

NONSUCH HIGH SCHOOL FOR GIRLS

BEHAVIOUR FOR LEARNING POLICY

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Reviewed and Approved by the Local Governing Body:

July 2023

Next Review:

Summer 2024

Policy Notes may be subject to review and revision at any time by the Nonsuch Local Governing Body notwithstanding that the next review date has not been reached

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Nonsuch Local Governing Body

Statement of Intent – Behaviour Principles

This policy should be read in conjunction with the GLT Equality, Diversity and Inclusion Statement and Equality Objectives, the Attendance Policy, the Anti-Bullying Policy, the Child-on-Child Abuse Policy and the GLT Exclusions Policy.

This policy is based on legislation and advice from the Department for Education (DfE) on:

[Behaviour and discipline in schools: advice for headteachers and school staff, 2016](#)

[Behaviour in schools: advice for headteachers and school staff 2022](#)

[Searching, screening and confiscation: advice for schools 2022](#)

[The Equality Act 2010](#)

[Keeping Children Safe in Education](#)

[Suspension and Permanent Exclusion from maintained schools, academies and student referral units in England including student movement May 2023](#)

[Use of reasonable force in schools](#)

[Supporting students with medical conditions at school](#)

[Special Educational Needs and Disability \(SEND\) Code of Practice.](#)

This policy lays out the whole school approach to maintaining high standard of behaviour that reflect the values of our community

The guiding principle, embodied in the Vision, Values and Mission of the school, and in the Nonsuch Charter, is that members of the School should behave in line with the school values of Positivity, Respect, Integrity, Courage and Endeavour (the PRICE Values).

In doing this, the school ensures a positive culture that promotes excellent behaviour, ensuring that all students have the opportunity to learn in a calm, safe and supportive environment.

This policy recognises the statutory requirement on schools to promote children’s well-being as well as their academic achievement, and provides a consistent approach to behaviour management that is applied equally to all students

The Nonsuch Charter and Sixth Form Charter, Appendix A, defines what we consider to be appropriate behaviour to enable the whole school community to achieve these aims.

It is the expectation that all members of the school community, including staff, students, and parents will abide by the Nonsuch Charter.

Staff and parents or carers are expected to ensure that high standards of behaviour are maintained. Any omission to comment on a discrepancy in behaviour may be interpreted as condoning it.

Each academic year, parents or carers* and students will be asked to sign the Nonsuch Charter to indicate that they have read and understood the school’s Behaviour for Learning, Attendance and ICT Acceptable Use Policies which lay out the processes and protocols, and agree to communicate with members of staff in a respectful manner and adhere to the school’s application of these policies.

* Throughout the remainder of the policy, the word “parents” will denote parents and carers

Behaviour Principles

This is a statement of principles, not practice. Practical applications of these principles are explained in the appendices to this policy. The Headteacher and the Local Governing Body believe that high standards of behaviour lie at the heart of a successful school. Good behaviour enables students to make the best possible progress in all aspects of their school life. At Nonsuch, we value everyone as an individual, capable of growth, change and development. Our relationships are underpinned by values of positivity, respect, integrity, courage and endeavour.

We have high expectations that support the development of our students as responsible citizens, able to participate democratically in their community. The purpose of this statement is giving clarity over the expectations of behaviour at Nonsuch.

Principles:

- All Students, staff and visitors have the right to feel safe, valued and respected
- Our school is inclusive and as such all students, staff and visitors are free from any form of discrimination
- Students have the right to be able to learn free from the disruption of others
- Students should display the expected standard of behaviour as laid out in the Nonsuch Charter and they should follow the Behaviour for Learning Policy
- Staff should set an excellent example to students at all times communicating the school expectations, routines, values and standards through every interaction with students
- Rewards and sanctions are used consistently by staff, in line with the behaviour policy to create a calm and safe environment for students
- The Behaviour for Learning policy is understood by students, parents and staff.
- The Behaviour for Learning policy explains that exclusions will only be used as a last resort, and outlines the processes involved in suspensions and exclusions
- The school will adhere to the policy on reasonable force, searching students and confiscating material where appropriate.
- Students are helped to take responsibility for their actions
- Families are involved in supporting behaviour incidents to foster good relationships between the school and students' home life
- Parents will support their child in adhering to the school's behaviour policy by getting to know the policy and reinforcing it at home where appropriate, and supporting school staff in their application



Appendix A: THE NONSUCH CHARTER (Years 7 to 11)

Nonsuch High School for Girls aims to provide the education and guidance required to prepare students for adult life. Our ambition is for every student to achieve their full potential to be an articulate communicator and to develop further their spirit of enquiry.

We encourage all students to become responsible, self-disciplined, open-minded confident individuals, aware and respectful of the needs and concerns of others. Each student plays their part in contributing to and maintaining our happy, caring and outward-looking community and adhere to our school values of Positivity, Respect, Integrity, Courage and Endeavour (The PRICE Values).

We believe in a successful partnership between the School, parents and students. This Charter sets out our commitment to you and your child and the expectations we have of your support in meeting our aims.

As a school, we agree to provide:

1. An atmosphere of tolerance and respect to all in the school community
2. A safe, well-ordered and caring environment, supported by Form Tutors and Heads of Year and our support services, who offer pastoral and academic support for your child's well-being
3. A clearly stated, coherently administered and consistently Behaviour for Learning Policy
4. A broad and balanced curriculum, in line with the requirements of the National Curriculum, which stretches, challenges and interests your child
5. The setting and marking of homework on a regular basis
6. A programme of Personal, Social, Health, Economic and Citizenship Education, including Relationships and Sex Education.
7. A range of extra-curricular activities and educational visits
8. A range of healthy food options and access to regular exercise to promote physical, mental and social well-being
9. Regular feedback on your child's progress and weekly newsletters on general school matters
10. Referral to and support from the Special Educational Needs Co-ordinator where a student is deemed to require additional support

Ms A Cavilla (Headteacher)

Mrs Williamson-Jones (Deputy Head – Pastoral)

As parent(s)/carer(s), I/we agree to ensure my/our child:

1. Shows tolerance and respect to all members of the school community
2. Arrives at school punctually at 8.30 am every day
3. Has an attendance rate of above 95%. Attends school at all required times and is not absent for any reason other than ill health or circumstances agreed to by the school
4. Wears the prescribed school uniform at all times (see Uniform Policy)
5. Understands that the school expects students to maintain the highest standards of behaviour at all times, both at school and on educational visits, complying with the school's Behaviour for Learning policy
6. Supports the schools no use of mobile phones
7. Is supported to complete all homework to the best of their ability
8. Routinely checks their homework assignments and school messages through MS Teams
9. Is encouraged to eat a nutritionally balanced diet and does not bring any nut products into school
10. Is encouraged to participate in a range of sporting activities or extra-curricular clubs offered by the school to promote physical and mental well-being
11. Is supported to travel to and from school independently
12. Is encouraged to tell a member of staff of any worries they may have and to report them in a timely fashion
13. Understands the importance of using the internet responsibly, particularly social media
14. Not bring into school cigarettes, alcohol, e-cigarettes and vaping materials, chewing gum or any other illegal or inappropriate items. I understand that the possession in school of any illegal substance, article or weapon (e.g., knife) is a serious breach of this Charter, can be a criminal offence and will be dealt with in accordance with the Behaviour for Learning Policy and the law.

