



THE LATYMER SCHOOL

Founded 1624

BEHAVIOUR POLICY

Policy adopted	Original Policy Adopted October 2015
Policy produced by	Assistant Headteacher for Care, Guidance and
Update Policy to be Presented to Governors	June 2017
Review date of policy	June 2019

THE LATYMER SCHOOL - POSITIVE BEHAVIOUR POLICY

Aim:

At The Latymer School, we want to maintain the positive environment we have in which everyone fulfils their individual potential and develops their self-esteem. We want high quality teaching and learning in lessons, high quality relationships and high quality surroundings. The purpose of this policy is to support the aims of the school community and to ensure that the conduct of all members of the school community is consistent with the values the school holds, both at school and in the wider community (see below for aims of the school). We welcome and actively seek the support of parents / guardians in educating students to behave in a responsible manner.

A fundamental requirement for achieving the above is the on-going maintenance of good discipline and tone in the school. This process is helped by:

- The quality of teaching and learning
- Courteous relationships between staff and pupils. Courtesy does not exclude the need to chastise verbally but it does exclude criticism which rejects the child rather than the behaviour for which the child is being criticised.
- Clarity about what conduct is/is not approved of.
- A just system of rewards and sanctions which is effectively adhered to and operated by the whole staff.
- The involvement of pupils in extra-curricular activities.
- The support of parents

Rights and responsibilities of the school, pupils and parents in ensuring an orderly climate for learning

We aim to encourage appropriate and positive behaviour by the acceptance of all adults, students and parents involved in the school of a common responsibility for maintaining good discipline and promoting and implementing the school's 'Code of Conduct' and 'Home School Agreement'. The Code of Conduct is the guiding document for establishing good behaviour in the school. The Home School Agreement is the basis for the establishment of a three way partnership between student, parent and school. **All students starting in Year 7 (and at any other time) and their parents will be asked to read and sign the Home School Agreement. All students will be reminded of this agreement at the start of each year together with the ICT Acceptable User Guide.**

OUR CODE OF CONDUCT

The Latymer Code of Conduct is based on the Aims of The Latymer School. These are;

- To provide a first class, liberal education where pupils achieve their full potential and show consideration for others.
- To help pupils develop lively enquiring minds, apply themselves to tasks and acquire practical skills and knowledge that are valued both for their own sake and for the broader good of society.
- To ensure that school life is valued for itself as well as a preparation for adulthood and employment.
- To help pupils develop the ambition and self-esteem to realise their full potential.
- To encourage pupils to be aware of and understand their own and others' feelings
- To assist pupils to develop an understanding of and respect for the beliefs and values of others.
- To provide a wide range of opportunities for all pupils.
- To help pupils understand the world and the interdependence of individuals, communities and nations.
- To help pupils understand the consequences for the environment of their actions and those of others.
- To encourage pupils to contribute to the common good both now and in the future.

At all times we will show consideration, tolerance, respect & understanding for all members of our community, for our resources and for our environment

AROUND SCHOOL

I will

- Treat and respect each other as I would like to be treated and respected;
- Not insult or provoke others or enter into verbal or physical conflict
- Take pride in how I look
- Look after the school buildings and its equipment/resources;
- Eat and drink in areas set aside for this;
- Not use chewing or bubble gum;
- Look after the school environment both inside and outside by not creating litter
- Be courteous towards others and aware of all users of the school when moving around

IN CLASS

I will

- Allow both the teacher to teach and other students to learn
- Listen to the teacher whilst instructions are being given;
- Listen to others when it is their turn to speak;
- Not use terms of abuse, disrespect or rude language;
- Not insult or deliberately provoke others.

I AM EXPECTED TO:

- Come to class on time and notify my teacher in advance of any reason why I need to arrive late or leave early;
- Be suitably dressed according to the agreed School Uniform Policy (see [Appendix1](#));
- Enter classrooms in a respectful and orderly way, prepare for the lesson and wait in an appropriate manner for the teacher to arrive/lesson to start;
- Avoid the unnecessary distraction of other students or teachers;
- Be organised by having the correct equipment for each lesson and to have collected all books from my locker at registration, break and at the beginning and end of lunch time and not between lessons.
- Complete all homework/preparation work fully and on time

**EVERYONE HAS THE RIGHT TO LEARN BUT
NO-ONE HAS THE RIGHT TO STOP OTHERS FROM LEARNING**

BULLYING

Bullying is defined as any action that makes someone feel unhappy or uncomfortable because of their gender, sexual orientation, race, religion, culture, appearance, ability or disability.

The school's anti-bullying policy aims to meet the "Every Child Matters" framework, ensuring that "every child Stays Safe – from bullying and discrimination". The Anti-Bullying policy includes an anti-bullying statement that all members of the school community are expected to adhere to. The Anti-Bullying policy outlines the procedures that the school will follow in the instance of any form of bullying.

SCHOOL RULES

It is not possible to list in detail the specific behaviours which are not acceptable in School. The over-riding principle is that all members of the School should take responsibility for their behaviour in and around school, behave constructively and co-operatively and be aware of the rights and needs of others.

THERE ARE SOME SPECIFIC RULES WHICH MUST BE OBSERVED:

1. At The Latymer School, we aim for the highest standards in everything we do. This starts with students having respect for their school and themselves by wearing their uniform correctly at all times. Students who repeatedly fall below this expected standard will receive a sanction.
2. Pupils in Years 7 - 11 wear School uniform in accordance with the regulations (See Appendix 1). **This rule applies to the journey to and from school.** Sixth Formers are not required to wear a uniform.
3. Smoking is strictly not permitted. Pupils may not smoke in, around or on the way to or from school. Nor should they bring smoking materials to School (please see the Non Smoking Policy)
4. Students must **not** take photographs, videos or record audios of a fellow student or a member of staff on the school premises, unless given specific permission by a member of staff for educational purposes. Students must follow the school policy on mobile phone use (Mobile Phone and Personal Electronic Devices Policy);

*The only reason for having a mobile phone in school is to enable important contacts to be maintained between you and your parents, such as unforeseen changes in travel plans. If you bring a phone to school it may be switched on before 8.40am and after 3.45pm. **Checking of (not using) your phone at these times should be done in the Small Hall, or in the playground.** You should only use your phone when strictly necessary. It must be switched off during lessons (as opposed to being in 'silent' or 'vibrate' mode) and packed away. The exception to this rule is when students are given specific permission to use their mobile phone by a member of staff for educational purposes or when used for listening to music (with headphones) during study periods.*

*Sixth Formers can make telephone calls when not in lessons provided they are in either the Sixth Form Common Room or the quad directly outside the Common Room. Mobile phones, MP3 players and other electronic devices can be used by Sixth Form students for academic purposes only in designated areas (Sixth Form Common Room; Study Room; Small Hall; Learning Resources Room; School Library). **If they are used at the wrong time or in the wrong place, phones will be confiscated by staff and taken to the school office and a school detention will be issued. Mobile phones that are confiscated will be returned to students at the end of the day in the first instance, although should there be a second occurrence, the mobile phone will be returned at the end of the next school day. If a mobile phone is confiscated for a third time, students will be required to hand in his/her mobile phone or electronic device to reception each day upon arrival. The phone will be collected at the end of the school day.***

Obligations for students: E- Safety When Using Technology (taken from Safeguarding & E-Safety policy)

In school, students must only sign up to a website using their school username but different password to the one to access the school IT system. This will ensure that they are unidentifiable.

