

Supplementary Guidance to the Behaviour Policy (Secondary Schools)

The White Horse Federation

September 2023

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Introduction

This document provides supplementary guidance for secondary schools and should be read in conjunction with the trust's Behaviour Policy.

The Behaviour Policy and this supplementary guidance apply at all times during the school day, whether students are in the school building or offsite. They apply when students are travelling to and from school, wearing school uniform (including on trips and visits), representing the school in their own clothes or otherwise identifiable as a member of the school. The school may also discipline students, whether or not the conditions above apply, if their behaviour could have repercussions for the orderly running of the school, poses a threat to another pupil or member of the public or could adversely affect the reputation of the school.

Section 1: Uniform and Equipment

1.1 Uniform

School uniform encourages a sense of pride, belonging and loyalty to the community of which all students are members. Students are expected to adhere to our uniform expectations at all times, including on their journey to and from the school.

Students are expected to attempt to rectify any uniform infringements before the start of the school day. Members of the pastoral team are always available to help and the school will endeavour to lend spare uniform where possible. In instances where students proactively seek to resolve their uniform infringement before the start of the day, they will not be sanctioned. Where students do not seek to rectify the uniform infringement before the start of the school day, they will be issued with a detention.

When a student is not dressed in the full uniform or does not have the expected appearance, they will not be permitted to attend lessons. In such cases, and if parents can be contacted and informed, students will be sent home to change, or alternatively will undertake supervised work within the Refocus Room until the infringement can be rectified.

Uniform is checked as students enter the school, during line-up and at the start and end of every lesson.

If in any doubt about the details of the uniform policy, and to save time and anguish, parents should contact the school. It is better to check with a member of staff than to rely on assurances from students as these are sometimes incorrect.

Detailed guidance about uniform expectations can be found in the school's *Uniform and Equipment Policy*. The following general points about uniform must be observed:

- In schools that have blazers, blazers must be worn at all times when moving around the school site, as well as en route to and from the school. They may be removed in class, with the permission of the teacher.
- Shirts must be tucked in at all times. Top buttons must always be fastened.
- Jumpers are an optional item. However, if a jumper is worn, it must be the school jumper.
- Ties must be worn with a neat knot covering the top button and with the bottom of the tie touching the waist.
- Skirts must be knee-length and not shortened by being rolled up at the waist.
- Belts should be black and functional. They should have no oversized buckles, clasps, studs or trimmings.
- Shoes must be smart, black and leather-fronted, except for PE. Trainers and boots are not allowed.
- Baseball caps, non-uniform jumpers and hoodies are banned items. They must not be brought onto the school site, nor should they be worn on the way to or from school. If they are seen, they will be confiscated.
- Outdoor clothing, such as coats and hats, should not be worn in the building.
- No jewellery is permitted, with the exception of a watch and/or a pair of small stud earrings worn in the lower lobe.
- Only badges issued by the school may be worn.
- Individual fashion statements or overly-styled haircuts are not permitted. Hair may not be anything other than a natural colour. Braids are allowed but must be indistinguishable from the hair colour.

1.2 Equipment

Every student must have the following equipment with them every day:

- A student planner (issued by the school)
- A reading book
- A scientific calculator
- A transparent pencil case containing:
 - a black pen
 - a spare black pen
 - a green pen
 - a pencil
 - a ruler
 - a rubber
 - a pencil sharpener (preferably with its own compartment for shavings)
 - a highlighter

Students are expected to attempt to resolve any equipment infringements before the start of the school day. Students are able to purchase any missing items of stationery before school. Equipment checks are conducted during tutor time every day and students will be issued with a detention if they haven't resolved missing equipment by that time.

1.3 Banned items

The school has the legal power to confiscate any items that it has banned. The rules on confiscation are applied without exception. Banned items will be confiscated, regardless of to whom they belong. High value objects such as mobile phones and electronic devices will be kept in a secure place until the end of the confiscation period.

Mobile phones will be confiscated until collected by parents. All other confiscated items will be kept until the end of the half term. The school will not accept any liability for any claim arising from theft, accidental loss or damage to personal effects, money, belongings or clothing whilst on the premises, even if lost after being confiscated by the school.

