



BEHAVIOUR POLICY

2026 - 2027

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Behaviour Policy

Sophia High School, is part of Sophia Technologies Ltd, a London based EdTech Company providing a range of digital educational based services to clients in the UK and around the globe.

At Sophia High School, we offer a full time digital education following the UK National Curriculum for our online EYFS, primary and online secondary students between the ages of 4 - 18. Sophia High is a BCorp Certified School, which is a testament to our commitment to fostering Global Citizenship and promotion of the Sustainable Development Goals.

1 Purpose

- 1.1 This policy is designed to foster a school ethos that promotes high quality teaching and learning in an environment of respect and collaboration. The implementation of this policy supports the fair and transparent treatment of all students.
- 1.2 This policy applies to all students in the school including the EYFS
- 1.3 This policy also sets out clear expectations regarding student conduct, including the use of mobile phones, personal devices and behaviours that may impact health, safety and wellbeing.

2 Background

- 2.1 We are required to ensure the safety and well-being of all our students and staff and take great pride in the behaviour and conduct of all our students. We provide a safe and affirming online environment for children where they can develop a sense of belonging and feel able to trust and talk openly with adults about their problems.
- 2.2 In keeping with Education (Independent School Standards) (Online Education Provider Accreditation Scheme) (England) Regulations (as amended), our policy outlines our code of conduct for students, as well as the use of sanctions and rewards to ensure our high standards are maintained. We have a duty to ensure arrangements are made to safeguard and promote the welfare of children.
- 2.3 Teachers have the power to sanction students for misbehaviour during online lessons and inappropriate school conduct outside of online lessons such as school communication channels. This means that the Education Team decides and sets the standard of behaviour expected of all students in our school. This includes how the standards will be achieved, the school rules, any sanctions for breaking the rules, and rewards for good behaviour. The measures in our policy aim to promote good behaviour, self-sanction and respect, and ensure that students complete assigned work and regulate conduct.
- 2.4 This includes expectations relating to the use of mobile phones and personal devices, and behaviours that may negatively influence others, including vaping.
- 2.5 This policy also refers to our approach towards managing any bullying behaviour and our school strategies to prevent all forms of bullying. To this end, we also hold an Anti Bullying Policy, which is available on our website.

2.6 This policy takes into account the need to safeguard and promote the welfare of students, as outlined in our Safeguarding and Child Protection Policy, our general duty to eliminate discrimination under the Equality Act 2010, as well as our support for students with Additional Learning Needs and/or disability.

2.7 If any student's behaviour is considered by the Education team to be criminal or to pose a serious threat to a member of the public, then it will always be reported to the relevant police authority. If any misbehaviour is considered to be linked to any child suffering, or being likely to suffer, significant harm, then our Safeguarding and Child Protection Policy and Procedures will be rigorously followed and action will be taken in accordance with the relevant local safeguarding children's board referral procedures. If any child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately.

2.8 We publish our policy for parents, students and staff. It can be found on our website. We review this policy at least annually. This policy is referred to in our Parent Terms and Conditions and Charter accordingly.

2.9 We support children at times when difficult events happen in their lives, such as domestic violence, bullying, accidents, transition, loss of friendships, divorce and separation, loss and bereavement. This helps to build coping strategies and build resilience, which helps to prevent mental health problems from occurring later in life.

3 Applicability

3.1 Good behaviour and online etiquette is essential for effective online learning to take place. Our school policy presents a fair, consistent and transparent approach towards behaviour management, which combines appropriate sanction with support and encouragement delivered within our caring school environment.

3.2 As an online school, expectations regarding behaviour, including mobile phone use and vaping, apply to all live lessons, school-led activities and any interactions visible or conducted via school platforms.

3.3 As an online school, we work in partnership with our parents, students and staff to create an atmosphere of mutual respect and understanding. Our written policy reflects this approach in that we balance sanction and sanctions with a strong commitment to encouraging and supporting positive behaviour.

3.4 To this end, we have an ethos of setting high expectations for all students with consistently applied support. We expect our staff, parents and students to understand and respect the rules of the school and the expectations and responsibilities outlined in this policy child and the Parent Terms and Conditions (updated annually). We expect both staff and parents to model positive behaviour at all times so that our students can benefit fully from their experiences in school.

3.5 It is important that our staff follow this policy at all times to ensure that it is implemented consistently and effectively. We understand that this will ensure that our students feel they have been treated fairly compared to others.

