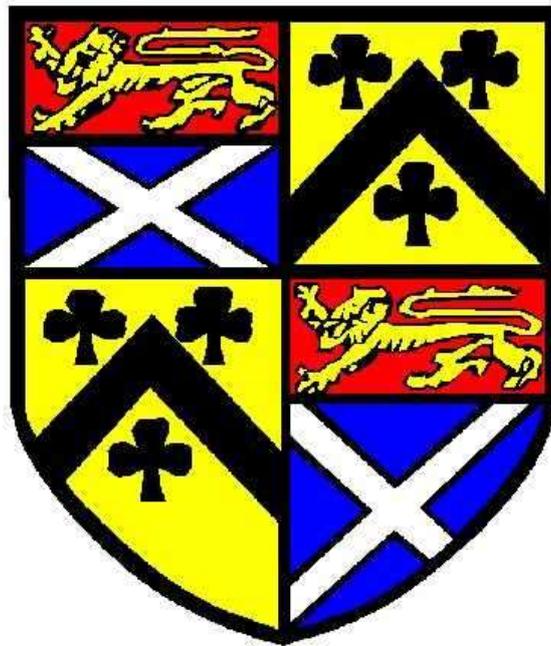


# The Rochester Grammar School

## Behaviour for Learning Policy



This policy was adopted on	March 2021
The policy is to be reviewed on	July 2021

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## Vision and Values

The Behaviour Policy at Rochester Grammar School is a statement of good practice that covers all aspects of the school that contribute to fulfilment of the school's mission statement through the development and maintenance of good behaviour, an awareness in students of their personal responsibility, British values and a positive ethos within the school. All members of the school are expected to help maintain an atmosphere conducive to learning and development, with courtesy and mutual respect as the basic requirements. This will be achieved through the application of the Code of Conduct and the procedures laid down in the policy.

## Introduction/Objectives of the Trust/Statutory Framework

Within the Rochester Grammar School our ethos is clear: there is no ceiling to what we can achieve. Our school is a disciplined working environment, where students thrive in a culture defined by mutual respect and good behaviour. We see parents as our partners and work closely with families to secure the best possible outcomes for their children. Learning flourishes in a well ordered, respectful and disciplined environment and our behaviour policy, creates the conditions for outstanding learning, progress and achievement. Exemplary behaviour is taught and reinforced; poor behaviour is not tolerated.

The Rochester Grammar School Behaviour Policy is written in line with the following areas of legislation and guidance:

- Education Act 2002
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- Behaviour and Discipline in Schools DfE Guidance 2016
- Home school agreements
- Use of reasonable force
- Screening, searching and confiscation
- Exclusion guidance
- Preventing and tackling bullying
- DfE and ACPO drug advice for schools
- Schools: Guide to the 0-25 SEND Code of Practice

This policy does not stand alone but is to be used in conjunction with other TSA Trust policies including Attendance, Assessment, Anti-bullying, Health and Safety, Safe Restraint, Equality and Diversity, Safeguarding, Exclusion from School policy as well as other relevant day-to-day advice available to staff.

### Aims:

- To encourage adherence to an agreed set of principles of behaviour- The RGS Code of Conduct.
- To support effective Teaching and Learning
- To contribute to mutual respect.
- To ensure all members of the school community are safe and ensure their wellbeing.

## Communication of the Policy

We are committed to the continuous reinforcement of the behaviour policy in all that we do to ensure that standards of behaviour are maintained and improved over time. In particular, the policy is reinforced in the following ways:

- Staff training- all staff are trained in the implementing of the policy in a consistent and fair manner. There are refresher sessions to ensure that the message remains the same and that standards are maintained.
- Standardised Displays – classrooms and corridor display ensure that students reminded of what the school's expectations are. Student planners contain the expectations clearly.
- Form Time – Students are communicated to with regards to high expectations within and outside of the school and their responsibilities in relation to the Student Code of Conduct.
- Assemblies – are used as an opportunity to reinforce high expectations of behaviour and conduct. Assemblies are also used to address any issues that may arise within the school.
- Key Stage Agreement/Student Code of Conduct – the student's acceptance of a place at the school signals the student's agreement to abide by them.
- Termly newsletters – are used by the Head Teacher to celebrate students work and achievement both within and outside of the school, as well as communicate any items that need to be brought to the attention of parents and carers.

## Roles and Responsibilities/Equality Statement

The AAB (Academy Advisory Board) is responsible for monitoring this behaviour policy's effectiveness and holding the Head Teacher account for the implementation of it:

- Notifying the Head Teacher and providing them with any related guidance if the governing body wants the school behaviour for learning policy to include measures or address issues.
- Ensuring that the policy communicated to students and parents is non-discriminatory and the expectations are clear. Governors will support the school in the maintaining of good behaviour and health and safety.
- Monitoring and assessing the impact of the policy to ensure the strategies do not impact disproportionately or unfairly on any students within the school.
- Ensuring the policy and the strategies consider staff and student health and welfare issues e.g. by ensuring the staffing level is appropriate, that appropriate training is available and that there are support systems in place for staff etc.

**The Head Teacher is responsible for:**

- Ensuring the policy promotes good behaviour and deters inappropriate behaviour, including all forms of bullying.
- Ensuring Behaviour for Learning is viewed as a core principle by all staff.
- The implementation and day-to-day management of the policy and procedures.
- Ensuring the policy is publicised annually to staff (including volunteers), students and parents in the form of a written document (this is a legal obligation).
- Deciding which staff may impose sanctions.
- Deciding on the lead professional for Behaviour for Learning in the Senior Leadership Team.
- Working with other staff, including the Lead Professional on the SLT and the unions in developing disciplinary strategies.
- Ensuring that all staff are clear about the school's expectations regarding behaviour leadership.
- Ensuring staff have access to advice, training and development opportunities to meet their needs and that staff faced with challenging behaviour have appropriate support.
- Monitoring and assessing of the policy's impact - to ensure the strategies do not impact disproportionately or unfairly on any students within the school.

**The Vice Principal is responsible for:**

- Working with the Principal/Head of School to ensure the curriculum routes offered are appropriate for the needs of all students.
- Working with the Principal to ensure the effective implementation of this policy.

**The Senior Leadership Team is responsible for:**

- Ensuring that all staff are aware that the ethos and standards of the school must be transmitted through them, as well as ensuring the effectiveness of the school as a caring and safe community.
- Working with their designated pastoral leaders to support them in their role.

### **The Assistant Head Teacher (Every Child Achieves) is responsible for:**

- The day-to-day implementation of the Behaviour for Learning policy and associated strategies, including dealing with incidents in the higher stages of the sanctions process (see the staged sanctions procedure).
- Carrying out staff training in the Behaviour for Learning policy and strategies, to ensure they can implement them.
- Analysing the data regarding rewards and sanctions to ensure the strategies do not impact disproportionately or unfairly on any students within the school.
- Analysing the data regarding rewards and sanctions with each Head of House during line management meetings to identify as soon as possible where intervention is needed.
- Providing the CEO, Head Teacher and Governing Body with a report regarding the monitoring.
- Ensuring all staff have access to appropriate CPD for Behaviour Management.
- Ensuring that all staff organising school trips include in their standard application letter for the trip a clear statement about behaviour standards and processes. Subsequently, there will be a behaviour agreement specific to the trip, making expectations of good behaviour and consequences of poor behaviour clear, signed by the parents and student.