- Students must report any e-Safety incident to a member of staff.
- Students must not ignore any inappropriate, unsolicited image, but report it by pressing the CEOP button.
- Students must not take photographs, videos or record audios on school premises (in class, school event, at break/lunch) of a fellow student or a member of staff.

4. Valuable items should not be brought to school unless pupils are specifically requested to do so by a member of staff. They should be handed in to the school office for safe keeping during the day. During PE lessons, wallets, phones, other equipment should be placed in lockers and not left in bags or blazers in the changing rooms.
5. No pupils are allowed to cycle to and from School until the Assistant Headteacher (Care, Guidance and Support) has received the parents' written consent and a statement that the parent undertakes to ensure that the cycle is maintained in sound working order. Cycles kept at School must be padlocked. Sixth Formers wanting to bring cars or motorcycles must obtain permission from the Deputy Head Sixth Form.
6. Pupils should behave in an acceptable way while coming to School and while going home. This includes travel on public transport. Their conduct at these times is quite properly the concern of the School.
7. Pupils wishing to remain in School after 4pm may do so in the Small Hall. Students must make sure that they have exited the building by 5.45pm on Monday to Thursday and by 5.30pm on Friday. Once reception is closed, students will be expected to wait at the North Door for their parents to collect them. Students' passes will only gain them entry to the school until 5.30pm.
8. The following areas are out of bounds:
 - The front of the School parallel to Haselbury Road (staff car park).
 - The Science Staff room Quadrangle
 - The Library quadrangle, (except for Years 7 & 8)
 - The Taylor Quadrangle (except for Year 11 and other supervised extracurricular activities)
9. Pupils in Years 7 - 11 arriving in school early should wait in the Small Hall. Pupils in Years 7 - 10 should not be inside the School building (i.e. Year corridors) between 1.00 and 1.30pm except when it is wet or to participate in activities. They may come in with permission, to leave bags in the corridor outside the classroom or to gain access to the Welfare Office. **Classrooms for Years 7-10 are locked from 12.40 to 1.30pm. One or two Year 11 classrooms are open and supervised for this year group from 1pm onwards.**
10. Ball games should only be played in the playground or field when open and a non-sting ball should be used
11. No pupils in Years 7-11 (except those who go home to lunch) may leave the school for any reason between 8.45am and 3.45pm (3.05pm on Friday for Years 7 and 8) unless they have obtained official permission.
12. In the case of unexpected illness whilst at school, pupils should report to the Welfare Office in the Medical Room. The Welfare Officer will liaise with home. For other planned absence from school for medical or dental appointments, students should leave parental requests for this type of absence with the Main Reception, at least 48 hours in advance and on the day of the appointment itself, any pupil leaving the premises for any reason should sign out with the Welfare Officer or, in her absence, with Staff in the School Office. All students being collected by parents or leaving school should exit via the Main Reception/meet their parents there.
13. If a pupil has an important reason for wishing to go out of School at lunch-time, he or she should see the Head of Learning to explain the circumstances and request permission to leave the premises. This will always be verified with parents.
14. Sixth Form pupils are allowed to leave the premises to visit the local shops but should return immediately they have made their purchases. Neighbouring streets are out of bounds. Pupils are strongly advised not to use the local recreation ground.
15. Eating in the corridors, libraries, classrooms and laboratories is not allowed at any time for any student Years 7-13. Food and drink are to be consumed in the Dining Hall, Small Hall, outside areas or Sixth Form Common Room.
16. Sixth Form Dresscode: Students in Years 12 and 13 are not required to wear uniform. Clothing is expected to be clean, not likely to cause offence and should not be excessively unconventional. Make-up, hair colour and jewellery should be unostentatious. Valuable jewellery and clothing should not be brought to school.
17. For Awards Ceremony, Foundation Day, Remembrance Assembly and other formal occasions, Sixth Form students will be expected to dress appropriately. As a guideline, they should wear what would be suitable for a job interview (collar and tie for boys; smart suit, dress, blouse etc. for girls; no jeans; no trainers).

The Legal Framework

We are guided by our statutory powers set out in the Education and Inspections Act 2006. In applying the policy and particularly the sanctions of detention there is an expectation that staff adopt an approach that is both reasonable and appropriate to the circumstances.

Following the enactment of the Education and Inspections Act 2006 there have been significant changes to the power of schools to discipline pupils:

In School

- Schools have a statutory power to discipline pupils for breaches of school rules, failure to follow instructions or other unacceptable conduct;
- All teachers and other staff in charge of pupils have the power to discipline;
- The head teacher may limit the power to apply particular sanctions to certain staff and/or extend the power to discipline to adult volunteers.

Outside school premises

- Schools have a statutory power to regulate the behaviour of pupils when off school premises and not supervised by school staff;
- Regulation must be reasonable. Schools should be clear about the factors they take into account in deciding whether a rule or sanction is reasonable.

Confiscation:

Schools can include confiscation of pupils' property as a disciplinary sanction in their behaviour policy; To be lawful, confiscation must be a reasonable sanction in the circumstances of the particular case. Decisions about retention and disposal of confiscated property must also be reasonable in the circumstances of the particular case. The Education and Inspections Act 2006 includes a specific statutory defence for school staff who have reasonably confiscated pupils' property. See [Appendix 2](#)

Sanctions

Sanctions are necessary for pupils who behave inappropriately & choose not to follow the School Code of Conduct. At The Latymer School, we accept that it is our responsibility to support those pupils so that they can make better behavioural choices in the future. As such all adults and pupils are expected to use the opportunities provided within the sanctions system to look to resolve the issues that have led to the inappropriate behaviour.

As much as there is an onus on pupils to be responsible for their behaviour, the school also expects all adults to maintain a professional approach in managing their own behaviour and in modelling expected behaviours when intervening and interacting with pupils.

Sanctions are more likely to promote positive behaviour and regular attendance if pupils see them being applied fairly and consistently.

