

Tapton SCHOOL

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Tapton School

Behaviour and Rewards Policy

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First Principles

Outstanding behaviour is essential for outstanding teaching and learning. It enables everyone to feel safe and happy. Together we strive to create a harmonious environment where everyone is treated fairly and consistently.

Students must learn to conduct themselves in a courteous, cooperative and respectful manner. The intention of our behaviour curriculum is to ensure there is a consistent understanding of how we behave at Tapton. We have high expectations of all our students because we want the best for everyone. We do not serve our school, our community or wider society by lowering our expectations.

Teachers have the right to teach, and students have the right to learn without disruption. Outstanding discipline and conduct need to be the priority of all members of the school community. We work hard to promote positive behaviour, rewarding students where appropriate and acting decisively when students struggle to meet our high expectations. Our ultimate goal is to prepare students for future independence and responsibility enabling them to reach their life chances and dreams.

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 principles:

Tapton Seven

1. We are responsible for the world around us
2. We are kind
3. We work hard
4. We follow the rules
5. We are responsible for our learning journey
6. We make the most of the resources available to us
7. We believe we are all capable of excellence

Our Values

Valuing Everyone

- We are an inclusive school and we celebrate our differences, knowing that our strength lies in our diversity
- We believe in equality
- We all have a voice and a responsibility to listen to others

Caring for Each Other

- We are a kind and caring community that recognises that everyone has a mental health and wellbeing.
- We want our school to be a happy, safe place.
- We therefore think before we act and practice empathy.

Achieving Excellence

- We have high expectations of ourselves and others.
- We know that we are all learners with the capacity to develop and improve.
- We believe in progress not perfection.
- We take pride in all our achievements in all aspects of school life.
- We care about destinations and lifelong learning.

Communication

Our MIS is Bromcom, this system allows us to record both positive and negative points for each student. These are shared with parents and carers through My Child At School (MCAS). On MCAS parents and carers can see their child's attendance, assessment documents and behaviour records. We also share key messages from school. Parents and carers should ensure this app is downloaded and notifications are turned on.

We know a strong relationship with parents and carers plays a vital role in the experience of school life for all students. Parents and carers should ensure Tapton School has their most up to date form of communication, including phone number, email address and postal address.

Rewards

Tapton School has a system of rewards which aim to motivate and encourage students, nurturing a culture of positive achievement and behaviour. We believe it is important to reward young people for their achievements, both in terms of academic progress and success in other areas of school life.

Students can access a range of rewards:

- Verbal praise
- Comments on work
- Merits which can be viewed on MCAS
- Certificates for competitions
- Praise and recognition from Subject Leaders, Year Leaders, or the Leadership Team
- Postcard/letter home
- Positive phone call home
- Public display of work
- Acknowledgement in termly Year Leader Celebration assembly
- Acknowledgement and celebration through Weekly Bulletins
- Learner of the term
- Headteacher weekly rewards
- Letter of commendation following students tracking
- Attendance rewards
- Additionally, each department will have their own process to reward students.

Merits

Merits form the backbone of our rewards system. They are awarded to students to recognise and celebrate positive behaviour, conduct and excellent work. Merits can be given to students by any member of staff at Tapton school.

Student can receive merits and positive praise for a variety of reason, these include but not limited to:

- Correct equipment all week
- Correct uniform all week
- Excellent piece of homework
- Following instructions
- Being kind
- Working hard
- Excellent completion of work
- Meeting high expectations
- Attending school regularly, in correct uniform and on time.
- Getting involved in extra-curricular activities.
- Providing support to other members of our community

Behaviour Curriculum

The DfE Behaviour in Schools Guidance (January 2021) has recommended students are:

- Taught how to behave well is vital for children to succeed personally and for them to successfully navigate the communities they inhabit.
- School culture should make it clear to all members of the community which behaviours are acceptable, encouraged or required and which are not.
- Pupils should be taught explicitly what good behaviour looks like.
- When pupils do misbehave, schools should be able to respond promptly, predictably and with confidence to maintain a calm, safe learning environment and then consider how such behaviour can be prevented from re-occurring.

Tapton School has a Behaviour Curriculum, which is centred around the teaching of routines and habits - to reinforce the behaviours expected of all students. We explicitly teach students how to conduct themselves in the school environment and in the wider community. Outstanding teaching and learning can only take place when behaviour is outstanding. Our Behaviour Curriculum, Ethos and Tapton Seven will be reinforced continuously throughout form time, assemblies, lesson time and social time.

Pre-emptive strategies, interventions, proactive behaviour management strategies

Inclusion Team

Our Inclusion Team encompasses all members of the Leadership Team, our SEND department, Year Leaders, Self-Regulation and Engagement Worker, Wellbeing and Engagement Workers, Looked After Children Coordinator, Safeguarding Team and our Key Stage Learning and Inclusion Coordinators. They are supported by a wide range of admin colleagues.

This extensive team collaborate and are aligned with one vision to remove barriers to learning whilst adopting the mantra of unconditional positive regard coupled with high expectations for all.

Each year group has a dedicated Year Leader and a Learning Inclusion Coordinator for each Key Stage (3,4 and 5). They provide students with support and guidance for their pastoral needs. We also have a Self-Regulation and Engagement Worker who supports students with their regulation and engagement in school and a Mental Health and Wellbeing Team to support students with their mental health.

The Role of the Form Tutor

Students begin each day with their form tutor. They will check all students are in uniform and have their lanyard (Year 12 and 13), they will check students have the equipment needed and are prepared for learning. Families should communicate with their child's Form Tutor in the first instance if there are any issues school need to know about.

