



THE KINGSWAY SCHOOL

Behaviour Policy

**Updated – September 2022
Review – September 2023**

Mission and Ethos

At The Kingsway School we have a learning and success culture where achievement and effort are rewarded; where all are challenged to do their best and where all are valued and respected.

We expect every student to learn and live up to our core values of:

- **Opportunity**
- **Achievement**
- **Respect**

We focus on these values by:

- Ensuring that students are praised and rewarded for what they do well
- Refusing to tolerate poor behaviour in lessons and around school
- Creating a learning environment which challenges all students to maximise their potential
- Making inclusion of all students central to planning
- Supporting all students and teachers in their work
- Recruiting and training excellent teachers
- Working in partnership with all parents
- Encouraging all students to be responsible members of the community
- Developing and supporting our local community

In order to achieve this we provide opportunities in lessons and activities which will inspire students to be the best they can be; we place the importance on students achieving as a priority, expecting the highest standards in everything they do, with respect for each other. We do not tolerate any behaviour which goes against this principle.

Students are responsible for their own behaviour. Consequences will result from their choices – be this rewards or sanctions.

Families and school staff share the responsibility to ensure that learning is not disrupted due to poor behaviour. A signed home/school KOAR agreement is an expected prerequisite to a child joining The Kingsway School and represents the agreement that families will support the school in ensuring the highest standards of conduct.

The School's behaviour policy is written in line with the following legislation and guidance:

- The Education Act 1996
- School Standards Framework Act 1998
- Education Act 2002
- Education and Inspections Act 2006 and the Education Act 2011
- School Information Regulations 2008
- Equality Act 2010
- Behaviour in Schools- Advice for Headteachers and school staff, July 2022

- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement- Guidance for maintained schools, academies and pupil referral units in England, July 2022
- Searching, Screening and Confiscation -Advice for schools, July 2022
- ELT Safeguarding Policy V2.3 September 2021
- ELT Exclusion Guidance

“Non-Negotiables”

At the heart of our expectations are The Kingsway School’s Non-Negotiables. These provide students with a clear and succinct summary of our expectations, are clearly visible around the school, and are constantly referred to by all staff in their discussions with students and parents. They are:

Students must:

- Arrive to school and to lessons on time
- Be in full school uniform
- Have the correct kit, equipment and homework
- Have a positive Attitude to Learning
- Behave responsibly and respectfully at all times

Students should also remember:

- Talking must not prevent you or others from learning.
- Always show care and consideration to others when walking around school.
- Always be courteous to others.
- Swearing or abusive language is always unacceptable.
- Bullying is always unacceptable.
- Inappropriate physical contact is always unacceptable.

Behaviour and Sanctions

Rewards

The Kingsway School believes that students should be praised for behaving and achieving well and, initially, an informal system of congratulating students is encouraged.

The following are all recommended methods of rewarding students at The Kingsway School:

- Verbal praise
- Comments in planners
- Comments in exercise books (this could also include stamps, stickers etc.)
- Contact with parents/carers
- Public recognition – assemblies, praise wall etc.

A more formalised system helps students build up merits.

Staff can reward students with merits for:

- Good attitude
- Good homework
- Good learning/lesson
- Reward Point (for any other positive behaviour)
- Significant improvement
- Extra curriculum activity
- Outstanding homework
- Outstanding learning/lesson
- 97+% attendance per half term
- 100% uniform per half term
- 100% punctuality per half term
- 100% attendance per half term

Weekly merit total updates are made available to: -

- Pastoral Heads of Year and Form Tutors – via a weekly Spreadsheet.
- Students – via the Student Home Page on Kingsway Online.
- Parents/Carers – via ClassCharts.

Throughout the year Reward activities will take place to celebrate students' success. Invitation to these activities are based on criteria of good conduct. Details of the criteria is shared with students at the start of each term.

Each term a student can achieve an award based on their ratio of positive to negative merits. Students who achieve a 80:20 ratio of positive to negative merits/demerits will receive a Bronze/Silver/Gold award depending on whether it is the autumn/spring/summer term.

A Year 11 Prom may be organised for the end of Year 11. The Prom Criteria will be shared with students in year 11 in the Autumn term.

