



**WILSON'S SCHOOL**  
**Code of Conduct**

**Approved by Trustees: Summer 2022**

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# 1. General Principles

The school motto is *Non Sibi Sed Omnibus* (“Not for oneself but for all”) and this Code of Conduct is written under the principle that everyone in the school community will act with courtesy and consideration to others at all times. We should always try to understand other people’s point of view and differences in identity and speak politely to each other. We must remember that the school’s reputation is affected by the way we conduct ourselves outside of school, as well as inside it.

This policy aims to:

- Provide a consistent approach to behaviour management
- Define what we consider to be unacceptable behaviour, including bullying and discrimination
- Outline how pupils are expected to behave
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management
- Outline our system of rewards and sanctions

# 2. Legislation and Statutory Requirements

This policy is based on guidance from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It also takes into account the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on [DfE guidance](#) explaining that academies should publish their code of conduct policy and anti-bullying strategy online.

This policy complies with our funding agreement and articles of association.

# 3. Bullying

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. *Please refer to our separate Anti-Bullying Policy.*

# 4. Roles and Responsibilities

## 4.1 The Governing Body

The governing body is responsible for monitoring, reviewing and approving this code of conduct’s effectiveness and holding the Head to account for its implementation.

## 4.2 The Head

The Head will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and along with the Senior Leadership and Learner Development Teams, will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

## 4.3 Staff

Teaching and support staff are responsible for:

- Implementing the Code of Conduct consistently
- Modelling positive behaviour (*see separate Staff Conduct Policy*)
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents
- Informing pastoral leaders of serious incidents

Pastoral and senior leaders will support staff in responding to behaviour incidents.

#### **4.4 Parents**

Parents are expected to:

- Support their child in adhering to the pupil Code of Conduct
- Support the school in matters of discipline
- Attend parental meetings and briefings
- Inform the appropriate key stage team of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the relevant member of staff promptly
- Monitor and sign their child's planner each week
- Ensure their child is properly equipped and prepared for school
- Ensure their child completes homework as set by the school
- Ensure their child's attendance and punctuality to school is excellent

#### **4.5 Pupils**

Pupils are expected to:

- Adhere to the Code of Conduct
- Be an ambassador for the school at all times
- Act with courtesy and consideration to others at all times

### **5. Pupil Code of Conduct Summary**

*See Appendix 1 for the School Rules. This summary of the Code of Conduct is reproduced in planners.*

- Pupils must show courtesy, respect and kindness to all, at all times.
- Pupils must arrive to school, registration and lessons on time.
- Pupils must take pride in their appearance and ensure that their top button is fastened and shirt tucked in.
- Pupils must not run in the building, or anywhere other than on the playground / Astros.
- Electrical equipment / mobile phones may not be used in any part of the school grounds, except with the permission and supervision of a member of staff.
- Valuables should not be brought into school. Pupils do so entirely at their own risk.
- Eating and drinking is not permitted anywhere in school buildings other than the dining hall areas, except with the permission and supervision of a member of staff.
- Litter must always be placed in the bins provided.

- Classrooms are out of bounds if a member of staff is not present. Pupils may not access the Lower School until 0815 or the first and second floor or the Main and Foundation Buildings until 0810. Pupils must leave the premises immediately after any supervised activity at the end of the school day.
- Where a one way system exists it should be followed at all times, with the exception of a fire drill or evacuation.

## 6. Rewards and Sanctions

High standards of self-discipline are expected in the pupils' own interests and for the welfare of the school community. Pupils are rewarded for taking academic risks, improvements in their work or approach to work, high levels of diligence (effort) and service to the school community.

### 6.1 List of rewards

Positive behaviour will be rewarded with:

- Verbal praise
- Achievement points awarded, including parent notification via SIMS Parent App
- Letters or phone calls home to parents
- Formal acknowledgements such as school prizes, colours ties and honours
- Opportunities for pupil leadership

### 6.2 Sanctions

Anti-social behaviour is not accepted and disciplinary action is taken if necessary.

