

Presdales School



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Presdales School Behaviour for Learning Policy

Introduction

At Presdales School we are committed to ensuring that all of our students achieve their very best. We strive to create a safe and stimulating learning environment where exemplary behaviour is at the heart of productive learning. We seek to embed a culture of praise, encouragement and self-discipline in our students and provide early intervention to prevent issues escalating. We place a heavy emphasis on positive relationships between staff and students, and endeavour to ensure fairness of treatment for all by encouraging consistency of response to both negative and positive behaviour.

Whole School Aims

Presdales School aims to promote:

- individual fulfilment of potential and achievement of excellence for all
- the belief that education rightly challenges people to exceed expectations
- the expansion of interests through richness of opportunity
- the development of a sense of initiative and leadership skills
- good relations with the wider community and especially with parents whose support is invaluable to the educational process
- a love of learning throughout life
- the understanding of “What it is to be me” and, by extension, “What it is to be another”
- sensitivity to the needs of others and the willingness to work as part of a team
- the development of a social conscience through the experience of belonging to a community
- the development of a sense of public service
- respect for the environment
- acknowledgement of the importance of morality and the value of everyone
- curiosity about the spiritual dimension and eagerness to explore this
- the development of wisdom and the importance of vision
- resilience in the face of life’s challenges

Code of Conduct

Our system is based on respect, rewards and consequences. Respect should be shown in the following ways:

- *Respect for Learning*
- *Respect for Ourselves and Others*
- *Respect for our Environment*

Rewards

A school ethos of encouragement and praise is central to the promotion of good behaviour. Rewards are one way of achieving this. Encouragement and verbal praise are also seen as central to promoting good behaviour, as is the celebration of success. This may be done through display material, assemblies, postcards home and a variety of other means. (See Appendix 1)

Consequences

Our consequences system (see Appendix 2) is designed, first and foremost, to enable us to teach good behaviour. It assumes that students will ‘get it wrong’ from time to time, and need the opportunity to ‘get it right’ rather than receive instant punishment (although the latter will be necessary in some situations). In the classroom the C1/C2/C3

progression underpins this idea: students are reminded of the consequences for them if they continue with inappropriate behaviour, and so they have the chance to stop.

Roles and Responsibilities

The Governing body will establish, in consultation with the Headteacher and staff the policy for the promotion of good behaviour and keep it under review. The Headteacher is responsible for the implementation and day-to-day management of the policy. All staff in the school are responsible for the consistent use of this policy whether this be in the classroom or around the school at any time. Presdales School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Students will also be clear on what action to expect if they fail to meet these expectations and have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

The implementation of this policy is supported by staff in the following ways:

Form Tutors:

- Play a key role in the pastoral care system and in the promotion of positive behaviour in the school
- Should be the first person to whom a student will turn to for help or advice
- Will encourage students to be fully involved in the life of the school, in form activities and to take pride in their form room
- Will contact parents as needed and are the first point of contact for parents who have concerns that are not subject related
- Will accurately maintain the register of attendance for their form and chase and record reasons for absence on a weekly basis. They monitor punctuality and if a student is late to registration twice in a week the pastoral support assistant will set a detention
- Are alert to emerging patterns of absence and refer any attendance concern to the Pastoral support assistant and Head of Year
- Will monitor the personal appearance and behaviour of students in their form. They check the uniform of students in their form on a daily basis, including jewellery and issue the appropriate consequence points.
- Will be responsible for checking student planners on a weekly basis, monitoring homework records in the planner and if there are any messages from home they will act on these. Urgent issues are communicated directly to the member of staff involved
- Will listen to and support students and refer them on to others as needed, particularly if they notice signs of anxiety or stress
- Will attend assemblies with their forms, enforce good behaviour during the assembly and supervise their form's movement to the place of assembly. They are also expected to supervise their form's production of Year Assemblies on the rota drawn up by the Head of Year
- Will monitor the progress of the students in their forms and after school tracking point data has been collected, they will play a key role in action plans and Behaviour Reports decided on by Heads of Year

Subject Teacher

All members of the teaching staff have responsibility for discipline both within their classroom and in the corridors, dining rooms and other areas of the school. It is expected that lessons are planned to promote good behaviour and

teachers should seek to motivate students by issuing reward points. If a student is not behaving in an acceptable manner, the subject teacher should issue consequences as appropriate. They should liaise with the Head of Department if the poor behaviour is ongoing.