In Class Support

- Teachers are in charge of every classroom and their environment. Learning is sacrosanct and teachers will expect students to conduct themselves in an acceptable manner.
- Teachers will actively meet and greet students at the door to their classroom.
- Teachers will reward students for conducting themselves in an acceptable manner, demonstrating respect for staff and students, and completion of excellent work.
- Teachers will also praise students verbally throughout the lesson.
- At Tapton school we set Homework to extend student's learning outside the classroom. If a student does not complete their homework they will be referred to the Homework Club where they will get support and guidance from Teaching Assistants, access to computers and the library.

Student Engagement Plans

All students with significant 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. Student Engagement Plans are created in collaboration with the Inclusion Team and students. Through discussion interventions/strategies are identified to support students in lesson and social time.

Inclusion Meetings

Inclusion meetings for each year group will be held at designated times every week. These meetings will exclusively focus on behaviour, safeguarding, attendance data and rewards. The Inclusion Team will discuss appropriate interventions and sanctions to be put in place for students and what support can be provided to teaching staff to ensure progression. A range of interventions such as managed moves, step outs, or referral to the Sheffield Inclusion Panel will be discussed.

Student Engagement Meetings (SEM)

The Headteacher, Assistant Headteacher – Behaviour Lead, SENDCO and Designated Safeguarding Lead (DSL) will meet regularly (weekly) to discuss students who have received significant behaviour points, have struggled with self-regulation, concerns with attendance, have experienced higher level safeguarding issues and/or have been referred from year group inclusion meetings to ensure relevant and appropriate strategies are in place to support them.

Behaviour Review Meetings

If a student's behaviour is causing concern or if there is a drastic change in a student's behaviour, a meeting will be held with that student's parents and carers. This is a supportive meeting, to prompt a positive change in behaviour.

Managed Moves

A Managed Move is used as an intervention where a student would benefit from experiencing another school context for up to 12 weeks eventually becoming a student on roll there. A decision for a Managed Move is initiated with the student's best interest in mind, it needs to be agreed by all parties involved and once agreed key information is shared and discussed with the proposed school.

Off Site Direction

Off Site Direction is used as a form of intervention where a student will attend another school setting for a specific length of time. This time allows them to reflect on their current behaviour and approach to Tapton School and consider what improvements are needed.

Special Educational Needs and Disabilities (SEND)

All teachers and members of staff will support students with identified needs. The SENDCO and SEND Team 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 Equality Act 2010

Tapton School are aware of the different forms of disability discrimination and our legal duties under the Equality Act 2010 and the SEND Code of Practice 2020. We recognise that some student's with identified needs will need additional support to manage their behaviour, however, where a student engages in certain behaviours that could cause harm to others, such as, violent conduct/bringing dangerous items into school a fixed term suspension or permanent exclusion would be considered.

The school does not need to give notice of After School Detentions, however, we 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 Leader away from the main detention room.

STUDENT ROUTINES

How students conduct themselves around school

The school day starts at 8.55am. A warning bell sounds at 8.55am, 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 are able to use the canteen and our library from 8.30am.

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 students 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.

Students should fill up water bottles and visit the toilet at breaks and lunchtime not during form time or lessons. Students are allowed in the building at break times and therefore have ample time to use the toilet and get refreshments.

Electronic Devices

We continue to have significant concerns about the impact of smart phones and devices on safeguarding and mental health; these concerns are supported both by our lived experience and academic research. Following our consultation on phones and devices we have decided on the following policy statement:

Mobile phones, smart watches, iPods and other electronic devices such as earphones and wireless earphones are not allowed to be visible on the school site at any time. This means from the moment students enter the site to the moment they leave the site they cannot have a visible device; this also includes at break and at lunchtime. If students choose to bring devices to school, they must put them into school bags before entry onto the site, so they are not at all visible or accessible. Students cannot place devices in pockets. This policy extends to earphone cables hanging from shirts and from pockets and headphones worn around necks. Any student found with a prohibited device will have it confiscated without discussion. The first time an item is confiscated it will be held in the school office until the end of the school day; this will incur one negative behaviour point. All subsequent confiscations will be locked in the school safe and only returned following a meeting with parents and carers. Devices will be returned to 6th formers following a first confiscation at 3.30pm, irrespective of when the final lesson of their day falls. If a child refuses to hand over the item, on call will 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 a fixed term suspension.

We understand the need for students to have a mobile phone whilst on a school trip. However, we have the same expectations around all electronic devices as we do in school and therefore devices can only be used and be visible with direct permission from staff. If a student misuses their device or has a visible device including earphones and smartwatches without direct permission from a member of staff, it will be confiscated and returned to them at the end of the trip and before they begin their homeward journey. Any confiscations during a school trip will be recorded in school as stated in our behaviour policy.

Students are responsible for their own learning journey and make the most of the resources available to them.

It is incredibly important for students to be prepared for school. Every student needs a school bag. In their bag there should be a water bottle, their planner, their P.E kit on the designated days, a reading book, pencil case filled with equipment, lunch if necessary, and books for that day. During seasonal times students should bring hats, gloves, scarf and coats and sun lotion and hat for summer. Please note hats and hoodies should not be worn inside the classroom. For every lesson, students must have a few black pens, a pencil, a pencil sharpener, a rubber, a ruler, their planner, as well as a scientific calculator, protractor and a compass. Students are required to have these on their desks at the start of every lesson to show they are prepared for their learning. Every lesson, the teacher will check students are equipped for learning.

