

Tapton SCHOOL

Headteacher: Ms Kathryn Rhodes

Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG Tel: 0114 267 1414
Email: enquiries@taptonschool.co.uk Web: www.taptonschool.co.uk Twitter: @TaptonSchool1

Tapton School

Behaviour Policy

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AUTHOR: Harkiran Grewal

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First principles

Outstanding behaviour at Tapton School is non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy. It is essential for the creation of a harmonious environment.

Students must learn to conduct themselves in a courteous, cooperative and respectful manner. These are not only the unequivocal expectations of Tapton School but the expectations of society. We do not serve our school, our community or wider society by lowering the bar.

Teachers have the right to teach and students have the right to learn without disruption. Outstanding discipline and conduct needs to be the priority of all members of the school community and it is all of our responsibility to promote positive behaviour.

The behaviour policy of Tapton School has been written to support every member of the school community and is supported by our Home School Agreement and Student Code of Conduct which will go to all students and families. In order to achieve our vision of valuing everyone, caring for each other and achieving excellence students must adhere to the following three principles:

Be kind

Work hard

Follow the rules

**Please see additional COVID addendum for updates
from July 2020**

1 Ensuring good behaviour

Outstanding teaching and learning can only take place when behaviour is also outstanding. Students in all year groups will regularly rehearse the fundamental ingredients of excellent behaviour. 'We are Tapton' assemblies will be delivered at the beginning of every half term to all year groups. These assemblies will revisit and reinforce our high expectations. Assemblies will always go hand in hand with form discussions delivered by form tutors.

All students will be explicitly taught and deliberately rehearse our key expectations. This will happen with form tutors on the first day of the school year and then at regular intervals throughout the year. The Senior Leadership Team will use PSHE time to revisit our expectations. The school year will always begin with all teachers reinforcing these messages in their classrooms. We will return to these principles as and when we feel necessary.

2 Parents and Carers and the Home School Agreement

Parents and carers are expected to work in partnership with Tapton School to maintain high standards of behaviour, punctuality and attendance. By sending their children to Tapton School parents and carers are accepting their role as outlined in the Home School Agreement.

3 Pre-emptive strategies and sanctions

Teachers are in charge of every classroom and their environment. Learning is sacrosanct and will never be put at risk. As a result teachers will challenge **any** behaviour that contravenes our expectations and the student code of conduct. If students do not meet our expectations school staff will use a range of classroom management strategies before employing the staged system below.

(See also student code of conduct).

Teachers are not robots and have individual styles, strategies and techniques – this is what makes the educational experience at Tapton so unique, rewarding and successful. However, there are things that all teachers will do:

- Form tutors are responsible for equipment and uniform checks – they will check equipment and uniform every day. Form tutors will give students a green uniform slip – this indicates that the form tutor has spoken to the child about uniform and passed their name to the Year Manager for follow up sanctions if necessary. Students without an exceptional reason (and note from home) for incorrect uniform will be seen by Year Managers and put into a same day sanction – 20 minute lunchtime detention. Year Managers will make calls to parents and carers to alert them to the uniform issue. Repeated violations of uniform will initially result in contact with home and thereafter parents and carers attending meetings with Year Managers. Names will be collated at the weekly inclusion meeting. Subject specific equipment (such as ingredients in Food Technology) will be checked by subject teachers.
- Teachers will always meet and greet students outside classrooms. Students should enter the classroom ready to work by finding their seat and beginning a starter task.
- All teachers will take a register at the start of form time/lesson in silence.
- Teachers will dismiss students in an orderly way at the end of lessons.
- Teachers will reward students using Bromcom and offer praise when appropriate.
- Teachers will challenge lateness and put in place a sanction – this could mean a break, lunchtime or afterschool detention with that teacher. Lateness to registration and/or period 1 will result in a same day non-negotiable lunchtime detention with a member of SLT. Detention notes will be sent to students during morning lessons.
- Teachers will challenge poor behaviour and use a range of pre-emptive strategies. These may include silent non-verbal cues: hand signal, eye contact, facial expression, etc.
- Teachers may also then use verbal and direct instructions reminding pupils about rules and routines and what is expected.
- Teachers will liaise with department colleagues and Subject Leaders to support with behaviour in their classroom. They will use their professional judgement to contact parents and carers as and when necessary.

- Teacher will consult with Form Tutors and Year Managers when appropriate.
- Form tutors will ensure each morning registration has a focussed activity. Tutors will deliver form discussions which support the assembly theme. Wednesday morning year briefings will be used to identify students who need closer mentoring for issues such as behaviour, uniform, safeguarding and MHWB. Form tutors will liaise with Year Managers to identify appropriate strategies which could include using form time cover to mentor, contacting parents or a form tutor report.
- On occasion where appropriate students will be asked to make amends for poor decisions, for example they may be asked to write a letter of apology or conduct a supervised litter pick.

If a child is not meeting our high expectations and pre-emptive strategies have not worked they can expect the following stages to occur.

1. First warning - The child is explicitly told this is their first warning. The teacher may note down the child's name privately. The teacher may also warn the student that further poor behaviour will result in classroom actions such as moving seat.
2. Final warning - If the behaviour continues the student is given a final warning which will always be accompanied by an action, for example, moving seats, stepping out, conversation with teacher, conversation with SL at the end of the lesson etc.
3. Cause for concern slip and sanction – at this stage the child's behaviour has not improved with the warnings. The cause for concern slip will automatically result in a text home to parents/carers. It must always be accompanied by a classroom teacher/department led detention.

A cause for concern slip can also be given by any adult at Tapton School for incidents of poor behaviour outside of lessons, for example on the corridor at break or lunch. These will result in the child being brought by the Year Manager or SLT link to the relevant member of staff for a restorative sanction – this could range from a conversation or a detention with the member of staff. The delegation of this task will be decided at inclusion meetings to ensure the certainty of the sanction. However where possible, Year Managers should use their judgement to action these incidents directly with the member of staff.