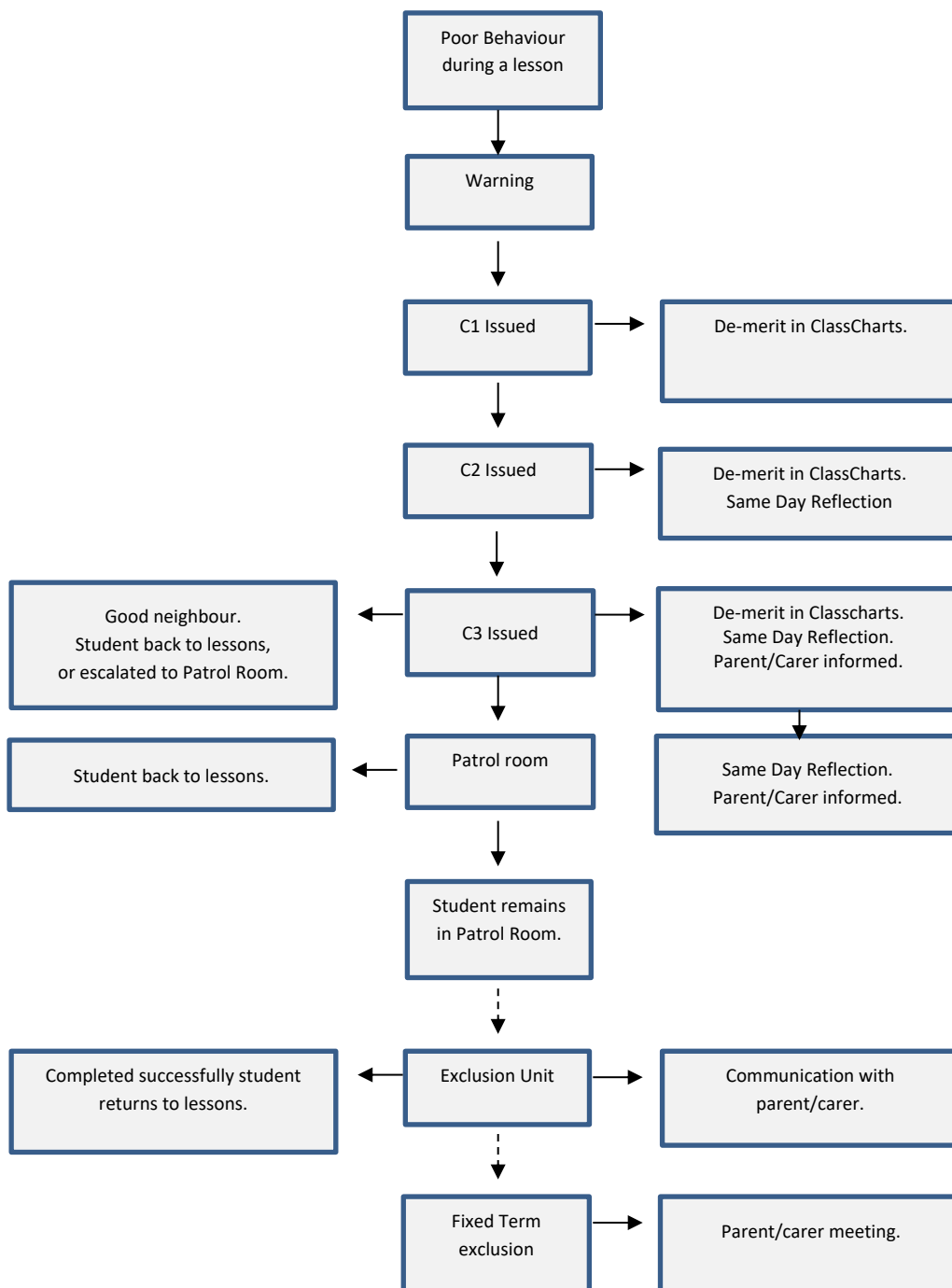
Students' merit totals also contribute to the House merit totals, and the House Cup is awarded at the end of the year to the House with most merits. If students fail to meet the expectations set by the non-negotiables then staff may be demerited.

Below are some examples:

- Talking in class
- Eating in Class
- Equipment missing
- Inadequate work completed
- Lacking concentration
- Late (up to 10 mins)
- No Planner
- Uniform Issue
- Unsatisfactory Homework
- Shouting Out
- Disrespectful to others

- Defiant Behaviour
- No Homework
- In the company of smokers/vapers
- Failure to attend a Same Day Reflection/ Social time sanction
- Mobile Device Use
- Disruptive behaviour
- Exam Poor Behaviour
- Truancy
- Smoking/Vaping
- Exam Malpractice
- Patrolled from lesson
- Misuse of ICT/Social Media
- False Allegations towards students

Sanctions process



The following sanctions may be used, or a combination of the sanctions as deemed appropriate.

