



Westcliff High School for Girls

# **BEHAVIOUR MANAGEMENT POLICY**

**2017 -2018**

# KEY CONTACTS WITHIN THE SCHOOL

## 2017 -2018

### DESIGNATED PERSONS

HEADTEACHER	DR PAUL HAYMAN
DEPUTY HEADTEACHER	MRS KATHY HERLOCK
ASSISTANT HEADTEACHER / HEAD OF SIXTH FORM	MR BARRY HAYTON
LOWER SCHOOL LEARNING MANAGER / SENCO	MRS CAROLINE DELL
YEAR 8 LEARNING MANAGER	MISS EMMA SMITH
YEAR 9 LEARNING MANAGER	MS CLAIRE PORTER
YEAR 10 LEARNING MANAGER	MISS ALICE OVERTON-SMITH
YEAR 11 LEARNING MANAGER	MRS HELEN PITT
PASTORAL ADMINISTRATOR	MRS JAN ADAMS
PASTORAL SUPPORT CO-ORDINATOR (YEARS 6 -8)	MRS JOHANNAH CAMMIDGE
PASTORAL SUPPORT CO-ORDINATOR (YEARS 9 - 11)	MRS SALLY-ANNE JOSCELYNE
PASTORAL SUPPORT CO-ORDINATOR (YEARS 12 & 13)	MRS KATIE FAIRWEATHER
SENIOR MIDDAY SUPERVISOR	MRS MARY BEVINS
ATTENDANCE ADMINSTRATOR	MRS MARION BASSETT
PASTORAL ADMINISTRATOR	MRS CRISTY LAWRENCE

The rules in this Behaviour Management Policy apply whenever you are in school uniform, even out of school hours on your journey to and from school and when you are taking part in any school organised activity.

**Any offence may warrant long term exclusion at the discretion of the Headteacher.**

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## VISION STATEMENT

*The school's vision is to be an outstanding school with high moral values and a national standing for its scholarship, producing citizens who are leaders and thinkers, imbued with initiative, enterprise and a quest for life-long learning.*

*This mission statement was created through extensive consultation with all stakeholders and we believe it captures the distinctive ethos of the school. It means that we expect everyone involved in the school to do their best and achieve their potential as future leaders in society.*

## 1. SCHOOL AIMS

**Our aims are:**

**To provide opportunities for personal reflection and to encourage a deeper awareness of spiritual, cultural, ethical and social issues**

**To establish a community where staff, students, parents and governors work together in partnership based upon mutual respect and shared responsibility**

**To foster lively enthusiasm for life-long learning and the pursuit of excellence**

**To develop in each student the skills, knowledge and qualities needed to play an active role in a changing world**

**To give students the confidence to apply the knowledge they have, to experiment and to embrace challenge**

Westcliff High School for Girls expectations of behaviour are clearly expressed through the Code of Conduct and the Anti-Bullying Statement which are displayed in every classroom, around the school building and in both the Student Handbook and the Staff Handbook.

## **2. WHSG "CODE OF CONDUCT"**

All members of the school are expected to observe the code of behaviour below which is based on our shared values.

1. To respect and to act considerately towards each other at all times.
2. To respect each other's right to express views and beliefs that are different from our own.
3. To care for the school environment and to respect other people's property.
4. To speak respectfully about other people, never helping to spread unkind rumours.
5. To speak and to act honestly at all times.
6. To take responsibility for our own words and actions.
7. To promote the good name of the school through our behaviour and actions both in and out of school.

Considerate behaviour includes:

- not acting thoughtlessly or dangerously
- thinking about the effects of our behaviour on other people
- handing work in on time
- always being polite
- endeavouring to be helpful
- welcoming new students, new teachers and visitors

## **3. EXPECTATIONS OF BEHAVIOUR**

The values that we share guide our behaviour towards each other. Our behaviour should encourage and support other people. Members of the school community who feel that the behaviour of others causes them distress have the right to have their concerns heard. All staff should support the shared values of the WHSG Code of Conduct and act to uphold them at all times.

Behaviour which upholds and promotes the good name of the school is expected of every individual and includes:

- behaving considerately in public places and on the way to and from school
- looking smart and wearing uniform correctly
- achieving something worthwhile as a member of a school team or as an individual
- behaving sensibly and helpfully on work experience, visits and trips.

Behaviour which improves our school environment is expected of every individual. We share the same rooms, corridors and outdoor areas. It is clearly in the interests of our whole community that people take care of what we have and leave each room, corridor or outside area in a tidy state. Properly mounted pictures and work on the walls add interest and vitality to the school and should be respected.

## 4. SCHOOL RULES

- 4.1 Knowing about how we should behave is not always enough to influence the actions of some people. Rules tell us where the limits to acceptable behaviour lie and the kinds of behaviour that will not be tolerated.
- 4.2 The school does not condone:
- inconsiderate or hurtful behaviour from one pupil to another
  - inconsiderate behaviour towards adults who work in this school
  - behaviour which brings discredit to the school in the outside community
  - inappropriate comments on social media
  - behaviour which harms the school environment in any way
  - taking or damaging property belonging to another person
  - defiance of school regulations e.g. failure to comply with uniform or lunchtime regulations
  - dishonesty of any kind including forging note from parents and failing to own up to one's own actions
  - acting in ways which are likely to be harmful to other people or their property

## 5. PROMOTING POSITIVE BEHAVIOUR

- 5.1 Staff are encouraged to promote positive behaviour at all times. Methods to promote high standards and positive behaviour are:
- high expectations
  - a positive and stimulating environment
  - encouragement and rewards
  - clear communication and consultation
  - a clear classroom code of conduct
  - recognisable sanctions
  - encouraging independent learning
  - opportunities for pupil voice opportunities and students' involvement in decision making - for example in lessons and through the Year and School Council activities
- 5.2 Every member of staff is responsible for the maintenance of good order both within lessons and around the building. Though sometimes difficult, it is important that serious offenders are caught and punished. The co-operation of all staff is expected. No member of staff should ignore a minor incident but should deal with it as appropriate. Every time we ignore minor incidents the general level of discipline in the school slides. Incidents should not be overlooked because of other commitments.
- 5.3 Arriving at break or bus duty on time is an important factor in maintaining good behaviour.
- 5.4 If a student commits a serious offence out of lesson time then the member of staff who witnesses the bad behaviour must deal with it in the first instance.

- 5.5 Staff should at all times encourage the highest standards in collective and self-discipline. The ethos of the school and the planning of the curriculum promote the attitudes and values necessary for individual students to contribute positively to their own personal development and to that of the school. These attitudes and values are further encouraged through a system of rewards and sanctions. Staff by their behaviour, language and dress must also set an appropriate example to students.
- 5.6 The manner in which teachers conduct their lessons has an enormous impact on the behaviour of students. The following elements help to promote good discipline in the classroom:
- classroom procedures are clearly understood regarding movement in class and handing in of work
  - explanations and instructions are clear
  - lessons start and end on time
  - classrooms and seating arrangements are suited to the particular activity
  - external interruptions are minimised
  - work is appropriate to students' abilities
  - classrooms are kept tidy and well organised
  - the teacher knows each student's name and ability

## 6. HUMAN RIGHTS - STUDENT CONCERNS

### 6.1 SEARCH OF BELONGINGS

Random searches must not be carried out as this would contravene the right to privacy. Searches may be conducted with a student's permission; for example, asking a student to empty their bag, and pockets and always with a witness present.

However, it may be necessary to conduct a search without students' permission in order to prevent disorder or a crime; for example, if it is suspected that the student is in possession of a substance (alcohol, drugs), a weapon or stolen goods. In the case of a weapon, the police should be contacted for advice. The search should only be conducted by a senior member of staff in the presence of a witness (same sex preferred). Lockers should only be searched for a good reason and with a witness present.

### 6.2 CONFISCATION OF PROPERTY

Students who wear items which contravene the rules of school uniform (such as jewellery) should, in the first instance, be asked to remove the item and warned that further infringement of the rules will result in detention. Persistent offenders will have their property confiscated.

If items, which contravene the school rules regarding uniform, such as **jewellery**, are confiscated they should be given to the relevant Pastoral Support Co-ordinator by the member of staff confiscating the item. This item will be registered with the date of confiscation, name and form of owner and member of staff confiscating the item. The item will then be placed in the safe and may be collected by the student at the end of one week after the date of confiscation. The student must sign to verify that they have collected the item.

In the case of **mobile phones**, the usual procedure should be followed in line with the approved sanctions.

