The New Beacon
EX FUMO DARE LUCEM

The New Beacon
Brittains Lane, Sevenoaks, Kent TN13 2PB
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SENIOR SCHOOL HANDBOOK 2025 - 2026

The New Beacon
Brittains Lane
Sevenoaks
Kent TN13 2PB

Introduction

By the time your son moves up to the Senior School, many of you will be very familiar with the routine of New Beacon. In this handbook, I have included information based on the most asked questions that parents of Senior School boys ask us, for example about exams, prep, sanctions and rewards, etc.

As they move towards adolescence, it is not unusual for some boys to want to test the boundaries, both at home and at school, and we have therefore included some basic school rules. They are contained within this handbook, so the boys have no excuse if they come to school with, for example, mobile phones or other expensive items.

As boys in the Senior School become increasingly attached to their mobiles and to the social networking websites and online gaming, parents are strongly advised to follow guidance provided in relevant bulletins in the 'Health and Well-Being' section of the school website. We also launched an E-Safety App for parents and pupils a few years ago.

Parental Control Apps

Smart Parental Control and Social Media Monitoring

If there is any further information you require, you will find the e-mail addresses of the relevant staff member (s) listed in this handbook.

I sincerely hope that you and your son will enjoy his final year at The New Beacon. For the Year 7 parents and boys, there is much to look forward to during the next academic year.

Eddie Knipe
Assistant Head / Head of Senior School

The New Beacon Brittains Lane, Sevenoaks, Kent TN13 2PB
Tel 01732 452131 **Fax** 01732 459509

newbeacon.org.uk

Communication

The school sends parents' plentiful information and communication via the weekly Friday Communication. I would strongly urge parents to take time to read any relevant sections of this report as pupils / parents can be at a disadvantage by a lack of awareness.

Curriculum

Senior School boys enjoy a broad curriculum.

The Year 7 and Year 8 weekly timetable consists of:

Science (Physics, Biology, Chemistry)
Mathematics
English
French
Theology, Philosophy and Religions
History
Geography
Art
Engineering and Design
Music
Digital Creativity and AI
Fitness, Health and Sport
Global Citizenship and Life Skills (GCLS) and Relationships, Sex and Health Education
Online learning (practice in reasoning, Mathematics and English skills)
Games Sessions (2 afternoons - 90-minute sessions on Tuesday and Friday; matches on Wednesday and occasional Saturday)
Latin or Classical Civilisation
Activities e.g., rifle club, art club, drama, fencing, judo, swimming, tennis, chess, squash, Top Trumps, etc.

Timetable

Registration starts at 8.20 a.m. Boys are expected to be in the classroom before then.
Before registration, boys should have all their books ready for all lessons before break.

Morning lessons begin at 8.40 a.m., or 9.00 (after assembly) on Monday, Wednesday, Thursday and Friday.

Afternoon lessons begin at 2.00 p.m.

Monday	Boys may go home at 4.00 p.m. They may stay to prep until 5.00 p.m. There are optional activities and finishing times vary.
Tuesday	As for Monday
Wednesdays	Boys go home at 4.00 p.m. unless required for matches They may stay to prep until 5.00 p.m.
Thursday	As for Monday
Friday	Years 7 and 8 need to be collected after Chapel Service, at 5.15 p.m. If there is no Chapel Service, they may go home at 4.00 p.m. or stay for prep in the Turing IT Suite until 5.00 p.m.

Breakfast Club and After School Club
The Breakfast Club session is available from 7 a.m. to 8 a.m. daily. The After School Club is available from 5 p.m. until 6.30 p.m. every day. More information and the booking form are available on the school website.

Preps
Preps are set each day of the week.
It is not uncommon for boys and parents to experience a 'rude awakening' when they enter the Senior School, with the amount of prep that is expected of them. They are by no means overburdened, and in fact preps are no more demanding of a boy's time than they would be had he moved on to a secondary school at 11. In the Middle School, nearly all prep can be completed in school prep times. In the Senior School, however, pupils should expect to have to do homework after school. As a rough guide, boys may expect about one hour's prep per night. In Year 8, particularly as exams approach, it may be necessary for pupils to do more than this.
Occasionally, it can seem that boys are overloaded with work. Parents should be aware, however, that some teachers would give their pupils a week to complete a prep. If a pupil decides to 'save' all his preps until the weekend, he will indeed have a vast amount of work to get through. Parents might wish to check their son's Contact Book each evening to ensure he avoids a build up of work.

