

**THE HEATHLAND SCHOOL**  
**BEHAVIOUR AND DISCIPLINE POLICY**

**INTRODUCTION**

The Heathland School prides itself on the quality of education it provides. The policy aims to clarify the expectations of behaviour whilst ensuring that all of our pupils are happy and safe and are able to learn within a supportive environment.

We expect our pupils to maintain the highest standards of behaviour and conduct at all times. We believe that all members of the school community are entitled to work in a safe, positive and ordered environment so that learning can take place and everyone can fulfil their potential. The school will ensure that it applies the policy, consistently and fairly.

We are proud that we have a pupil and staff population of a wide range of different races, ethnicities, genders, identities, ages, social economic circumstances, abilities, specific learning needs and personal circumstances. Our inclusive ethos promotes recognition and support for this and we work hard to prevent and challenge any behaviours and attitudes that may impede a pupil from achieving their potential.

This policy sets out our principles and expectations of our pupils and makes clear the rewards which pupils can expect to receive and the sanctions available to staff, the Headteacher and the Governing Body if pupils breach the Code of Conduct.

**GENERAL PRINCIPLES**

The Governing Body of The Heathland School expects parents, pupils and staff to reinforce the following principles:

1. All members of the school community must behave safely, and act with courtesy and mutual respect, to each other, and to the environment so that learning can take place within a well ordered atmosphere and everyone can fulfil his/her potential. This must be apparent both inside and outside the classroom, on trips and visits and on the journey to and from the school.
2. Behaviour must be managed in a clear and consistent way; rewards and sanctions should be known and understood by all and applied consistently.
3. The management of behaviour will be supported by high staff expectations, good teaching and professionalism.
4. Our expectations of good behaviour will be raised explicitly by staff in lessons, around school and in Tutorials and assemblies.
5. Staff, pupils and parents/guardians must share the same expectations of behaviour and work together to support these expectations in a positive way.
6. The curriculum will give the opportunity to discuss the principles that underpin the Behaviour Policy so that in lessons, discipline, care for one another, working together and responsible behaviour are always positively encouraged by teachers.
7. Sanctions will be in place to uphold these principles and to demonstrate that misbehaviour is not acceptable, to express the disapproval of the school community and to deter other pupils from similar behaviour. Governors will support the school to appropriately discipline pupils for misbehaviour taking place beyond the school gates.

8. Governors support the right of staff to search pupils or their belongings where there is suspicion of bringing in unacceptable banned items and in the rare event of extremes of behaviour to use reasonable powers of force.

## **IMPLEMENTATION**

### **PARENTAL SUPPORT**

The school expects all parents/guardians to encourage their son/daughter to support the school's authority. Each pupil and their parent/guardian are expected to sign the school's Home School Agreement, which outlines the school's expectations.

Parents/guardians will take responsibility for the behaviour of their child both inside and outside the school. They will be encouraged to work in partnership with the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy.

Whilst pupils are at school, the school acts in loco parentis, assuming the rights and responsibilities of parents in relation to the pupil. Staff are able to speak to pupils without the permission of a parent.

### **THE SCHOOL DIARY**

The School Diary is the main method by which concerns about behaviour are initially alerted to parents/guardians. Parents should check and sign the diary each week. Parents should also sign up to the Sims parent App for frequent updates on attendance, CBS Detentions, behaviour points and achievement points.













### **CODE OF CONDUCT**

Fundamental to our Behaviour Policy is our Code of Conduct. This is found at the front of pupils' diaries. Tutors and pupils will discuss the Code of Conduct at least once a year, so that pupils understand the reasons for it and are aware of the school's expectations.

The Code of Conduct is designed to make this school a productive and rewarding place for all who choose to work here. Pupils should keep their hands, feet and unkind words to themselves.

## THE HEATHLAND SCHOOL CODE OF CONDUCT

“As a pupil at this school I will .....

-  attend and arrive on time to school each day fully equipped, striving for 96% or above attendance.
-  always wear the school uniform in line with expectations and follow the make up and jewellery guidance as specified in the behaviour and discipline policy and understand that not adhering to it may lead to sanctions.
-  always do as I am asked to by staff, at the first request and allow others to work undisturbed.
-  complete all class work and homework on time and to the best of my ability.
-  respect all staff and refrain from any form of abuse or harassment towards them.
-  conduct myself in an exemplary manner, inside and outside of school, including online conduct and refrain from making negative comments about the school or staff on social media, which could adversely affect the reputation of the school or members of staff.
-  show respect and courtesy for others in the way I act and speak, including online and through social media. This includes respecting the protected rights of all individuals within our community and refrain from using any derogatory language or behaviour.
-  refrain from bringing my mobile phone to school and understand that if it is seen, heard or found, it will be confiscated for 10 school days (5 days for sixth form pupils).
-  behave in a safe and sensible way around the school and keep to the left in corridors
-  eat and drink only in approved areas
-  behave in ways which will help to keep the school clean and tidy
-  not bring to school or anytime on a journey to and from school or on school trips the following banned items (this is not an exhaustive list):

alcohol, tobacco, e-cigarettes, shisha pens, vaping devices, drugs, drugs paraphernalia, aerosols, chewing gum, firecrackers / fireworks, water pistols, fart bombs, hooded tops or other items of non-school uniform including make-up, hand-held games consoles, mobile telephones, SMART watches, USBs, or other electronic devices, stolen items, laser pens, knives, bladed items or weapons

-  uphold the reputation of the school on the journey to and from school, and on school trips

The School believes that no pupil has the right to disrupt the education of others

If I am positive and do as requested I can expect praise

If I fail to follow the School's Code of Conduct I must accept the consequences

## **SCHOOL RULES**

Our 5 values are core guiding principles that drive our behaviour expectations and behaviour for learning culture at The Heathland School. They influence our everyday practices and relationships with others. Posters promoting the 5 core values and the behaviour rules are displayed in every classroom (appendix 1).

Our 5 core values are: **Respect, Kindness, Discipline, Dedication and Aspiration.**

Through regular assemblies and reference to our core values, pupils will learn and understand how important our values are within our school community.

We aim to provide a safe, caring, well-ordered environment, which is vital for effective teaching and learning to take place. All members of the school are therefore expected to help maintain an atmosphere conducive to learning, with courtesy and mutual respect as basic requirements. All pupils should be treated fairly and consistently and all should uphold our 5 core values at all times.

## **THE CLASSROOM BEHAVIOUR PYRAMID**

Pupils are reminded that they are responsible for their own learning and behaviour. Where pupils fail to adhere to the school rules and values in the classroom, transgressions will be followed up with as detailed in our 'Classroom Behaviour Pyramid' (see appendix 2). In some cases, issues which have taken place in lesson may be referred to the pastoral team to investigate and sanction pupils.

## **PUPILS' CONDUCT BEYOND THE SCHOOL GATES**

Staff may discipline for misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity or
- travelling to or from school or
- wearing school uniform or
- in some way identifiable as a pupil of the school (including on social media)

or for misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school or
- poses a threat to another pupil, member of staff, the public or
- could adversely affect the reputation of the school

Under no circumstances are pupils to invite any member of the public to or near the school without obtaining permission from a senior member of staff. Encouraging or condoning unwelcome or troublesome outsiders (this might include family members other than parents) to come to or near the school may result in disciplinary sanctions, including permanent exclusion for this offence.