Sanctions outside of lessons

If a student receives a sanction outside of lessons these will be recorded as breaktime C1 and C2 sanctions. Repeated instances of poor behaviour at break times will result in a student losing the privilege of break times, and could require the student spending breaks under the supervision of parents or carers.

Sanction

- Logged onto SIMs/ClassCharts
- Restorative work
- Community service
- Parental contact
- Internal exclusion
- External exclusion
- Permanent exclusion
- Reported to police

Interventions

Interventions will be put in place to support students at any relevant point in the school year and in response to individual need. The school will decide when to work with other local agencies to assess the needs of students who display continuous disruptive behaviour. It is clearly recognised that The Kingsway School has a legal duty under the equality Act 2010 in respect of safeguarding and in a respect of students with special educational needs (SEN).

School Interventions

- Subject report
- Form tutor monitoring
- Pastoral Head of Year monitoring
- Middle Leader or Senior Leadership Team monitoring
- Pastoral Support Plan(PSP) – Senior Leadership Team
- Managed Transfers to other local secondary schools
- Off- Site Direction
- Behaviour Support Programme
- Welfare Assistant
- Early Help Assessment (EHA)
- Team Around the Child (TAC)
- Key Adult assigned
- Restorative justice
- Mentoring
- School Action Plus
- Family support work
- School Age Plus
- Attendance and behaviour meetings

External Services

- Social worker
- Young Carers Referral
- Ethnic Diversity Services
- School Nurse
- CAMHS
- YOS- Youth Offending Service
- SBSS- Student Bursary Service
- Women's Aid
- Counselling Internal
- Educational Psychologist
- Mosaic/Eclipse
- Young People's worker
- SALT- Peec and Language Therapy
- Stockport without abuse

Detentions

The Education Act 2012 gives schools the power to impose detentions without notice for parents/carers.

The Kingsway School uses SDR and loss of social time (including detentions out of normal school hours) as a sanction. The times outside normal school hours when a detention can be given ('the permitted day of detention') include:

- Any school day where the student does not have permission to be absent
- Weekends – except the weekend preceding or following a half term break
- Non-teaching days – usually referred to as Inset days

Parental consent is not required for an after school sanction.

When a detention is set during a break time/lunchtime staff will allow a reasonable time for a student to eat, drink and use the toilet.

Any incident that leads to a detention will result in the loss of merits. Detentions in themselves are a further consequence.

No Notice Detentions

The Education Act 2012 gives schools the power to impose detentions without the existing 24 hours' notice for parents.

A detention in which, a member of staff may keep a student behind, due to unsatisfactory behaviour without prior warning to parents/carers.

Staff will always endeavour to contact families if a 'no notice' detention is to be given. No notice detentions will be for Years 8-11 in consideration of younger students' safety.

These 'no-notice' detentions are one of the key elements of the Education Act 2012 which aims to help teachers maintain discipline in the classroom.

Same Day Reflections (SDR)

The Same Day Reflection process replaces after school detention. In order for sanctions to be swift, certain and simple all in class issues that result in C2/C3 demerits will be referred to the Same Day Reflection process. When a SDR is issued on Class Charts, parents/carers are sent a notification.

The SDR process involves a 20 minute session after school where a restorative conversation between a teacher and the student takes place. The students will be asked to reflect on what happened in the lesson and discuss how similar situations can be avoided in the future.

If student fails to attend a SDR the following day they will not attend lessons but will follow their timetable in a different location. Students will lose their social time and will attend the SDR that afternoon. If a student repeatedly fails to attend the rescheduled SDR they will be placed in isolation and parents/carers will be invited into school

Where students are repeatedly receiving SDRs, parents/carers will be invited into school to work with the year team to support the student.

Monitoring Students

Monitoring Phase – The period of the Monitoring Phase will be recorded by the Pastoral Head of Year and a record will be placed on the student's school file.

Monitoring Phases can be implemented by the Form Tutor and Year Team, in consultation with the Assistant and Deputy Headteachers (Pastoral).