Adults are further expected to:

- Make clear they are dealing with the behaviour, rather than stigmatising the person;
- Avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- Avoid sanctions becoming cumulative and automatic (sanctions should always take account of individual needs, age and understanding);
- Avoid whole group sanctions that punish the innocent as well as the guilty;
- Never issue a sanction that is humiliating or degrading;
- Use sanctions in a calm and controlled manner;
- Encourage pupils to reflect on the effects of misbehaviour on others in the school community as part of everyday teaching and through the "Restorative Justice" opportunities provided.

Whole school strategies

Common whole school strategies include:

- Note in student's planner to inform both parents and tutor of concerns regarding missing equipment/poor behaviour/lack of application. Parents are expected to sign to acknowledge receipt and to indicate that they have spoken to their child about the issue.

- SIMS Online Referral should be completed by the subject teacher after repeated misbehaviour or once a student's behaviour reaches Level 2 or beyond on the Behaviour Ladder;
- Incident statement should be completed by students independently after a serious incident and given to the relevant Head of Year or member of the SLT;
- SIMS Online Referral for prejudice based incident (racist, sexist, homophobic) must be completed in every case of verbal/ physical abuse and HOL or SLT contacted either by email or in person
- Call/email HOD, HOL, SLT as per the Behaviour Ladder

Staff operate a clearly structured system of pupil monitoring, information sharing and SIMS referral to address pupil behaviour/performance problems.

Lower level problems are dealt with by subject teachers and their departments, while the more serious (including those occurring across a number of subjects) are dealt with by the Year team (Head of Learning and Assistant Head of Learning). The most serious issues are referred to SLT.

CONTACTING PARENTS: The Form teacher, HOL or HOD, dependent on the issue, should always be involved where parents are contacted over bad behaviour or poor work. Bringing parents into disciplinary matters is certainly desirable in serious cases and often brings about a better understanding of the problem.

Behaviour Ladder (graded response to poor behaviour) [Appendix 3](#)

Inside the Classroom (Behaviour for Learning)

The primary responsibility for maintenance of the positive climate for learning in the classroom lies with the adults within the classroom. Adults are therefore expected to:

- Use the Behaviour Ladder (graded response) and
- Deal with the issue as it occurs;
- Make it clear that they are condemning the behaviour not the person;
- Avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- Avoid whole group sanctions that punish the innocent as well as the guilty;
- Avoid humiliating or degrading sanctions.
- Make a SIMS referral as soon as possible if the incident is at Level 2.
- Any incident at Level 3 or above should be communicated to HOD/Deputy Head Curriculum/Assistant Headteacher (Care, Guidance and Support) immediately either by email or in person.

Outside The Classroom (Social Behaviour)

It is the responsibility of all staff to ensure that the school's behaviour policy is consistently applied. This responsibility applies before school, between lessons, during morning break, lunch and after school. Students on their way to school from home or on their way back home from school as well as on school journeys are ambassadors of the school. At all times students are representing the school and are responsible for the reputation of the school. Poor behaviour during any of these times will be challenged and appropriate sanction issued.

Any of the following sanctions may be used in school as appropriate for misbehaviour inside or outside the classroom. Please refer to the Behaviour Ladder:

- Verbal reprimand or warning;
- Detentions at lunchtime or after school. Children may be detained for up to 15 minutes at the end of the school day without prior notice. For longer detentions, at least 24 hours' notice must be given;
- Community service to the school;
- Withdrawal of privileges;
- Removal from a lesson/s;
- Being on report in lessons and/or social times;
- A SIMS referral as soon as possible if the incident is at Level 2.
- Any incident at Level 3 or above should be communicated to HOD/HOL/ Assistant Headteacher (Care, Guidance and Support)/Deputy Headteacher, Curriculum immediately either by email or in Person

- Internal Exclusion
- Fixed Term Exclusion

SIMS Online Referrals

A SIMS Referral should be made by any member of teaching staff, once an issue reaches Level 2 on the Behaviour Ladder. Instructions on how staff can make a referral are found in the Staff Handbook. It is important that all staff are consistent and make the referral at this stage so that an accurate picture of student performance and behaviour can be seen and responded to. Information sharing and referral will frequently establish that a pupil has complex difficulties, of which misbehaviour is but one aspect. Referrals may lead to mentoring, learning support, and the use of a wide range of other strategies to support the pupil's improvement. In the light of these factors, we reserve the right to vary actions/sanctions in individual circumstances. SIMS referrals will be officially looked at fortnightly when the Head of Learning/Assistant Head of Learning meet with the Assistant Headteacher (Care, Guidance and Support). Referrals made by staff will allow the HOL/AHOL and Assistant Headteacher (Care, Guidance and Support) to see a pattern of performance/behaviour and allow them to put in place the most appropriate course of action/targets for the student concerned. Referrals will also be looked at fortnightly by the Head of Department. This allows for the HOD to speak with the individual student concerned, continue to monitor the student's performance with the relevant subject teacher and to work closely with the HOL in devising the most appropriate strategy to support the student. However, subject teachers should discuss poor student behaviour/underperformance and referrals causing concern with their Head of Department as soon as possible rather than waiting for their Head of Department to receive the fortnightly referral list. Parents will not automatically be contacted when a referral is made. This will occur when either a significant number of referrals have been made in a half-term/term or if the pattern of referrals is becoming a cause for concern.

Detentions

In some cases a member of staff may wish to keep a pupil behind after School.

Any member of staff may give a detention in which pupils are set extra work/made to reflect on poor behaviour/lack of application etc.

- Class detentions in which a whole class is detained because of generally bad behaviour should be avoided whenever possible. They inevitably punish many pupils who are not guilty and this causes resentment.
- Pupils may be detained for 15 minutes after the end of the school day without notice, but beyond that time 24 hours' notice should be given.
- A 'Lates' Detention of either half an hour or an hour is held on Monday nights and starts at 3.50pm. This detention is used for those students who are repeatedly late to school/PM registration. Details of this detention can be found in the Attendance and Punctuality Policy.
- A Uniform Detention is also held on Monday nights. This is used for students who have persistent uniform issues and for whom action at Level 2 on the Behavioural Ladder has had little effect. They will last for either half an hour or an hour and starts at 3.50pm.
- A School Detention of one hour is held on Thursday nights used by Heads of Learning for breaches of specific regulations and by Heads of Department for those students who have missed two consecutive departmental detentions without a valid reason.
- In exceptional cases a pupil may be required (with parental consent) to attend a longer Head teacher's detention during an evening school event. These detentions are supervised by a member of SLT and may last up to two hours. Students return to school in full uniform and are collected by parents at the end of the detention.
- Subject Teacher detentions – issued and supervised by the class teacher – 30 minute detention. These are normally held at lunchtime.
- Departmental Detentions – issued by Head of Department and supervised by departmental staff. These can last between 30-60 minutes. These are given when a student has failed to turn up for a subject teacher detention or for more serious/repeated offences.
- Year detentions – issued by Head of Learning for offences outside of the classroom. Normally 30 minutes and held at lunchtime. Examples of infringements that would warrant a Year detention are: inappropriate behaviour in the corridors, rudeness to staff (all staff), refusal to follow instructions, disrupting a lesson other than their own.

