

# Behaviour Policy

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**Formby High School**  
*Determined To Achieve*

## AIMS AND POLICY STATEMENTS

This policy makes clear the attitudes and values of Formby High School and illustrates the processes involved in ensuring students develop responsibility for a self-directed approach towards their conduct throughout their school life. Good order and discipline are essential to the success of the school, as learning takes place best when students understand and take responsibility for their behaviour.

Teachers and all persons acting on behalf of the Headteacher, have a statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or fail to follow a reasonable instruction (Section 91 Education and Inspections Act 2006).

For this policy to be effective it has to be accepted and understood by all those involved in the School. All members of the school community have an important role to play in the implementation of this policy to ensure it is consistently applied.

Whilst the overall aim is concerned with providing guidance on expected standards of good conduct, the school also believes in the importance of individual growth and personal development. We believe it is the right of every individual to learn within a safe and orderly environment, which is free from disruption, violence, bullying and any form of harassment. Therefore, promoting equality and fairness for all.

Working in close partnership with parents is an integral part of the School's Behaviour and Discipline Policy. Parents are encouraged to support students to take responsibility for their actions and we will always share our concerns in an open and transparent manner.

It is the responsibility of everyone in the school to act with courtesy and consideration towards others at all times. We recognise that if all in the school community *work hard, respect themselves and respect others* then good conduct will follow and a calm and orderly learning environment will be achieved.

Bullying of any form will not be tolerated. It is at odds with Formby High School's core values and it will be dealt with sensitively and appropriately, in accordance with the school's Anti-Bullying Policy.

The implementation of the Behaviour Policy is dependent upon all stakeholders within the school community upholding the key principles and practices outlined below:

- Strong school leadership which promotes a culture of high expectations
- A consistent approach to behaviour management, including the application of rewards and sanctions
- Effective and positive classroom management which creates an environment in which all students engage with their learning
- The teaching and modelling of good behaviour by the school's staff and senior students
- Strong systems of support for students, staff and parents to promote good behaviour
- Regular liaison and contact with parents and outside agencies
- The promotion of an orderly school environment, in which students behave sensibly and with consideration for others and the environment, both during lessons and outside lessons

As members of the community, all students have responsibilities; in particular, they are expected to behave responsibly, safely, politely and with respect and common sense at all times, and to take full responsibility for all their actions. Central to good behaviour are three core expectations to which all students are expected to adhere: work hard, have respect for yourself and have respect for others.

Work hard – we expect you to:

- Arrive at school, lessons and activities on time and with the correct equipment
- Participate enthusiastically in all lessons and activities
- Develop a responsible approach to class work and independent study
- Take pride in the presentation of your work

Respect for yourself – we expect you to:

- Use your time to good effect and try your best at everything you attempt
- Accept praise and respond positively to constructive advice
- Dress neatly, wear the correct school uniform and take pride in your appearance

Respect for others – we expect you to:

- Treat all other people in the same way as you would like to be treated
- Listen to and accept the views of others
- Encourage and help those around you
- Respect school property and the property of others

To assist students in meeting these high expectations, the school has laid down a simple set of rules. All students must follow the school rules at all times and accept the consequences if the rules are broken. These rules are contained in Appendix One and appear within the Student Planner.

## LINKS TO OTHER POLICY DOCUMENTS

This policy should be viewed alongside the following documents and Formby High School policies:

- Education and Inspections Act (2006)
- DfE guidance '*Behaviour and Discipline in Schools: Advice for Headteachers and Staff (2016)*'
- DfE guidance '*Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies (January 2018)*'
- DfE guidance '*Exclusion from Maintained Schools, Academies and Pupil Referral units in England: a guide for those with legal responsibilities in relation to exclusion*'
- School Rules
- E-Safety Policy
- Mobile Phone Policy
- Anti-Bullying Policy
- Positive Handling Policy
- Safeguarding Policy
- Rewards Policy
- Special Education Needs Policy
- ICT Acceptable Use Policy
- Drugs Policy

## LEARNING

Learning and achievement are at the heart of our community. We expect the highest standards of behaviour during lessons. Classrooms (including laboratories, workshops, sports facilities and other teaching environments) are places of work and there are clearly set rules and expectations for their use. These will enable everyone to work in safety and with enjoyment.