- Yellow Phase: Form Tutor
- Amber Phase: Pastoral Head of Year / Behaviour Support Assistant
- Red Phase: Senior Leader Team
- PSP: Deputy Headteacher / Assistant Headteacher

Implementing a Monitoring Phase:

- 1) Consultation between the mentor and student to raise the issues of concern.
- 2) Communication with home by the mentor informing parents/carers that the student has been placed on a monitoring phase and parents/carers will confirm that they will monitor class charts and support the process.
- 3) Monitoring targets established according to the guidelines below.

Target setting and Monitoring

A maximum of 3 targets can be set to be assessed during the period of monitoring. Classcharts will be used to provide the evidence for the meeting of these targets. These may include the reduction in C1, C2 or C3 behaviours. They should be set in consultation with the student. All targets should also be designed for a positive outcome, be easily measurable and be attainable within one timetable cycle. These will reflect the school's non-negotiables and behaviour expectations:

1. Arrive to lessons on time
2. Be correctly dressed and wear the school uniform in the correct manner
3. Be correctly equipped for each lesson
4. Complete all homework to a satisfactory standard
5. Complete all classwork to a satisfactory standard
6. Concentrate on the task at hand
7. Your actions must not prevent you or others from learning
8. Respond to staff in an appropriate manner
9. Follow all staff instructions without comment or question
10. Be polite. Show respect to all others in the classroom

Reviewing Monitoring Phases

With the Tutor/subject teacher:

- Have the targets been met for this session? A target is either met or not met
- Explain the merits or demerits awarded in Classcharts.

With the mentor on a day-to-day basis:

- Have the targets been met for the day? Check Classcharts for merits and demerits and review the day
- Reflect on the non-target issues highlighted in Classcharts.
- Are there areas to focus upon for forthcoming registrations/lessons?
- Check dialogue is continuing with parent/guardian.

With mentor on a weekly basis:

- Have the targets been met for the week? Review the week.
- Reflect on the non-target issues highlighted by staff during the week.

With the mentor on completion of a two-week cycle:

- Have targets been met for the second week? Check Classcharts.
- Review the week.
- Reflect on the non-target issues highlighted by staff during the second week.
- What happens next? Depending on the success of the target diary, students may well move up the ladder of consequences, remain with the mentor for a further cycle or come off monitoring.

There will be an on-going dialogue with parents.

Failure of Targets Set and all Monitoring Phases

A meeting will be held with the parent/carer during the school day to discuss concerns and to establish a contract of behaviour for the student to remain in school. A period of monitoring will be agreed at the meeting. A Pastoral Support plan (PSP) may be set up, or the IEP amended.

At the end of the monitoring period if there has been no change, the student will be referred to the Headteacher's Panel comprising of Headteacher, Deputy Headteacher, Assistant Headteacher and a member of the Governing Body. The interview will involve the parents and will identify reasons for lack of improvement. A period of exclusion from lessons within the Exclusion Unit may be a consequence of referral to this level, along with agreed contract for a return to mainstream lessons.

Vandalism and Damage to School Property

Where a student is found to have purposely damaged school property or created a whole school disruptive incident, such as a hoax fire alarm. Sanctions will apply depending upon the nature of the incident. Sanctions may include:

Fixed term exclusion

Community service

This could include clearing litter or leaves around school, cleaning and tidying or other restorative measures. This will be conducted during break times, supervised by duty staff. Students will be provided with equipment and subject to a risk assessment.

Recharge for associated costs to the school via invoice to parents

Where charges are made, the school will obtain a quote for repairs then conduct the works without delay. For alarm resets this is a fixed cost of £50 in relation to labour costs. All recharges will be sent to parents via a school invoice, payable within 30 days.

Suspensions/Exclusions

Fixed period Suspensions

Fixed period suspension may be issued for one or more fixed periods not exceeding 45 days in any school year. Permanent Exclusions are the ultimate sanction when all else fails. Suspensions/Exclusions are solely at the discretion of the Headteacher.

No Headteacher likes to exclude a student from school, but there may be a time when this is considered necessary. If your child has been excluded it means that he or she will not be allowed to attend school because of the difficulties that have arisen concerning a serious breach of conduct. The evidence required to exclude will meet the 'civil standard' of proof, i.e. on the balance of probability, it is more likely than not that the student was responsible for the breach of school discipline.