### **6.3 PHYSICAL RESTRAINT**

Section 550A of the 1996 Education Act allows teachers and other person who are authorised by the Headteacher (such as classroom assistants, mid-day assistants, caretakers, voluntary helpers, technicians) to use such force as is reasonable in all the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing a criminal offence (including behaving in a way that would be an offence if the student were not under the age of criminal responsibility)
- injuring themselves or others
- causing damage to property (including the student's own property)
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its students, whether that behaviour occurs in a classroom during a teaching session or elsewhere; a field trip or other authorised out of school activity

### **6.4 SITUATIONS IN WHICH PHYSICAL INTERVENTION MAY BE NECESSARY**

It may be necessary for physical intervention to be used when:

- a student attacks a member of staff or another student
- students are fighting
- a student is engaged in, or about to commit, deliberate damage or vandalism to property
- a student is causing, or at risk of causing, injury or damage by accident (rough play or misuse of dangerous materials/objects)
- a student is running on a corridor or stairway in a way which might cause accident or injury

Before intervening physically, a teacher/member of staff should tell the student to stop misbehaving and what will happen if he/she does not. Sometimes a teacher/member of staff should not intervene without help (except in an emergency), for example when dealing with more than one student if the teacher/member of staff is at risk of injury. In these circumstances, the teacher/member of staff should remove other students who might be at risk and summon help from other colleagues.

### **6.5 APPLICATION OF FORCE**

Physical intervention may take the form of:

- physically interposing between students or blocking a student's path
- touching, holding, pulling or leading a student by the arm
- shepherding a student away by placing a hand in the centre of the back

Staff should always avoid touching or holding a student in a way that might be considered indecent or in a way which might cause injury. Where the risk is not so urgent, the member of staff should use force only when other methods have failed.

### **6.6 RECORDING SERIOUS INCIDENTS**

Immediately following any such incident involving injury or refusal to comply on the student's behalf the member of staff concerned should inform the Headteacher or a senior member of staff. A written report should be provided on a Referral Form and placed on the student's file. The report should contain details of:



- the name(s) of the student(s) involved and when and where the incident took place
- the names of any other staff or students who witnessed the incident
- the reason that force was necessary
- how the incident began and progressed, including details of the student's behaviour, what was said by each of the parties, the steps taken to defuse or calm the situation, the degree of force used, how that was applied and for how long, the student's response and the outcome of the incident
- details of any injury suffered by the student, another student, or a member of staff and of any damage to property

Parents should be informed immediately and asked to come to the school to discuss the incident. The student should be invited to join the interview at an appropriate point.

## **6.7 PHYSICAL CONTACT WITH STUDENTS IN OTHER CIRCUMSTANCES**

There are occasions when physical contact with a student may be necessary. Some physical contact may be necessary to demonstrate exercises or techniques during Drama, Music, PE lessons, CDT or when giving First Aid. Touching may also be appropriate where a student is in distress and needs comforting. Teachers will use their own professional judgement when they feel a student needs this kind of support.

## **7. REWARDS**

Westcliff High School for Girls considers that it is important that praise and rewards should have a positive emphasis within the school and students will thus achieve recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort, good behaviour and adherence to the code of conduct. It is expected that good standards of behaviour and effort will be encouraged through the consistent application of our Code of Conduct supported by a balanced combination of rewards and sanctions within a constructive school ethos. It is important to develop and maintain consistency in the application of the Reward System.

### **7.1 AIMS OF THE REWARDS SYSTEM**

The aims of the Rewards System are:

- to develop a consistent pattern of rewards, which are known and understood by all
- to help students to develop a sense of pride in their work and achievements
- to recognise good attendance
- to recognise the student's contribution to the school and the wider community
- to recognise effort and achievement in a wide range of curricular and extra-curricular activities

The Rewards System should be used by all staff to motivate and praise individual students in all year groups. Rewards are a very powerful tool for teachers to use. The general practice of classroom management involves many rewards being given to students on a daily basis.

These include:

- verbal praise, written remarks about good work, sending students to the Head of Department/ Subject, Learning Manager or Headteacher for praise

- reports and parents' meetings which are also seen as a vehicle for constructive criticism and praise
- Rewards and Awards

The Rewards System is designed to ensure that students have their efforts and abilities recognised by receipt of certificates and awards. The system is a cumulative one designed to run through a pupil's school life.

The system consists of six categories of awards:

- Merits/Credits
- House Points
- Active Citizenship Award
- Progress and Attainment Awards
- Attendance Awards
- Clean Infringement Cards

## **7.2 MERIT AWARDS – YEARS 7- 8**

All staff should praise and reward those students whose behaviour, effort and achievement are of a high standard. In order for the system to be fair, staff must use it generously but appropriately. Staff should not award a student more than two merits at a time

Merits should be given to reward achievement both in and out of the classroom – for example:

- Good homework
- Increased or sustained effort in class or homework
- Good oral contributions
- A positive attitude to your subject
- Contributions to the work of the department
- Working for the school (open evenings/drama productions/concerns)

Stage 1	Bronze Award – (a certificate, Bronze Merit badge, congratulations letter)
Stage 2	Silver Award (a certificate, a Silver Merit badge, congratulations letter)
Stage 3	Gold Award (a certificate, a Gold Merit badge, congratulations letter)
Stage 4	Headteacher's Award (a certificate, a badge, congratulations letter)
Stage 5	Governors' Award (a certificate, a badge, congratulations letter)

## **7.3 CREDIT AWARDS – YEARS 9-13**

All staff should praise and reward those students whose behaviour, effort and achievement are of a high standard. In order for the system to be fair, staff must use it generously but appropriately. Staff should not award a pupil more than two credits at a time

Credits should be given to reward achievement both in and out of the classroom – for example:

- Good homework
- Increased or sustained effort in class or homework
- Good oral contributions
- A positive attitude to your subject

- Excellent achievement and/or effort in GCSE/A Level modules or controlled assessment/coursework
- Contributions to the work of the department
- Working for the school (open evenings/drama productions/concerts)
- Mentoring students

Stage 1	Bronze Award (a certificate, a Bronze Bar badge)
Stage 2	Silver Award (a certificate, a Silver Bar badge)
Stage 3	Gold Award (a certificate, a Gold Bar badge and a reward)
Stage 4	Headteacher's Award (a certificate, a badge, congratulations letter and a reward)
Stage 5	Governor's Award (a certificate, a Silver Crest badge and a reward)

#### **7.4 ACTIVE CITIZENSHIP AWARDS (YEARS 7-13)**

Many students make substantial contributions either to the school or to the wider community, making them positive role models.

A Certificate and (on the first occasion) an Active Citizenship Badge will be awarded to those students who:

- Achieve 98% attendance at a school extra-curricular activity
- Perform service in the wider community on behalf of the school
- Provide evidence of exceptional service to the community in which they live

A letter to the parents of the award winner will recognise the achievement.

Prizes will be awarded in a junior/senior assembly

#### **7.5 SERVICE AWARDS (Year 13)**

Year 13 students are given awards for service to the school in their Leaver's Assembly. These are book plates and a reward. They are given to students who have served:

- On the senior student team
- As an outstanding prefect
- As a House Official
- As a leader of a major school society
- In a major role during Charity Week

#### **7.6 HOUSE POINTS (YEARS 7-13)**

- One House Point will be awarded for each merit/credit that has been achieved in all Year groups.
- 10 House Points will be awarded to those students who achieve an Active Citizenship Award
- 10 House Points will be awarded to those students who achieve 98% or better attendance for a term
- 10 House Points for achieving 90% attendance at an extra-curricular activity

## **7.7 PROGRESS AND ACHIEVEMENT AWARDS**

Following summer examinations and reports, students in each year group will be identified for achievement and progress using some/all of the following criteria:

- Maintaining high standard of work
- Excellent achievement
- Excellent progress
- Outstanding contribution in lessons and departmental activities throughout the year

Prizes will be awarded at the awards ceremonies which will be attended by parents, tutors and students. Students will be given a reward and a certificate.

## **7.8 ATTENDANCE AWARDS (YEARS 7 -13)**

Regular attendance and punctuality is expected of all students, as outlined in the school's Attendance Policy. Individual students and form groups will be rewarded for good attendance. The Attendance Officer will send home letters termly to praise students with over 98% attendance who will also receive House Points.

The Attendance Officer will also identify students with 100% attendance and punctuality at morning and afternoon registration who will be recognised with certificates and vouchers at the awards ceremonies

Tutor groups with the highest attendance figures in a year group will win a prize at the end of term assemblies in December, April and July.

