

## Reward and Respect - Behaviour for Learning Policy

Date adopted: July 2023 (for September 2023)

Prepared by: Neil Dyke

Ratified by: Governing body

Review date: July 2024

Other relevant School policies include:

- Equality Policy
- SEND Policy
- Anti-Bullying Statement
- Uniform Policy
- Ted Wragg Multi Academy Trust Exclusion Policy
- Ted Wragg Multi Academy Trust Attendance Policy
- Ted Wragg Multi Academy Trust Supporting pupils with medical conditions Policy
- Ted Wragg Multi Academy Trust Computer/Mobile device and online use policy – pupils

Statutory guidance:

- [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)
- [Behaviour in Schools](#)
- [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](#)
- [DfE advice template \(publishing.service.gov.uk\)](#)

Changes:

Significant update for 2023/4 policy with multiple adjustments to Behaviour Policy

**Note:** This behaviour policy has been written as a policy for the whole school. While it should be followed it should also be read in accordance with the school's duties under the Equality Act 2010 and should be read in that light together with other relevant policies. Where a child has (or may have) a disability then active

*consideration must be given to how the policy may be adapted to take into account a child's individual needs. This will include consideration about what reasonable adjustments may be made. Children and parents with SEN/disability should be encouraged to be involved in considering these points, an example could be through the creation of a relational support plan. Records should be made about any such changes and any staff who work with these particular children should be informed about any such changes (for example a supply teacher should be made aware of any potential changes). In addition to SEN/disability the policy should also consider other protected characteristics such as race, religious belief or matters in respect of gender/sexual orientation. If staff have any questions they should seek guidance from a senior leader.*

*This behaviour policy is reviewed annually and is done so in consultation with students, parents/carers and staff. In addition to an annual student, parent/carer and staff survey there are multiple opportunities through school council/parliament/leadership, parental listening sessions and engagement activities to provide feedback.*

### **Aims of policy**

St Luke's is an ambitious and inclusive Church of England School. Our aim is for every student to take an active part in all aspects of school life so they can all live "life to the full".

We have an ethos of catching students being good", praising and rewarding as much as possible. We also have the highest expectations of every student where we expect that every single individual treats one another, our school and our community with the upmost respect. Our behaviour curriculum will support every student to meet these high expectations and our rewards system will praise them for doing so.

We expect every student to work hard to achieve their best, show respect and be kind at all times. Where these expectations are not met, we have clear policies and sanctions in place that will be followed consistently and fairly by staff.

1. To support students to take responsibility for their behaviour, so that there is a culture of warmth, achievement, ambition and learning everywhere in the school with and no learning opportunity wasted.
2. To provide clarity for staff, students and the community about acceptable behaviour and enable the creation of strong and positive relationships.
3. To encourage students to make positive choices and take responsibility for their own actions.
4. To enable teachers to deliver engaging and creative lessons, experiment and take risks, in a safe and secure environment.

### **1.0 St Luke's C of E School – Reward and Respect Behaviour Policy**

St Luke's School encourages good behaviour through high expectations, clear policy and an ethos which ensures students show pride in their conduct and learning by making positive behaviour choices.

St Luke's School has in place a comprehensive package of rewards to reinforce and praise good behaviour with clear sanctions for those who do not make positive choices and therefore fail to comply with the School's behaviour policy.

This Policy aims to outline the measures by which the school aims to promote good behaviour, self-discipline and respect; prevent bullying; ensure that students complete assigned work; and ensure St Luke's School is a safe place for all.

The commitment of staff, students and parents is vital to develop a positive whole school ethos. St Luke’s School reserves the right to apply this policy to all students and any time a student is recognisable as a St Luke’s School student, regardless of whether this is before/during/after school hours and to all matters relating to social media and online activity. The application of this policy is not dependent on whether the student is wearing school uniform.

## 2.0 Rewards

St Luke’s School regularly celebrates the success of all students in a variety of ways as we recognise that focussing on success and positive outcomes is essential to developing a positive culture and ethos across the school. St Luke’s School wishes to recognise the vast majority of students who make positive behaviour choices everyday, listed below are the ways we celebrate success with students, parents and staff during the academic year.

**2.1 Merits** -Merits are used by all staff to reward positive behaviour and are given through Class Charts in the following categories:

LEARN – Our Behaviour for Learning Language			
Transforming lives through learning	Merits	LEARN	Reminders
	<ul style="list-style-type: none"> <li>For being consistently on time for tutor and lessons.</li> </ul>	L = LATE	<ul style="list-style-type: none"> <li>4 minutes late to lesson or tutor</li> <li>4 – 8 minutes late Reminder &amp; Red Card</li> <li>8 or more minutes late – IS for truancy</li> </ul>
	<ul style="list-style-type: none"> <li>Outstanding engagement in learning and lessons</li> <li>Completing tasks set to a high standard</li> <li>Being consistently involved in all aspects of lessons and learning</li> </ul>	E = Engaged	<ul style="list-style-type: none"> <li>Lack of engagement in learning and lessons</li> <li>Not completing an appropriate amount of work set to the appropriate standard</li> <li>Head on desk</li> </ul>
	<ul style="list-style-type: none"> <li>Outstanding attitude to learning and lessons</li> <li>Students showing pride in their learning, class work and presentation of their books</li> <li>Students working to the best of their ability in their learning and lessons</li> </ul>	A = Attitude	<ul style="list-style-type: none"> <li>Poor attitude to learning and lessons</li> <li>Students not showing pride in their learning, class work and presentation of their books</li> <li>Students not working to the best of their ability in their learning and lessons</li> </ul>
	<ul style="list-style-type: none"> <li>Students showing respect to their teachers, classmates and visitors in lessons and during community times</li> </ul>	R = Respect	<ul style="list-style-type: none"> <li>Students not showing respect to teachers, classmates or visitors in lessons and during community times</li> </ul>
	<ul style="list-style-type: none"> <li>Students respond positively to cold call, answering correctly and/or in full sentences</li> <li>Students consistently work in silence</li> </ul>	N = No Calling Out	<ul style="list-style-type: none"> <li>Students calling out, disrupting lessons and learning</li> </ul>

- Homework submitted on time
- Extra-curricular contributions
- Equipment prepared to learn

## 2.2- Merit Badges/Certificates

## 2.3- Headteacher Awards

A Headteacher Award certificate and pen are given to students who have shown exceptional achievement, either in school or as part of an extra-curricular activity. A letter is also referred home to inform parents about the Award.

#### **2.4- Attendance**

Rewards trips, awards and non-uniform days are awarded to students, tutor and year groups with outstanding and improved attendance throughout the year.