### **The Associate Leader for Behaviour and Attitudes is responsible for:**

- Gathering evidence for an exclusion and make recommendation to AP/Principals.
- Monitoring of behaviour policy across the school – sanctions and rewards, and ensuring it is applied consistently and fairly for all pupils, no matter their background.
- Supporting staff in the implementation.
- Completing B4L learning walks.
- Contacting/meeting parents re: behaviour issues.
- Monitoring and supporting with the detention policies for behaviour and punctuality.
- Supporting the AP for Behaviour and Attitudes with any students withdrawn from lessons.
- Support the AP in leading staff training on effective behaviour strategies.
- Conduct regular staff and student voice to gain feedback on the impact and implementation of the behaviour policy.

### **The Head of House is responsible for:**

- Providing and driving a House ethos that will encourage high standards of behaviour.
- Monitoring the rewards given to students in their House through the Carrot Reward website.
- Using the information obtained to provide positive feedback in House assemblies.
- Supporting other staff in response to individual incidents of poor behaviour.
- Monitoring the rewards and sanctions of students in their House using SIMs and the commendation recording system and acting at an early stage to prevent escalation of underachievement by an individual.
- Close monitoring through the PMS system of individuals who are underachieving.
- Communicating with parents to ensure they are informed at the earliest stages of interventions regarding underachievement and/or poor behaviour.

### **The Form Tutor is responsible for:**

- Carrying out their duties as form tutor to the highest standard, thereby acting as a positive role model.
- Using information provided by the Head of House regarding rewards to provide positive feedback within the form.
- Working with individual students using all available data (rewards, sanctions, report grades etc.) to help the student set meaningful targets for improvement and devise strategies to achieve them.
- Using the opportunities provided by vertical tutor group to provide leadership opportunities and to set up support for students as appropriate.
- Assisting the Head of House with monitoring students.

### **The Senior Leadership Team as line manager to a curriculum area are responsible for:**

- Reviewing incidents and their causes with the Curriculum Leader in order to inform the review of the policy and provide an opportunity for assessing training needs.

### **The Curriculum Leader is responsible for:**

- Being proactive as well as reactive regarding behaviour for learning practices in their curriculum area.
- Supporting staff in their curriculum area with regards to behaviour management issues. CL should be the first port of call in case of an incident.
- Reviewing incidents and their causes with their staff in order to inform the review of the policy and provide an opportunity for assessing training needs.
- Running detentions as appropriate.
- Ensuring incidents are recorded on SIMS correctly.

### **All staff will be responsible for:**

- Ensuring that the policy and the procedures are followed and fairly and consistently applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Head Teacher on the effectiveness of the policy and procedures.
- Creating a high-quality learning environment, modelling and teaching good behaviour and implementing the agreed policy and procedures consistently.
- Keeping accurate registers of attendance to lessons in all Key Stages using SIMS lesson monitor.
- Recording any sanctions administered on SIMS.
- Running detentions as appropriate.

### **Students:**

- Will in the first instance be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedure and expectations. Students also have the responsibility to ensure infringements of the policy are reported.
- Students will also be expected to follow the school Code of Conduct and adhere to this.
- Students will ensure that their behaviour outside of school will not bring the school into disrepute. This includes the students conduct on Social Media.
- Upon accepting a place at The Rochester Grammar School it is the expectation that all students will adhere to all policies enlisted by the school. Making sure that they abide by all of the rules and regulations set.

- Students are permitted to bring mobile phones, headphones and electronic devices into school at their own risk. All devices must be switched off and out of sight whilst students are on the school site. If mobile phones and electronic devices are seen or heard they will be confiscated and the student's parent/carer will have to collect from the school at their earliest convenience. The device will be kept secure at Main Reception until collected. Under no circumstances will the Academy accept responsibility for theft or loss.

#### **Parents and carers:**

- Will also be expected to take responsibility for the behaviour of their child both inside and outside the school. They will be encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy. If parents wish to make comments about the behaviour of students, they can do so via the school e-mail or contact the relevant pastoral leader.
- Will ensure that they keep the school informed about any circumstances, which may adversely affect their child's well-being.

### **Student Code of Conduct**

It is expected that, as a student of RGS, you will always show respect, both in and out of school, by having:

#### **Respect for yourself:**

- Take responsibility for your actions both in school and out of school.
- Always look smart and wear the correct school uniform.
- Do not bring banned substances into the school premises or be in possession of banned substance on your journey to or from school. This will result in exclusion.
- Do not leave the school grounds during the day unless you have permission from your Head of House or Directors of Sixth Form. This will result in close supervision/withdrawal from lessons. Sixth Form students can leave the school grounds at lunchtime but must sign out.

#### **Respect for others:**

- Always behave with courtesy and consideration, walk on the left when moving around the school and hold doors open for people coming through after you. Ensure you adhere to the one-way systems.
- Respect the property of other members of the community.
- Arrive promptly to lessons. If you are late you could be kept back at break or lunchtime.
- Ensure that you have all the necessary books and equipment for lessons.
- Share with your parents/carers any entries made in your planner.
- Ensure your parents/carers receive all school letters promptly and return the reply slips.
- Do not bring valuable items e.g. personal radios, I-pods/mp3/mp4 players and cameras to school; if they are found they will be confiscated and locked in the school safe and must be collected by a parent following receipt of the letter from the school.
- Do not bring banned substances into school for your use or the use of others. This will result in exclusion.
- Respect for all members of the wider community when out of school.

### **Respect for the environment:**

- Keep the school clean and tidy.
- Eat in the designated places e.g. the dining hall, the area outside the D block, the Quad, outside the E block and in fairer weather there is a designated area on the field. You should not eat in classrooms or the main school building or the whole class will be banned.
- Do not bring chewing gum, aerosol cans, Tippex etc. into school.
- If you have a negative impact on the environment through litter, chewing gum etc. you will have to then improve the environment through a period of community service.
- Follow all Health and Safety guidelines.

### **Respect for Learning:**

- Ensure you have all the necessary equipment and books to all lessons.
- Ensure all classwork and home learning is presented to a high quality.
- Ensure behaviour does not impede your own learning or that of other people in the class.
- Complete all learning activities to the best of your ability.
- Meet all deadlines set by teaching staff.

## **Staff Code of Conduct**

Staff will ensure that there is no differential application of the policy on any grounds, particularly ethnic origin, culture, religion, gender, disability or sexuality. Staff will also ensure that they adhere to the following principles.

### **Students have a right to:**

- Work in a safe environment.
- Be spoken to calmly and with respect.
- Be listened to.
- Receive no less than good teaching every lesson.
- Have their individual needs planned for.