The following items are banned at the school:

<ul style="list-style-type: none">• Mobile phones*• High value items and electronic items (MP3 players, iPads or similar)• All non-uniform items of clothing, including:<ul style="list-style-type: none">- Hoodies and non-school jumpers- Baseball caps- Jewellery (with the exception of a watch and a pair of small stud earrings)• Fizzy drinks and 'energy' drinks• Large quantities of confectionary beyond that which a student could reasonably consume on their own in a day• Chewing gum• Glass bottles and containers	<ul style="list-style-type: none">• Toys, laser pens etc.• Birthday accessories (e.g. large badges, sashes or balloons)• Aerosols or sprays• Fireworks, bangers, firecrackers, etc.• Drugs, tobacco or alcohol, including any related paraphernalia• Vaping equipment• Pointed objects/blades• Any item that is deemed by the Leadership Team to disrupt learning• Any item deemed to be a weapon• Any other item/substance that is prohibited by law
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*Students in years 7 to 11 must switch off their mobile phones and place them at the bottom of their bags before entering school. If their mobile phone is seen or heard at any time on the school site, it will be confiscated. Sixth Form students may use mobile phones in designated areas, but should not use them in public spaces. Under no circumstances should any student use a mobile phone to take photographs or to make audio or video recordings.

Section 2: Expectations of student conduct

2.1 Conduct in the classroom

- If the teacher is not already at the classroom door to greet the class, students should line up outside the classroom in single file quietly. They should only enter the classroom when invited to by the teacher.
- Students should arrive on time to lessons and should greet their teacher courteously.
- Students should be fully equipped for learning and should ensure that they are ready to take part in learning within a minute of entering the classroom.
- Students should always listen to their teacher and follow instructions first time without question.
- During the lesson, students should not leave the classroom without the teacher's permission.
- Students should speak using polite and positive language only.
- At the end of the lesson, students should write homework in their planners when instructed.
- At the end of the lesson, students should not pack away their belongings until asked to do so by the teacher.
- Students should wait quietly behind their chair to be dismissed and should thank their teacher as they leave the room.

2.2 Conduct around the school

- Students should move quietly and in a controlled and considerate way throughout the school.
- Students should always walk on the left-hand side through corridors and on staircases.
- Students should never run, push, barge or shout. Swearing and slang language is not permitted.
- Students should remain in supervised spaces and should not enter areas that are off-limits.
- Students should be ready to help others by opening doors, standing back to let adults pass and generally showing patience, good manners and courtesy.
- Students should move around the school individually or in small groups.
- At lunchtime and break time, no students should remain inside the school buildings unsupervised, except for wet weather arrangements.
- Students should always place any litter in the bins provided.
- Students should respect school buildings, displays and property.

2.3 Conduct in assembly

- Students should enter the hall in silence and sit waiting in silence.
- Students should stand when requested to do so, as a mark of respect for the teacher leading the assembly.
- Students should listen carefully to the speaker and concentrate without talking or distracting others. They should face the front and look at the speaker.
- Students should celebrate the achievements of others in a formal and respectful manner. Cheering, whooping and foot-stamping are not permitted.
- Students should leave the assembly in silence and proceed directly to their next destination.

2.4 Conduct at social times

- Students should be sensible, careful and aware of other people in social areas.
- Students should not take part in dangerous games or activities which could cause injury or endanger the health and safety of others.
- Gambling of any kind is strictly forbidden.
- Students should not gather in large groups, as this may lead to boisterous conduct or may inadvertently intimidate other students.
- Food should only be eaten in designated eating areas.

2.5 Conduct in the dining hall

- Students should line up sensibly for lunch. There is to be no pushing into the lunch queue.
- Students should sit at the table to which they are directed by a member of staff.
- There should be no shouting across tables.
- When everybody on the table has finished eating, students should raise their hands and wait to be dismissed.
- Trays and plates should be returned so that the table is left clean and tidy for the next person. Any leftover food, bottles, etc. is to be placed in bins provided.