#### **2.5- Recognition**

The School Newsletter, Twitter & Facebook are used to highlight students' achievements

#### **2.6- Termly Celebration Assemblies**

Individual students are recognised in Year Group termly assemblies for exceptional achievement and, in some Year Groups, certificates are handed out by the Year Leader

#### **2.7- Awards Evenings**

Annual awards evenings are held for each key stage, with Year 11's having a Graduation Evening in the November after leaving School. Awards are given in the following categories:

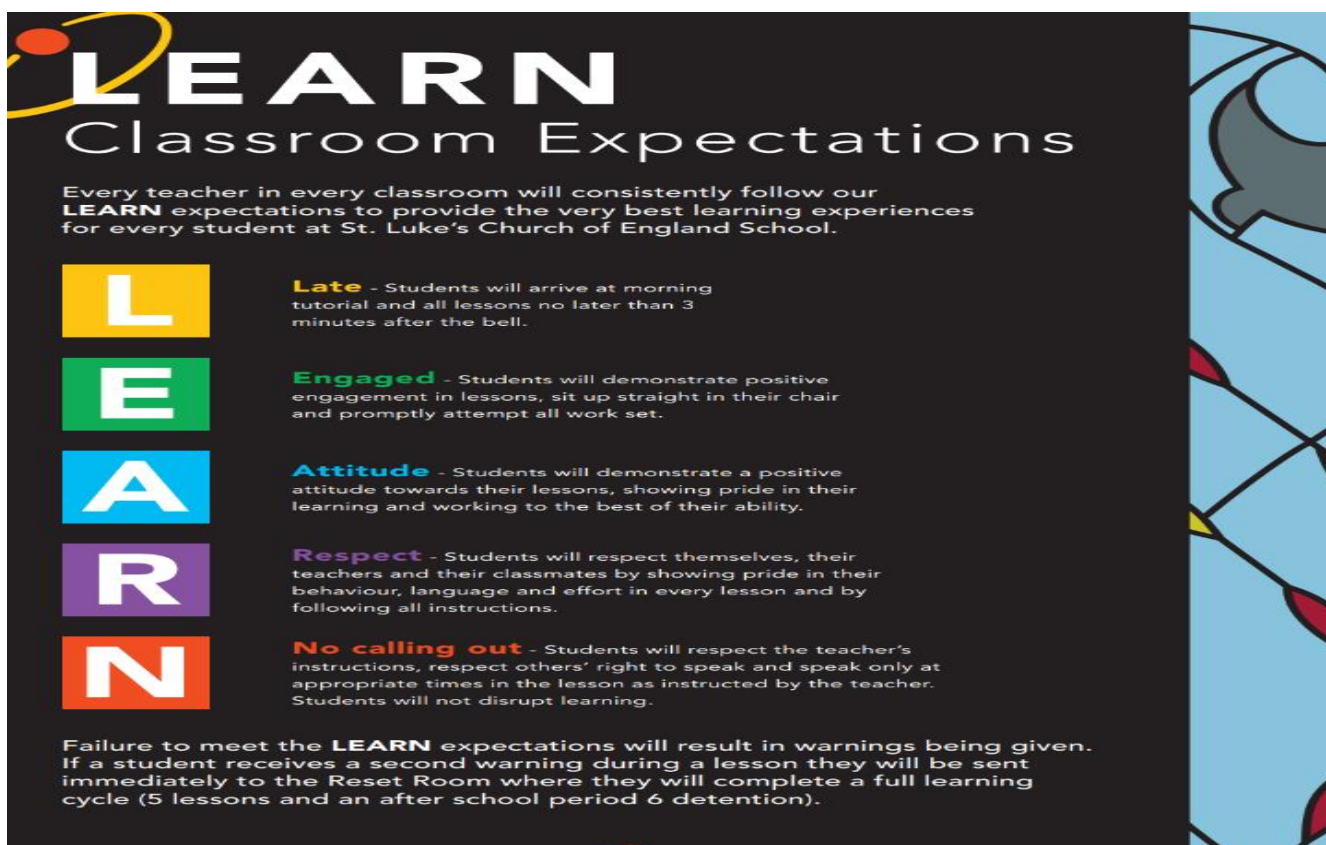
- Outstanding Attainment, Effort or Subject Award in a particular subject (nominated by their teacher);
- Tutor Awards;
- TWMAT awards; and
- Student of the Year Award.

#### **2.8- Tutor/House System**

Competitions are held between tutor groups/Houses for particular activities and occasional prizes given. Inter-House sports competitions are held between Tutor Groups during the year.

### **3.0 High Expectations**

LEARN - Lesson Expectations



**LEARN**  
Classroom Expectations

Every teacher in every classroom will consistently follow our **LEARN** expectations to provide the very best learning experiences for every student at St. Luke's Church of England School.

**L** **Late** - Students will arrive at morning tutorial and all lessons no later than 3 minutes after the bell.

**E** **Engaged** - Students will demonstrate positive engagement in lessons, sit up straight in their chair and promptly attempt all work set.

**A** **Attitude** - Students will demonstrate a positive attitude towards their lessons, showing pride in their learning and working to the best of their ability.

**R** **Respect** - Students will respect themselves, their teachers and their classmates by showing pride in their behaviour, language and effort in every lesson and by following all instructions.

**N** **No calling out** - Students will respect the teacher's instructions, respect others' right to speak and speak only at appropriate times in the lesson as instructed by the teacher. Students will not disrupt learning.

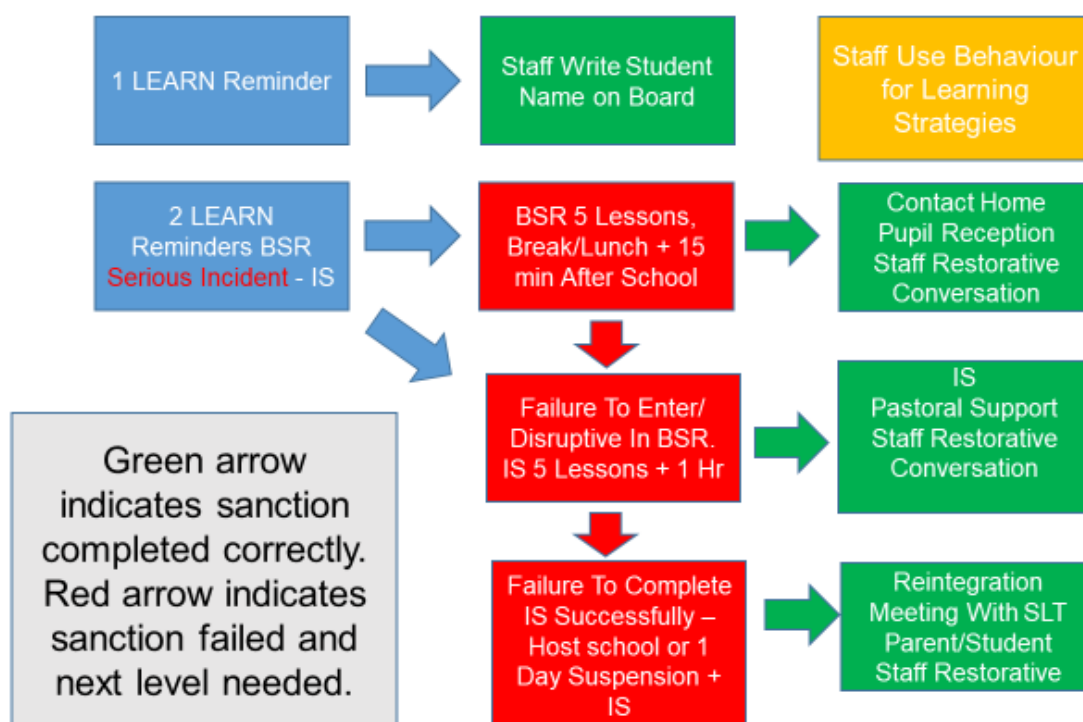
Failure to meet the **LEARN** expectations will result in warnings being given. If a student receives a second warning during a lesson they will be sent immediately to the Reset Room where they will complete a full learning cycle (5 lessons and an after school period 6 detention).