Contact Book
The Contact Book include some useful information, in addition to the diary. It is hoped that the boys will make full use of their Contact Book, and parents are urged to ensure that their sons do so. The homework section of the Contact Book should be filled in daily and signed by both parent and form teacher at the end of the week. We find that the Contact Book, if used properly, can be instrumental in helping communication between school and home, and in helping boys to organise themselves and their work. Parents are asked to support their child and the school in encouraging their sons to make full use of the Contact Book.

Plusses and E's
Quarter plusses are awarded for good work, and occasionally for good deeds.
E's (E for 'excellence', and worth 4 quarters) are awarded for excellent work; boys are encouraged to bring the relevant piece of work to the Head of Senior School / Deputy Head.
An exceptional piece of work may be recommended for a 'Head's Award'.
Quarters are totalled at the end of each term. The Company that has won the highest number of plusses over the year wins the Mothers' Cup at the annual Prize giving.

Setting
In Year 7, boys in the non-streamed forms are setted in French and Mathematics. Sets are decided upon at the end of the preceding school year, and decisions are based on exam results, as well as on the subject teacher's knowledge of a child's ability or difficulties. There are two French sets in 7DB, 7KS. Generally, set 1 French boys also do Latin. Set 2 boys usually study Classical Civilisation.

Classes in Year 8
For information about Year 8, please read 'A Guide to Year 8, 2025-2026'. This will have been emailed to you in July 2025. It will also be posted on the school's website.

Senior Schools
Most boys enter a range of selective schools at 13. To be assured of a place (subject to passing the entry requirements) in a senior school, a boy should be enrolled by his parents (*not* The New Beacon) *before he joins Year 7,* particularly in the case of our local senior schools, Sevenoaks and Tonbridge.

Typically, many New Beacon boys move on to Tonbridge, Sevenoaks and Caterham. Other schools include Ardingly, Epsom, Eastbourne, Harrow, Cranbrook, Sutton Valence, King's Canterbury, King's Rochester, Charterhouse, Winchester, Wellington, Whitgift, Lingfield College, Gresham's, St Lawrence College, Bede's, Eton, Worth, Hurstpierpoint, Brighton College, Oundle and Beechwood.

Senior School Entry Information
Parents are strongly advised to check their chosen school's website for up-to-date information in relation to closing dates for applications, as well as dates of examinations, interviews, open days, etc.

Scholarship
Pupils may be entered for various scholarships, for example: art, music, sports, drama, Engineering and Design, all-rounders, and of course academic.

A boy cannot be put forward for a scholarship (whatever type of scholarship) without the recommendation of the school. A boy will not go into the Scholarship form to sit an academic scholarship unless the teachers feel this is appropriate for him.

Boys do not need to be outstanding in every single subject to be considered for an academic scholarship. However, very good ability and an excellent work ethic are essential. More about this later in this booklet.

Teaching staff:
Staff who teach in the Senior School: -

Mr E Knipe Assistant Head (Administration) / Head of Senior School Mathematics / Games / Form Teacher 8EK
eddie.knipe@newbeacon.org.uk

Mrs J Yeats-Brown Mathematics / Form Teacher 8JY
joanna.yeats-brown@newbeacon.org.uk

Mr J Vincent Director of Studies / Head of History / Games / OLL
james.vincent@newbeacon.org.uk

Mr B Yarrow Head of English / Games / Form Teacher 8BY
brian.yarrow@newbeacon.org.uk

Mr A. Ribbans Head of French / Games / Athletics/ Assistant Head of Senior School / Form Teacher 8AR
andrew.ribbans@newbeacon.org.uk

Mr J Bromwich Head of GCLS (Global Citizenship and Life Skills) / French / Games
james.bromwich@newbeacon.org.uk

Mr T Swann Head of Classics / RS / Philosophy / Lay Chaplain / Form Teacher 7TS
tom.swann@newbeacon.org.uk

Mr T Probert Head of Middle School / Mathematics / Games
tom.probert@newbeacon.org.uk

Mr S Ryde Head of Geography
steve.ryde@newbeacon.org.uk

Mr A Woodard English / Games
alex.woodard@newbeacon.org.uk

Owen Herbert Director of Fitness, Health and Sport
owen.herbert@newbeacon.org.uk

Mr D Burton Head of Science / Games / 7DB Form Teacher
david.burton@newbeacon.org.uk

Mr K Solan Science / Games / 7KS Form Teacher
kevin.solan@newbeacon.org.uk
Mr T Barratt Head of Engineering and Design
tony.barratt@newbeacon.org.uk
Mr M O'Prey Head of DC AND AI / Games
mark.oprey@newbeacon.org.uk
Mrs E Jackson Head of Art
emily.jackson@newbeacon.org.uk
Mrs R Down Head of Classroom Music / Director of Music
rachael.down@newbeacon.org.uk
Mrs P Bridges Head of Learning Support (UP)
pauline.bridges@newbeacon.org.uk

You can contact teachers by personal e-mail, or alternatively, admin@newbeacon.org.uk The email will be forward to the relevant person for you. Be aware that teachers may not always be able to read your emails immediately.