Tracking

Student will receive 2 sets of tracking reports each year; this is sent to families and uploaded to MCAS. On the tracking report students will be assessed on their conduct and the following grading system will be used.

Conduct		
5	Outstanding (a role model for other students)	This requires <u>exemplary</u> levels of behaviour and conduct, <u>setting a standard</u> for other students to follow. As well as <u>routinely</u> meeting all behaviour expectations, the student <u>makes extra efforts</u> to be <u>helpful</u> to the teacher or to be <u>supportive</u> of their peers
4	Good	Routinely meets all behaviour expectations without requiring prompts; they are on time, equipped, in full uniform, polite, respectful, listen, complete all working including homework and never disrupts learning.
3	Satisfactory	Meets basic classroom expectations, does not necessarily have behaviour reports such as cause for concern or on call, however, may receive reminders/warnings/may be a passive learner/homework may be an issue.
2	Requires Improvement	There is room for improvement. Usually meets behaviour expectations but sometimes needs prompting to do so and will have received reminders/warnings/cause for concerns/on calls, incomplete homework and/or punctuality may be a regular issue.
1	Serious concerns	Does not meet basic classroom expectations, persistently/frequently disrupts their learning and the learning of others.

Uniform

In Tapton all students wear this uniform:

- A white or black polo shirt with the Tapton logo or a plain white or black school wear polo shirt.
- A black sweatshirt or black cardigan with the Tapton logo.
 - Students are not allowed to wear their PE jumpers in lessons as part of their school uniform.
 - Hoodies should be removed in lessons.
- If a student chooses to wear a Tapton logoed black jumper, they need to ensure they still wear a plain white or black school wear polo shirt underneath with the collar on show over their jumper.
- A black fleece with the Tapton logo or a plain black fleece.
- Students can wear either flat black full-length trousers, black tailored shorts or a black skirt. However, students cannot wear jogging bottoms, sports material shorts/skirts or leggings. Trousers and shorts such as cargo/combat with cuffed legs and/or pockets on the outside are also not allowed.
- All black shoes or trainers without any coloured logo and without different coloured trims (not sandals).
 - Flat all black below the knee boots.
 - Students should not wear shoes with decorative studs or studs underneath.
- Outdoor clothing (such as coats) are not worn in classrooms.
- No hoods or hats are to be worn in the building.
- Sunglasses should be kept in school bags.
- No jewellery to be on show over the top of Tapton logoed polo shirt, jumper or fleece.
- No leg warmers
- Jewellery (see below)

Jewellery

We discourage students from wearing jewellery and we can accept no responsibility for items which are lost, stolen or damaged. If a student is going to wear jewellery it should be sensible and kept to a minimum in accordance with the following guidelines:

- Earrings should be small and studs only. Large hoops or dangly earrings are a health and safety risk, students are not allowed to not wear these items in school.
- No jewellery should be worn for PE or for out of hours PE activities.
- Please be mindful that if your child is having new piercings, these are done at the start of the school summer holiday; having these done during the school year will interfere with participation in PE and other practical lessons.
- Necklaces should be placed under Tapton School polo shirt, they should not be visible.

Tapton School reserves the right to have a conversation with a student where an item of clothing is inappropriate for a learning environment. In addition, students who contravene our uniform policy and/or wear inappropriate clothing will be given a non-negotiable same day detention and a negative behaviour point. If, on rare and exceptional circumstances, a student arrives to school in non-school uniform, they will be provided with the correct uniform to wear for that day.

If parents and carers are unsure what uniform to order, they should contact school before purchasing anything to ensure it is correct. Please note we have Preloved Uniform, where parents and carers have donated their child's unused uniform. If you would like further information email prelovedschooluniform@taptonschool.co.uk

Year 11 students who fail to wear uniform for the final examinations will not be able to attend the end of year prom. Students will be reminded about this before the exam season begins. On the first occasion students will receive a verbal and written warning that a further occurrence of incorrect uniform will result in being banned from the prom.

How do we check uniform, equipment and maintain high standards?

At the start of every day, form tutors will check equipment/lanyard and uniform. Students without an exceptional reason (and note from home) for incorrect uniform/lanyards will be placed into a same day 20 minute non-negotiable lunchtime detention. Notifications will always be sent to the parents and carers to alert them to the uniform/lanyard detention. Repeated violations will initially result in contact with home.

School PE Kit

Indoor P.E – Year 7 to 11

- Falcon T shirt with Tapton logo (available from Pinders)
- Plain navy shorts or black or navy thick sports leggings
- Clean indoor trainers

Outdoor P.E – Year 7 to 11

- Falcon T shirt with Tapton logo (available from Pinders)
- Encore hoody with Tapton logo (available from Pinders)
- Plain navy or black, thick sports leggings or tracksuit bottoms
- Long sleeve blue or black base layer can be worn underneath the PE kit
- Outdoor trainers or moulded or studded boots.
- Sky blue socks for football.
- Gum shields and shin pads are strongly encouraged for hockey, gum shields for rugby and shin pads for football.

For both indoor and outdoor P.E

- No jewellery should be worn and long hair needs to be tied up
- If ears have recently been pierced they can be taped but students must provide this for themselves.

- Sports watches will be allowed in certain activities for example fitness. Teachers will tell students at the start of the unit of work if they can.