All lesson expectations have been co-produced in consultation with staff and students. Lesson expectations are reviewed regularly with students and staff.

Student, parent and staff voice is really important to our school and we conduct an annual survey with each group to help inform our approaches and support continual improvement. In addition to this, there are a number of opportunities throughout the year for our communities to share their recommendations and reflections including through our student council/executive, through termly parent forums, annual surveys and staff networks.

### 3.1 Lesson removal to the Behaviour Support Room (BSR)

If a student does not adhere to the 'Classroom Expectations', a teacher will tell them that they have a 'reminder' and their name will be written on the board. If a student does this for a second time, they will be referred to the Behaviour Support Room (BSR). See flow diagram below;



When students are sent to the BSR they are expected to walk from their lesson to Triage;

When in Triage students will hand in their phones and a Learning Passport will be written out for them.

If a student has a “reasonable adjustment” due to a specific need they will have a bespoke plan in place which could involve time spent in a number of different rooms within our inclusion provision including the; Sensory Room, Breakout Room, Learning Support Room (LSR), BSR or Internal Suspension (IS).

If a student feels they have been unfairly or incorrectly sent to the BSR, they have the right to appeal. This will be through discussion with the teacher in Triage or On Call. A student will lose their right to appeal if they refuse to leave the classroom or try and argue their BSR referral with the teacher in the classroom.

Any staff member who removes a student from lessons will visit the student and complete a restorative conversation where possible.

Restorative Reflection;

- What has happened?
- What were you thinking at the time? (Class teacher and Child)
- Who has been affected by the actions?
- How have they been affected?
- What needs to be done now to make things right?
- How can you do things differently in the future?

When in our inclusion rooms a focus is on learning. Students will be given a Learning Passport which will show both students lessons and their specific teacher for that period. Students will be expected to complete work

from their lessons which is set by their teachers each morning by 9am. Students will complete work in their own subject specific books which will be collected for students at the start of each lesson. All classroom LEARN rules apply with students given merits to support positive engagement in learning.

### 3.2 Repeated or more Serious Incidents

We are committed to inclusion and to preventing suspension. However, where a student (for example) repeatedly fails to wear the correct uniform, fails to attend detentions, receives multiple lesson removals, or is involved in an incident too serious for a detention, the student will be referred to internal suspension. Students will spend a full day in internal suspension including an after-school detention of 1 hour.

More serious incidents could include but are not limited to:

- Truanting (student deliberately missing from lesson without permission);
- vaping/smoking;
- vandalism/deliberate damage;
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness; and
- dangerous behaviour.

### 4.0 School community sanctions

The ‘Red Card’ detention is a 20-minute detention for anti-social behaviour in and around School. We expect all students to always behave and treat each other with respect. That means walking around the school calmly and quietly, respecting each other’s space and looking out for each other. There are no warnings for these behaviours.

The red card detentions enable us to address any behaviour that does not meet our high expectations.

The following are possible (but not limited to) reasons for a red card detention:

• Running indoors	• Eating and drinking in banned areas
• Shouting indoors	• Not clearing away your tray in the canteen or dining hall
• Being out of bounds	• Hitting or kicking school property
• Dropping litter/throwing food	• Not adhering to school uniform expectations on multiple occasions
• Inappropriate language or attitude	• Late to school/tutorial/lesson

If a student does one of the things above, an adult will tell them that they have a “Red card”, and that they must serve a 20-minute break/lunch-time detention at the next available session. Students will be facilitated to have food/drink and a toilet break during this time.

## **5.0 Focus Week**

At periodic times throughout the school year there will be a 'Focus Week'. These weeks will vary depending on the needs of the school and current emerging issues. An example week might focus on uniform or student equipment or we may choose to focus on the awarding of merits and 'catching students being good'.

The focus will be communicated in advance to parents and students. The week will focus positively on students' engagement and additional rewards will be available for students who consistently meet our expectations. Students will receive additional support to ensure they are not only aware but also prepared for the focus. All staff will support students and all staff will be responsible for the issuing of merits/sanctions at this time. Wherever possible tutors will support and prepare student in advance and daily (during the week) to enable students to meet expectations.

Any student who does not meet expectations during this week will instantly incur a 1 hour after school same day detention instead of the usual sanction laid out in this policy. Students who consistently fail to meet expectations over this week may also be placed in the BSR to support them to make the right choices.

## **6.0 Punctuality and lateness**

Punctuality is a key skill for any student to develop in life and we aim to support students to appreciate the importance of good punctuality. Students who arrive in school after their allotted start time without sufficient cause will be issued with a same day late detention after school and parents/carers notified by text message. Failure to attend this detention will result in a visit to IS.

Under 20 minutes late = red card for 20 minutes.

Over 20 minutes late = 1 hour after school detention.

Students are expected to be in all lessons on time. If a student is more than 4 minutes late without genuine reason, they will receive a red card social time detention. Arriving to a lesson after 8 minutes without a genuine reason will result in a student being sent to the Learning Support Room. Any student who has been with an adult which has caused the lateness will be issued with a pass so teaching staff are aware.

## **7.0 Creating Routines**

All teaching staff have a program of development, training and coaching designed to help them constantly improve their practice and establish a healthy behaviour culture. An example of the coaching model for supporting student routines is below. Staff receive coaching to help them develop a range of skills to build strong relationships with students. Consistent routines enable us to reduce cognitive load for students and enable them to thrive. Examples of the techniques below including 'connect and correct' and 'narrate the positive' are designed to maintain a safe and secure environment for students whilst creating a culture of high expectations.