For the Head, **Mrs S. Brownsdon**, please address all electronic communications directly to head@newbeacon.org.uk

Parents' Evenings
There is one Parents' Evening per year for each class. This year, the Year 7 and the Year 8 parents' evening will be in the Michaelmas Term.

Examinations
A progressive, cumulative approach is used regarding exams, building study skills and learning to work under pressure of time, starting at the end of Year 5. When the boys reach the senior school, they will have five sets of exams over six terms, which is an important part of our internal assessment schedule and prepares them for the rigours of future Senior School examinations (internal, GCSE, A Level etc).

In Year 7, boys take two sets of exams (Michaelmas and Summer) in all academic subjects.

In Year 8, boys take three sets of exams in all academic subjects (Michaelmas, Lent and Summer), using Common Entrance papers in the Trinity Term in the core subjects.

Boys in Year 8 will have access to the older Common Entrance (Levels 1 – 3) and the new Foundation, Core and Additional papers in Mathematics. Only boys who show an outstanding ability in Mathematics will sit the Additional papers, i.e. boys in 8BY and 8AR.

Results, expressed as a percentage, are sent to Senior Schools (included in the Certificate of Achievement).

Exams schedule:
Michaelmas Term: Year 7 and Year 8
Lent Term: Year 8
Trinity Term: Year 5 to Year 8

Reports
This year, Senior School parents will receive information on their sons' progress as follows:

Michaelmas term

Year 8
A half-term tutorial report
An end of term sheet of exam marks
Year 8 Parents' evening

Year 7
A half-term tutorial report
A full end of term report and exam marks (where appropriate).
Year 7 Parents' evening

Lent term

Year 8
Full end of term report and exam marks.

Trinity Term

Year 8
An end of term report 'Leaving Certificate'

Year 7
An end of term report.

Bibles
All boys are given their own Bible, which they will use for the duration of their time at New Beacon and may retain when they leave the school.

Books
Except for atlases, Bibles and a thesaurus, the cost of books and stationery is included in the tuition fee. If boys lose textbooks, a charge will be made on the end of term bill.

Library
We are fortunate in having an excellent, well-stocked library. This room has 3 functions: library, computer room, and quiet reading / work area. Boys have regular opportunities to use the Library. Boys are encouraged to read for pleasure.

Games
Boys in the Senior School have Games on Tuesday, Wednesday and Friday afternoons.
Michaelmas Term: Football (first half) – boots and shin-pads necessary
Rugby (towards the end of second half of the term) – boots and a gum guard necessary
Lent Term: Rugby and Hockey – boots and a gum guard necessary
Trinity Term: Cricket

Boarding
Parents of boys in the Senior School may contact Mrs Bucknor (Boarding Housemaster) for further information about Boarding at The New Beacon. nicola.bucknor@newbeacon.org.uk
Boarding is from Monday to Thursday.

Sports Handbook
If you have any queries relating to sporting matters, email the Director of Sport, Mr Owen Herbert direct owen.herbert@newbeacon.org.uk

Music
Instrumental tuition is available on a wide variety of instruments. Please contact Mrs R Down (Director of Music who joins us in September) rachael.down@newbeacon.org.uk for advice. Instrumental tuition is done in ten 30-minute lessons per term and is charged in arrears on the school bill.

There are many opportunities for boys to take part in musical groups in the Senior School, particularly if they have been learning a musical instrument for some time:

First Orchestra, for the most proficient musicians, mainly from Years 7 and 8, plays full orchestral (if sometimes simplified) versions of the classics or film themes.

Big Band plays Swing, Latin and Rock music, again with boys mainly from Years 7 and 8.

Concert Band plays popular numbers varying in genre and consists of many boys of varied abilities ranging from grade 1 to grade 8.

String Orchestra plays a wide range of string music including Baroque, Classical and Musicals.

Chapel Choir, (a robed choir) leads the singing at our weekly Chapel services and often sings anthems as well as taking part in other school concerts and enjoy external trips. In the past, the Chapel Choir has visited The Vatican in Rome and Dubrovnik.

