



St Margaret Ward Catholic Academy

**Behaviour Policy
FINAL FOR PUBLICATION**

'Let us remember we are in the presence of God'

| Policy Adopted | Next Review | Author |
|-----------------------|--------------------|---------------|
| July 2019 | September 2020 | P Johnson |

LINKS TO OTHER POLICIES

- Anti-Bullying Policy
- Attendance Policy
- Curriculum around the Child Programme
- Collective Worship Policy
- Drug Education Policy
- Equal Opportunities Policy
- Child Protection Policy
- SEND Information Report
- Exclusion Policy
- British Values Statement

St Margaret Ward Catholic Academy Behaviour Policy

Principles

Discipline and behaviour at St Margaret Ward Catholic Academy is based on the values established in our Mission Statement and in the Lasallian core principles that underpin all that we do in the work of our school community:

The five core principles of Lasallian education are:

- Faith in the presence of God
- Respect for all persons
- Inclusive community
- Quality education
- Concern for the poor and social justice

As an academy, we also recognise that we have a duty to:

- Value and respect each other as we are all ‘made in the image and likeness of God.’
- Create and maintain a well ordered community where we honour the respect and dignity of all individuals and where the freedom of the individual is balanced with the rights of others.
- Serve each other in a spirit of understanding, helpfulness, forgiveness and joy.

St Margaret Award Catholic Academy aims to achieve a positive warm, strict and inclusive climate around the school where excellence in teaching and learning can occur in an orderly and positive environment. This is marked and continuously modelled by acceptance, toleration and respect for all participants in the school community – discipline that is not simply imposed, but has its foundations in self-discipline, the development of self- regulation and respect for self and for others. This is continually modelled to all students and reinforced to all, so that everyone knows our high standards in relation to discipline and the clear expectations of how to behave appropriately in our school community.

Expectations in terms of student behaviour and discipline are high with the intention that this formation curriculum will help them to continue to become the best version of themselves in terms of their holistic development - spiritual, personal, physical and academic. This is so that everyone may live life to the full, and that we may live happy and responsible lives in the knowledge that each individual is called by God to discern and live out their own vocation. This is embodied in the phrase, ‘Enter to learn, leave to serve.’

Rewards and recognition for positive contributions are an integral part of this policy. To achieve these aims we have firm, fair and clear rules that are consistently applied so that students are safe and secure in our school; free to grow, develop and mature. The fundamental role of the behaviour policy is that the mission of Christ and the Church is lived in the day to day.

Rationale

The purpose of this policy is to outline the systems, rewards and sanctions that the academy will use to ensure every student's behaviour strives to be impeccable at all times and thus allows for success in every aspect of their school lives.

At St Margaret Ward Catholic Academy, we firmly believe that we should work in partnership with parents and students and take a proactive role in the development of respect for all persons and to build an inclusive community. Our intention is to assist in the formation and moulding of the people in our care, as we are all created in the image and likeness of God.

As a school priority, we place the aspirational goal of the eradication of all disruption to learning as the long term target over the next three years. Alongside and working with parents and students themselves, the school has a duty of care to all students and staff to ensure that our academy is a safe and secure place of learning and work; where we treat each other with dignity and respect in going about our daily work and routines. We hold firm to the belief that we have a moral imperative to inculcate our students in terms of the continual development of excellent behaviour and help to form them as young adults ready for the next stage in their lives.

As such, we have designed, created and will implement the 'St Margaret Ward Way' from September 2019 – this is simply how we do things in our community. This is the foundation of the new and revised behaviour policy

Our expectations are high and clear and the rationale for this is that:

- We want all of our students to be extra-ordinary, not just ordinary.
- We want all students to leave with an enriched sense of who they are, and a clearer picture of what they have been called to do in their lives.
- We want to enable all students to have a high quality education so that every student in our community leaves with an excellent set of examination results, ready for the next stage of their lives.

The development of an intrinsic motivation rewards culture

We wish to recognise the developing habit of excellence in our students and where possible, we should always aim to have positive discussions with our students. Students will be issued with reward points in line with the revised rewards policy of the school. We firmly believe in the intrinsic nature of rewards rather than the extrinsic motivational factors associated with tangible gifts.

These are recorded on the school's management information system (SIMS). Rewards can be given under the following categories: *'Recognition'* and *'Privilege'*.

Recognition

This consists of things such as:

- The issuing of a 'Golden Ticket' to a student every lesson where possible. This is simply the recognition that they have worked over and above everyone else in the classroom that particular lesson.

- To develop the use of a 'Thank You' box for each form, and this is shared with students by the Form Tutor once per fortnight in a form time activity.
- Emails home to parents.
- Parent portal information for ongoing behaviour scores.
- Highlighting students who have attained the highest number of rewards points in the public domain, the interior of the school and also on social media presence.
- Phone calls home by individual teachers, (teachers will check with the Head of Year first).
- Opportunities for extended leadership within the school community.