2.6 Conduct at the start and the end of the school day

- Students should leave home and make their way directly to the school in the morning.
- Students should arrive at the school in good time, allowing an adequate buffer for potential transport delays.
- Students should be standing silently in their Tutor Group lines by the published start time. Any students not in their line at this time (e.g. students still arriving at the gate or walking to their lines) will be classified as late.
- Equipment and uniform checks will be conducted every day during Tutor Time.
- Students must be in a supervised area if arriving early or staying on site after the school day.
- Upon leaving the school, students should return straight home and change out of their uniforms.

2.7 Conduct in the community

Students are the public face of the school – they should be our best advertisement. The local community will form an opinion of the school based partly on students' behaviour whilst wearing the school uniform. Students must therefore display exemplary conduct whenever they are:

- travelling to and from the school;
- wearing school uniform (including on trips and visits);
- representing the school in their own clothes; and
- otherwise identifiable as a member of the school.

Guidance from the Department for Education (DFE-00023-2014) makes clear that academies have the right to discipline students for misbehaviour outside of school whenever the above conditions apply. Furthermore, academies may discipline students for misbehaviour at any time, whether or not the conditions above apply, if the behaviour:

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

The school's Principal will develop a relationship with the local police to enable sharing of information about students.

Our Community Code of Conduct outlines the following expectations of students outside of school:

1. Students should wear the full school uniform with pride on the way to and from the school.
2. Students should be mindful of the language that they use and the volume of their voices.
3. Students should cross the road safely. They should always use the crossing and wait for the green man.
4. Students should queue in single file at bus stops and outside shops. They should allow members of the public onto buses first and should give up their seat to the elderly or to those who need it.
5. Students should walk in no more than double file in busy areas. They should be careful not to block the pavements.
6. Students should respect the environment and not drop litter.
7. Students should ride bicycles safely and sensibly. They should not ride them on public walkways.
8. Students should not congregate in public areas before school. This includes in parks, outside shops or on estates. They should proceed directly from home to the school before the school day.

9. Students should not congregate in public areas after school. If they want to meet up with their friends, they should first return home and change out of the school uniform.
10. Students should show the normal respect to teachers when they see them outside of the school. Say “Good morning” or “Goodbye”. They should follow any instructions, first time and without complaint.

Any reports from members of the community will be investigated thoroughly. The school reserves the right to share photographs with specific members of community to support positive behaviour in the local area.

Any student who displays poor conduct whilst identifiable as a member of the school community will be considered to have brought the school into disrepute. In such instances, the school will use the full range of disciplinary actions up to and including permanent exclusion.

2.8 Conduct with others

It is paramount that respect and consideration are shown for all other students and adults. There is no excuse for personal, insulting and hurtful comments directed at anyone or members of their family. This includes cussing and swearing.

There must be no form of intimidation towards others. This includes bullying, extortion of money, etc.

There will be no excuse for rudeness, disrespect or insolence towards any member of staff. This includes in a student or member of staff’s gestures, body language etc.

Any request from any adult must be carried out at once and without argument.

2.9 Conduct online

The school’s IT facilities and associated internet access must be used responsibly.

Students may only use the school’s IT facilities for academic work, revision or research. The facilities must not be used for any other reason such as social networking, chat rooms or cyber-bullying.

Students must not attempt to contact school staff via social media.

Students must not use social media in or out of school in a way that brings themselves or the school into disrepute.

Any student that does not comply with the school’s IT acceptable use agreement will have their IT access removed and face disciplinary sanctions.

2.10 Health and safety

The health and safety of all staff and students in the school is of paramount consideration. Health and safety is not just the responsibility of staff: everyone, including students, must play their part.

This means that students are expected to:

- exercise personal responsibility for their own safety and the safety of others;
- follow the school rules in a way that ensures consistency with safety;
- observe all safety regulations and any safety instructions given by staff;
- use (or not willingly misuse, damage or interfere with) things provided for safety (e.g. water hoses, fire extinguishers and fire alarms).
- report any potential hazard they see to a member of staff immediately (e.g. a broken window, liquid spilled on stairs, loose flooring, damaged fencing or defects in electrical fittings).

No student is permitted to leave the school premises during the day without the written permission of an authorised member of staff.