## **HARRASSMENT OF STAFF**

The school considers harassment, abuse or intimidation of staff by pupils, or coercing or encouraging others to do so, to be a serious breach of the School's Code of Conduct. This includes making comments in person or via social media or circulating photos or videos of staff.

We expect pupils to use all electronic devices, social media and the internet safely, sensibly, legally and appropriately whether in the school or elsewhere. Pupils found to have made false allegations against a member of staff will be subject to a sanction relative to the level of incident.

The school has a zero-tolerance approach to any form of slander, defamation, or false allegations made against staff members. This includes verbal, written, or online statements that are knowingly untrue or intended to damage or resulting in the damage of the reputation of a member of staff. Such behaviour is considered a serious breach of the school's behaviour policy and may result in disciplinary action, including internal suspension, fixed-term suspension, or involvement of external agencies where appropriate. Where necessary, legal advice may be sought to protect the rights and reputations of staff members.

### **AI-Generated Images or Content Involving Staff**

The creation, manipulation, or distribution of AI-generated images, videos, voice recordings, or written content involving staff members without their consent is strictly prohibited. This includes any content that is defamatory, inappropriate, offensive, or intended to impersonate, mock, or harm the reputation of staff. Such actions are considered a serious breach of the school's behaviour and safeguarding policies and may result in severe disciplinary consequences, including internal suspension, fixed-term suspension, or permanent exclusion in the most serious cases. The school may also involve the police or other relevant authorities, particularly where the content breaches legal boundaries (e.g., harassment, defamation, or misuse of personal data).

### **ANTI BULLYING**

**Bullying will not be tolerated.** It is the responsibility of all staff, both in the classroom and around the school, to do all they can to counteract the effects of bullying. All staff have a vital role to play as they are at the forefront of behaviour management and supporting the pupils' sense of well being.

The Anti-Bullying Policy aims are:

- To assist in creating an ethos in which attending The Heathland School is a positive experience for all members of our community
- To make it clear that all forms of bullying are unacceptable at The Heathland School
- To enable everyone to feel safe and happy while at The Heathland School and encourage pupils to report incidents of bullying
- To deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying
- To support and protect victims of bullying and ensure they are listened to
- To support pupils displaying bullying behaviour to change their attitudes and understand why it needs to change
- To ensure all members of our community feel responsible for helping to reduce bullying
- The school will do what is reasonably practicable to eliminate any such bullying in and outside of school. The school will take a strong stance against bullying of any type (homophobic, racist, sexist or via the internet/social media/mobile telephones).

The Anti-bullying statement can be found in the school diary and summarises the nature of bullying and the school's approach to it. (See Anti-Bullying Policy)

## SEXUAL VIOLENCE AND SEXUAL HARASSMENT

**Note:** The Government released guidance in 2021 following increases of reported cases of Sexual Violence and Sexual Harassment in the UK

The anti-bullying policy makes it clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.

The Heathland School does not tolerate sexual violence and sexual harassment. It can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. This Key Procedure Appendix F – 302B of the Whole School Policy for Child Protection and Safeguarding takes into account guidance provided by the DFE in ‘Sexual Violence and Sexual Harassment’ and KCSIE 2022.

For the purpose of this policy, when referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and
- online sexual harassment, which might include: non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as sexting); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

### Sexual violence

It is important that staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence in this advice, we do so in the context of child on child sexual violence. For the purpose of this advice, when referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003.

Further detail is outlined in Whole School Policy for Child Protection and Safeguarding takes into account guidance provided by the DFE in ‘Sexual Violence and Sexual Harassment’ September 2021 and KCSIE 2022 and is available on the school website.

A child under the age of 13 can never consent to any sexual activity; the age of consent is 16; taking and sharing nude photographs of U18s is a criminal offence.

## SCHOOL UNIFORM AND APPEARANCE

All pupils are expected to always wear their school uniform correctly, including to and from school. Pupils may work in the school's internal suspension room until the correct uniform is worn.

| <b>ITEM</b>  | <b>FURTHER CLARIFICATION</b>   |
|--|--|
| <p><b>Blazer</b></p> <p>Black with embroidered Heathland badge.</p>  | <p>Compulsory - it is to be worn at all times within the school building. It can only be removed if given permission to do so by a member of staff.</p>  |
| <p><b>Tie</b></p> <p>Year 7, 8 and 9 – Clip-on lower school House tie<br/>Year 10 and 11 – Clip-on upper school House tie</p>  | <p>Must cover the top button on the shirt.</p>   |
| <p><b>Lanyard and ID badge</b></p> <p>Year 7 - Teal<br/>Year 8 - Grey<br/>Year 9 - Orange<br/>Year 10 - Light Green<br/>Year 11 - Yellow<br/>Year 12 – Dark Green<br/>Year 13 - Burgundy</p> | <p>Always to be worn and be visible.</p> <p>ID badges should have student pictures visible so they can be identified as students of The Heathland School.</p>  |
| <p><b>Shirt</b></p> <p>Plain and white<br/>Collars must be designed to accommodate a tie and have a top button which fastens.</p>  | <p>Shirts must be sufficiently generous to <b>tuck fully</b> into the skirt/trousers.<br/>The top button must be done up and shirts must be tucked in.<br/>Blouses and polo shirts are not permitted.</p>              |
| <p><b>Trousers</b></p> <p>Plain black straight cut trousers which are sufficiently tailored to keep the shirt tucked in.</p>   | <p>Trousers must not be skin tight or boot cut and be of a formal fit. Black jeans and jeggings are not permitted.<br/>Belts must be plain black and without large distinctive buckles.</p>                            |
| <p><b>Skirt</b></p> <p>Black formal skirts are permitted.<br/>They must be at least knee length.</p>   | <p>Skirts must be formal and at least knee length.</p>   |
| <p><b>Jumper</b></p> <p>Black school V neck jumper with Heathland logo.</p>  | <p>The jumper is optional; it cannot be worn in place of a blazer. Cardigans are not to be worn, zip up sports tops and hoodies are not permitted.</p>   |
| <p><b>Socks/Tights</b></p> <p>Plain black socks or<br/>Plain black tights.</p>   | <p>Footless tights are not permitted, socks should be ankle length. No coloured socks of any kind. White socks should only be worn in PE lessons and activities.</p>   |
| <p><b>Shoes</b></p> <p>Black (upper and sole)<br/>Smart, plain and be able to be polished.</p>   | <p>Shoes must be smart and formal.<br/>Ballerina pumps, trainer style shoes (even if leather), canvas style footwear are not permitted as they are not formal school footwear. Boots maybe worn with trousers only</p> |