## **7.9 SPORTS AWARDS (YEARS 7-10)**

Students who have regularly represented the school in one or more sporting teams will receive sports awards. Students receive a badge for each of the sports in which they have gained honour. If they have represented the school in 4 or more teams they receive the Full Colours badge. These are all presented at the relevant year group awards assembly along with sports ambassadors awards for those students who contribute to promote a sport within the school community.

## **7.10 JACK PETCHEY AWARDS**

WHSG is a Gold Jack Petchey award school. Each term 3 Jack Petchey awards are celebrated in whole school assemblies.

## **7.11 MONITORING THE REWARDS SYSTEM (YEARS 7-13)**

- Learning Managers should raise any issues regarding the Rewards System in Form Tutor meetings and at Pupil Support and Guidance Team meetings
- Learning Managers and Pastoral Support Co-ordinators should ensure that all students in all form groups are benefiting from the Rewards System
- Form Tutors will check rewards achieved in the regular profiling interviews and ensure the Head of Sixth Form and Learning Manager is aware

## **7.12 EVALUATION OF THE REWARDS SYSTEM (YEARS 7-13)**

The Rewards System should be discussed regularly by staff in Pupil Support and Guidance Team Meetings, Form Tutor Meetings, Department Meetings, Middle Management and Leadership Team Meetings. Concerns and issues regarding the Rewards System should be referred to the nominated person with overall responsibility for the Behaviour Management policy.

## **8. PUPIL SUPPORT AND GUIDANCE**

If a student is having multiple difficulties the Pupil Support and Guidance Team will endeavour to offer, co-ordinate or initiate further support strategies. Counselling, mentoring, monitoring cards, Individual Education Plans (IEPs), Pastoral Support Programmes (PSPs) and detentions will be implemented where appropriate.

### **8.1 THE ROLE OF THE DEPUTY HEADTEACHER**

The Deputy Headteacher has oversight of the Pupil Support and Guidance team and ensures fairness and consistency in the application of support, rewards and sanctions

### **8.2 THE ROLE OF THE LEARNING MANAGERS AND HEAD OF SIXTH FORM**

The Learning Manager and Head of Sixth Form are key persons in the maintenance of good discipline in the school, knowing the students in their Year Group(s) and their parents and gaining their respect.

### **8.3 THE ROLE OF THE PASTORAL SUPPORT CO-ORDINATORS**

The Pastoral Support Co-ordinators are responsible for home/school liaison over pastoral and disciplinary matters and, with the Learning Managers, have the authority to place students on report and to recommend more severe punishments. The Pastoral Support Co-ordinators are responsible for ensuring that information, regarding home difficulties and emotional or physical health problems, is relayed to a child's teachers. They must liaise with the SENCO regarding distribution of information and support for children with special needs.

### **8.4 THE ROLE OF THE FORM TUTOR (YEARS 7 -11)**

A form tutor in Years 7 -11 has prime responsibility for pastoral care. This includes:

- giving rewards and sanctions
- watching out for students who are behaving out of character
- looking for signs of distress and upset
- through talking and listening to students, suspected occurrences of difficulties at school or at home can be picked up and reported to the relevant Learning Manager for further investigation
- reminding students of the correct school uniform and ensuring that they are all wearing it
- going over the school rules and the code of conduct at the beginning of the new school year
- supporting the form captain and school prefects in their duties

- looking out for any bullying and applying the school policy
- outlining expected classroom behaviour

### **8.5 THE ROLE OF THE FORM TUTOR (YEARS 12 & 13)**

A form tutor in the sixth form has prime responsibility for pastoral care. This includes:

- watching out for students who are behaving out of character
- looking for signs of distress and upset
- through talking and listening to students, suspected occurrences of difficulties at school or at home can be picked up and reported to the Head of Sixth Form or Sixth Form Pastoral Support Co-ordinator.
- reminding students of the correct clothes to wear to school and ensuring that they follow the rules
- going over the school rules and the code of conduct at the beginning of the new school year
- supporting the school prefects in their duties
- looking out for any bullying and applying the school policy
- outlining expected classroom behaviour

In the sixth form the tutor also works with the student to ensure that there are no barriers to learning. Through profiling they build their knowledge of their strengths and areas for improvement, so they can support them through the application process to jobs and higher education.

### **8.6 LIAISON WITH OUTSIDE AGENCIES**

The pastoral team work closely with the following external agencies to provide additional support:

- Educational Welfare Service
- Educational Psychologist
- School Nurse Service
- Advisory teachers for visual and auditory impairment
- Careers Advisers
- EWMHS
- Social Services
- Police Liaison
- Youth Service
- ChildLine

## **9. MONITORING CARDS**

Monitoring cards are issued and monitored by members of the Pupil Support and Guidance Team.

There are a number of monitoring cards which can be used to support student progress:

1. Student Monitoring Report cards to monitor performance and behaviour during lesson times

2. Attendance Report cards to monitor attendance, during lunchtimes and lesson times.
3. Target Report cards which set appropriate behaviour or achievement targets
4. Homework Report cards which monitor whether homework is set, completed and submitted
5. Infringement Cards to encourage students to wear correct uniform (Year 7-11 only) and behave appropriately

## 10. INFRINGEMENT CARDS (YEARS 7 -11)

**Infringement cards are used as follows:**

### **1<sup>st</sup> Issue (Green)**

3 infringements = ½ hour after-school detention

### **2<sup>nd</sup> Issue (Amber)**

3 infringements = 1 hour after-school detention

### **3<sup>rd</sup> Issue (Red)**

3 infringements = HTs 1 hour after-school detention

Once a student is on a **red card** they will remain on it for the duration of the term.

In addition:

- Loss of Infringement Card = 1 hour after-school detention
- Failure to produce Infringement Card for staff = 1 hour after-school detention
- Arguing with a member of staff about an infringement being given = 1 hour after-school detention

**All the above sanctions will be issued by the Learning Manager.**

## 11. UNIFORM

### 11.1 UNIFORM REGULATIONS

All girls in Years 7 to 11 are expected to wear uniform. Our aim is that girls should develop a sense of pride in themselves in relation to their appearance, as members of the school and community. We do ask parents to co-operate with us in the matter of sending their daughters to school in correct uniform. All items worn at school must be clearly marked with the owner's name. It is impossible to trace mislaid property which is un-named.

Our uniform is available from our school uniform shop and payment can be made through Parent Pay, details of which are available from the School Office. The school colour is navy blue. All items worn at school must be clearly marked with the owner's name. **These styles are compulsory for all. No other style or manufacturer is acceptable.**

Normal School Uniform Shop Opening Hours are:  
12.10 – 1.10pm Mon – Fri (Term Time Only)

All items worn at school must be clearly marked with the owner's name.  
It is impossible to trace mislaid property which is un-named.

<b>BLAZER</b>	Navy with school crest on the pocket, and the House ribbon (to be sewn on top of pocket).
<b>SKIRT*</b>	Navy blue regulation skirt, no more than 2 inches above the centre of the knee.
<b>TROUSERS</b> (optional)	Navy blue regulation. Trousers are an optional addition to the uniform.
<b>BLOUSE</b>	Blue short sleeved open neck fitted blouse. <b>Blouses must be tucked in.</b> Vests may be worn under the shirts but should not be visible.
<b>PULLOVER</b>	Long sleeved navy V-necked pullover with school logo.
<b>SHOES</b>	Polished leather surface, plain black, with no decoration, low heeled (maximum height of heel 4 cm and sole 2 cm). No sandals, trainers, boots, platform, wedge or sling back styles, ankle straps or t-bar shoes. Further guidance on our shoe policy is available on our website <a href="http://www.whsg.info">www.whsg.info</a> .
<b>SOCKS/TIG HTS</b>	Black ankle socks with no other colour introduced or plain black or flesh coloured, unpatterned tights. Pop socks may <b>only</b> be worn with trousers.
<b>OUTDOOR WEAR**</b>	Plain navy blue or black full length or short coat, duffle coat or raincoat. No leather, simulated leather, velvet or denim allowed. No logos allowed Plain navy or black scarf. Plain navy or black headwear and gloves.
<b>PE KIT*** (Compulsory)</b>	Sky blue polo shirt, navy PE shorts, navy games skort (skirt & shorts combined), white ankle socks, navy games socks, black or white trainers with non-marking soles, or astro turf boots. House T-Shirt. WHSG PE bag. All PE kit will be embroidered in red on the outside with the student's name (included within the price), (except the skort, please label the student's name on the inside).
<b>PE KIT(optional)</b>	School tracksuit and/or navy sweatshirt, with school logo. Plain navy Baseball Cap. Shin pads and mouth guards are highly recommended.
<b>HAIR</b>	Hair must be a natural colour for the individual concerned with no streaks or beads. Unusual styling is not acceptable. Clip on hair extensions are <b>not</b> allowed. <u>All</u> long hair should be tied back for PE or other practical activities.