Activities
In the Senior School, there will be the opportunity to take part in various Activities on Monday - Friday. Please refer to the activities section of the website for further information.

Assemblies

Monday	-	Years 5-8 assembly in the sports hall (TNBC)
Wednesday	-	Senior School assembly or Reading
Thursday	-	Years 5-8 assembly in the St George's Chapel
Friday	-	Company assembly or E-Safety

Absence and Attendance Illness and First Aid Medication and Off Games
The law requires the school to keep a register of pupils' attendance at morning and afternoon sessions. Parents should telephone the school as early as possible if their child is absent. Mrs Hoffmann (First-aid Lead) will record the information in the register, and teachers will then be informed.

We are fortunate in always having a designated first-aider on duty during the school day. If a pupil goes to Mrs Hoffmann for any reason, a record is kept of his visit. Minor accidents can be dealt with at school, provided his parents/guardians have opted into our school arrangements.

If your son needs to take medication in school hours, the medication must be given to Mrs Hoffmann by the parent, accompanied by clear written instructions. It is essential that parents opt into the school arrangements for medical treatment, otherwise no medicines will

be administered, and parents will be called to collect their son from Mrs Hoffmann if he feels unwell. (See also Off-Games)

To prevent illness spreading within school, parents should keep sick boys at home for 24 hours, especially if they have vomited.

If you wish your child to be excused from organised Games, please write a note in your son's Planner, and tell him to show the note/email to his form teacher, or the member of staff who takes him for Games, and to Mrs Hoffmann.

Parents should avoid removing children from school during term time if possible. Absence from school can seriously impair a child's progress, particularly as vital work is likely to be covered each week in the Senior School. If parents need to remove their son from school during term time, express approval must be sought from the Headteacher.

Mrs Hoffmann's email address: alida.hoffmann@newbeacon.org.uk

Authorised and Unauthorised Absences
Both authorised and unauthorised absences reduce a pupil's overall attendance percentage equally, as neither counts as a day/session in attendance. The key distinction lies in their legal status: authorised absences are officially excused and carry no penalties, whereas unauthorised absences may result in formal action. When calculating attendance rates (for example, 90%), both types of absence are deducted from the total possible school days.

Authorised absences typically cover visits to prospective senior schools for an external examination, illness, medical appointments, or religious observance, whilst unauthorised absences generally involve unapproved family holidays or truancy. Authorised are therefore legally excused but need to be reported.
All absence requests should be emailed to Mrs Spoor kate.spoor@newbeacon.org.uk for permission to miss school activities, copying the Head of Section and Form Teachers.

Dental / orthodontic / medical appointments
Ideally, medical appointments should be made outside school hours or in the school holidays. If this is not possible, parents should write a letter or a note in the Contact Book to the form teacher to inform the school about the appointment and the time the pupil will be out of school.

Appointments / Communication with staff
If a parent has a concern that he/she would like to discuss with a member of staff, he/she should arrange an appointment through the school secretary or e-mail the member of staff to arrange a convenient time to meet. It is always helpful if parents indicate in advance, what they wish to discuss, so that the teacher may obtain relevant information in advance of the appointment, if necessary.
Parents are encouraged not to come into school to see a teacher without prior notice unless the matter is urgent.

Calendar
For calendar information, please refer to the school's website at www.newbeacon.org.uk.

I left it at home!
E.g., musical instruments, prep, games kit…

We know this happens, and many well-intentioned parents are often seen bringing various forgotten items into school following a panic call from their son! By the time the boys reach the Senior School, however, they should be encouraged to take responsibility for organising and packing their belongings for school the night before. Senior School boys must be encouraged by their parents to take responsibility for their belongings. This will be essential when they transfer to Senior School at 13+.

If parents find it necessary to bring items into school for their sons, could they please leave them on the table outside the Music and Art Centre (music instruments) and sports equipment outside TNBC.

Phoning home
Boys are encouraged to take responsibility for their belongings and are discouraged from phoning home if they have left items behind. However, they may occasionally need to phone their parents during a school day, e.g., to tell them that their match or their after-school club has been cancelled, or to ask them why they have not come to pick them up at the end of the school day. It would be very useful if boys could have all their parents' contact numbers (home / work / mobile) taped inside their briefcase and written in the front of their Contact Book.

Lockers
All boys in the Senior School have lockers in the school room.

Lost property
Boys should not bring to school valuable items. (See School Rules)
Watches are permitted in the Senior School.