The school will contact families on the day the exclusion is given and this will be followed up with a letter including information on the:

- Period and reason of exclusion
- The families duty during the first five days of any exclusion to ensure that their child is not present in a public place during normal school hours, whether in the company of a parent/carer or not
- Any arrangements made by the school that apply from the sixth day of the exclusion
- It is the families responsibility to contact the school regarding readmission arrangements

Examples of serious incidents include:

- Physical assault on against another student including fighting
- Physical assault against an adult
- Verbal abuse and threatening behaviour against a student
- Verbal abuse and threatening behaviour against an adult
- Instigating violence by involving other people, not necessarily from the school community, in disputes with other students
- Bullying
- Racist abuse
- Sexual misconduct
- Theft
- Damaging property
- Serious challenges to authority
- Persistent disruption of learning
- Serious breaches of ICT code of conduct
- Involvement with fire works
- Deliberate misuse of the fire alarm will result in consideration of a permanent exclusion
- Drug and alcohol related incidents – abuse of a legal substance
- Dealing with drugs at school will result in permanent exclusion
- Repeated use of drugs or alcohol may result in permanent exclusion
- Possession of a weapon including replica weapons
- Misuse of medication
- Misuse of aerosols
- Misuse of electronic equipment
- Making malicious and untrue allegations towards a member of staff
- Inciting others to breach the school rules
- Inciting others to commit a violent act
- Behaviour that endangers themselves or others

These incidents are considered to be highly damaging to the ethos of the school and to individuals within it. In these circumstances the normal referral procedures may be by-passed.

The school will set work for your child if excluded for longer than one school day. It will be Parents'/Carers' responsibility to request and collect this work.

Parents/Carers and the excluded student will have to attend a re-inclusion meeting prior to the student being re-admitted back into the school. During this meeting if it is

believed that the student will not succeed during that school day due to a negative attitude, the exclusion will be extended.

Permanent Exclusions

The Headteacher will usually only permanently exclude a student as a last resort, after trying to improve the student's behaviour through other means. However, there are exceptional circumstances in which the Headteacher may decide to permanently exclude a student for a one-off offence.

If your child has been permanently excluded, be aware that:

- The school's governing body is required to review the Headteacher's decision and you may meet with them to explain your views on the exclusion
- If the governing body approves the exclusion, you can then appeal to an independent appeal panel organised by the Local Authority

The school must explain in a letter how to lodge an appeal against the decision made.

The local authority must provide full-time education from the sixth day of a permanent exclusion and we will work in partnership with other Stockport schools to provide full time education for any student from the sixth day onwards until the exclusion ends.

Uniform

All students will attend in full school uniform:

- We operate a zero tolerance approach to incorrect uniform.
- Uniform will be checked by tutors at the start of the day
- Uniform will be checked at assemblies.
- Any student who arrives to school incorrectly dressed must report directly to their Year Office.
- If the student is unable to rectify their uniform it is expected that they will be in the Patrol Room for both break 1 and break 2. This includes unacceptable footwear
- It is expected that students will wear their uniform correctly on the entire journey to and from school.
- We reserve the right to instruct a student to wear school trousers if they regularly wear their skirt at an inappropriate length.

Please see the school's school uniform policy for further details.

Mobile phones

Mobile phones, iPods, Smart watches and similar devices are not allowed to be used on the school premises at any time. This reduces the chances of students being the victims of theft and bullying and allows for a purposeful learning environment.

Parents who wish to contact their child on an urgent matter, during the school day, should ring the school and leave a message which will be passed on to their child. If

parents/carers allow their child to bring a phone to school then this is at their own risk. Staff will not be able to spend time investigating the theft of phones; this should be reported to the police.

If a student's phone sounds during the school day or a student is caught using their phone during the school day, the school expects it to be handed over immediately. Provided the phone is handed over immediately, the phone will be returned at 3pm on the same day, otherwise the phone will be confiscated for 5 school days.

If this is not the first offence then the confiscation period will automatically be 5 school days. A parent/carer (no-one else) may collect the phone from the school at an earlier date.

When a phone is used in a more serious offence e.g. filming incidents, cyber bullying, inappropriate images etc. the phone will be confiscated for a minimum of 5 school days. This will allow a full investigation of the incident to take place. Collection of the phone at an earlier date may not be possible due to the nature of the incident but a parental meeting may be required depending on the outcome of the investigations.

Behaviour incidents online

The way in which pupils relate to one another online can have a significant impact on the culture at school. Behaviour issues online can be very difficult to manage given issues of anonymity, and online incidents occur both on and off the school premises. The same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity.

Inappropriate online behaviour including bullying, the use of inappropriate language, the soliciting and sharing of nude or semi-nude images and videos and sexual harassment will be addressed in accordance with the same principles as offline behaviour, including following the child protection policy and speaking to the designated safeguarding lead (or deputy) when an incident raises a safeguarding concern.