**All members of staff have a key role in the maintenance of good order within the school and in the care of the environment.**

- In the first instance, classroom teachers have a responsibility to deal with indiscipline in their lessons and have at their disposal a number of appropriate strategies.
- If this fails to yield the desired outcome, classroom teachers will normally engage the help of the Head of Department.
- Heads of Department may need to engage Heads of Year about serious or repeated matters. The Heads of Year will then see both the member of staff for more details and speak with the pupil.
- The HOY should only receive issues sent by HODs for subject based issues or by all staff for serious issues outside the classrooms. The HOY may choose to refer serious matters to the Director of Key Stage or member of the Senior Leadership Team.

In the case of a severe instance of indiscipline in a lesson (e.g. where the welfare of pupils or staff is compromised), a reliable member of the class should be sent to a nearby office to request the assistance of a senior member of staff.

When an incident occurs, then a sanction (see Appendix 2 for guidance), will be set by the relevant member of staff.

There are times when an incident needs investigation before a decision can be made. This may be because it is a reported concern without readily available direct evidence and / or because pupil accounts are at variance with other reports. In these instances, the following general procedure is followed:

- Pupils concerned are asked to give an account and investigating staff will ask additional questions to clarify sequencing, detail or any apparent discrepancies
- Witnesses will be asked for their account; this will include (as required) pupils and or staff
- Any camera footage of the area at the time would be viewed
- A decision will be made as to the likely pattern of events based on the evidence collected. It should be noted that the school must decide on the *balance of probabilities*, according to their own

experience and judgement, as to whether the pupil has carried out any incidents in question. This is not the same as in a court of law where it is required that matters need to be proved beyond reasonable doubt.

**It is noted that the school does not require parental permission to impose detentions or other school sanctions, including for same day sanctions.**

#### **A. Sanctions: Classroom Teacher**

Each individual member of staff has the authority to set sanctions using their own discretion.

Sanctions could include: verbal or written reprimand, lunchtime detention or an after school detention. When giving personal detentions, the following guidelines should be followed:

- Pupils should be left in no doubt that a detention has been given and what it has been given for. A note should normally be written in the pupil's planner and a record made on SIMS.
- Break or lunchtime detentions must be arranged to allow pupils time to eat and to visit the toilet if they need to do so.
- After school detentions should last no longer than one hour and pupils must be supervised throughout.
- Whole class detentions should not be given, but the teacher retains the right to ask a class to stay behind, or return at another time if a matter needs to be investigated. Typically the Head of Department or a pastoral leader will be involved in these circumstances.
- In very rare cases, in order to avoid unnecessary escalation of an incident or to allow a pupil some time to 'cool off', a member of staff may ask a pupil to wait outside the classroom for a short period of time. Pupils on the SEN list or with serious Medical conditions should never be asked to leave a lesson without supervision.

#### **B. Lates Detention**

- A detention is held each week on a Friday after school. Pupils with three or more lates to school or to lessons in a fortnightly cycle will be set a detention by their HOY.
- The HOY or pastoral secretary will notify parents of the relevant offence and the punishment.
- Should a pupil be placed in two detentions within one term, they will be placed in a Saturday Detention supervised by SLT should they be detained for a third time.
- Where a repeated or emerging pattern of lateness is identified, same day sanctions may be used.

#### **C. Directors' Detention**

- A detention is held each week on a Friday after school. Pupils can be given a school detention set by the SLT, HOY or Director of Key Stage only for Level 2 offences.
- The HOY or pastoral secretary will notify parents of the relevant offence and the punishment.
- Should a pupil be placed in two detentions within one term, they will be placed in a Saturday Detention supervised by SLT should they be detained for a third time.