### **Dealing with Malicious Allegations:**

All members of staff are expected to treat students with appropriate respect and any allegations made against a member of staff will be investigated and appropriate action taken. Any investigation will follow guidance from Medway Safeguarding Team where appropriate. Where an investigation concludes that the allegation was in the 'balance of probabilities', malicious, a decision will be taken by the Head Teacher about what further action may be appropriate.

## Uniform Policy

Items marked with an \* must be purchased from our school uniform outfitters

### Key Stage 3 and Key Stage 4:

The school uniform consists of:

- Tartan, knee-length, kilt \* or
- Navy blue, straight leg and full length, tailored trousers \*– no casual style, lycra material or tight fitting
- Navy blue jumper with the school logo \*
- Blue school blouse with reverse collar with RGS logo on the collar \*
- Blazer with badge \*
- If students choose to wear a scarf it must be the school scarf \* or plain navy, dark grey or black
- Shoes – must be flat, black and plain. They must not resemble any kind of boot. The shoe must not resemble a sports pump. For example, brands such as Converse, Vans, Nike, Adidas, and Lacoste etc. are not acceptable.
- Plain white ankle socks – these should not be branded with labels. They should not have any type of frill. Alternatively, the student may wear black or nude tights.

### From Term 6 of Year 10:

- Navy blue knee length pencil skirt with RGS embroidered on waist band\*
- Students may continue to wear the tartan kilt \* or navy blue, straight leg and full length, tailored trousers \*

### PE Uniform – all year groups (7-11)

- Blue PE bag
- Predominantly white training shoes with non-marking soles
- Plain white T-shirt with collar
- House polo shirt – name embroidered in black (Hildegard embroidery will be white) \*
- PE skirt – Navy
- White ankle socks (for netball, tennis and athletics)
- Navy blue shorts
- Hockey socks (knee length navy blue)
- RGS blue sweatshirt and plain navy-blue jogging trousers for PE

### Jewellery:

The following items are permitted in school for KS 3 and KS 4 students:

- One pair of gold or silver studs in the ear lobe. No other piercings are permitted. If a student wears any non-permitted piercing to school, they will be asked to remove it.
- All jewellery must be taken out before any practical activity. Covering the piercing with tape etc. is not permitted the item must be removed.
- A small religious symbol may be worn on a necklace. If there is a specific religious item that is required to be worn elsewhere on your person, please discuss this with your Head of House.
- A watch. If a smart watch is worn, then it cannot be used for any other purpose than to tell the time. If used in any other way, then there will be a sanction given and it will be confiscated.

**Make-Up:**

Students are not permitted to wear make-up. This includes false eyelashes, pencilled eyebrows, painted nails, painted false/acrylic nails.

**Hair:**

The colour of a student's hair must be a natural tone (black, brown, auburn, blonde or grey). Unnatural colours are not permitted - this includes but is not limited to blue, purple, bright red and green. Headbands may be worn but they must be plain black or navy in colour. Headcoverings may be worn for religious reasons, they must be plain black or navy in colour.

If any of the above rules are broken by a student, then they will result in a consequence in line with the behaviour policy – See Appendix 1. *For example, if a student is wearing make-up, they will be asked to remove it and a C1 consequence will be given. If they refuse to then they will be withdrawn from lessons for the day.*

## Key Stage 5 Dress Code

The core principle of the dress code is to promote professional, modest work wear.

### Female students:

- The suit jacket must be formal and tailored and must be worn walking to and from school and to and from lessons. They must have a button to allow the jacket to be done up and must have full length sleeves.
- Trousers should be full length (reaching the ankle) and the skirt should be approximately knee length. Smart dresses in block colours are acceptable, however must be worn with a suit jacket. No stretch fabrics are acceptable in skirts or dresses.
- The top under the jacket can be a blouse/shirt or light woolen jumper. Blouses/shirts must cover the shoulders and be long enough not to leave a gap above the waistband. There must not be a logo or any lettering. Thick, woolen jumpers are not permitted.
- Smart, dark colour leather shoes must be worn, not trainers or any other type of informal footwear. Boots are not acceptable.
- Tights must be worn with skirts and should be nude or black.
- Long hair should always be tied back when necessary for Health & Safety reasons.
- No stilettos for Health & Safety reasons.

### Male students:

- A normal man's business suit in a dark colour should be worn – jacket and trousers. No cords, casual trousers, jeans of any colour can be worn.
- The suit must be formal and the jacket/blazer should be worn to and from school and to and from lessons.
- A plain shirt and school tie are to be worn. The shirt must be tucked in.
- In colder weather a navy or black v neck or round neck jumper may be worn under the jacket, but the shirt collar and tie must be visible under this. This must be plain without logo or lettering and be no longer than the suit jacket.
- Dark colour leather shoes must be worn, not trainers or any other type of informal footwear.

Both female & male students are expected to wear a RGS pin badge on their jacket collar along with their house badge.

Any student inappropriately dressed will be sent home to change and will be expected to make up any time missed. If we are concerned about your ability to follow the dress code, you may be placed on uniform monitoring and have your uniform checked each day by a member of staff.

### Jewellery:

The following items are permitted in school.

- Students may have up to two stud piercings in each ear lobe – hoops or plugs are not permitted.
- A clear nose stud may be worn – this is the only facial piercing that is permitted.
- A religious symbol may be worn on a necklace. If there is a specific religious item that is required to be worn elsewhere on your person, please discuss this with your Head of House.
- All jewellery must be taken out before any practical activity. Covering the piercing with tape etc. is not permitted the item must be removed.
- If a smart watch is worn, then it cannot be used for any other purpose than to tell the time. If used in any other way, then there will be a sanction given and it will be confiscated.

**Make-Up:**

Subtle make-up is permitted. It should not be applied excessively. If a member of staff deems the make-up non-compliant to these rules, the student will be asked to remove it.

**Hair:**

The colour of a student's hair must be a natural tone (black, brown, auburn, blonde or grey). Unnatural colours are not permitted - this includes but is not limited to blue, purple, bright red and green. Head-coverings of religious or cultural significance may be worn but they must be plain black or navy in colour.

If any of the above rules are broken by a student, then they will result in a consequence in line with the behaviour policy.

## **The Key Stage 5 Agreement**

RGS is a happy and successful school. The prime aim is to educate each student so that they fulfil their potential. It is therefore essential that all staff and students are committed to promoting effective teaching and learning.

It is important too that all stakeholders are aware of the standards, values and expectations of life in the Sixth Form community.

The Behaviour Code for the Sixth Form is based on "Respect".

### **Respect for Yourself**

### **Respect for Others**

### **Respect for the Environment**

### **Respect for Learning**

Within this is the expectation that basic core values such as honesty, trust, consideration is taken as well as high standards of work, attendance and punctuality.

### **The school agrees to:**

- Treat all students fairly.
- Raise the self-esteem of every student.
- Develop students to their full potential.
- Provide challenging, interesting and relevant lessons.
- Create the best possible working environment.
- Assist students to identify strengths and limitations.
- Prepare students for successful applications into Higher/Further Education or employment.
- Ensuring that work within the curriculum challenges and motivates and that it paves the way for success at The Rochester Grammar School and in life.
- Via assessment, tracking student's progress, providing intervention when required, and keeping parents informed through consultation meetings and Progress Reports.
- Setting appropriate independent study including on weekends.
- Constantly striving to become better educators.
- Caring about our student's wellbeing and protecting their safety always.
- Enforcing the Rochester Grammar School Code of Conduct consistently and fairly.
- Celebrating, recognising and rewarding students for their endeavours.