Head of Department

Heads of Department have an oversight of the behaviour of students in lessons in their subject area. They will do this through analysing the weekly behaviour report (produced by the pastoral support assistant) identifying any patterns of behaviour within classes and then taking the appropriate action. Students whose behaviour is an ongoing cause for concern for staff in their department will be referred to the Head of Department who will take appropriate action in any of the following ways:

- Student spoken to
- Student moved to the Head of Department's or another suitable classroom
- Telephone call home/meeting with parents
- Detention issued
- Departmental subject report
- Refer to Head of Year for more serious concerns

Head of Year

Heads of Year have an oversight of the behaviour of students in their year group and seek to motivate students in having positive behaviour for learning as well as addressing concerns regarding the behaviour of students when it is unsatisfactory in more than one subject area. They liaise with Form Tutors, parents and the SENCO to assess the different needs of the student and provide appropriate support.

Heads of Year will analyse Consequence Points for students in their year group on a weekly basis and any student who has been given more than a set number of consequence points may be placed on an appropriate Behaviour Report or given a detention. If students reach 3 behaviour points in a week they will be placed in a 30 minute lunchtime Pastoral detention, 5 will mean a 1 hour after-school Pastoral detention and 10 will mean a 1 day in internal isolation. Heads of Year will ensure that detentions longer than 30 minutes are set when appropriate to do so.

When school Tracking Point data is collected, Heads of Year will reward good achievement by issuing appropriate achievement points, certificates in Year assemblies, sending letters home and organising a celebratory breakfast. They will also analyse students' core skills causing concern (behaviour, homework, organisation) and organise for these individuals to be placed on appropriate Behaviour Reports. On a monthly basis Heads of Year will analyse the attendance of their year group and report this back to the relevant Pastoral Manager with appropriate follow up actions.

Assistant Headteacher with Key Stage lead/Deputy Headteacher Pastoral

AHTs have oversight of the behaviour of students in their designated Key Stage. They meet with Heads of Year on a weekly basis and deal with serious issues. AHTs formulate behaviour action plans and Personal Support Plans for students whose behaviour is a serious cause for concern. AHTs also make referrals to the School Counsellor and outside agencies when needed. They meet on a monthly basis with the School Attendance Officer and manage attendance cases of students who are persistent absentees. The Deputy Headteacher Pastoral has oversight of all AHT Key Stage leaders.

Implementation of the Policy

While the policy sets out a level of response that is normally appropriate to misconduct, staff are expected to exercise judgement according to the individual circumstance of the case. Special or individual circumstances might lead to a lower punishment to be set. Repeat offending may lead to the listed punishment being increased.

Definition of School Jurisdiction

This policy applies on school premises and during school hours, on visits and trips, at school events or other occasions related to the school, and on any occasions when the students are the responsibility of the staff. The policy applies when students are off site on study leave or work experience. When students are travelling to and from school they are considered to be representing the school, therefore the school rules apply. This includes Sixth Form students, who remain subject to school jurisdiction even if off site, for example on lunchtime exeat, or when allowed off site if not being taught or in transit to another institution. The school reserves the right to take interest in and impose sanctions for any misconduct by any student at any time, beyond the bounds of the school day, week, and term, where such misconduct could have repercussions for the orderly running of the school, poses a threat to another student or member of the public or could adversely affect the reputation of the school. In addition to this policy, further details are given in school policies on anti-bullying, equality, and drugs and substance abuse related incidents.