4. On call – on call is for repeated disruption and/or immediate emergency removal. SLT/Year Managers/On call teachers will remove students to a 6th form/alternative class – this is non-negotiable. Students will not be returned to the lesson as they have already made clear their choice about their learning. Teachers should be able to provide locations for removal. On call detentions will be held the same day – calls will be made by the on call team to parents/carers to ensure the certainty of the sanction. Where a call cannot be made a text message will be sent to the parents and carers. It is therefore the responsibility of all parents and carers to ensure school has their up to date contact details. After school detention will be held for 30 minutes Monday – Friday and will be supervised by Assistant Headteachers and the Deputy Head. Students will always be collected for detentions by Year Managers to ensure the sanction is complete. Failure to cooperate with the Year Manager and attend detention will result in a 60 minute detention the subsequent day with the Deputy Headteacher. Failure to attend this detention will result in a fixed term exclusion.

4 Behaviour Points and Disciplinary Meetings and Hearings

Our MIS is BROMCOM. This system allows us to record both negative and positive points for each student. Positive points are detailed in the rewards policy.

Students will receive a negative behaviour point for the following issues: Each of the issues will result in a text home notifying parents and carers. Members of staff should use their professional judgement to make an additional phone call to parents and carers. Subject leaders and Year Managers should support staff with this decision.

Failure to wear correct uniform – 1 point

Failure to bring correct equipment – 1 point

Confiscations (stage 1) – 1 point

Confiscations (stage 2) – 2 points

Cause for concern (lesson) and subsequent detention (decided upon and administered by member of staff) – 2 points

Cause for concern (out of lesson) and subsequent sanction (decided upon and administered by Year Manager and member of staff) – 2 points

Departmental detention (this is not the same as the cause for concern detention – this could be a detention for homework or lateness to lesson) – 2 points

On call – 3 points – see separate section for details on call.

Lates to form/lesson 1 – detention at lunchtime the same day – 1 point.

Fixed term exclusion – 5 points

- **Break detentions** should be for a maximum of 15 minutes of a 20 minute break
- **Lunch detentions** should be for a maximum of 25 minutes of a 45 minute break
- **Afterschool detentions.** The Department of Education has outlined that schools do not need to give notice of after-school detentions or tell parents and carers why a detention has been given. Class teachers can impose no notice detentions for Y7-13 of 10 minutes. On call after school detentions will usually be the same day and parents and carers will be alerted by phone call or text message. It is the responsibility of parents and carers to ensure school has correct contact details. Students who catch the 751 bus will then need to catch the 51 bus from Manchester Road. Ideally, the on call team will speak with parents and carers about after school detentions, however, where this is not possible a text message will be sent.

The following stages will be put in place at the indicated points, however, a student who is causing significant concern may be fast tracked to one of the stages. For example this could happen but is not limited to when a student has received a number of fixed term exclusions in a short space of time.

Up to 50 points – Cause for concern Meeting with the Year Manager and SLT link

(It is highly likely that the Year Manager has already had contact with the parents and carers of students at this stage). This is a formal meeting for the Year Manager and the relevant member of Leadership Team to meet with parents/carers to discuss concerns and possible future support and sanctions. The terms of the Home School Agreement are reiterated. The student's behaviour and progress will be closely monitored. The student may go on form tutor, Year Manager or SLT link report. A clear intervention will be decided upon at this meeting. Inclusion meetings will be used to identify students who are in danger of a leadership disciplinary meeting. A student engagement plan will be considered at this point.

50 behaviour points – Leadership Disciplinary Meeting

At 50 behavioural points a Leadership Disciplinary Meeting (Deputy Headteacher, Assistant Headteacher + Year Manager) occurs in school. The parent/carer and the student must attend. The Deputy Headteacher issues a formal written warning. The behaviour record, facts and context are shared. The student, parent, Year Manager, SLT link and Deputy Headteacher sign a behaviour contract. At the meeting it is made very clear that this is a formal warning and further instances of poor behaviour could result in permanent exclusion. Again the terms of the Home School Agreement are referred to. The meeting outlines the range of intervention already in place and any further next steps

such as a managed move. A Student Engagement Plan is written and/or updated and shared. The student will be put on report to the SLT link for the year group.

100 behaviour points – Governors Disciplinary Meeting

At 100 behaviour points a Governors Disciplinary Meeting (Headteacher + Governor + Deputy Headteacher + Year Manager) occurs in school. The parent/carer and the student must attend. A final formal written warning is issued by the Governing body to the student. The behaviour record, facts and context are shared. The student, parent, Governor, Deputy Headteacher and Headteacher sign a final formal warning contract. At the meeting it is made very clear that this is a final formal warning and further instances of poor behaviour could result in permanent exclusion. A managed move and alternative provision will be strongly considered with the student and family. A member of the governing body will place the student on report and further meetings will be held with the family at regular intervals to ensure the student is responding to the interventions suggested. These meetings will be calendared at the disciplinary meeting and will be held in school.

150 behaviour points – Headteacher and CEO Disciplinary Hearing

At 150 behaviour points a Headteacher and CEO disciplinary hearing occurs in school (Headteacher + CEO + Year Manager). The parent/carer and the student must attend. The behaviour record, facts and context are shared. At 150 points clearly the student is regularly violating the Student Code of Conduct and disrupting their own and other's learning. A number of interventions have already been put in place. At the hearing alternative strategies need to be approved – these could include a managed move, a step out to another school, alternative provision or indeed a school transfer. Where applicable a My Plan document will be completed or reviewed and the student will be referred to the Secondary Inclusion Panel. All of these alternatives will be considered with the student and family. Where appropriate a student may be put on report to the Headteacher and CEO and a notice to improve warning will be given. This notice will require weekly meetings between the family, student and school to ensure positive progress is being made and interventions are working.

Weekly inclusion meetings will be used to identify students whose behaviour causes concern in advance of these tariff markers.

The behaviour tariffs will be reviewed at the end of each term in accordance with the needs of the school.

See also exclusion section below.

See also attendance and punctuality policy.

See also Student Code of Conduct.

See also Home School Agreement.

5 Department detentions

Detentions will be set by teachers for students who receive a cause for concern. If a student does not attend a teacher's detention they will then be put into a department detention. Students who fail to attend a department detention will then be in after school detention for 60 minutes. Subject leaders need to let the Bromcom administrator and the Year Manager know which students need to be in after school detention and Year Managers will arrange phone calls or texts to parents and carers. Teachers will liaise with the Year Manager team to ensure students are collected for detentions.