This policy makes it clear that The Latymer School will use detentions as a sanction and that for any detention over 15 minutes at the end of the school day at least 24 hours' notice will be given. Currently, parents will be notified of a detention in the following manner:

- A detention at lunch/after school should be communicated to parents via the planner
- School Detention – email and note in planner. It is the student's responsibility to bring these detention to the attention of the parent or carer
- Head teacher's detention – letter from Headteacher's PA/phone call from Assistant Headteacher (Care, Guidance and Support)
- Departmental Detention - email or detention slip and note in planner. It is the student's responsibility to bring these detention slips to the attention of the parent or carer
- Uniform Detention and 'Lates' Detention - email

Removal from lessons

Where a pupil is behaving badly the teacher may wish to see him/her outside of the classroom for a few minutes. A pupil should not be left standing in the corridor in this way but after discussion and a warning should be brought back into the classroom. Any repeated disruption/unacceptable behaviour by the pupil in the lesson or subsequent lessons will lead to a referral and one of the detentions above or removal from the lesson by a member of SLT.

Placing on report

This sanction would be imposed by the Year team in response to a number of online referrals about poor behaviour and/or poor work and would be imposed for one or two weeks. The pupil is required to keep a record of punctuality, quality of work and behaviour in lessons filled in and signed by the subject teacher at the end of each period. The pupil reports to the Head of Learning at the end of each day or more frequently, if needed, in order to check on his/her performance. It is the responsibility of the student whilst s/he is on report to bring the report to the attention of his/her parents and for them to sign it each evening.

Serious incidents

Pupils making teaching impossible for teacher and learning impossible for other pupils must be removed from class. After 2 warnings to a pupil or group of pupils in a lesson about behaviour that has this effect, the teacher should send another pupil to Main Reception with a request for a member of SLT to collect the pupil(s) involved. The same applies in the first instance of a direct challenge to the teacher, or dangerous conduct. Follow-up action will be led by SLT (usually Assistant Headteacher - Care, Guidance and Support)).

Banning from School Trips

Certain misdemeanors may warrant banning from School Trips for a set period of time. The school may withhold from pupils, their participation in a school trip or any other activity or event that is not an essential part of the curriculum. Should the school trip or sports event be an essential part of the curriculum, an alternative means of fulfilling the relevant curriculum requirements will be offered by the school. Such misdemeanors include serious cases of bad behaviour/disruptions as well as breaches of school rules re. Alcohol and drugs. Where such banning occurs after deposits for trips have been made and the school has incurred unrecoverable expenses the school reserves the right to retain the deposit paid.

Internal Exclusion

In very serious cases of disruption or bad behaviour it is possible to withdraw a pupil from some lessons; or to exclude a pupil from all lessons for all or part of a school day (the pupil is set work and separately supervised). This sanction will only ever be arranged by the Assistant Headteacher (Care, Guidance and Support), a Deputy, or the Headteacher. In these cases parents must be contacted and given reasons for the withdrawal from lessons.

External Exclusions

Fixed Term Exclusion (FTE)

When other punishments have been exhausted or when the offence is very serious indeed, it may be necessary for the pupil to be excluded from School by the Head teacher. This involves the pupil being excluded from School for a specified number of days, during which time the parents are seen by the Head teacher. The pupil may come back to School only when assurances of better behaviour are forthcoming from the pupil and the parents have agreed to do all they can to ensure that the pupil conforms to School regulations. Work is set for the pupil during the period of

exclusion. On return the pupil is offered whatever support may be needed to help him/her thrive within the school community.

Examples of Actions That Would Normally Lead To Fixed Term Exclusion:

As a school we hold that the most important right is to be secure at all times. Behaviour likely to undermine that security is consequently regarded as a serious breach of discipline.

The following offences are totally unacceptable and warrant an automatic sanction, normally exclusion for a fixed period of time. These may range from 1 -2 days or longer.

- Serious bullying (including racial, sexual harassment, homophobia or cyber)
- Swearing at a member of staff;
- Threatening behaviour;
- Violence towards another pupil;
- Possession of illegal substances;
- Deliberate damage to property;
- Theft;
- Actions that put the health and safety of any other member of the school community at risk;
- Repeated disruption to teaching and learning;
- Repeated refusal to obey reasonable instructions thus challenging and undermining the authority of staff.

Permanent Exclusion

This is the most serious punishment available to the School. After a permanent exclusion a panel of governors meet to decide whether to uphold the Head teacher's decision to exclude or to reinstate the pupil. The parents and the excluded pupil may attend this meeting. The parents then have a right to appeal to an independent panel which may order reinstatement. The LEA has responsibility to find an alternative school for the pupil if they are of compulsory school age.

Examples of Actions That Would Normally Lead To Permanent Exclusion:

- Persistent bullying including racial or sexual harassment or homophobia (persistent as recorded in the sanctions system);
- Actual or threatened violence against a member of staff;
- Serious actual or threatened violence against another pupil;
- Sexual abuse;
- Dealing in illegal substances;
- Second offence of possession of illegal substances;
- Possession of an item that could be used as an offensive weapon such as a knife;
- Persistent violence towards pupils;
- Actions that put the health and safety of any other member of the school community at serious risk;
- Persistent and malicious disruptive behaviour, including open defiance or refusal to conform with agreed school policies;
- Repeated breaches of the school code of conduct. These should be documented through the sanctions system and are likely to be after the student has been on a Pastoral Support Programme and there has been no improvement.

The above lists are not exhaustive and other offences may lead to exclusion.