Many online behaviour incidents amongst young people occur outside the school day and off the school premises. Parents are responsible for this behaviour. However, often incidents that occur online will affect the school culture. Students will be sanctioned when their behaviour online poses a threat or causes harm to another student and/or could have repercussions for the orderly running of the school, when the pupil is identifiable as a member of the school or if the behaviour could adversely affect the reputation of the school.

In cases of suspected criminal behaviour, the school will make an initial assessment of whether an incident should be reported to the police only by gathering enough information to establish the facts

Search and confiscation

Confiscation of a student's property

The general powers of discipline enable members of staff to confiscate, retain or dispose of student's property as a punishment, so long as it is reasonable in the circumstances. Confiscated property will be returned to the student parent/carer. Staff are not responsible for the loss or damage of any confiscated items.

Headteacher's and staff authorised by them have statutory power to search students for any item banned under the school rules, if the student agrees. This includes the use of a handheld wand to screen students.

To search students without consent for the following prohibited items –

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

When dealing with an incident whereby a student may have items that are not allowed in school in their possession, the following procedures will apply:

- There will always be two members of staff present whilst the search takes place.
- We will always initiate a search by requesting the student to empty their bags and pockets of all contents.
- If a student is found to be in possession of an item that is not allowed in school, this item will be placed in safekeeping whilst enquiries continue.
- Families will be informed if appropriate at this stage as to the reason and outcome of the search.
- Appropriate sanctions will then be put in place, in line with school policy.
- Following a search, whether or not anything was found, the school will make a record of the person searched, reason, time and place of the search on a power to search form and on SIMs if appropriate.

Dear Parents and Carers,

I am writing to you regarding a growing issue that is affecting young people across Britain and I am sad to say in Stockport too. The carrying of knives and other bladed weapons by young people is on the increase in every part of the country including our Borough. All our schools are therefore working with the Local authority, Police and other agencies to raise the profile of this problem in order to safeguard our young people.

Stockport Youth Justice and Targeted Youth Support Service, alongside Greater Manchester Police, have developed a new approach to tackling the rising concerns around knife and weapons related behaviour. Stockport schools are engaging with this very important work and many, like Kingsway have already taken part in sessions.

On The Edge... is Stockport's partnership approach at dealing with knife and weapons-related crime within the Borough. A criminal justice based approach is not the sole solution to challenging this behaviour, and there is a need to work collaboratively across the Stockport community and specifically within schools. By working across schools, communities and with a range of agencies we are best placed to raise awareness and create stronger and more resilient communities.

The foundations of this approach lie in early intervention and prevention of risk-taking behaviour occurring in the first instance. 'On the Edge' aims to provide universal knowledge to all children and young people across the Borough, targeted interventions to those identified as being at risk of becoming involved, and a robust evidence-based programme to all those found carrying knives and/or weapons or convicted.

These programmes are designed to prevent students from engaging in risk-taking activities in the first place, as well as to offer support to those students who may already be involved in such activities in order to help them stop. Feedback to the sessions has been excellent with colleagues and young people commenting that they have been 'extremely impressed' with them. Ultimately our collective aim is to prevent young people carrying knives and putting themselves and others at risk.

Headteachers and school leaders also have a duty to ensure that schools are safe places for both children and adults to attend. Therefore in addition to educating students about the danger of knives and supporting those who wish to stop carrying them or associating with those who do, we are very clear that knives or bladed instruments have no place what-so-ever in a school setting. As laid out in individual schools' behaviour policies, any student found in possession of a knife or bladed instrument will be punished and may well face permanent exclusion from their school.

Both I and the Headteachers of secondary schools across Stockport are committed to enabling all students to study in a school environment entirely free of the dangers of knives and knife crime. I trust we have your support on this issue and programme of work.

Yours sincerely

Mrs Jo Lowe

Headteacher



Smoking/Vaping

- The school operates a strict no smoking policy. This includes within the school buildings and grounds as well as on the way to and from school whilst in school uniform and on school trips/events. This includes the use of e-cigarettes/vapes.