This policy applies to students of other institutions when they are on site as part of consortium teaching arrangements, as well as our students whilst attending other institutions for educational purposes, including school trips and off site visits.

Behaviour in the Classroom

In lessons students are to be seated whilst the register is being taken, be silent and respectful whilst the member of staff or nominated student is addressing the class and when answering or asking a question, students will put their hand up and not call out. Students are expected to work sensibly, follow all instructions given by the class teacher and not distract or annoy other students. Any incidents of inappropriate talking, or not getting on with work set will result in a consequence being given. Classroom disruption will not be tolerated as it disrupts the learning of others.

Offensive language

There is no excuse for rudeness, disrespect or insolence towards any other member of the school community. Any student caught swearing or using offensive, inappropriate language will be issued with a consequence. A more serious consequence will be applied if such language is directly aimed at a member of our community.

Offensive Conduct to Students

Students are expected to treat each other in the way they would like to be treated themselves. There is no excuse for rudeness, disrespect or aggression to any member of the school community. Racist, homophobic or abusive remarks and abusive bullying behaviour will not be tolerated and will be dealt with severely. All students are expected to play their part in maintaining high standards of behaviour and if serious misconduct has occurred, students are expected to be helpful to staff investigating.

If a student is physically or verbally assaulted by another student within school, they should bring this to the attention of a member of staff so that the appropriate action can be taken. Using retaliation to deal with the matter may lead to a consequence for both parties involved.

Use of electronic or telephone means to harass, alarm or distress, such as by e-mail, website or social networking sites, social media or text message, comes within the remit of this policy and will lead to a serious consequence.

Following an incident, all students will be interviewed and a course of action agreed upon. Parents will be informed. The situation will be monitored and any further actions by students involved may result in a more serious consequence.

Offensive Conduct to all other members of the school community

Students should be respectful to all staff and visitors. Instructions given to students should be carried out at once and without argument. If students do not do so they will be given an appropriate sanction. Deliberate defiance, swearing at staff and threatening or aggressive conduct towards staff will result in a serious consequence.

Attendance and Punctuality

Good attendance is a prerequisite for success in school and Presdales School carefully monitors the attendance of students. If a student is absent from school parents/carers are asked to ring the school on each day of absence. The school needs to be notified in advance of any planned absence. The school strongly recommends appointments to be made out of school hours wherever possible. Students who display persistent absence will be discussed and in some cases the school may decide to issue the parents with a fixed penalty notice (FPN). Students are expected to arrive on time for school, and be on time for each lesson throughout the day. Students who are persistently late to registration or lessons can expect to receive a consequence.

Illness during the school day

If students feel ill during the school day they should ask their teacher if they can go to the First Aider/Reception. Students may not go home unless this is arranged by the First Aider/Reception, their Head of Year or a member of the Senior Leadership Team. If a student needs to take medication during the school day, it must be kept in Reception and permission given by parents/carers for it to be administered.

Uniform

Students in Years 7 to 11 are expected to wear the correct uniform (see Appendix 3). Sixth Formers are expected to follow the Sixth Form dress code. Students can expect to receive a consequence for not adhering to the school uniform code. It is essential that students attending public examinations attend properly dressed in full uniform. A student who repeatedly fails to wear the required uniform may not be admitted to the examination.

Jewellery/Make-up/Hair

- Sixth form students are expected to follow the sixth form dress code
- Students who have their ears pierced may wear only a single pair of studs in the lower earlobe; there should be no facial studs or rings at all. The only ear rings permitted are those that have a butterfly back. If a student wishes to have any piercings other than a single piercing in the lower earlobe, then she will be required to remove these during school time regardless of whether the piercing has healed or not
- Students are not permitted to wear items of jewellery other than ear rings as described above
- Acrylic nails or any other type of false nails are not allowed
- Students are not allowed to wear coloured nail varnish
- No make-up should be worn by students in Years 7 and 8. Discreet natural make-up is permitted thereafter (but no eye make-up or false eye-lashes)
- Hair dyed other than a completely natural colour is unacceptable and hair below shoulder length should be tied back during practical sessions for safety reasons. Hairstyles should be appropriate for a smart office environment and must not be extreme in style or length. No shaved patterns are permitted, and the length should not be shorter than a 'number two'