Rewarding Positive Behaviour

At The Latymer School, we believe that a comprehensive system of recognition and reward of positive behaviour and effort is a pre-requisite for achieving outstanding behaviour. Similarly, students who consistently demonstrate the ability to apply the aims of the school, as detailed on page 2, should receive positive referrals which would contribute to a more significant reward. There is currently a wide range of rewards that include the following:

- Verbal praise;
- Written praise on work;
- Acknowledgement at assemblies;
- Merits
- Head teacher's Commendations
- Praise Postcards home from individual teachers or Faculties;
- Telephone and letters home to parents and carers;
- Notes in planners;
- Positive referrals
- Faculty awards;
- Privileges
- Invite to special events/trips
- Head of Year Awards
- Jack Petchey Award

GIRLS' UNIFORM: YEARS 7-11	
BLAZER	Optional. If worn must be plain navy with the school badge.
SHOES	Plain black leather or imitation leather, low-heeled school shoes. Except for the underneath of the sole all parts of the shoe/boot must be entirely black and have a maximum heel height of 3cm. Steel-tipped or narrow heels are not allowed as these damage the wooden floors. Canvas shoes, plimsolls, trainer like shoes (flat soled), heavy working or walking boots or high-heeled shoes (maximum heel height of 3cm) are not permitted.
TIGHTS	Navy or black, plain, single colour tights may be worn all-year-round. Decorative ankle socks are not to be worn on top of other socks or tights.
SOCKS (Summer Term)	Knee-high socks: navy or black, plain. No socks above the knee.
SKIRT	A plain navy, pleat style skirt worn at a sensible length which reflects the working environment. A skirt with a 24 or 26 inch waist should have a minimum skirt length of 20 inches and a skirt with a 28 inch waist or more should have a minimum skirt length of 22 inches. Short skirts are not allowed. If the school feels a skirt is too short, parents will be contacted and asked to replace with a longer skirt or plain navy (full length, straight cut) trousers. Please allow for potential growth when purchasing these items.
TROUSERS	Optional plain navy (full length, straight cut), available from Lyons and Smiths may be worn all-year-round. Other styles (skinny/drainpipe) are not permitted.
SHIRT	Plain white school shirt with regular collar. Long or short sleeves are permitted. The shirt should be worn tucked in. Shirts with long sleeves should not be rolled up (short sleeve shirts are permitted). Underwear should not be of a colour that shows through the shirt. Shirts should be tucked in throughout the school day and on the way to and from school.
TIE	Latymer striped tie knotted up to the neck. The tie knot should cover the top button of the shirt.
JUMPER	Plain navy, V-neck jumper with the school badge. No other jumper, hoodie or sweat shirt is permitted.
HAIR	Hair should be the pupil's natural hair colour – no extreme styles.
RIBBONS/SLIDES	Navy or black. Metal slides are allowed
JEWELLERY	Students with pierced ears are permitted to wear one small stud in the lower lobe of each ear. No other jewellery (facial or decorative) is allowed in Years 7 - 11.
LABORATORY OVERALL	Navy blue (must be button through).
MAKE-UP	Subtle make-up (minimal). Coloured nail varnish is not permitted.
HEADSCARVES	These are allowed for religious reasons but should be blue or black. Ties worn underneath.
OUTDOOR UNIFORM	
FOOTWEAR	The uniform shoes should be worn on the way to and from school. Trainers must not be worn on the journey to and from school.
COATS	There is no restriction on the outdoor coat. We advise against the wearing of expensive coats. Coats must not be worn or carried around school but should be stored either in lockers or in bags. Hoodies, sweatshirts and jumpers (with the exception of the plain navy, V-neck jumper or the School Jumper) should not be worn in place of a coat and as such are not allowed to be worn on the school premises during the school day.

BOYS' UNIFORM: YEARS 7-11

BLAZER	Optional. If worn must be plain navy with the school badge.
SHOES	Plain black leather or imitation leather, low-heeled school shoes. Except for the underneath of the sole all parts of the shoe/boot must be entirely black and have a maximum heel height of 3cm. Steel-tipped or narrow heels are not allowed as these damage the wooden floors. Canvas shoes, plimsolls, trainer like shoes (flat soled), heavy working or walking boots or high-heeled shoes (maximum heel height of 3cm) are not permitted.
SOCKS	Navy or black plain, single colour. No white socks.
TROUSERS	Plain charcoal grey. 'Classic' style as available at school outfitters. No drainpipe or skinny styles are allowed. Trousers should fit well and not be loose allowing underwear to be seen.
BELT	These should be black. No coloured belts allowed.
SHIRT	Plain white school shirt with regular collar. Long or short sleeves are permitted. The shirt should be worn tucked in. Shirts with long sleeves should not be rolled up (short sleeve shirts are permitted). Underwear should not be of a colour that shows through the shirt. Shirts should be tucked in throughout the school day and on the way to and from school.
TIE	Latymer striped tie knotted up to the neck. The tie knot should cover the top button of the shirt.
JUMPER	Plain navy, V-neck jumper with the school badge. No other jumper, hoodie or sweat shirt is permitted.
HAIR	Hair should be the pupil's natural hair colour – no extreme styles.
JEWELLERY	Pupils whose ears have been pierced may wear a single plain and unobtrusive gold or silver ear stud or sleepers (up to a maximum of one per ear). No other jewellery (facial or decorative) is allowed in Years 7 - 11.
LABORATORY OVERALL	Navy blue (must be button through).
OUTDOOR UNIFORM	
FOOTWEAR	The uniform shoes should be worn on the way to and from school. Trainers must not be worn on the journey to and from school.
COATS	There is no restriction on the outdoor coat. We advise against the wearing of expensive coats. Coats must not be worn or carried around school but should be stored either in lockers or in bags. Hoodies, sweatshirts and jumpers (with the exception of the plain navy, V-neck jumper with the school badge and motto) should not be worn in place of a coat and as such are not allowed to be worn on the School premises during the school day.

Appendix 2: [SEARCHING AND CONFISCATION](#)

(Based on DfE Guidance 2012)

Searching 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 and cigarette papers
- fireworks
- pornographic images

any article that the member of staff reasonably suspects has been, or is likely to be, used i) to commit an offence,

ii) to cause personal injury to, or damage to the property of, any person (including the pupil)

Head teachers 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

Confiscation item, however found, which they consider harmful or detrimental to school discipline.

Schools' obligations under the European Convention on Human Rights (ECHR)

Under article 8 of the European Convention on Human Rights pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy.

The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate.

The powers to search in the Education Act 1996 are compatible with Article 8. A school exercising those powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8. This advice will assist schools in deciding how to exercise the searching powers in a lawful way.

Searching without consent

2. Schools' Common Law Powers to Search: can search pupils with their consent for any item.

Also note:

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

2) Schools should make clear in their school behaviour policy and in communications to parents and pupils what items are banned.

3) If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate punishment as set out in the school's behaviour policy.

4) A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

Searching Without Consent (in England)

3. What the law says: What can be searched for:

- 1) Knives or weapons, alcohol, illegal drugs and stolen items; and
- 2) Tobacco and cigarette papers, fireworks and pornographic images; and
- 3) 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 property; and
- 4) Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Can I search?

5) Yes, if you are a head teacher or a member of school staff and authorised by the head teacher. (Member of school staff means any teacher who works at the school, and any other person who with the authority of the head teacher has lawful control or charge of pupils for whom education is being provided at the school). In normal circumstances, this will usually mean the Headteacher and Deputy head teachers, Heads of Learning and Assistant Heads of Learning, as well as trip leaders or others authorised to do so.

Under what circumstances?