6 On call

During every period of the school week a member of the leadership team and/or YM will be on call. The member of SLT and/or Year Manager will endeavour to visit every classroom during their on call period. This is an entirely supportive visit to ensure members of staff are satisfied with conduct in their classrooms. SLT will not schedule meetings or appointments during their on call slots as consistency is key during this period. On call is for repeated disruption and/or immediate emergency removal and as such should be rare. SLT/Year Managers/On call teachers will remove students to a 6th form/alternative class – **this is non-negotiable**. Students will not be returned to the lesson as they have already made clear their choice about their learning. Teachers should be able to provide locations for removal. On call detentions will be held the same day – parents and carers will be alerted by phone call or text message to ensure the certainty of the sanction. After school detention will be held for 30 minutes Monday – Friday and will be supervised by Assistant Headteachers and the Deputy Head. Students will be collected for detentions by Year Managers to ensure the sanction is complete. Failure to attend detention will result in a 60 minute detention the subsequent day with the Deputy Headteacher. Failure to attend this detention will result in a fixed term exclusion.

An on call results in 3 behaviour points. The following on call choices will appear on Bromcom:

- On call behaviour ASD – this signals to the on call team that there has been repeated disruption and/or immediate emergency removal is required. Equally the on call team will need to prepare to make a call to parents and carers or arrange a text about a same day After School Detention.
- On call missing/safeguarding – this signals to the on call team that a potential safeguarding issue has arisen. No after school detention is required and no points are administered. It may be suitable for the on call team to request the support of the Safeguarding team and YM. In cases of truancy the student will be in ASD.

7 School Trips

All school trips will be organised in line with the trips and visits policy and checklist. The School reserves the right to remove students from trips and visits if they have exhibited unacceptable behaviour as outlined in the paragraph below. As a result all trip letters will include the following paragraph:

'We have very clear school rules and expectations. Students need to demonstrate that they are meeting our expectations of behaviour in school in order for them to be allowed to attend the trip. If 'On Call' should be summoned on two or more occasions because of poor behaviour choices, from the date of receiving this letter to the date of the visit they will not be allowed to attend. Monies paid will be refunded'.

8 Unacceptable behaviour and Exclusions

School employs a wide range of measures to address inappropriate behaviour from verbal warnings, teacher and department sanctions, after school detentions and being placed on report to more serious sanctions, such as, fixed term exclusions, formal disciplinary meetings and permanent exclusion. Certain behaviours will always be deemed unacceptable and will always incur a serious sanction. This applies on or off school premises during school time, at break or lunch times, during travel to and from school and at any time on school trips. Parents and carers are expected to attend a reintegration meeting on their child's return to school following an exclusion. The meeting will discuss the child's behaviour and strategies to move forward. Year Managers and the SLT link will use their judgement to place a student on report when they return to school.

Behaviours which contravene our expectations and code of conduct include but are not limited to:

- Violent behaviour or physically hurting others
- Deliberate offensive language, including racial, sexual or homophobic comments
- Bullying or intimidation
- Rudeness to staff and students
- Malicious accusations against school staff
- Vandalism
- Continued disregard for staff instruction
- Continued disregard for school rules and or procedures, such as and including refusing to attend an after school detention when escorted by a member of staff.
- Theft from staff, fellow students and school premises

Permanent exclusion will always be considered for the following:

- Use or possession of weapons and fireworks
- Involvement with substances or items which may be harmful to themselves or to others, such as, alcohol, drugs, 'legal highs', vaping equipment or solvents
- Serious threats of and actual violence against staff, students or any other individual
- Serious bullying incidents
- Persistent and serious breaches of the school behaviour policy
- Behaviour which the Headteacher believes represents a serious threat to others

9 Pupil support systems, Student Engagement Plan and the Equality Act 2010

All teachers and members of staff will support students with identified needs and behavioural difficulties. The SENCO will work with all staff to ensure students with identified needs are supported and interventions are in place to support them with their behaviour and conduct. The Headteacher, Deputy Headteacher, SENCO and DSL will meet regularly to discuss students who are in danger of exclusion to ensure relevant and appropriate strategies are in place to support them.

Some students with behavioural concerns, safeguarding or additional needs will have a Student Engagement Plan. This is a school based intervention to support individuals with their learning and behaviour. The plan will look at both difficulties and strengths. Ultimately the SEP is for those pupils who are at risk of fixed term or permanent exclusions and/or disengagement. The first stage of the behaviour tariff is 50 points and students who are accruing significant behaviour points should already have a Student Engagement Plan. This should be actioned by the team at inclusion meetings.

Tapton School are aware of the different forms of disability discrimination and our legal duties under the Equality Act 2010. We recognise that some pupils with identified needs will need additional support to manage their behaviour, however, certain behaviours, such as, violent conduct/bringing dangerous items into school will always result in

exclusion. The school does not need to give notice of After School Detentions, however, will endeavour to make the necessary arrangements for students who are looked after and or students with additional needs. Reasonable adjustments will be made for students who may struggle with After School Detentions such as completing the detention with a Year Manager away from the main detention room.

10 Inclusion Meetings

Inclusion meetings for each year group will be held at designated times every week before or after school. These meetings will exclusively focus on behaviour, safeguarding and attendance data.

Statistics such as the ones below will be actioned by the Year Manager with SLT or with form tutors at Wednesday morning briefings. This list is not exhaustive and Year Managers will use their judgement to raise additional issues.

- If a student obtains three cause for concern slips they will be placed on form tutor report.
- If a student obtains three on calls in a day Year Manager/SLT to review and decide on the most appropriate cause of action which may include a fixed term exclusion.
- If a student obtains 3 or more on calls in a week or is regularly receiving on calls in a particular lesson it may be appropriate for the Year Manager to individually support the student and teacher or to request the support of the Behaviour Support Teacher for that child.