### Discipline System during Lessons (Tick System)

It is imperative that all our students are able to learn in their lessons, free from interruptions caused by the poor behaviour of others. In order to support students to make the correct behaviour choices, the tick system described below will be utilised.

Action Taken	Consequence	Communication
Name on the board	<ul style="list-style-type: none"> <li>• Reminder to student of expectations ( C )</li> </ul>	<ul style="list-style-type: none"> <li>• Not recorded</li> </ul>
Name and 1 tick	<ul style="list-style-type: none"> <li>• One behaviour point (C1)</li> </ul>	<ul style="list-style-type: none"> <li>• Record on School Information Management System (SIMS) at the end of the lesson</li> </ul>

Name and 2 ticks	<ul style="list-style-type: none"> <li>• 30 minute detention</li> <li>• Two behaviour points (C2)</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Appendix Two for detention procedure</li> <li>• Behaviour points will be recorded by Mrs Eastwood (DEA)</li> </ul>
Name and 3 ticks	<ul style="list-style-type: none"> <li>• Removal from lesson for de-escalation by 'buddying out'</li> <li>• Three behaviour points (C3)</li> <li>• Loss of free time (LOFT) the following school day</li> </ul>	<ul style="list-style-type: none"> <li>• Inform Mr Silcock (RSI) (copied to Climate for Learning Leader [CfLL] and Subject Leader [SL])</li> <li>• RSI will send letter to parents and record behaviour points</li> </ul>

### On Call System

If de-escalation has not been successful, or a student's behaviour is deemed dangerous (putting others at risk) or offensive, a member of the Senior Leadership Team (SLT) / Pastoral Support Team should be alerted to remove the student. A 'runner' should be sent to Reception to contact the member of staff on call.

### MINIMUM EQUIPMENT FOR LESSONS

Every student is expected to attend school with the correct equipment. The equipment list is contained in Appendix Three and appears within the School Planner.

Form Tutors will use morning form period to check on equipment and planners. Failure to bring equipment to school on equipment check days will result in a SLT break detention (C). Repeated failure to be fully equipped for school will result in a further consequence (C1). Equipment can be purchased from the Stationery Shop in school.

### SCHOOL UNIFORM EXPECTATIONS

The School believes that uniform should be worn with pride and we have the highest expectations of our students. We publish a set of uniform requirements to ensure students and their parents clearly understand what is / is not acceptable. Where uniform expectations are repeatedly flouted, a consequence will be issued. Form tutors will use morning tutor period to ensure that students appear well-presented and are conforming to the uniform expectations. This time provides an opportunity for our students to take responsibility for their own uniform.

A copy of the school's uniform expectations can be found in Appendix Four.

### MOVING AROUND SCHOOL

We always encourage safe conduct around school and, in a busy school environment, courtesy and consideration are important. We encourage, for example, doors to be held open for others. Students should walk around the school building on the left hand side of corridors and use the appropriate entrances / exits and staircases (in C and L Buildings).

### DINING HALLS AND SOCIAL AREAS

Encouraging a positive approach to our communal eating areas, ensuring food is consumed in a calm and orderly way, is important to the ethos of Formby High School. We expect our students to develop healthy eating habits in the best environment we can provide. Food and drink are only to be consumed in the designated eating areas and no eating or drinking should take place in any other area of the school buildings or campus. Litter must not be dropped anywhere inside or outside the school building and all members of the school community should take care to keep the school clean and pleasant. Plenty of litter bins are provided for use and students are expected to take responsibility for picking up any litter in their immediate vicinity.

## BEHAVIOUR IN THE WIDER COMMUNITY

Students are ambassadors of the school and are expected to represent the school well when out in the community and show due regard for the school's neighbours. Under section 89 (5) of the *Education and Inspections Act (2006)*, teachers and all persons acting on behalf of the Headteacher have a statutory power to discipline students for misbehaving outside the school premises.