### **Parents/carers must agree to:**

- Believing that our child is capable of academic success and gaining a place at university.
- Understanding through hard work on the part of my child and with my support, that their potential will be realised.
- Supporting RGS's high expectations.
- Reading RGS Code of Conduct, consequence system, behaviour and discipline policies. We will support the school's decision. If we wish to speak about any of our concerns, we will contact the school and arrange an appointment. We understand that we are unable to override a decision made by the school and will work towards addressing our child's behaviour with staff.
- Ensuring that my/our child goes to school regularly, on time, properly equipped and ready to learn.

- Understanding that uniform violations will result in our child being sent home to collect the correct items.
- Reading all reports carefully, attend all parent meetings.
- Treating all Rochester Grammar School teachers and staff with respect and courtesy.
- Trusting the professional judgement of adults.
- Understanding that our child cannot be excused from detentions.
- Understanding that if our child commits a serious breach of the Code of Conduct /Behaviour Policy that they will be subject to exclusion or permanent exclusion.
- Understanding the importance of a healthy and balanced diet and we will ensure that our child is well prepared for the day by having breakfast and not taking sweets and fizzy drinks, including energy drinks to school.
- Informing the school about any concerns at home or changes in circumstances that might affect my child's learning.
- Understand that whilst mobile phones are permitted in the Sixth Form areas during study periods and break, lunch, use of a mobile phone around the main school or during lessons will result in confiscation. This can then be collected at the end of the day in Main Reception.
- Not engaging in discussions regarding school policies or procedures, on social media. Questions about the school should always be directed towards the school directly (website form or direct contact via telephone).
- Will not report, speculate or discuss school topics on social media, nor comment on individual staff or other members of the Rochester Grammar School community on social media.
- Ensuring that our child arrives each day by 08.25.
- Not plan for family holidays or other absences during term time.
- Ensure that our child attends the school every day, except in extreme cases of illness or bereavement.
- Not schedule routine doctor and dentist visits or procedures during the academy day.
- If our child is absent, we will telephone the school before 08.15 of the day of the absence to report the reason.
- Understanding that our child will have Extended Learning each night. It is our responsibility to ensure this is completed. Understand if Extended Learning is not completed there will be a consequence. (See Appendix 1 – C2). We understand that our child cannot be excused from detention.

#### **Students must agree to:**

- Work to the best of their ability and allow other to do the same.
- Set high personal targets for effort, participation, deadlines and homework.
- Set a positive example to younger students.
- Take care of the school environment including eating and drinking only in the designated areas and disposing of litter responsibly.
- Ensure their behaviour does not have a negative impact on the wider community outside of school.
- Have attendance and punctuality as near to 100% as possible.
- Adhere to Sixth Form expectations including the dress code.
- Fulfilling my potential both academically and socially.
- Arriving at school by 08.25 every day and be punctual to lessons.
- Arriving at school fully equipped.
- Wearing my Rochester Grammar School uniform, smartly and with pride every day.
- Always working, thinking and behaving in the best way I know how and do whatever it takes to learn.

- Completing all my Extended Learning. I will contact my teachers if I have a problem with my Extended Learning.
- Always treating everyone at the school with consideration and respect.
- Being responsible for my own behaviour.
- Being proud of my school.
- Using my planner to organise my Home Learning and time.
- Conforming to the Travel Conduct document. I have read and understood these expectations.
- Respecting other cultures, race, feelings, beliefs and values.
- Ensure that I only use my mobile phone in the Sixth Form Block or Café 6 during study periods and break/lunch time. Any phone use in the main school or during lessons will result in the phone being confiscated and retained until the end of the school day.
- Being someone, others can be proud of.
- Abiding by the Student Code of Conduct. I have read and understood each and understand there will be consequences if I fail to follow the directions in these policies.

## Support

It is appreciated that the transition from GCSE to Sixth Form can be difficult. Any student with concerns, either social or academic, can seek guidance and reassurance from one of the Sixth Form staff. These are the Form Tutors, Miss Hemming and her 6<sup>th</sup> form team. Students will always be listened to and where possible, solutions will be suggested or found for areas of concern. Additional support is also available for students from the following staff: Mrs Wells, Learning Support Manager (*by appointment*) and the School Nurse (*by appointment*).

## Truancy or missing lessons

- All students are expected to attend all timetabled lessons, including Period 6.
- Should a student truant a lesson/s (including Period 6) this will be dealt with as per Appendix 1.
- Should this occur on several occasions the student may be asked to leave the Sixth Form.

## Attitude to learning

- Students are expected to demonstrate a positive attitude to learning.

## The Sixth Form Team will take action with any students:

- Missing deadlines for an assignment after a written warning or final demand from a subject teacher.
- Presenting work which clearly indicates inadequate preparation following a written warning or final demand from a subject teacher.
- Showing lack of respect for others' learning, either in the classroom or Sixth Form Resource Area.
- Submitting work that is not their own and is subject to plagiarism.

## The following action will be taken:

- There will be an interview with the Assistant Director of Sixth Form and contact made with home to inform that the contract has been broken.
- Should this occur repeatedly the student will be formally interviewed with parent(s) or carer(s) by the Head of Sixth Form and given a final written warning.
- Should this occur once a written warning has been issued the student may lose their place in the Sixth Form.

## **Dress**

If we feel that a student is inappropriately dressed and, where they live within a proximity to the school, we will require the student to return home and change her/his clothes before returning to school. Alternatively, students will be asked to change in to school uniform where appropriate. Students should not underestimate the part that appearance plays in both their personal and professional development; thereby demonstrating their commitment to the school by following this dress code. If any student is unsure whether an item of clothing is permitted, they should bring the item with them to school and check with the Sixth Form team before they wear it during the school day. In all cases, on matters relating to the dress code, the judgement of senior members of staff is final.

## **Respect for the Community**

- Any lack of respect for the community whilst identifiable as a student of RGS will result in consequences in line with the behaviour policy.
- Students are not permitted to smoke or vape when identifiable as an RGS student and any student found doing this may face a fixed term exclusion.
- Any students found to display a lack of respect for the local community may have privileges such as going off site at lunch and home study removed.

These consequences have been drawn up following discussion and agreement that has included the Senior Leadership Team, the Sixth Form Team, members of Year 12 & 13 and the AAB. They will be applied should students not comply with the Behaviour Policy.

## **Academic Support**

Where concerns are raised over academic performance, we will meet with the student and parent(s) or carer(s) at the end of Year 12 to suggest alternative curriculum pathways.

I agree with this Code of Conduct and Sixth Form Learning Agreement and will always support it. I understand that there will be consequences if by my behaviour I break this code or agreement in any way.