| <b>ITEM</b>   | <b>FURTHER CLARIFICATION</b>  |
|---|---|
| <b>Scarf and Gloves</b><br>Must be plain black.   | These can be worn to and from school but must be removed upon entering the school building.   |
| <b>Outdoor coats</b><br>Must be either black or dark blue. (some reflective detail is permitted for safety reasons)   | These can be worn to and from school but must be removed upon entering the school building. Leather jackets or sports jackets including hoodies are not permitted.  |
| <b>Hair</b><br>Hair bands, ribbons, clips and any other item used in the hair should be plain black.  | Hair should be smart and formal.<br>Hair including braids, weave should only be coloured to natural hair shades. The following colours are not appropriate: Red, Pink, Green, Purple, Blue or Magenta.<br>No distinctive flowers, frills or large bows.<br>No shaved designs or lines are allowed in hair or eyebrows.                  |
| <b>Jewellery</b><br>One small single plain stud earring may be worn in each ear lobe (small diamond or pearls are acceptable)<br>Rings, necklaces, bracelets must not be worn. With the exception of religious items (see page 8 of the school Behaviour and Discipline policy) | No other piercing is acceptable e.g. cartilage of ear, eyebrow, nose or lip. Reasons that they cannot be taken out because they have only just been done will not be accepted and pupils will be instructed to remove them.<br>Hoops or dangling earrings are not permitted.<br>All jewellery must be removed for PE lessons and clubs. |
| <b>Make up</b><br>Make up of any form is not permitted  | No mascara, foundation, coloured lip-balm or false eye lashes.<br>Artificial nails or nail varnish are not permitted and pupils will be instructed to remove them.<br>Coloured contact lenses and spot stickers are not permitted.  |
| <b>Bags</b><br>Must be dark blue or black in colour   | Large logos, which cover more than 50% of the bag, are not acceptable nor are handbags for girls.<br>Bags should be big enough to hold equipment and school books up to A4 size. Inappropriate small bags or hand bags are not permitted.   |

If pupils are seen with items which are not part of our school uniform or do not uphold our appearance expectations, sanctions and possible confiscation of items will be enforced.

If student pictures are not clearly identifiable on their ID cards, they may be asked to replace their ID cards so that they can be clearly identified as pupils of The Heathland School. Deliberately defacing or concealing images on the ID cards is not permitted and may be sanctioned if seen.

### **Summer Uniform**

Summer uniform will be called on a weekly basis during periods of high/extreme temperature. Pupils can remove their blazers however all pupils must wear their tie, lanyard and have their shirts tucked in at all times.

## **SIXTH FORM DRESS CODE**

Pupils should dress as they would in a formal environment. Extremes of fashion are not acceptable. Pupils are expected to wear:

- Lanyard and ID card around their neck
- A formal suit and tie; jacket / blazer
- Trousers must be of a formal fit
- Skirts and dresses must be of knee length and of a formal fit
- A collared shirt, blouse or formal top
- Formal jumper (no cardigans)
- Smart / professional footwear (trainers are not acceptable)

### **Summer dress code**

Pupils are able to remove their jacket / blazer, jumpers are not permitted to be worn in replacement of the jacket / blazer. Shoes must remain smart and professional, sandals, flip – flops or open toed shoes are not appropriate

The following are not acceptable:

Short skirts and dresses; jeans; jeggings; or hooded tops.

No facial piercings are permitted apart from a nose or ear studs. Large hoop or dangling earrings are not permitted due to health and safety reasons.

If Sixth Formers break the dress code they should be referred to the relevant Head of Year.

Heathland staff can discipline pupils for breaching the school's rules on appearance and uniform.

The Headteacher or Deputy Headteachers (authorised by the Headteacher) may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform.

*'This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an unauthorised absence. In either case the pupil's parents will be notified' pg 7 Department for Education (DfE) Guidance September 2013 'School Uniform'*

This may lead to disciplinary action or an exclusion if there are persistent breaches of the school's Behaviour and Discipline Policy.

### **Uniform Transgressions**

All pupils should arrive to school wearing the correct school uniform and should wear their uniform with pride inside and outside of school. Uniform will be checked and monitored daily. Not wearing full school uniform or not adhering to our high expectations of uniform will lead to pupils being sanctioned. Pupils who arrive in school wearing incorrect uniform may be asked to wear spare uniform or be sent home to change into the correct uniform before returning to school. To minimise any loss of education as a result of changing into the correct uniform the school urges pupils and parents to familiarise themselves with the policy and ensure the correct uniform is worn. Please note that repeated breaches of the uniform policy may result in disciplinary sanctions being invoked. This could include CBS detentions or internal suspension.

| UNIFORM TRANSGRESSION                                      | SANCTION  |
|--|---|
| <b>Missing item/s of uniform</b>                           | <p>Failure to have all items of uniform in school will result in tutors recording the item/s of missing uniform in the pupil's diary (MU).</p> <p>Should there be a second occasion in the week where a pupil has a missing item/s of uniform, the pupil will be given a 40-minute CBS detention for persistent poor uniform.</p> |
| <b>Poor Uniform (not adhering to uniform expectations)</b> | <p>If a pupil displays poor uniform either during lesson or whilst inside the school building, a PU comment will be written in the pupil's diary.</p> <p>Should a pupil receive three PU comments in the diary within a week, the pupil will be given a 40-minute CBS detention for persistent poor uniform.</p>                  |

Examples of poor uniform include shirts untucked, not wearing a blazer or tie, not having top button of the shirt done up and not wearing lanyards (this list is not exhaustive).

### **MOBILE PHONES**

We are a school where mobile phones are prohibited items within school. In line with the Department for Education's guidance on searching, screening and confiscation, if a mobile phone is seen, heard, or found in a pupil's possession during the school day or on school premises without explicit permission, it may be confiscated immediately by a member of staff. The school reserves the right to retain the device for up to 10 school days (5 days for sixth form). This measure is in place to promote a focused and respectful learning environment, free from unnecessary disruption or safeguarding concerns. In serious or repeated cases, further disciplinary action may be taken. If a pupil is found to be in possession of a mobile phone anywhere on the school site and refuses to hand it in to a member of staff when instructed to do so, they may be suspended for defiance.

Parents/carers will be informed of any confiscation and the process for return.

### **EQUAL OPPORTUNITIES**

The school celebrates the diverse communities that are represented within the school and is sensitive and considerate towards the culture, race and religion of all its pupils.

All pupils must wear the school uniform to maintain equal opportunities. Religious wear such as the Hijab, Turban and Patka can be worn and must be plain black. The hijab must be safely tied for work in certain areas such as labs, workshops or PE. Headscarves must be fastened discretely and not with jewellery.

Sikh pupils who have been baptised can wear the five 'articles of faith' that must be carried at all times. Pupils are permitted to wear a thin Kara for health and safety reasons. Christian pupils are permitted to wear a crucifix or a cross. For health and safety reasons these items cannot be worn during PE lessons.

Other religious items and symbols which are not obligatory are **not allowed**. The Khanda on a chain, for example, is not allowed. Religious items which serve as jewellery are also prohibited.

Requests to wear religious attire not already covered by the whole school behaviour and discipline or school uniform policy may be considered on an individual basis by the Headteacher, in line with the school's commitment to equality, diversity and inclusion.

## **REWARDS**

Where pupils work within the School's Code of Conduct, their effort in school will be celebrated by:

1. Praise by a member of staff
2. Achievement points on SIMs
3. Work displayed or read
4. Shout outs in tutorial session and year assemblies
5. Achievement certificates
6. Letters/emails and postcards home to parent/carers to celebrate success
7. Subject Award certificate
8. Prizes at Prize Giving and Celebration Assemblies

At the end of each term, celebration assemblies will take place Heads of Year and Tutors will celebrate exemplary behaviour, outstanding attendance and outstanding punctuality.