## 8.0 Sanctions

As stated previously sanctions are only to be used when more positive methods of promoting outstanding learning through good behaviour are not working with a particular individual or group of students. When a member of staff feels the need to resort to sanctions these are always to be applied impersonally (i.e. it is the negative behaviour that is resulting in the sanction not the student's personality), calmly, fairly, consistently and professionally.

The only sanctions/systems to be used within a lesson are reminders and removal to the BSR.

The aim should be to keep all students accessing their learning within the lesson for the full duration of the lesson. We are committed to not allowing the negative behaviour of the minority to continually disrupt the outstanding learning of the majority. For this reason, we use a system where students who fail to respond to a verbal reminder by correcting their behaviour can be removed from the lesson in order to allow the learning of the rest of the group to continue. We also employ the on-call system so that a student can be collected (if deemed a serious incident) and removed from the classroom.

When issuing a verbal reminder to a student it is important that this is done calmly and professionally throughout. The aim is to show students that they have 'chosen' their behaviour. There is a (mandatory) opportunity for restoration explicitly written into the system, whereby any student removed will be met by the member of staff responsible.

Uniform expectations are detailed on the school website. Any exceptions made to uniform should be agreed in advance with the school, supported by medical evidence and (where relevant) involve non-branded items eg. Students who wear trainers for medical reasons should wear non-branded, black and logo free items.

Uniform is checked regularly by tutors and senior staff. Students who are not in correct uniform (unless carrying signed permission slip) and refuse or are unable to correct it will be supported to make a positive choice.

### **8.1 NEW YEAR 7 PHASE-IN (EACH SEPTEMBER)**

We recognise that the extremely high expectations of the Reward and Respect Behaviour Policy, can take some time to adjust to. Therefore, we operate a phased-in approach with the new Year 7 students each September. The following will apply:

- Week 1 and 2: The staff operate a dry-run with the students, pointing out where reminders would be given and what would result in being sent to the BSR. If a student needs to be removed from lessons they will be sent to the Learning Support Room (LSR).
- Week 3: Reminders are now given. Any student who receives a second reminder would be sent to the BSR for the remainder of that lesson only.
- Week 4: Full Reward and Respect Behaviour for Learning Policy sanctions in place.

Any serious classroom or community incidents will be sanctioned accordingly.

### **8.2 Multiple referrals**

Students who experience multiple referrals to the BSR will have a graduated response to support. We aim to ensure students can make positive choices and recognise that this is more challenging for some students. Students who experience multiple lesson referrals will receive additional support through a variety of graduated approaches to help them be successful in their lessons and the school may make some reasonable adjustments to this behaviour policy to support students ongoing needs.

### **9.0 Bullying and Discrimination – For further information please see the Anti-Bullying action plan on the school website.**

At School our aim is to prevent bullying through education, by prompt and sustained response to reports of bullying, and by developing the confidence of students and our wider community to be upstanders. We aim to have a culture of courage, compassion and citizenship and respect where difference is valued. The School aims to foster an atmosphere of friendship, mutual trust, respect and consideration for each person within the community. We are proud of our enrolment on The Anti-Bullying Quality Mark UK which shows our commitment to Anti-Bullying. We also have dedicated and trained Anti-bullying ambassadors who have completed the Diana Award, as well as trained Mental Health Champions to support victims of bullying behaviour.

We work to establish an ethos where students set a good example to others. To encourage all members of our school community to recognise bullying, acknowledge its unacceptability and report it. We have a system of support for students who have been bullied and a system of clear, fair and consistent responses to incidences of bullying ensuring that everyone is in a supportive, caring and safe environment. Bullying, of any kind, has no place at St Luke's.

Bullying is defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance, disability or SEN need. It might be motivated by actual differences between children, or perceived differences.

Bullying can also occur where there is a power imbalance between students. A power imbalance is when one student (or a group of students) is able to dominate decision- making or otherwise asserts power in ways that disadvantages other student(s).

Bullying in any form will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include but not limited to:

- Emotional harm;
- Physical harm;
- Deliberately hurtful comments;
- Social bullying;
- Social media;
- Filming students/staff without consent;
- Posting inappropriate content/filmed incidents online/sharing;
- Threatening behaviour;
- Power imbalance;
- Name calling;
- Sexting;
- Cyber bullying; and
- Sexual exploitation.

Bullying can impact on a students' attendance and attainment at school, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. We continue to promote a culture of high expectations and work with our community to ensure that our students have a sense of pride and feel happy and safe to be a part of our community.

All bullying incidents will be treated and addressed individually, and we will apply the full range of sanctions depending on the severity, frequency and seriousness of the incidents(s). Where appropriate, bullying incidents are reported to the local authority via the completion of a Bullying, Prejudice and Racist Incident form (BPRI.)

In exceptional circumstances and where other attempts to resolve an issue have not been successful the school may use a behaviour contract between students to establish a clear and equitable arrangement for communication and behaviour. The contract will identify clear sanctions for failing to meet the stated requirements that could include, but not limited to: red card, Lesson removal to the BSR or IS, suspension and for repeated breaches, permanent exclusion.

### **10.1 Sexual harassment and online sexual abuse**

St Luke's school takes all reports of Sexual harassment, sexual violence and online sexual abuse extremely seriously and aims to create an open culture where students are comfortable and confident to report all incidents to any member of staff. We are clear that sexual harassment and violence are not acceptable, will never be tolerated and is not an inevitable part of growing up. We will always challenge behaviour or language that seeks to normalise sexual harassment or violence in schools.

School aims to prepare students for issues related to sexual harassment and online abuse through the curriculum and assemblies. Our age and stage appropriate curriculum cover such issues as:

- Healthy and respectful relationships, including consent;
- Gender roles, stereotyping, equality, diversity;
- Body confidence and self-esteem;
- Prejudiced behaviour;

- That sexual harassment and violence is always wrong; and
- Addressing any culture of sexual harassment.

We recognise the complexity of this issue and will always aim to safeguard all students involved taking in to account the nature of incidents and their wider context.

For the purpose of this policy, when referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur both in person and online. Sexual harassment is likely to violate a students' dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment.