Homework Monitoring - systems and procedures

Homework is set using Satchel:One. Homework is shared on this system on the day it is set. Students will be given minimum of three days to complete homework. It is the student's responsibility to check Satchel:One each day to complete their homework. Parents and carers can also access Satchel:One to monitor their child's homework and deadlines.

Students will be given praise for completing homework; this could be merits, post-cards, seeing the Subject Leader or being submitted for the Headteacher's reward.

Classroom teachers will deal directly with any non-completion issues by having a conversation with anyone who has not completed a task and logging it as a non-completion on Bromcom (no points attached) but a notification will be sent home. If the piece of homework is still not completed a sanction is put in place by the class teacher (i.e break or lunch detention) and students complete the work at the agreed time and a second non-completion log is put on Bromcom (points attached) and a text is sent home. Any further non-completion of the same piece of homework will be dealt with by the Subject Leader.

If a student does not complete their homework over a period of time will be referred to the afterschool Homework Club.

Agreements/Code of Conduct

Agreements/Code of Conduct

It is important for families to work in partnership with school. We have created the following Codes of Conduct and Agreements to ensure parents and carers and students work together with us.

- Student Code of Conduct
- Sporting Fixture Conduct
- Transport Conduct
- Home School Agreement

Please refer to appendices to see all Agreements and Code of Conducts

Negative Behaviour

If a student does not meet our high expectations, we will employ a wide range of measures to address inappropriate behaviour. These measures range from verbal warnings, teacher and department sanctions, lunchtime and/or after school detentions, internal reflection sessions and being placed on report to more serious sanctions, such as, fixed term suspensions, behaviour review meetings and permanent exclusion. Certain behaviours, such as bullying, will always be deemed unacceptable and will always incur a serious sanction. This applies at break or lunch times, during school time including travel to and from school and at any time on school trips. School is duty bound to share information with the police when they are investigating incidents reported to them and we would not routinely share our dialogue with the police with families.

Sixth form students who behave in an unacceptable way may also have their form tutor UCAS reference withdrawn and/or have their bursary suspended where applicable.

Classroom Behaviour and Protocols

If a student is not behaving in an acceptable way and pre-emptive strategies have not worked they can expect the following stages to occur.

- I. Reminder - The student is explicitly told this is their reminder. The teacher may note down the student's name privately. The teacher may also warn the student that further poor behaviour will result in classroom actions such as moving seat.

2. 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 Subject Leader at the end of the lesson etc.
3. Cause for Concern – at this stage the student’s behaviour has not improved with the warnings. A Cause for Concern will be logged on our MIS and a notification will be sent to parents and carers. It will always be accompanied by a classroom teacher/department led detention. A Cause for Concern notification can 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.
4. On Call – On Call is for repeated disruption and/or immediate emergency removal. The On Call team 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 will provide locations for the extraction point. See below for further details. An On Call notification can 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.

On Call Process

During every period of the school week a member of the Inclusion Team will be On Call. The On Call team will endeavour to visit every classroom during this period. This is an entirely supportive visit to ensure members of staff are satisfied with conduct in their classrooms and students are meeting their high expectations.

On Call should be used for repeated disruption and/or immediate emergency removal and as such should be rare. An On Call can 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. If a student has received an On Call it will result in a same day after school detention. On call (Period 1-4) detentions will be held the same day; a notification message will be sent to the parents and carers. On call (Period 5) detentions will be held the following day; a notification 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 Year Leaders. Failure to arrive to the detention room will result in a 60-minute detention the subsequent day. Poor behaviour in detention will also result in a 60-minute detention the subsequent day. Defiance to the collection team and refusal to attend detention may result in a fixed term suspension. A fixed term suspension may also be given to students who receive two or more On Call incidents in one day.

Punctuality, Late and Truancy

Students who are late to form time and lesson 1 will be in a same day lunchtime detention for 20 minutes. Students who are late to period 4 will be in a same day after school detention for 20 minutes. These detentions are non-negotiable. Students who are repeatedly late 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’ which sounds on all teacher laptops.

Truancy is counted as any intentional absence from education. This is arriving late to school after 10.00am or consciously not attending lesson. If a student is truanting, they will receive an automatic 1 hour after school detention. This is non-negotiable.

Failure to attend lunchtime detention for incorrect uniform/lanyards, punctuality or poor behaviour will result in a 30 minute same day after school detention.

Negative Points

Students will receive a negative behaviour point for the following issues: Each of the issues will result in a notification home notifying parents and carers. Members of staff should use their professional judgement to make an additional phone call to parents and carers.

-1 negative point	-2 negative points	-3 negative points	-5 negative points
Confiscations (stage 1)	Department Detention	On Call during lesson	Fixed term suspension (per day)
Incident of Bullying	Cause for concern (inside and outside of lesson) and subsequent detention (decided upon and administered by member of staff)	On Call during social time	
Teacher detention	Confiscations (stage 2)	Direct discrimination *- a minimum of 1 hour detention afterschool	
Failure to attend teacher detention, Subject Leader detention given	Failure to attend Department detention		
Late to registration – Same day 20 minute lunch detention	Failure to attend after school detention.		
Late to period 4 - Same day 20 minute after school detention	Failure to attend lunch detention.		
Failure to attend homework detention	Harassment * - a minimum of 30 minute detention afterschool		
6 th Form Only – no lanyard	Non completion of homework 2		
	Failure to attend Subject Leader detention.		
	Truancy including one hour after school detention for each separate am and pm session missed		

Detentions

Detentions will be set by teachers and the Inclusion Team for students whose behaviour is not acceptable. The reason for a detention can come from receiving a Cause for Concern during the lesson, not having the right equipment or uniform. During the detention, the teacher will use this as an opportunity to discuss the student's negative behaviour choices and what steps can be taken to ensure the smooth running of the following lessons.