As parent(s)/carer(s) I/we agree to inform the school of any problems or concerns that may affect our child's progress

As Parent (s) / carer (s) I/we understand that Nonsuch has a statutory responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children both in and out of school. I/we are aware and fully understand that the use of physical force in disciplining them may be illegal in certain circumstances. I understand in these circumstances the school has a statutory duty to report such incidents to Children's Social Care and that the police may be asked to investigate.

By signing below, I/we

- **indicate we have read and understood the school's Behaviour for Learning, Attendance, Communication and ICT Acceptable Use Policies, which lay out the processes and protocols.**
- **agree to adhere to the school's application of these policies.**

Name of Parent(s)/Carer(s):

Signature of Parent(s)/Carer(s):

Date:

Name of Student:

Form:

As a student, I agree to:

1. Show tolerance and respect to everyone in the school community
2. Strive to embody the school values of Positivity, Respect, Integrity, Courage and Endeavour
3. Have attendance rate above 95%
4. Attend school every day on time by 8.30 am, unless I have a valid reason for my absence
5. Wear the prescribed school uniform at all times (see Uniform Policy)
6. Act at all times as an ambassador for the school, maintaining high standards of behaviour both at school and on educational visits, complying with the school's Behaviour for Learning policy
7. Engage and be fully involved in lessons
8. Adopt the appropriate attitudes which will improve my learning
9. Work to the best of my ability at all times and complete my homework punctually
10. Be prepared and correctly equipped for lessons
11. Routinely check my homework assignments and school messages through MS Teams
12. Try to eat a nutritionally balanced diet and not to bring any nut products into school
13. Involve myself in the life of the school by participating in the sporting activities and extra-curricular clubs the School offers to ensure my physical, mental and social well-being
14. Let a member of staff know of any worries that may affect my, or anyone else's, happiness in school
15. Not bring into school cigarettes, alcohol, e-cigarettes and vaping materials, chewing gum or any other illegal or inappropriate items. I understand that the possession in school of any illegal substance, article or weapon (e.g., knife) is a serious breach of this Charter, can be a criminal offence and will be dealt with in accordance with the Behaviour for Learning Policy and the Law
16. Abide by the School's IT Acceptable Use Policy (see Acceptable Use Policy)
17. Abide by the School's guidelines on mobile phones and any other electronic communication devices
18. Report incidents of concern in a timely fashion

I understand that bullying is completely unacceptable and that disciplinary measures will be taken against anyone who is guilty of any type of bullying. I understand that I must not upload pictures/video clips or text to the internet which intentionally cause, or are likely to cause, distress to anyone

I agree to the points in the charter above and have read and understood the school's Behaviour for Learning, Attendance and ICT Acceptable Use Policies

Signature_____ Date_____



NONSUCH

HIGH SCHOOL FOR GIRLS

FORGING OUR PATHS; BUILDING THE FUTURE

SIXTH FORM CHARTER

NAME:

FORM:

DATE:

Nonsuch Sixth Form aims to provide the education, opportunities and guidance required to prepare students for adult life. We want every student to achieve their full potential.

We encourage all sixth form students to undertake leadership opportunities, encouraging them to become responsible, self-disciplined individuals, aware and respectful of the needs and concerns of the wider school community. Each student plays their part in contributing to and maintaining our caring and outward-looking sixth form community and adheres to our school values of **Positivity, Respect, Integrity, Courage** and **Endeavour** (The PRICE Values). We believe in a successful partnership between the school, parents and students. This Charter sets out our commitment to you and your child and the expectations we have of your support in meeting our aims.

How are the best young minds able to develop the self-discipline and mind-set necessary for success in school and in life?

- By taking responsibility for their own learning
- By developing a maturity in their relationships with peers, teachers and support staff
- By taking part in a range of extracurricular opportunities
- By embodying the school values of PRICE

Consequently, these are the expectations of Sixth Form students:

1. To be polite, positive and respectful to all members of the school community, setting a good example and acting as role models
2. To take responsibility for personal studies by meeting all work deadlines, preparing thoroughly for assessments, managing and using study time effectively and to make every effort to work to their full potential
3. To seek support proactively when work is challenging, showing courage and endeavour
4. To behave respectfully in all lessons and to engage actively in the learning taking place
5. To attend all lessons, registrations and activities and to obtain prior permission from staff before any foreseen absence
6. To report any absences with an explanation from parents/carers
7. To be punctual at all times (*if students are late, they are expected to follow the correct school procedures for registering*)
8. To act with integrity as ambassadors for the School (both in school and in the local community) and to represent the school when required
9. To comply with the Sixth Form Dress Code

10. To comply with the School's Acceptable ICT Policy and to use the internet and social media responsibly
11. To check school emails and messages on MS Teams on a daily basis during school hours and term times and to communicate in a professional and courteous way
12. To be on site at all times during the school day except at lunchtime or afternoon home study period
13. To take responsibility for the condition of Sixth Form study areas and other areas used exclusively by Sixth Formers
14. To work quietly and efficiently during study periods and to maintain a respectful working atmosphere for those around them
15. To minimise the amount of paid employment undertaken during term time
16. To adhere to the school's Behaviour for Learning Policy

Conforming to these reasonable expectations is a sign of maturity. They support students in taking responsibility for their own learning and making a significant positive contribution to the learning of others throughout the school. Failure to meet these requirements signals a lack of understanding of their purpose and is poor preparation for greater independence beyond school.

At Nonsuch, our commitment to our Sixth Form students involves the following:

1. Excellent teaching and learning in a wide range of courses tailored to individual needs, access to facilities and resources for study and the encouragement to acquire independent study skills.
2. Personal support, advice and guidance at all times and opportunities to voice any concerns students may have (initially this should be to a student's form tutor).
3. A healthy, safe, inclusive and supportive environment to work in.
4. Regular monitoring and guidance of progress including supportive learning conversations with subject staff and mentoring with tutors.
5. Efficient setting, marking and returning of work that has met any deadline set, with opportunities to enact upon feedback.
6. Opportunities to undertake roles of responsibility within the Sixth Form and the school as a whole and to contribute to whole school initiatives where appropriate.
7. Opportunities to extend education through community service, work shadowing, field trips, leisure and social events.
8. Notification of work to be completed in case of staff absence.
9. Individual and personalised help with planning for the future, especially informed advice regarding careers and Higher Education.
10. Celebrating student achievement, progress and contribution to school life.

Students and Parents/Carers should read all of the terms of the Charter carefully.