At the end of each term, those pupils within each year group who have received the highest numbers of achievement points in that term will also be rewarded as follows:

1. **Gold Award:** rewards those pupils with the top 5% of achievement points
2. **Silver Award:** rewards those pupils with the top 10% of achievement points
3. **Bronze Award:** rewards those pupils with the top 20% of achievement points

At the end of the school year, the ten pupils within each year group who have received the highest numbers of achievement points across the whole year will be entered into a raffle. The family of one student from each year group will receive the Platinum End of Year Award.

Students will be ineligible for Platinum, Gold, Silver and Bronze awards if they have a ratio of behaviour points to achievement points of greater than 1:10. E.g. a student who receives 100 achievement points and 10 behaviour points would not be eligible.

## **SANCTIONS**

We have high regard for the educational progress, personal development and the well-being of every pupil. Effective teaching and learning can only take place within an orderly environment.

All incidents will be investigated with the civil standard of proof applied. The investigating member of staff will decide if it is more probable than not that the pupil did what he or she is alleged to have done. A pupil may be placed into the school's internal suspension room whilst an investigation is ongoing.

Members of staff have authority to issue detentions to pupils, including same-day detentions. Members of staff may also decide to detain pupils at break or lunch depending on the nature of the incident.

### **Centralised Behaviour System (CBS)**

The CBS system is a sanction for all unacceptable or inappropriate behaviour both inside and outside of the classroom. Incidents outside of school may also be considered and sanctioned with a CBS if deemed appropriate. It is based on a same day detention system which allows pupils to be sanctioned efficiently with the ability to move on and make the necessary changes to their behaviour. All behaviour detentions are held afterschool in the Dining Hall for a maximum of 60 minutes (until 4.20pm).

Pupils who are in internal suspension may have additional time to serve in CBS Detention beyond 3.50pm. In these instances, pupils will remain in the detention until they have completed the full duration of their detention. If a student is removed from a lesson as a direct on call, they will automatically allocated an 60 minute CBS detention.

If pupils are to be detained in a CBS detention, a text message will be sent by 3.00pm on the day of the detention. The CBS detention system works on a 24-hour period of lunch, Periods 5 & 6 of one day and registration and periods 1 to 4 of the next school day. This allows time to collate the detention list and inform parents.

Within lessons, the CBS system works with all members of staff following the procedure below:

1. Warning (can be verbal or written in diary/whiteboard)
2. Behaviour Point in SIMs
3. Curriculum CBS Detention

There may be certain occasions where specific behaviour transgressions lead to direct behaviour points, bypassing the warning stage or in some instances directly to a CBS detention. There may also be some occasions where incidents, which have occurred in lesson, are investigated and sanctioned by the Pastoral team.

If a pupil is issued with two Curriculum CBS detentions in a 24 hour period, the pupil will be placed in internal suspension for the remainder of the school day. The pupil will then complete CBS detentions for both lessons afterschool on the same day.

Staff can also issue Pastoral CBS detentions for various transgressions as listed in appendix 3 (this list is not exhaustive). These detentions also take place at the end of the same day as noted above.

### **Every Minute Matters (EMM)**

Whenever a pupil is late to registration and/or lessons, minutes of lateness are recorded on SIMs. The minutes late in the 24 hour period are added up and pupils are detained for the corresponding number of minutes afterschool.

Detentions can be issued without parental consent in line with guidance set out by the DfE February 2014 'Behaviour and discipline in schools'. The school reserve the right to apply this power.

- The school may also use community service for example: helping clear up the dining hall for pupils who intentionally leave their dishes / cutlery, steal from the dining hall or by bringing the school's name into disrepute.

- As a means of monitoring persistent poor behaviour, a pupil can be placed on Tutor, Head of Year or Heathland Leadership Report (see appendix 4). Heads of Years in conjunction with the Deputy Head (Pupil Support) can also move pupils to different bands and tutor groups as a strategy to manage pupil behaviour.

### **Persistent Punctuality Issues**

Punctuality is a vital part of a student's responsibility and readiness to learn. All students are expected to arrive on time for morning registration and all timetabled lessons throughout the school day. All staff monitor late arrivals to lessons and pupils who are persistently late to school or lessons will be sanctioned. If a pupil is late to three lessons during any school day (periods 1 – 6) and/or late to school or registration, the pupil will be placed in internal suspension. The pupil will remain in internal suspension until a meeting has been conducted with parents/carers or guardians to discuss the punctuality concerns.

If a pupil misses registration or any lesson without a valid reason but later attends school, these will be considered as late marks for each missed session for the purposes of persistent poor punctuality. These late marks will contribute towards the school's monitoring procedures. If a pupil receives three or more late marks in a single school day, this will trigger the pupil being placed in internal suspension for persistent poor punctuality in line with the school's escalating response to repeated lateness.

### **Truancy**

Truancy is defined as the unauthorised absence from school or from any timetabled lesson without valid reason or permission. This includes deliberately missing registration, leaving the school site without authorisation, or failing to attend specific lessons or parts of lessons while remaining on site. Truancy may also be dealt with as a form of defiance and therefore sanctioned accordingly as defiant behaviour. Truancy is treated as a serious breach of the school's behaviour and attendance expectations.

In response to incidents of truancy, the school may apply sanctions which include CBS detentions or placements in internal suspension for a fixed period. Repeated or serious cases of truancy may result in further disciplinary action and possible referral to the school's attendance officer or external agencies.

### **Parental Meetings**

Meetings will only be held with parents/carers/legal guardians who have parental responsibility for pupils. Older siblings will only be permitted into meetings in cases where advanced notice is given if support is required for translation purposes.

### **INTERNAL SUSPENSION**

Pupils may be internally suspended for a fixed period as an alternative to a fixed term suspension. This could be because of continuous poor or disruptive behaviour or for an incident that breaches our school values. At times it may be necessary to place a pupil into internal suspension pending further investigations related to an incident that they may have been involved in. Pupils who are internally suspended will be detained for an additional 30 minutes at the end of the school day and finish school at 3.50pm, unless they have a CBS detention, which will result in them being detained for longer.

If a pupil is internally suspended, a letter will be sent to parents/carers stating the reason for the internal suspension. Individual telephone calls will not be made to parents or carers to inform of the reason/s for internal suspension.

Should a pupil fail to behave in line with our behaviour expectations whilst internally suspended, a fixed term suspension will be considered. This will be considered should pupils fail to respond to the warning system in place within internal suspension (see appendix 5).

Should a pupil be placed in internal suspension on three occasions in a half term period, a face to face meeting with parents/carers will be conducted. Should a pupil then be placed in internal suspension for a fourth time in the same half term following this meeting, a fixed term suspension will be considered.

Being placed in internal suspension does not cancel or replace any previously issued detentions. If a pupil is serving an internal suspension, they are still expected to complete their assigned detention on the scheduled date.

If the detention is set to run beyond the end of the school day (e.g., after 3:50 p.m.), it will still be served in full, even if it overlaps with or follows the internal suspension period.