(Smoke free General provisions regulations 2007 made under the health act 2006
Control of substances hazardous to health regulations (COSHH)

The minimum age for purchase and possession of cigarettes is 18

- In the first instance, students found smoking/vaping will receive an after school detention Parents/carers will be informed of the incident as soon as possible via a phone call from the Pastoral Head of Year.
- If students are caught smoking/vaping a second time, parents/carers will be instructed to come into school to meet with the Pastoral Head of Year
- A third offence will result in the loss of social time for a fixed period.
- Any student can access the MOSAIC service for help and advice. Students and parents/carers will be made aware of this level of support.
- Schools are subject to the same smoke free legislation as other premises. The school is a smoke free site.
- The school provides information and support for smokers to quit eg: promoting access to smoking cessation classes, which may be provided on the school site.
- Children and young people should understand the non-smoking policy
- School based interventions to prevent the uptake of smoking amongst young people.

- If students are caught in possession of smoking related materials, these will be confiscated and the student will be sanctioned. Parents/carers will be informed and a referral will be made to MOSAIC as listed in the sanction section.
- Parent/carers of repeat offenders will be invited into school and this may lead to a fixed term exclusion.
- Students associating with smokers, when found smoking/vaping may also be sanctioned.

Drugs and illegal substances

- (i) It is school policy that if a student is caught in possession of illegal substances; drugs, alcohol or legal highs, they will face a period of exclusion. This might be a Fixed Term Exclusion for up to 5 days, or a permanent exclusion.
- (ii) If a student is caught dealing he/she will be permanently excluded for the first offence.

Legal drugs; the police will not normally need to be involved in incidents involving legal drugs, but the school may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

If a student is suspected of being under the influence of drugs or alcohol on the school premises, the school must prioritise the safety of the young person and those around them. If necessary it will be dealt with as a medical emergency, administering first aid and support. If the suspicions are probable the student will be collected from school by a family member for supervision. If the child is felt to be at risk the safeguarding policy will come into effect and appropriate agencies will be contacted.

If a parent/carer feels they need advice, support or general information regarding drugs and illegal substances there are services readily available in our local community;

- **Drugwise:** Expertise on illegal drugs, aiming to inform and reduce drug related risk. www.drugwise.org.uk Tel:0330 123 6600
- **FRANK:** National drug awareness campaign raising awareness. Friendly, confidential drug advice from home www.talktofrank.com Tel: 0800 776600
- **Mosaic:** Services for young people aged up to 25 experiencing problems with alcohol and drugs, and their families and friends. www.stockportdrugsandalcohol.org/treatment-services/mosaic
- **Family Lives:** A charity offering support and information to anyone parenting a child or teenager. Drugs services, counselling services and self-help groups offer support www.familylives.org.uk Tel 0800 800 2222
- **National Children's bureau:** Promotes the interests and well-being of all children and young people across every aspects of their lives www.ncb.org.uk Tel: 020 7843 6000

- **RE-Solv (Society for the prevention of solvent and volatile substance abuse):** A national charity providing information for teachers, professionals, parents and young people. www.re-solv.org
Tel:01785 817 885
- **Smoke free:** NHS smoking helpline 0800169 0169
<http://smokefree.nhs.uk>
- **Stars national initiative:** Offers support to any one working with children, young people and families affected by parental drug and alcohol misuse. www.starsnationalinitiative.org.uk
- **Youth Offending Service:** Local Youth Offending Service are multi agency teams and are the responsibility of the local authority, who have statutory duty to prevent offending by young people under the age of 18. <https://www.gov.uk/youth-offending-team>
- **Addaction:** One of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. www.addaction.org.uk
- **ADFAM:** Offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 www.adfam.org.uk
- **Alcohol Change:** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 390 8480.
Email: contact@alcoholchange.org.uk
Website: www.alcoholchange.org.uk
- **ASH (Action on Smoking and Health):** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk
- **Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk
Website: www.childrenslegalcentre.com
- **Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.
Email: info@crae.org.uk Website: www.crae.org.uk
- **Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/
- **Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

- **Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: **Website:** www.drugeducationforum.com/

Dear Parents and Carers,

I am writing to you to raise awareness of an issue that can affect young people in every part of modern Britain. Alcohol and recreational drug use can cause significant problems for young people and have far reaching consequences for their adult lives. Students who misuse alcohol or drugs of any kind, including so called 'legal highs' run the risk of significantly damaging their health and harming their chances of gaining a good education.

In Stockport we believe that it is the duty of secondary schools to work with parents in educating young people as to the dangers of substance abuse, to assist them in making healthy lifestyle choices and to offer support where young people encounter difficulties as a result of these choices. Schools aim to work closely with parents, agencies and the police to ensure that students are fully informed of the issues around substance use. All secondary schools tackle the issues of drug and alcohol use through an educational programme and offer support for parents with up to date information about drugs and drug use.