#### **D. Head's Saturday Detention**

This will be issued for serious breaches of discipline or where there is continuous bad behaviour. Only the Head, a member of the SLT or DKS can impose this sanction. They take place on a Saturday between 0900 and 1200. Pupils will be expected in full school uniform and to come to school with enough work to keep them occupied for the full three hours; typically the sanction for not attending without good reason is a fixed term suspension for defiance of the Head.

#### **E. Internal Exclusion**

A pupil may be excluded from all lessons for a fixed period and supervised by a member of the Learner Development Team (LDT). Only a member of the SLT or Director of Key Stage can impose this sanction.

## **F. Exclusion**

Only the Head (or in his absence, a Deputy Head) has the power to suspend pupils from school for a fixed term or to permanently exclude. Statutory procedures apply.

### **6.3 Zero-tolerance approach to sexual harassment and sexual violence**

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored. Sexual harassment and violence is considered to be gross misconduct.

Staff and pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

### **6.4 Off-site behaviour**

Sanctions will typically apply where a pupil has misbehaved off-site when they are not under the supervision of school staff or when representing the school in an organised activity offsite. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a pupil has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:

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

### **6.5 Malicious allegations**

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of any kind (e.g. sexual violence or sexual harassment) against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, alongside appropriate sanctions, the school will consider whether the pupil who made the allegation is in need of help or support. If so, a referral to children's social care may be appropriate.

Please refer to our Safeguarding and Child Protection Policy for more information on responding to allegations of abuse against staff or other pupils.

## **7. Classroom and Behaviour Management**

### **7.1 Classroom management**

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

Teachers will manage behaviour effectively to ensure a good and safe learning environment. They will:

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's Code of Conduct
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

## 7.2 Physical restraint

School staff have a power to use force and lawful use of the power. The Government's published guidance will be followed. *Please refer to the separate [Use of reasonable force in schools](#) advice.*

## 7.3 Confiscation

**Any prohibited items (listed in the School Rules in Appendix 2) found in pupils' possession will be confiscated.** These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [guidance on searching, screening and confiscation](#).

## 7.4 Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will typically evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Attendance, punctuality, and behaviour points are regularly monitored for all pupils to help identify emerging patterns of concerning behaviour.

Where necessary, support and advice will also be sought from one or more of: specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

Supporting improved behaviour:

- In talking to pupils during a process of setting a serious sanction (and once any investigation has been completed), it is very important that pupils understand why the behaviour was unacceptable, what alternative action could have been taken, and how they could handle such situations in the future. This discussion will form a normal part of the discipline and behavioural education process. In addition, strategies to support improved behaviour may be identified and these strategies put into place.
- In matters of suspension, the Head (or Senior Deputy in his absence) will see the pupil, with a member of the year team or leadership team parents, and talk through the issues, pupil responses and the way forward for the future. The Head (or Senior Deputy in his absence) will then decide whether suspension or permanent exclusion is appropriate in the context of the school's Code of Conduct, and if so the length of it. The decision will be based on the level of misbehaviour, the past pattern of misbehaviours of the individual and any other relevant factors.
- All pupils will be monitored by their Head of Year following a Level 3+ sanction



- At the discretion of the HoY or DKS, a pupil might be placed on report for a set period of time to help monitor and support them in terms of their behaviour

## **7.5 Safeguarding**

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
  - Manage the incident internally
  - Refer to early help
  - Refer to children's social care
  - Report to the police

Where necessary we will follow our Safeguarding and Child Protection policy.

## **8. Pupil Transition**

To ensure a smooth transition to the next year, Heads of Year hold transition meetings both within and beyond key stage teams.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year.

Pupils with specific needs will be additionally supported in their transition by the SENCO and the key stage Pupil Support Manager.

## **9. Training**

Training and guidance about behavioural expectations, sanctions and processes is provided as part of the school's CPD programme, typically through year team and staff meetings.

## **10. Monitoring Arrangements**

This Code of Conduct will be reviewed by the Head and full Governing Body annually.