Sexual harassment could include but is not limited to:

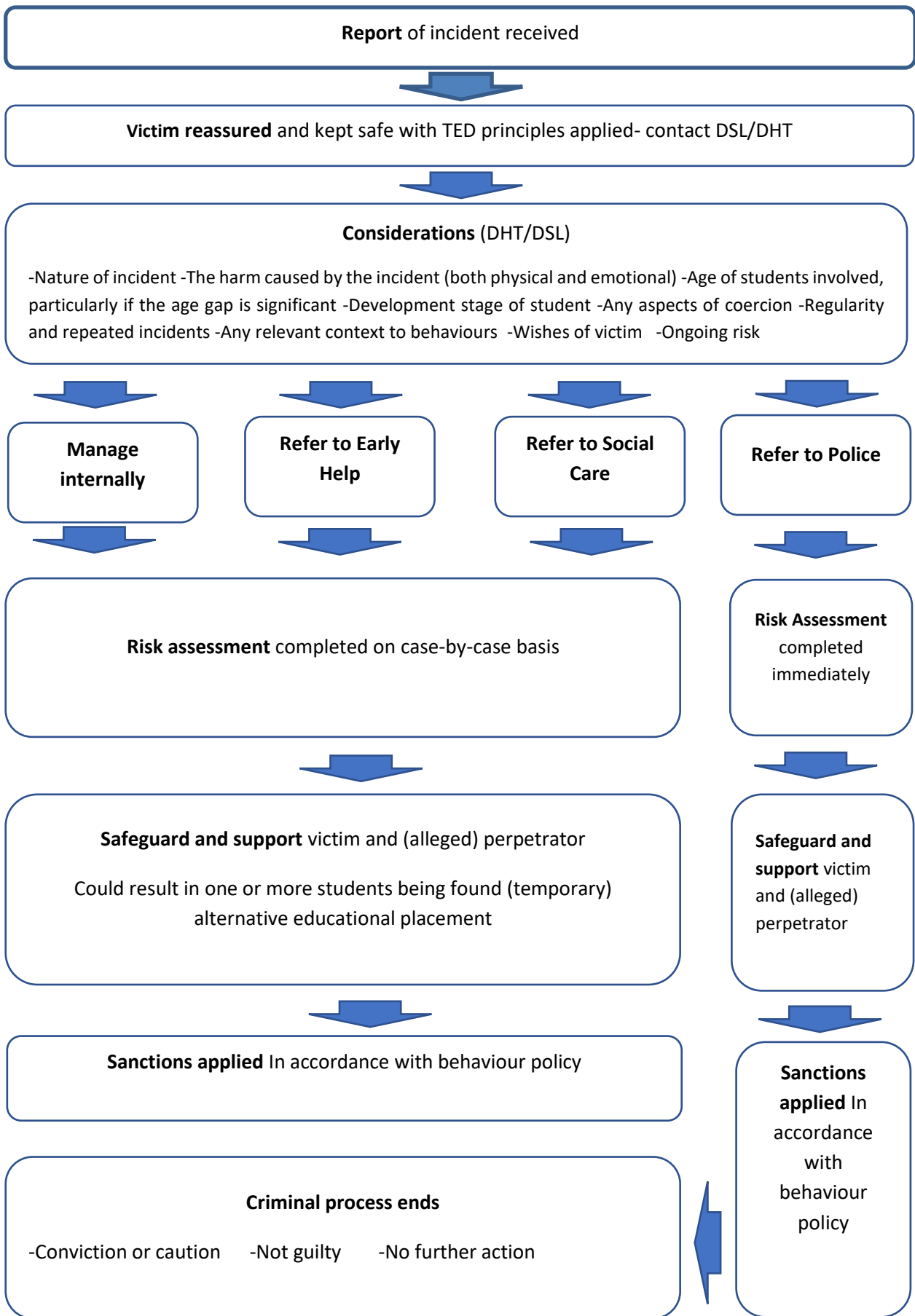
- Sexual comments, lewd comments, sexual stories, remarks about clothing, appearance and name calling;
- Sexual 'jokes' or taunting;
- Physical behaviour, such as: deliberate contact, interfering with clothing, displaying sexual images; and
- Online sexual harassment, which might include: non-consensual sharing of images and videos (often referred to as sexting), inappropriate sexual comments on social media, exploitation, coercion and threats.

Sexual violence could include but is not limited to:

(When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003)

- Rape;
- Assault by Penetration;
- Sexual Assault; and
- Causing someone to engage in sexual activity without consent.

St Luke's school will follow the following process when incidents are reported.



St Luke's school recognises that all reported cases will have a range of factors that will be considered, these include but are not limited to:

- Nature of incident;
- The harm caused by the incident (both physical and emotional);
- Age of students involved, particularly if the age gap is significant;
- Development stage of student;
- Any aspects of coercion;
- Regularity and repeated incidents;
- Any relevant context to behaviours;
- Wishes of victim; and
- Ongoing risk.

St Luke's school will always aim to deal with incidents in a timely and sensitive manner. All reported incidents will be recorded and (where relevant) passed on to other agencies for support or further action.

St Luke's school will apply the full range of sanctions available to any student responsible for sexual harassment or online sexual abuse. The application of any sanction is not dependent on any further actions from any other relevant agencies and will be applied in-line with the balance of probabilities principle.

Sanctions may include but are not limited to:

- Restorative meeting;
- Behaviour contract;
- Lesson removal to the BSR or IS;
- Host school Lesson removal;
- suspension;
- Managed move;
- Permanent exclusion; and
- Referral to social services or police.

Confidentiality and anonymity are very sensitive issues when dealing with allegations and cases of sexual harassment and online abuse. In all cases St Luke's school will work in-line with safeguarding principles and in conjunction with any other relevant agencies to protect students. Ultimately, St Luke's school will balance the victim's wishes with our duty to protect the victim and other students within the school setting. Any decisions made will be discussed with all concerned and handled sensitively.

## **11.0 Support**

We aim to support all our students to ensure that every child succeeds during their time at School. Where it becomes clear that a child is having on-going difficulties in managing their behaviour, there are a wide range of strategies which are used to support students. We will always consider whether continual disruptive behaviour is the result of an unmet special educational or other need/s and should we consider this to be the case, whether multi-agency assessment would be appropriate.

Every child is different, and all support is tailored to meet the needs of each individual, in recognition of that, what works for one child may not for another.

## 12.0 Lesson removal at a host school

In certain circumstances and to avoid suspension the school may refer a student to lesson removal at another (host) school. The purpose of this is to allow the student to continue to access their learning and help support improvements in their behaviour. Any referral to a host school will be completed in consultation with parents/carers. If a student fails/refuses to attend then a suspension could be issued.

Circumstances that could result in a student spending time at a host School include, but are not limited to, the following breaches of the behaviour policy:

- unsuccessful lesson removal to the BSR or IS
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness;
- dangerous behaviour;
- inappropriate use of computers, the internet, images or social media; and
- fighting.

The school follows the latest DfE guidance regarding exclusion and suspension to ensure that students are treated fairly and not discriminated against. The application of this policy will be dependent upon the most recent [statutory guidance](#).

## 13.0 Suspension

Application of suspension is completed in conjunction with [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#).