The School reserves the right, therefore, to discipline a student for misbehaviour when:

- the student is taking part in any school related or organised activity
- the student is travelling to and from the school
- the student is wearing school uniform or can be identified as a student of the school
- misbehaviour could have repercussions for the orderly running of the school
- misbehaviour poses a threat to other students or members of the public
- misbehaviour adversely affects the reputation of the school

The above includes any misbehaviour that may take place online (in accordance with the school's E-Safety Policy).

Students in Years 7, 8, 9, 10 and 11 are not allowed to leave the premises during the school day unless they have permission to do so. Students in Years 12 and 13 may leave the premises at lunch times providing they behave responsibly and sign out on departure and sign in on their return to school.

## REWARDS

Commending students for their good conduct promotes a positive environment that is conducive to learning and personal development, and encourages students to behave responsibly and respectfully. The overwhelming majority of students make a very positive contribution to the life of Formby High School and should be recognised for this. Students are rewarded for going 'above and beyond' minimum expectations in accordance with the criteria set out in the Rewards Policy.

## ADDRESSING POOR BEHAVIOUR AND CONSEQUENCES

When dealing with incidents of poor behaviour, the following principles will be applied.

- Disruptive behaviour during lessons will not be tolerated – every student has the right to an education and the school will not accept behaviour by a minority of students that prevents others from learning.
- Where appropriate, the school is committed to working with other agencies in order to support students to bring about improvements in their behaviour.
- Students who use technology such as the internet and mobile phones to cause harm, distress or humiliation to others will be dealt with very seriously. This also applies to such behaviour which takes place outside school.
- The school seeks to make all students aware of the consequences should they choose to misbehave. Understanding probable consequences is important in guiding students to make the right decisions and is intended to promote good behaviour.
- Where a student has misbehaved, the matter will be investigated and, if considered appropriate, a consequence will be imposed.
- A student may be taken out of circulation whilst a breach of the policy is investigated.
- In most cases, the most effective consequences are completed expeditiously and as soon after the event as possible.
- Students will be given the opportunity to reflect on their behaviour and demonstrate that they have learned from their experience and their impact on others.

- A consequence will never be humiliating or degrading and blanket punishments will not be imposed.
- When issuing a consequence, a student's prior conduct may be taken into consideration.
- Disciplinary action taken against a student will not be discriminatory and the school will promote equality at all times.

Any consequences will be reasonable and proportionate, and will consider the individual circumstances of the student. To achieve proportionality a graded system of consequences operates and a student who misbehaves may be sanctioned as follows:

	BEHAVIOUR	CONSEQUENCE	RESPONSIBILITY	COMMUNICATION
CONSEQUENCE (C)	<b>In lessons</b> Name on board <b>Outside lessons</b> Not fully equipped Minor behaviour breach	Verbal reprimand Attend equipment detention Not recorded	All staff	Not communicated to parents
CONSEQUENCE 1 (C1)	<b>In lessons</b> Name and one tick Uniform transgression Make up / jewellery Chewing / eating Late to lessons <b>Outside lessons</b> Late at the gate Repeatedly not fully equipped* Chewing gum / eating outside designated areas Mobile phone not switched off Uniform transgression Make up / jewellery	1 behaviour point  Mobile phone confiscated	All staff	Recorded on SIMS  Communicated to parents via school reports
CONSEQUENCE 2 (C2)	<b>In lessons</b> Name + 2 ticks Non-completion / poor effort with homework Repeated / persistent breaches of (C1)* <b>Outside lessons</b> Repeat Other relatively minor behaviour breach	School Detention (30 minutes served that night)  2 behaviour points	All teaching staff Pastoral Support Team Cover Supervisors Teaching Assistants (TAs)	Email <a href="mailto:detentions@formbyhi.ghschool.com">detentions@formbyhi.ghschool.com</a> Name and form  Behaviour points will be recorded by DEA Parents informed
CONSEQUENCE 3 (C3)	<b>Inside lessons</b> Name + 3 ticks (de-escalation) <b>Outside lessons</b> Smoking /vaping Truancy/being out of bounds Inappropriate language choice (swearing/discriminatory comment) Failure to attend a school detention More serious behaviour breach	<b>Inside lessons</b> 3 behaviour points LOFT next school day  <b>Outside lessons</b> 3 behaviour points SLT Detention +/- LOFT	CfLL SL/CL SLT Pastoral Support Manager (PSM)	<b>Inside lessons</b> Inform RSI (copied to CfLL/SL/CL)  <b>Outside lessons</b> Inform PSM/CfLL  RSI will send letter to parents and record behaviour points