*In an online form which will be sent in September, we will ask **students** to confirm that they have read it, alongside the dress code and acceptable IT use statement (see below), agree to abide by the terms of all the documents and meet their expectations.*

We will ask parents/carers to confirm that they

- agree to inform the School of any problems or concerns that may affect our child's progress and well-being.*
- have read and accept the points in the Sixth Form Charter, dress code and acceptable IT use statement.*
- have read and understood the school's Behaviour for Learning, Attendance, Communication and ICT Acceptable Use Policies, which can be found here on the school website and lay out the processes and protocols.*
- agree to communicate with members of staff in a respectful manner and adhere to the school's application of these policies*

Nonsuch Phone / Bring Your Own Device policy

1. This protocol covers use of mobile devices (phones, laptops, tablets etc.) anywhere in the school and on school grounds and during school visits, field trips, or other offsite activities.
2. Students may not use a mobile device at any time and for any purpose, except:
3. When given specific permission from a member of staff to do so, and then only for the agreed purpose.
4. Sixth form students may use laptops or tablets (but not 'phones) for study purposes only, within the sixth form common room and study area.
5. Mobile phones may only be used in the sixth form area at break and lunch time.
6. When using a mobile device within school, students must log in to the school's Wi-Fi network and turn off their mobile data connection. The school's Internet connection is filtered and monitored. The use of personal mobile data connections within school is expressly forbidden.
7. Any form of recording or distribution of audio, videos or images of other students or staff is strictly forbidden, unless for a specific and agreed school purpose such as the recording of a school event. This must be authorised by a member of staff.
8. The School does not provide secure facilities for students to store personal devices and the School cannot be held responsible for any device which is lost, damaged or stolen. The School is not responsible for any damage or data loss even if this has resulted from a permitted activity or via the school's internet connection.
9. In allowing any device into school, parents/carers agree that the device may be examined or confiscated (for a reasonable time) by the School and will provide authentication details to facilitate investigations if required.

Appendix B: Nonsuch Acceptable ICT Policy and use of Mobile Phones

Nonsuch Acceptable ICT Policy

When using the School's IT equipment, peripherals, software, data and web resources, I will:

1. use only my assigned network, e-mail and Microsoft Office account
2. not view, use, copy or delete passwords, data, or information to which I am not authorised.
3. not distribute private information about myself or others.
4. treat all ICT equipment with care.
5. report damage, security risks or violations to a teacher or network administrator at the earliest possible opportunity.
6. not destroy, damage or alter data or other resources that do not belong to me.
7. not download or install software onto school PCs or laptops (even if the software licence allows).
8. not infringe copyrights by making illegal copies of music, games, or films.
9. not plagiarize the work of others or claim that material generated by AI is my own.
10. communicate only in ways that are respectful and appropriate.
11. report threatening or offensive materials, messages or e-mails to a member of staff at the earliest possible opportunity (and NOT share with other students).
12. not intentionally access, share, copy or create material that is threatening, offensive, discriminatory, or intended to harass.
13. not use the school's IT resources to promote materials that are criminal or that violate the school's rules.
14. not create, send or forward spam e-mail, chain letters, or other mass unsolicited mailings.
15. not use the school's IT resources to buy, sell, advertise, or otherwise conduct business, unless approved as a school project by a member of the school's senior leadership team.
16. ensure that my mobile phone is switched off in the school grounds, unless directed to use it by a member of staff or, as a member of the 6th Form, when using it in the common room areas at break, lunch, before 8.30 and after 3.20. I understand that it will be confiscated if seen.

I accept that the school may view and monitor my on-line activity, my saved files, e-mails, and contributions to web sites.

USE OF MOBILE PHONES

Mobile phones may not be used at any time inside the school building.

If a student is found using a mobile phone this will be confiscated until the end of the day when they can collect it from school reception

If a mobile phone is confiscated for a second time the parent will be called and be expected to collect it from school reception

The only exception is that Sixth Formers may use mobile phones during break or lunch **in the sixth form study centre (common room)**. Any device which is visible – even if switched off – will be confiscated and will be retained in the Admin Office until the end of the school day. A second confiscation will also lead to an after-school detention.

Appendix C: RESPONDING TO BEHAVIOUR

Classroom Management

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

They will:

- Follow the whole school approach to the beginning and end of lessons routine
- Create and maintain a stimulating environment that encourages students to be engaged
- Praise and support rules will be displayed clearly in classrooms
- Develop a positive relationship with students, which may include:
 - Greeting students in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding the day positively and starting the next day afresh
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement

Safeguarding

The School recognises that changes in behaviour may be an indicator that a student needs help or protection.

We will consider whether a student's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

Please refer to our child protection and safeguarding policy for more information [GLT Child Protection and Safeguarding Policy](#)

Responding to good behaviour

At Nonsuch, we believe that students of all ages thrive in an environment where achievement is recognised, praised and rewarded. We therefore reward students for academic and non-academic achievement, for effort and for all aspects of good work and behaviour that exemplifies our school values.

We respond to good behaviour in the following ways:

Verbal Praise:

- Students thrive on immediate feedback for doing the right thing. The place of verbal praise remains key in sustaining a positive classroom culture and ethos.

- Beyond the lesson any member of staff may telephone, write or e-mail parents/carers to pass on positive feedback.
- Each subject area or year group may also have their own systems for passing on positive feedback

House Points or Credits:

- We value the house credits system at Nonsuch greatly as a means of rewarding outstanding work and celebrating the many achievements of the students.
- Staff allocate house credits directly onto class charts for all students in Key Stages 3, 4 and 5. Credits are awarded to students according to the five Nonsuch school values. Examples of reasons for awarding credits under each school value will be displayed in every classroom and can be seen below. Please note this is not an exhaustive list.
 - **Positivity:** showing support to peers, evidence of house loyalty
 - **Respect:** exemplary behaviour in class, active citizenship, students who consistently offer help
 - **Integrity:** Leadership in extracurricular activity, commitment to a long-standing project e.g., school production/concert, organisation of school-based charity events.
 - **Courage:** presenting in front of the class, working outside of your comfort zone, taking a risk.
 - **Endeavour:** exemplary class or homework, participation in house competitions.
- We highlight in each classroom reasons for awarding credits so that students can strive to achieve them
- House credits can be awarded inside or outside the classroom using the class charts
- Parents can track a student's house credits by the class chart app
- Accumulating sufficient House Credits leads to awards for each school value. Students receive a certificate and a school value badge. Badges will firstly be in their house colour but then progress to Bronze, Silver and Gold.
- The total number of house credits awarded to a student in each house value will accumulate year on year and so it is likely that students will not receive silver and gold badges until they are higher up the school.

Golden Ticket

- Head's Individual Golden Ticket:
 - At times students at Nonsuch demonstrate qualities that extend over and above our recognised values.
 - The Head teacher has discretion to award individual golden tickets based on the following. Please note this is not an exhaustive list.
 - Contribution to the school community
 - Contribution to the local community
 - Leadership
 - School Values

- **Form Golden ticket:**

- Excellent attendance and punctuality coupled with reduced sanctions are beneficial to students' progress and attainment.
- To support students in achieving high levels of attendance and punctuality and low levels of sanctions a form golden ticket competition will be held each half term.
- The winning form of the golden ticket will be the one with the lowest number of sanctions and highest attendance and punctuality data.
- The Golden Ticket will enable the form to access a choice from a number of treats at lunchtimes and after school.