11 Confiscations

The rules around confiscations apply to all students Years 7-13 (and any Year 14 students). Mobile phones, Ipods and other electronic devices (such as wireless earphones) are not allowed in the school building during our working hours – 9.10-3.30 – this is non-negotiable. This includes all areas of the Dining Room. If students choose to bring them to school they must be put them away before entry into the building so they are not at all visible – this includes earphone cables hanging out of shirts and from pockets. From the 9.10 bell any such items will be confiscated without discussion. If a child refuses to hand over the item on call must be used. The attending team will confiscate the item and inform the student of the same day After School Detention for defiance. Failure to hand over a confiscated item will result in fixed term exclusion. The first time an item is confiscated it will be held in the school office until the end of the school day. If a student has an item confiscated for a second time the parents/carers must come into school to collect the item and to meet with the Year Manager, SLT link or Deputy Headteacher to discuss their child's refusal to comply with our rules.

Confiscation 1 (1 point)

- Item is confiscated and returned at the end of the first day. The student is responsible for collecting the item.
- 1 point added onto Bromcom log
- Automated confiscation letter sent to parents and carers advising of incident and next stage.

Confiscation 2 (2 points)

- Item is locked in school safe and a text sent to parents and carers alerting them to this.
- 2 points are added to Bromcom log.
- Automated confiscations letter sent to parents and carers asking them to collect phone and arrange a meeting with Year Manager/Assistant Head/Deputy Head as appropriate.

12 Punctuality

The school day starts at 9.15am. **A warning bell sounds at 9.10am, however, students should be in school well before this warning bell in order to be fully prepared for an orderly start to their day.** Students who arrive late are greatly disadvantaged because they miss starting the day with their peers in form time which means that they are often missing essential messages. It is very important that young people establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are at school.

Members of SLT are assigned regular morning duties to support the arrival duty team. It is the job of the arrival duty team to move students from crossroad areas and social spaces and ensure they make their way to form time before 9.15. Students should fill up water bottles and visit the toilet at breaks and lunchtime not during form time or lessons – this is no different from primary school. Students are allowed in the building at break times and therefore have ample time to use the toilet and get refreshments. Students who have identified medical needs will have a pass allowing them access to the toilets at all times.

Students who are late to form time and lesson 1 will be in a same day lunchtime detention at 12.50pm for 20 minutes. This is non-negotiable. Repeat offenders will be discussed at the weekly attendance meeting and parents and carers will be invited into school to discuss their child's poor punctuality. A referral may also be made to the school's attendance and punctuality officer.

To be clear – students are late if they arrive after the 'ping'.

13 Uniform

In Tapton all pupils wear this uniform:

- Tapton logoed polo shirt in white or black or a plain white or black school wear polo shirt.
- Tapton logoed black sweatshirt or Tapton logoed black cardigan.
- Flat black full-length trousers (not **faded grey** trousers, not jogging bottoms, not leggings) or black tailored knee length shorts or skirt (not mini skirt).
- All black shoes or trainers without any logo and without different coloured trim (not sandals).
- Flat all black below the knee or ankle boots
- Outdoor clothing (such as coats or fleeces) are not worn in classrooms.
- No hoods or hats in the building.

Failure to wear the correct uniform will automatically earn a behaviour point on Bromcom administered by the form tutor. Students who fail to wear full uniform without an exceptional reason (and note) will also receive a same day detention. Year Managers will make calls to parents and carers to alert them to the uniform issue. Repeated violations of uniform will initially result in letters being sent home and thereafter parents and carers attending meetings with Year Managers. Names will be collated at the weekly inclusion meeting.

14 Searches and Confiscation

Searches

If a student is suspected of concealing **knives or weapons, alcohol, illegal drugs, legal highs, vaping equipment, stolen items, tobacco and cigarette papers, fireworks, pornographic images or 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, every effort will be made to persuade the student to hand over the items, preferably in the presence of a second adult witness

School staff should immediately seek a member of the Leadership Team through the on call system to carry out any searches. Any search should be recorded and logged on a student's file. The member of SLT may also use a search wand during the course of the investigation.

If a student **refuses to give consent** to a search, a search can still be conducted by law if a member of staff has reasonable grounds to suspect the student is concealing knives or weapons, alcohol, illegal drugs, legal highs, vaping equipment, stolen items, tobacco and cigarette papers, fireworks, pornographic images or 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. In more serious situations the police may be contacted and may carry out a search.

Conducting a Search

All searches should respect a student's personal privacy and be conducted in as considerate manner as possible by a member of staff who is the same sex (except in exceptional circumstances to prevent danger to themselves or others) and there must be a witness (also a staff member) and, if at all possible, they should be of the same sex as the pupil being searched. The person conducting the search may search outer clothing, pockets and possessions such as bags. Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is good reason to do so.

Confiscation/Seizure of Items

A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item as listed above or is evidence in relation to an offence. Items seized should be recorded and stored in a locked secure cupboard or safe before consulting whether the item should be retained, disposed of, delivered to the police or returned to the owner.

For further information and guidance on searching and confiscation please see Department for Education screening, searching and confiscation - advice for headteachers, staff and governing bodies 2012.

15 Malicious Allegations

Complaints against staff are always investigated thoroughly. If after a full and thorough investigation it is considered in the view that the allegation against the member of staff was unfounded and malicious any record of the incident will be removed from the member of staff's file. The student or students involved in making the allegations will be disciplined according to the severity of the case up to and including exclusion.

16 Physical contact, restraint and the use of reasonable force

Tapton School does **not** have a 'no contact' policy. There is a real risk that such a policy might place a member of staff in breach of their **duty of care** towards a pupil, or prevent them taking action needed to prevent a pupil causing harm.

The law forbids any degree of physical contact which is deliberately intended to punish a pupil or which is primarily intended to cause pain, injury or humiliation.

Physical contact with children and young people may be appropriate and necessary in some circumstances. Staff should use their professional judgement and be aware of the following key points before making any physical contact with a child.

17 Restraint and Use of Reasonable Force

In some circumstances **reasonable** force can be used to control or restrain pupils but this should be seen as a last resort. All members of Tapton staff have a legal power to use reasonable force.

These circumstances are:

- To prevent pupils from committing a criminal offence, harming themselves or others, causing damage to property including their own or engaging in behaviour prejudicial to maintaining good order and discipline at the school.
- To defend themselves against attack provided that they do not use a disproportionate degree of force

Before intervening physically in any situation staff should try to communicate calmly and clearly with the pupil about their behaviour and its consequences and wherever possible send for assistance via the on call system for staff to support (see Positive Handling Policy).