Students who fail to attend a detention will be moved up to the next stage, for example if a student misses a teacher detention this will be moved to a department/Subject Leader detention.

Students will be placed in a lunchtime detention for part or the whole of lunchtime by Year Leaders and/or members of the Leadership Team if they display anti-social and/or defiant behaviour.

- Break detentions: should be for a maximum of 10 minutes of a 20-minute break
- Lunch detentions: should be for a maximum of 20 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 after school detentions for Year 7 to 13 of 10 minutes. On Call (period 1-4) after school detentions will be held on the same day and parents and carers will be alerted by notification. On Call (period 5) after school detention will be rolled over to the next day. It is the

responsibility of parents and carers to ensure school has their 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/MCAS notification will be sent.

A teacher detention	Break detention	20 minute lunch detention	20 minute after school detention	30 minute after school detention	1 hour after school detention with SLT.
A Cause for Concern - this will be either break, lunch or after school detention.	A Cause for Concern - this will be either break, lunch or after school detention.	Incorrect uniform	Late to period registration	On Call	Truancy
Negative behaviour	Negative behaviour	Negative behaviour	Negative behaviour	Negative behaviour	Negative behaviour
				Harassment	Direct Discrimination
				Pestering	Pestering

Failure to attend a lunch time detention will result in an after school detention on the same day. If a student does not attend the 30 minute after school detention they will then receive an hour detention the following day. If a student does not attend the hour detention a fixed term suspension will be considered.

A teacher can sanction a student for not conducting themselves in an acceptable manner. This will be logged as A Cause for Concern or an On Call. 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 30 minutes.

Unacceptable Behaviours

The following behaviours are examples of unacceptable conduct which cause concern and will therefore incur sanctions ranging from lunchtime, after school detention, negative behaviour points, up to and including fixed term suspension and permanent exclusion. Behaviours which contravene our expectations and code of conduct include but are not limited to:

- Fighting and/or instigating violent behaviour or physically hurting others.
- Play fighting
- Inciting violence either on social media or directly in person. This includes students who are bystanders and/or those caught filming incidents.
- Sexual harassment.
- Deliberate offensive language, including racial, sexual or homophobic comments.
- Discrimination or harassment.
- Bullying or intimidation.
- Rudeness to staff and students.
- Spitting at another student or member of staff.
- Malicious accusations against school staff.
- Selling items to other students in school.
- Vandalism, such as, but not limited to, misuse of fire extinguishers and the fire alarms, graffiti.
- 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.
- Bringing harmful substances into school.
- Enabling intruders to enter onto site.
- When a student brings in an item that causes disruption to the good order of the school for example water pistols, fun snaps, replica items, laser pens etc.
- Bringing in energy drinks on to the school site.

Vaping

Under no circumstances should a student bring a vape onto the school site. If a student is found with a vape on them, whether using it or not, they will receive a suspension.

Bullying

Tapton School has an ethos in which we care and value each other and achieve excellence. We teach students to treat each other with respect and decency. We also teach students to understand how their actions can impact upon others and therefore we expect them to moderate their behaviour accordingly. At Tapton School we do not accept bullying in any form. We have a separate Anti Bullying Policy which outlines our expectations on student's behaviour, our actions and sanctions.

Discrimination

A general definition of discrimination refers to the unfair or unjust treatment of people because they possess certain characteristics. These forms of actions are not only targeted at an individual, but reflect negative attitudes towards a wider sub-community or group to whom that individual identifies with. This form of discrimination occurs when a student is targeted by another student due to a protected characteristic under the Equality Act of 2010 or any other characteristic considered unique to a student's identity.

Harassment

A general definition of harassment refers to conduct that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment due to a protected characteristic under the Equality Act of 2010 or any other characteristic considered unique to a student's identity.

All discriminatory behaviour and harassment will be sanctioned in line with our policy and students will complete reflection work and follow up lessons if there is a repeat incident. Repeated incidents of any form of discrimination or harassment could lead to a fixed term suspension and 5 negative behaviour points.

Students will receive -2 negative behaviour point for harassment and -3 for direct discrimination, Parents and carers will be alerted by phone call, text message or MCAS and a sanction will be put in place up to a minimum of 30-minute detention (with a reflection task) depending on the severity of the incident.

See our antibullying policy on the school website.

Pestering

Pestering refers to the unfair or unjust treatment of people because they possess certain characteristics that are not protected under the Equality Act of 2010 (eg. class, hair colour, weight). Reports of pestering will always be taken seriously and treated with the upmost seriousness. All reports of pestering will be investigated and recorded.

Students will receive -1 negative behaviour point, Parents and carers will be alerted by phone call, text message or MCAS and a sanction will be put in place up to and including a 30-minute detention (with a reflection task) depending on the severity of the incident.

Repeated incidents of any form of pestering could lead to a fixed term suspension and 5 negative behaviour points. On return students will need to complete reflection tasks and/or reflections lessons depending on the severity of the incident.

Behaviour Outside of School hours

Whilst school cannot put in sanctions for incidents that take place outside of school hours we urge families to contact the police if they believe an offence has taken place

Negative Behaviour on 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 following school rules and meeting our expectations 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, they are involved in a significant behavioural issue, a suspension takes place or we have safety concerns around a student from the date of receiving this letter to the date of the trip, they will not be allowed to attend the trip.