	BEHAVIOUR	CONSEQUENCE	RESPONSIBILITY	COMMUNICATION
CONSEQUENCE 4 (C4)	<b>Inside lessons</b> On call referral <b>Outside lessons</b> Reckless/violent/aggressive behaviour Other serious behaviour breach	<b>Inside / outside lessons</b> 4 behaviour points Up to 3 sessions in isolation or up to 5 sessions of LOFT  +/- SLT detention	SLT CfLL PSM	Letter to parents +/- email or phone call +/- parental meeting
CONSEQUENCE 5 (C5)	Very serious behaviour breach Repeated C3/4 behaviour*	5 behaviour points Headteacher's Detention (2 hours, may be served on Saturday morning or during week at discretion of Headteacher)	SLT CfLL PSM	Letter home  Parental meeting with CfLL
CONSEQUENCE 6 (C6)	Very serious behaviour breach Repeated C3/4/5 behaviour*	6 behaviour points Internal Exclusion (altered school day: 9:00am to 4:00pm)	SLT CfLL PSM	Letter home Parental meeting (Assistant Headteacher [AHT]/CfLL)
CONSEQUENCE 7 (C7)	Extreme behaviour breach Repeated C4/5/6 behaviour*	7 behaviour points plus 1 per day Fixed term exclusion	AHT/Headteacher	Letter home Parental meeting (Headteacher/AHT)
CONSEQUENCE 8 (C8)	Extreme behaviour breach Repeated C6/7 behaviour*	Permanent Exclusion	Headteacher (reviewed by Governing Body)	Letter home Parental meeting (Headteacher/AHT)

\* Consequences for repeated breaches will be determined at the discretion of SLT, CfLL or the Pastoral Team.

## PROCEDURES AND PROCESSES

### Detentions

Schools have a statutory right (*Education and Inspections Act 2006*) to use detention as a sanction, both within the school day and out of normal school hours. The school believes detentions are a valuable tool in reinforcing behaviour expectations. Parents/carers will be given sufficient notice of a detention that takes places out of school hours. A student who misses a detention without good reason will be expected to serve the detention and may receive a further appropriate sanction.

### Exclusions

The decision to exclude is not taken lightly and will only be used when serious breaches of the school's Behaviour Policy occur or when a student is persistently poorly behaved. The school would prefer to keep students in school and will consider imposing an internal exclusion before a fixed term exclusion. In some circumstances, however, it may be necessary and appropriate to exclude a student for a fixed term. Where a student receives an internal exclusion, he / she will report to school at 9:00am and will remain in school until 4:00pm, and will work under supervision in isolation throughout the day.

A permanent exclusion is the ultimate sanction and will only be used where very serious breaches or persistent serious breaches of this Policy have occurred. The school follows the statutory guidance set out in the 2012 DfE circular entitled '*Exclusion from Maintained Schools, Academies and Pupil Referral Units in England: a guide for those with legal responsibilities in relation to exclusion*'.

Where a student is excluded from school the Headteacher's decision may be reviewed by the Governing Body in accordance with the guidelines set out in the 2012 DfE statutory guidance (Appendix 5). This function will be delegated to the Governors' Disciplinary Committee.

Where a permanent exclusion has been imposed, the Governors' Disciplinary Committee must meet to review the decision and has the power to reinstate. In the case of a permanent exclusion, if the Governors' Disciplinary Committee uphold the Headteacher's decision, the parents of the child have the right to make representations to an Independent Review Panel.