3.6 As an online school, we do not permit the use of corporal punishment, nor the threat of any such punishment which could adversely affect a child's well-being, during any activity, whether online or offline, under any circumstances.

3.7 Should any child display severe emotional, behavioural and social difficulties, it is our role to support them to be resilient and mentally healthy and to ensure that all children are properly included in the educational experiences and opportunities provided and that the learning of their peers is not impeded.

3.8 Children who are mentally healthy have the ability to:

- Develop psychologically, emotionally, intellectually and spiritually
- Initiate, develop and sustain mutually satisfying personal relationships
- Use and enjoy solitude
- Become aware of others and empathise with them
- Play and learn
- Develop a sense of right and wrong
- Resolve (face) problems and setbacks and learn from them.

3.9 Where severe problems occur, we expect the child to receive external support, in their local geographical context, as well as support in school at an early stage, such as via the-early help assessment and early help services, from medical professionals working in specialist Child and Adolescent Mental Health Services (CAMHS), voluntary organisations and local GPs and LINDEN where necessary.

Sophia High School may identify indicators that a student could be experiencing mental health difficulties and will work with parents and relevant professionals to determine appropriate support. We will intervene early and help to strengthen resilience before serious problems occur, using national and local agencies to support students, using evidence-based approaches. All SHS staff have current certification to support Mental Health challenges.

All students take part in Holistic Horizons, PSHE/ Mindfulness as part of our curriculum and have access to our School Mindfulness Coach for 1-1 support through teacher referral, ELSA certified specialist and wider professional support through our partner, Linden.

4 Definitions and Scope

4.1 School Provision

Good schools encourage good behaviour through a mixture of high expectations, clear policy and an ethos which fosters sanction and mutual respect between students, and between staff and students.

Our school provides:

- A committed Board of Directors and Senior leadership team that sets a culture within the school that values all students; allows them to feel a sense of belonging; and makes it possible to talk about problems in a non-stigmatising way
- Staff who understand the protective factors that enable children to be resilient when they encounter problems and challenges
- Working with parents and carers as well as with the students themselves, ensuring their views, wishes and feelings are taken into account and that they are kept fully informed so they can participate in decisions taken about them
- Continuous professional development for staff to inform them about the early signs of mental health problems, and what to do if they think they have spotted a developing problem
- Transition support and reduced timetables (if needed).
- Clear systems and processes to help staff who identify children and young people with possible mental health problems; providing routes to escalate issues with clear referral and accountability systems. We work closely with other professionals to have a range of support services that can be put in place depending on the identified needs (both within and beyond the school)
- Working with others to provide interventions for students with mental health problems that use a graduated approach to inform a clear cycle of support: an assessment to establish a clear analysis of the student's needs; a plan to set out how the student will be supported; action to provide that support; and regular reviews to assess the effectiveness of the provision and lead to changes where necessary
- A healthy school approach to promoting the health and wellbeing of all students in the school, with priorities identified and a clear process of 'planning, doing and reviewing' to achieve the desired outcomes.

4.2 Consistent disruptive or withdrawn behaviour can be an indication of an underlying problem. Only medical professionals should make a formal diagnosis of a mental health condition. Our very small class sizes ensure that we are well-placed to observe children day-to-day and identify those whose behaviour suggests that they may be suffering from a

mental health problem or be at risk of developing one. This may include withdrawn students whose needs may otherwise go unrecognised.

We do this by making effective use of data so that changes in attainment, attendance or behaviour can be noticed, recorded, and acted upon. We also have an effective pastoral system so that at least one member of staff knows every student well and can spot changing patterns and early signs.

The school recognises that changes in behaviour, attendance, engagement, wellbeing or presentation may indicate that a child requires early help or safeguarding support. Staff should maintain professional curiosity and share concerns in accordance with the Safeguarding and Child Protection Policy.

4.3 The quality of learning, teaching and behaviour are inseparable issues and are the responsibility of all staff.

4.4 School Principles:

- School staff and students should all show respect for one another
- Good behaviour should be rewarded and sanctions should always be applied consistently for unacceptable behaviour, including bullying and violence
- Appropriate action should be taken to reduce the risk of poor behaviour occurring, including particular action to prevent a disproportionate number of behaviour issues arising amongst susceptible groups of students, such as those with special educational needs
- Use of positive restorative meetings where appropriate with students and their parents if they fall short of expectations.
- Students whose behaviour and attendance may deteriorate through events such as bereavement, abuse, or through the divorce or separation of parents should be identified and supported;
- All students should be listened and responded to;
- All students are entitled to learn in a safe and secure environment; · All school staff should model positive behaviour and promote it through active development of students' social, emotional and behavioural skills; and · All members of the school community should understand and accept the principles on which the Behaviour Policy is grounded.