We understand the need for students to have a mobile phone whilst on a school trip. However, we have the same expectations around all electronic devices as we do in school and therefore devices can only be used and be visible with direct permission from staff. If a student misuses their device or has a visible device including earphones and smartwatches without direct permission from a member of staff, it will be confiscated and returned to them at the end of the trip and before they begin their homeward journey. Any confiscations during a school trip will be recorded in school as stated in our behaviour policy.

Behaviour Review Meeting

A Behaviour Review Meeting will be called when a student's has an escalation of negative points. The following Behaviour Review Meetings will be put in place as a supportive measure when a student reaches a certain stage of negative points. If a student 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 suspensions in a short space of time. Behaviour Review Meetings will always outline what the student can do to improve, how the parent/carer can support their child's progress and identified interventions/strategies Tapton School will put in place.

Stages	Points	Action by Tapton School
Stage 1	-25 points	Stage 1 Letter from Year Leader
Stage 2	-50 points	Form Tutor and Year Leader Behaviour Review Meeting
Stage 3	-75 points	Stage 3 Letter from Year Leader and phone call
Stage 4	-100 points	Year Leader and Assistant Headteacher in charge of behaviour meeting
Stage 5	-125 points	Stage 5 letter from Year Leader and phone call from Assistant Headteacher
Stage 6	-150 points	Assistant Headteacher in charge of behaviour and Deputy Headteacher meeting

Stage 7	-175 points	Stage 7 Letter from Year Leader and phone call from Deputy Headteacher
Stage 8	-200 points	Assistant Headteacher in charge of behaviour, Deputy Headteacher and Headteacher meeting.

Fixed Term Suspension

When a Fixed Term Suspension has been put in place parents and carers will be informed of this decision via a phone call. A letter will be sent to the parent and carer outlining these key areas:

- Information as to why the student has received a Fixed Term Suspension
- Parent and Carers responsibility
- The School's responsibility
- Parent and Carer rights
- Information around the reintegration meeting.
- Where parents and carers can find statutory guidance.

Each suspension will fall under one of the following headings:

- Abuse against sexual orientation and gender identity
- Abuse relating to disability.
- Bullying.
- Damage.
- Drug and alcohol related.
- Inappropriate use of social media or online technology.
- Persistent or general disruptive behaviour.
- Physical assault against a pupil.
- Physical assault against an adult.
- Racist abuse.
- Sexual misconduct.
- Theft.
- Use or threat of use of an offensive weapon or prohibited item (including vape).
- Verbal abuse/threatening behaviour against a pupil.
- Verbal abuse/threatening behaviour against an adult.
- Wilful and repeated transgression of protective measures in place.

Students will be provided with work and reflection tasks linked to the incident to complete while completing the Fixed Term Suspension. The student will need to bring this to the reintegration meeting. When returning back after the Fixed Term Suspension, all students will have a meeting with the Learning Inclusion Officer to support reintegration back into school.

Parents and carers are expected to attend a reintegration meeting on their child's return to school following a suspension. The meeting will discuss the student's behaviour and strategies to move forward. Year Leaders and the SLT link will use their judgement to place a student on report when they return to school.

Where students breach our Acceptable Use Policy and/or make defamatory posts we will deploy a range of sanctions. Responses can include, but are not limited to, temporary or permanent bans on IT equipment, contact with parents and carers and sanctions such as after school detentions and in serious cases, fixed term suspensions up to permanent exclusion.

For Sixth Form students - In the case of a suspension, the school will temporarily suspend the student's UCAS reference/reference for onward progression until a noticeable improvement in behaviour can be seen.

Permanent Exclusion

Permanent exclusion will always be considered for the following:

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

When putting in place a permanent exclusion the headteacher will always consider the following criteria, is the decision:

- Lawful
- Rational
- Reasonable
- Fair
- Proportionate

How to appeal a suspension

If the total days of suspension are below five days in any one term you may make representation to the Governing Body who will consider these but the Governing body does not have the authority to overturn the suspension. At Tapton School representation for this level of suspension will be considered by the Chair of Governing Body.

If the total days of suspension take the total number of days above 5 but below 15 days in any one term parents can request a Governing Body Meeting. This meeting will be held within 50 days of the parent receiving the suspension notice. A representative of the local authority will also attend if requested.

If the total days of suspension take the total number of days above 15 days in any one term or if the exclusion is permanent the Governing Body must convene a meeting to consider reinstatement. A representative of the local authority will also attend.

If you wish to make representations please contact our Chair of Governors, Mr J Rushton, at the school address or email our Governor Liaison Administrator at this address ssimmons@taptonschool.co.uk as soon as possible.

Confiscations

In line with the Department For Education 'Searching, screening and confiscation advice for schools' July 2022.

The rules around confiscations apply to all students Years 7-13 (and Year 14 students). Mobile phones, smart watches, iPods and other electronic devices such as earphones and wireless earphones are not allowed to be visible on the school site at any time. This means from the moment students enter the site to the moment they leave the site they cannot have a visible device; this also includes at break and at lunchtime. If students choose to bring devices to school, they must put them into school bags before entry onto the site, so they are not at all visible or accessible. Students cannot place devices in pockets. This policy extends to earphone cables hanging from shirts and from pockets and headphones worn around necks. Any student found with a prohibited device will have it confiscated without discussion. The first time an item is confiscated it will be held in the school office until the end of the school day; this will incur one negative behaviour point. If a student has an item confiscated for a second time the parents and carers must come into school to collect the item between 3.30 and 4.30 and to meet with the Year Leader and a member of the Leadership Team to discuss their child's refusal to comply with our rules. All subsequent confiscations will then also go into the safe awaiting a parent meeting and will incur two negative behaviour points. If a child refuses to hand over the

item, on call will 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 a fixed term suspension.