<b>HAIR ACCESSORIES</b>	Hair slides or ribbons or other hair decorations must be plain navy or black.
<b>GLASSES</b>	Glasses should be discrete: not be brightly coloured and not oversized.
<b>JEWELLERY</b>	Girls may wear a wristwatch, and girls with pierced ears may wear one small plain stud in the lobe of each ear. <b>No other piercings or jewellery are allowed.</b>
<b>MAKE UP / APPEARANCE</b>	Nail varnish is not allowed. Nail extensions are not allowed. No makeup is allowed in Years 7 to 9. Discreet make up only is allowed in Years 10 and 11.

Infringement cards are issued to all students in Years 7 -11, to help ensure that uniform is worn correctly.

Infringements of the uniform regulations will result in an after-school detention.

- \* Skirts must not be rolled up at the waist.
- \*\* No hoodies should be worn to and from school or in school
- \*\*\* All PE kit must be clearly labelled and names must be embroidered in red on the outside

### **8.15.2 SIXTH FORM DRESS CODE**

**It should be remembered that female students are working in a mixed-sex environment and should wear clothes that are considered to be 'decent' and appropriate for school.**

This Code represents minimum standards expected of all students who study in our Sixth Form but it has always been acknowledged that if any member of staff objects to any aspect of a student's appearance they will take immediate steps to change it. If a student thinks that this is unfair they can appeal to the Head of Sixth Form.

#### **FOR GIRLS**

##### ***EITHER A BLOUSE WITH SKIRT OR TROUSERS***

<b>SKIRTS</b>	Pleated or straight – must be black. Leather / pvc / denim must not be worn. Minimum length will be – 'the fingertip rule' (students should take responsibility for ensuring that skirts are worn at this length at all times).
<b>TROUSERS</b>	Black –they can be boot cut, wide leg or slim cut but should be smart (no denim and no studs) Leather / pvc must not be worn.
<b>BLOUSES</b>	Free choice of colour/pattern blouse. Shoulders must be covered and blouses must be buttoned. They should be smart and not see-through.

**OR**

**A DRESS** This must be predominantly black. A smart style with a high neck.  
Shoulders must be covered.  
Minimum length will be – ‘the fingertip rule’ (students should take responsibility for ensuring that skirts are worn at this length at all times).

**BOTH OF THESE MAY BE ACCOMPANIED BY A JUMPER OR CARDIGAN** Round/v-neck jumper or round neck/ v-neck cardigan. Must be plain black.  
No sweatshirts or hoodies may be worn.

**TIGHTS OR SOCKS MUST BE WORN** Tights will be black or skin tone. Black trainer ankle socks are acceptable. Long socks must not be worn.

#### **FOR BOYS**

**SHIRTS** Free choice of colour/ pattern shirt. They can be long or short sleeved, smart and should be buttoned.

**TROUSERS** They should be black – no denim – no studs.

**SOCKS** Black socks.

**THIS MAY BE ACCOMPANIED BY A JUMPER OR CARDIGAN** Round/v-neck jumper or Round neck v-neck cardigan. Must be plain black.  
No sweatshirts or hoodies may be worn.

#### **BOYS AND GIRLS OUTERWEAR**

An optional black blazer style jacket with usable pockets which can be worn around school  
Any other coats or jackets will not be worn in school but can be worn to and from school

**Footwear** should be mainly black and should be formal shoes not trainers or plimsolls

No hats will be worn in assemblies or in the classroom.

**JEWELLERY** A maximum of 2 studs may be worn and only in the ear.

**HAIR** Hair should be a single, natural colour.

**COMPULSORY** All will be required to wear a WHSG Sixth Form embossed lanyard with photo ID card.

### 11.3 SIXTH FORM DRESS CODE SANCTIONS

The Westcliff High School Dress Code has always operated on mutual understanding and co-operation but students enter our school agreeing to abide by its standards. Therefore, students who ignore the Code will face disciplinary action as follows:

Coats and scarves will be confiscated;

Students who are in breach of the dress code will be sent home to change or, if unable to do so, will be placed in isolation.

## 12. SEN PROVISION MAPPING

Students may be placed on the SEN Provision Map by the SENCO, if they are in need of additional support for learning or behavioural difficulties and they are unresponsive to other strategies. A SEN ISP will be created, which will include suggested support strategies. Outside agencies may also be contacted to support students. Internal case conferences will be called by the SENCO with the relevant Pastoral Support Co-ordinator, teachers, Form Tutors, Learning Managers or members of the Leadership team to discuss concerns and strategies.

## 13. EARLY HELP ASSESSMENT

Where students are in danger or at risk in any way, the school will set up an Early Help Assessment, in consultation with outside agencies, to support the student and ensure their safety.

## 14. ANTI BULLYING STATEMENT

At Westcliff High School for Girls we find bullying in all its forms unacceptable and will ensure that we will deal appropriately with any kind of bullying that is brought to our attention. Every student must have the same opportunity to enjoy their lessons and break times at school, free from the fear of being bullied, harassed, pressurised or called names.

**Remember, it is not your fault if you are being bullied** and there is nothing wrong with you. Others will be glad if you talk to them, and it will help you overcome the bullies. Bullying also affects people of all ages.

### **BULLYING INCLUDES:**

1. Insulting appearance, beliefs, religion, family, friends or lifestyle
2. Threats of physical violence and actual physical violence, eg: slapping, hair pulling, shoving
3. Unpleasant or unwelcome text messaging and comments on social media sites eg sexting
4. Mocking a student's contribution to lessons in various ways
5. Mocking a student by talking about her behind her back in an unpleasant manner or spreading unkind or false rumours, mimicking a student's voice

6. Pressurising peers into taking part in illegal practices, eg: drinking alcohol, smoking, drugs, underage sex
7. Making unpleasant remarks about another student, eg: I don't like the way you talk
8. Deliberately making a student feel unwanted or excluded, eg: continual exclusion from any group without any real reason
9. Taking/touching another student's belongings without permission
10. Intimidating behaviour of any nature
11. Racial and other name calling

#### WHAT YOU SHOULD DO .....

- ❖ **Tell someone, anyone, immediately.** You are not alone. Do not keep it to yourself.
- ❖ You must tell a member of staff immediately (so that they can help). Feel free to take a trusted friend with you. This will be kept in confidence, and will only be shared with the people it affects.
- ❖ If you think someone is being bullied, please tell someone immediately or try your best to convince them to get help. If you feel you cannot directly speak to a member of staff, remember, you can email them.
- ❖ Tell a parent, if you are unsure or worried.

#### ACTION TO BE TAKEN .....

- All staff and students will take action to prevent any events of bullying, harassment or pressure observed by them or known to them.
- Appropriate sanctions will be taken against the bullies:
  - Interview with student by Deputy Headteacher
  - Community Service
  - If continued, interview with parents
  - If severe, could lead to exclusion
  - Police intervention, in certain circumstances, may be required for racial bullying

## 15. SCHOOL SANCTIONS

Students have a right to expect fair and consistently applied sanctions for poor behaviour. Sanctions used should make a clear distinction between serious and minor infringements of the Code of Conduct.

An appropriate sanction is one which is designed to rectify matters and encourage better behaviour in future. Thus it is inappropriate to punish whole groups for misdemeanours of a few or to impose a sanction which is designed to humiliate a student or students.

There is a relationship between the principles of our Equal Opportunities Policy and the Sanctions System. The existing mechanisms for dealing with racism, racial harassment and bullying or intimidation will be incorporated here.