To maintain a safe and respectful environment for all students, the school has a clear expectation that toilet facilities are used appropriately and responsibly. If multiple students are found to be in the same toilet cubicle, this will be considered a serious breach of conduct due to the safeguarding concerns. Such behaviour may compromise student safety and privacy, and as a result, all students found to be within the cubicle together may be placed in internal suspension. This measure is to protect the wellbeing of all students and uphold the school's safeguarding responsibilities.

### **SUSPENSION FROM SCHOOL**

The decision to suspend a pupil will be taken in the following circumstances:

- In response to a breach of the school's Code of Conduct
- If allowing the pupil to remain in school would seriously harm the education or welfare of pupils or others in the school

The Headteacher may suspend a pupil for one or more fixed periods not exceeding a total of 45 days in any one school year. Suspensions exceeding 15 days in one term will be referred to the Governors' Pupils' Disciplinary Committee.

Headteachers and school staff have the authority to sanction pupils for behaviour that occurs both within school and outside of school premises, when it is deemed to have a negative impact on the school community, the welfare of others, or the reputation of the school. This includes behaviour occurring on school trips, when wearing school uniform, or identifiable as a pupil of the school, as well as online conduct, such as cyberbullying, harassment, or sharing inappropriate material. Sanctions may be applied where a pupil's actions, even outside of school hours, undermine the values of the school or affect the well-being of pupils or staff. All incidents will be considered on a case-by-case basis and handled in line with the school's behaviour and safeguarding policies.

In accordance with statutory guidance, when a pupil receives a suspension that exceeds five school days, the Local Authority becomes responsible for providing suitable full-time education from the sixth day onwards.

This ensures continuity of learning and meets the legal requirement to provide education for all pupils, even while they are suspended from their regular school setting.

The school will work in partnership with the Local Authority to ensure appropriate arrangements are in place should this situation arise.

Incidents that may warrant a suspension from school can include (this list is not exhaustive):

fighting, threatening behaviour, inciting violence, bullying, defiant behaviour (including failing to attend CBS detentions), rudeness or abuse towards staff (including swearing at staff), malicious allegations against school staff, bringing the school's name into disrepute on or off site, theft/stealing, harassment of staff or pupils, inappropriate use of technology or social media, persistent disruptive behaviour including breaches of the School's rules on uniform and appearance, refusal to go to the school's internal exclusion rooms, leaving internal suspension without permission, poor behaviour whilst internally suspended, bringing a banned item into school that is harmful or dangerous, slanderous comments about staff or the school.

Following any period of suspension, pupils will receive support upon their reintegration back into school.

### **PERMANENT EXCLUSION FROM SCHOOL**

The decision to permanently exclude a pupil will be taken in the following circumstances:

- In response to a breach, or persistent breaches, of the School's Behaviour Policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or others in the school

This could include a 'one off' offence. This may include:

possession or supplying and or use of an illegal drug on school premises, harassment of staff or pupils, misuse of AI generated images or content, serious verbal abuse or verbal assault towards members of staff, extortion, damage to school property, theft/stealing, encouraging others to fight, serious actual or threatened violence against another pupil or a member of staff, sexual abuse, assault or harassment, bullying, persistent disruptive behaviour, carrying or the use of an offensive weapon, bringing a banned item into school that is harmful or dangerous e.g a knife or blade.

This list is not exhaustive.

The Headteacher's decision will be informed by an investigation and the civil standard of proof will be applied when decisions are made to exclude and that on the balance of probabilities the pupil was responsible for the particular behaviour. This means that the Headteacher decides that it is more likely than not that the pupil did what he or she is alleged to have done; the school is not required to 'be sure beyond doubt' in determining when to apply exclusion or any other sanction.

The Headteacher need not postpone taking a decision on an exclusion solely because a police investigation is underway and / or any criminal proceedings may be brought. In such circumstances the Headteacher will take a decision on the evidence available to him at the time.

### **EDUCATION OFF SITE TO IMPROVE BEHAVIOUR**

In accordance with section 29A of the Education Act 2002 (amended by Section 154 of the Education and Skills Act 2008), the Governing Body have delegated the power to the Headteacher to direct a pupil to be educated off-site to receive education provision which is intended to improve their behaviour.

This is not an exclusion and is to address the pupil's behaviour with additional support from the Local Authority.

## **SEARCHES**

Ensuring school staff and pupils feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure pupil and staff welfare is protected and helps schools establish an environment where everyone is safe. Searching can play a critical role in ensuring that schools are safe environments for all pupils and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive.

The Extended Heathland Leadership Team may conduct bag searches of pupils or of their belongings by gaining consent from the Headteacher (or in the absence of the Headteacher, Deputy Headteachers), where they have reasonable grounds for suspecting that a pupil may be in possession of prohibited or banned items not allowed in school, as per the Code of Conduct.

The list of prohibited items are:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- 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 of any person (including the pupil).
- cigarettes, tobacco and cigarette papers;
- vapes
- fireworks; and
- pornographic images.

Banned items are listed on page 3 of this policy.

The law states the member of staff conducting the search must be of the same sex as the pupil being searched. There must be another member of staff present as a witness to the search. One must be a member of the Extended Heathland Leadership Team.

There is a limited exception to this rule. This is that a member of staff can search a pupil of the opposite sex and/or without a witness present only:

- if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and
- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the pupil or it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

In these exceptional or extreme circumstances, where a member of staff has conducted a search without a witness, they should immediately report this to The Deputy Head [Pupil Support], and ensure a record of the search is kept on CPOMS.

The school will notify parents if a search was made and a prohibited item was found.

Schools are not required to inform parents before a search takes place or to seek their consent to search a child. However parents may be informed and explained the reason for the search if the school considers that there is substantial and good reason for informing them.

The school will make use of hand-held metal detectors to screen pupils for prohibited and banned items.

Pupils can be searched for any item if they give their agreement.

(a) With consent search:

Pupils will be made aware of the allegation and be instructed to empty their pockets/bags and hand over their blazers and other items of outer clothing for checking. This should normally be done with a second member of staff present, where possible.

(b) Without consent searches:

If a pupil refuses to co-operate with a search, the pupil should be kept isolated and the Head of Year and Deputy Head [Pupil Support] should be alerted. Some circumstances (for example, where there is reasonable suspicion that a prohibited item is being concealed) may justify the use of reasonable force and/or the involvement of the police. If the pupil refuses to co-operate, the member of staff should assess whether it is appropriate to use reasonable force to conduct the search. The decision to use reasonable force should be made on a case-by-case basis, for example if the pupil is self-harming or a risk to themselves and/or others.

Any pupil who refuses to co-operate with a personal search would lead to the application of disciplinary penalties in the same way as refusal to follow any reasonable instruction or request.

Where there is suspicion of knives or weapons, alcohol, fireworks, illegal drugs, stolen items, cigarette, tobacco and cigarette papers, vapes, fireworks, pornographic images (this would include any indecent image of a child/pupil under 18 years of age including themselves or other pupils), 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 the pupil may be searched without their consent.

Where a pupil has a history which makes it more probable they may bring prohibited or banned items to the school in the future and thus may, for example, create an on-going risk to the health and safety of pupils or staff, the Headteacher may impose, as a condition of admittance, a period in which quasi-random (i.e. occasional, no notice) searches will be carried out, referred to as 'random' searches.