Privilege

This is an activity not accessible to all students, but allowed to those students who have performed exceptionally well. This is completely at the discretion of the staff concerned. Examples of this can include:

- Priority pass to the lunchtime queue.
- Lunchtime TV or film.
- Admission to a quiet room at lunchtime.
- Announce a friend's birthday on the school TV.
- Decorate a tile.
- Reserve a luxury lunch table.

In light of this new and revised policy, we are introducing a revised Home / School and Student agreement. It is the expectation that all students, parents and staff will support this document, as it sets clear parameters and expectations on each party concerned. A copy of this document will be in the student planner from September 2019. Form tutors (on behalf of the school), parents and students are asked to sign the document. A copy can be found below:

The St Margaret Ward Home School Agreement

The Academy

We are committed to:

- Ensuring that your child achieves his/her full potential as a valued member of the school community.
- Caring for your child's safety and happiness.
- Providing a balanced curriculum and meeting the individual needs of your child.
- Nurturing your child's spiritual growth and development.
- Keeping you informed and consulted about general school matters and the progress that your child is making.
- Achieving high standards of work and behaviour through the building of good relationships and developing a sense of responsibility.
- Work with you to solve any problems, which could harm your child's progress at school.
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.

Signed: _____

(Tutor)

Parents / Guardians
I / We are committed to:

- Ensuring that our child goes to school regularly, on time, in correct uniform and properly equipped for learning.
- Ensuring that, as far as possible, my child will not have a holiday during term time.
- To telephone the school on the first day of absence and send an absence note to the form tutor on the first day back.
- Keep the school informed of any concerns or problems, which might affect our child's work or behaviour in our community.
- Support the school's policies and guidelines for behaviour.
- Support my child in home learning and other opportunities for home learning.
- Check and sign my child's planner each week.
- Attend parents' evenings and discussions about my child's progress.
- Support the extra-curricular life of the school when appropriate.
- Be fully and wholly supportive of the religious life of the school.

Signed: _____

(Parent / Guardian)

The Student
I am committed to:

- Attend school regularly, on time, in correct uniform and with all the equipment that I will need for the day ahead.
- Do all my class work and home learning as well as I can.
- Follow all the school rules and expectations in regard to behaviour and conduct around the school at all times.
- To not use my mobile phone on the school premises at any time.
- To ensure that I follow the acceptable use policy for computers around the school.
- Keep the school free from litter and respect personal space, personal property and community property.
- Show respect for other members of the school community and visitors.
- Play an active part in the extra-curricular life of the school and be available if selected for a team / dance event / choir or any external event that I am asked to attend and represent the school.
- Take part in all religious activities as required.

Signed: _____

(Student)

Our expectations and reasons for them:

As a school community, we have written a new document which highlights our clear expectations and also have introduced a reasoned approach for why we have this rule. This is to enable us to be transparent with all members of the school community and so that all stakeholders know our expectations of students.

Community expectations and rules:

As a community we uphold the following statements and rules that each and every member of the student community will follow, as found in the Home / School Agreement.

| Expectation | Why we have this? |
|---|--|
| That we will pray together as a form or class at points in the day and take part in acts of worship reverently. | <ul style="list-style-type: none">• This is part of who we are as a faith community. We start and end our day in prayer. We also meet at points in the year as a year group or whole school to celebrate mass and other acts of worship as a community. |
| That every student will complete acts of service towards others at some point in the year. | <ul style="list-style-type: none">• We have this because doing service or acts of kindness towards others marks us out as belonging to a Lasallian School, with its distinctive vision and ethos.• We wish to create a culture of vocation – one which encourages you to reflect on life’s purpose. |
| That you will attend school every day and be on time for school. | <ul style="list-style-type: none">• This is all about managing your time and ensuring that you are ready to learn.• In later life, when you are working – you will have to be on time for many different things. It is about forming a habit. |
| That you will attend every single lesson and be on time for that lesson. | <ul style="list-style-type: none">• We need to know that you are safe when you are in school.• You must be on time for every lesson as every single lesson counts in your learning.• So that you can leave St Margaret Ward with an excellent education, with excellent qualifications ready for the next stage of your lives. |
| That mobile phones are banned on the school site. That we become a ‘Phone-Free School’ | <ul style="list-style-type: none">• So that students can fully engage in the school community, in all lessons.• To minimise distractions to learning during the school day.• To reduce the opportunity for cyber-bullying and minimise the effects of social media on students.• To enable all students to feel safe around the school. |
| That students follow the uniform policy of the school. | <ul style="list-style-type: none">• So that everyone feels part of the school community.• That we have an identity as a school.• That we look ready for the world of learning and work. |