All items of personal clothing, sports kit, stationery items, musical instruments and sheet music, briefcases etc. MUST be clearly labelled, to ensure a safe return should the item go astray.

Please sew name tapes on games kit as shown in the Sports Handbook.

There are regular 'lost property' sessions, where labelled items are returned to their owners. Any unmarked items are sent to Matron. If they are not claimed by the end of term, they are re-sold in the School Shop. Lost property is also sent to the boys' lockers in the changing rooms in TNBC.

School lunches
Lunch is at 1.00 p.m. All boys are expected to have a full school lunch in the school dining room. If a child has a special dietary requirement, the school kitchen must be informed.

Parking, Traffic Flow, and Collection Points
Please adhere to the school's rules of the road, a copy of which can be found in hard copy of the school calendar.

Please park with consideration for others. Inconsiderate parking impairs traffic flow, and can be dangerous, preventing drivers from seeing small pedestrians.

Please do NOT block residents' drives or park on the Recreation Ground across the road from school.

Please observe the one-way system around the school and do NOT turn right by the flagpole.

You may have noticed that our boys have made some posters that they have placed along the drive requesting that you please do not run your engine for long periods whilst waiting to pick your son up after school.

Armbands
Boys will be issued with fluorescent armbands in the Michaelmas term, if they do not already possess them. They should wear these armbands on their blazer sleeves, so that they are visible to car drivers collecting children from school in the dark. Further armbands are available from the school office. The cost of the armbands will be added to your school bill.

Company system
There are four Companies (houses), Drake, Marlborough, Nelson and Wellington. The school enjoys a healthy Company spirit, as Companies compete against one another in sport, art, music, plusses, and various other activities. Company Assemblies take place on a regular basis on a Friday. The members of staff in charge of their Company have regular opportunities to deal with elements of pastoral care, discipline and PSHE within their Company.

Fire drill
At least one or two fire drills are held every term.

Code of Conduct, Sanctions and Rewards Policy

AIMS

- We aim to create a safe, calm, orderly and caring environment where teaching and learning can take place effectively.
- We aim to encourage an understanding of the values that underpin our school ethos and encourage pupils to develop values such as honesty, trust and fairness.
- We aim to help pupils to develop:
    - self-discipline and self-control.
    - a sense of self-esteem and self-respect.
    - the ability to recognise and respect the rights of others.
    - accountability for their own behaviour and respect for their environment.
    - a sense of individual and corporate responsibility.
    - the skills that enable rational thinking
    - the skills that enable responsible independent and cooperative learning.

We aim to create a positive environment within the school, which ensures that our approach to behaviour management and discipline is consistent, and understood by all the teaching and support staff, pupils and parents.
We also promote positive behaviour through the GCLS curriculum, which develops the emotional health of pupils.
All adults aim to provide positive examples and attitudes. Relationships with other adults and with pupils should be fair, honest, polite, courteous and considerate.
Guidance and support are available to help staff to promote good order.

ETHOS
New Beacon is a community in which everyone has the right to be happy and feel at ease. Our aims are to value, appreciate and respect each other.
The school's ethos encourages pupils to behave with common sense, courtesy, tolerance, understanding and consideration towards others, and to respect other people and their property.
Boys who fail to meet these standards of common decency are disciplined appropriately according to their age and the seriousness of the offence.

SPECIAL CIRCUMSTANCES

Any special circumstances will always be taken into consideration.

Liaison with parents, matron etc., and a daily pastoral staff meeting ensure that staff are well informed of any special circumstances and are updated of any developments on a daily basis.

SCHOOL RULES

In General:

- Boys should behave responsibly and cooperate with all school rules and instructions given by staff.
- Boys should show respect to all adults at New Beacon
- Boys should listen with respect to one another and be conscious never to be hurtful to others
- Boys are expected to show a caring attitude for the school environment, the school community, the buildings, the grounds, the equipment, and personal belongings
- Boys are expected to be truthful, and to take personal responsibility for their actions
- Boys should strive to reject bullying, stealing, vandalism, cheating, deceit, dishonesty, false / malicious allegations against staff, uncivil behaviour and offensive language
- Boys are expected to arrive in school neat and tidy, in their blazers (except Trinity Term)
- Racial slurs and any derogatory remarks made about any religious group will not be tolerated

The following are not allowed in school:

- large sums of money
- mobile phones
- electronic games
- possessions for swapping
- any form of jewellery other than watches
- aerosols (roll-ons are acceptable)
- sharp implements, e.g., a knife

PRACTICALITIES:

- Boys should adhere to the prescribed school uniform
- Boys should have traditional haircuts: no dye, no gel, no 'number one' cuts or haircuts that draw attention to themselves. This includes buzz cuts or shaving the hair high above the ear and leaving it long and bushy at the back.
- Fashion statements are not acceptable
- Jewellery, including necklaces, bracelets, wristbands, are not permitted (Medical purposes accepted)
- Watches are permitted for Senior School boys only

LESSONS

- Boys are expected to arrive at lessons on time, with all the necessary equipment
- Boys should stand up for any adult who enters the classroom
- Boys should leave in organised way, chairs under tables etc.