## **11. Links with Other Policies**

This Code of Conduct is linked to the following policies:

- Acceptable Use Policy
- Anti-bullying Policy
- Attendance Policy
- Drugs Policy
- Equality Duty Plan
- Health and Safety Policy
- Policy for Supporting Pupils with Medical Conditions
- Safeguarding and Child Protection Policy

- School Uniform Policy
- School Visits Policy
- SEN and Disabilities Policy
- Sixth Form Agreement
- Staff Conduct Policy
- Use of Reasonable Force Advice

## Appendix 1: School Rules

### 1. Uniform and Appearance

#### Years 7-11

School uniform must be worn during the school day and when travelling to and from school. High standards of presentation are required at all times when wearing school uniform.

This comprises:

- School blazer (blazers may be taken off in lessons with the permission of the teacher).
- House badge (Years 7 and 8), worn on the left lapel of the blazer
- White shirt (neither roll neck pullovers nor coloured/patterned tops may be worn under the shirt)
- School tie (Years 7 and 8), worn to cover the buttons of the shirt
- House tie (Years 9, 10 and 11), worn to cover the buttons of the shirt
- Formal dark grey or black trousers (not of a denim material; no slim fit)
- Formal plain black leather or leather look shoes (not trainers or canvas)
- Black/dark grey socks
- A black woollen V-neck pullover may be worn under the blazer

On days when a pupil has a PE lesson or Games they must wear their correct PE or Games uniform. This comprises:

- Black school tracksuit bottoms and top over their usual Games or PE kit
- Black trainers

In hot weather, it may be determined by the Senior Deputy Head that pupils can remove blazers or tracksuit top as they move around school. Under these circumstances a pupil may not wear a jumper or anything else over their shirt and tie.

The following apply to all pupils in the school:

- A smart plain coat or jacket may be worn over the blazer to and from school, but not instead of a blazer. Leather and denim coats and jackets are not acceptable. No hoodies are allowed. Coats, gloves, hats and scarves must be removed on entering the school and should not be worn around the school. Staff will confiscate any coats and give them to the relevant HOY.
- No jewellery, other than a wristwatch, may be worn, unless as part of sincere religious observance and supported by an appropriate religious leader.
- No badges, other than house or prefect badges (or other badges awarded for participation in a school activity), may be worn.
- Visible tattoos or piercings are not permitted.

Hair must be kept smart and tidy and discretely tied back if it reaches the collar of the blazer. Top knots, headbands and/or shaved patterns in hair/eyebrows are not permitted. Hair may not be dyed and/or bleached.

Pupils in Y7-11 must be clean shaven; facial hair is not allowed. Beards or other hair styles may only be worn where this is required as a matter of sincere religious observance and where this can be substantiated in writing by the leader of a relevant religious community.

## 2. Personal Property and Personal Safety

### A. Electrical Equipment & Mobile Phones

- Electrical equipment, including, but not limited to mobile telephones, smart watches and ear buds may not be used in any part of the school grounds, except with the permission and supervision of a member of staff.
- If a teacher sees a mobile phone or another piece of electrical equipment, it will be confiscated and passed to the relevant HOY. On the first offence, the device will be returned at the end of the same school day. Should the device be confiscated again, it is expected that it will be collected by a parent.
- Year 7 and 8 pupils must not bring into school mobile phones or watches with internet access or a camera. Any pupils found with such devices will have them confiscated and their parents will have to collect them.
- The school does not accept responsibility for the loss of mobile phones or other valuables, other than those confiscated by a member of staff.

### B. Planners

- All pupils are issued with a planner.
- Pupils must have their planners on them at all times; it must be kept up to date.
- The planner is a useful means of communicating with parents. Parents are asked to check and sign their child's planner each week to ensure that pupils are completing homework.
- Staff can use the planner to convey brief, non-urgent information to parents regarding their child's behaviour and progress.