### **Final Warning and Governors' Discipline Committee**

A student's conduct may place him / her at risk of permanent exclusion, either as a result of persistent poor behaviour or a one off serious breach of discipline. When this is the case, a student will be issued a final warning and / or instructed to appear before the Governors' Discipline Committee. The purpose of such a measure is to give the student an opportunity to account for his / her actions to the Governors and to benefit from the guidance the Governors will provide. Where the Headteacher has issued a final warning, the Governors will determine whether to endorse that decision.

### **Role of Parents**

On admission to school parents, students and the Headteacher sign the Home School Agreement, clarifying the roles and responsibilities of all parties, and clarifying expectations. Where breaches of the Behaviour Policy have occurred, the school will seek to involve parents from the outset and will strive to provide them with accurate and timely information. Where there may have been a serious breach of the behaviour policy and it is necessary to interview a student, their parents will be contacted and offered the opportunity to attend the interview. In such situations, a written record of the interview will be taken and those present will be requested to sign. On other occasions, it may also be necessary and appropriate for parents to attend a meeting in school concerning their child's behaviour.

### **Confiscation of and Search for Inappropriate Items**

Under Section 90 of the *Education and Inspections Act 2006* and Part 2 of the *Education Act 2011*, the school has the right to confiscate, retain or dispose of a student's property and protect the school from liability of damage. All procedures for searching, screening and confiscation will be fully compliant with the DfE guidance (Searching, Screening and Confiscation January 2018). The school reserves the right to search without consent for prohibited items. These include: cigarettes, alcohol, illegal drugs, stolen items, weapons or any other item which the school deems could be considered harmful to a student. Sanctions will be imposed if a prohibited item is found, depending upon the judgement of the Headteacher. Refusal to comply with a search will be treated as a serious breach of this Policy.

Psychoactive Substances are banned in school and will be treated as illegal drugs.

The school also reserves the right to search for, and remove from students, the following: e-cigarettes and vaping paraphernalia, and any other items which they believe may be sold for financial gain.

All searches will be conducted in the presence of two members of staff, one of whom will be the same sex as the student being searched. If possible, the witness will also be the same sex as the student. Where a student has been searched, his / her parents will be informed. 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.

The member of staff conducting the search will 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 but does include; hats; shoes; boots; gloves; scarves.

The member of staff conducting the search can use reasonable force when conducting a search for knives, weapons, alcohol, illegal drugs, stolen items, cigarettes, fireworks, pornographic images or articles that have been used to commit an offence or cause harm. Force will not be used to search for items banned under school rules.

Where any weapon or illegal drug is found on a student and this compromises the safety of all students and staff, this may result in the Headteacher imposing a permanent exclusion and the police may be informed (in accordance with DfE guidelines).

### **Smoking / Vaping**

Any student caught smoking / vaping on the site or with smoking / vaping related paraphernalia will be issued with a Senior Leadership Team Detention (C3) and parents will be informed. This includes smoking outside the school grounds, or on the way to and from school. Subsequent offences will result in more serious sanctions being issued.

### **Theft and Vandalism**

Theft of school property or wilful destruction to school property will not be tolerated and consequences will be imposed depending on the seriousness of the incident based upon the judgement of the school.

### **Positive Handling**

DFE guidelines state that "All school staff members have a legal power to use reasonable force to prevent pupils committing a criminal offence, injuring themselves or others or damaging property and to maintain good order and discipline."

Teachers and support staff may use reasonable force in the aforementioned circumstances. The school does not require parental consent to use reasonable force. Further information is contained in the Positive Handling Policy.

### **Students with an Educational Health Care Plan**

Students with an Educational Health Care Plan or with identified educational needs are expected to follow the school's Behaviour Policy and comply with all consequences. Where behaviour places a student at risk of exclusion, all appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the student are being supported and that 'reasonable adjustments' are set in place to support the student's needs. It may still, however, be appropriate to impose an exclusion following the implementation of reasonable adjustments.