We will endeavour to avoid suspension wherever possible. A decision to suspend is taken only in response to a breach of the school's behaviour policy, including persistent disruptive behaviour, or where such breaches are neither serious enough to merit permanent exclusion nor minor enough for detention, lesson removal to the BSR, IS, or lesson removal at a host School to be appropriate. All suspensions are authorised by the Headteacher or designated representative or in their absence the next most senior member of staff.

Under exceptional circumstances a student may receive a suspension but if further investigation reveals more serious circumstances then a permanent exclusion may be issued. All suspended students will spend at least one day in lesson removal in IS as part of their reintegration.

A re-integration meeting will take place at the earliest available time on the first day the student is to return to school. The reintegration meeting will aim to clarify next steps and discuss if any additional support is required. Failure to attend will result in the student remaining in lesson removal within the IS room until the reintegration meeting can be held.

## 14.0 Permanent Exclusion (PEX)

A decision to exclude a student permanently should be taken only:

- a. in response to a serious breach or persistent breaches of the school's behaviour policy; and

- b. where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

The act of setting off the fire alarm without good cause may lead to PEX, due to the huge disruption caused and potential harm to vulnerable students.

A serious breach of the school's policy may result in a PEX. The list below indicates the circumstances where a PEX may occur (at the discretion of the Headteacher) and includes, but is not limited to, the following:

- assault or attempted assault on staff;
- violent assault- including any form of filming, sharing and distribution;
- sexual assault, harassment or exploitation;
- drug-related activity/paraphernalia;
- criminal or terrorist activity;
- carrying a weapon or dangerous object;
- extremely dangerous/risky behaviour; and
- setting off the school fire alarm.
- Persistent disruptive behaviour, e.g., defiance

For detailed information on Permanent Exclusion please see TWMAT Exclusion policy.

### **15.0 Consistent Expectations**

Consistency is hard to achieve in any organisation, we recognise that it is key when creating an outstanding learning environment. Students are much less likely to push the boundaries if they know that what is expected of them will remain constant throughout the day; from one classroom to the next; one teacher to the next; one subject to the next; one year to the next.

This consistency will be applied to all issues relating to uniform. Students will be expected to follow the uniform policies at all times. If a student is unable to meet uniform expectations an alternative will be offered (if possible), refusal to accept the alternative will be viewed as defiance and the student may be placed in Lesson removal within the BSR or IS until the issue is rectified.

### **16.0 Maintaining a Positive Learning Environment**

A positive learning environment is best maintained through the focus on and positive reinforcement of good behaviours and not through the confrontational challenge of negative behaviours. We recognise this through the effective use of our staged reward and sanctions systems.

Staff make a commitment to 'catch students being good' as often as possible and reinforce this through non-verbal and verbal acknowledgement and praise as well as using some of the more formal rewards available. Staff also make a commitment to deal indirectly with some negative behaviours in this fashion too. An off-task student can often be redirected through praise of a neighbouring student who is working and behaving appropriately. When staff do feel the need to resort to formal warnings and staged sanctions they are committed to doing so in a calm, non-confrontational and professional manner at all times.

### **17.0 Restorative Justice**



Restorative Justice is a process which restores relationships where there have been problems. It is an opportunity for both sides to explain what happened and to try and come up with a mutually acceptable solution. When there has been an issue the people involved will meet with a mediator who will ask them three main questions:

- What happened?
- Who else has been affected by this?
- What can be done to stop this happening again?

The questions have been designed so that both sides have an opportunity to hear the situation from each other. It enables them to think about how this may have affected the other person but also the other students and their learning. By doing this and coming up with solutions it encourages both parties to take responsibility for their actions and make them aware of the impact they are having on others. It is also very helpful to hear the other side of the story and really appreciate why others may be upset.

Restorative Justice has been shown to work extremely well if there has been a repeated problem between a student and member of staff because it gives them opportunity to air their differences, appreciate how the other feels, and move on in a positive light, always with the aim to solve the problem, move on and prevent the same situation arising again.

Restorative Justice also works very well when students fall out with each other, allowing them to see the impact of their actions, apologise if necessary and put it behind them.

Conferences are ideally held in a neutral place and occasionally with a mediator who is not involved in the problem. The mediator's job is to keep all involved calm and civil and to help people move forward to restore the relationship.

### **18.0 Drugs**

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school will sanction any student found to be supplying, possessing or taking drugs. This includes the possession, supply or misuse of solvents or other substances that can be harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. Where controlled drugs are found, these will be delivered to the police as soon as possible but may be disposed of if the staff member thinks there is a good reason to do so.

### **19.0 Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

### **20.0 Medication**

Carrying, supplying or taking prescription medicines illegitimately could result in a permanent exclusion. We are aware that it may be necessary for some students to take medication during the school day. Parents/carers should complete an 'Administration of medicines in school' form and bring it together with the medication to student reception. This form authorises our first-aid trained staff, to dispense medication on their behalf. All medication brought into school by parents/carers is stored in a locked cabinet.

## **21.0 Smoking- including all forms of e-cigarette/vaping devices**

Smoking (including vaping), in all its forms, is detrimental to health, anti-social and not conducive to a safe school environment. We will apply this policy to any student who is seen smoking/vaping or we suspect of smoking/vaping. Any sanctions applied will consider the nature, location and frequency of the incident.

Smoking/vaping is not permitted anywhere on the school site.

## **22.0 Search and Confiscation**

The school follows government advice when confiscating items from students which is outlined in the document 'Searching, screening and confiscation. Advice for Headteachers, school staff and governing bodies.' July 2022.

[Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The school can confiscate any electronic items being used inappropriately on the premises such as mobile phones, etc. The school reserves the right to view, confiscate and delete any files deemed to be inappropriate that are brought on to the school site on electronic equipment e.g. photos on a mobile phone. In certain circumstances, we reserve the right to retain electronic data as evidence.

Students wearing any accessories or jewellery which do not follow the school uniform policy can expect to have these items confiscated. Any confiscated item will be logged and available for collection at the end of the school day. Where a student is unable to immediately rectify a uniform issue eg. Hair dye or false nails they will spend time in the BRC until they are able to follow uniform expectations. In all cases parents will be informed and given the opportunity to rectify the issue.

Where students repeatedly break rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. Students may also be asked not to bring items to school at all eg. mobile phone and bag searches used to support this. For repeated offences of this nature parents will be asked to collect confiscated items. Where items have been previously returned to parents and have been brought again to school, they will be confiscated again and retained until the end of term. Where items are not collected the school will dispose of them at the end of every term.

Students with smoking/vaping materials, including electronic devices and fluid will have these confiscated and destroyed whether they are found to be smoking/vaping or not. They will also be issued with a sanction for bringing such materials on to the school premises. Students will also receive sanctions for smoking/vaping near the school, and if they are recognisable as a School Student on their way to and from school.

In certain instances, items will not be returned to students and will be disposed of by the school according to the guidance in the DfE document as above.