It is an important principle within the school that where a student behaves inappropriately in class that the class teacher should take responsibility for the sanction. Initially a warning may be sufficient, but thereafter a clear statement of the sanction to be used, should the unacceptable behaviour be repeated, must be made. Wherever possible teachers must use the sanctions

defined in the policy. If a child is intentionally under-performing or behaving badly disciplinary steps will be taken. The student will be warned to stop offending and a suitable sanction or strategy will be employed. Teaching staff should consult their Head of Department/ Subject about persistent discipline problems with certain students, groups or classes. Heads of Department can advise teachers on measures they can take to improve students' behaviour in lessons. They will also deal with students who have committed offences such as:

- failure to complete homework or to hand in homework on a regular basis
- persistently forgetting books, equipment, overalls
- inattentiveness in class
- distracting others
- insolence in speech and manner

Sanctions that can be applied by subject teachers and Heads of Subject to students who are disrupting lessons are as follows:

- talking the matter over with the child
- talking to other teachers and students
- talking to parents
- moving the student to another seat to facilitate learning/good behaviour
- a student may work in another classroom away from the usual group for a cooling off period
- withdrawing any student from participating in practical work for a period of time as appropriate to safeguard the welfare of the majority of students
- removing the child from the classroom
- requesting the support of a Learning Manager
- denial of a proportion of break or lunch times
- work 'avoided' can be done at break or lunch time under direct supervision
- After School Detentions

Teachers should never overlook the persistent bad behaviour, rudeness or idleness of a particular student or group of students. The help of the Learning Manager, Head of Sixth Form and Head of Department/Subject should be engaged and the sanctions listed in this policy applied until the problem is brought under control. On occasion this may need to go as far as exclusion of a student from the school.

### **15.1 SCHOOL DETENTIONS (YEARS 7 -11)**

**Parents agree, when sending their daughter to this school, and through signing the Home/School Agreement, that they will support the detention sanction and make appropriate arrangements for her transport home. Failure to comply seriously threatens the discipline systems of the school and may result in an interview with members of the school governing body. Letters must be sent home to parents, giving 24 hours' notice, of an After-School detention.**

The school detention is an important sanction that can be used if a student has failed to respond to other disciplinary measures or where serious misbehaviour has occurred.

There are four levels of School Detention:

1. Lunchtime Detention –
2. ½ hour After School Detention
3. 1 hour After School Detention

#### 4. 1 hour Headteacher's detention

##### **15.1.1 Lunchtime Detention – 30 minutes**

Pastoral Lunchtime detentions are held daily for specific offence, usually related to behaviour out of lessons. These detentions should be recorded in the student's Student Planner and entered on the Y drive Pastoral Detention database.

##### **15.1.2 Subject Lunchtime Detention – 30 minutes**

These can be held daily at the discretion of the Head of Department/ Subject for specific offences within a subject area. Subject detentions should be recorded in the student's Student Planner and entered on the Y drive Subject Detention database.

##### **15.1.3 After-School Detention – 30 minutes**

Detentions should be entered on the Y drive Detention database and a letter issued to the student. A variety of letters are available in the staff room. Students will be given tasks to complete during this time.

##### **15.1.4 After- School Detention – 1 hour**

Detentions should be entered on the Y drive Detention database and a letter issued to the student. A variety of letters are available in the staff room. Students will be given tasks to complete during this time.

##### **15.1.5 Headteacher's After- School Detention – 1 hour**

This can only be issued via a letter to parents after consultation with the Deputy Headteacher and the relevant Learning Manager. Students will be given tasks to complete during this time.

##### **15.1.6 Recording of Detentions**

All detentions are recorded on the SIMs Conduct Log by a Pastoral Support Co-ordinator.

#### **15.2 COMMUNITY SERVICE (YEARS 7 -13)**

Students who commit offences which are anti-social and detrimental to the good name of the school may be ordered to perform Community Service. This includes tasks to improve the environment and is to the benefit of the school community.

##### **15.2.1 Recording of Community Service**

All Community Service is recorded on the SIMs Conduct Log by a Pastoral Support Co-ordinator.

#### **15.3 GATING - WITHDRAWAL OF PERMISSION TO LEAVE THE SITE (YEARS 12 & 13)**

It is a privilege for sixth form students to be allowed off site at lunchtime and during the school day. "Gating", i.e. not allowing sixth form students to leave the school site, is a discretionary

sanction which can be applied in a variety of situations, **including failure to remain in lesson 9**, in consultation with the Head of Sixth form. The sanction will be monitored by the Sixth Form Pastoral Support Coordinator.

#### **15.4 RESIGNING OF SCHOOL CONTRACT (YEARS 12 &13)**

When students enter into the Sixth Form they and their parents sign a contract agreeing to maintain standards with regard to work, effort and engagement in the school community. Any student who repeatedly breaches the school's behaviour management policy will be perceived as breaking this contract with the school.

Depending on the offences sixth form students can be issued with:

- **A Second Contract** which will be drawn up through interview with the student, parents and Head of Sixth Form. If there is no immediate change in behaviour or attitude a Final Contract will follow.
- **A Final Contract** which will be drawn up through interview with the student, parents, Head of Sixth Form and Headteacher, where it will be made clear that if there is no immediate change in behaviour or attitude the student will be asked to leave the school.

#### **15.5 LOCAL GOVERNING BODY INTERVIEW**

**Occasionally it may be necessary to invite a student and their parent(s) to an interview with a committee made up of members of the Local Governing Body (LGB).**

The purpose of this interview will be:

- to question and reflect upon the actions taken by the student
- to judge the effect the behaviour is having or likely to have on the school as a whole or on other individuals and their opportunities for learning
- to recommend that the Code of Conduct is adhered to ought to impose sanctions
- to inform parents and students of the consequences of future unacceptable behaviour

It is important to recognise that the LGB interview is not a sanction. It exists to show the degree to which the student has failed to follow the school Code of Conduct.

## 16. INDEX OF AGREED SCHOOL SANCTIONS

The following section of the policy covers the commonest offences in school and is intended to establish consistency in the application of sanctions across all teaching staff. These sanctions should normally be applied when a student contravenes a school rule. They *should not* be seen as an exhaustive list and as such the sanctions can be amended by a member of the Leadership Team to reflect the scale of the offence. Unusual or extreme offences will be dealt with according to their severity and repetition. All sanctions will be recorded on the student's Conduct Log on the SIMS database.

The Headteacher reserves the right to exclude any student from school. Any offence may warrant long term exclusion at the discretion of the Headteacher.

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## 16.1 ACTION PLANS (YEARS 7-11)

**If a student has been placed on an Action Plan, the following sanctions should be applied by the relevant Learning Manager**

**Parents to be informed at every stage.**

### **SANCTIONS (YEARS 7-11)**

Action Plan unsigned	<b>Lunchtime Detention.</b> Attendance at the scheduled catch-up session is to be checked.
Failure to attend 'Catch-Up'	<b>1 hour After School Detention.</b>
Subsequent failure to attend	<b>1 hour Headteacher's Detention.</b>
Further failure to attend	<b>1 hour Headteacher's Detention.</b> Withdrawal of both break and lunchtime privileges.
Subsequent non-compliance	<b>Catch-up Club</b> for 1 hour after school every evening for a fixed period, which is supervised by the relevant Learning Manager.

## 16.2 ALCOHOL RELATED OFFENCES (YEARS 7-13)

**The possession of alcohol in school is strictly forbidden. Students must not bring to school any alcohol. Alcohol will be confiscated, parents informed and a note placed on the student's file.**

### **SANCTIONS (YEARS 7-13)**

**Referral to the Deputy Headteacher for investigation.**

**Professional help sought through school- linked OUTSIDE AGENCIES, if not already provided by parents.**

**The school will offer assistance with alcohol abuse and will construct a Pastoral Support Programme (PSP) to reduce the likelihood of repeat offending.**

First occasion of any of the following:

For consumption of alcohol	<b>A minimum fixed term exclusion of up to 2 days.</b>
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whether in the original container or relabelled in another container, off school premises during the school day, on the way to or from school, in school uniform.

(The period of exclusion could be longer than 2 days depending on the circumstances, repetition and number of similar offences.)

For bringing alcohol to school or on a school trip, visit, holiday, extra-curricular activity or any school related activity

**A minimum fixed term exclusion of up to 2 days.** However, the period could be longer.  
**A 1-year ban on attending school trips, visits, holidays, extra-curricular activities** except if the visit is directly linked to a coursework task.

For bringing alcohol to school or a school related event and consuming it the school at any time.

**A minimum fixed term exclusion of up to 4 days.** However, the period could be longer.  
**A 1-year ban on attending school trips, visits, anywhere in holidays, extra-curricular activities** except if the visit is directly linked to a coursework task.

For providing alcohol for other students to consume in any of the times, places or previously

**A minimum fixed term exclusion of up to 5 days.** However, the period could be longer.  
**A 1-year ban on attending school trips, visits, modes holidays, extra-curricular activities** except if the described visit is directly linked to a coursework task.

Second occasion

**A fixed term exclusion** of a number of days appropriate to the second offence plus 2 days.  
**A 1-year ban on attending school trips, visits, holidays, extra-curricular activities** except if the visit is directly linked to a coursework task.  
Parents are requested to seek **professional help** for the child within a **Pastoral Support Programme (PSP)**.