### **Looked After Children**

Looked after Children are expected to follow the school's Behaviour Policy and comply with all consequences. Where behaviour places a student at risk of exclusion, all appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the student are being supported.

### **Loss of Personal Items on School Property**

The school cannot take responsibility for any personal items lost within the grounds of the school property. This includes bicycles, electrical equipment, items of uniform (sporting and non-sporting) and money.

### **False Allegations against Members of Staff**

Under the *Education Act (2011)*, the school reserves the right to take disciplinary action against any student who, in the view of the Headteacher based on the evidence before him/her, has made a serious, malicious allegation against a member of staff, which is unproven. This may result in exclusion from school.

### **Complaints**

If a parent has a complaint about a disciplinary matter, he / she should follow the procedures laid down in the school's Complaints Policy.

## APPENDIX 1

## School Expectations and Rules

### School Expectations

At Formby High School we expect the highest standards of behaviour and conduct from our students at all times. We expect students to *work hard, respect themselves and respect others*. To ensure you take responsibility for your own actions we expect you to:

#### Demonstrate a caring nature by:

- Being polite and courteous to others at all times.
- Following instructions given by staff or senior students quickly and respectfully.
- Being kind to others and speaking out when something is wrong.
- Using our shared spaces considerately and recycle where possible.

#### Act as an ambassador for the school by:

- Wearing your Formby High School badge with pride, both in school and the local community.
- Ensuring your uniform is correct and remains smart throughout the day.
- Switching off your mobile phone from 'gate to gate'.
- Behaving responsibly and with consideration for others at all times when walking or cycling to and from school, using public transport and on school trips.

#### Show you are 'Determined to Achieve' by:

- Arriving at school ready to begin learning by 8:55am.
- Moving calmly to lessons.
- Preparing well for lessons by bringing the correct equipment and appropriate resources to every lesson.
- Working with determination, curiosity and enthusiasm; never disrupting the learning of others.
- Completing homework on time and to the best of your ability.

### School Rules

- Switch off your mobile phone from 'gate to gate'.
- Do not ride your bicycle on the school premises.
- Walk on the left hand side of corridors, keeping noise to a minimum.
- When queuing, do so in single file and quietly.
- Make sure your shirt is tucked in, top button fastened and tie pulled up.
- Wear black polishable school shoes, not trainers.
- No make-up, nail varnish, false nails or jewellery (except a watch and up to one stud earring in each ear).
- Eat only in the designated areas.
- Place litter in bins.
- No fizzy drinks.
- No chewing gum.
- Do not play ball games on the front field

### Classroom Protocol

- Enter the room calmly, fully equipped and ready to learn
- Take out your equipment and stand behind your desk in silence; answer your name on the register
- Remain quiet until it is your turn to speak, respectfully listening to others
- Stay on task and try your best
- Pack away sensibly leaving your work area tidy
- Exit calmly when dismissed

## APPENDIX 2

## Detention Protocol

### Rationale

- To ensure detentions have high impact and immediacy
- To facilitate students taking responsibility for their actions
- To free up staff from leading multiple detentions and provide more time for planning and intervention

### Student

- Student receives school detention (C2 consequence) for:
  - name and two ticks in lessons
  - repeated persistent breach of C1
  - relatively minor behaviour breach outside lessons
  - failure to complete homework, late or poorly completed homework
- Informed to attend detention in Dining Hall that night 3:30pm – 4:00pm with full equipment and planner;
- If detention is issued during period 5 (period 4 Friday week 2) then the detention will be served the following school day;
- During detention student will complete a reflection on their actions in silence and record the reason for detention in their planner;
- Planner will be stamped to identify detention served;
- Responsibility of the student to seek out the member of staff who served the detention to apologise and discuss how they will ensure similar behaviour does not occur again;
- Attend the detention – if parent has requested deferral this will be shared at the detention and the student will be allowed to leave.