BREAK TIMES

- All boys should go outside to play in designated areas, except for those attending an official supervised activity or visiting the library (numbers limited)
- Boys may be required to change into outdoor shoes and tracksuit bottoms (if playing on grass in bad weather)
- Boys are not allowed in the certain areas without permission, e.g., staff offices, storerooms, changing rooms
- Boys may bring in snacks for break times. These should be in line with 'healthy eating'

LUNCH TIMES

- All boys must go to lunch
- Boys must wash hands before lining up
- As there is a choice of menu, all boys are expected to eat something
- Boys must demonstrate good table manners
- All boys should go outside after lunch to play in designated areas, except for those attending an official supervised activity or visiting the library (numbers limited)
- Hard balls are not permitted
- Boys must not be in classrooms unsupervised
- Boys should arrive at afternoon lessons on time, with all necessary equipment
- Second registration: 1.40 p.m. for Middle School, 2.00 p.m. for Senior School

WET PLAYTIMES

Boys are expected to engage in a quiet activity.
Form teachers should ensure that pupils are clear about the rules for wet playtimes in the classroom area.
Ideally, form teachers will have a box of 'things to do' in their classroom for wet breaks, card games, dominoes, crosswords etc.
Senior boys will have been assigned a specific form to monitor during wet breaks.
Pupils should remain in their own classroom area.
Pupils should remain seated as much as possible.
Any movement around the classroom should be calm and orderly.
Pupils should not write on the board unless the form teacher has given permission.

MOBILE PHONE POLICY

Boys are not allowed to bring mobile phones to school.

Exception to this rule:
For safety reasons, Years 7 and 8 boys are permitted to bring mobile phones to school if they are coming to school or going home by public transport, by bike, or on foot.

These boys must take their mobile phone to the school office upon arrival in school and should collect it from the office before leaving school at the end of the day.

Their mobile should be clearly named on the outside

Mobiles must not be brought to school under any circumstances unless special permission has been granted by the Head or Deputy Head.

If a boy brings a mobile to school, it will be confiscated. The phone will be placed in a safe, lockable area, and the pupil will be informed as to when he may collect it.

CONFISCATION

Boys should expect that items that are banned, or items which are misused, will be confiscated for a period of time.

Reasons for confiscation may include:

- an item poses a threat to others (e.g., laser pen, knife)
- an item poses a threat to classroom order (e.g., iPad in class)
- an item is against school uniform rules (e.g., bracelet)
- an item poses a health and safety threat (e.g., deep heat spray)
- an item which is counter to the ethos of the school

- an item which is illegal for a child to have (e.g., pornographic material, vapers)

Items of value which the pupil should not have brought to school, or has misused in some way, might, if the school judges this appropriate and reasonable, be stored safely at the school until a responsible family adult can come to retrieve them.

REWARDS

We believe that regular and genuine praise, encouragement and recognition reduces the need for sanctions.

There are many ways in which good conduct, citizenship, good work and achievement are recognised, encouraged and rewarded at The New Beacon. These include special comment by the teacher, a teacher's own rewards such as stickers or treats, performing in assembly, a special mention in assembly, colours, badges, special ties, positions of responsibility, promotion to prefect, certificates, prizes at the annual Prizegiving, a mention in the Friday Report and many more.

The school employs a merit system of 'quarters' (i.e. a house-point) and 'E's (E meaning excellence, worth 4 quarters).

QUARTERS ARE AWARDED FOR GOOD WORK, AND GOOD DEEDS

Es (E for 'excellence,' and worth 4 quarters) are generally awarded for excellent work or exceptional citizenship; boys can receive recognition for gaining an E in assembly and are encouraged to bring the relevant piece of work to the Head of Middle School or Head of Senior School to be signed.

A 'Head's Award' may be awarded for an exceptional piece of work and is worth 8 quarters. A Head's E can also be awarded for exceptional positive behaviour. This would be announced in one of the Chapel services.