A member of staff will confiscate any item they deem to cause disruption to the good order of the school.

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 negative 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 negative 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 Leader or member of the Senior Leadership Team.

Confiscation 3+ will be dealt with as per the arrangements for Confiscation 2 (-2 points)

Searches

In line with the Department For Education 'Searching, screening and confiscation advice for schools' July 2022.

Our search and confiscation policy is guided by the following principles and guidance:

- The need to safeguard all students by confiscating harmful, illegal, or disruptive items, this includes replica items.
- The safeguarding needs and wellbeing of students suspected of possessing these items.
- All searches will be justified and proportionate considering the best interests of the student, our school, our staff and any visitors to the school.
- Headteachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. This is including mobile phones or electronic devices.
- Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- Schools should inform the individual student's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

If at any point a student is suspected of concealing, possessing, supplying, selling, or (where relevant) consuming 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 SLT through On Call system to carry out any searches. These searches do not require parental consent and will only be carried out by school staff who have been authorised by the Headteacher. 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. Failure to cooperate with a search will be treated as defiance and will result in a fixed term suspension. Sanctions will be applied depending upon the nature of the search and its findings ranging from after school detention, fixed term suspension up to and including permanent exclusion. Please also see section on Unacceptable Behaviour, Suspensions and Exclusions.

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 of the opposite sex). The person conducting the search may search outer clothing, pockets and possessions such as bags. These can include clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves, and possessions include desks and 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.

Where a member of staff conducting a search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. Parental consent is not required to search a young person's mobile phone if it has been seized and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.

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 considering whether the item should be retained, disposed of or delivered to the police. For further information and guidance on searching and confiscation please see Department For Education 'Searching, screening and confiscation advice for schools' July 2022.

Malicious Allegations

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

Physical Contact

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 student, or prevent them taking action needed to prevent a student causing harm.

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

Physical contact with a student 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 student.

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 student. There are occasions when it is appropriate for adults to have some physical contact with a student 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 student in completing an activity safely. Also, when a student 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 student 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.

Restraint and Use of Reasonable Force

In some circumstances reasonable force can be used to control or restrain students 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 students 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 student about their behaviour and the consequences and wherever possible send for assistance via the On Call system for staff to support.

If there is a risk of injury to other students 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. Staff should see the Designated Safeguarding Lead for further advice.

Artificial Intelligence (AI)

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils, parents and carers may be familiar with generative chatbots such as ChatGPT and Google Bard. We recognise that AI has many uses, including enhancing teaching and learning, and safeguard pupils. However, AI may also have the potential to facilitate abuse e.g. bullying and grooming and/or expose pupils to harmful content. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. Personal and sensitive data should not be entered into AI tools.

We will treat any use of AI to access harmful content or bullying pupils in line with our Behaviour Policy.

Drugs Education and Drug related Incidents

The term 'drugs', unless otherwise stated, is used throughout this section to refer to all legal and illegal drugs, including tobacco, alcohol, volatile substances, new psychoactive substances, legal highs and other unauthorised substances controlled by the Misuse of Drugs Act 1971. This also include the misuse of all medicines including over the counter and prescription medicines.

Our primary concern is the health and safety of the school community and meeting the health, medical and pastoral needs of students.

It is pertinent to note that Tapton School will not tolerate the possession, supply or use of drugs in our school community. Our most serious sanctions will be considered for drug related incidents.

All members of staff are required to be vigilant in relation to all matters of drugs. If staff believe a student or group of students to be under the influence of, or involved in the possession, consumption, supply and/or sale

of drugs, alcohol or substances inside lesson, outside of lesson, or on school trips, they will raise this issue immediately with a member of SLT or Safeguarding team.

Incidents may involve suspicions, observations, disclosures or discoveries of situations involving drugs, alcohol and/or other banned substances.

They may include:

- Drugs or associated paraphernalia being found on school premises
- A student found in possession of drugs or associated paraphernalia
- A student found to be supplying drugs on school premises
- A student thought to be under the influence of drugs
- Information that the sale or supply of drugs is taking place within school or in the local area.
- A student disclosing that they or a family member/friend/peer are misusing drugs

A full and thorough internal investigation will be carried out to fully understand the nature/details of an incident.

Sanctions

Permanent exclusion will always be considered for the following: involvement with substances or items which may be harmful to themselves or to others, such as, alcohol, drugs, 'legal highs', vaping equipment or solvents.

Police

Tapton School will work in conjunction with the Police in regard to drugs, alcohol and banned substances.

Appendix

Agreements/Code of Conduct

- Student Code of Conduct
- Sporting Fixture Conduct
- Transport Conduct
- Home School Agreement

Student Code of Conduct

At Tapton School, we expect students to behave in an outstanding way. This is essential for outstanding teaching and learning, for everyone to feel safe and happy and for the creation of harmonious environment.

Students will 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 our expectations.