As part of the School's home school agreement, if a pupil uses the school's locker they agree to have it searched for banned items, without consent and whether or not the pupil is present.

Where any article is thought to be a weapon, illegal drug, stolen item it must be passed to the police. Where a prohibited item is found, the pupil's parents or guardians should be contacted where what is found constitutes a significant breach of the school rules, and especially where a banned item is found.

Where the person conducting the search finds an electronic device they may examine data or files on the device if they think there is a good reason to do so for example pornographic images or photos taken of staff without their consent. They may also delete data or files on the device if they think there is a good reason to do so, unless they are going to give the device to the police. In determining a 'good

reason' to examine or erase data or files the staff member should reasonably suspect that the data or file on the device has been, or could be, used to cause harm, to disrupt teaching or to break the school rules.

All incidents involving youth produced sexual imagery should be responded to in line with the school's safeguarding and child protection policy. If as the result of a search of a device a member of staff suspects the possibility of youth produced sexual imagery, the incident should be referred to the DSL (Assistant Headteacher Inclusion) and the Deputy Head Pupil Support as soon as possible.

Adults should not view youth produced sexual imagery unless there is good and clear reason to do so. The decision to view imagery should be based on the professional judgement of the DSL and should always comply with the child protection policy and procedures of the school. Imagery should never be viewed if the act of viewing will cause significant distress or harm to the pupil.

If a member of staff seizes an electronic device and has reasonable grounds to suspect that it contains evidence in relation to an offence or that it contains a pornographic image of a child or an extreme pornographic image they will give the device to the police as soon as it is reasonably practicable. For other material found on the device, it is up to the Headteacher or DSL to decide whether the information is deleted or to retain the device as evidence of a breach of school discipline.

## **CONFISCATION**

School staff can seize any prohibited [banned] item found as a result of a search or knife arch search. They can also seize any item which they consider harmful or detrimental to school discipline.

Banned items include: knives, blades or other harmful / dangerous, drugs, alcohol, 'vapes', cigarettes, tobacco, e-cigarettes, shisha pens, aerosols, firecrackers / fireworks, laser pens, stolen items, mobile telephones, SMART watches, other electronic devices or valuable items, hooded tops or other items of non-school uniform, make-up, chewing gum

Prohibited items will not be returned and may be safely disposed of or given to the police. If an item is seized (confiscated) from a pupil as a disciplinary matter. 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. Searching, Screening and Confiscation Department for Education July 2022.

## **THE USE OF REASONABLE FORCE**

All staff have the legal power to use reasonable force. The term 'reasonable force' covers a broad range of actions that involves a degree of physical contact with pupils to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury. 'Reasonable' means using no more force than is needed to resolve the situation and normally where other strategies such as instructing the pupil have been tried and failed.

*'Schools do not require parental consent to use force on a pupil...It is not illegal to touch a pupil'* pg 6 Dfe Guidance July 2013 'Use of reasonable force'

Examples of situations that may require the use of reasonable force are:

- preventing a pupil from attacking a member of staff or another pupil, or to stop a fight
- restrain a pupil at risk of harming themselves through physical outbursts
- a pupil is engaged in, or is on the verge of committing, deliberate damage or vandalism to property
- a pupil is causing, or at risk of causing, injury or damage by accident, by rough play or by misuse of dangerous materials or objects
- a pupil is running in a corridor or on a stairway in a way in which they might have or cause an accident likely to injure themselves or others
- a pupil attempts to leave a classroom or the school in a way which he or she might have or cause an accident likely to injure themselves or others

Physical intervention can take several forms. It might involve staff:

- physically standing between pupils and using reasonable force to push them apart
- holding
- pushing
- pulling
- leading a pupil by the hand or arm
- shepherding a pupil away by placing a hand in the centre of the back

It is for the school to decide whether it is appropriate to report the use of force to parents. *DfE Guidance 'Use of reasonable force'*

### **MANAGING PUPIL TRANSITION AND PROVIDING SUPPORT**

Prior to admitting a pupil to the school the Deputy Head (Pupil Support) will ask for information from their previous school to support his/her transition. If there is a concern regarding his/her behaviour the Head of Year and Assistant Head (Inclusion) will put support systems in place to ensure their needs are met to support good behaviour, which may include a meeting with parents, if necessary. If a safeguarding concern is made known to or by the school, the Deputy Head (Pupil Support) will ensure steps are put in place to meet any educational or other needs.

### **SPECIAL EDUCATIONAL NEEDS**

If the behaviour of a child with SEN is of concern, an emergency review meeting will be held involving a multi-agency approach to consider whether continuing disruptive behaviour might be the result of unmet educational or other needs and to ensure an action plan for support is put in place

### **REVIEW AND EVALUATION**

The Behaviour & Discipline Policy will be reviewed and evaluated annually by the Deputy Head (Pupil Support) in conjunction with the Heads of Year and will be discussed at one meeting of the Governors' Pupils' Committee. A termly audit of internal, external and permanent exclusions will be reported to the Governors' Pupils' Committee.