If any young person in school is thought to be vulnerable or known to be using substances they will be offered support from agencies such as MOSAIC (Stockport Young Peoples Drug and Alcohol Service). MOSAIC also offer support for parents who may be concerned about their child's substance use.

All Stockport Headteachers are very clear there is no place for drug or alcohol use in a school setting. As laid out in individual schools' Drug and Alcohol policies any student found in possession of drugs or alcohol or engaged in supplying drugs or alcohol will be punished severely and may face permanent exclusion from their school.

Both I and the Headteachers of secondary schools across Stockport are committed to enabling all students to study in a school environment entirely free of recreational drugs and the misuse of alcohol.

Yours faithfully,

J.Lowe
Headteacher
The Kingsway School



Community Service

Students that cause concern during their social time may complete community service during their break times or after school.

Incidents of misbehaviour or misconduct which occur out of the school in the local community, on the journey to or from school including school buses and local transport will receive community service. This may involve litter picking in the local community, cleaning graffiti or any other restorative practises that we feel appropriate.

Restorative Approach

Members of staff and students will hold restorative conversations to resolve classroom behaviours as set out in the sanctions process. Members of staff and students may be requested to engage in a restorative approach in order to resolve incidents and conflict. Members of staff and students may also request such a meeting.

Power To Use Reasonable Force

Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the class room. (Department for Education: Behaviour and Discipline in school January 2016)

Reasonable adjustments to sanctions

Sanctions will be reasonably adjusted in respect of safeguarding and in regard to identified diagnosed disabilities in consultation with the SEN team and the schools educational psychologist.

Additional information

This policy applies to all school related activities including visits, residential and extra-curricular events. This also includes the journey to and from school. The school will respond to non-criminal bad behaviour and bullying which occurs off the school premises and which is witnessed by a member of staff or reported to the school. Other out of school incidents may be considered if the Headteacher believes that they will have a serious impact within the school.

Families should use this document in conjunction with

1. The Anti-bullying Policy
2. The Attendance Policy
3. The Learning and Teaching Policy
4. The Single Equality Scheme
5. The Classroom routines
6. The ICT policy
7. Safeguarding policy
8. The Home School Agreement
9. Acceptable Use Policy

Monitoring and Evaluation - We will be monitoring this policy through analysis of data and our Q/A procedures.

KOAR agreement

In order to strengthen the tripartite partnership between school, students and parents/carers, all 3 parties sign the KOAR agreement on an annual basis as follows:

The core values of Opportunity, Achievement and Respect are central to our school ethos. We promote these values in partnership with our students and their parents.

In order to strengthen the tripartite partnership between school, students and parents/carers, all 3 parties sign the KOAR agreement on an annual basis as follows:

The core values of Opportunity, Achievement and Respect are central to our school ethos. We promote these values in partnership with our students and their parents.

1. As a student at The Kingsway School, I agree to show respect at all times and make the most of every opportunity to achieve by:

- attending school regularly and being on time for all lessons and activities
- being properly prepared for learning, with correct uniform, kit, equipment and homework
- taking responsibility and being fully accountable for my speech and behaviour and
- accepting the consequences of making poor behaviour choices
- having a positive attitude, aspiring to succeed and taking a pride in my achievements

2. As Parent(s) or Guardian(s) I/we agree to support my/our child at Kingsway by:

- ensuring that (s)he attends school regularly, on time, equipped and in full school uniform
- informing school on the first day of any absence
- avoiding taking my/our child out of school during term time
- informing the school of any concerns that might affect my/our child's learning or behaviour
- supporting the school's behaviour policies, including detentions and other sanctions
- attending review days, parents' evening and other discussions about my child's progress
- taking an active interest in my/our child's education and school life
- supporting my/our child in homework and other opportunities for home learning
- checking my/our child's planner and merit totals regularly and discussing any issues raised
- emphasising at home the importance of opportunity, achievement and respect

3. As The Kingsway School we will optimise opportunity, achievement and respect by:

- providing a safe and stimulating learning environment, within a culture of success and following Stockport's safeguarding procedures
- doing our utmost to ensure your child achieves his or her full potential as a valued member of our school community
- expecting positive, respectful attitudes and high standards of behaviour; rewarding students who meet these expectations and dealing consistently with any lapses, in line with school policies and procedures