5 Procedures and Responsibilities

5.1 Behaviour is the way we act and respond to people and to situations in which we find ourselves. Our aim is that all of our children should be able to behave in socially acceptable ways.

5.2 Teachers have authority in our school to sanction children for misbehaviour which occurs in our online school

5.3 To be socially acceptable, we believe that children should be able to:

- Treat other children and adults with respect;
- Speak politely to other people; and
- Have self-confidence and high self-esteem.

For our EYFS learners and SEND learners, these skills may still be developing and so we work collaboratively with parents to ensure they are working towards these standards both online and off.

5.4 To encourage this, the staff will:

- Treat all children and adults with respect;
- Speak politely to other people;
- Praise children's efforts and achievements as often as they can;
- Explain to children what they should have done or said when they get it wrong;
- Tell parents about their child's efforts and achievements; and
- Avoid using critical or sarcastic language.

5.5 We will not accept the following behaviour from children or adults:

- Use of unkind or rude language;
- Any post or digital communication which is unkind or has rude language
- Unkind, aggressive or rude behaviour towards staff, families or students during virtual calls, parent meetings, or emails
- Racist or sexist remarks, or other discriminatory comments
- Use of mobile phones or personal devices during lessons without permission
- Recording, photographing or sharing any part of lessons, staff or students
- Creating, sharing, possessing or using AI-generated, manipulated or deepfake images, audio or video to harass, humiliate, bully, impersonate, intimidate or cause distress to others
- Use, display or promotion of vaping devices (e-cigarettes) during live lessons or school-related activities
- Encouraging or normalising vaping behaviour to other students

5.6 If such behaviour occurs:

- We will tell the child that it is wrong and explain what they should have done or said, or not said
- If the behaviour is repeated, the child will be reprimanded once more as above; · If the behaviour continues, we will mute/remove the child from the online lesson and speak to the parent directly after the lesson; and follow agreed procedures.

Live Lesson Behaviour Warning Procedure:

1. Verbal warning one from the teacher to stop behaviour.
2. Verbal and written warning (in the chat box) if behaviour continues.
3. If the behaviour persists, the student will be placed on MUTE.
4. The teacher may move the student to a private breakout room to discuss the behaviour and provide an opportunity for reflection and agreement on ways of working to be brought back into the main lesson
5. If the behaviour continues, the student is given a final verbal warning and written warning (in the chat box) to stop or they will be removed from the lesson.
6. If behaviour still does not stop, removal from the live lesson.

Parents will be notified of any removal from lessons and a restorative meeting may be needed before re-entry to the lesson.

- We will try to find out why the child is behaving in this way and then treat the situation accordingly.
- We will provide support to children who repeatedly misbehave and are deemed to need additional support to manage their behaviour and learn self-regulation.

5.7 The role of teacher

- Teachers are responsible for ensuring that the school behaviour expectations/code of conduct is enforced in their class, and that their classes behave in a responsible manner during lesson time;
- Any incidents of anti-social behaviour will be discussed by the teacher with the class, e.g. during team meetings and assemblies; video messages
- Every teacher enforces the classroom behaviour code consistently and treats each student fairly;
- If a student misbehaves repeatedly online, the teacher keeps a record of all such incidents and logs all behaviour incidents on our MIS system; dealing with the matter themselves in the first instance. As the lesson is online the teacher has the power to mute, remove and block the child from the lesson whereby they cannot regain entry for that lesson. A conversation with the parent to seek improvements and the use of appropriate strategies will be had. See Live Lesson Behaviour Warning Procedure.

- The teacher reports to parents about the progress of each student for whom they are responsible, in line with our school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of any student;
- Never make racist, sexist, homophobic or other abusive or humiliating remarks;
- Comply fully with the Staff Code of Conduct, including the Acceptable Use, and Digital Safety Policy.
- Use mobile phones and personal devices professionally and responsibly. Personal mobile phones must not be used for personal reasons during live lessons, assemblies, tutorials or other student-facing activities. Where mobile phones or similar devices are required for legitimate professional purposes, including safeguarding, multi-factor authentication, communication with colleagues, accessing school systems or supporting teaching and learning, their use is permitted.