Jack Petchey Awards

- Each month a student is nominated by fellow students for achievement in an aspect of the school vision. These may be to do with achievements beyond the school.
- The awards (a certificate and badge) are awarded in celebration assemblies and the associated prize money is given to a nominated area of the school by the winning student.

Other acknowledgment

- Achievement and success are acknowledged throughout the year in assemblies, newsletters to parents or carers and the Head's termly report to Governors.
- The Celebrating Achievement Awards, GCSE Prize Giving and the Sixth Form Leavers' Evening are a celebration of students' achievements within each Key Stage.



Positivity

Showing support to peers
Positive mental attitude
Positivity through adversity



Respect

Exemplary behaviour in class
Active citizenship
Students who consistently offer help



Integrity

Doing the right thing
Leadership or organisation of others
Commitment to work



Courage

Presenting in front of the class
Working outside of your comfort zone
Taking a risk



Endeavour

Exemplary class or homework
Significant progress with a topic

House Credits and Badges

Praise and Rewards at Nonsuch

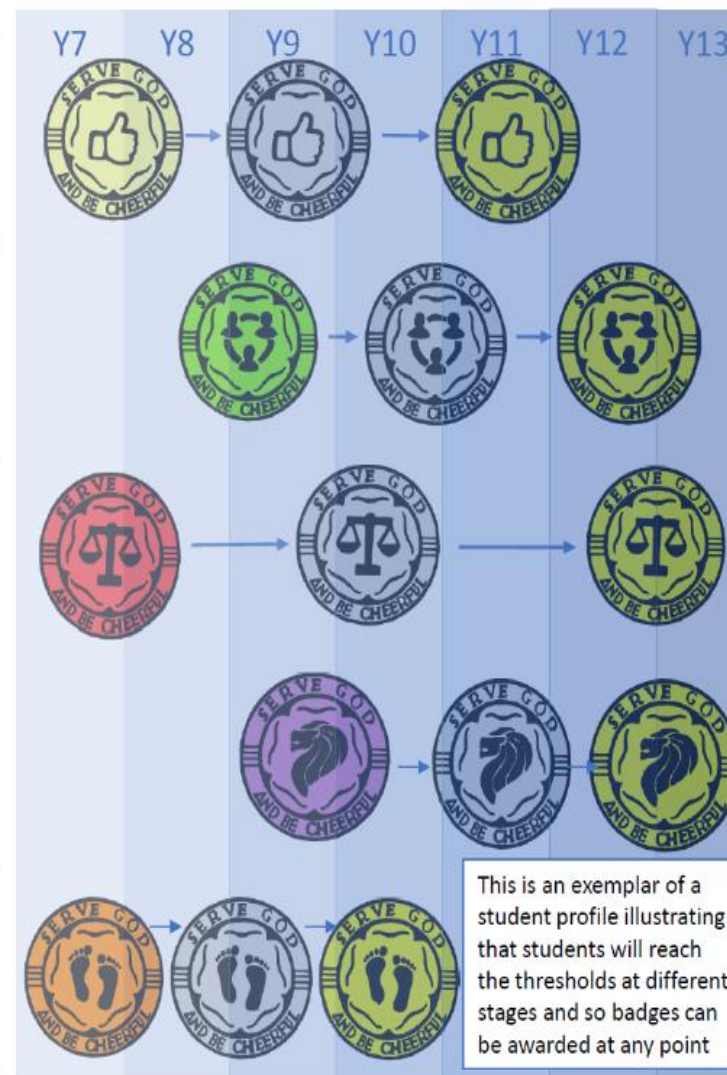
Students accumulate and carry forward points rewarded each year.
At set thresholds badges and certificates are awarded: (1) House colour (2) Silver (3) Gold

Common methods of PRAISE to use with students

- In conversation
- Stickers/stamps
- Well done email
- Sixth form postcards
- Displaying pupil work
- Good news phone call home
- Acknowledgement in newsletter
- Acknowledgment on plasma screen
- Nominations in celebrating achievement.

Accompany praise with **REWARDS:** house credits

Positivity	- supporting to peers - house loyalty - persevering through adversity
Respect	- exemplary behaviour in class - evidence of house loyalty - offering help to staff
Integrity	- form group leadership roles - extracurricular leadership - commitment to long project e.g. school production/concert
Courage	- presenting to a class - delivering an assembly - working outside of comfort zone/taking a risk
Endeavour	- exemplary homework - significant progress - participation in house competitions



Individual Golden Tickets

Individual Golden Ticket

Staff can nominate students for an individual golden ticket for behavior that is above and beyond the high expectations of our school.

Nominations should be made on email to Ms. Cavilla by a member of staff



A golden ticket entitles you to an Amazon Voucher

Rewards

Each half term the form with the

- Best attendance
- Best punctuality
- Fewest number of whole school detentions



A golden ticket entitles you to a choice of

Y7 - 9

- Get out of School Early at 3pm (GOOSE)
- One week's Early Canteen Pass (12.10pm)
- Form Non-Uniform Day
- Extended Break time / Lunchtime
- Allowed to stay in form room at lunch
- Form Lunchtime Pizza Party
- Form Krispy Cream Doughnuts
- Ice Cream Van
- Amazon or Coffee Vouchers
- School Trip (parental contribution required)

Y10 - 13

- Get out of School Early at 3pm (GOOSE)
- One week's Early Canteen Pass 12.10pm
- Lunchtime exeat pass Y10 /11 (with parental permission)
- Form Non-Uniform Day (Y10/11)
- Extended Break time / Lunchtime
- Form Lunchtime Pizza Party
- Form Krispy Cream Doughnuts
- Ice Cream Van
- Amazon or Coffee vouchers
- School Trip (parental contribution required)

Responding to Misbehaviour

We pride ourselves on providing extensive support to our students in order that they maintain the highest standards of behaviour

When a student's behaviour falls below the standard that can reasonably be expected of them, staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour.

Staff will endeavour to create a predictable environment by always challenging behaviour that falls short of the standards, and by responding in a consistent, fair and proportionate manner, so students know with certainty that misbehaviour will always be addressed.

De-escalation techniques can be used to help prevent further behaviour issues arising, such as the use clear and simple routines at the beginning and end of lessons.

All students will be treated equitably under the policy, with any factors that contributed to the behavioural incident identified and considered.

Posters in classrooms clearly display behaviour expectations to students and any form of behaviour that falls below the standard expected in the classroom will be given a debit or sanction.

In the event of a student breaching the Nonsuch Charter, the student will be informed where the breach has occurred, why their behaviour is not acceptable and of the improvement that is required.

When giving behaviour sanctions, staff will also consider what support could be offered to a student to help them to meet behaviour standards in the future.

In cases where behaviour may be affecting academic progress, the Head of Year may refer to the Director of School Improvement for Inclusion (Special Educational Needs Coordinator and Student Premium Coordinator), the ELSA or School Counsellor, the Child Wellbeing Practitioner, the First Aiders and/or the PCT nurse, as part of the investigation into underlying causes

If it is deemed necessary, a student may be referred to other educational services that may investigate the situation and offer further support.