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| | <ul style="list-style-type: none"> • That we take pride in our appearance and can follow codes of conduct with reference to attire. |
| That we walk on the left hand side of all corridors / stairs. | <ul style="list-style-type: none"> • So that we can safely manoeuvre around the school site in a mature and responsible manner, guaranteeing the personal safety of all members of the school community. |
| That when another adult enters a classroom, students will stand up. | <ul style="list-style-type: none"> • This is because we are teaching you how to be polite and courteous; this is part of who we are as a school community. |
| That we line up in silence outside our classroom at the start of the lesson and follow the classroom routines. | <ul style="list-style-type: none"> • This is to have a formal start to every lesson, so that everyone can start learning as quickly as possible. |
| <p>That we have certain items with us at all times. These are to be known as the essentials for learning. A school bag containing:</p> <ul style="list-style-type: none"> • Pencil case; which will include 2 pens (black or blue, a green pen, a pencil, a ruler, a rubber, a sharpener and a calculator. • Your reading book. • Your planner. • All of your materials needed for that day. | <ul style="list-style-type: none"> • This is so that we are ready to learn as soon as we get into a classroom and that learning can start rapidly, without disruption. • We need to ensure that we are always ready for lessons, that we are organised for the day ahead and that we take more responsibility for ourselves. • This information will be on display on posters in every classroom. |
| That we follow the instructions of all members of staff. | <ul style="list-style-type: none"> • This is to enable us all to work effectively as a team, so that learning can take place without disruption. • This is also to allow for important information to be relayed to you in the event of an emergency. |
| <p>That when we are talking to staff or in class we follow these guidelines:</p> <p>We speak in sentences. We have our hands away from our mouths. We articulate our words. We project our voices. We make eye contact. S – sentences H – hands away A – articulate P- projection E – eye contact</p> | <ul style="list-style-type: none"> • We do not want you to be ordinary students. We want you to be extra-ordinary and stand out from the crowd. • When people go for job interviews and have to complete presentations, these are some of the soft-skills that employers want to see. • We are forming you for your life – not just for your qualifications that you will sit when you are 16 or 18. • This will be on posters in every classroom. • This will happen every time we speak with staff. |

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| <p>When we speak to adults in our school community, we will follow these guidelines:</p> <p>We will say, 'Sir or Miss'. We will say, 'Thank You'. We will say, 'Excuse Me'. We will say, 'Please'. We will 'Smile'.</p> <p>S – Sir / Miss T – Thank You E – Excuse me P – Please S - Smile</p> | <ul style="list-style-type: none"> • This is all to do with simple and basic manners. • Manners do not cost a thing and they are a sign that you are a respectful person. • Manners are essential in our world. • They are an outward sign that you are a polite person. • Politeness costs nothing, yet it will certainly help you in all walks of your life. • This will be on posters in every classroom / office to remind us all. • This will happen every time we speak with staff. |
| <p>When we are in lessons, we will follow these procedures:</p> <p>We will 'Sit Up'. We will 'Listen'. We will, 'Ask and Answer Questions'. We will, 'Nod our heads'. We will, 'Track the teacher'.</p> <p>S – Sit up L – Listen A – Ask and answer questions N – Nod our head T – Track the teacher</p> | <ul style="list-style-type: none"> • This is to do with how we act in our lessons. • We must make sure that our priority in lessons is learning and that we are following the instructions of our teachers at all times. • If we are distracted or we distract others, then our learning suffers and we don't make as much progress as we should. • If you do these things in lessons – you will be successful in your learning at school, college and also when you go into higher or further education. • These will be on posters in planners / classrooms / offices. |
| <p>Valuable personal items should not be brought into school at any time.</p> | <ul style="list-style-type: none"> • St Margaret Ward Catholic Academy's insurance does not cover loss or damage of these items. • We want you to be focussed on building relationships with school friends and developing all aspects of your learning and development during your time at school. |
| <p>Until 8.35 am, students must only be in the school dining room or in the main corridor leading to the library.</p> | <ul style="list-style-type: none"> • This is to ensure that you are safe and if there is an incident that we know where all students are in the morning. |
| <p>From 8.35 am until 8.40 am, students should only be on the ground floor of the main school building.</p> | <ul style="list-style-type: none"> • This is to ensure that you are kept safe whilst in school and that you are in an area that is staffed and supervised. |
| <p>Students must not be on the school premises after 3.35 pm,</p> | <ul style="list-style-type: none"> • This is to ensure that you are safe at all times. |