5.8 Expectations of pupils in our school

- Arrive on time to your online lessons/classes with all the equipment needed for the lesson
- Listen respectfully when the teacher is giving instructions
- Keep on task during lessons and do not disrupt the learning of others
- Follow instructions promptly and accurately
- Complete work assigned to a high standard
- Uphold the values of Global Citizenship and approach all members of the Sophia High School community with respect
- Follow the teacher's instructions about moving around the classroom (online breakout rooms/group pairings)
- Treat others with respect and consideration at all times
- Never make racist, sexist or other abusive or humiliating remarks
- Comply fully with the Digital Safety Agreements.
- Students must attend all live lessons with their camera on and their full face visible. The student's true background should remain visible during lessons.
- Blurred backgrounds, virtual backgrounds, avatars and filters are not permitted unless prior approval has been granted through the school's agreed process. Approved adjustments may be authorised to meet identified needs, including EHCP or SEMH requirements, and must be recorded on the student's Pupil Passport and the school's approved adjustment list.

- Where a blurred background, virtual background, avatar or filter has been approved, it must be used consistently across all lessons and must not be switched on, off, or changed during a lesson. Any approved virtual background must be one that has been specifically authorised by the school.
- In line with DFE policy, SHS prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.
- Devices must not be used to record, photograph or share lesson content or participants
- Devices should be kept out of sight and on silent during lessons
- Students must not use, display or promote vaping devices during live lessons or school-related activities

EYFS and children with ALN, will be supported in this by their parents, who will attend the online lessons alongside their child until they are confident to work alone. These expectations also apply to participating parents.

5.9 Reasonable Adjustments and Exceptions

The school recognises that some students may require access to a device for medical, safeguarding or SEND needs. Any such arrangements will be agreed in advance, documented and reviewed, ensuring a balance between individual need and the safety and wellbeing of all students.

6 Rewards Policy

6.1 Our rewards

Examples:

- All staff praise, reward and sanction consistently;
- School Education Team may award certificates and various badges for outstanding achievement and effort to individual children at end of term celebration assemblies;
- Achievement assemblies take place to support our positive approach and reinforce good behaviour, thereby celebrating all children's achievements, raising self-esteem and self-confidence.

6.2 Strategies and support

The following outline a range of strategies for use in school to reinforce desirable behaviour using different resources;

- setting small and achievable targets;
- setting clear and comprehensive behaviour guidelines relevant to the age of the children in the group, shared and discussed regularly to remind of acceptable standards.
- developing a positive self-image and fostering a collaborative community spirit within the online group
- positive rewarding systems with no comments for undesirable behaviour; use of certificates for positive qualities; celebration assemblies
- acclaiming good behaviour when it is seen in class;
- peer mediation and peer mentoring;
- restorative justice approach;
- referral to CAMHS and/or educational psychology services eg Linden; Local Authority and
- referral for family support and/or therapy to help the student and family better understand and manage behaviour.

Students are all allocated to one of our School Houses. House Activities are planned throughout the year and excellent work and outstanding attendance will be rewarded with House Points that will accumulate for each house as the year progresses. This will motivate students and the vertical house system will promote social interaction throughout the school.

6.3 Our sanctions

The teacher generally deals with minor breaches of sanction in a caring, supportive and fair manner. A child's individual needs will always be considered carefully. However, if there are any times when children transgress from the acceptable boundaries in our school, they will be spoken with so that they understand the boundaries and what is expected of them.

6.3.1 We consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow our Safeguarding and Child Protection Policy and refer the conduct to the DSL for advice and support before determining any sanction. We should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, we will consider whether a multi-agency assessment is necessary. This includes concerns relating to inappropriate use of technology, recording or sharing of content, or behaviours such as vaping that may impact a student's health or wellbeing.