If there is a risk of injury to other pupils they should be removed and assistance summoned.

Force used will be proportionate and reasonable. School staff should always try to act in a way that minimises the chance of injury to the student but it may not always be possible. Force will never be used as a form of punishment and reasonable adjustments will be made for SEND children. Parental consent is not required to use reasonable force.

All incidents where restraint is used must be recorded by staff involved on a restraint form, signed and dated and passed to the Assistant Headteacher Behaviour and Safety. **Staff should see the Designated Safeguarding Lead for a serious incident/positive handling form.**

18 Physical Contact

Staff should not assume that it is acceptable practice to use touch as a form of communication and should be very clear why it is necessary before touching any child.

There are occasions when it is appropriate for adults to have some physical contact with a child or young person with whom they are working, for example in medical emergencies, in practical subjects to demonstrate the use of equipment, to adjust posture or to support a child in completing an activity safely. Also when a child is in distress.

This should only take place in an environment which is easily observed and should last for the minimum time necessary. Staff should be aware of gender, cultural or religious issues that may need to be considered and should check that the child is comfortable with the contact.

Staff must be aware that even well intentioned physical contact may be misconstrued so should always be prepared to record and explain any actions and must understand that all physical contact is open to scrutiny. **Staff should see the Designated Safeguarding Lead to record any physical contact.**

Home School Agreement

The logo for Tapton School, featuring the word "Tapton" in a large, white, serif font above the word "SCHOOL" in a smaller, white, sans-serif font, all set against a red rectangular background.

Our primary purpose at Tapton is to ensure that we value everyone, care for each other and achieve excellence. We want everyone in our school to be enriched by the Tapton experience so we can access opportunities throughout our lives and make a positive contribution to society.

We recognise that the successful development of our students depends upon an effective partnership with parents/carers. Our Home School Agreement outlines the important role parents and carers play in ensuring their children are successful.

As a parent/carer I/we will:

1. Make sure my child arrives to school on time every day.
 - The school canteen and library open from 8.30am and some sports clubs begin at 8.00am. Students should be waiting near form rooms by 9.10am.
2. Make sure my child arrives promptly to lessons.
3. Make sure my child attends school in correct uniform
 - Flat black trousers/black tailored shorts/black knee length skirt (no leggings, no faded trousers and no jogging bottoms).
 - White or black logo polo shirt/plain white or black polo shirt.
 - All black shoes/trainers.
4. Make sure my child arrives fully equipped for learning with:
 - A school bag.
 - Pencil case containing: black biro, pencil, pencil sharpener, rubber, ruler, compass and protractor.
 - Scientific calculator.
 - Exercise books for that day.
 - P.E Kit when needed.
5. Ensure my child works hard and is a resilient learner.
6. Ensure my child completes all homework to a high standard and hands it in on time.
7. Attend Parents' Evenings and meetings to discuss my child's progress.
8. Support the school and its policies including lunchtime and afterschool conduct detentions.
9. Support the behaviour policy and student code of conduct.
10. Ensure my child understands the importance of being a Tapton School ambassador inside school and in the wider community.
11. Ensure my child is respectful and kind to all students and staff
12. Encourage my child to take full advantage of the opportunities available at Tapton School

By sending their children to Tapton School parents and carers are accepting their role as outlined in the Home School Agreement.

We look forward to working with you

Student Code of Conduct

Tapton
SCHOOL

Outstanding behaviour at Tapton School is non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy. It is essential for the creation of a harmonious environment.

Students must learn to conduct themselves in a courteous, cooperative and respectful manner. These are not only the unequivocal expectations of Tapton School but the expectations of society. We do not serve our school, our community or wider society by lowering the bar.

In order to achieve our vision of valuing everyone, caring for each other and achieving excellence students must adhere to the following three principles:

Be kind

Work hard

Follow the rules

1. You must be punctual to form and all lessons. The school day begins at 9.15am. You need to be waiting outside your form room by 9.10. If you are late you will be in a same day lunchtime detention – this is non-negotiable.
2. You must follow instructions first time, quickly, quietly and without question so that learning can begin. The teacher is in charge of their classroom and their corridor. Show teachers you are ready to learn by sitting down quietly and getting out your school equipment.
3. Move around the building sensibly and quietly. Always keep to the left on corridors so that everyone can reach their destinations on time.
4. Food or drink may only be consumed in the Dining Room or outside. Litter needs to go in the bins. There is no chewing in lessons.
5. Mobile phones, Ipods and other electronic devices are not allowed in the school building during our working hours – 9.10-3.30 this is non-negotiable. These rules also apply in the Dining Room. From the 9.10 bell any such items that are out will be confiscated without discussion. The first confiscation will result in a warning and letter home. The second one will result in items being locked away until a meeting has been held with families.
6. You have time to visit the toilet and fill up water bottles at break and lunchtime not during lessons.
7. In Tapton all pupils wear full uniform. This does not include faded trousers, leggings, jogging bottoms or white trainers. Outdoor clothing (such as coats or hooded jumpers) are not worn in classrooms. No hoods or hats in the building. Hats will be confiscated if they are worn in the building. Failure to wear full uniform without an exceptional reason will result in a same day detention.
8. Be kind and courteous in all of your interactions – with teachers, with your peers and with people in our community. Tapton School will not tolerate bullying in any form and the Headteacher will consider the most serious sanctions for any student who intimidates or bullies others.
9. The following items cannot be brought into school - alcohol, cigarettes, tobacco, vaping equipment, knives or weapons* and illegal drugs*. (* a permanent exclusion will be considered if these items are brought to school).
10. Be kind, work hard and follow the rules.

Letter inviting parents and carers to Leadership Disciplinary Meeting:

Dear Parent/carer

Outstanding behaviour at Tapton School is non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy. Without it, we cannot create the harmonious environment that all students who attend Tapton deserve and require.

Our behaviour policy clearly sets out a series of behaviour points tariffs. I am writing to inform you that your child has reached 50 negative behaviour points and therefore is now due to have a Leadership Disciplinary Meeting. This formal meeting will take place with myself, xxxx and xxxx. Whilst this is a supportive meeting to prevent any further misconduct we must inform you that further poor behaviour and disruption has the potential to lead to more severe sanctions, up to and including permanent exclusion.