### C. Bags, Books and Lockers

- Every pupil will be allocated a locker or cubby hole (Years 7 and 8). This is for the pupil's sole use. Lockers should not be shared. Only a HOY can authorise changes to these allocations
- Pupils must not return to their lockers between P1 and P2 or between P3 and P4.
- In order to facilitate this, all equipment (including PE bags) needed for P1 and P2 must be taken to morning registration and to P3 for P3 and P4. The only exception is when pupils have Science or DT in P1 and P2 or P3 and P4 as well as PE. In this case a return to locker is allowed.
- Books and bags must be returned to lockers at break and lunch times; they cannot be taken into dining areas or left in the playground.

### D. Banned Items

Under no circumstances may any of the following be brought into School:

- Offensive weapons e.g. guns, knives, and dangerous sprays or chemicals, or any item intended for use as a weapon or purporting to be a weapon.
- Discriminatory, or other offensive materials
- Pornographic materials
- Lighters, matches, fireworks and pocket lasers
- Cigarettes (including electronic cigarettes or materials for vaping), alcohol, illegal drugs or dangerous or other psychoactive substance, or substances purporting to be such, or the paraphernalia associated with the use of those substances
- Solvents such as "Tippex", "Superglue" or similar items
- Stolen property
- Chewing gum
- Caffeinated energy drinks
- Items intended for sale / trade to / with other pupils

### E. Health and Safety

Pupils are expected to behave appropriately and in a way that will not jeopardise the safety of others. Any pupil who behaves in a way that presents a significant risk to the health and safety of other members of the school community **will be liable to permanent exclusion**. This includes the following circumstances:

- Actual or threatened violence against another member of the school community
- The possession, exchange or sale (including the offer to sell) of an illegal or dangerous or other psychoactive substance, or substances purporting to be such, or the paraphernalia associated with the use of those substances.
- Misuse of life saving equipment; malicious use of evacuation routines
- Persistent and / or very serious, malicious, disruptive behaviour or refusal to conform to the Code of Conduct or school rules.

Pupils should look after their own safety and that of others; they must:

- Comply with the school's health and safety procedures and policies
- Follow instructions in relation to the use of equipment and chemicals, etc.
- Not misuse or take equipment or chemicals from classrooms
- Report any relevant accidents
- Report any health and safety concerns they may have to the relevant member of staff

### **3. Attendance & Punctuality**

Pupil progress is closely related to attendance and therefore we maintain an attendance expectation of 98% or above. *More detail is provided in the school's Attendance Policy.*

#### *Punctuality*

- Pupils in Years 7-11 arriving after 0825 are considered to be late. Pupils arriving after 0825 need to register at Reception.
- Pupils in Years 12-13 arriving after 0830 are considered to be late. Pupils arriving after 0830 must still register using one of the three registration points.
- Pupils are expected to arrive punctually to lessons and failure to do so will result in a late mark.
- Pupils who are late for three or more registrations (morning or afternoon) or lessons each week will be given a Lates Detention. Pupils who are persistently late will usually receive a Level 2 or Level 3 sanction at the discretion of the Director of Key Stage or a member of SLT; same day sanctions may be applied in the case of emerging or persistent patterns of poor punctuality.
- At break time a warning bell will ring at 1055. Lesson 3 starts at 1100.
- At lunchtime the warning bell rings at 1400. Registration for Years 7-11 (or Period 5 on Friday for all pupils) begins at 1405.

### **4. Premises**

- The school does not accept responsibility for pupils until 0800 and only then when under the supervision of a member of staff. Pupils are permitted in the Library or the Main Dining Hall from 0745. Sixth Form pupils are permitted in the Sixth Form Study Centre / Room VI.
- During the school day (0825 to 1530; 0825 to 1505 on a Friday) the sole point of entry to the school is through the reception area which is located in the school foyer. No pupil may arrive at school or leave school by walking across the playing field, or by crossing the car park in front of the school. Pupils who cycle to school must arrive in time to access the bicycle racks prior to attending registration.
- Pupils must move sensibly around the school, never running within or around school buildings and always following one-way systems where these apply.