Quarters are totalled at the end of each term. Each term every year group will set a target of quarters for their forms, if this is reached there will be an age-appropriate form reward. The total will be attainable, but not necessarily reached by every form every term.

The Company that has won the highest number of quarters over the year wins the Company Cup on Celebration Day (Mothers' Cup)

SANCTIONS

If a pupil does not follow the code of conduct, there will naturally be consequences. Parents are expected to support the school in such matters. Experience shows that when the school and the homework together in the interests of the child, there is a much more effective and immediate outcome.

Children give of their best when they understand the framework of expectations made of them.

For pupils in Middle and Senior School, sanctions will usually follow the escalation procedure outlined below. However, the appropriate response will depend on the behaviour and the circumstances; some misbehaviour may move straight the next level of sanction depending on the severity of the misconduct. The Head and/or Head of Section will consider all relevant circumstances when reaching a final decision. These sanctions are primarily for behaviour and forgetting or not completing work. Poor or unfinished work would result in catch-up work, this would usually be supervised by a duty member of staff at a designated breaktime and would normally take priority over other activities. Attendance at a catch-up session may also be recorded to monitor regularity but separately to a ¼-.

PROGRESSION

STAGE 1

REMIND

A reminder of behaviour expectations is given along with consequences of repeated poor behaviour

STAGE 2 (DISCRETIONARY)

RESET

A pupil is provided an opportunity to reset their behaviour with a change of activity, moved seat, a moment to undertake a movement break or a conversation at the end of the lesson etc.

STAGE 3

FIRST RECORDED SANCTION THE ¼-

A ¼- will be given and recorded for a repetition of unacceptable behaviours. (A list of these is below)

These will be recorded on a spreadsheet which the form teacher and Head of Section will endeavour to look at daily, ideally during Form Period.

¼ minus are reset every Monday, although will remain recorded and the HoS/Form Teacher can refer to them.

A form ¼- can also be given, but this will not be recorded against each boy in the class. The form teacher will be notified and can take action as appropriate. This can be as simple as reminding the form of expected behaviour.

STAGE 4

SECOND LEVEL SANCTION THE MINUS

THESE CAN ONLY BE AWARDED BY HoS/AHoS/DoS/DH/HEAD

If a boy receives four ¼- during any one week (Monday-Friday) he will see the Head of Section (or AHoS) and will, in most cases be given a full minus. This will involve loss of free time perhaps as community service, loss of privilege or loss of responsibility. (Please see list below). As with all sanctions, there may be other considerations to be considered by the HoS/AHoS/Head/DH.

A straight minus can be awarded for certain behaviours (see below).

Parents would usually be informed if a minus is awarded so that they can support their son, and the school, moving forward.

STAGE 5

HOS DETENTION

THESE CAN ONLY BE AWARDED BY HOS/AHOS/DH/HEAD

This is a period of reflection or discussion with the relevant HoS. A boy might be asked to read information relating to his behaviour for example bullying or vandalism. It would generally be after school, or during a period of time that might be seen as a privilege (e.g. playing in a match or a class outing). Parents would be informed of this detention.

STAGE 6

HEAD'S DETENTION

THESE CAN ONLY BE AWARDED BY HoS/AHoS/DH/HEAD

If a boy receives several minuses in a term, and has had a HoS detention or intervention by the Pastoral Deputy, the next stage would usually be to receive a Head's detention. This can be on a weekday evening or a Saturday morning at the Head's discretion. An email to parents would always be sent at this point either by the HoS/DHoS/DH or Head. A Head's detention is seen as a period of reflection and a reset.

For serious offences (see below) it is possible to be given a Head's detention without accumulating three minuses.

STAGE 7

SUSPENSION

THIS CAN ONLY BE SANCTIONED BY THE HEAD

Suspension would be used rarely and only if other stages had failed to achieve acceptable behaviour or for a very serious offence against the school's code of conduct.

Depending on the circumstances, this may be internal or external.

For an internal suspension pupils will eat lunch and take break times away from their peer group and spend their time completing set work.

STAGE 8

EXCLUSION

THIS CAN ONLY BE SANCTIONED BY THE HEAD

This would only occur if suspension had not redeemed a situation, or in extremely serious breaches of the school's code of conduct.