## Behaviour Outside School

Under DfE Behaviour and Discipline in Schools January 2017 the CEO or Head Teacher have a specific power to regulate students' behaviour when they are not on the premises of the school and not under the lawful control or charge of a member of staff if they are identifiable as a student at the school. If a student behaves in such a way as to contravene the RGS Code of Conduct when out of school but under the lawful control or charge of a member of staff e.g. on a school trip, sanctions should be put into place as indicated in the Protocol for Incidents on School Trips.

If a student behaves in an inappropriate way while not under the lawful control or charge of a member of staff e.g. on the way home from school a sanction cannot be imposed at the time. If the student is observed behaving inappropriately by a teacher or by an older student, the observer should point out they have been observed and try to persuade them to change their behaviour but must not put themselves at risk or promote further confrontation.

If inappropriate conduct is seen by a member of staff or reported to a member of staff, then a sanction should be put in place when the student is next in school.

Inappropriate behaviour includes use of all forms of social media and messaging, for harassing other students or school staff. The use of defamatory or intimidating messages/images inside or outside school will not be tolerated, and disciplinary sanctions will be applied.

## **Travel Conduct**

This Code of Conduct sets out the standards that The Rochester Grammar School expects our students to meet when they are using public transport.

It also outlines the role that the students, parents/carers and the school play to ensure that the travel is safe and welcoming for all passengers.

### **Students:**

1. You must arrive for the mode of transport punctually with a valid pass to travel or fare.
2. Act in a responsible manner when waiting for the transport to arrive – do not stand in an unsafe place. Do not engage in any behaviour that could affect the reputation of the school.
3. Show your travel pass when asked.
4. Occupy seats before standing. Standing passengers must do so safely. Do not distract the driver. Bags and equipment must not be placed on the seats or block the walkway.
5. Remain seated during the journey and do not inconvenience other passengers.
6. Comply with all instructions from your driver, especially in an emergency.
7. Disembark safely and crossroads with care – using the crossings in place if there are any.
8. Be courteous to other passengers.
9. Do not use foul language or behave in a disruptive way towards your peers and/or members of the public.
10. Do not throw food or any other object within the mode of transport or out of the windows.
11. When walking to school you must ensure that, you are respectful to the community by not shouting or blocking the pathway for others to use.

### **Parents/Carers:**

1. Ensure your child is ready for the transport at the correct times.
2. Ensure that your child has a valid pass to travel or relevant fare.
3. Co-operate with the travel companies in responding to incidents of inappropriate behaviour.
4. Remind your child of the requirements of the code of conduct and the need for them to behave in a courteous, safe and responsible manner.

### **The Rochester Grammar School:**

1. Supervise students when leaving the school site.
2. Respond to concerns and complaints regarding behaviour on transport and in the students' journey on foot to and from school.
3. Regularly raise issues involving travel with students in assemblies and events.

## Behaviour on School Trips

Any incident will impact on the risk assessment that was carried out prior to the trip. The action that is taken to ensure students' safety following the incident should be such that it will reduce the impact. It must be clear to the student that the consequence of the misdemeanour is to ensure her/his safety and that of others in the party. A copy of these procedures must be incorporated into the Teacher's Pack for the trip so that all accompanying adults have a copy.

Following an incident, the immediate action should be taken to ensure the safety of all members of the party:

- Take steps to safeguard against further incidents by isolating students from the scene.
- Send for immediate help.
- Administer first aid/ and or take immediate action to prevent further injury or trauma if relevant.
- Account for all students and staff by checking groups.
- Make appropriate arrangements for students not immediately affected.
- Ensure all accompanying adults are informed of the incident and of the action that has been taken.
- As far as possible access to telephones by students should be restricted initially until parents of students involved and/or CEO/Head Teacher have been informed if necessary.
- In all cases a detailed written statement should be prepared as soon after the incident as possible by the member of staff who dealt with the incident stating the sequence of events; including timings, the involvement of other members of staff and the names of students who were witnesses. Care should be taken in the preparation of the statement as legal action might follow an incident.

On return the H&S officer should be provided with all the information regarding the incident and will advise on completion of accident report forms and on contacts with the LA and H&S Executive.

### Severity of the incident:

#### Minor - e.g. failure to follow instructions that could have impacted on Health & Safety

- Student to be escorted by a member of staff for an appropriate amount of time.
- Parents should be informed on return.

#### Potentially serious e.g. one that could have resulted in prosecution

- Student to provide written statement of the incident.
- Parents to be contacted immediately by the member of staff leading the trip and informed of incident and the consequential action.
- Students should be allowed to phone their parents *after* the member of staff has informed them.
- Party Leader to inform Assistant Head Teacher or SLT lead.
- Student to be escorted by a member of staff for the remainder of the trip. If there is more than one student involved in the incident they should be separated as much as possible, they should be put into different groups so that one member of staff is not overburdened with their care.
- Student should still take part in all activities unless the risk factor is raised to a level that would make this inappropriate.
- Any contraband goods should be confiscated by the member of staff leading the trip and dealt with appropriately. (Alcohol and tobacco should be handed to the parents on return unless it is a foreign

trip since this could result in the member of staff exceeding their allowance, hence it should be destroyed.

- Parents should have an interview with Assistant Head Teacher to discuss any issues and consequential action (students involved will not be allowed to take part in any future residential visits)
- Party Leader should adjust the Risk Assessment ready for future trips

### **An incident that results in prosecution**

CEO/Head Teacher to be informed immediately; Chair of Governors to be informed by CEO/Head Teacher (If either is unavailable their deputies should be informed).

- CEO/Head Teacher to inform the parents.
- Staff on the trip to inform the rest of the party and keep them updated to prevent speculation. Students should not be allowed to ring home until parents of the student have been informed.
- Staff in school should be informed as soon as possible.
- A press statement should be prepared by the Head Teacher in case the incident results in press interest.
- The school should be informed, if appropriate.

## **The Use of Social Media**

Students are not expected to participate in any form of social media or online communications, both within the school and in the wider community that may put themselves at risk or bring the school into disrepute.

Students who participate in online interactions must remember that their posts reflect on themselves, their families and the school. The expectations set out apply to any form of interaction with peers or adults that occur online.

### **Students are expected to abide by the following:**

1. To protect the privacy of students and staff. Students will not, under any circumstances create digital video recordings of The Rochester Grammar School community members either on or outside of the school grounds including travelling to and from the school.
2. Students may not use social media to publish disparaging or harassing remarks about The Rochester Grammar School community members.
3. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not bring the school into disrepute.

### **Parents/Carers are recommended to:**

1. Monitor the use of their child's social media.
2. Not engage in any activity on social media that comments on individual staff or students.
3. Not to engage with social media conversations with children.
4. Report any concerns over inappropriate use of social media to the provider, the Police if necessary and inform their child's Head of House.

Failure to abide by this policy will result in disciplinary action and may include the reporting of any concerns to the Police or other outside agencies.

## **Anti-Bullying**

The Rochester Grammar School takes all types of bullying extremely seriously. Please see the Anti-Bullying Policy on the school's web site for further clarification. All cases of bullying will be investigated and dealt with accordingly.