### All Staff

- Inform student that they will receive a 30 minute detention that night;
- Email [detentions@formbyhighschool.com](mailto:detentions@formbyhighschool.com) with the name of student, tutor group and reason (for example, name + 2 ticks) by 2:20pm;
- After detention has been served discuss with student how they will ensure similar behaviour does not occur again.

### Staff who are TLR Post-Holders

- Supervise detention for 30 minutes on rota basis;
- Sit students sensitively minimising communication with each other;
- Take register and ensure silence in room;
- Ensure students complete their reflection to a high standard and record in planner the reason for their detention;
- Where the student does not produce their planner this should be recorded on the register and a behaviour point will be issued;
- Ensure students complete no other work – where a detention has been served for lack of homework – only late homework may be completed during this time;
- Pass register to Pastoral Team at end of detention.

### Admin Team

- Send standard Parentmail text to parent – this will not detail the individual reason for the detention;
- Add to SIMS for appropriate evening + 2 behaviour points;
- Print out attendance list for students with reason for detention and pass to Pastoral Team;
- Identify on list any students who have parental permission to defer;
- Send fortnightly summary data to CfLL and Subject Leaders.

**Subject Leaders**

- Monitor subject specific patterns of detentions issued and intervene where appropriate.

**Climate for Learning Leader**

- Monitor student patterns of detentions and intervene where appropriate

**Other Information**

- Students who receive a detention that day will not be allowed to defer for sport or other extra-curricular activities;
- Parents will be allowed to defer the detention in rare circumstances and at a member of SLT / Pastoral Team / CfLL's discretion, for example, attending a dentist appointment or if a younger sibling needs to be collected;
- Where 2 detentions are issued in one day the student will serve till 4:00pm and a SLT will be served on the following Friday;
- Failure to attend will result in a SLT detention (served on Friday 3:30pm – 4:30pm)

## APPENDIX 3

## Student Equipment List

Students are expected to bring the following equipment to school each day. This will ensure that he/she is well prepared for the working day:

- Strong waterproof school bag
- School Planner
- Pencil case (a clear case is suitable for examinations)
- Blue/black writing pen
- Purple pen
- Pencils
- Coloured pencils (Years 7 to 9 only)
- Pencil sharpener
- Highlighter pen
- Ruler
- Rubber
- Pair of compasses
- Protractor
- Glue Stick
- Folder for worksheets
- Calculator (as recommended by the Mathematics and Science Departments)

We also encourage access to the following at home:

- A pocket dictionary
- Thesaurus
- Spanish/French dictionary
- Computer with internet and printer access

## APPENDIX 4

## School Uniform Expectations

- Plain grey or black full length trousers / grey knee length skirt, tunic or pinafore.
- White shirt (tucked in) with school tie (top button to be fastened).
- Plain grey or black v-necked jumper.
- Black blazer with school badge to be worn at all times. (Staff may give permission to students to remove the blazer in classrooms or during break time and lunchtime when playing football, etc or during warm weather.)
- Plain grey or black socks / opaque black or dark grey tights.
- Plain black sensible leather shoes. They should be polishable with flat sole or minimal heel and have no embellishment or logo. Canvas shoes or trainers are not acceptable.
- Outdoor coats and scarves are not to be worn inside the school buildings. No coats or hooded tops are to be worn under blazers at any time during the school day.
- No jewellery except a wrist watch and up to one plain stud earring in each ear\*.
- No make-up\*\*, nail varnish or false nails are permitted.
- Hair accessories (for example, hair bands) should be plain in colour and design. Long hair must be tied back during practical lessons (Dance, Design Technology, Food and Nutrition, PE and Science).