Mobile Phones

Mobile phones can be a useful tool when used appropriately and can be of benefit to the student. Inappropriate use of a mobile phone can be very disruptive. Mobile phones are not allowed to be used within the school building, including at break and lunchtime. Mobile phones should not be visible in school, for example, they are not allowed to be carried in their hand or kept in their shirt pocket. Sixth form students are permitted to use their mobile phone during their study periods but only for work purposes. Students, may, on occasion be permitted to use their mobile phone or other electronic device within a lesson if explicitly asked to, by the member of staff taking the lesson. If a student uses a mobile phone inappropriately it will be confiscated until the end of the day and a consequence given. If the mobile phone was used to film/ photograph any student or member of staff without their consent, a member of SLT will ask to see the footage and expect the student to delete it as soon as possible. If the student refuses to show the footage the mobile phone will be confiscated and the parents/ carers will be required to collect the phone at the end of the day. In serious cases of student misconduct the police may then be informed in order to gain access to this information.

Misuse of computer equipment

The school has a clear policy on the appropriate use of school computers. Misconduct in this area, such as “hacking” or improper use of the internet, can result in a range of sanctions from simple loss of privileges to exclusion from school, which may be used in aggravated cases where the conduct is repeated or involved real or potential harm.

Equipment

Students are required to have the correct books and equipment for each lesson, each day.

The student planner is an important learning tool and all students in Years 7-11 are expected to have it with them at all times whilst at school. Students are expected to show their planners to parents/carers each week.

Plagiarism

Any work submitted by a student for assessment must be the student’s own work. This applies to both coursework and any examination situation. Students who submit work copied from elsewhere as their own, be it from a peer, text source, internet or from any other source, should expect a consequence and will be required to repeat the work. In the case of work for public examination, the school will follow the actions required by examination boards, including reporting the student to the examination board. Students who assist a peer by knowingly allowing their work to be copied will face an appropriate consequence.

Valuables and Theft

Students are expected to take care of their own property and respect the property of others and the school.

Students’ belongings should be named and valuables/devices stored securely in their lockers or kept on their person at all times. Expensive items and large sums of money should not be brought into school since the school cannot be liable for loss or damage. Any cases involving theft will be investigated by Heads of Year and/ or a member of the Senior Leadership Team. Students caught stealing should return or replace the property. Students involved in theft can expect to receive a serious consequence.

Alcohol, Drugs and Illegal Substances

All incidents suspected to involve alcohol; drugs or substance abuse should be dealt with as described in the school Drugs and Substance Abuse Policy. Any student in possession of alcohol or illegal substances on school premises will likely be given a fixed term or permanent exclusion. Consuming, purchasing or being under the influence of alcohol, drugs, legal highs and illegal substances while under school jurisdiction are all serious offences (this includes school trips and exchanges where students are under the ‘loco parentis’ of their exchange family) In cases where illegal

substances are involved the police will be informed. Any involvement in the supply of illegal substances, or legal highs is exceptionally serious and is likely to lead to permanent exclusion. In any instance where a student is found to be in possession of, or under the influence of, a drug that is not illegal but thought to be a danger to the individual or others, confiscation will be followed by a sanction up to a fixed term exclusion.

Smoking

Smoking is not allowed on the school site or in school uniform off site. If students are caught smoking, or are part of a group in which people are smoking, or are in possession of smoking materials (this includes E-cigarettes) they will be subject to the following sanctions:

First offence – One hour after school detention will be set and a letter sent home to parents/carers

Second offence – Two hour after school detention will be set and a letter sent home to parents/carers

Third offence - Loss of a week's lunch and break times. Letter sent home to parents/carers. Parents will be invited in to discuss the matter with a Senior Tutor or the Head of Pastoral Care. Students and parents may need to attend a talk delivered by the local community police

Where students continue to commit smoking offences there is be the possibility of a fixed term exclusion.