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| unless they are in a supervised study group or activity. | |
| No-one must leave the school premises without permission once they have arrived in the morning. | <ul style="list-style-type: none"> • This is to ensure that we know who is on the school site at all times and that we can account for everyone in an emergency situation. |
| Students must follow the procedures in the attendance policy when arranging appointments during school time. | <ul style="list-style-type: none"> • During the school day, you should be in school, attending lessons and fully learning. • We know and are aware that it is difficult to make some appointments outside of the school day. • Where possible, medical appointments should be made outside of the school day, so that it doesn't affect your learning. |
| All food and drink must be consumed in the designated areas (<i>these will be identified to you</i>) and students must ensure that no litter is left around the school site. | <ul style="list-style-type: none"> • We want you to eat and drink in certain areas of the school only. This is for health and safety reasons. • We want our school community to look beautiful at all times and for every member of the school community to take a pro-active role as a citizen in the school. |
| Chewing gum is not allowed in the school at any time. | <ul style="list-style-type: none"> • Chewing gum causes a real mess and is a problem around the school and is often left underneath tables and also thrown onto carpets, where it cannot be fully removed and leaves a stain. |
| All students follow the entry to lessons and exit from lesson routines (see separate sheet on this) | <ul style="list-style-type: none"> • This is to ensure that you have a routine with which you become familiar regarding how lessons are started and are ended at St Margaret Ward. |
| High energy drinks such as Red Bull, Monster Energy and other such drinks are banned at all times on the school site. | <ul style="list-style-type: none"> • These contain huge amounts of caffeine, which can lead to an overdose in young people. • These can lead to sensation and attention seeking behaviour and to potential neurological and cardiovascular effects on children and young adults. |

Please see the next page for details of the revised student code of conduct that will come into effect from September 2019. The rationale for this is to give clear guidance to all of our school community about how we go about our day to day business of living and learning together as a community of faith. This is based on the three principles of being ready to learn, treating ourselves and others with respect and taking responsibility for our own actions.

The Student Code of Conduct: The St Margaret Ward Way
Our Habits – because excellence is a habit...

As exceptional students, we are committed to developing the following habits:

- That we are **READY TO LEARN AT ALL TIMES**
- That we treat ourselves and others with **RESPECT AT ALL TIMES**
- That we take **RESPONSIBILITY** for our actions and our learning **AT ALL TIMES**

We are valued and we should also value others.

This means that each of us will...

| Conduct Expected | Examples of how we can do this |
|-----------------------------|---|
| Be courteous at all times | <ul style="list-style-type: none"> • By showing respect for others in how we speak and conduct ourselves. • By holding doors open for staff and visitors. • By standing up when a member of staff enters the room. |
| Be considerate at all times | <ul style="list-style-type: none"> • By being punctual. • By being attentive in lessons. • By caring for people and their property. |
| Be prepared at all times | <ul style="list-style-type: none"> • By being in the correct uniform. • By having all the correct school equipment. • By being ready to work. • By not using mobile phones. |
| Be hardworking at all times | <ul style="list-style-type: none"> • By attending all lessons on time. • By following instructions. • By striving for excellence in all things. |
| Be proud | <ul style="list-style-type: none"> • By following the uniform code. • By caring for my surroundings. • By using my locker. • By picking up litter. • By cleaning up in the dining room or designated eating areas. |
| Be safety conscious | <ul style="list-style-type: none"> • By moving around the school calmly on the left. • By observing all safety practices. • By using equipment carefully. |

Remember that at all times we are representatives and ambassadors of St. Margaret Ward Catholic Academy.

Sanctions

Where students do not meet our high expectations in terms of attendance, punctuality or behaviour the school will issue students with a centralised same day detention in a staged approach. This will be known as the St Margaret Ward Staged Consequence System which will commence from September 2019.

Please see the behaviour flowcharts and further information about how this is actioned in the academy:

St Margaret Ward Consequence System – September 2019

Students have the home school agreement and behaviour for learning routines

Students in form time will follow a routine of equipment and uniform checks.
If student does not have any equipment or the correct uniform – student will receive a CI detention.

Students in class in lessons will have:
1 Reminder
1 Warning
Then CI detention.
Detention recorded in planner and SIMS



Consequence 1 (C1)
30 minute Same Day Detention to take place in the Main Hall

- Answering back to a member of staff
- Incorrect uniform
- Late to school
- Late to lesson
- Not ready to learn with the correct equipment for **that** lesson, including PE kit or DT equipment, planner, pencil case (with contents as detailed above), exercise book
- Inappropriate out of classroom behaviour, which includes spitting
- Running on the corridor / Lapping the corridors
- 'Play' fighting (Mock fighting between two or more students)
- Use of a mobile phone or earphones

**Please note that this is not an exhaustive list*

*ADMIN Support runs SIMS report during P5. Emails out to all staff.
2 x SLT in attendance at SDD*

Student does not attend the CI detention = C2 consequence next day.