Your child's Year Manager will contact you to make an appointment for you to come into school. We look forward to making progress with you.

Yours sincerely

Letter inviting parents and carers to a Governor's Disciplinary Meeting:

Dear Parent/carer

Outstanding behaviour at Tapton School is non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy. Without it, we cannot create the harmonious environment that all students who attend Tapton deserve and require.

Our behaviour policy clearly sets out a series of behaviour points tariffs. I am writing to inform you that your child has reached 100 negative behaviour points and therefore is now due to have a Governors Disciplinary Meeting. This formal meeting will take place with myself, xxxx and xxxx. Whilst this is a supportive meeting to prevent any further misconduct we must inform you that further poor behaviour and disruption has the potential to lead to more severe sanctions, up to and including permanent exclusion.

Your child's Year Manager will contact you to make an appointment for you to come into school. We look forward to making progress with you.

Yours sincerely

Letter inviting parents and carers to Headteacher and CEO hearing:

Dear Parent/carer

Outstanding behaviour at Tapton School is non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy. Without it, we cannot create the harmonious environment that all students who attend Tapton deserve and require.

Our behaviour policy clearly sets out a series of behaviour points tariffs. I am writing to inform you that your child has reached 150 negative behaviour points and therefore is now due to have a Headteacher and CEO hearing. This formal meeting will take place with myself, xxxx and xxxx. Whilst this is another supportive meeting to prevent any further misconduct we must inform you that your child's behaviour has been persistently disruptive to their learning and the learning of others and they are now at risk of severe sanctions up to and including permanent exclusion.

Your child's Year Manager will contact you to make an appointment for you to come into school. We look forward to making progress with you.

Yours sincerely

Formal warning letter following leadership disciplinary meeting:

Dear Parent/carer,

Following the Leadership Disciplinary meeting we are writing to issue you with a formal warning about your child's behaviour and conduct in school.

This letter serves as a warning that your child's behaviour has been inappropriate for a Tapton School student and does not comply with our Student Code of Conduct.

The Leadership Disciplinary has outlined a set of targets which your child has agreed to.

These are:

- xxxx
- xxxx
- xxxx

In addition school has outlined the following interventions we will put in place to further support improving your child's behaviour and conduct:

- xxxx
- xxxx
- xxxx

Our behaviour policy very clearly sets out behaviours which we believe hinder learning and progress. These behaviours accrue behaviour points and are listed below. Please support your child in ensuring they do not now accrue more behaviour points which may lead to a Governors Disciplinary hearing.

- Failure to wear correct uniform – 1 point
- Failure to bring correct equipment – 1 point
- Confiscations (stage 1) – 1 point
- Confiscations (stage 2) – 2 points
- Cause for concern (lesson) and subsequent detention (decided upon and administered by member of staff) – 2 points
- Cause for concern (out of lesson) and subsequent sanction (decided upon and administered by Year Manager and member of staff) – 2 points
- Departmental detention (this is not the same as the cause for concern detention – this could be a detention for homework or lateness to lesson) – 2 points
- Lates to form/lesson 1 – detention at lunchtime the same day – 1 points.
- On call – 3 points – see separate section for details on call.
- Fixed term exclusion – 5 points

We look forward to your child's behaviour and conduct improving so that no further disciplinary steps are necessary and in fact we look forward to welcoming you back into school to congratulate you and your child on making positive improvements.

Yours sincerely

Final formal warning letter following Governors Disciplinary meeting:

Following the Governors Disciplinary meeting we are writing to issue you with a final formal warning about your child's behaviour and conduct in school.

This letter serves as a final warning that your child's behaviour has been inappropriate for a Tapton School student and does not comply with our Student Code of Conduct.

The Governors Disciplinary board has outlined a set of targets which your child has agreed to.

These are:

- XXXX
- XXXX
- XXXX

In addition school has outlined the following interventions we will put in place to further support improving your child's behaviour and conduct:

- XXXX
- XXXX
- XXXX

Our behaviour policy very clearly sets out behaviours which we believe hinder learning and progress. These behaviours accrue behaviour points and are listed below. Please support your child in ensuring they do not now accrue more behaviour points which may lead to a Headteacher and CEO hearing.

- Failure to wear correct uniform – 1 point
- Failure to bring correct equipment – 1 point
- Confiscations (stage 1) – 1 point
- Confiscations (stage 2) – 2 points
- Cause for concern (lesson) and subsequent detention (decided upon and administered by member of staff) – 2 points
- Cause for concern (out of lesson) and subsequent sanction (decided upon and administered by Year Manager and member of staff) – 2 points
- Departmental detention (this is not the same as the cause for concern detention – this could be a detention for homework or lateness to lesson) – 2 points
- Lates to form/lesson 1 – detention at lunchtime the same day – 1 points.
- On call – 3 points – see separate section for details on call.
- Fixed term exclusion – 5 points

We look forward to your child's behaviour and conduct improving so that no further disciplinary steps are necessary and in fact we look forward to welcoming you back into school to congratulate you and your child on making positive improvements.

Yours sincerely

Final notice to improve letter:

8TH October 2019

Dear Parent/carer,

Following the Headteacher and CEO hearing we are writing to issue you with notice to improve your child's behaviour and conduct in school. At 150 points your child's behaviour has been persistently disruptive and in violation of our school's expectations and Student Code of Conduct.

The Headteacher and CEO have outlined a set of targets which your child has agreed to.

These are:

- xxxx
- xxxx
- xxxx

In addition school has outlined the following interventions we will put in place to further support improving your child's behaviour and conduct:

- xxxx
- xxxx
- xxxx

Our behaviour policy very clearly sets out behaviours which we believe hinder learning and progress. These behaviours accrue behaviour points and are listed below. Please support your child in ensuring they do not now accrue more behaviour points which may lead to a permanent exclusion.