Offensive Weapons

An offensive weapon is anything used as a weapon towards another person or used to intimidate others. This includes replica items. Possession by students or use on school premises of offensive weapons is very serious, the weapon will be confiscated, the police will be contacted and it may lead to permanent exclusion. Items within the category of offensive weapons include knives and blades of any length; bringing either of these into school is likely to lead to permanent exclusion.

Damage to property

Any wilful damage to school property will not be tolerated.

- The teacher at the scene should assess if the act was accidental or deliberate
- Damage should be dealt with by the subject teacher/head of department in charge of that teaching area
- Students should be billed for any subsequent costs incurred for replacement or repair by the Head of Department/Site Manager/School Business manager
- Staff should deal with students caught vandalising property around the school and a warning or consequence will be issued depending on the severity of the incident. Punishment will range from detention to exclusion for aggravated offences

Malicious discharge of a fire alarm or fire extinguishing equipment

This is highly dangerous and places others at risk of harm. This will be dealt with by a member of the Senior Leadership Team: the usual sanction will be a fixed term exclusion.

Going out of bounds

Students are expected to be in designated areas during break and lunchtimes, and before and after school. Clear guidelines to the forbidden areas are displayed around the school, but such areas include:

- The area behind the main teaching block, this includes the area behind the school kitchen, rooms 19 and 20, the Art and Science block and the path that leads to the back gate (unless entering or leaving the school at the beginning or end of the day)

- The area just outside the front path leading in to the school site
- The bothy, secret garden and turning circle
- The area behind and to the side of the Sports hall
- Any of the wooded areas in any part of the school

General

- Students are allowed into the school building from 7.45am and can go to their form room. All students need to leave the school site by 4.30pm unless they are participating in an organised after school activity and are being supervised by a member of staff. At the end of the school day, students can only wait in the dining room
- Sixth form students are permitted to leave the school site during lunchtime, but not at any other point during the school day (unless on study leave)
- Students are not permitted to have chewing gum in school
- Aerosols are not permitted to be used within the school building, including the Sports hall and PE changing rooms
- Students will not consume food purchased or brought into school inside the school building, unless they are in the canteen, hall or a designated classroom
- Students are not allowed to consume 'fast food' on site. These types of food should not be delivered to students by parents, family friends or delivery companies.

Appendix 1 – Rewards

At Presdales we believe in celebrating and rewarding success, endeavour and achievement. We do through numerous ways including:

- Reward points system
- Phone calls home
- Certificates
- Letters/emails/postcards home
- Recognition in assembly
- Verbal praise
- Annual awards
- Acknowledgement in Presdales

Reward points are given for the following: (this list is not exhaustive)

	Reason for Reward	Reward	Staff Actions
R1	Improved classwork/ homework Positive contribution to class/form discussions Exceptional effort shown in classwork/homework Commendable behaviour Attendance at a revision/booster session Contribution to form activities Contribution to form assemblies 3 Language stars Reading Service to department Service to school	1 achievement point	Log on SIMS
R2	Representing Presdales at an extra-curricular event Commitment shown to a sporting team, Music club or Drama club over a half term period including being awarded "Artist of the month" Outstanding work over a series of lessons Outstanding effort shown consistently Exceptional performance on extended projects/assessment Service to school	3 achievement points Could also include: Departmental reward, (e.g. communication with home)	Log on SIMS
R3	Head of Year awards for :- Outstanding effort across the curriculum Academic progress 100% termly attendance Highest Achievement points total within Year group	5 Achievement points Certificate presented in Year assembly	Log on SIMS Pastoral Assistant to send In-touch letter to inform parents
R4	Departmental recognition of achievement	5 Achievement points	Log on SIMS HOD to send In-touch letter to inform parents
R5	Exceptional service to the School or Community 100% Yearly Attendance	10 Achievement points Certificate presented in assembly	Log on SIMS Letter of congratulations from Head Teacher