- 6.3.2 Behaviour incidents may involve child-on-child abuse, including bullying, sexual harassment, sexual violence, image-based abuse, discriminatory behaviour, misogynistic behaviour and online abuse. Such concerns will be managed in accordance with the Child-on-Child Abuse Policy and Safeguarding and Child Protection Policy.
- 6.3.3 Behaviour concerns may arise from exposure to harmful online content, harmful influencers or online communities that promote discriminatory, abusive, misogynistic, extremist or controlling attitudes. Such concerns will be considered through the school's safeguarding procedures.
- 6.3.4 Adults should always make it clear that the child has not made appropriate choices and ensure that the child understands that they will have a fresh start the next time they join a lesson. They should always use private, not public, reprimands, so that when a sanction is applied the child can make a fresh start. Corporal punishment (or the threat of corporal punishment) will not be used in any circumstances and to do so is illegal. As we are an online school – this is impossible – as all their lessons are in their own homes.
- 6.3.5 Parents will be involved at the earliest stage if problems are persisting or are recurring.
- 6.3.6 Any sanction must be reasonable in all the circumstances and account must be taken of the student's age, any special educational needs or disability they may have, and any religious requirements affecting them.
- 6.3.7 In response to major breaches of sanction such as physical aggression, deliberate damage to property, stealing, leaving lessons without permission, severe and persistent bullying, online or digital bullying, verbal abuse and persistent disruptive behaviour in class the following will be followed:
- Verbal warning by a member of the Senior Leadership team. For most students this will be sufficient and the problem will be rectified;
 - withdrawal from lessons for the rest of the day;
 - detention;
 - contacting parents immediately;
 - meeting with parents and a plan agreed for monitoring the behaviour whereby parents also take responsibility for helping their child to improve;
 - Suspension (fixed term exclusion); and Expulsion (permanent exclusion). [See Exclusion Policy]
- 6.3.8 It should be noted that, in most cases, the school's sanctions are used in a hierarchical manner. Where cases of serious misbehaviour are evident, the Senior Leadership Team reserves the right to use any sanction, including suspension and expulsion, without first using lower-order strategies.
- 6.3.9 Misuse of mobile phones or personal devices, or behaviour relating to vaping, will result in sanctions in line with this policy. This may include removal from lessons, parental contact and further disciplinary action where appropriate.

7 Suspension and Expulsion

7.1 The Senior Leadership Team reserves the right to suspend and expel students from the school. Suspension and expulsion will be dealt with in accordance with our Exclusion Policy.

8 Allegations of Abuse against Teachers and Other Staff

8.1 Allegations of abuse are taken seriously and dealt with in a fair and consistent manner that provides effective protection for the child and supports the person about whom the allegation has been made. All allegations will be dealt with in accordance with the Safeguarding and Child Protection Policy and Procedure. Every effort will be made to ensure confidentiality is maintained while an investigation is underway.

8.2 Sophia High School is committed to ensuring that all staff are treated with dignity and respect. Bullying, harassment, intimidation, threatening behaviour, discriminatory language, abusive communication or any form of victimisation directed towards staff by students, parents, carers or other members of the school community will not be tolerated.

This includes behaviour occurring during live lessons, through school communication systems, email, messaging platforms, social media, recordings, artificial intelligence tools, or any other online environment connected with the school.

Where incidents occur, the school will investigate promptly and may implement appropriate sanctions, communication restrictions, safeguarding measures or referrals to external agencies, including the police, where necessary.

The school will provide appropriate support to staff who experience bullying, harassment or abuse and will take reasonable steps to protect their wellbeing and safety.

9 Complaints Procedure

9.1 If you are not happy about the way that you or your child is treated by any member of staff you should consider raising your concern informally in the first instance with the individual staff or member of the Senior Leadership Team. You may find it helpful to refer to our Complaint Procedure for guidance (available via the school website).

9.2 The Complaints procedure emphasises the importance of resolving any concerns informally and at the earliest possible opportunity. We expect our parents to share any concerns informally with us so that we can continuously improve the quality of education at our school. If as a parent/carer(s) your complaint is about exclusion from school for inappropriate conduct, please refer to the Exclusion Policy.

10 Monitoring and Evaluation

10.1 The Senior Leadership team is responsible for maintaining a behaviour log which includes instances of bullying.

10.2 The Senior Leadership team is responsible for the implementation of this policy and for reviewing from time to time to evaluate its implementation and impact.

11 Measures

- Setting Expectations - Parent Terms and Conditions and School Policies
- Measures to prevent bullying (see anti-bullying policy)
- Measures to prevent cyberbullying (see anti-bullying policy, acceptable use of ICT Policy, Digital Safety Agreements, Risk Assessments,)
- Prejudice-based and discriminatory bullying (see anti-bullying policy).