Any student who endangers any other member of the school community by having any weapon (or any object which could be used as a weapon) will be subject to formal disciplinary sanctions up to and including permanent exclusion.

Any student who is found to be in possession of illegal drugs or any other illegal substance will be subject to formal disciplinary sanctions up to and including permanent exclusion.

Section 3: Rewards and sanctions

3.1 House Points

The house points system forms the cornerstone of the school’s Behaviour Policy. It provides a simple and transparent way for students, parents and teachers to evaluate how well students are conducting themselves. Students earn positive points for demonstrating outstanding learning, achievement and character. Students earn negative points for displaying behaviour that detracts from learning or that runs counter to the school’s culture. A student’s house points balance is the difference between their merits and demerits. In other words,

$$\text{House Points (Net Points)} = \text{Merits} - \text{Demerits}$$

As students accrue more house points, they pass through various Reward Levels and have their achievements recognised through letters home, certificates, invitations to the Principal’s Breakfast and trips. If a moves into negative house points, they will move through the Behaviour Boundary system. This will trigger increasing levels of sanction, but it will also enable support to be put in place to try to stop the negative behaviour.

3.2 Rewards for good conduct

The school recognises that praise and reward are powerful motivational tools. All staff actively seek opportunities to praise and reward students for meeting the high expectations that we have of them. In class, we celebrate success and reward effort to foster a strong classroom culture. We reward students for displaying the following behaviours in our classrooms, across our school and within our community:

Positive action	Merits
Excellent LEARNING: L anguage and eloquence E xplain your points A sk and answer questions R ead with confidence N eat presentation	1 merit each time (Maximum of 3 merits per student per lesson)
Excellent effort	1 merit
Excellent class work	1 merit
Excellent homework	1 merit
“Star of the Lesson”	2 merits
“Star of the Week”	5 merits

As students accumulate house points, they will progress through various Reward Levels. Upon entering a new Reward Level, students will receive the following rewards:

Level	House Points	Reward
Reward Level 1	25 points	<ul style="list-style-type: none"> Postcard home from the tutor
Reward Level 2	50 points	<ul style="list-style-type: none"> Letter home from the pastoral team
Reward Level 3	100 points	<ul style="list-style-type: none"> Bronze certificate in termly Achievement Assembly Bronze lapel badge awarded
Reward Level 4	200	<ul style="list-style-type: none"> Silver certificate in termly Achievement Assembly

	points	<ul style="list-style-type: none"> • Silver lapel badge awarded. • Invitation to attend a Principal's Breakfast
Reward Level 5	300 points	<ul style="list-style-type: none"> • Gold certificate in termly Achievement Assembly • Gold lapel badge awarded • Invitation to attend a Principal's Breakfast

3.3 Sanctions for poor conduct

School staff act consistently (i.e. in accordance with policy), fairly and deliberately in their use of sanctions. Any staff member who is not sure how to proceed with a behaviour or disciplinary issue must seek support from their line manager. If their line manager cannot be found, advice must be sought from any member of the Leadership Team.

Any poor conduct, whether in class or around the school, incurs demerits. Demerits are awarded as follows:

When	Behaviour	Demerits	Logged by	Further Sanction(s)
Tutor Time	Late arrival at school	-1	Pastoral Team	School Detention
	Late arrival at school for a third time in a half term	-5	Pastoral Team	Leadership Team Detention
	Incorrect uniform	-1	Pastoral Team	No sanction if corrected before school. Students will not attend lessons until in correct uniform
	Missing equipment	-1	Tutor	No sanction if corrected before school. School Detention if not corrected by tutor time.
	Not getting planner signed	-1	Tutor	Tutor to call home and check the following day.
In class	Late to class	-1	Class teacher	Log the minutes late. This will count towards a School Detention to be sat after 15 minutes of cumulative lateness.
	First warning (Step 1)	0	n/a	
	Second warning (Step 2)	-1	Class teacher	
	Removal from class (Step 3) (1 st time in a day)	-3	Refocus Room supervisor	Refocus Room until ready to return to lessons. School Detention at the end of the day.
	Removal from class (Step 3) (2 nd time in a day)	-5	Refocus Room supervisor	Refocus Room for the remainder of the day, followed by Leadership Team Detention.
	Unsatisfactory homework	-1	Class teacher	Class Teacher Detention
Any time	Uniform worn incorrectly (1 st time in a week)	0	Any staff	Verbal warning
	Uniform worn incorrectly (2 nd time in a week)	-1	Any staff	School Detention
	Chewing	-1	Any staff	School Detention
	Littering	-1	Any staff	School Detention
	Boisterous behaviour	-1	Any staff	School Detention
	Eating/drinking outside of a designated area	-1	Any staff	School Detention