Sanctions for Misbehaviour include:

- a verbal warning
- a school debit
- communication with parents
- departmental detention (lunchtime)
- loss of responsibility (losing a leadership/representative role such as School Council representative)
- a formal (written) apology
- whole school detention (30 minutes or an hour)
- loss of ICT privileges except when supervised by a member of staff
- confiscation of item (e.g., jewellery, mobile phone) for a period of time
- a daily or weekly report (to the Form Tutor, Head of Year or member of SLT)
- Headteacher detention
- Internal suspension
- Fixed-term suspension
- Permanent exclusion

These sanctions are on a sliding scale of sanctions of increasing severity, but depending on the nature of the breach of the school's expectations, one or more of the above may apply.

Our guidance on sanctions found below can provide clarity on this:

School report cards

- Where the problems are persistent or recurring, parents will be involved at the earliest possible stage.
- Students may then be placed on a daily or weekly report for staff and parents to monitor their behaviour.
- An agreement may also be prepared between the student concerned, their parents and staff, which clearly indicates the improvement(s) required
- Examples of report cards can be found below

School detentions

- Whole class detentions should never be used as a behaviour management strategy
- A detention may be given at the discretion of any member of staff to a student whose work or behaviour requires it.
- Parents or carers will be given at least 24 hours' notice if the detention is to be held after school
- An automatic 30-minute whole school detention will be issued for breaches of the schools' expectations on uniform. Regular uniform spot checks will take place weekly to ensure that students' standards of dress remain high. Other incidents that lead to an automatic 30-minute detention include being late 3 or more times in a term, chewing gum and mobile phone offences.
- If students continue to breach uniform or punctuality expectations, they will receive an hour's detention

Headteacher Detention

- For higher level misdemeanours the school may consider a Headteacher's detention.
- This will be on for one hour, on a different evening to the whole school detention, and will involve a restorative conversation with the Headteacher.
- Parents will be informed of the detention by a phone call from the Head of Year and with a letter.

Internal Suspension

- If a member of SLT considers that a behaviour incident is serious enough a student may be placed for a day in an internal suspension.

- If this sanction is decided upon, in agreement with the Headteacher, parents will be informed by the Deputy Head (Pastoral).
- A letter will be sent home outlining the protocols and procedures for such a sanction and the student will be informed.
- When setting internal suspension as a sanction, the student will be set work in accordance with their usual curriculum.
- Students will be supervised by staff in the school and have an opportunity to discuss their behaviours and review them before they are reintegrated back into school.
- Internal suspension may be used instead of an external exclusion if there are mitigating circumstances to an incident.

Fixed Term Suspension

- Suspending a student from school for a fixed term is a serious step to take.
- Only the Headteacher, or acting Headteacher, has the authority to suspend a student either for a fixed term or permanently.
- In all cases the parents will be informed by telephone and letter on the day before the student is suspended and given all the reasons for the suspension.
- The student will be seen by the Headteacher or a member of the Senior Leadership Team and an explanation of the sanction will be given.
- On their return to school the student should come in with a parent to meet with the Headteacher and/or their deputies.
- A fixed-term suspension can be given for between 1 and 5 days, depending on the severity of the offence and whether the offence is repeated
- The school code of conduct is outlined in the Nonsuch Charter/Sixth Form Charter (Appendices A and I), Behaviour for Learning Key Principles (Appendices B and J) and the IT Student and Staff Acceptable Use statement (Appendix K).
- The diagram below indicates examples of high-level misdemeanours
- A fixed-term exclusion may apply where these are breached over a period of time or if there is a single serious breach of discipline.
- **Examples of a 1-day fixed-term suspension include but are not limited to:**
 - Verbal abuse / use of offensive language towards staff
 - Intolerance or incitement of hatred towards others (e.g. racial, religious, social LGBTQ)
 - Posting inappropriate material about the school
 - Threatening / aggressive behaviour
 - Physical assault
 - Any other behaviour that brings the School into disrepute; this may occur in School or outside School.
 - Persistent failure to follow reasonable requests from staff
 - Persistent failure to follow the school's Behaviour Policy
 - Vaping on school grounds or carrying vaping materiel.

- **Examples of a 2–3-day fixed-term suspension include but are not limited to:**
 - Setting off the fire alarm deliberately
 - Bullying / Cyberbullying
 - Sexual Harassment
 - Sustained inappropriate or aggressive physical contact
 - Persistent infringement leading to exclusion
 - Possession of an illegal substance, alcohol or a bladed article
- **Examples of a 5-day fixed term suspension include but are not limited to:**
 - Sexual violence
 - Persistent Bullying / Cyberbullying
 - Continued persistent infringement leading to fixed-term exclusion
 - Illegal / criminal acts
 - where an alleged serious crime is being investigated by the police
- Any suspension of a student, even for short periods of time, must be formally recorded.
- Parents have the right to appeal against a decision to exclude their child where a suspension is for 5 days or more. The process will be explained in a letter that will be sent home regarding the exclusion.
- Students will be given an opportunity during the investigation to state their case before the decision to exclude is made.
- Contributing factors will be considered and may provide mitigation for the length of the suspension