Third occasion

**A fixed term exclusion** of a number of days appropriate to the third offence **plus 4 days.**  
**A 1-year ban on attending school trips, visits, holidays, extra-curricular activities** except if the visit is directly linked to a coursework task.

***Repeated offences involving alcohol will result in longer exclusions.***

### **16.3 BEHAVIOUR INSIDE OR OUTSIDE SCHOOL WHICH BRINGS THE SCHOOL OR ITS MEMBERS INTO DANGER OR DISREPUTE (YEARS 7-13)**

All members of the school are expected to observe the Code of Conduct outlined on page 5 of this policy. Misbehaviour may be defined as misbehaviour on public transport, swearing, fighting, abusing public property, abusing members of staff, staff or students from other schools and members of the public. Misbehaviour will result in the following sanctions being applied.

#### **SANCTIONS (YEARS 7-13)**

On all occasions

**Loss of all free time and community service**

for a specified number of days.

**Interview with student** by the Deputy Headteacher

Parents informed.

If **sufficiently serious the first occasion** could lead to **exclusion**.

The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days.

This may be a police matter.

### **16.4 BULLYING STUDENTS AT THIS OR OTHER SCHOOLS (YEARS 7-13)**

Serious bullying is characterised by threats of violence, harassment over several weeks and months, attempts to isolate and intimidate the victim, constant and persistent undermining of victim's self-confidence. It can also be defined as threatening behaviour of any description. e.g. comments on social media or carrying an offensive weapon.

#### **SANCTIONS (YEARS 7-13)**

First occasion

If sufficiently serious the first occasion could lead to **exclusion**

**Interview with student** by the Deputy Headteacher

Parents informed

**Community Service** 2 days.

Second occasion

**Interview with parents**

**3 days Community Service**

Third occasion

**Exclusion** (Length of exclusion depends on seriousness of Offence; up to 15 days)

**BULLYING of a serious nature will lead to Permanent Exclusion from the school.**

## **16.5 BYPASSING THE PROXY SERVER (YEARS 7-13)**

**Certain internet sites are blocked for students' safety. Students are not allowed to access unlawful websites or attempt to bypass the school's proxy server.**

### **SANCTION (YEARS 7-11)**

On all occasions Referral to the Deputy Headteacher  
**1 hour After School Detention.**  
**User area withdrawn for 1 month.**

### **SANCTION (YEARS 12 &13)**

On all occasions Referral to the Deputy Headteacher  
**2 days Community Service**  
**User area withdrawn for 1 month.**

## **16.6 CHEATING IN INTERNAL EXAMS including communicating (verbal or otherwise) (YEARS 7-13)**

**Students are advised that cheating is a very serious offence and as such is treated accordingly.**

### **SANCTION (YEARS 7-13)**

On all occasions Interview by Head of Department Referral to the Learning Manager and Deputy Headteacher.

Depending on the seriousness of the situation, the student may be placed in **Internal Isolation** or face a period of **Exclusion**. (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days).

The student will have to re-sit the examination during the period of **isolation** or **exclusion**.

## **16.7 CHEWING GUM IN SCHOOL (YEARS 7-13)**

**Students are not allowed to bring chewing gum to school. Offenders must be referred to the relevant Learning Manager / Head of Sixth Form for referral to the Headteacher.**

### **SANCTION (YEARS 7-13)**

On all occasions Students found in possession of chewing gum, whilst on the school site, will receive a ½ day internal exclusion.

## 16.8 DAMAGING A SCHOOL LOCKER (YEARS 7-13)

**Students must not damage a locker in any way.**

### SANCTION (YEARS 7-13)

On all occasions	Referral to the relevant Pastoral Support Co-ordinator. Any scratches or marks will be considered deliberate damage. If a student damages their locker, they will have to pay £50 for a replacement locker. The school will open a locker if it is suspected that the locker is being used inappropriately in any way.
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## 16.9 DEFACING OR ABUSE OF SCHOOL OR PUBLIC EXAMINATION PAPERS (YEARS 7-13)

**Students are advised that defacing a school or public examination paper is treated by the exam boards as a very serious offence. (Exam papers can be voided)**

### SANCTION (YEARS 7-13)

Internal Examinations	Referral to the Deputy Headteacher / Head of Sixth Form. Interview by the Deputy Headteacher and the relevant Head of Department / Subject. Depending on the seriousness of the situation, the student may be placed in <b>Internal Isolation</b> or face a period of <b>Exclusion</b> . (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days). The student will have to re-do the piece of work during the period of <b>isolation</b> or <b>exclusion</b> .
External examinations	Refer to Deputy Headteacher and Examinations Officer. If this is a public examination the exam board may void the answer paper and all other exam papers for that particular board.

## 16.10 DELIVERY OF FOOD TO SCHOOL (YEARS 7-13)

### SANCTION (YEARS 7-13)

**Students MUST NOT** order takeaway food to be delivered to school **at any time during school hours**. This is not only because we are a Healthy school and we have to be sure that during the school day we offer healthy eating options, but it could be a safeguarding issue, with delivery staff

on site. This applies to students **in all years**. It is acceptable to order takeaway food after school hours, i.e. during a late rehearsal/ performance.

On all occasions	Any food which is delivered <b>at any time during school hours</b> will be confiscated. Report action to Pastoral Support Coordinator.
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### **16.11 DISRUPTION OF LESSONS (e.g. persistent talking, not paying attention, distracting others) (YEARS 7-13)**

**All members of the school are expected to observe the Code of Conduct outlined on page 5 of this policy. Misbehaviour will result in the following sanctions being applied.**

If a student is seriously disrupting the flow of a lesson and the learning of other students in the group, she should be **removed immediately**.

Another student should be sent to find:

- The Head of Department/ Subject in the first instance;
- The relevant Learning Manager if the Head of Department/ Subject is unavailable;
- A member of Leadership Team if the relevant Learning Manager is unavailable.

In all other situations, the following procedure should be followed:

#### **SANCTIONS (YEARS 7-11)**

First occasion	Reprimand by Teacher.
Second occasion	Reprimand by Head of Department / Subject. <b>1 hour After School Detention.</b> Parents informed through detention letter issued by the Head of Department / Subject. Logged on Y drive Detention database by HOD.
Third occasion	Removal from lessons for one week and supervised by the Head of Department/Subject who informs LM & parents
Subsequent occasions	Referral to the relevant Learning Manager who will subsequently refer the matter to the Deputy Headteacher. <b>Internal Isolation</b> for a fixed period of time. Parents informed and invited in for a school based meeting.

#### **SANCTIONS (YEARS 12 & 13)**

First occasion	Reprimand by Teacher. If sufficiently serious apply to Head of Sixth Form for student to be “gated”
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Second occasion	Reprimand by Head of Department / Subject. Subject Contract.
Third occasion	<b>Removal from the lessons for 1 week</b> and supervised by the Head of Department/Subject (work is to be set by the teacher concerned and then passed to the HOD). Head of Department/ Subject to inform the Head of Sixth Form. Parents informed by letter sent jointly from the Head of Department/ Subject and the Head of Sixth Form. Student placed on 2 <sup>nd</sup> Contract.
Subsequent occasions	Referral to the Head of Sixth Form who will interview the student and the parents. A decision will be made regarding next steps which may include a Final Contract agreement or exclusion.

## **16.12 DRUG RELATED OFFENCES (YEARS 7-13)**

**Students must not bring to school any drug which has not been prescribed specifically for them for a current illness or long-term complaint. Any such substance will be confiscated, parents informed and a note placed on the student's file.**

*The school will offer assistance with drug abuse and will construct a Pastoral Support Programme (PSP) to reduce the likelihood of repeat offending.*

**Professional help sought through school- linked OUTSIDE AGENCIES, if not already provided by parents.**

**These offences will be reported to the police and potential harm to others is taken into consideration here.**

### **SANCTIONS (YEARS 7-13)**

**Referral to the Deputy Headteacher for investigation.**

For consumption of a controlled drug on or off school premises during the school day, on the way to or from school, in school uniform, on a school visit, extra-curricular activity or if the visit is, in any way, directly linked to the school.

**A minimum fixed term exclusion of 5 days.**

The period of exclusion could be longer than 5 days depending on the circumstances, repetition and number of previous similar offences

**A 1-year ban on attending school trips, visits, holidays, extra-curricular activities** except if the visit is in any way a coursework task.

For possession of a drug in school or

**A minimum fixed term exclusion of 5 days.** controlled  
However, the period could be longer.



on a school trip, holiday, extra-curricular activity or any school related event.