	Bringing in a banned item (non-dangerous)	-1	Any staff	Banned item will be confiscated. School Detention.
	Rudeness/ Back-chat	-2	Any staff	School Detention
	Defiance / Walking away from staff	-5	Pastoral Team	Refocus Room, followed by Leadership Team Detention
	Swearing/Discriminatory language	-5	Any staff	Leadership Team Detention
	Physical altercation	-1 to -20	Pastoral Team	See separate guidance
	Bullying	-5 to -20	Pastoral Team	At the discretion of the Principal
	Bringing the school into disrepute	-5 to -20	Pastoral Team	At the discretion of the Principal
	Internal exclusion	-10	PA to Principal	Parental meeting with Leadership Team
	Suspension	-20	PA to Principal	Parental meeting with Principal
	A serious breach of the academy's behaviour policy	-5 to -20	Pastoral Team	At the discretion of the Principal, up to and including permanent exclusion.
Response to sanctions	Failure to attend a Class Teacher Detention	-3	Any staff	School Detention
	Failure to attend a School Detention	-5	Pastoral Team	Refocus Room the following day, followed by Leadership Team Detention
	Failing to attend a Leadership Team Detention	-10	Leadership Team	At the discretion of the Principal, up to and including suspension.

Demerits are deducted from a students' house points total. If a student accumulates a negative house points score, they will progress through various Behaviour Boundaries. Upon entering a new Behaviour Boundary, students will receive the following support:

Boundary	Points	Report to	Additional support (as appropriate)
Behaviour Boundary 1	-10	Tutor	<ul style="list-style-type: none"> • Phonecall home from Tutor • Weekly mentoring discussion with tutor
Behaviour Boundary 2	-50	Pastoral team	<ul style="list-style-type: none"> • Parental meeting with Pastoral Leader • Daily check-in with Pastoral Leader • Strengths and Difficulties Questionnaire • Review of SEND needs, if appropriate • Referral to Early Help, if appropriate
Behaviour Boundary 3	-100	Leadership Team	<ul style="list-style-type: none"> • Parental meeting with a member of the Leadership Team • Governors Behaviour Panel • Pastoral Support Plan implemented • Educational Psychologist assessment, if appropriate • Manage Move considered • Alternative Provision considered
Behaviour Boundary 4	-150	Principal	<ul style="list-style-type: none"> • Meeting with Principal – Final warning issued • Permanent Exclusion considered

The Pastoral Team keep a record of all of the interventions that put in place as students enter Behaviour Boundaries. These 'Behaviour Boundary Checklists' ensure that students receive all of the appropriate support and that this can be evidenced.

The school reserves the right to 'carry over' behaviour points at the end of the academic year. This may be done for all students, for students on particular behaviour boundaries or for selected students. In relation to this, the principal's decision is final.

3.4 Classroom behaviour management

It is vital that classrooms are inclusive environments in which all students are able to learn free from distraction or disruption. Orderly and disciplined classrooms are a prerequisite to effective learning.

Clear and consistent classroom routines enable teachers to teach and students to learn. We have clear routines for the start of lessons, the end of lessons, asking and answering questions, listening attentively and praising students. See the *Teaching and Learning Policy* for more details.

