where)	Communication (Who will be informed & how)	Points
1	Flag	<ul style="list-style-type: none"> After moving through the ACT protocol* in a lesson i.e. disruption where warning and other actions have not produced improvement. Prep missing despite warning/extensions Incorrect uniform that has not been corrected Any other repeated instances of poor conduct. <p>*If a pupil continues to present poor behaviour despite moving through ACT and is disrupting a lesson SLT Callout should be used.</p>	<p>Whichever is most appropriate:</p> <ul style="list-style-type: none"> Restorative conversation with pupil with HoD present during break/lunch/after-school Pupil writes formal apology and details how they will change their behaviour Contact home, if appropriate – in consultation with HMM. 	Recorded by the member of staff who witnesses the behaviour on iSAMS as 'Flag' with a description and relevant category: Phones, Uniform, Behaviour, Organisation, Prep.	Decided by individual teacher or Head of Department. <i>*Note pupils can only be held for 10 minutes after school without parental permission.</i>	Pupil, Tutor, Housemaster/mistress & recording member of staff – iSAMS email	-1
2	Lunchtime Detention	<p>Repeated low level issues where a pupil has failed to correct and improve after warnings and other actions*</p> <p>* Evidence of previous interventions must be present on iSAMS record before issuing this intervention.</p>	<ul style="list-style-type: none"> Conversation with pupil to explain the concern and how they can improve this. Inform the pupil they will sit the next available lunchtime detention. Communication with parents (HMM to be aware) During the detention the pupil will speak to SLT and complete a reflection. 	Recorded by the member of staff who witnesses the behaviour on iSAMS as 'Lunchtime Detention' with a description.	20 minute detention – Run every Tuesday and Thursday lunchtime	<p>Pupil, Tutor, HoD, HMM - iSAMS email.</p> <p>Pupil reminded by Tutor during AM reg via Detentions bulletin.</p>	-3

3	After School Detention	Repeated/persistent low level issues that the pupil has failed to correct, e.g. frequently missing deadlines despite extensions, routine disruption of lessons, persistent uniform infringements, persistent lateness to lessons.	<ul style="list-style-type: none"> Conversation with pupil to explain the concern. Inform them they will sit the next available after-school detention. Housemaster/mistress to hold a 1-1 meeting with pupil and inform parents. 	Recorded on iSAMS as 'After-school Detention', following a conversation with pupil.	40 minute Detention -Run every Thursday during term time from 3.50-4.30pm by SLT	Pupil & Guardian – Formal letter home Pupil, Tutor, HoD, HMM – iSAMS email Pupil reminded by Tutor via Detentions bulletin	-5
4	On Report & Behaviour Contract	Pupil has failed to improve their behaviour despite opportunities provided by Interventions 1-3. Initially 'On Report' may be used to give the pupil a chance to improve their behaviour, or this may be put in place alongside a Behaviour Contract.	Meeting to be held between Housemaster/mistress, pupil and parents to discuss key targets and duration of 'On report' (typically two weeks). If being placed on a Behaviour Contract a member of SLT will also meet with parents and pupil.	Recorded by HMM on iSAMS as 'On report' or 'Behaviour Contract' with details of duration and targets. Approved by SLT.	Appropriate duration to be discussed with parents and pupil and SLT (typically two weeks 'On Report'). Behaviour contracts may be in place for several terms.	Pupil & Parent – In person Pupil, Tutor, HoD, HMM – iSAMS email Pupil will present report to teacher at the beginning of every lesson and parents will be required to sign each evening. A Behaviour Contract will be signed by all parties and a copy held on record.	-10
4	School Detention & Heads Detention	Significant misbehaviour or failure to meet the School's Expectations & Standards. E.g. rudeness or inappropriate language towards staff; missing a lesson, Chapel, or assembly; breaking bounds; bullying; fighting; smoking/vaping.	SLT/HMM to contact home and a meeting with pupil had to discuss the consequences of their actions and how they will improve these in the future.	Recorded by SLT/HMM on iSAMS as 'School Detention/Head's Detention' following an investigation. Head's detention - Approved by the Head.	60 – 180 minute Detention - Run every Saturday during term time from 1:00pm by SLT. Duration decided by SLT/Head Pupils should report to the Head's Office at 1.00pm.	Pupil & Parent/Guardian – Formal letter home Pupil, Tutor, HoD, HMM email from iSAMS	-10

5*	Suspension (fixed term exclusion)	Possession/consumption of banned substances (1 st offence). 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 – 5 days	Recorded by SLT on iSAMS as 'Exclusion – Fixed Term' following an investigation.	Internal or External & length and location decided by member of SLT/Head.	Pupil & Guardian In writing Pupil, HoD, HMM - email from iSAMS.	-25
	Permanent exclusion	Supply of drugs Serious breach of trust e.g. theft/hacking Bullying (repeated or serious) Repeated involvement in serious disciplinary incidents Failure to adhere to the School's Expectations and Standards. Serious Violence against Staff and Pupils	Permanent	*Head following procedures outlined in Expulsion, Removal and Review Policy	Permanent exclusion	Pupil & Guardian in writing Pupil, HoD, HMM - email from iSAMS.	

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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