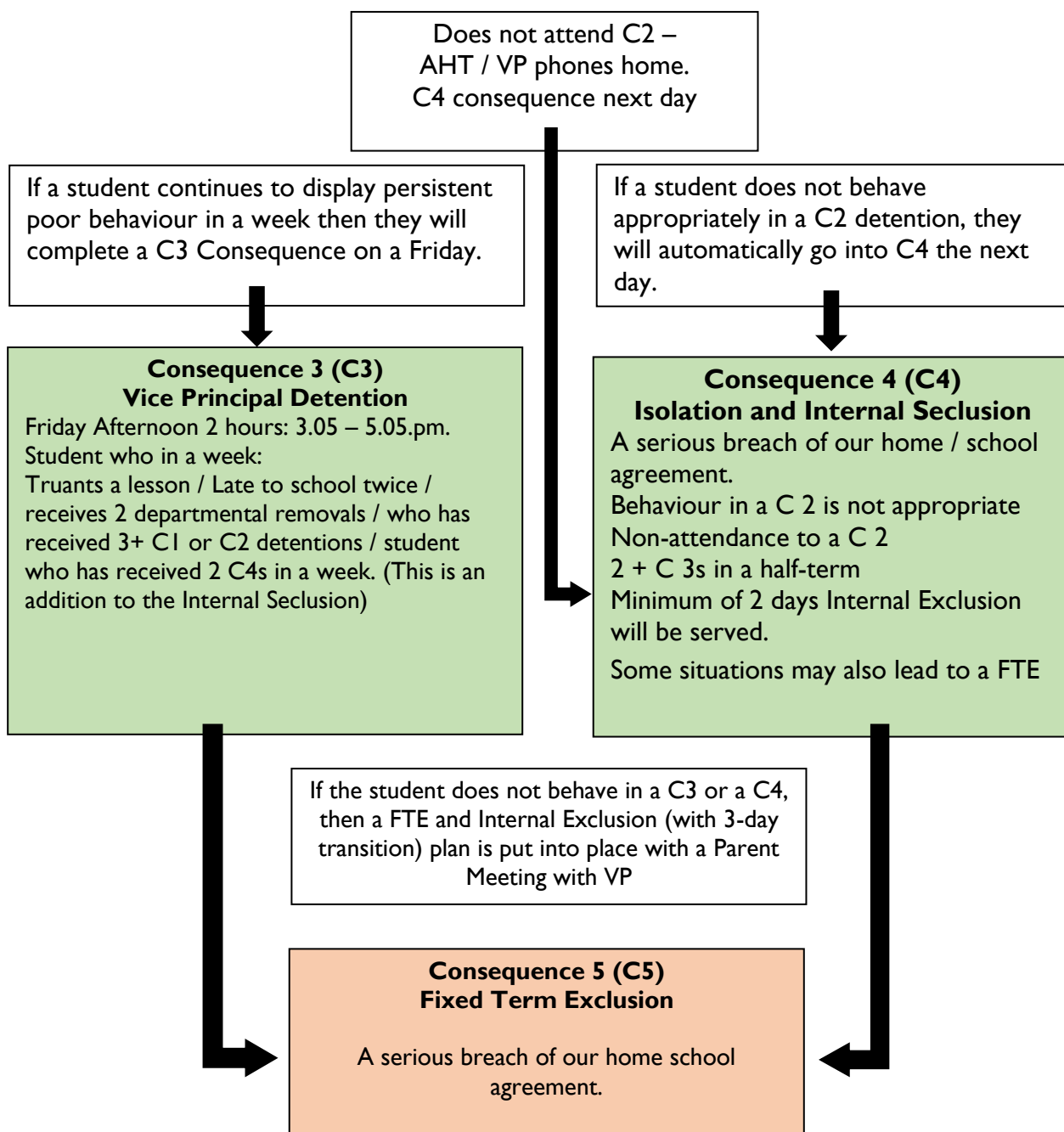
*Period 5 teachers to escort students to the main hall in the first instance please.
ALL teachers will be placed on a rota for SDD, (directed time allocated for this.)*



Consequence 2 (C2)
1 hour Same Day Detention to take place in the Main Hall

- Any 2 events from a C1 list on the same day
- Non-attendance or unacceptable behaviour in a C1 detention
- Removal by SLT Call Out