**A 1-year ban on attending school trips, visits, holidays, extra-curricular activities** except if the visit is directly linked to a coursework task.

For possession and consumption of a controlled drug in school, or school trip, holiday, extra-curricular activity or any school related event.

**A minimum fixed term exclusion of 10 days.** However, the period could be longer.  
**A 1-year ban on attending school trips, visits, holidays, extra-curricular activities** except if the visit is directly linked to a coursework task.

For supplying a controlled drug to another person or soliciting other people to buy or use or hold a controlled drug whether on or off school premises at any time of the day or night

**Permanent exclusion.**

Second occasion

**A minimum of 10 days' exclusion.**  
**A 1-year ban on attending school trips, visits, holidays, extra-curricular activities** except if the visit is directly linked to a coursework task.

Third occasion

**Permanent exclusion.**

**Where repeated offending is uncovered during an investigation the period of the exclusion will be doubled.**

### **16.13 EATING IN ANY PLACE IN SCHOOL OTHER THAN THE CANTEEN OR THE SANDWICH HUTS (D1 & D4) ((YEARS 7-13)**

**Members of staff may allow students to eat during the lunch break during an activity but they must supervise the students and ensure that the room is left clear and clean of litter. Students should eat only cold food whilst at the club. Hot food may only be consumed in the Canteen and the Sandwich huts.**

**For eating in form rooms or corridors or anywhere other than the designated areas:**

#### **SANCTIONS (YEARS 7-11)**

First occasion

**½ hour Lunchtime Detention**

Second occasion

**½ hour After School Detention**

Subsequent occasions

### **1 hour After School Detention**

*If this offence is **regularly** committed more serious sanctions may apply.*

#### **SANCTIONS (YEARS 12 &13)**

First occasion	2 days Community Service in Canteen
Second occasion	5 days Community Service in Canteen
Third and subsequent occasions	Final Contract

*If this offence is **regularly** committed more serious sanctions may apply.*

### **16.14 FAILURE TO BRING STUDENT PLANNER TO SCHOOL (YEARS 7-11)**

**Students in Year 7 -11 must have their Student Planner with them at all times. Failure to produce it should result in the following sanctions being applied.**

#### **SANCTIONS (YEARS 7-11)**

On all occasions	Warning issued by the member of staff concerned. Planner to be produced within 24 hours to the member of staff who requested it.
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Failure to produce within 24 Hours	<b>Lunchtime Detention</b> Logged on the Y drive Detention database by member of staff. Tutor to be informed.
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### **16.15 FAILURE TO COMPLY WITH THE SCHOOL'S DISCIPLINARY PROCEDURES; (e.g. not turning up for a detention or interview, forgery of work or other repetition of a particular offence.) (YEARS 7-11)**

**Students are expected to attend detentions as issued. Parents are expected to arrange alternative transport home for their child.**

***Parents will be informed at each stage.***

#### **SANCTIONS (YEARS 7-11)**

First occasion	<b>1 hour After School Detention</b> to be issued by the member of staff (unless the offence was failure to attend an after-school detention in which case move on to "second occasion").
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Second occasion	<b>1 hour After School Detention</b> and letter to parents stating subsequent sanctions, that student will do an immediate detention the following day if she fails to attend (parents notified by telephone).
Third occasion	<b>1 hour After School Detention – with Headteacher.</b> <b>Parents notified that exclusion will follow non-attendance of this detention.</b>
Fourth occasion	<b>Exclusion.</b> (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days.)

### **16.16 FAILURE TO COMPLETE WORK SET FOR A SCHOOL CLOSURE ON MOODLE (YEARS 7-13)**

**Work which is set on MOODLE must be completed. If a student fails to complete a piece of work the following sanctions should be applied.**

#### **SANCTIONS (YEARS 7-11)**

On all occasions	1 hour After School Detention.
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#### **SANCTION (YEARS 12 &13)**

On all occasions	Students can be gated for one lunchtime per subject
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### **16.17 FAILURE TO GET A REPORT SIGNED BY STAFF OR PARENTS (whether on report to Form Tutor, Learning Manager or Deputy Headteacher) (YEARS 7-11)**

**Failure to complete the report adequately may result in an extended monitoring period.**

#### **SANCTIONS (YEARS 7-11)**

First and second occasion	<b>Lunchtime Detention.</b> Entered in Student Planner by member of staff and logged on the Y drive Detention database.
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Third occasion	<b>½ hour After School Detention.</b> Parents informed through detention letter issued by the member of staff. Logged on the Y drive Detention database.
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**16.18 HOMEWORK incomplete, late or unsatisfactory, within the span of one term - for any subject. (YEARS 7-13)**

**Homework which is set must be completed. If a student fails to complete a piece of work the following sanctions should be applied.**

Staff are encouraged to record homework offences in their mark book as follows:

**NB**

**UHW**

**Mark written in green**

**Mark written in red**

**SANCTIONS (YEARS 7-11)**

**no book**

**unsatisfactory homework**

**work handed in on second request**

**work handed in late**

First occasion

Reprimand by class teacher.

Work to be handed in first thing the next day.

If student fails to hand in work the next day, they should be placed in a subject detention (enter in Student Planner and on the Y drive Detention database).

Second occasion

Teacher makes a note of offence in mark book.

Students to return the same day or a later day at lunchtime to complete the homework in a subject detention with the teacher or the Head of Department/ Subject (enter in Student Planner and on the Y drive Detention database).

Third occasion

**Head of Department/ Subject Lunchtime Detention.**

Entered in Student Planner by subject teacher and logged on the Y drive Detention database

Subject Report issued by the Head of Department/ Subject and parents informed by Pastoral Support Co-ordinator.

Fourth occasion

**½ hour After School Detention.**

Meeting with Head of Department/Subject and Learning Manager. ½ hour after school detention issued by Learning Manager. Parents informed by Learning Manager.

Subsequent occasions

Parents informed that student will be detained for ½ hour after school until all homework is completed.

This will be monitored either by a Homework Report for two weeks or Action Plan (depending on the number of subjects concerned).

**SANCTIONS (YEARS 12 &13)**

First occasion

Reprimand by class teacher.

2 <sup>nd</sup> occasion	Subject detention issued by Head of Department/Subject
3 <sup>rd</sup> occasion	Head of Department/Subject detention, Subject Report issued by Head of Department/Subject
4 <sup>th</sup> occasion	Meeting with Head of Department/Subject & Head of Sixth Form. Student gated for a fixed term.
Subsequent occasions	Parents informed. Second contract. A Final contract will follow if the behaviour persists which can lead to leaving the school (Head of Sixth Form)

## **16.19 INAPPROPRIATE BEHAVIOUR IN SCHOOL (YEARS 7 -13)**

**All members of the school are expected to observe the Code of Conduct outlined on page 5 of this policy. Misbehaviour (anywhere in the school building) is defined as: running in corridors; crowding around in corridors; making excessive noise in corridors; being in the wrong place at the wrong time e.g. wrong form room or social room, lavatories, or lockers; using iPods/mobile phones( for music) anywhere on school premises (except Years 10 & 11 at lunchtime, in social rooms only, and 6<sup>th</sup> Form in Hylands). Misbehaviour will result in the following sanctions being applied.**

### **SANCTIONS (YEARS 7-11)**

All occasions	Reprimand by member of staff who signs Infringement Card.
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### **SANCTIONS (YEARS 12 &13)**

First occasion	Reprimand by member of staff. Warning issued.
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Subsequent occasions	Warning by HO6th Form. Student gated. Then signing of second and final contracts if poor behaviour persists
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## **16.20 INAPPROPRIATE HAIRSTYLE/COLOUR (YEARS 7-11)**

**Hair must be a natural colour for the individual concerned with no streaks or beads. Unusual styling is not allowed.**

### **SANCTIONS (YEARS 7-11)**

On all occasions:	Warning issued and Infringement Card signed. Referral to the relevant Learning Manager. The Learning Manager will ask the student to restyle her hair or in the case of inappropriate hair colour, the student will be given a period of 24 hours to return her hair to a natural
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colour suitable for her skin tone. **Parents will be informed of this by letter.**

If the student fails to comply within 24 hours, the student will be referred to the Deputy Headteacher and **isolated or sent home** until her hair is of an appropriate colour.

## **16.21 INCORRECT UNIFORM/DRESS CODE without permission (YEARS 7-13)**

**All girls, in years 7 -11 are expected to wear uniform to and from school.**

### **SANCTIONS (YEARS 7-11)**

On all occasion Warning issued and Infringement card signed for each uniform infringement by members of staff.

