

Behaviour Policy

Caterham Summer School



CATERHAM
SCHOOL

Policy Author:
Date Reviewed by Authors:
Next Review Date:

Summer School Manager
Spring Term 2026
Spring Term 2027

Caterham Summer School

Behaviour Policy

Policy Status: Anti-Bullying, Behaviour, Safeguarding and Child Protection

Applies to: All staff and students

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

Policy Statement and Aims

Caterham Summer School is committed to fostering a safe, respectful, inclusive and aspirational learning environment in which all students are supported to flourish academically, socially and personally. This Behaviour Policy underpins our approach to behaviour management during the Caterham Summer School programme and ensures that high standards are upheld consistently, fairly and proportionately.

Our approach reflects Caterham School's positive, authoritative and relational model of behaviour management, grounded in strong pastoral care, clear expectations and an understanding of individual circumstances. We believe that high standards of behaviour grow from a shared sense of purpose, mutual respect and positive relationships between staff and students.

The purpose of this policy is to support effective teaching, learning and wellbeing at Caterham Summer School by clearly setting out expectations of behaviour and the procedures used to address inappropriate conduct. The policy applies to all students throughout the duration of their enrolment, including during lessons, activities, excursions, residential time (where applicable) and when representing Caterham Summer School off site.

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This policy reflects current statutory guidance and best practice, including [Behaviour in Schools Guidance – GOV.UK](#), [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) and the [Equality Act 2010 – GOV.UK](#)

Principles

At Caterham Summer School:

- All students are treated with dignity, fairness and respect.
- Behaviour is managed in a way that is consistent, calm and supportive.
- High expectations are combined with warmth, empathy and understanding.
- Sanctions are applied fairly and proportionately, with consideration of individual needs and circumstances.
- Positive behaviour, effort and contribution to the community are actively recognised and encouraged.

We recognise that Caterham Summer School students may be joining us from different educational systems, cultures and backgrounds. While a short settling-in period is expected, all students are required to adhere to the standards set out in this policy at all times.

Reasonable adjustments will be made, where appropriate, for students with special educational needs and disabilities (SEND).

Adjustments are considered in line with responsibilities outlined in the [Equality Act 2010 – GOV.UK](#) and the [SEND Code of Practice: 0 to 25 Years – GOV.UK](#)

Expectations of Behaviour

All students are expected to behave in an orderly, self-controlled and respectful manner at all times, including:

- In classrooms and structured learning environments
- In recreational spaces, boarding areas (where applicable), and communal areas
- During activities, trips and excursions, both on and off site
- When travelling to and from off-site locations as part of the programme
- When using digital devices or accessing school systems

Expectations regarding online conduct and digital behaviour reflect guidance within [Teaching Online Safety in Schools – GOV.UK](#)

Students must show courtesy and respect towards:

- Teaching and support staff
- Other students
- Visitors and members of the wider community

Respect for the school environment is an expectation constant, including buildings, grounds, equipment and facilities.

Students represent Caterham Summer School whenever they are identifiable as members of the programme and are expected to act in a way that upholds the Caterham Summer School and Caterham School's reputation.

Promotion and Recognition of Positive Behaviour

Positive behaviour, effort and contribution to the community are actively recognised and celebrated.

This may include:

- Verbal praise and encouragement from staff
- Recognition within classes, activities or assemblies
- Certificates or awards during the programme

We believe that recognition plays a vital role in reinforcing expectations and helping students develop confidence, self-esteem and a sense of belonging.

Managing Behaviour and Sanctions

While the focus of the policy is on encouraging positive behaviour, there may be occasions when students fall short of expectations. When this occurs, staff will respond in a way that is:

- Calm and respectful
- Proportionate to the behaviour
- Designed to help the student understand the impact of their actions
- Focused on restoring trust and repairing relationships

Sanctions may include, but are not limited to:

- Verbal warnings
- Reflective conversations
- Loss of privileges
- Removal from an activity or lesson
- Supervised time out
- Behaviour reports or monitoring

Parents/guardians may be informed where behaviour causes ongoing concern or where sanctions are more serious.

Persistent low-level disruption or refusal to follow reasonable instructions will be addressed and may lead to escalation.

Serious Misconduct

More serious breaches of behaviour expectations may result in significant disciplinary action.

Examples include, but are not limited to:

- Bullying, harassment or intimidation (including online behaviour)
- Racist, discriminatory or offensive language or behaviour
- Physical aggression or threats of violence
- Damage to property or vandalism
- Theft
- Possession or use of prohibited items
- Conduct that places others at risk or brings Caterham Summer School into disrepute

Caterham Summer School recognises its responsibilities under the [Equality Act 2010 – GOV.UK](#) to protect students from discriminatory behaviour, harassment and victimisation.

Such behaviour will be investigated by senior staff and may result in suspension or exclusion from the programme.

Exclusion from Caterham Summer School

Caterham Summer School reserves the right to suspend or permanently exclude a student from the programme where behaviour is:

- Seriously dangerous or harmful
- Persistently disruptive
- Incompatible with the ethos and values of Caterham Summer School and Caterham School

Exclusion may follow a single serious incident or a pattern of ongoing unacceptable behaviour. The decision to exclude will be taken by the Summer School and Holiday Programmes Manager (or delegate) and is final.

In cases of exclusion:

- Parents/guardians will be informed immediately
- No refund of fees will normally be payable
- Travel and supervision arrangements become the responsibility of parents/guardians

Safeguarding and Pastoral Care

Behaviour management at Caterham Summer School is closely linked to safeguarding and wellbeing. Any behaviour that raises safeguarding concerns will be managed in line with Caterham Summer School's [Safeguarding Policy](#). Safeguarding procedures reflect the principles outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

Students are encouraged to speak to staff if they feel worried, unsafe or unhappy. Strong pastoral support is a core feature of the Summer School experience.

Review and Monitoring

This policy applies for the duration of the Caterham Summer School programme. Staff receive guidance at induction to ensure consistent understanding and application of expectations.

Policy Review

This policy is reviewed annually and after any safeguarding or behaviour incident or significant change in guidance or school policy.

This policy reflects statutory guidance including [Behaviour in Schools Guidance – GOV.UK](#), [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Equality Act 2010 – GOV.UK](#) and Caterham School best practice.

It is due for review in April 2027