Students can report any types of bullying to any of their teachers which will also include their form tutors and Head of House or use the 'Report It' button on the school website.

## Confiscation of and Searching for Inappropriate Items

Following the guidance from the DfE on Screening, Searching and Confiscation the Head Teacher/Head of School and staff will search students or their possessions, without consent, where they have reasonable grounds for suspecting that a student may have a prohibited item.

### Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Vaping paraphernalia
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence. To cause personal injury to, or damage to the property of, any person.

### Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

### Screening:

Schools can require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of the students. Any member of school staff can screen students.

Refusal to being screened, the school may refuse to have the student on the premises. If a student fails to comply, and the school does not let the student in, the school has not excluded the student and the student's absence should be treated as unauthorised. The student must comply with the rules and attend.

### Searching with consent:

School staff can search students with their consent for any item.

**Also note:** Schools are not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student's bag or locker and for the student to agree.

### Searching without consent:

Any of the following items can be searched for by school staff without consent:

- Knives or weapons
- Alcohol

- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Vaping paraphernalia
- Fireworks
- Pornographic images

Any article that the member of staff reasonably suspects has been, or is likely to be, used:

- To commit an offence
- To cause personal injury to, or damage to the property of, any person.

CEO or Head Teacher and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The member of staff carrying out this type of search must be:

- The same sex as the student being searched; and there must be a witness (also a staff member) and, if possible, they should be the same sex as the student being searched.
- If you have reasonable grounds for suspecting that a student is in possession of a prohibited item.

#### **Training for school staff:**

When designating a member of staff to undertake searches under these powers, the CEO or Head Teacher should consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.

#### **Establishing grounds for a search:**

- Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The teacher must decide in each case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.
- In the exceptional circumstances when it is necessary to conduct a search of a student of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a student's expectation of privacy increases as they get older.
- The powers allow school staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.
- School staff can view CCTV footage in order to decide as to whether to conduct a search for an item.

#### **Location of a search:**

Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips.

## During the search:

### Extent of the search – clothes, possessions, desks and lockers:

- The person conducting the search may not require the student to remove any clothing other than outer clothing.
- ‘Outer clothing’ means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear, ‘outer clothing’ also includes hats; shoes; boots; gloves and scarves.
- ‘Possessions’ means any goods over which the student has or appears to have control – this includes desks, lockers and bags.
- A student’s possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

### Lockers:

- Under common law powers, schools can search lockers and desks for any item provided the student agrees. Schools can also make it a condition of having a locker or desk that the student consents to have these searched for any item whether the student is present or not.
- If a student does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for the “prohibited items” listed above.

### Use of force

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the school rules.

### After the search:

#### The power to seize and confiscate items – General

Schools’ general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student’s property as a disciplinary penalty, where reasonable to do so.

## Items found as a result of a 'without consent' search

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate, but this should not include returning it to the student.
- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find other substances, which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs.' Where staff suspect a substance may be controlled, they should treat them as controlled drugs as outlined above.
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate, but this should not include returning them to the student.
- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student.
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.
- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds an item, which is banned under the school rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

## Dealing with mobile phones, USB Sticks and other Electronic Devices

Where the person conducting the search finds an electronic device, they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

## Rewards Procedure

We believe the most effective means of reinforcing appropriate behaviour and motivating students to meet the school's work and behaviour expectations is through praise and rewards. Praise and rewards are given in recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort and participation in extra-curricular activities and school events.

The attention of staff is not to be limited to those whose academic work is outstanding or those whose behaviour is consistently poor. Good work and effort are encouraged by the awarding of Commendations, Secret Stars and Praise Postcards. Positive Habits shown in and around school will be rewarded by using the same system. Each reward that your child is rewarded has a point total attached to it.

As a school we use an online system for awarding the rewards (<https://www.mystickers.co.uk>) and as a parent/carer providing you have signed up will get a notification via the app that your child has been rewarded and what it is for. Once this has been done by the member of staff it will show up on your child's MyStickers account.

The points that the students earn goes towards their House's total point tally for the House Cup, they can also use their rewards to buy things from the virtual shop that is on the web site. The points from the rewards also makes them eligible for 1 of 3 different prize raffles – Bronze, Silver and Gold which will be drawn at the end of each term. Which one your child will be entered into will depend on how many points they have and the prizes get bigger as they head towards the Gold raffle.

Some examples of what the student can be rewarded for:

Academic	Behaviour	Pastoral	IB Learner Profile
<ul style="list-style-type: none"> <li>• Secret Star (100pts)</li> <li>• Excellent Work</li> <li>• Amazing Effort</li> <li>• Great Performance</li> <li>• Problem Solver</li> <li>• Excellent Home Learning</li> <li>• Great test score</li> <li>• Reading</li> <li>• Extra-Curricular Involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Helpful</li> <li>• Support for Another Student</li> <li>• Helping a member of staff</li> <li>• Helping the school environment</li> <li>• Leadership</li> <li>• Team Player</li> <li>• Coaching</li> <li>• Volunteering</li> </ul>	<ul style="list-style-type: none"> <li>• Praise Postcard (100pts)</li> <li>• 100% Termly Attendance</li> <li>• No Lates Termly</li> <li>• No Lates whilst on Late Card</li> <li>• Excellent ATL grades</li> <li>• No Termly Behaviour Points</li> <li>• Improvement in behaviour</li> <li>• Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledgeable</li> <li>• Inquirer</li> <li>• Caring</li> <li>• Communicator</li> <li>• Risk Taker</li> <li>• Thinker</li> <li>• Principled</li> <li>• Reflective</li> <li>• Open Minded</li> <li>• Balanced</li> </ul>

**How this fits in terms of what reward is given?**

**Commendation:**

Suggested criteria for awarding for academic work are:

- ✓ A piece of work that is above target grade (where the target is A\* a piece of work at target grade)
- ✓ Sustained improvement in standard of work i.e. the student does not have to get full marks but has to have improved from her previous level
- ✓ Sustained improvement in some other aspect of her work e.g. punctuality, attitude to learning etc

- ✓ A student completes a good week on a Progress Monitoring Card
- ✓ A student on punctuality card completes a week without and late marks
- ✓ For a student who uses 1 hr of their own time in helping for a form/house event

#### **Secret Star:**

Given every lesson to a student who has shown either:

- ✓ Exceptional effort during all or part of the lesson
- ✓ Outstanding classwork
- ✓ Outstanding Habits of Excellence

#### **Praise Postcards:**

- ✓ Significant and sustained improvement in work
- ✓ Obtaining above target (if target is A\* obtaining target) in a major assessment
- ✓ When a 100% attendance and/or punctuality is achieved a term.
- ✓ Representing your subject area in a public arena (for example a musical concert)
- ✓ Giving up a significant amount (more than 3 hrs) of their own time to help with a form/house event
- ✓ Making significant improvement in attendance/progress

#### **Student Shout-Outs:**

If a member of staff thinks that a student has completed a brilliant piece of work, they will be able to submit this to our 'Staff Shout-Out' – students will receive 100 house points and a certificate. Furthermore, the best staff Shout-Outs will be displayed on our noticeboard in the main Hall.