Reviewed: July 2025

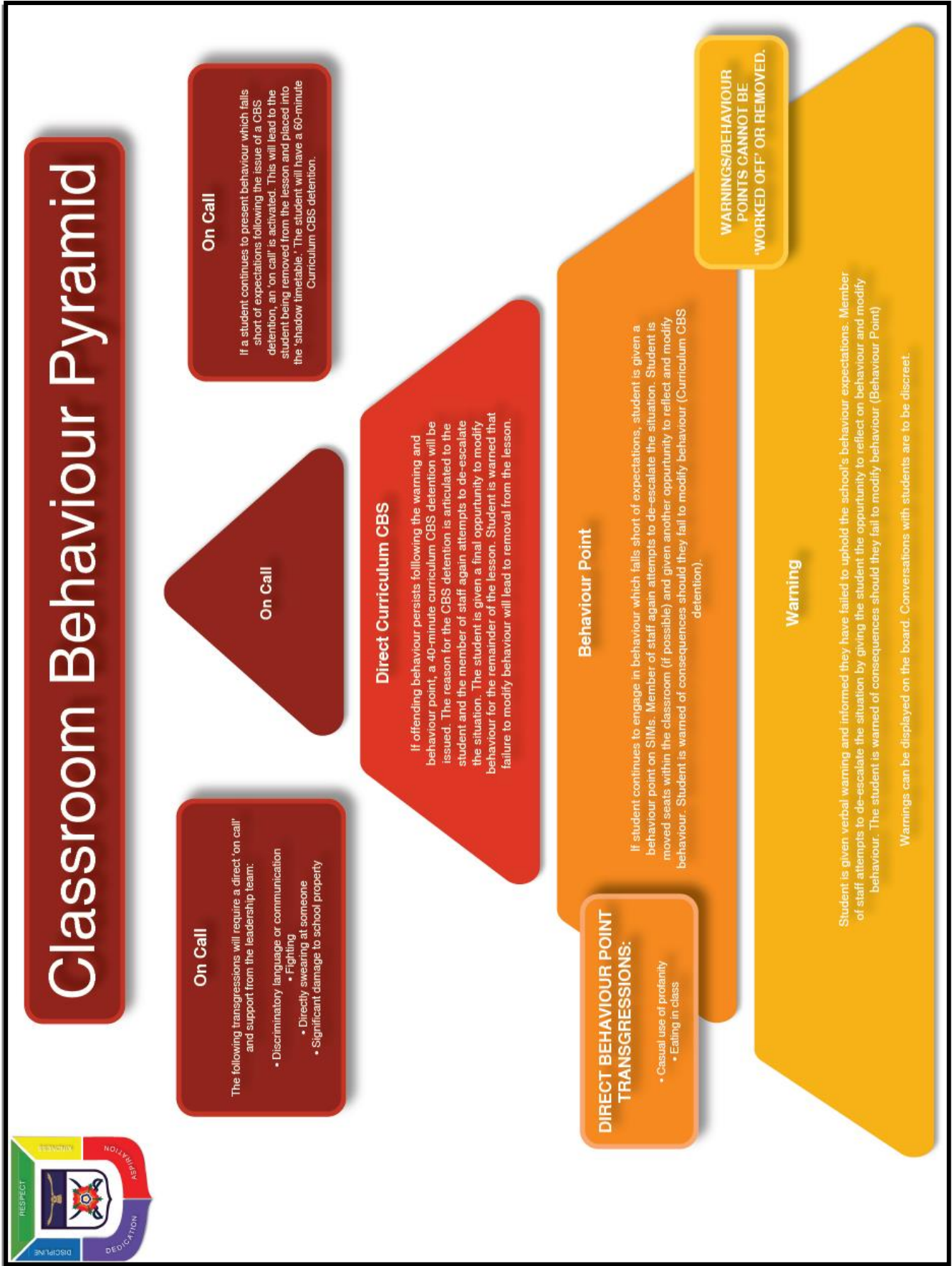
Next review: July 2026

**APPENDIX 1: SCHOOL RULES**

# BEHAVIOUR RULES AND EXPECTATIONS AT THE HEATHLAND SCHOOL



|   |  |
|---|--|
| <p><b>Respect</b><br/>We show each other respect by valuing and celebrating our differences. We create a calm, safe and fair environment.</p> <p><b>As a student at The Heathland School, I will:</b></p> <ul style="list-style-type: none"> <li>• Follow staff instructions at the first time of asking.</li> <li>• Allow teachers to teach so that pupils can learn.</li> <li>• Respect the beliefs of others and to embrace differences.</li> <li>• Respect the schools' resources and facilities (e.g. IT equipment).</li> <li>• Be honest and demonstrate integrity.</li> <li>• Show respect and courtesy for others in the way I act and speak to others in person and online.</li> </ul> | <p><b>Kindness</b><br/>We recognise the impact we have as individuals on our wider school community. We support one another by listening, sharing, showing and understanding.</p> <p><b>As a student at The Heathland School, I will:</b></p> <ul style="list-style-type: none"> <li>• Be kind and respectful by keeping my hands, feet, unkind words, actions and any objects to myself.</li> <li>• Avoid disrupting my own learning or the learning of others.</li> <li>• Allow others to be heard and to be considerate to their points of view.</li> <li>• Offer support to other students.</li> </ul> |
| <p><b>Aspiration</b><br/>We consistently challenge ourselves to achieve high standards and make the most of all opportunities.</p> <p><b>As a student at The Heathland School, I will:</b></p> <ul style="list-style-type: none"> <li>• Push myself to strive for excellence.</li> <li>• Challenge myself to continually improve.</li> <li>• Acknowledge my strengths and understand how I can improve.</li> </ul>  | <p><b>Dedication</b><br/>We are committed to supporting our progress, our school and our community.</p> <p><b>As a student at The Heathland School, I will:</b></p> <ul style="list-style-type: none"> <li>• Complete my classwork and homework on time to the best of my ability.</li> <li>• Listen to and act upon advice from my teachers and other adults in school.</li> </ul>  |
| <p><b>Discipline</b><br/>We are focused on achieving our goals and are motivated to do the right thing to ensure everyone can achieve.</p> <p><b>As a student at The Heathland School, I will:</b></p> <ul style="list-style-type: none"> <li>• Behave in a safe and sensible way, inside and outside of school.</li> <li>• Attend lessons punctually, properly equipped and ready to do my best.</li> <li>• Refrain from bringing to school or being in possession of any prohibited items.</li> <li>• Wear full school uniform with pride at all times.</li> <li>• Only eat or drink in the specified areas within school.</li> <li>• Comply with the school rules on IT usage.</li> </ul>    |  |



### APPENDIX 3: PASTORAL CBS SANCTIONS

Staff can issue Pastoral CBS detentions for various transgressions as listed in the table below (this list is not exhaustive):

| Behaviour Transgression   | CBS Sanction  |
|---|---------------|
| Accumulation of 10 behaviour points   | 40-minute CBS |
| Defiance  | 40-minute CBS |
| Aggressive behaviour  | 60-minute CBS |
| Persistent poor uniform   | 40-minute CBS |
| Rudeness towards staff or pupils  | 40-minute CBS |
| Not keeping feet, hands or unkind words or actions to self during unstructured times or lessons | 40-minute CBS |
| Persistent poor behaviour during tutorial or assembly   | 40-minute CBS |
| Dangerous behaviour   | 60-minute CBS |
| Dishonesty  | 40-minute CBS |
| Vandalism   | 40-minute CBS |
| Truancy from lesson   | 60-minute CBS |
| Littering   | 20-minute CBS |
| Banned Item in school   | 60-minute CBS |
| Failed Day on Report  | 40-minute CBS |

Staff have the authority to place pupils in 60-minute CBS detentions in exceptional circumstances should behaviour warrant this.

There may be occasions where incidents, which have taken place in lesson, are sanctioned via a CBS Pastoral sanction.

## APPENDIX 4: PUPIL MONITORING

Behaviour and Achievement points are closely monitored by tutors and pastoral teams on a weekly basis. The following system is used to reward or sanction pupils each term depending on the number of points they accumulate:

### Rewards

| Number of Achievement Points | Rewards                   |
|------------------------------|---------------------------|
| 10                           | Shoutout in HOY Memo      |
| 20                           | Postcard/certificate home |
| 40                           | Shoutout in HOY Memo      |
| 60                           | Postcard/certificate home |

### End of Term Rewards

| Criteria   | Rewards   |
|--|---|
| Top 5% AP in Year Group                                      | £10 voucher to all pupils and certificate of recognition                  |
| Top 10% AP in Year Group                                     | £5 voucher to all pupils and certificate of recognition                   |
| Top 20% AP in Year Group                                     | Entry to raffle – 5 x £5 voucher awarded – and certificate of recognition |
| 100% Attendance  | Entry to raffle – 3 x £10 voucher awarded                                 |
| 100% Punctuality   | Entry to raffle – 1 x £10 voucher awarded                                 |
| Tutor Award (1 per tutor group)                              | Chocolate bar   |
| Special Progress Award from HOY (1 per year group, excl. Y7) | Chocolate bar   |