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. You need to be waiting outside your form room five minutes before registration. 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 that you are ready to learn by sitting down quietly and getting out your 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 and drink are only to be consumed in the Dining Room or outside the building. Litter must go in the bins. There is no chewing in lessons.
5. The rules around confiscations apply to all students. Mobile phones, smart watches, iPods, and other electronic devices such as earphones and wireless earphones are not allowed to be visible on the school site at any time. This includes before school, break time, lunch time and after school. This means the moment you enter the school site to the moment you leave you cannot have a visible device. 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 students wear full uniform. This does not include leggings, jogging bottoms, cargo trousers, hoodies or non-black trainers. Outdoor clothing (eg a coat) is not worn in classrooms. No hoods or hats in the building. Failure to wear full uniform without an exceptional reason will result in a same day detention. Please see more information in our uniform policy.
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, fireworks, 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.

Signed: (student)

Form:

Signed: (parent/carer)

Date:

Student Code of Conduct Sports

It is an honour to be selected to represent Tapton School in a sporting activity. Sports fixtures build resilience and give students experience of working as part of a team. When you represent Tapton you represent our whole community. Students earn this privilege.

This is not an automatic right. If you do not comply with the below points, there will be serious consequences and you may not be allowed to represent the school again.

Competitors

1. Co-operate with teachers, coaches, volunteers, teammates, and opponents. Without them there would be no game!
2. Respect the referee, umpire and decision of the officials involved and the rules of the game.
3. Treat all people fairly and with respect regardless of race, background, religious beliefs, or gender.
4. Control your temper both on and off the playing area. The use of bad language, deliberately fouling, or provoking an opponent is not permitted and will be dealt with severely.
5. Do not criticise others by words or gestures.
6. Work to the best of your ability both individually and as a team.
7. Be a good sport. Cheer all good play whether it is from your team or the other team.
8. Respect the facility and equipment being used.

Spectators

1. Recognise the value and importance of teachers, coaches, and officials. They give their time and resources to provide school sport opportunities and deserve support.
2. Respect the officials' decision. If there is a disagreement, follow the appropriate procedure in order to question the decision.
3. Show respect for your team's opponents. Without them there would be no game.
4. Encourage players to play according to the rules and the decision of the officials involved.
5. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches, teachers or officials.
6. Applaud good performance and effort by your team and the opponents. Congratulate both teams on their performance regardless of the game's outcome.
7. Never ridicule or criticise players for making a mistake during a competition. Positive comments are motivational.
8. Condemn the use of violence in any form, be it by spectators, coaches, teachers, officials, or players.

-Signed: (student) Form:.....

Signed: (parent/carer) Date:

Student Code of Conduct Community & Transport

Tapton School is a uniform school – your uniform identifies you as a member of our community and as an ambassador for our school. We, therefore, expect you to uphold our values in and out of school. This includes how you conduct yourself on your journey to and from school on public transport.

As always, you must remember our three guiding principles: Be Kind, Work Hard, Follow the Rules

1. Behave courteously and kindly when out of school. Treat members of our community with respect.
2. You must queue and board the bus sensibly and in single file so that members of the public can still use the pavements.
3. You must join the queue from the back; do not push in or leave spaces for friends. This is not fair.
4. Whilst both waiting and travelling conduct yourself as you do in school – do not shout or use inappropriate language – be kind.
5. Put your litter in the bin.
6. You must only use designated bus stops to board the bus and you must wait until the bus has safely come to a stop to board.
7. You must try to have the correct money for your fare and your bus pass.
8. You must ensure you have a valid ticket for your journey which you need to keep as proof of travel.
9. You must remain in your seat for the journey.
10. You must only use the bus bell to alert the driver to stop.
11. Be a courteous passenger; do not take up more than one seat and do not prevent someone from being able to sit next to you. Give up your seat to someone who may need additional consideration.
12. Do not bang on the windows and do not use an emergency exit unless there is a genuine emergency or if the driver has instructed you to do so.
13. We expect you to be courteous and kind to members of our community who need additional consideration when using public transport. Be considerate of other passengers as you leave the bus; use your manners and say, 'excuse me' and 'thank you' as you leave.

Sanctions

Most bus companies now use CCTV on public transport. The bus companies will involve school to identify anyone who behaves in an anti-social or dangerous manner. In addition to the bus companies are within their rights to ban students from using their service and reporting issues to the police. School will always work with the Police to identify students behaving unacceptably.

Signed: (student) Form:.....

Signed: (parent/carer) Date:

**Home School
Agreement**

**Tapton
SCHOOL**

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 and carers. Our Home School Agreement outlines the important role parents and carers play in ensuring their children are successful.

As a parent or carer, I will:

1. Make sure my child arrives to school on time every day.
 - The Dining Room and Library open from 8.30am and some sports clubs begin at 8.00am. Students should be waiting near form rooms five minutes before registration begins.
2. Make sure my child arrives promptly to lessons.
3. Make sure my child attends school in correct uniform:
 - A black or white polo shirt with the Tapton logo.
 - A black sweatshirt or black cardigan with the Tapton Logo.
 - A black fleece with the Tapton logo or a plain black fleece.
 - Students can wear either flat black full-length trousers, black tailored shorts or a black skirt. Students are not allowed to wear jogging bottoms or cargo/combat trousers.
 - All black shoes or trainers without any coloured logo and without different coloured trims (not sandals).
 - Flat all black below the knee boots
4. Make sure my child arrives fully equipped for learning with:
 - A school bag,
 - A pencil case containing black biros, a pencil, a pencil sharpener, a rubber, a ruler, a compass, and a protractor.
 - The school planner.
 - A scientific calculator.
 - The 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 Progress 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.
13. Ensure my child looks after books borrowed from the school library and returns or renews them by the due date.

Signed: (student) Form:.....

Signed:(parent/carer) Date:

Signed:(form tutor) Date:.....