Level of Award	Points required	Prize
Bronze	100 Achievement points	School certificate of congratulations. Choice from Presdales Pot of Bronze
Silver	150 Achievement points	School certificate of congratulations. Choice from Presdales Pot of Silver
Gold	200 Achievement points	School certificate of congratulations. Choice from Presdales Pot of Gold

The School encourages students to strive to achieve as many points as possible and in celebration of their efforts will be rewarded in the following way. At the start of each school year students will start afresh in collecting points.

Other rewards may include early lunch passes or other privileges

Appendix 2 – Consequences

	Example of behaviour (not an exhaustive list)	Consequence
C1	Uniform/appearance Eating/drinking in class Lack of equipment, including student planner Chewing gum Disrupting learning Not getting on with set work Lateness to lessons Lack of homework Disruption to the environment Homework not completed to the required standard Inappropriate lunchtime behaviour No reading book Planner not signed	Verbal warning C1 on SIMS
C2	Continuing inappropriate behaviour/C1 behaviour Unauthorised use of a mobile phone/ device in a classroom Unauthorised use of a mobile phone/ device in the school building between lessons	2 nd verbal warning C2 on SIMS Mobile phone is confiscated
C3a (in lessons/ form time)	Continuing inappropriate behaviour/C2 behaviour Plagiarism Use of offensive language not directed at anyone Persistent lack of homework Failure to attend a detention Failure to attend an agreed intervention session Not following staff instructions	C3a on SIMS 30 minute departmental detention Removal of student to another class within the department or removal by SLT if more serious
C3b (outside of lessons)	Continuing inappropriate behaviour/C2 behaviour Use of offensive language not directed at anyone	C3b on SIMS 30 minute pastoral detention 6 th form lunchtime detention
C4	Continuing inappropriate behaviour/C3 behaviour – <i>the student will be removed from the lesson by SLT/staff on-call and placed in isolation for the rest of that period, or longer if deemed appropriate</i> Failure to attend C3a/b detention Inappropriate behaviour in C3a/b detention Use of offensive language towards a student Truancy a lesson Bullying (dependent on the severity and frequency of the incident) Refusing to follow instructions Smoking offences (first offence) Out of bounds Dangerous behaviour in a lesson Graffiti or vandalism	C4 on SIMS 60 minute after school detention 6 th form after school detention
In the case of incidents that are more serious the following will apply		
C5	<i>(these examples are in no hierarchical order and are not an exhaustive list)</i> Refusing to leave a lesson when requested to do so by SLT Persistent C4 behaviour Poor behaviour in C4 detentions/failure to attend C4 detentions Walking away from a member of staff when being spoken to about their behaviour Taking photographs/video without permission in school and/or on school activities Posting inappropriate material online (including audio/video/photos) Theft, Graffiti or vandalism Truancy on or off site of more than one period Bringing the School into disrepute Swearing directly at staff Racist, homophobic or discriminatory behaviour Physical altercations with other students Being in possession of or the use of alcohol/legal highs Setting off fire alarms/using fire extinguishers Persistent smoking offences	Sanctions will range from a two-hour after school detention, a fixed period of time in isolation or a fixed term external exclusion depending on the severity of the incident
C6	Persistent C5 offences Possession of an offensive weapon Possession of illegal drugs/substances Bomb threat Violence towards a member of the school community	These incidents are likely to lead to Permanent Exclusion

Confiscation

This will apply to items which are forbidden in school, contrary to uniform rules, items which are harmful to others, or which are being used in a way contrary to rules or in an inappropriate place or time. Low value items, such as foodstuffs being consumed in a corridor, will be confiscated and discarded. Other items will normally be kept until the end of the day but this may be extended for repeat offenders. Mobile phones will always be returned at the end of the day, unless there are circumstances where the phone needs to be passed to the Police.