Students must not bring any of the items listed below on to the school premises. The school will automatically confiscate any of the items below and has the power to search students with or without consent. There may also be severe penalties for students with these items, including permanent exclusion. The following are some examples, but not limited to:

- knives or weapons;
- alcohol;
- illegal drugs;

- stolen items;
- tobacco, filters and cigarette papers;
- fireworks;
- pornographic images;
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student). This would include: matches, lighters, 'legal highs', and laser pens;
- E-cigarettes/fluid;
- fizzy drinks;
- energy drinks;
- hot water bottles;
- pictures of staff or students taken without appropriate consent; and
- medication which has not been accounted for under the medication policy.

School staff apply the following protocols when searching for or confiscating items. Searches will only be conducted by authorised staff members.

Search protocol - key points:

- a. Searches should only be carried out by a member of staff of the same gender as the student being searched. There MUST always be a witness – wherever possible a member of the same gender as the student.
- b. Always seek to gain consent of students to search their bags and ask them to empty their pockets. If they refuse, then please escort them to a safe place and inform SLT.
- c. Please ask students to empty their own pockets fully and allow you to look through their bag and any coat/jacket pockets.
- d. A metal detection device (non-contact) may be used if deemed appropriate.
- e. Anything found which you believe is inappropriate, regardless of whether it was what was being searched for, should be confiscated.
- f. Parents should be informed of anything found which is inappropriate.
- g. All searches should be logged and, where applicable, parents informed.

### **23.0 Use of reasonable force**

The school is strongly against the use of force against students and the advice to all staff is to seek support and advice in a difficult situation before using force. However, there may be instances where this is not possible due to the nature of the incident. The school and its staff will always endeavour to resolve situations without force and to manage any difficult situation calmly. The school follows the guidance below from the DfE: 'Use of reasonable force. Advice for Headteachers, staff and governing bodies'. July 2013

[DfE advice template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### **23.1 Schools can use reasonable force to:**

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a student behaving in a way that disrupts a school event or a school trip or visit;

- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a student from attacking a member of staff or another student, or to stop a fight in the playground; and
- restrain a student at risk of harming themselves through physical outbursts.

**Schools cannot:**

- use force as a punishment – it is always unlawful to use force as a punishment.

**24.0 Student conduct outside the school premises**

We aim to prepare students for a life beyond education. The School therefore reserves the right to apply all aspects of this policy to students recognisable as a St Luke’s school student (not just by their uniform) even if they are outside of the school grounds, or outside the usual hours of attendance, or using social media/online activity. What the law allows is laid out in the latest DFE Guidance [Behaviour in Schools](#).

Teachers have a statutory power to discipline students for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives Headteachers a specific statutory power to regulate students’ behaviour in these circumstances "to such extent as is reasonable."

The School may apply sanctions to a student for any misbehaviour when the child is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform; and
- in some other way identifiable as a student at the school.

At any time, whether the conditions above apply, that:

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

The School is committed to ensuring our students act as positive ambassadors for us. We expect the following:

- good order on transport to and from school, educational visits or other placements such as work experience or college courses;
- good behaviour on the way to and from school;
- positive behaviour which does not threaten the health and safety of our students, staff or members of the public;
- reassurance to members of the public about school care and control over students in order to protect the reputation of the school; and
- protection for individual staff and students from harmful conduct by students when not on the school site including online/social media.

The same behaviour expectations for students on the school premises apply to off-site behaviour.

**24.1 Sanctions and disciplinary action as a result of poor behaviour off the school premises**

Sanctions may be given for poor behaviour off the school premises including online behaviour and use of social media which undermines any of the above expectations and regardless of whether it is an activity supervised directly by school staff. Sanctions may be in the form of detention, lesson removal, suspension or in very serious cases permanent exclusion. In issuing sanctions, the following will be considered:

- the severity of the incident;
- the extent to which the reputation of the school has been affected;
- whether students were directly identifiable as being members of the School;
- the extent to which the behaviour in question would have repercussions for the orderly running of the School and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of staff);
- whether the misbehaviour was on the way to or from school, outside the school gates or in close proximity to the school; and
- whether the misbehaviour was whilst the students was on work experience, taking part in a course as part of a school program, participating in a sports event (and in any situation where the student is acting as an ambassador for the school) which might affect the chances of opportunities being offered to other students in the future.

## **25.0 Wilful and Accidental Damage**

Our approach is as follows:

- If damage is accidental, providing this is the first incident involving a particular student, there will be no charge levied on the student.
- If the damage is the result of reckless behaviour, e.g. running inside the building, throwing an object at a peer, etc. the school will levy a charge 50% of the total repair/replacement cost. The maximum charge will not exceed £150. The precise amount levied will depend upon the presence of any mitigating circumstances.
- Students causing accidental damage as a result of reckless behaviour will always be subject to sanctions that include remedial action (where appropriate) and/or detention and/or Lesson removal to the BRC/IS. Details of the incident will be placed on internal files.
- If the damage is the result of a willful act the school will consider whether there were any mitigating circumstances. Students causing willful damage (graffiti, vandalism, etc.) will face a charge of 100% of the total cost of repair or replacement. The maximum charge will not exceed £500. The precise amount levied will depend upon the presence of any mitigating circumstances.

Students causing wilful damage likely be subject to either internal or external suspension. In every incident of wilful damage (where damage is estimated to cost over £25 to repair) the school will inform the Police. The school and the Police will work together to bring about a satisfactory resolution within the guidelines above. In extreme or repeated circumstances damage may be logged as a crime. The Police may also act as facilitator in acts of restorative justice that might include remedial work or conferencing with parents and other parties. Invoices will be raised by the Finance office and pursued to an appropriate solution. If payment is not forthcoming, a restorative measure of appropriate gravity should be imposed.

## **26.0 Behaviour of parents/carers**

We are passionately committed to building strong and positive relationships between the School and parents and carers. We are grateful for regular feedback from parents via questionnaires at parents' evenings and on a day-to-day basis. Staff emails are made available to allow efficient communication between parents/carers and school. Staff liaise closely with parents to support effective transition into the school.

All members of our School community will do everything they can to support all students, parents and carers, communicating professionally at all times.

The School has a duty to ensure staff work in a positive environment free from any form of harassment or intimidation. To this end the school will take firm action against any parents who behave inappropriately towards the school or any members of staff this includes the use of banning orders or specifying specific mechanisms of communication.

The School deems any form of aggression or threat either physical or verbal, rudeness and malicious accusations as inappropriate, and this includes all forms of communication including emails and social media.