OTHER STRATEGIES

SUPPORT CARD

THESE CAN BE SANCTIONED BY HoS/DHoS

A support card is a mechanism to help pupils struggling with organisation. If unacceptable or concerning behaviour (or work) persists, pupils can be put on a Personal Support Card. This action would usually discuss among the pupil's teachers/form teacher /Head of section to establish the parameters of support required. Parents will be informed and asked to sign the card every evening thereby working in conjunction with school to resolve the concern.

Form teachers check the Support Card regularly. Support Cards can last from one to three weeks maximum. If this strategy is not successful in that time another will be introduced.

LIST OF BEHAVIOURS THAT WOULD NORMALLY RESULT IN A ¼- (THIS LIST IS NOT EXHAUSTIVE AND AS ALWAYS OTHER FACTORS MAY BE CONSIDERED); THESE HAVE BEEN WRITTEN AFTER CONSULTATION WITH THE SCHOOL COUNCIL)

Not following instructions
Repeatedly forgetting books, equipment and games kit
Shouting out
Failing to hand in work
Silly remarks
Disruptive behaviour
Lateness (with no reason)
Running in Corridors
Noise in Corridors
Repeatedly forgetting blazers/armbands
Lack of good manners
Poor Dining Room behaviour
Poor lunch queue behaviour
Untidy locker
Failure to follow classroom rules
Throwing something
Dropping litter
Copying work
Playing games when online
Not having a reading book
Leaving property lying about
Planner not filled in
Chewing gum
Eating in class
Disrespecting others' property
Incorrect uniform

List of behaviours that would normally result in a direct minus (this list is not exhaustive and as always other factors may be considered); these have been written after consultation with The School Council)

Violence
Repeated unkindness (questionable bullying)
Swearing
Disrespect to staff or visitors
Vandalism
Stealing
Cheating
Lying
Inappropriate internet use
Fighting
Having a mobile phone or other electronic device or large sums of money without proper authorisation
Spitting
Leaving the campus without permission during the school day
Selling items in school without proper authorisation

LIST OF BEHAVIOURS THAT WOULD NORMALLY RESULT IN A HEAD'S DETENTION (THIS LIST IS NOT EXHAUSTIVE AND AS ALWAYS OTHER FACTORS MAY BE CONSIDERED)

Unacceptable violence
Bullying
Racism
Homophobic behaviour
Misogynistic behaviour

WRITING AN APOLOGY

Our aim throughout the Middle and Senior School is to support children who are making poor choices with their behaviour or attitude. We understand that in many instances, the behaviour is merely a symptom of an underlying cause. The following strategies are employed in conjunction with the sanctions system, in order to help children identify where poor choices are being made and support them in their efforts to alter their future conduct:

- Personalised support cards.
- Mentoring (staff member or peer).
- Subject tutoring.
- Peer support groups.
- Team Around the Child (TAC can involve external agencies if appropriate).
- 1:1 or group Counselling sessions.
- Re-education sessions - led by Assistant Head of Section/ Head of Section/Pastoral Deputy Head/Head
- Powerful Knowledge Project to be completed during a period of suspension and then followed up with Head of Section/Pastoral Deputy Head/Head upon pupil's return.

Private Eye

THE NEW BEACON PRIVATE EYE FORM

Your name: ..... Form: .....

Today's day & date: .....

What is troubling you?

I would like to talk to someone about this.
(Please say who) Tick one of the following boxes:

◯ The Head ◯ The Deputy ◯ Mr Knipe ◯ Mr Probert
◯ Mr Swann ◯ My form teacher ◯ Liz

Someone else .....

Thank you for taking the trouble to make us aware what has been troubling you.

Boys, who would like to talk to a staff member about a concern, may use the Private Eye. They fill in a form, detail what their concern is, and pop it into the box outside the dining room that is locked. The Heads of MS and SS empty this box on a daily basis and then deal with the matter at hand accordingly.

Some of the concerns that we have dealt with in the past include:

- Reporting a bullying incident
- Sharing a concern about a friend
- A boy worrying about a friend who was feeling sad
- Feeling under a lot of pressure about work, etc. etc.

Cyber Information for parents of Senior School pupils

As our boys move towards their teens, they become increasingly 'plugged in', be it to their mobile, or the computer / iPad / laptop.

The Senior School boys are given guidance and advice in DC and AI lessons and talks by professionals on cyber safety.

Mobile phones are not permitted in school, and internet use is rigorously protected by our safeguarding software system, which monitors boys' use, flags up any attempts at anything inappropriate, and blocks anything potentially inappropriate or harmful.

The school does all it can to protect, inform and advise the children at school.

PUPILS 'HOME USE OF THE INTERNET MUST BE THE PARENTS' RESPONSIBILITY.