Detentions

Departmental detentions (C3a) will be set by the subject teacher/Head of Department for lunchtime or after school. Any after school detentions will be communicated to parents with at least 24 hours' notice, usually by email or using the students' planner. Students may be required to sit in silence or work as decided by the subject teacher/Head of Department. If a child is absent from school then the detention will be held on the day that they return, or another day in agreement with the member of staff who set the detention.

Pastoral detentions (C3b) will be set by the Head of Year or the senior leadership team for lunchtime or after school. Any after school detentions will be communicated to parents with at least 24 hours' notice, usually by email or using the students' planner. Students may be required to sit in silence or work as decided by the subject teacher/head of Department. If a child is absent from school then the detention will be held on the day that they return, or another day in agreement with the member of staff who set the detention.

C4/C5 detentions will be set by the senior leadership team. These will be served after school. Parents will receive at least 24 hours' notice of any after school detention, usually by email, phone call or using the students' planner.

Removal from current lesson/series of lessons

If a student receives a C3a then they may be removed from the lesson by the Head of Department/or other member of staff and placed in another classroom. If a student reaches a C4 then they will be removed from the lesson by a member of the senior leadership team/staff on-call and placed in isolation for the remainder of that period, or longer if deemed appropriate.

There may be occasions where a student is removed from a series of subject lessons over a short period of time

Behaviour/attendance reports

Students whose behaviour has led to them being given more than a set number of consequence points will be reviewed by their Head of Year and placed on an appropriate Behaviour Report. Behaviour Reports require students to get subject teachers in every lesson to account for their behaviour in a particular focus area and then report on a daily basis to a member of staff, be it their Form Tutor, Head of Year or a member of the SLT depending on the seriousness of the behaviour problem.

Students who are persistently late to school/lessons or who have tranted will be placed on an attendance report. Attendance report require students to get subject teachers/form tutors in every lesson/form time to account for their punctuality or attendance. This report will be checked on a daily basis by a member of staff, be it their Form Tutor, Head of Year or a member of the SLT depending on the seriousness of the behaviour problem.

Exclusions

The school follows government guidelines on good practice, ensuring that all students have work to do whilst at home and that parents are aware of their duty to supervise their child and not allow them into public places during school hours whilst on exclusion. There is an obligation for schools to provide full time education for students from

day 6 of any exclusion and, where necessary, this will be met by members of the SLT supervising the student in school and providing work for them to do. Alternatively we will arrange for the student to attend a local school which will supervise the student in isolation for the appropriate number of days.

Following a fixed term exclusion, a reintegration meeting will take place with the student, parents/carers, Head of Year and a member of the Senior Leadership Team where assurances of future good behaviour must be given by the student. Any further support needed for the student will also be explored.

Pastoral Support Programmes

The Pastoral Support Programme (PSP) is used to support students who are at risk of permanent exclusion as a result of their continued poor conduct in school. The aim of any PSP is to offer students and their parents/ carers a framework of support and guidance as well as a strong message to indicate the seriousness of their position.

The relevant pastoral AHT, together with the students' Head of Year will draft an individualised PSP. Areas for concern will be identified as well as areas of strength or success. In discussion with the student and their parents/ carers, targets will be set and a programme of support to assist the student in meeting these targets will be agreed. These targets should relate to the concerns that have been raised and should be specific, measurable, achievable, realistic and time related. Support might be from home, school, or where appropriate, external agencies. The PSP will run for 16 weeks and will be reviewed at 4, 8 and 12 weeks.

Power to Search

The school follows government guidelines on searching and confiscation. Staff can search students with their consent for any item and if a member of staff suspects they have a banned item in their possession, they can instruct the student to turn out their pockets or bag. If the student refuses they are likely to receive a serious consequence.