- Failure to wear correct uniform – 1 point
- Failure to bring correct equipment – 1 point
- Confiscations (stage 1) – 1 point
- Confiscations (stage 2) – 2 points
- Cause for concern (lesson) and subsequent detention (decided upon and administered by member of staff) – 2 points
- Cause for concern (out of lesson) and subsequent sanction (decided upon and administered by Year Manager and member of staff) – 2 points
- Departmental detention (this is not the same as the cause for concern detention – this could be a detention for homework or lateness to lesson) – 2 points
- Lates to form/lesson 1 – detention at lunchtime the same day – 1 points.
- On call – 3 points – see separate section for details on call.
- Fixed term exclusion – 5 points

We look forward to your child's behaviour and conduct improving so that no further disciplinary steps are necessary and in fact we look forward to welcoming you back into school to congratulate you and your child on making positive improvements.

Yours sincerely

Behaviour Contract – Leadership Disciplinary

Date -

I _____ will abide by the following school behaviour rules and policies

- I will _____
- I will _____
- I will _____

If I do not abide by these rules I am aware that I will receive sanctions in line with schools behaviour policy.

Signed _____ (Student)

Signed _____ (Parent)

Signed _____ (Year Manager)

Signed _____ (SLT link)

Signed _____ (Deputy Headteacher)

Behaviour Contract – Governors Disciplinary Meeting

Date -

I _____ will abide by the following school behaviour rules and policies

- I will _____
- I will _____
- I will _____

If I do not abide by these rules I am aware that I will receive sanctions in line with schools behaviour policy.

Signed _____ (Student)

Signed _____ (Parent)

Signed _____ (Year Manager)

Signed _____ (Headteacher)

Signed _____ (Deputy Headteacher)

Signed _____ (Governor)

Notice to improve contract – Headteacher and CEO disciplinary hearing

Date -

I _____ will abide by the following school behaviour rules and policies

- I will _____
- I will _____
- I will _____

If I do not abide by these rules I am aware that I will receive sanctions in line with schools behaviour policy.

Signed _____ (Student)

Signed _____ (Parent)

Signed _____ (Year Manager)

Signed _____ (Deputy Headteacher)

Signed _____ (Headteacher)

Signed _____ (CEO)

Flow Chart of Disciplinary Procedures

Up to 50 negative behaviour points - Year Manager + SLT link

It is highly likely that the Year Manager has already had contact with the parents and carers of students at this stage. This is a formal meeting for the Year Manager and the relevant member of Leadership Team to meet with parents/carers to discuss concerns and possible future support and sanctions. The terms of the Home School Agreement are reiterated. The student's behaviour and progress will be closely monitored.

The student may go on form tutor, Year Manager or SLT link report. A clear intervention will be decided upon at this meeting. Inclusion meetings will be used to identify students who are in danger of a leadership disciplinary meeting. A student engagement plan will be considered at this point.

50 negative behaviour points - Deputy Head + SLT link + Year Manager

At 50 behavioural points a Leadership Disciplinary Meeting occurs in school. The parent/carer and the student must attend. The Deputy Headteacher issues a formal written warning. The behaviour record, facts and context are shared. The student, parent, Year Manager, SLT link and Deputy Headteacher sign a behaviour contract. At the meeting it is made very clear that this is a formal warning and further instances of poor behaviour could result in permanent exclusion. Again the terms of the Home School Agreement are referred to.

The meeting outlines the range of intervention already in place and any further next steps such as a managed move. A Student Engagement Plan is written and/or updated and shared. The student will be put on report to the SLT link for the year group.

100 negative behaviour points - Headteacher + Governor + Deputy Head + Year Manger

At 100 behavioural points a Governors Disciplinary Meeting occurs in school. The parent/carer and the student must attend. A final formal written warning is issued by the Governing body to the student. The behaviour record, facts and context are shared. The student, parent, Governor, Deputy Headteacher and Headteacher sign a final formal warning contract. At the meeting it is made very clear that this is a final formal warning and further instances of poor behaviour could result in permanent exclusion.

A managed move and alternative provision will be strongly considered with the student and family. A member of the governing body will place the student on report and further meetings will be held with the family at regular intervals to ensure the student is responding to the interventions suggested. These meetings will be calendared at the disciplinary meeting and will be held in school.

150 negative behaviour points - Headteacher + CEO + Year Manager

At 150 behavioural points a Headteacher and CEO disciplinary hearing occurs in school (Headteacher + CEO + Year Manager). The parent/carer and the student must attend. The behaviour record, facts and context are shared. At 150 points clearly the student is regularly violating the Student Code of Conduct and disrupting their own and other's learning. A number of interventions have already been put in place.

At the hearing alternative strategies need to be approved – these could include a managed move, a step out to another school, alternative provision or indeed a school transfer. Where applicable a My Plan document will be completed or reviewed and the student will be referred to the Secondary Inclusion Panel. All of these alternatives will be considered with the student and family. Where appropriate a student may be put on report to the Headteacher and CEO and a notice to improve warning will be given. This notice will require weekly meetings between the family, student and school to ensure good progress is being made and interventions are working.

Addendum to Behaviour Policy

July 2020

AUTHOR: Harkiran Grewal

LAST REVIEW/UPDATE: July 2020

LEVEL OF CHANGE: Significant

NEXT REVIEW: September 2021

Introduction

In these very difficult and unprecedented times, outstanding behaviour and the safeguarding of our students is still at the heart of everything we do at Tapton School. Outstanding behaviour at Tapton School remains non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy and to meet the public health needs of the country.

Students must continue to conduct themselves in a courteous, cooperative and respectful manner. These are not only the unequivocal expectations of Tapton School but the expectations of society. We do not serve our school, our community or wider society by lowering the bar.

This addendum to the behaviour policy of Tapton School has been written to support every member of the school community and is supported by our updated Home School Agreement and updated Student Code of Conduct. The aim of the addendum is to inform all stakeholders of the necessary changes needed to promote a positive and safe learning environment following the public health guidance set out by the Government. Despite the current challenges we face, it is still our policy to have high standards and expectations of all students, take our students' health and welfare seriously, and to act in accordance with our main behaviour policy to keep them safe. Our changes and processes for dealing with behaviour during COVID – 19 are outlined below and **should be read alongside the main Behaviour Policy of the school.**

Above all we remain committed to our vision of valuing everyone, caring for each other and achieving excellence. Now more than ever we know this will be achieved by following the key principles below:

Be kind
Work hard
Follow the rules

Returning After Lockdown

We recognise that returning to school after such a long time at home presents a unique and challenging set of circumstances for everyone in our community. We accept that students will take time to settle in and re-establish themselves into some of the old routines but also some new ones. As with all habits, routines and norms teachers will continually remind students of our expectations in order to ensure consistency and compliance. School will inevitably feel slightly strange in the same way that so many aspects of normal life have required adjustment to comply with essential public health regulations. We absolutely understand that some students will no doubt feel anxious or nervous when they return to school; our pastoral and support team will be ready to provide additional support to all those students and families who need it.