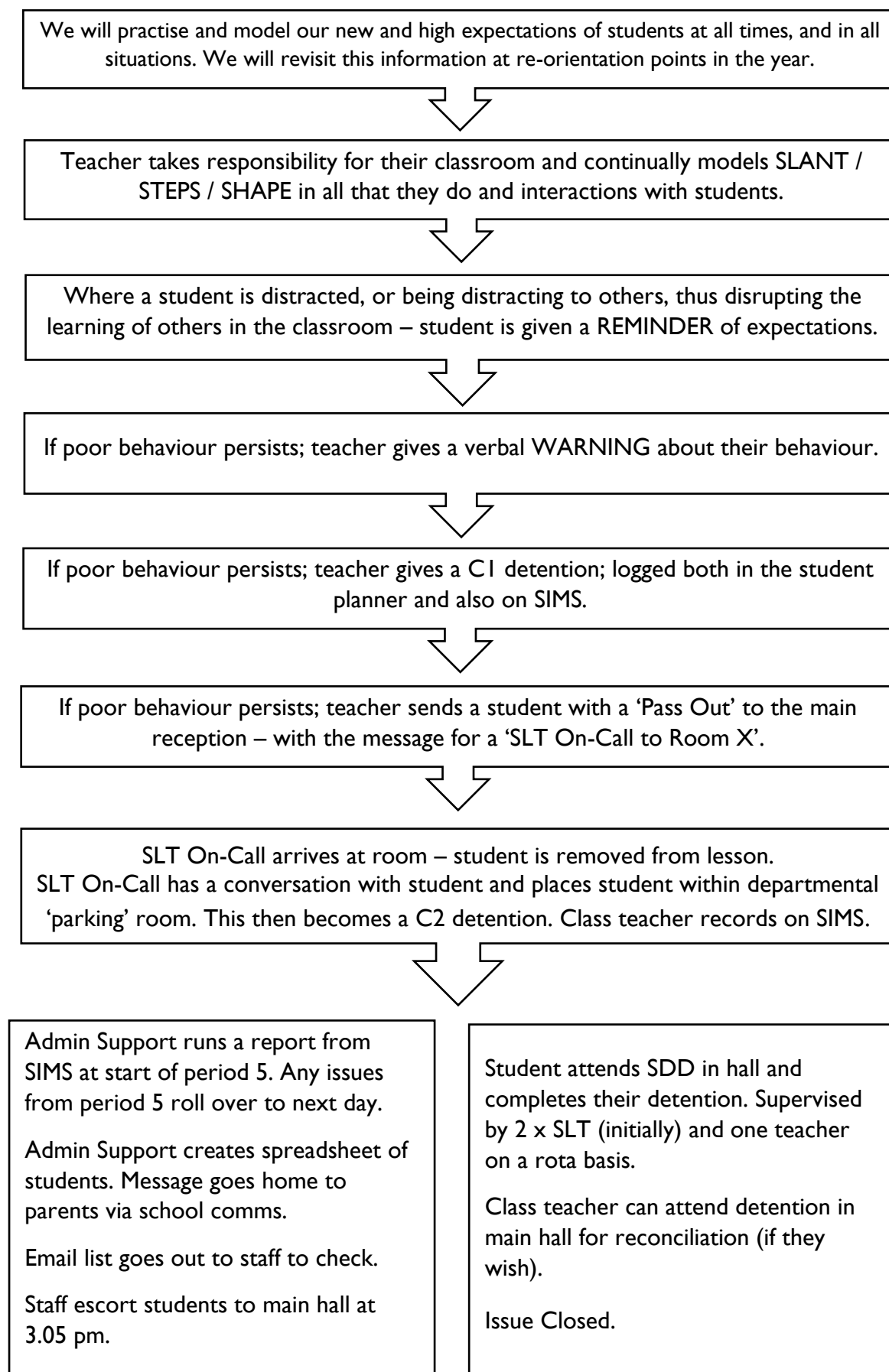


This consequence system will link to the academy’s disciplinary stages, proactive moves, and managed moves. Serious persistent or one off situations could lead to permanent exclusion.

To enable consistency across the school, the school has developed the following flowchart of actions, so that every student member of the community is treated with fairness and equity. Please see the flowchart on the next page for information on this. The rationale for this is that we want teachers to teach and we want all students to learn. Persistent low level disruption and other disruptions to classroom learning affects student outcomes, and we will work with all students to ensure that they have their entitlement to a high quality education.

The St Margaret Ward Way Classroom Behaviour Flowchart

This is to do with how we teach and model the expected behaviours that we want to see.



Student does not attend detention at the end of the school day:

SLT to refer to VP: VP to phone home.

Action: C4 – 2-day internal exclusion.

Student's behaviour is not acceptable in detention:

SLT refer to VP: VP to phone home

Action: C4 – 2-day internal exclusion.

Issues that necessitate automatic removal from a classroom by SLT On-Call:

1. Swearing at a member of staff.
2. Health and Safety issue within the classroom.
3. Persistent refusal to comply with requests of staff.