- 6) You must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the pupil being searched.
- 7) There is a limited exception to this rule. You can carry out a search of a pupil of the opposite sex to you and without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

When can I search?

8) If you have reasonable grounds for suspecting that a pupil is in possession of a prohibited item. Also note: The law also says what must be done with prohibited items which are seized following a search. The requirement that the searcher is the same sex as the pupil and that a witness is present will continue to apply in nearly all searches. Where it is practicable to summon a staff member of the same sex as the pupil and a witness then the teachers wishing to conduct a search must do so.

4. Authorising Members of Staff

- 1) Head teachers should decide who to authorise to use these powers. There is no requirement to provide authorisation in writing. ('Member of staff' means any teacher who works at the school, and any other person who with the authority of the head teacher has lawful control or charge of pupils for whom education is being provided at the school). In normal circumstances, this will usually mean the Head teacher, Deputy head teachers, Assistant Headteacher (Care, Guidance and Support), Heads of Learning and Assistant Heads of Learning, as well as trip leaders or others authorised to do so.
- 2) Staff, other than security staff, can refuse to undertake a search. The law states that head teachers may not require anyone other than a member of the school security staff to undertake a search.
- 3) Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property, but not for weapons or knives.
- 4) A head teacher can require a member of the school's security staff to undertake a search.
- 5) If a security guard, who is not a member of the school staff, searches a pupil, the person witnessing the search should ideally be a permanent member of the school staff, as they are more likely to know the pupil.

5. Training for School Staff

1) When designating a member of staff to undertake searches under these powers, the head teacher should consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.

6. Establishing Grounds for a Search

1) Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a pupil may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to be suspicious.

2) In the exceptional circumstances when it is necessary to conduct a search of a pupil of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a pupil's expectation of privacy increases as they get older.

3) The powers allow school staff to search regardless of whether the pupil is found after the search to have that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

4) School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

7. Searches for Items Banned by the School Rules

1) An item banned by the school rules may only be searched for under these powers if it has been identified in the school rules as an item that can be searched for.

2) The school rules must be determined and publicised by the head teacher in accordance with section 89 of the Education and Inspections Act 2006. In the case of Academies, the school rules must be determined in accordance with the School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012. Separate advice on school rules is available in 'Behaviour and Discipline – a guide for head teachers and school staff' via the link under Associated Resources.

3) Under section 89 and the School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012, the head teacher must publicise the school behaviour policy, in writing, to staff, parents and pupils at least once a year.

8. Location of a Search

1) 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 pupil, for example on school trips in England or in training settings.

2) The powers only apply in England.

During the Search

9. Extent of the search – clothes, possessions, desks and lockers

The person conducting the search may not require the pupil 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 'outer clothing' includes hats; shoes; boots; gloves and scarves.

A pupil's possessions can only be searched in the presence of the pupil 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.

Also note:

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

10. Lockers and Desks

1) Under common law powers, schools are able to search lockers and desks for any item provided the pupil agrees. Schools can also make it a condition of having a locker or desk that the pupil consents to have these searched for any item whether or not the pupil is present.

2) If a pupil 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.

11. Use of Force

1) 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.

(See ‘Restraining with Reasonable Force Policy’ – October 2010).

After the Search

12. The power to seize and confiscate items – general

What the law allows: 2006, enables a member of staff to confiscate, retain or dispose of a pupil’s property as a disciplinary penalty, where reasonable to do so. Also note:

1) The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a ‘with consent’ search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.

2) Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

13. Items found as a result of a ‘without consent’ search

What the law says: for suspecting is a prohibited item or is evidence in relation to an offence.

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 pupil. 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.

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.

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. Tobacco or cigarette papers may be retained or disposed of. 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 pupil. Fireworks found as a result of a search may be retained or disposed of but should not be returned to the pupil. In the case of 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. 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. When confiscating an item which is banned under the school rules, the member of staff

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. Weapons or items which are evidence of an offence must be passed to the police as soon as possible.

14. Searching Without Consent (in Wales)

In Wales section 550AA of the Education Act 1996, inserted under Section 45 of the Violent Crime Reduction Act 2006, introduced a power for head teachers and other members of school staff to screen any pupil for a knife or other weapon, and search, without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon. The power is limited to **knives and other offensive weapons** and does not include other 'prohibited items'. The statutory power to search applies where there are reasonable grounds for suspecting that a pupil has with him or in his possessions any of the following:

- A knife – to be precise, any article which has a blade or is sharply pointed. The definition does not include a folding pocket knife other than one whose cutting edge exceeds three inches or one which is not readily foldable at all times (such as a locking knife);
- A weapon made for injury, such as a gun;
- An offensive weapon – to be precise, any article made or adapted to injure a person, or any article which is intended by the person carrying the article for such use by him or another person;
- An article adapted for causing injury such as a bottle broken deliberately for the purpose; and
- An article not made or adapted for causing injury but which the person who has it intends to be used for the purpose of causing injury, e.g. a baseball bat.

The power includes a power to search where there are reasonable grounds to suspect that a pupil is in innocent possession of a weapon. The power does not, however, allow without-suspicion (whether random or blanket) searches. The searcher and the required "second person present" must be of the same sex as the pupil searched. The power to search on suspicion and without consent enables a personal search, involving removal of outer clothing (e.g. a coat, jacket or pullover) and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

Guidance from the Welsh Assembly Government states that a head teacher needs no authorisation to conduct a weapons search without consent. Other school staff must be authorised by their head teacher before they can do so. Authorisation may be on a long term or permanent basis, or for a stated shorter period, **and should be in writing**. The head teacher should undertake training if intending to search pupils for a weapon on suspicion and without consent, and should arrange training (including refresher training) for any school staff whom the head teacher will authorise to search. No one should do a search before being trained.

School staff can search a pupil outside the school premises where the pupil is under their lawful charge, e.g. during an off-site educational visit. On school visits, staff should normally rely on calling the police rather than seek to have a member of staff authorised to search on every visit where suspicion might arise.

The Welsh Assembly Government advises that when a pupil suspected of carrying a weapon is likely to physically resist, school staff should call the police rather than use force to continue the search. Schools are not required to inform a parent before a search or seek parental consent, but it is advisable to publicise the school's policy in advance.

15. Statutory Guidance on the Disposal of Controlled Drugs and Stolen Items

1) It is up to teachers to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a "good reason" for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State: (Section 550ZC (6) Education Act 1996)

2) In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.

3) Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.

4) With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

16. Statutory Guidance for Dealing with Electronic Devices

1) 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.

2) The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device: (550ZC (6G) Education Act 1996)

In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

3) If inappropriate material is found on the device it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Also note:

Teachers should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

17. Telling parents and dealing with complaints

1) Schools are not required to inform parents before a search takes place or to seek their consent to search their child.