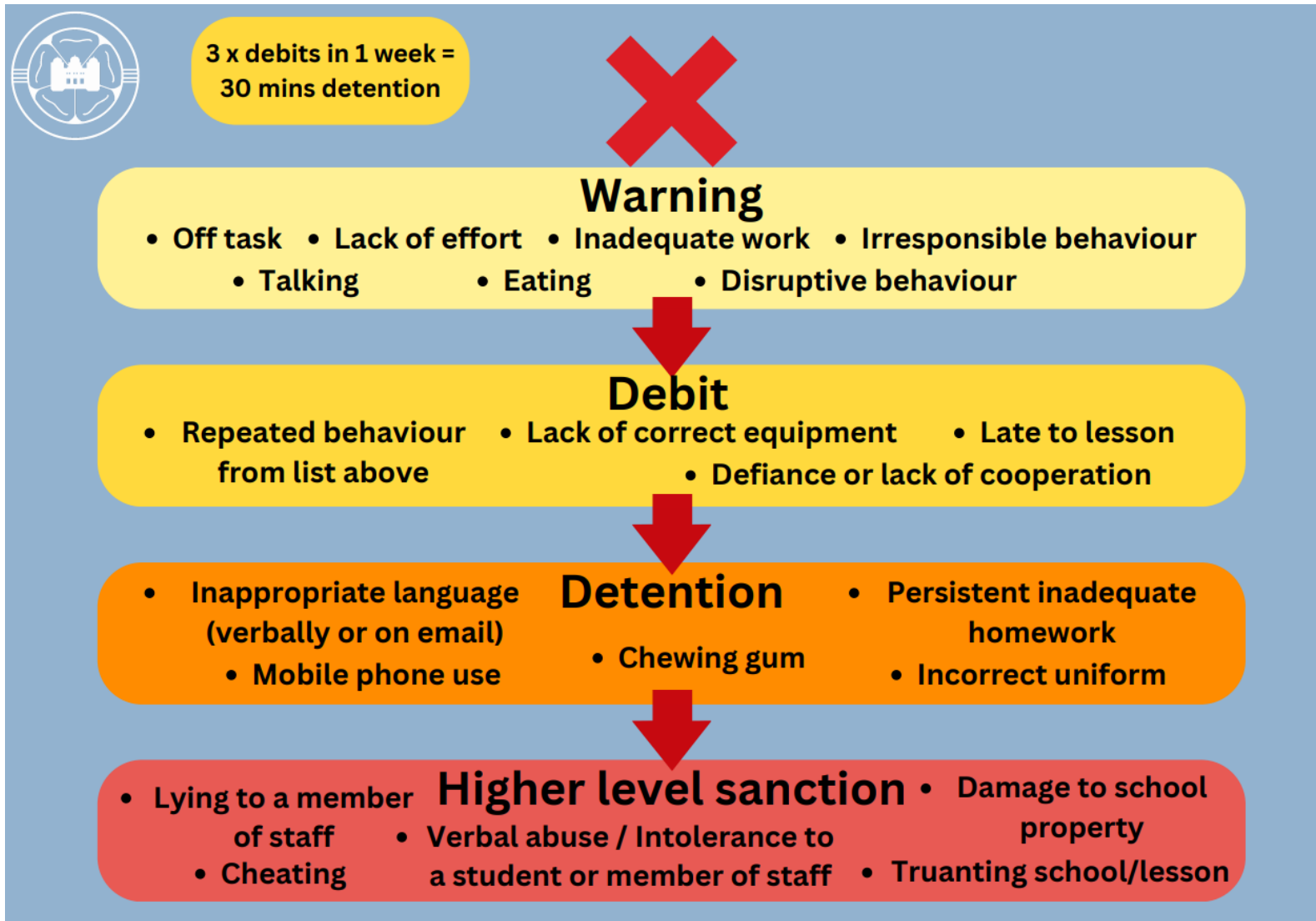
Permanent exclusions

- In the rare event of a major breach of discipline, including if a student is found in possession on school property of any illegal substances, bladed article, or weapon (e.g., knife), a permanent exclusion may be implemented in accordance with statutory procedures.
- Students are reminded that it is a criminal offence to have a knife or other offensive weapon on school premises and carries a penalty that can be a term of imprisonment and/or a fine.
- In any behaviour matter the Headteacher may inform or involve the Police.
- In the case of a fixed term or permanent exclusion the Headteacher will follow statutory guidance below, also enshrined in the Trust's Exclusions Policy.

Department for Education [Suspension and Permanent Exclusion from maintained schools, academies and student referral units in England, including student movement](#) (2023)

More detailed guidance on Sanctions can be found below

GUIDANCE ON SANCTIONS: Poster in Classroom



Guidance on sanctions

* examples given below are not an exclusive list. This guidance is used by pastoral staff and SLT to determine the appropriate sanction.

Concern	Misdemeanours (examples)	Responsibility	Actions / Interventions
LOW	Lesson Late to lesson; Disruptive Behaviour; Off task; Lack of equipment; Poor quality work or homework; Missing work or homework; Talking; Eating	Lesson Subject teacher via Class charts	Lesson Verbal warning (first occasion) Debit (second occasion)
	Other Misbehaviour around school; Not following instructions or rules	Other All members of staff via ClassCharts	Other Debit via <u>ClassCharts</u> Form tutor monitors debits and speaks to student
MEDIUM	Lesson Where a pupil has persistently (3 or more times) any of the low-level concerns Inappropriate behaviour or language; Incorrect uniform; chewing gum; Mobile Phone use	Lesson Subject teacher via class charts	Lesson Detention (Department or Whole school) using class charts Subject Teacher to call home Subject teacher to monitor
	Other Incorrect uniform (exception in morning form time) Lateness to school on 3 or more occasions in a term Inconsiderate behaviour towards another; Inappropriate behaviour or language; Inappropriate mobile phone or social media use; Persistent poor behaviour across subjects and/or outside of lessons; chewing gum; Truanting individual lessons (remaining on school site)	Other All members of staff via class charts HOY to take responsibility when it is across several subject or outside of lessons	Other 30 min Detention (Department or Whole school) using class charts Behaviour and organisation report (stage 1 HOY; stage 2 DHP) Communication with Parents (HOY / DHP) Whole school detention 60 mins (agreed by HOY)

Concern	Misdemeanours (examples)	Responsibility	Actions / Interventions
HIGH	<p>Lessons Where a student continues to persistently (4 or more times / no change after first detention) any of the low or medium-level concerns Anything from list below under stage 1, 2 or 3 Verbal Abuse; Intolerance to a student or member of staff; lying to a member of staff; cheating in test; damage to school property</p> <p>Other Stage 1: Persistently lateness or wrong uniform Where a student consistently breaks the school ICT policy Where a student knowingly breaks school guidance or policy Lying to a member of staff Damage to school property Any action from stage 2 or 3 where the Headteacher agrees there are mitigating circumstances</p> <p>Stage 2: Abuse towards any member of school community (first time) Truancing school – leaving school site (first time) Posting of inappropriate materiel about school, staff or pupils online</p> <p>Stage 3: Deliberately setting the school fire alarm off Continued or highly concerning abuse towards staff Continued truancing from school Any type of Bullying (as define by our policy) Physical assault of a student or staff member Intolerance and incitement of hatred towards others (e.g. racial, religious, social and LGBT+ groups) Posting of derogatory materiel about school, staff or pupils online or via email / school comms Illegal/ criminal acts including brining illegal substances or objects into school, stealing from school or others</p>	<p>Lessons Subject teacher and HoD should work in conjunction with HoY</p> <p>Other Staff should refer to HOY and/or DHP If it's a safeguarding concern it should be reported to DSL</p>	<p>Lessons HOD to meet Student HOD to call home Heads Detention Internal or external suspension Consider stages below for outside classroom</p> <p>Other Stage 1: Investigation and Contact with parents Head Teacher's detention Appropriate acts of reconciliation</p> <p>Stage 2: Investigation and Contact with parents Internal suspension Appropriate acts of reconciliation</p> <p>Stage 3 <ul style="list-style-type: none"> • External suspension fixed term 1, 2 or 3 days. <ul style="list-style-type: none"> Examples below <ul style="list-style-type: none"> ○ Bullying isolated incident 1day ○ Bullying persistent 2 to 3 days ○ Fire alarm set off deliberately 2 days ○ Use of racial slurs 1-2 days ○ Criminal acts 1-2day exclusion • Appropriate acts of reconciliation • Use of eternal agencies • Appropriate action by DSL </p>

Appendix D: INVESTIGATION OF INCIDENTS

When a serious incident occurs the Head of Year will begin an investigation.

All of our investigations will be carried out in accordance with our policy in the interests of consistency, fairness and transparency

The process for an investigation is laid out in our incident investigation form which can be found in Appendix E.

The process of an investigation is as follows:

- Parents will be notified of the investigation as soon as possible
- Those involved in the incident will be spoken to and statements will be taken in line with our reporting form (appendix F)
- Witnesses to the incident will be spoken to and statements will be taken
- Evidence will be assessed by Head of Year and Deputy Head Pastoral / Assistant Headteacher (Sixth Form)
- Key documents (e.g. Policies) will be referred to
- A decision on sanctions will be made based on the evidence by the Headteacher and Deputy Head (Pastoral) / Assistant Head teacher (Sixth form)
- Parents will be notified of the conclusion of the investigation and any sanctions

In order to be fair and transparent to all involved when undertaking an investigation, we will not involve parents in that investigation but will speak with them about any conclusions reached.