In line with the new public health guidance there will be some additions and amendments to school rules for all students to follow. The additions have been made to ensure the safety of students and staff and should be taken very seriously – they are non-negotiable.

Home School Agreement

Parents and carers are expected to work in partnership with Tapton School to maintain high standards of behaviour, punctuality and attendance. By sending their children to Tapton School parents and carers are accepting their role as outlined in the updated Home School Agreement.

Social Distancing

We will be following the government guidance on Social Distancing. Students must follow the principles of social distancing in classrooms and around school and they should be followed **without exception**. This applies at breaks and lunchtimes in addition to movement around the building between lessons. There should be **no physical contact** between students under any circumstances. Students need to move directly to classrooms and should not loiter in corridors or stairwells.

In classrooms students must follow instructions from staff at all times; this is especially important with regard to seating instructions, using equipment, entering, and leaving classrooms.

Behaviour that wilfully undermines the safety measures that the school has put in place and/or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly, up to and including permanent exclusion.

Behaviours, which contravene the public health regulations and our expectations, include but are not limited to:

- Refusal to follow the direct instructions of a member to staff around hand washing and or/social distancing
- Deliberately ignoring the social distancing measures put in place by the school
- Spitting at another student/member of staff
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation

Equipment needed for school

It is crucial that students come to school fully equipped and ready to learn. In line with the public health guidance, it is not possible to borrow equipment from other students or members of staff if an item is forgotten. Students should bring the following equipment to school:

- A school bag.
- Pencil case containing: black biro, pencil, pencil sharpener, rubber, ruler, compass and protractor.
- Scientific calculator.

- Exercise books for that day.
- P.E Kit when needed.
- Hand sanitiser.

School will provide pencil cases for students and families upon request.

All classrooms will have tissues for students and staff, however, where possible it would be useful for students to bring tissues to school so they can cover their mouth if they cough or sneeze. Soiled tissues should be disposed of straightaway in line with the government's guidance of 'catch it, bin it, kill it.' Students should then immediately wash their hands with soap and water. If students have hand sanitiser they can apply it at regular intervals although students should always use soap and water in the toilets as directed by members of staff.

Uniform

Our uniform policy and expectations remain unchanged. We understand that families may need more flexibility around trousers that may fade with additional washing; therefore, until the situation locally and nationally improves we will allow students to wear trousers that have faded. However, students cannot wear jeans, jogging bottoms or leggings and shoes/trainers will need to be all black. Failure to wear the correct uniform will still incur an afterschool detention.

Mobile Phones

Our rules on mobile phone, Ipods, earphones and other electronic devices (such as wireless earphones) **remain unchanged**; in short they should not be seen or heard on the school site or within the school building during our working hours 9.10-3.30; this includes the dining room. In a slight change to our normal phones, headphones and other electronic devices policy – we will allow students to have devices in classrooms at break and at lunchtime; however, use of personal devices to take photographs or videos is strictly forbidden and will result in the policy being reversed. The rules around confiscations apply to all students Years 7-13 (and any Year 14 students). This remains non-negotiable. Should items be seen they will be confiscated and parents and carers will be contacted.

Arrival, lesson time and leaving the school site

Secondary school children will not be expected to stay in class bubbles; they will be in year group bubbles. In our context, Year 12 and Year 13 will be regarded as one bubble. In order to facilitate the safe arrival of all students and to ensure there is no jeopardy of cross contamination students will arrive to school at set times and go directly to set locations across school. These times are detailed in the table below and will remain in place until the situation locally or nationally changes.

In order for the school day to run smoothly and to maximise learning time we will still expect students to arrive to school at the time relevant to their year group. Students who arrive late will be placed in a non-negotiable afterschool detention. Students will be regarded as late if they arrive after their designated time.

We will also have staggered dismissal times in place and these are detailed below. Students need to use the exit nearest to their period 5 classroom as they leave the school. Students must leave the site directly and not congregate in or around the community.

Year Group	Location and Time on <u>Wednesday 2nd September 2020</u>	Entrance and Time from <u>Thursday 3rd September 2020 onwards</u>	Dismissal Time
7	9am Tennis Courts	9am - Front of School	3pm
8	9.30am Tennis Courts	9.15am Back Lane - Middle Maths	3.15pm
9	10am Tennis Courts	9.15am End of Science near Astro	3pm
10	10.30am Tennis Courts	9.15am Back Entrance near Sports Hall	3.15pm

11	11am Tennis Courts	9.00am Back Entrance near Sports Hall	3.30pm
12 and 13	11.30 Tennis Courts	8.30am - 8.45am Sixth Form stairs at front of school	3.30pm unless in a twilight lesson

On call and detention

Detentions will still be set by teachers for students who receive a cause for concern or for students who have been late. In addition the on call system will continue to be a key part of our behaviour policy. During every period of the school week a member of the leadership team and/or YM will be on call. The member of SLT and/or Year Manager will endeavour to visit every classroom during their on call period. On call will be used for repeated disruption and/or immediate emergency removal and as such should be rare. Students who fail to comply with the public health guidance around social distancing and good respiratory hygiene will be on called. SLT/Year Managers/On call teachers will remove students, where possible to an alternative class or to the leadership corridor – **this is non-negotiable**. On call detentions will be held the same day – parents and carers will be alerted by phone call or text message to ensure the certainty of the sanction. After school detention will be held for 30 minutes Monday – Friday and will be supervised by Year Managers, Assistant Headteachers and the Deputy Head.

Behaviour that wilfully undermines the safety measures that the school has put in place and/or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly, up to and including permanent exclusion.