#### A. Access to First & Second Floor of Main Building & Foundation Building

- The 0810 bell gives access to first and second floor of Main Building and to the Foundation Building as a whole.
- From 0815, pupils in Years 7 and 8 may access the Lower School.
- No pupil is permitted to leave the school, its precincts, or playing fields during the mid-morning at any time. This also applies at lunch-time breaks, unless specific permission of a member of the Senior Leadership Team or Key Stage Director has been given or is the pupil is:
  1. a member of the Sixth Form who has signed out electronically at authorised times.
  2. a member of Year 11 whose parents have given their written permission for him to be off site at lunch-time only.
- After 1800 each day, pupils are not permitted anywhere in the school other than the school's entrance lobby area, unless they are involved in a supervised event.
- After the end of the school day (1530 or 1505 on a Friday) we cannot accept responsibility for any child on the premises unless they are involved in supervised after school activity, in the library or in the Sixth Form Study Centre. After this, pupils become the responsibility of their parents or carers. Pupils are permitted to wait to be collected in the external lobby, but we must be clear that there is no member of staff available to supervise or safeguard them.

**B. The following areas are out of bounds:**

- Classrooms (e.g. to access a computer or resources outside of lesson time) unless supervised by a member of staff.
- All grass areas, unless permission is granted by a member of staff or a pupil is using one of the picnic benches.
- The front car park and kitchen yard.
- The sports hall, gymnasium and changing rooms (including toilets), except when in use for classes / examinations under the instruction of a member of staff.
- All roofs and fire escapes, except for the purpose of evacuation.
- Powerleague pavilion.
- The Sixth Form Study Centre is out of bounds for all pupils except Sixth Formers. At lunch-time pupils may not go to the first or second floor of the Main Building except to attend supervised activities.

**C. Astros & Playground (including basketball courts)**

- A rota is published and reviewed regularly; there should be no deviation from this timetable without the permission of the member of staff on duty. Rules for use of the Astros and basketball courts are published alongside the rota.
- Footballs are only allowed on the Astros, not in the playground. Pupils must never leave the school site (e.g. to fetch balls).
- At lunchtime, all pupils must leave the Astros as soon as asked and by 1355 at the latest.

Failure to adhere to these rules for the use of the Astros / Basketball hoops will lead to individuals or forms being temporarily removed from the rota.

**D. Wet Break**

When the weather is very bad, a senior member of staff may announce wet break. This means that pupils must remain inside the school or under the covered area. Pupils who are eating must stay in one of the dining halls or in the John Jenkins Hall if this has been made available to them.

**5. Food and Drink**

The designated areas for eating any food are:

- The Main Dining Hall, Bowden Room and McAlister Room

- Outside the school buildings (except on the Astros)
- Any food bought in the dining halls must be consumed in the canteens or taken outside (though trays, plates and cutlery cannot be taken out of dining areas). Food must never be eaten anywhere else in school buildings unless with the permission and supervision of a member of staff (e.g. a club) or on the Astros.
- Pupils may not enter the dining halls until allowed to do so by the member of staff or prefects on duty.
- Drinking of water or any other liquid is not permitted in school buildings. The only exceptions being the use of the water fountains and the drinking of water during lessons, with the permission and supervision of the teacher. Water should not be brought to Computing, Art or DT classes.
- All litter must be placed in one of the bins provided.

## **6. Transport**

- All bicycles brought to the school must be securely padlocked in the racks provided. Access is only by the paths provided. All pupils must wear cycle helmets.
- Pupils must not cycle on any part of the school site unless as part of a supervised activity.
- The school accepts no responsibility for damage or theft of bicycles or other vehicle whilst parked on the school site.
- Pupils cannot park cars or motorcycles on site.