### Sanctions

| Number of Behaviour Points | Sanctions                        |
|----------------------------|----------------------------------|
| 10                         | 40 minute CBS detention          |
| 20                         | Tutor Report                     |
| 30                         | Phone call home                  |
| 40                         | Head of Year Report              |
| 50                         | Parent meeting                   |
| 60                         | HLT report                       |
| 70                         | Internal Suspension Considered   |
| 80                         | Fixed Term Suspension Considered |

Pupils will also be monitored through the following systems

| MISDEMEANOUR                                 | SUPPORT           |
|--|-------------------|
| Repeated poor uniform / make-up              | Tutor Report      |
| Poor organisation                            | Tutor Report      |
| No improvement on Tutor Report               | HOY Report        |
| Return from suspension                       | HOY or SLT Report |
| Several incident forms / concerns from staff | HOY Report        |

**Serious breaches of the code of conduct and school rules are referred to the HOY, this includes on the way to and from school. This may lead to an Internal or Fixed Term Suspension. These include (but are not limited to):**

- Invasion of staff privacy and personal space
- Repeated failure to follow rules
- Smoking
- Graffiti
- Vandalism
- Online abuse
- Bringing the school's name into disrepute
- Rudeness to staff
- Fighting
- Racial abuse
- Homophobic abuse
- Sexual harassment
- Sexual violence
- Bullying
- Persistent disruption

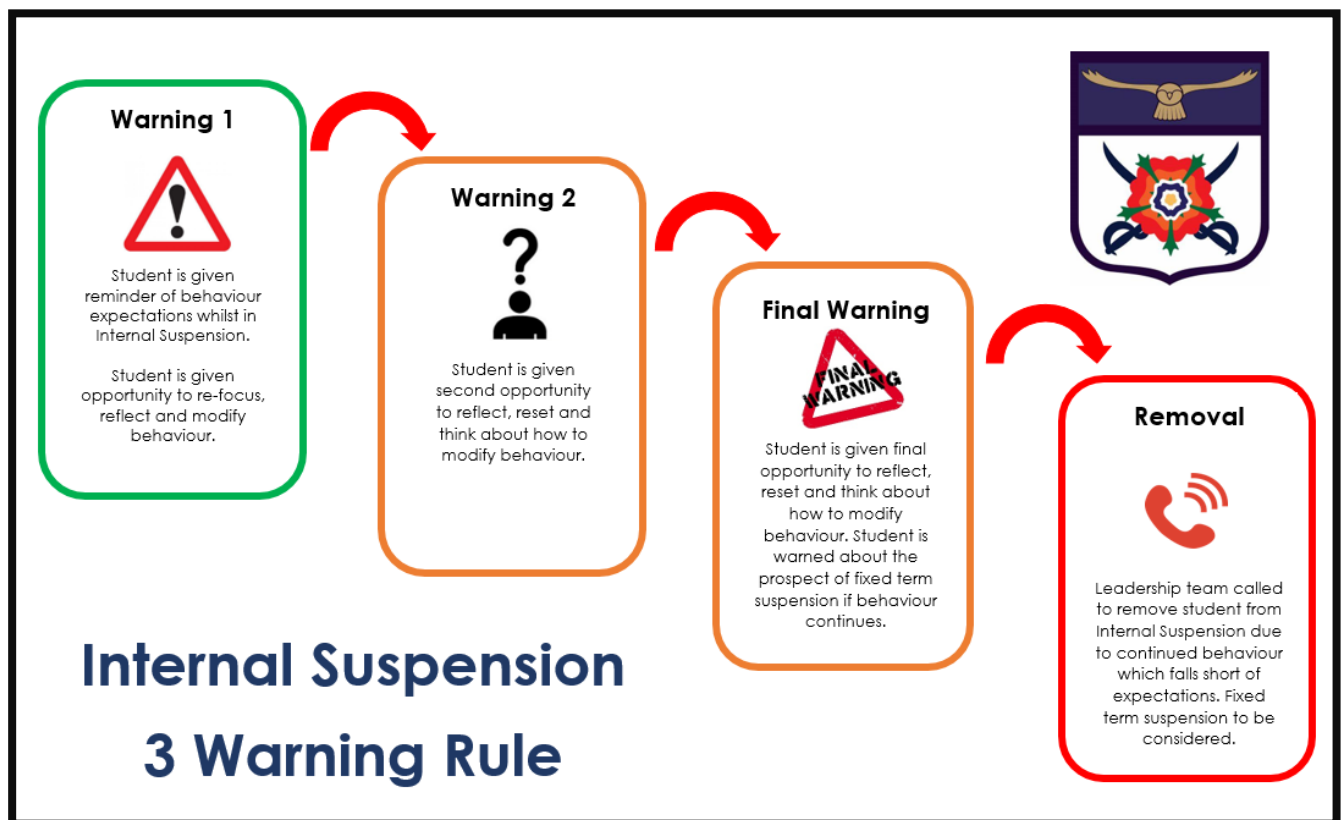
## APPENDIX 5: INTERNAL SUSPENSION PROTOCOLS

Pupils may be placed in internal suspension for a variety of reasons. Whilst in internal suspension, pupils are expected to abide by the rules listed below:

If I am placed in Internal Suspension, I will:

- Follow staff instructions at the first time of asking.
- Be kind and respectful by keeping my hands, feet, unkind words, actions and any objects to myself.
- Refrain from communicating with any other pupils (including on toilet breaks).
- Refrain from getting out of my seat unless given permission to do so.

Failure to follow these rules will result in the three-warning system being activated.



**Warning 1:** Pupil is given reminder of behaviour expectations whilst in Internal Suspension. Pupil is given opportunity to re-focus, reflect and modify behaviour.

**Warning 2:** Pupil is given second opportunity to reflect, reset and think about how to modify behaviour.

**Warning 3:** Pupil is given final opportunity to reflect, reset and think about how to modify behaviour. Pupil is warned about the prospect of fixed term suspension if behaviour continues.

**Removal:** Should the pupil fail to modify behaviour following the final warning, a member of the Leadership team will be called to remove the pupil from Internal Suspension due to continued behaviour which falls short of expectations. A Fixed term suspension will be considered due to persistent poor behaviour whilst in internal suspension.

### **Internal Suspension Trigger System**

Pupils who continue to violate our school values and fail to uphold our high expectations will be sanctioned in a graduated way in relation to internal suspension.

The following procedures will be triggered for internal suspension repeat offenders:

**3<sup>rd</sup> Internal Suspension in any Half Term:** Parent meeting with HoY and/or attached member of Leadership team.

**4<sup>th</sup> Internal Suspension in any Half Term:** Fixed Term Suspension to be considered for persistent poor behaviour and/or defiance.

APPENDIX 6: REWARDS SYSTEM



**End of Year Award**  
 Top 10 students from each year group will be entered into a raffle.  
 1 student's family from each year group awarded £50 restaurant voucher.



**TERMLY AWARDS**

Each term TUTORs and Heads of Year will also award:

- Tutor Awards
- 1 x Special Progress Award
- 3 x 100% Attendance Raffle
- 1 x 100% Punctuality Raffle

Students will be ineligible for the Gold, Silver or Bronze awards if they have a ratio of behaviour points to achievement points of greater than 1:10. E.g. a student who receives 100 achievement points and 10 behaviour points would not be eligible for rewards.