2) There is no legal requirement to make or keep a record of a search.

3) Schools should inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

4) Complaints about screening or searching should be dealt with through the normal school complaints procedure.

1. APPENDIX 2b Pupil behaviour beyond the school gate

(Based on DfE Guidance 2012)

Pupils' conduct outside the school gates – teachers' powers

What the law allows:

Teachers have a statutory power to discipline pupils for misbehaving outside of the school premises. Section 89 (5) of the Education and Inspections Act 2006 gives head teachers a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable."

The school's behaviour policy will be applied as appropriate with regard to all non-criminal bad behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a staff member or reported to the school

THE BEHAVIOUR AND SANCTION LADDER

The Behaviour and Sanction Ladder is an attempt to provide staff, students and parents with a transparent and consistent system of sanctions that escalate to reflect the different levels of student behaviour and performance. It is important that staff are familiar with the ladder and apply it appropriately so that students feel that there is a consistent approach across the school. It is also a reminder that all staff have a responsibility to respond to poor behaviour for learning and potential under-performance in the classroom as well as responding to social behaviour, that which occurs outside the classroom, particularly when it falls below expectations. Staff should always attempt to resolve the issue that has occurred by following the ladder and applying the most appropriate sanction. Not all examples of poor behaviour will have been listed, nor will all sanctions. Therefore, there will have to be a level of teacher judgement and discretion but the ladder should help in that regard. A key element of the ladder is the point at when staff should make a SIMS referral. This is at anything at Level 2 or above. However, given that a referral may not be looked at for a week or more depending on the meeting cycle of HOLS/AHOLS and Assistant Headteacher (Care, Guidance and Support), it is essential that the subject teacher communicates with their Head of Department to alert them to issue in question or to seek support in resolving it in the best interests of all parties.

Level	Examples of poor behaviour	Person with responsibility	Person to give support	Examples of suitable sanction	Examples of positive response	Example of follow up
1	<ul style="list-style-type: none"> • Speaking out of turn in class • First time late to lessons (5 mins+) • Minimal effort in class • Distracting others' learning/not allowing teacher to teach • First time issues with uniform • Low level silly behaviour around school (break/lunch/change over) • Chewing gum 	<p>Subject teacher</p> <p>Form tutor</p> <p>All staff</p>	<p>At this stage, additional support should not be necessary</p>	<p>Non-confrontational verbal reprimand</p> <ul style="list-style-type: none"> • Warning of detention at lunch or after school 	<ul style="list-style-type: none"> • Set a positive target/expectation for the next lesson/from now onwards 	<ul style="list-style-type: none"> • None needed
2	<ul style="list-style-type: none"> • Repeated low level disruption in same lesson after warning or in subsequent lessons. • Repeated means that this behaviour becomes noticeable over a short time frame (next lesson, later in the week, start of nextweek). • Continued lack of effort • Poor quality homework/missed deadline/homework repeatedly not handed in on time • Repeated lateness to lesson • Repeated uniform issues (shirt out, tie not worn properly, skirt not suitable length, non-school item worn on school premises including Dining Room) • Breach of Mobile phone and electronic device policy 	<p>Subject teacher</p> <p>Subject teacher/form tutor</p> <p>All staff</p>	<p>HOD / HOL</p> <p>HOL / HOD</p> <p>HOL</p>	<ul style="list-style-type: none"> • Member of staff to speak to them away from rest of class. • Warning of detention at lunch or after school • Teacher refer to HOD via SIMS • Note in planner for parents. Student to see the teacher the following day to hear/see what parents have said in planner • Teacher to speak to/email HOL cc Assistant Headteacher (Care, Guidance and Support) • Phone confiscated and taken to office asap that day. School detention. 	<ul style="list-style-type: none"> • Conversation with student to determine if problem with understanding/learning. Set expectations and alert that written referral next • Teacher discuss strategies with HOD • If necessary discussion with HOL re subject progress report • HOL sees student re uniform • HOL talks through consequences of inappropriate mobile phone use 	<ul style="list-style-type: none"> • Private discussion between teacher and student • Private discussion with HOL and student • Student sets own targets to modify behaviour/improve uniform

	<ul style="list-style-type: none"> Unhelpful attitude in queue/Dining Hall/field/playground (leaving tray, litter, anti-social behaviour) Repeated chewing gum 			<ul style="list-style-type: none"> Departmental detention (all depts. to have them) Meeting with Head of Learning Community Service 		
Level	Examples of poor behaviour	Person with responsibility	Person to give support	Examples of suitable sanction	Examples of positive response	Example of follow up
3	<ul style="list-style-type: none"> Repeated Level 2 behaviour Eating/drinking around school Persistent lateness to lessons Persistent uniform issues (3 referrals) despite action at Level 2 Persistent and/or serious lesson disruption preventing others from learning Lack of respect/defiance Truancing a lesson Leaving the premises without permission Missed departmental detention Breach of mobile phone and electronic device policy 	Subject teacher/ HOD / HOL / AHOL	HOD /HOL /AHOL	<ul style="list-style-type: none"> Whole school detention (Thursday with Assistant Headteacher – Care, Guidance and Support) for persistently poor behaviour or for missing two consecutive year or departmental detentions. Uniform detention (Mondays). Any student who has been referred three times by staff will be in the Uniform Detention for 30 minutes. Staff to update the Uniform Spreadsheet If uniform/lates detention is missed without valid excuse (parents call in beforehand) the length of detention will double Loss of social time Community Service Meeting with Assistant Headteacher – Care, Guidance and Support 	<ul style="list-style-type: none"> Subject report Round robin to gauge performance/attitude to learning in all subjects Daily report to HOL Positive report to HOL Sixth Form Mentor Teacher review strategies Parents invited into school for meeting with HOD/HOL and Assistant Headteacher – Care, Guidance and Support 	<ul style="list-style-type: none"> Discussions between students and HOD/HOL Talk through what could happen if this behaviour continues (academic outcomes, more severe sanctions) Aim to have a positive letter sent home