Teachers should use positive management strategies as a first step in anticipating, avoiding and rectifying any poor behaviour that may occur. Using the least invasive form of intervention to correct students will foster a positive culture in the classroom and enable teachers to maintain a disciplined working environment. However, this must never involve lowering expectations, accepting excuses or tolerating disruption. Positive behaviour management techniques include:

- Reiterating expectations
- Praising students who are doing the right thing
- Making eye contact with the student, and sustaining this (sometimes called 'the teacher stare')
- Moving closer to the student's desk
- Having a 'quiet word' with student

Where positive behaviour management fails to correct a student's behaviour, teachers should apply the following three-step process that provides students with the opportunity to correct their conduct:

- 1. First warning** (no further action, no behaviour points)
- 2. Second warning board** (behaviour point issued by class teacher)
- 3. Removal to Refocus Room** (and School Detention issued)

Teachers are encouraged to 'script', in advance, how they will issue warnings, so that they can deliver these quickly, clearly and assertively, without disrupting the flow of the lesson and without getting dragged into a debate about the merits of their decision.

Appropriate behaviour referral ensures that the majority of well-behaved students continue to be taught effectively by removing individuals who repeatedly disrupt the learning of others. Teachers must not send students out of lessons to stand unsupervised in the corridor.

3.5 Detention

It is recognised that, at some point, some students will – either intentionally or unintentionally – fall short of the school's expectations. In such circumstances, students are expected to take responsibility for their actions and make amends, both through their words, and more importantly, through their actions. Sometimes this requires students to sit a detention.

All detentions logged before 14:30 will be sat the same day. Detentions logged after 14:30 will be sat the following day, so that adequate notice can be provided to parents/carers.

Detentions may only be rescheduled or annulled by a member of the Leadership Team.

Detentions will be set as follows:

i. Class Teacher Detention (lunchtime or after school):

- Teachers may issue a class detention if a student fails to complete their classwork or homework to the required standard.
- Students may be detained for 20 minutes without providing the parents with prior notification.
- The details of the detention and reason for giving it must be noted in the student's planner.
- If a student misses a Class Teacher Detention, they will serve a School Detention.

ii. School Detention (30 minutes after school, the same day):

- School Detentions last for 30 minutes. Students may sit multiple School Detentions consecutively if they commit multiple misdemeanours in a day, up to a total of one hour and thirty minutes.
- School Detentions will generally be set for: lateness to school, lack of equipment, failing to attend a class teacher detention, removal to the Refocus Room, and misconduct outside of lesson time.
- As a courtesy, a text message will be sent to parents before the end of the school day.

iii. Leadership Team Detention (1.5 hours, same day):

- The pastoral team may refer a student for a Leadership Team Detention. All referrals for these detentions will be reviewed by a member of the Leadership Team.
- Leadership Team Detentions will generally be set for serious breaches of the school's behaviour policy.
- Students will be collected from the end of their last lesson and escorted to the detention room.
- As a courtesy, a text message will be sent to parents before the end of the school day. The pastoral team will also attempt to contact parents by telephone. However, being unable to establish contact will not excuse the detention being sat.

3.6 Refocus Room

On rare occasions, a student's behaviour may fall so far short of the school's expectations that the student must be removed from class and taken to the Refocus Room. The Refocus Room provides a calm and orderly environment in which students can:

- reflect upon their conduct;
- consider how to make amends; and
- continue with their learning until they are allowed to return to class.

If a student is removed to the Refocus Room, they will remain there until the Refocus Room supervisor is satisfied that they are ready to return to class. The minimum time spent in the room will be 30 minutes and students will never be returned to the class from which they were removed. If a student is removed to the Refocus Room for a second time in a day, they will remain there for the remainder of the day.

A log of referrals to the Refocus Room is maintained by the Refocus Room supervisor and is reviewed regularly by the leadership team.

3.7 Internal Exclusion

Following a serious breach of the Behaviour Policy, and as an alternative to a suspension, a student may receive an internal exclusion. Internal exclusions last between one and three days and are served in the Refocus Room.

All internal exclusions must be authorised by the principal or a vice principal. Parents will always be notified in writing.

Students in the Internal Exclusion Room are provided with scheduled toilet breaks and lunchtime, separate to the main student body. Students may also request to use the toilet at other times, through the usual On Call system.

3.8 Exclusion

See the trust's *Behaviour Policy* for details about suspensions and permanent exclusions.

3.9 Physical altercations

Violence of any kind will not be tolerated. If students need support in resolving a dispute or argument, there is always a member of staff that they can go to, rather than resorting to a physical altercation.