## Consequences Procedure

The role of the sanctions system is to support the Code of Conduct and the Rewards System in achieving the aims of the Behaviour Policy. It should mirror the Rewards System in that there should be a fair and consistent approach to applying sanctions in response to poor behaviour. There must be a clear distinction between serious and minor infringements of the Code of Conduct.

An appropriate consequence is one which puts the matter right and encourages better behaviour in future. Thus, it is inappropriate to punish the whole group for the misdemeanours of a few or to impose a sanction that is designed to humiliate.

The form tutor's role is to support and encourage the student. They will be kept informed via the Head of House as and when appropriate.

### Aims:

- To develop a consistent pattern of consequences that are understood and agreed by all members of the school community.
- To provide a fair and equitable means of encouraging students and hence support the Behaviour Policy and the Code of Conduct.

### Detentions:

Detentions can be given if appropriate. Detentions can be given during the school day without prior notice to parents.

Schools legally do not have to give 24 hours' notice for an after-school detention. However, for practical purposes and continued partnership with parents/carers the school will in most cases give 24 hours' notice. However, the school may if it feels appropriate give "same day detentions" or detention after school without 24 hours' notice for:

- Repeated offences, particularly if detentions have previously been given with 24 hours' notice.
- The school deem it appropriate due to the seriousness or nature of the offence that a no notice detention should be given. No notice detentions will be agreed with the Head Teacher or members of SLT and parents will be immediately contacted by the school using the emergency contact details previously supplied.

Where an issue requires a longer period of detention e.g. failure to complete coursework, the detention can take place as all or part of a CPD day, a Saturday or a day in the school holiday. Again 24 hours' notice will be given.

### Attitude to Learning.

Each term subject teachers enter ATL grades for each student on their class, these grades range from 1-4.

The school code of conduct 'Respect for Learning' section identifies 4 criteria:

- A student should have all the necessary equipment/books for their lessons.

- Positive attitude: a student's actions should enhance their own learning and that of other people in the class.
- A student should participate in and complete all learning activities to the best of their ability.
- A student should meet reasonable deadlines set by teaching staff.

Grade	Description (Best Fit)
1	Has consistently met all the criteria this term to a high standard <i>Outstanding student with no sanctions</i>
2	Has normally met the criteria this term <i>A Normal RGS student sanctions stage 0/1/2 on odd occasion</i>
3	Has met some of the criteria this term <i>1 stage 3 sanction or consistent stage 0/1/2</i>
4	Has not met most of the criteria this term <i>More than 1 stage 3 and or stage 4 sanctions</i>

Heads of House will check these grades termly and any student who receives 3 (2 or more for Key Stage 5) or more grade 3 or 4's will be placed on a Progress Monitoring Scheme. Whilst on Progress Monitoring if students do not show any progress over a two-week period, they will be referred to their Head of House and then a member of SLT if there is no further improvement.

## Fixed and Permanent Exclusions

Exclusion from school means that the pupil is not allowed into school for disciplinary reasons.

**There are two types of exclusion:**

- Fixed period exclusion, which can range from half a day to a maximum of 45 school days in a school year (a child can also be excluded for lunchtimes)
- Permanent

*NB: Please see the TSAT Exclusion Policy for more details.*

## Reintegration meetings

These meetings are held upon the return of a student from exclusion. The reintegration meeting is conducted in the presence of a member of the Senior Leadership Team, the student and parent/carer. At the meeting the student is asked to reflect upon their actions and all parties consider what further interventions are needed to support the student, this may include referrals to external agencies.

## Alternatives to Exclusion

### Withdrawal from Lessons:

This is an intervention method organised to try to prevent the deterioration of a student's behaviour and thus prevent a student become excluded from the school. The student will spend lessons in the Independent Learning Centre which will always be manned by a member of staff. During break and lunchtimes, the student will be accompanied to get their food and drink and to go to the toilet if necessary. They will be directed during this time by their Head of House.

Internal exclusions where the student is withdrawn from her peers during lesson time will normally last no longer than a week. Withdrawal during break and lunchtime may be longer, with integration being a phased process with a support system in place to assist with this process.

*Please note that a student maybe withdrawn from lessons whilst an investigation is taking place. If this occurs, then the same procedure as above will take place.*

Other alternatives to exclusion include:

1. Restorative Justice
2. Mediation
3. Managed Move
4. Offsite inclusion facility

## Parental cooperation

If a parent does not comply with an exclusion, for example by sending the excluded child to school, or by refusing to collect, or arrange collection of, him or her at lunchtime, the school must have due regard for the student's safety in deciding what action to take. An exclusion should not be enforced if doing so may put the safety of the student at risk. If efforts to resolve the issue with the parents are unsuccessful the school should consider whether to contact the Education Welfare Service and seek the advice of the LA about available legal remedies.

## Appendix 1: Behaviour in lessons

Tariff	Examples of behaviours for consequences – This list is not exhaustive.
<p><b>C1</b> Verbal Warning</p>	<ul style="list-style-type: none"> <li>• Failure to start work immediately.</li> <li>• Low level disruption.</li> <li>• Being rude/impolite to the teacher or another student.</li> <li>• Not completing enough work/lack of focus.</li> <li>• Talking when silence is expected.</li> <li>• Make up/uniform. Ask the student to remove the make-up. If the student refuses to remove the make-up, then they are placed in withdrawal for the day. Continued repeated offence could result in a FTE.</li> <li>• Wearing an incorrect face mask.</li> <li>• Ill equipped for the lesson – this can be given twice a term before it escalates to a C2.</li> <li>• Shouting.</li> <li>• Blocking corridors and congregating in large groups. <i>No more than six people should be in a group</i></li> <li>• Dropping litter.</li> </ul>
<p><b>C2</b> Class Teacher 30 minute after-school detention</p>	<ul style="list-style-type: none"> <li>• Repeated C1.</li> <li>• Lateness (within reason 5mins + is unacceptable).</li> <li>• Incorrect PE kit/no PE kit.</li> <li>• Late Home Learning Year 7 – 13 (after the day's grace).</li> <li>• Cheating in a class test.</li> <li>• Eating or chewing gum.</li> <li>• Leaving the classroom without permission.</li> <li>• Eating between lessons and in classrooms.</li> <li>• Inappropriate movement outside of lessons.</li> </ul>
<p><b>C3</b></p>	<ul style="list-style-type: none"> <li>• Repeated C2.</li> <li>• Casual swearing.</li> <li>• Truancing internally.</li> </ul>