We aim to work in partnership with home to ensure that any issues are resolved as quickly as possible.

INCIDENT INVESTIGATION FORM

Investigation Summary Form

When investigating an incident please refer to:

- Appendix E of our Behaviour for Learning Policy for the protocol for investigation
- Appendix E of our Anti Bullying Policy for questions to be asked

Initial Information	
Date / Time of Incident	
Name of person investigating	
Summary of incident	
Witness Present	

Investigation	
Timeline Investigation	
Witness statements summary (log statements on CPOMS)	
Documents referred to	<input type="checkbox"/> Nonsuch Charter <input type="checkbox"/> Behaviour for Learning Policy <input type="checkbox"/> Anti-Bullying Policy <input type="checkbox"/> Child protection and safeguarding Policy <input type="checkbox"/> IT Policy <input type="checkbox"/> E-Safety policy <input type="checkbox"/> KCSIE <input type="checkbox"/> Other: Police
Any Additional Context	

Conclusion by investigator	
Summary of conclusion	
Date of discussion with Deputy head (DHP) or Assistant head Teacher (AHT) if investigation not carried out by them	
Suggested Action and or Sanctions decided by DHP / AHT	

Headteacher Final Decision	
Headteacher Summary	
Sanctions / Action	
Signed	
Date	

Summary of conversations with parents

Appendix E: POWER OF SEARCH

Searching, screening and confiscation is conducted in line with the DfE's latest guidance on searching, screening and confiscation. (<https://www.gov.uk/government/publications/searching-screening-and-confiscation>)

The Headteacher and authorised staff have the power to search students (and confiscate), without consent, when they have reasonable grounds for suspecting that a student has a prohibited item or has broken the law. Prohibited items or illegal content include the following:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- fireworks;
- pornographic images or content;
- abusive images or content (racial, homophobic etc)
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or injure a person or damage property; and
- any item which a school policy specifies as banned and able to be searched for

Searching a student will only be carried out

- By a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves.
- By two members of staff, one of whom should be female

An authorised member of staff of a different sex to the student can carry out a search without another member of staff as a witness if:

- The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and
- In the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the student; or
- It is not reasonably practicable for the search to be carried out in the presence of another member of staff

When an authorised member of staff conducts a search without a witness they should immediately report this to another member of staff, and ensure a written record of the search is kept.

If the authorised member of staff considers a search to be necessary, but is not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (or deputy) or pastoral

member of staff who may have more information about the student. During this time, the student will be supervised and kept away from other students.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the student is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the student has agreed.

The search may be carried out on school premises or anywhere else where students are under the lawful control or charge of the member of staff conducting the search, such as during an off-site educational visit. The location of the search must be away from other students

Before carrying out a search the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other students or staff at risk
- Consider whether the search would pose a safeguarding risk to the student
- Explain to the student why they are being searched
- Explain to the student what a search entails – e.g. I will ask you to turn out your pockets and remove your scarf
- Explain how and where the search will be carried out
- Give the student the opportunity to ask questions
- Seek the student's co-operation

If the student refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.

If they still refuse to co-operate, the member of staff will contact the headteacher to try and determine why the student is refusing to comply.

The authorised member of staff will then decide whether to use reasonable force to search the student. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder.

The authorised member of staff can use reasonable force to search for any prohibited items identified list but not to search for items that are only identified in the school rules.

The authorised member of staff may use a hand-held metal detector to assist with the search.

An authorised member of staff may search a student's outer clothing, pockets, possessions, desks or lockers.

Outer clothing includes:

- Any item of clothing that is not worn immediately over a garment that is being worn wholly next to the skin or being worn as underwear (e.g. a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes, boots

Possessions means any items that the student has or appears to have control of, including:

Desks

Lockers

Bags

An authorised member of staff can search a student's possessions when the student and another member of staff are present.

If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

Informing the designated safeguarding lead (DSL)

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item as listed above
- If they believe that a search has revealed a safeguarding risk

All searches for prohibited items including incidents where no items were found, will be recorded in the school's incident log

Informing parents

Parents will always be informed of any search for a prohibited item. A member of staff will tell the parents as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

Support after a search

Irrespective of whether any items are found as the result of any search, the school will consider whether the student may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

If this is the case, staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

Strip searches

The authorised member of staff's power to search outlined above does not enable them to conduct a strip search (removing more than the outer clothing) and strip searches on school premises shall only be carried out by police officers in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C.

Before calling the police into school, staff will assess and balance the risk of a potential strip search on the student's mental and physical wellbeing and the risk of not recovering the suspected item.

Staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted first.

Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them. The school will advocate for the safety and wellbeing of the student(s) involved. Staff retain a duty of care to the student involved and should advocate for student wellbeing at all times.

Communication and record-keeping

Where reasonably possible and unless there is an immediate risk of harm, staff will contact at least 1 of the student's parents to inform them that the police are going to strip search the student before strip search takes place and ask them if they would like to come into school to act as the student's appropriate adult. If the school cannot contact the parents, or they are not able to come into school to act as the appropriate adult, a member of staff can act as the appropriate adult (see below for the role of the appropriate adult).

The student's parents will always be informed by a staff member once a strip search has taken place. The school will keep records of strip searches that have been conducted on school premises, and monitor them for any trends that emerge.

Who will be present

This subsection and the one directly following apply to strip searches that involve the exposure of a student's intimate body parts, but you may decide to follow these procedures for other searches. If so, amend these subsections accordingly.

For any strip search that involves exposure of intimate body parts, there will be at least 2 people present other than the student, except in urgent cases where there is risk of serious harm to the student or others.

One of these must be the appropriate adult, except if:

- The student explicitly states in the presence of an appropriate adult that they do not want an appropriate adult to be present during the search, and
- The appropriate adult agrees

If this is the case, a record will be made of the student's decision and it will be signed by the appropriate adult.

No more than 2 people other than the student and appropriate adult will be present, except in the most exceptional circumstances.

The appropriate adult will:

- Act to safeguard the rights, entitlement, and welfare of the student
- Not be a police officer or otherwise associated with the police
- Not be the headteacher
- Be of the same sex as the student, unless the student specifically requests an adult who is not of the same sex

Except for an appropriate adult of a different sex if the student specifically requests it, no one of a different sex will be permitted to be present and the search will not be carried out anywhere where the student could be seen by anyone else.

Care after a strip search

After any strip search, the student will be given appropriate support, irrespective of whether any suspected item is found. The student will also be given the opportunity to express their views about the strip search and the events surrounding it.

As with other searches, the school will consider whether the student may be suffering or likely to suffer harm and whether any further specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

Staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider if, in addition to pastoral support, an early help intervention or a referral to children's social care is appropriate.