The Head Teacher and members of the SLT have the power to search students, or their possessions, without their consent where they have reasonable grounds to suspect that the student may have any prohibited item. This includes knives, weapons, tobacco papers, cigarette papers, drugs, stolen items, fireworks, pornographic images, articles used or likely to be used to commit an offence or cause personal injury. The person conducting the search should be of the same sex as the student, and a staff witness must be present. The person conducting the search can ask the student to remove outer clothing for pockets to be searched. In searching a student's possessions, meaning their lockers and bags, the student does not have to be present if there are reasonable grounds to suspect they may contain a prohibited item. Any prohibited items found in a search will be confiscated, retained and /or destroyed. Drugs, stolen items and weapons will be passed to the police.

The school is not required to inform parents/carers before a search takes place or make a record of the search but will, as good practice, inform parents/carers afterwards.

Reasonable Force

The school follows government guidelines on the use of reasonable force in relation to students. In schools, force is used for two main purposes – to control pupils or restrain them. Staff are allowed to use 'reasonable force' to prevent students from hurting themselves or others, from damaging property or causing disorder.

The school can use reasonable force to:

- Remove disruptive students from the classroom where they have refused to follow an instruction to do so
- Preventing a student behaving in a way that disrupts a school event/trip/visit
- Preventing a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- Preventing a student from attacking a member of staff or another student, or to stop a fight

- Restraining a student at risk of harming themselves through physical outbursts

'Reasonable force' means using no more force than is needed and staff will always try to deal with situations through using other strategies before using force. Staff should always try to avoid acting in a way that might cause injury.

There is a legal duty to make reasonable adjustments to the use of reasonable force for disabled students and students with SEND.

Suggested reasonable interventions for staff might be:

- Physically interposing between students
- Blocking a student's path
- Holding
- Leading a student by the arm
- Shepherding a student by placing a hand in the centre of their back or (in extreme circumstances) using more restrictive hold.

Appendix 3 – School uniform

Years 7-11

Uniform can be purchased from Stevensons and Kids Connection. Our PE kit is also available from Henry Tilley and can be ordered online by going to <http://shop.htsports.co.uk>

Indoors

1. A Presdales School jumper.
2. A short-sleeved open-necked white blouse with flat revers.
3. A simple dark navy box-pleated skirt as supplied by Kids Connection or Stevensons, which must be at least knee length and not rolled up at the top.
4. Navy or black tights or short white socks. Please note that no socks at all is unacceptable for hygiene reasons.
5. Black, brown or navy low-heeled shoes. Please note that trainers, boots, canvas or fabric shoes are unacceptable (except for medical reasons, in which case a doctor's note must be brought as evidence). Shoes have to be polishable although suede shoes are acceptable. Logos on shoes are not permitted

Outdoors

Students may wear any plain dark navy or black coat provided that it is undecorated. Leather coats are not acceptable.

Sports Wear

1. Navy, red and white polo shirt with school logo
2. Navy, red and white PE skort (skirt and shorts in one)
3. Navy, red and white sweatshirt with school logo
4. Navy track trousers (optional)
5. Navy football shorts
6. Red football socks
7. A pair of trainers and white socks
8. A pair of hockey/football boots
9. A one piece swimming costume, hat, towel and flip flops

NB All students should have a pair of shin pads and a gum shield for hockey. They may also like to have their own hockey stick and tennis racquet

Where the colour navy is specified, this means DARK navy

Year 12 and 13

For Girls we expect

- A matching suit comprising either:
- A tailored skirt of mid-length (not of stretch fabric) with matching suit jacket

Or

- Tailored trousers, with matching suit jacket

Or

- Smart plain tailored dress (non-stretch) of mid length with matching suit jacket
These may be worn with smart shoes or smart ankle boots.

For Boys we expect

- A matching (two or three piece) suit
- Collared shirt
- Smart shoes or smart boots

For both boys and girls

- No facial or visible body piercings, other than earrings
- No extreme hair colours or hair styles