<p>Curriculum Leader 30 minute after-school detention</p>	
<p><b>C4</b> Serious incident – resulting in removal from a lesson</p>	<ul style="list-style-type: none"> <li>• Repeated C3.</li> <li>• Verbal abuse/aggressive or intimidating behaviour towards a member of staff or student.</li> <li>• A significant one off incident that disrupts the learning of others.</li> <li>• Inappropriate language towards a peer/member of staff including gestures. This could be actions or inappropriate noises.</li> </ul> <p>NB: This list is not exhaustive.</p>
<p><b>C5</b> Fixed Term Withdrawal</p>	<ul style="list-style-type: none"> <li>• Repeated C4.</li> <li>• Persistent and escalated defiance of the school code of conduct. For example - Refusal to remove make-up and/or jewellery.</li> <li>• Setting off the Fire alarm.</li> <li>• Failure to follow the uniform policy in an agreed time period.</li> <li>• Inappropriate language including the use of racist and homophobic language.</li> <li>• The use of social media to bully and intimidate others.</li> <li>• Failure to follow the ‘Travel Policy.’</li> <li>• Vandalism.</li> <li>• Bullying behaviour.</li> <li>• Smoking including vaping.</li> <li>• Leaving site.</li> <li>• Running away from a member of staff.</li> </ul> <p>NB: This list is not exhaustive.</p>
<p><b>C6</b> Fixed Term Exclusion</p>	<ul style="list-style-type: none"> <li>• Bringing in inappropriate items to school (alcohol, drugs etc).</li> <li>• Inappropriate physical contact (sexual) – consensual.</li> <li>• Theft.</li> <li>• Physical assault.</li> <li>• Racist or homophobic abuse/language.</li> <li>• Persistent disruptive behaviour.</li> <li>• Bringing the school reputation into disrepute.</li> </ul>

	NB: This list is not exhaustive.
<b>C7</b> Permanent exclusion	<ul style="list-style-type: none"><li>• Supplying an illegal drug.</li><li>• Sexual abuse or assault.</li><li>• Carrying a weapon.</li><li>• Arson.</li></ul> NB: This list is not exhaustive.

## Appendix 2

Action	Points deduction
C1 – General (Put in an explanation in the notes section)	-2
C1 – Dropping litter	-2
C1 – Ill equipped	-1
C2 - Inappropriate movement outside of lessons.	-5
C2 – Late	-3
C2 – Rudeness	-3
C2 – Running	-1
C2 – Eating in corridors and classrooms	-3
C2 – Uniform and make up	-3
C2 – Repeatedly ill equip	-5
C2 – Disruptive behaviour	-3
C2 – Failure to follow instructions	-2
C2 – Lack of engagement	-2
C2 – Lateness	-3
C2 – Rudeness	-3
C2 – Incomplete Home Learning	-2
C2 – Cheating in a test or examination	-3
C2 – Other (Put in an explanation in the notes section)	-2
C2 – Eating in class	-2
C2 – Self-exited	-8
C3 – Failing to follow instructions	-3
C3 – Aggressive behaviour	-5
C3 – Swearing and using inappropriate language	-5
C3 – Other (Put in an explanation in the comments section)	-5
C3 – Use of inappropriate language/actions in the classroom	-5
C3 – Internal truancy – i.e. deliberately missing a lesson.	-5
C4 – Aggressive behaviour/bullying	-10
C4 – Smoking	-10
C4 – Truancy	-10
C4 – Vandalism	-10
C4 – Other (Put in an explanation in the comments section)	-8
C5 – Any behaviour resulting in a withdrawal	-10
The use of a mobile phone/smart watch	-5
Plagiarism – Internal. i.e. an essay	-5
Plagiarism – Repeated plagiarism (See Plagiarism Policy)	-10

## Appendix 3:

### Negative point's accumulation (Year 7 – 13)

Total Points	Sanction
40	<ul style="list-style-type: none"><li>• Community Service with Head of House at lunchtime.</li></ul>
80	<ul style="list-style-type: none"><li>• 30mins afterschool detention with Head of House.</li><li>• (Form Tutor Progress Monitoring Scheme)</li></ul>
100	<ul style="list-style-type: none"><li>• 1-hour (AL – Behaviour and Attitudes) afterschool (Thursday).</li><li>• Parents must come into school for a meeting with AL – Behaviours and Attitudes and the relevant Head of House.</li><li>• (Head of House Progress Monitoring Scheme)</li></ul>
150	<ul style="list-style-type: none"><li>• Isolation for the day.</li><li>• 1.30 hr afterschool detention with a member of SLT.</li><li>• (SLT Progress Monitoring Scheme)</li></ul>
175	<ul style="list-style-type: none"><li>• (Head teacher Progress Monitoring Scheme).</li><li>• Parents must attend a meeting with the Head teacher and relevant Head of House.</li><li>• 2hr detention with Head teacher.</li></ul>
200	<ul style="list-style-type: none"><li>• Behaviour panel – Mr Bassan, Governor, Head of House, Mrs Britten and parents to attend.</li></ul>

## Appendix 4



## E-Safety Agreement

### Students agree to:

- If I find any inappropriate content, I will contact a teacher immediately and follow the CEOP guidance
- Any portable storage (external hard drive, CD ROM or RW or memory stick etc) must be checked at home using my own virus checking system.
- I will access the school system using my authorised account and password, which must not be given to any other person.
- I will respect the copyright and intellectual property rights of others.
- I will write E-mail messages carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- I will not pass on any anonymous messages and chain letters to anyone and report it immediately
- I will not engage in any public chat rooms.
- I will not use the school network for any personal financial gain, gambling, political purposes or advertising.
- I will use the printing facility responsibly and for educational use only.
- I will only use ICT in school for school purposes.
- I will only use my own school email address when emailing within the school network.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- I will not give out my own details, such as my name, phone number or home address.
- Irresponsible use will result in the loss of computer access.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my E-Safety.

The school may exercise its right by electronic means to monitor the use of the school's computer systems. This includes the monitoring of web sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system, or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery, which is unauthorised or unlawful. This will take place without warning.

## Appendix 5



### Register for Pupils viewing CCTV images

CCTV images contain the personal data of staff, pupils and visitors therefore it is important that data is only shared and viewed when we have a legal right to do so.

Full information can be found in the Trust CCTV policy at [www.tsatrust.org.uk/about/policies/](http://www.tsatrust.org.uk/about/policies/) or guidance can be sought from Lee Miller DPO or Kelly Denton Deputy DPO.

#### Pupils viewing CCTV as part of Behaviour Management

Images from CCTV can be shown to pupils to assist with behaviour management and to ensure pupils take responsibility for their behaviour, if it is necessary and proportionate to do so.

A decision on whether it is necessary and proportionate must be made by the Head teacher/Principal, Director of Education, DPO or Deputy DPO.

When making this decision the authorising individual must consider the following:

- The severity of the incident
- The number of individuals captured in the images
- The actions of the other individuals in the images
- If the images can be reasonably redacted or reduced
- The context of the behaviour of the student and the impact this strategy will have in their behaviour management

A log of all requests, authorisations and viewing records must be recorded on this form and held with the Academy GDPR lead. Please note requests that are not agreed must also be recorded on this form.

A request to share CCTV images with any other individuals other than the pupils in behaviour management or staff within the Academy must be agreed and logged with the DPO or Deputy DPO.

Date of Request	Brief outline of request including date of CCTV image, what it captures and number of people in image	Signature of authorising individual	Notes from authorising individual	Date of viewing	