## **7. Use of Internet**

Pupils should be familiar with the Acceptable Use policy and never use the internet to publish or circulate material inside or outside of school that could be offensive or bullying to any member of the school community or could bring the school into disrepute.

## Appendix 2: Sanctions Grid

LEVEL	EXAMPLES OF BEHAVIOUR <i>(illustrative, and not intended or required to be exhaustive)</i>	SANCTION <i>One or more of:</i>	ACTION <i>By one or more of:</i>
<b>ONE</b>  <i>Minor misdemeanour</i>	<ul style="list-style-type: none"> <li>• Impolite conduct</li> <li>• Being late</li> <li>• Untidy uniform</li> <li>• Forgetting homework</li> <li>• Not having appropriate equipment</li> <li>• Distracting others/not working well</li> <li>• Breaking a rule set for corridor conduct.</li> </ul>	<ol style="list-style-type: none"> <li>1 Verbal warning</li> <li>2 Written warning</li> <li>3 Teacher Detention</li> </ol>	<ul style="list-style-type: none"> <li>• Teacher</li> </ul>
<b>TWO</b>  <i>Several minor misdemeanours</i>	<ul style="list-style-type: none"> <li>• Cumulative offences at Level 1</li> <li>• Failure to carry the planner around the school</li> </ul>	<ol style="list-style-type: none"> <li>1 Teacher Detention</li> <li>2 Departmental Detention</li> <li>3 Directors' Detention</li> </ol>	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• HOD</li> <li>• HOY</li> </ul>
<b>THREE</b>  <i>Pattern of poor behaviour or more serious misdemeanour.</i>	<ul style="list-style-type: none"> <li>• Continuing offences at Level 2 despite intervention</li> <li>• Disobedience / rudeness</li> <li>• Serious disruption of a lesson</li> <li>• Vandalism</li> <li>• Any form of bullying, including online or via social media</li> <li>• Aggressive, malicious and or abusive behaviour to another pupil or member of staff.</li> <li>• Abusive language; swearing which directly or indirectly is intended to offend or diminish another's dignity</li> <li>• Bringing the school into disrepute</li> <li>• Truancy</li> <li>• Filming and/or recording at school or malicious image taking</li> <li>• Theft</li> <li>• Infringements of the Drugs Policy</li> <li>• Malpractice in internal or external assessment; plagiarism</li> </ul>	<ol style="list-style-type: none"> <li>1 Directors' Detention</li> <li>2 Saturday Detention</li> <li>3 Internal exclusion</li> <li>4 External exclusion</li> </ol>	<ul style="list-style-type: none"> <li>• Teacher or teacher referral</li> <li>• HOD/HOY/DKS</li> <li>• SLT</li> <li>• Head</li> </ul>
<b>FOUR</b>  <i>Gross misconduct</i>	<ul style="list-style-type: none"> <li>• Cumulative offences at Level 3</li> <li>• Serious physical injury or threatened violence</li> <li>• Sexual harassment or other harmful sexual behaviours</li> <li>• Threatening the wellbeing of a pupil or member of staff</li> <li>• Persistent/more serious bullying including discriminatory behaviour</li> <li>• Dangerous driving</li> <li>• Potentially criminal act</li> <li>• Infringements of the Drugs Policy</li> <li>• The possession in school of banned items</li> </ul>	<ol style="list-style-type: none"> <li>1 External exclusion</li> <li>2 Permanent exclusion</li> </ol>	<ul style="list-style-type: none"> <li>• DKS referral</li> <li>• SLT</li> <li>• Head</li> </ul>
<p><i>There are some offences so serious that they will be dealt with at the discretion of the Head at whatever level he deems appropriate. If there is any criminal or potentially criminal behaviour, the school reserves the right to contact the police authorities. Aggravating and mitigating factors are taken into account when determining the sanction. NB Failing to attend a punishment will usually lead to a follow up punishment at a higher level.</i></p>			