This immediately turns into a Code C4 – breach of Home School Agreement

Social Time Poor Behaviours

These include 'play fighting' (mock fighting between 2 or more students), 'lapping', running on the corridor and any inappropriate conduct on the corridors, playgrounds etc.

These behaviours can happen:

- Before school
- Changeover of lessons
- During free time
- After school

Member of staff speaks to the student and reminds them about their behaviour.

If student is defiant and behaviour persists – then member of staff informs student that they have a CI detention. Member of staff inputs this on SIMS.

Classroom Entry and Exit Routine

In order to create a culture of compliance across the school, the school will adopt a new system of entry and exit from classrooms from September 2019. This is part of the St Margaret Ward Way. The rationale for this is so that students become used to the routines of movement between lessons and the standards expected of them whilst waiting outside the classroom and on entry to and exit from the lesson. This ensures that there is a formal start to the lesson, everyone is focussed on getting ready to learn and that learning can start as efficiently as possible.

CLASSROOM ENTRY AND EXIT ROUTINES

If an adult enters the room, we stand up as a sign of respect.

| Lesson Entry | Lesson Exit |
|--|---|
| <ul style="list-style-type: none"> Teacher greets students positively at the door – student replies with: Good morning Sir / Miss / Good afternoon Sir / Miss | <ul style="list-style-type: none"> 3 minutes before the bell – students tidy away, allowing the class teacher to sign reports if necessary. |
| <ul style="list-style-type: none"> Students enter the room, take out everything needed for their lesson: exercise book / planner / pencil case / anything else they need. | <ul style="list-style-type: none"> 1 minute before the bell – students stand behind their chairs in the classroom. Their bag is on their shoulder ready to leave the room. Teacher does final check of uniform – do students look smart on leaving my lesson? |
| <ul style="list-style-type: none"> Bags on floor underneath desks. | <ul style="list-style-type: none"> On the bell – teacher thanks the class for working hard, students reciprocate and thank the teacher. |
| <ul style="list-style-type: none"> Outdoor coats should be in bags or in lockers. | <ul style="list-style-type: none"> Students exit the classroom row by row, or table by table, silently leaving the classroom. |
| <ul style="list-style-type: none"> Students stand behind their chairs / stools / work area. | <ul style="list-style-type: none"> Students keep to the left of corridors and all staircases and make their way to the next lesson. |
| <ul style="list-style-type: none"> Formal register at the start of the lesson. | |
| <ul style="list-style-type: none"> Blazers can be removed and placed on back of the chair. | |
| <ul style="list-style-type: none"> Students invited to sit down and then they complete a ‘Do Now’ activity. | |

Serious incidents that breach the policy:

- Information about all breaches of the Home School Agreement will be investigated fairly and impartially, so that a balanced decision can be made by the relevant members of staff in the school.
- The school will not tolerate extreme behaviour of any kind on or off the school site and will invariably issue sanctions in line with the nature of the incident. These will range from a placement in our internal seclusion room for a fixed period of days, to the issuing of a Fixed Term Exclusion. Dependent on the situation, we also reserve the right to Permanently Exclude a student from the school in a severe case of extreme poor behaviour.

- Issues connected with bullying are taken extremely seriously and will be investigated within the context of the circumstances. For further information about this, please see the anti-bullying policy of the school.
- The school will not tolerate the possession, consumption or supply of any illegal substances on the entirety of the school site. The school will consider and reserves the right to issue both Fixed Term Exclusions and / or a Permanent Exclusion in matters relating to substance use and misuse.
- The school requires that any deliberate damage to school property, or any damage that is caused by irresponsible behaviour is repaired by the student either by being billed for the damage, or by completing a number of hours of community service. The school reserves the right to issue a Fixed Term Exclusion for this, dependent on the situation.
- The school will not tolerate any racism and homophobia and reserves the right to issue Fixed Term Exclusions to a pupil who engages in behaviour of a racist offensive nature or of a homophobic nature.
- The school will not tolerate the possession of, or use of, a knife or bladed item brought onto the school site. We will ascertain the nature and intent of why the item was brought onto the school site and the Police will be informed. The school will consider and reserves the right to issue both Fixed Term Exclusions and / or a Permanent Exclusion in matters relating to knives and blades on a member of the school community.
- The school will deal with other serious incidents on an individual basis. In all such cases, the school reserves the right to and will consider the appropriate action to take, which may lead to a Fixed Term Exclusion or Permanent Exclusion from the school.

Areas of the school

- There are clearly defined areas of the school which are identified as 'Out of Bounds'. Students of the school must not enter these areas. A sanction will be applied to students who do not follow this instruction. This is to ensure that students are safe throughout the school day.