As a response to inappropriate behaviour by a parent/carer the Headteacher may place a temporary ban on a parent entering the school site or specify specific forms of communication to be used, putting in writing the reasons for the ban or details of mechanisms for communication and giving the parent an opportunity to respond. A Governing Body Sub-committee will be convened (consisting of 3 Governors) to review the Head's decision, and parents will be able to share their views in writing but will not be invited to the hearing. The Governors' Hearing will decide if a ban or limitations on communications should remain in place and decide on the appropriate timescale for these, giving a specific date at which they will be reviewed.

## **27.0 Allegations against staff**

The School has a clear Complaints Policy, which is published on its website, and encourages parents/carers to use this as necessary.

The School should not automatically suspend a member of staff who has been accused of misconduct, pending an investigation, but the Headteacher should draw on advice given in 'Dealing with Allegations of Abuse against Teachers and Other Staff' guidance.

Parents and carers should also be aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should seek legal advice. If we are made aware of any inappropriate comments we will report these to the relevant authorities for immediate action to be taken. Publishing allegations should be taken to include publication online or on social media such as Facebook.

All allegations against staff will be investigated in line with the School's relevant policy and all complaints have the potential for consequences for the staff concerned.

## **29. Malicious/false allegations**

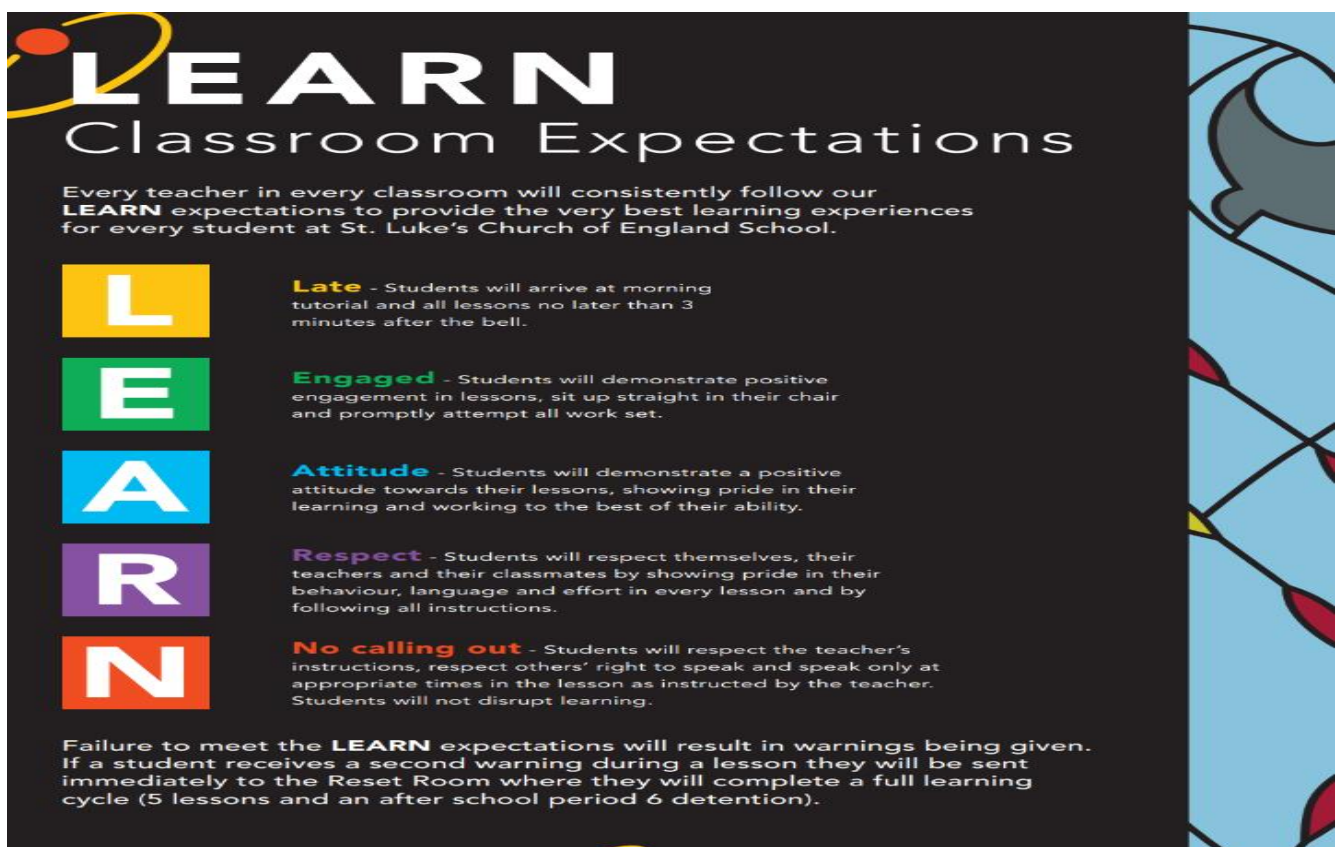
Where it is concluded that a student has made a malicious allegation against a member of staff the school sanctions will be applied in a way that the school considers to be proportionate to the severity of the allegation made and its potential impact on the member of staff concerned. Mitigating and aggravating factors will be examined closely, for example: the nature of the allegation or length of time for which the allegation was

sustained. In some cases, it will be appropriate to use restorative justice as a tool for supporting students to understand the consequences of their behaviour. The sanctions for malicious allegations could include lesson removal to the BRC, internal exclusion, suspension and permanent exclusion.

### 30.0 Complaints

The school has a complaints procedure. We encourage parents/carers to take any complaints or concerns to a staff member or the Headteacher and the school will do everything within its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **School Complaints Policy**. For information on complaints relating to exclusions, see the **School Exclusions Policy**. **Both of these policies are available to download from our website.**

### Appendix List



**LEARN**  
Classroom Expectations

Every teacher in every classroom will consistently follow our **LEARN** expectations to provide the very best learning experiences for every student at St. Luke's Church of England School.

<b>L</b>	<b>Late</b> - Students will arrive at morning tutorial and all lessons no later than 3 minutes after the bell.
<b>E</b>	<b>Engaged</b> - Students will demonstrate positive engagement in lessons, sit up straight in their chair and promptly attempt all work set.
<b>A</b>	<b>Attitude</b> - Students will demonstrate a positive attitude towards their lessons, showing pride in their learning and working to the best of their ability.
<b>R</b>	<b>Respect</b> - Students will respect themselves, their teachers and their classmates by showing pride in their behaviour, language and effort in every lesson and by following all instructions.
<b>N</b>	<b>No calling out</b> - Students will respect the teacher's instructions, respect others' right to speak and speak only at appropriate times in the lesson as instructed by the teacher. Students will not disrupt learning.

Failure to meet the **LEARN** expectations will result in warnings being given. If a student receives a second warning during a lesson they will be sent immediately to the Reset Room where they will complete a full learning cycle (5 lessons and an after school period 6 detention).