### Hair

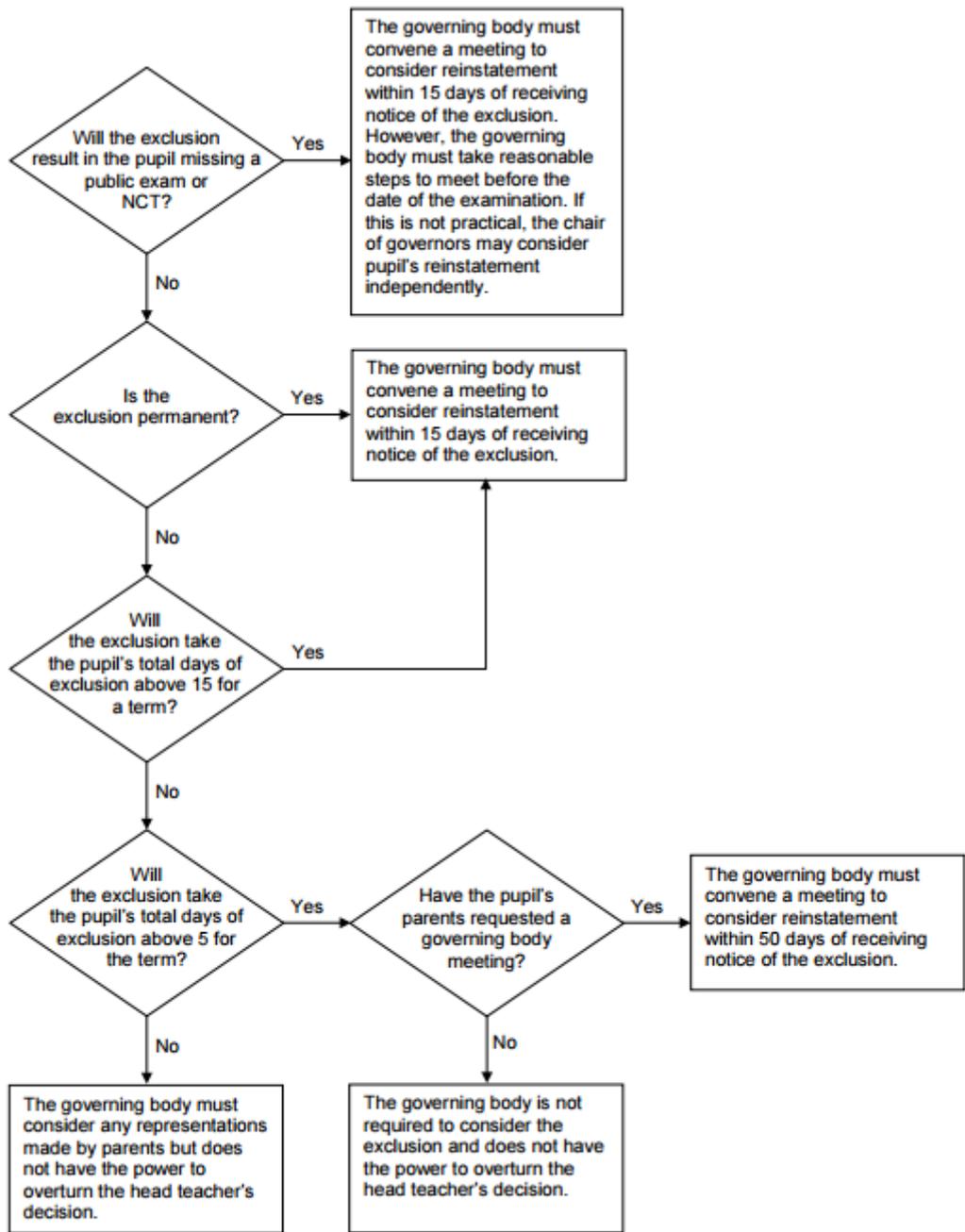
Hair should be neat, tidy and conventional. As views may vary on the definition of 'neat, tidy and conventional', the final decision as to whether a particular hairstyle is within the spirit of the uniform requirements always remains with the Climate for Learning Leaders and the Senior Leadership Team.

\* Spacers are not allowed to be worn in school.

\*\* The wearing of make-up can be difficult to judge. Our expectation is that students do not wear make-up; however, we understand that some students may welcome the opportunity to conceal 'teenage skin' through a light covering of foundation or face powder.

APPENDIX FIVE

## A Summary of the Governing Body’s Duties to Review the Headteacher’s Decision to Exclude a Student



Reference to 'days' means 'school days'.