Students leaving the school site

- Similarly, students must not leave the school premises at any time of the school day, except with the express permission of a senior member of staff, or if they are being collected by a parent, for which they must provide a note explaining the reason from home.

Mobile Phones / iPads / MP3 players / Mobile devices

Mobile phones / devices must be switched off and out of sight when a student is on the school site. From September 2019, any Year 7 to Year 11 student who is seen with a mobile phone in sight or it is ringing or using their phone for any other reason, at any time of the day on the school site will have the device confiscated. It will be confiscated by any member of staff and taken to the office, where it will be placed in a named envelope and kept safe for the remainder of the school day. The student can go to the main office and ask for their phone at the end of the school day. The rationale for this is:

- So that students can fully engage in the school community, in all lessons and during unstructured time.

- To minimise distractions to learning during the school day.
- To reduce the opportunity for cyber-bullying and minimise the effects of social media on students.
- To enable all students to feel safe around the school.

The school understands that, at times, you may need to get hold of your child in an emergency. We would politely ask you to phone the main reception and then we can handle all emergencies in an appropriate manner.

If a student has their phone confiscated on more than 3 occasions in any given half-term, then we reserve the right to ask the parent to come and collect the phone and meet with the student's Head of Year about the continued refusal to comply with the mobile phone policy of the school.

Selling of any items by students

- The school does not allow the buying and selling of any items in the school by students, unless it is for a charitable cause or approved school event. Any such items will be confiscated and will be returned to parents only by their child's Head of Year. Any student found selling items will face a period of time in the internal seclusion area of the school. The school reserves the right to issue a Fixed Term Exclusion for breaches of this rule.

Other banned items

The school reserves the right, written into law, to confiscate any items that are brought into the school that we believe is detrimental to the teaching and learning of its' students.

The Principal reserves the right, written into law, to search and confiscate items that are banned from the school. The principal has nominated members of the Senior Leadership Team, accompanied by either the student's Head of Year or a member of the behaviour team to conduct the search of a student's belongings in an office.

According to the DfE's guidance, '*Behaviour and discipline in schools*' (January 2016), this document states that:

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

- *The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances.*
- *The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.*
- *Power to search without consent for "prohibited items"*
 - *Including:*
 - *knives and weapons*
 - *alcohol*
 - *illegal drugs*
 - *stolen items*
 - *tobacco, cigarette papers and smoking paraphernalia*
 - *fireworks*
 - *pornographic images*
 - *any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and*

- any item banned by the school rules which has been identified in the rules as an item which may be searched for. The legislation sets out what must be done with prohibited items found as a result of a search.

Students who may need additional support

The school will take into account students who are vulnerable at times during their educational life. Referral procedures will be through Form Tutors, Heads of Year, the SENCO and members of the Senior Leadership Team. We will work with all students at challenging times in their lives to ensure that progress is being made towards their own goals.

Power to use reasonable force / restraint

- Under DfE Guidance found in *'Behaviour and discipline in schools Advice for Headteachers and School Staff (January 2016)*, members of staff of the school have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.
- Head teachers and authorised school staff (the Senior Leadership Team) may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, cigarette papers and smoking paraphernalia, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.
- Schools can also identify additional items in their school rules which may be searched for without consent. We recognise that in this point, force cannot be used to search for these items.
- Under DfE Guidance found in *'Use of reasonable force Advice for Headteachers, Staff and Governing Bodies (July 2013)*, The school can use reasonable force to:
 - Remove disruptive children from the classroom where they have refused to follow an instruction to do so;
 - Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
 - Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
 - Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and,
 - Restrain a pupil at risk of harming themselves through physical outbursts.

Appendices and Further Information

Appendix I: Parental information about same day detentions

- Schools and academies in England have a legal right to issue a detention to students during the school day, after the end of the school, on Saturdays and also during the school holidays. (Education Act 2006, Part 7, Section 98, Sub-section 8)
- Schools and academies in England do not legally require parental permission to issue detentions. (Education Act 1997, Section 5, Detention outside school hours lawful despite the absence of parental consent)
- Schools and academies no longer need to issue any form of notice to parents regarding detentions. (Education Act 2011, Part 2, Section 5, Repeal of requirement to give notice of

detention to parent). However, every attempt will be made by the school, out of courtesy to contact parents by a school comms message on the afternoon of the detention taking place.

Appendix 2: Searching students

- School staff can search a pupil for any item if the pupil agrees. *(The ability to give consent may be influenced by the child's age or other factors)*
- Headteachers and staff authorised by them (the Senior Leadership Team) have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - stolen items
 - Tobacco, cigarette papers and smoking 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, or
 - To cause personal injury to, or damage to the property of, any person (including the pupil).
 - Headteachers 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.

Appendix 3: Powers of Confiscation

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

END OF POLICY