Level	Examples of poor behaviour	Person with responsibility	Person to give support	Examples of suitable sanction	Examples of positive response	Example of follow up
4	<ul style="list-style-type: none"> Repeated Level 3 behaviour Fighting/Physical aggression/violence towards another student* Wilful damage towards school property/environment All forms of bullying (physical, emotional, cyber, etc) including inappropriate use of social media outside of school which is reported by another student and which has the potential to inflict hurt on another. Not following code of conduct on School Trip 	All staff to be vigilant and to report dept issues to HOD, all other non-dept issues to HOL/AHOL.	HOD /HOL /AHOL	<ul style="list-style-type: none"> School Detention Community Service (supervised by Assistant Headteacher - Care, Guidance and Support) Internal Exclusion Headteacher's detention (1- 2hours). A Headteacher's detention is when a student goes home at 3.45pm but comes back to school later that evening (e.g at 6pm) and carries out community service detention in school in uniform for one or two hours. Fixed term exclusion (FTE) <p>(All these sanctions will be noted on file)</p>	<ul style="list-style-type: none"> Contact with parents on same day if possible and meeting arranged Meeting with PC Anderson (hate crime, racism, damage to others' property) Involvement of SENCO Recommendation to see EP/counsellor All staff informed to monitor behaviour 	<ul style="list-style-type: none"> Outreach links considered Daily meeting with HOL/AHOL Weekly meeting with HOL/ Assistant Headteacher – Care Guidance and Support Re-integration meeting with Assistant Headteacher – Care Guidance and Support /HOL following FTE or internal Exclusion

Level	Examples of poor behaviour	Person with responsibility	Person to give support	Examples of suitable sanction	Examples of positive response	Example of follow up
5	<ul style="list-style-type: none"> Refusal to change despite input/support Continued serious disturbance Theft Smoking (Smoking is strictly not permitted. Pupils may not smoke in, around or on the way to or from school or on school trips. Nor should they bring smoking materials to School or on school trips). 	HOD/HOL/ AHOL/ Assistant Headteacher / DH	HOD /HOL /AHOL	<ul style="list-style-type: none"> Internal Exclusion Fixed term Exclusion 	<ul style="list-style-type: none"> Parents invited in to meet Assistant Headteacher – Care Guidance and Support Daily Report to Assistant Headteacher – Care Guidance and Support /DH depending on whether issue is curriculum/pastoral related Involvement of SENCO and possible outreach with EPS, Behaviour Support, At Risk Team Meeting with PC Anderson 	
6	<ul style="list-style-type: none"> Fighting/Physical aggression/violence towards another student* Swearing/intimidating a member of staff Possession of alcohol (on school grounds or on a school trip) Possession of drugs (on school grounds or on a school trip) Persistent refusal to accept previous sanctions 	Head/Deputy Head/ Assistant Headteacher – Care, Guidance and Support	Governors	<ul style="list-style-type: none"> Further fixed term exclusion Possible permanent exclusion 	<ul style="list-style-type: none"> Parents invited in to meet Assistant Headteacher – Care Guidance and Support Daily Report to Assistant Headteacher – Care Guidance and Support/DH Possible outreach with EPS, Behaviour Support, At Risk Team Meeting with PC Anderson 	
7	<ul style="list-style-type: none"> Violence towards a member of staff Supplying drugs to other students Repeated Level 5 or 6 behaviour 	Head/Deputy Head	Governors	<ul style="list-style-type: none"> Permanent Exclusion 	<ul style="list-style-type: none"> Alternative school/managed move 	

*Incidents will be looked at on an individual basis. The appropriate sanction will range from a School Detention to fixed term exclusion.

Appendix 4: [ONLINE SAFETY INFRINGEMENT](#)

The sanctions outlined below from part of the **Online-Safety Policy**.

ONLINE-SAFETY INFRINGEMENT			
Category A infringements	Person with responsibility:	Person to provide support:	Examples of Suitable Sanctions:
<ul style="list-style-type: none"> • Use of non-educational sites during lessons • Unauthorised use of email and communications tools • Unauthorised use of mobile phone/personal device in lessons e.g. to send texts to friends • Use of unauthorised instant messaging / social networking sites 	Subject teacher / form tutor	Head of Department / Head of Learning	<p>Non-confrontational verbal reprimand</p> <ul style="list-style-type: none"> • Removal of phone until end of day and mobile phone referral to school office • Warning of detention at lunch or after school
Category B infringements	Person with responsibility:	Person to provide support:	Examples of Suitable Sanctions:
<ul style="list-style-type: none"> • Continued use of non-educational sites during lessons after being warned • Continued unauthorised use of email and communication tools after being warned • Continued unauthorised use of mobile phone/personal device after being warned • Continued use of unauthorised instant messaging / social networking sites, Games sites • Use of Filesharing software e.g. BitTorrent, for illegal downloading • Accidentally corrupting or destroying others' data without notifying a member of staff of it • Accidentally accessing offensive material and not notifying a member of staff of it 	Subject teacher / form tutor / ICT Manager	Head of Department / Head of Learning	<ul style="list-style-type: none"> • Removal of Internet access rights for a period • Removal of phone until end of day and mobile phone referral to school office • Note in planner for parents with responsibility of students to see teacher next day in AM reg and to hear/see what parents have said in planner Subject detention • Year detention • Whole school detention (Thursday with Assistant Headteacher – Care, Guidance and Support)

ONLINE-SAFETY INFRINGEMENT			
Category C infringements	Person with responsibility:	Person to provide support:	Examples of Suitable Sanctions:
<ul style="list-style-type: none"> Deliberately corrupting or destroying someone's data, violating privacy of others or posts inappropriate messages, videos or images on a social networking site. Sending an email or message that is regarded as harassment or of a bullying nature (one-off) Trying to access offensive or pornographic material (one-off) Transmission of commercial or advertising material Use of systems to circumvent schools online-safety tools such as VPN and proxy sites 	<p>Subject teacher / form tutor</p> <p>Head of Department / Head of Learning</p>	<p>Assistant Headteacher – Care, Guidance and Support</p>	<ul style="list-style-type: none"> Removal of Internet access rights for a period Internal Exclusion Headteacher's detention (1- 2hours). A Headteacher's detention is when a student goes home at 3.45pm but comes back to school later that evening (e.g at 6pm) and carries out community service detention in school in uniform for one or two hours. Fixed term exclusion (FTE) <p>(All these sanctions will be noted on file)</p> <ul style="list-style-type: none"> Other safeguarding actions according to the Safeguarding and Child Protection Policy <p>If inappropriate web material is accessed:</p> <ul style="list-style-type: none"> Ensure appropriate technical support filters the site
Category D infringements	Person with responsibility:	Person to provide support:	Examples of Suitable Sanctions:
<ul style="list-style-type: none"> Continued sending of emails or messages regarded as harassment or of a bullying nature Deliberately creating accessing, downloading or disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent Sharing or requesting of images or content of a minor that would be considered sexual or inappropriate. Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988 Bringing the school name into disrepute 	<p>Assistant Headteacher – Care, Guidance and Support /Refer to Head Teacher / Contact with parents</p>	<p>Chair of Governors</p>	<ul style="list-style-type: none"> Fixed term exclusion Possible permanent exclusion <p>Other possible safeguarding actions:</p> <ul style="list-style-type: none"> Secure and preserve any evidence Inform the service provider if appropriate. Liaise with relevant service providers/ instigators of the offending material to remove Report to Police / CEOP where child abuse or illegal activity is suspected