The following descriptors will be used to determine sanctions whenever a physical altercation has taken place. Precise sanctions will be determined by the principal.

Altercation	Description	Sanction
Play fighting	Striking, grabbing, grappling, slapping or similar action that is in a playful manner but may cause an incident if it were to continue	<ul style="list-style-type: none">• Leadership Team detention
Grappling and grabbing	An aggressive situation in which no punching, kicking or striking is taking place. May result in students grabbing each other's clothes, bags	<ul style="list-style-type: none">• Depending on the students' response, the students will serve an Internal Exclusion ranging from 1 to 3 days
Fight	Two or more students who are kicking, punching and/or striking	<ul style="list-style-type: none">• Up to 5 days in Internal Exclusion will be served.• A suspension or permanent exclusion will be considered
Attack	An action, in which an instigator punches, kicks or strikes another student. The other student does not retaliate but may offer some form of reasonable self-defence (i.e. holding or blocking)	<ul style="list-style-type: none">• Up to 5 days in Internal Exclusion will be served.• A suspension is likely.• Permanent exclusion may be considered.

The school will consider all elements of the incident before making a decision, including:

- Whether the student was an instigator, participant, respondent or victim.
- If the student was the respondent, whether their response was reasonable and in direct relation to the threat from the instigator.
- How the students responded to the staff who intervened (for example, whether they followed instructions the first time).

Section 4.1: Conduct in the Sixth Form

4.1 Overview

The school expects that the conduct of Sixth Form students will reflect their age and maturity and, above all, the fact that enrolment in the Sixth Form is voluntary. Sixth Form students are expected to be courteous and studious, to serve as role models to younger students and to actively contribute to school life.

The Sixth Form Behaviour Policy is fully integrated with the house points system that it used lower down the school. Sixth Form students with positive house point scores will be praised and rewarded in accordance with the school's Reward Levels. Sixth Form students with negative house point scores, will be sanctioned and supported, in accordance with the school's Behaviour Boundaries. All house points earned by Sixth Form students contribute to the whole-school points totals for their respective Houses.

4.2 Commendations and penalty points

In recognition of the increased expectations that are placed on Sixth Form students, in addition to the regular earning of merits and demerits, students may also receive Commendations and Penalty Points. These have significant values of merit and demerit points attached to them (+10 points and -10 points respectively).

Commendations and Penalty Points are issued as follows:

	Commendations	Penalty Points
Examples of conduct	<ul style="list-style-type: none"> • Excellent academic performance (e.g. high attainment or excellent progress in a key assessment) • Ongoing and outstanding commitment to learning • Ongoing contribution to school life (e.g. running an extra-curricular club, student leadership) • One-off notable act or good character (e.g. a significant act of kindness, maturity or diligence) • Any other reason deemed appropriate by the Head of Year 	<ul style="list-style-type: none"> • Truancy • Failure to attend independent study sessions • Repeated lateness to school • Repeated lateness to lessons • Repeated infringements of the dress code • Repeated failure to meet deadlines • Ongoing lack of effort • Rudeness to staff • Inappropriate use of the internet • Breach of the Sixth Form mobile phone policy
Reward/sanction	<ul style="list-style-type: none"> • Certificate of Commendation presented to student in Sixth Form Assembly • Copy of certificate placed on students' file • 10 merits awarded 	<ul style="list-style-type: none"> • Penalty Point letter issued to student by the Head of Year • Copy of letter placed on students' file and posted home • 10 demerits awarded

Any member of staff may nominate a Sixth Form student for a Commendation or Penalty Point, by contacting the Sixth Form administrator. The Head of Year is responsible for the issuing of all Commendations and Penalty Points and retains discretion in relation to this.

Sixth Form students with negative house point scores, will be sanctioned and supported, in accordance with the school's Behaviour Boundaries. In cases of extreme misconduct, the principal reserves the right to move straight to a final written warning or permanent exclusion.

Related Policies

This supplementary guidance to the Behaviour Policy should be read in conjunction with:

- *Behaviour Policy*
- *Teaching and Learning Policy*
- *SEND Policy*