Any student(s) who have been strip searched more than once and/or groups of students who may be more likely to be subject to strip searching will be given particular consideration, and staff will consider any preventative approaches that can be taken.

Any search will be recorded on our incident log with reasons and outcomes for the search

Appendix F: USE OF REASONABLE FORCE

There may be some circumstances where staff may have to use reasonable force and the lawful use of this power will provide a defence to any related prosecution or other legal action.

'Reasonable' means using no more force than is needed.

The decision on whether or not to physically intervene is always down to the professional judgement of the member of staff concerned and should always depend on individual circumstances.

Reasonable force covers a range of interventions that involve physical contact with students. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a student from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence

This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

Control means either passive, physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of the classroom.

Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when students are fighting and refuse to separate without physical intervention.

Incidents of reasonable force must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents (see appendix 3 for a behaviour log)

When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the student, including SEND, mental health needs or medical conditions.

Appendix G: INTEGRATED BULLYING AND DISCRIMINATION FORM
(AVAILABLE ON FROG FOR STUDENTS WHO WISH TO REPORT AN INCIDENT OF BULLYING OR DISCRIMINATION)

BULLYING/DISCRIMINATION REPORT FORM

For each incident, please complete one form, which will be submitted to your Head of Year for collation and monitoring.

* Required

* This form will record your name, please fill your name.

1. Please tick the statements which best describe how you relate to the concern you are raising. You may select multiple statements.

I am reporting an incident or behaviour that... *

- affects me directly
- affects someone or some people other than me

2. Please indicate the statement which best describes how you relate to the concern you are raising.

I am reporting an incident or behaviour that... *

- I have witnessed directly
- I have learnt about from some other person or persons

3. Focus of Bullying/Discrimination

Please tick all elements which apply in your understanding of the incident(s) *

- Ability/Disability
- Age
- Appearance
- Class/Background/Socio-economic
- Geographical area of home
- Gender
- Maturity
- Ethnicity
- Religion
- Sexuality
- Size (height/weight)
- Other

4. If you selected 'Other', please give further details here

5. Manifestation of Bullying/Discrimination

Please tick all that apply in your understanding of the incident(s)

- Perception of individual: feelings of being bullied/harassed
- Isolation/ignoring
- Teasing
- Verbal abuse or name calling (see question 6)
- Expressions of prejudice/stereotypes
- Threatened physical assault
- Actual physical assault
- Targeted graffiti or hurtful note-writing

Social media evidence

Other (see question 7)

6. If you selected 'Verbal abuse or name-calling', please give further details here

7. If you selected 'Other', please give further details here

8. Who was involved?

Please state the names and tutor groups of those directly affected. *

9. Who was involved?

Please state the names and tutor groups of those causing the concern. *

10. Description of incident(s)

Describe briefly how you learnt of or witnessed the incident/behaviour in question. *

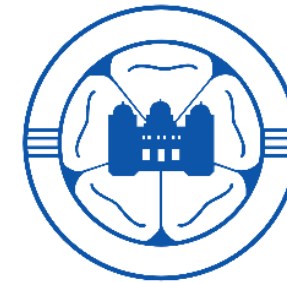
11. Please give a precise account including places, date, times, and any witnesses *

12. How did the incident make you/them feel? *

13. Reporting person

Please state your name and tutor group, and the date you are submitting this report *

Appendix H: EXAMPLE OF REPORT CARD



Codes Explained	
Purple	Students who consistently meet our "Exceeding NHSG expectations" (Blue)
Blue	Students who, in addition to meeting our expected requirements, are also proactive in any of the following: <ul style="list-style-type: none"> regularly undertaking extension tasks reading beyond the topic seeking out their teacher for additional help
Green	Students meet our high expectations in terms of: <ul style="list-style-type: none"> engagement completing all classwork and homework to a high standard participation in group work/projects/investigations behaviour punctuality bringing equipment to lessons meeting deadlines
Yellow	Students who fail to meet one or two of our expected criteria (late to lesson = yellow)
Orange	Students who consistently fail to meet two or more of our expected criteria.

Behaviour Report

Name:

Form:

Tutor:

Head of Year:

Week beginning:

Remember: it is **your** responsibility to give this report to your teachers and collect it again at the end of the lesson!

Be positive: **you** can do it!

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Reg	P B G Y O	P B G Y O	P B G Y O	P B G Y O	P B G Y O
Period 1	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N
Period 2	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N
Period 3	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N
Period 4	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N
PM Reg	P B G Y O	P B G Y O	P B G Y O	P B G Y O	P B G Y O
Period 5	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N	P B G Y O HW set? Y/N
Signed by <u>HoY:</u>					

Appendix I: BEFORE AND AFTER SCHOOL, BREAK AND LUNCHTIME PROCEDURES (INCLUDING “WET” BREAKS)

All students should follow these procedures to ensure that everyone can enjoy a pleasant, working environment in school.

Before school

- Students can enter school site at 7.30 am
- The canteen will be open from 7.30 am
- Students must not enter the school building before 8.20 am except for 6th Form who can enter at 8.00 am

Break and Lunchtimes

- Students in Years 7-10 may eat in the school canteen or at the designated tables in their outside areas.
- Student must not be in the school building unless attending a club, seeing a member of staff, or going to the library
- Students in Years 11-13 may be in their form rooms or 6th form centre but the expectations below apply:
 - The form room door must be kept open
 - Students should sit on chairs, not on tables
 - Students must not touch any classroom equipment
 - There must be no shouting or other unnecessarily loud noise
 - No hot food or hot drinks to be removed from the canteen and taken into school
 - Food or drink must never be consumed in the school corridors
 - All litter must be put in the bins provided
 - Mobile phones must be switched off and out of sight at all times whilst on the school premises, including in the school grounds and at break and lunchtime
 - When moving around the school, walk at all times and on the right-hand side of the corridors and stairs
 - Form rooms are to be used only by those in the same year group
 - Students who do not respect the form room as a working environment will be banned from their form room.

After School

- Students should leave school at the end of the school day unless they are taking part in a club or going to twilight.
- Students must register for that club or twilight

“Wet” Break Procedures

The same expectations apply to the whole school as listed above for Y11 – 13 when a wet break is called.

APPENDIX J: USE OF PHYSICAL FORCE BY PARENTS IN DISCIPLINING

Schools have a statutory responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children both in and out of school

The law UK law protects every child up to the age of 18 years from cruel and abusive treatment by their parents and carers.

- It is against the law for a parent to use physical punishment on their child that causes marks.
- It is illegal to use an implement to hit a child.
- Parents who cause deliberate harm to their child could face criminal prosecution.
- It is against the law for anyone who is not the child's parent to use ANY form of physical punishment.

Parents are responsible for disciplining Their children or those under their care.

However, parents should demonstrate an understanding that the use of physical force in disciplining them may be illegal in certain circumstances. This may include where an implement (e.g., belt, stick, slipper) has been used or where the use of that force has resulted in visible injury and the use of prolonged physical stress positions. (This is where children are placed in a position of discomfort for a long period of time.)

Parents should understand in these circumstances the school has a statutory duty to report such incidents to Children's Social Care and that the police may be asked to investigate.