**Infringements should be monitored by the tutor.** Detentions should be issued to the student using the appropriate detention letter by the Learning Manager and recorded on the Y drive Detention database.

**Students will be sent home if their uniform is *persistently inappropriate*.**

### **SANCTIONS (YEARS 12 &13)**

The Westcliff High School Dress Code has always operated on mutual understanding and co-operation but students enter our school agreeing to abide by its standards. Therefore, students who ignore the Code will face disciplinary action as follows:

Students who are in breach of the dress code will be sent home to change or, if unable to do so, will be placed in isolation.

## **16.22 INFRINGEMENT CARD (BREAKING SCHOOL RULES) (YEARS 7-11)**

**Infringement Cards are issued to help staff to uphold the school rules which are outlined on page 6 of this policy.**

**Infringement cards are used as follows:**

### **1<sup>st</sup> Issue (Green)**

3 infringements = ½ hour after-school detention

### **2<sup>nd</sup> Issue (Amber)**

3 infringements = 1 hour after-school detention

### **3<sup>rd</sup> Issue (Red)**

3 infringements = HTs 1 hour after-school detention

Once a student is on a red card they will remain on it for the duration of the term.

In addition:

- Loss of Infringement Card = 1 hour after-school detention
- Failure to produce Infringement Card for staff = 1 hour after-school detention
- Arguing with a member of staff about an infringement being given = 1 hour after-school detention

## **16.23 LOSS OF INFRINGEMENT CARD (YEARS 7-11)**

**Students are expected to carry their Infringement Card with them at all times.**

### **SANCTIONS (YEARS 7-11)**

#### **Failure to produce or loss of Infringement Card**

On all occasions **1 hour After School Detention.**

## **16.24 JEWELLERY OFFENCES (YEARS 7-13)**

**Girls may wear a wristwatch, and girls with pierced ears may wear one small plain stud in the lobe of each ear. No other jewellery is allowed.**

### **SANCTIONS (YEARS 7-11)**

First occasion	Warning issued and Infringement Card signed.
Second occasion	The item is confiscated and passed on to the relevant Pastoral Support Co-ordinator, who keeps the item for 7 days.
Subsequent occasions	The item is confiscated and passed on to the relevant Pastoral Support Co-ordinator, who keeps the item until the end of the half term or over a holiday if it is at the end of a half term.

### **SANCTIONS (YEARS 12 &13)**

Students who are in breach of the dress code will be sent home to change or, if unable to do so, will be placed in isolation.

## 16.25 LATE FOR REGISTRATION (YEARS 7-13)

**Students are expected to arrive on time to registrations. Registration closes at 8.35am and at 1.25pm. (The Attendance Administrator will inform tutors of those students who may be delayed due to contract bus delays)**

### **SANCTIONS (YEARS 7-11)**

Three Lates (in a term)

**½ hour After School Detention.**

Parents informed through detention letter issued by the tutor.

Logged on Y drive Detention database by the tutor.

Three ½ hour After School Detentions

**1 hour After School Detention.**

Parents informed through detention letter issued by the tutor.

Logged on Y drive Detention database by the tutor.

The relevant Pastoral Support Co-ordinator, who will inform parents of lateness and warn of subsequent sanctions.

Any further Lates

**Student remains for ½ hour after school outside the Headteacher's Office.**

Parents are informed on the day by the relevant Pastoral Support Co-ordinator.

Failure to produce a Late Slip

**½ hour After School Detention.**

Parents informed through detention letter issued by the tutor.

Logged on Y drive Detention database by the tutor.

### **SANCTIONS (YEARS 12-13)**

Regular lateness will result in a meeting with parents and the signing of a second contract. Failure to improve punctuality will result in a third and final contract will be signed, which if the terms are broken will result in the student leaving the Sixth Form.

## 16.26 LYING TO A MEMBER OF STAFF (YEARS 7-13)

**Students are advised that lying to a member of staff is a very serious offence and as such is treated accordingly.**

### **SANCTIONS (YEARS 7-11)**

First occasion

Referral to relevant Learning Manager. Student interviewed by relevant Learning Manager.



Letter of apology to staff concerned which is first seen by the relevant Learning Manager.

**1 hour After School Detention.**

Parents informed through detention letter issued by the Learning Manager.

Second occasion

Referral to the relevant Learning Manager. Student interviewed by the relevant Learning Manager.

**1 hour Headteacher's Detention.**

Parents informed through detention letter issued by the Learning Manager.

Letter of apology to staff concerned which is first seen by the Learning Manager.

Third occasion

Referral to the relevant Learning Manager who subsequently refers to the Deputy Headteacher.

Interviewed by the Deputy Headteacher.

**Internal Isolation** for a fixed period of time.

Parents informed and invited in for a meeting.

Subsequent occasions

**Exclusion** (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days).

**SANCTIONS (YEARS 12 & 13)**

First occasion

Reprimand by Teacher. If sufficiently serious refer to Head of Sixth Form for student to be "gated".

Second occasion

Reprimand by Head of Department/ Subject.

If sufficiently serious refer to Head of Sixth Form for student to be "gated".

Subsequent occasions

Refer to DHT who interviews pupil.

Pupil placed in Internal Isolation by DHT

**16.27 MAKE UP (YEARS 7-11)**

**Students in Years 7-9 are not allowed to wear make-up. Students in Years 10 & 11 may wear a discreet amount of make-up which we have defined as a light base of foundation and a single thin layer of mascara. No other make-up, including nail varnish, is allowed.**

**Repeat offences in any year group will receive more serious sanctions.**

**SANCTIONS (YEARS 7-9)**

**Students should be asked to remove their make up each time.**

All occasions Warning issued and Infringement Card signed

### **SANCTIONS (YEARS 10 & 11)**

Students will be asked to remove their make up if it is **not discreet**.

All occasions Reprimanded and Infringement card signed

## **16.28 MALICIOUS DAMAGE OR MISUSE OF SCHOOL PROPERTY (YEARS 7-13)**

**Students should treat school property (e.g. loss of textbooks or library books, misuse of ICT or other school equipment) with respect. Students are advised that damaging any school property is a very serious offence and as such is treated accordingly.**

### **SANCTIONS (YEARS 7 - 13)**

On any occasion this may lead to exclusion.

First occasion	Referral to the relevant Learning Manager or Head of Sixth Form.  Pay for item(s) (full value). Letter of apology if appropriate. Parents informed and 1 hour After-School detention. (Years 7-11)
Second occasion	Pay for item(s) (full value). Parents informed. 1 hour After School Detention with the Headteacher (Years 7-11)
Third occasion	Exclusion and pay for items. (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days).

## **16.29 MISUSE OF THE INTERNET OR EMAIL SYSTEM (YEARS 7-13)**

**Misusing the internet or email system in any way is seen to be a very serious offence and as such is treated accordingly. This includes comments written on social media sites including the inappropriate use of images (sexting)**

### **SANCTIONS (YEARS 7 - 13)**

**On all occasions if sufficiently serious this offence could lead to exclusion.**

First occasion

**Interview with student** by the Deputy Headteacher.  
Parents informed.  
**User Area withdrawn for 1 month.**

Second occasion

**Interview with parents.**  
3 days **Community Service.**  
**User Area withdrawn for 3 months.**

Third occasion

**Exclusion** (Length of exclusion depends on seriousness of offence; up to 15 days)  
**User Area withdrawn.**

### **16.30 MISUSE OF MOBILE PHONES (YEARS 7-13)**

***Mobile phones are allowed only with a letter of permission and must be switched off (not in silent mode) DURING LESSON TIMES.***

**The exception to this rule is if a teacher specifically directs you to use it in class (i.e. for photographing work)**

***Rules for sixth form are different.***

- Damage or loss of your phone is at your own risk. The school takes no responsibility for your phone.
- Phones can be used **during lunch time only**. You may, of course use your phone before and after school, once off the school site.
- You can use them **outside on the field only, in social rooms or in wet rooms** when they are in use. **This is a STRICT rule.**
- **Phones are not to be used** in the Library, ICT Rooms, corridors, the Canteen, Sandwich Rooms, PE or Dance studios, changing rooms or during form time or lessons without permission.
- Photos are harder to regulate and so is uploading them to social media – but we would prefer this not to happen. Permission should always be asked before a photo is taken and not to do so has specific, stand-alone sanction.\*
- Photos of a whiteboard, in lessons, must only be taken with the teacher's permission.
- Headphones should always be used if you are listening to music or watching a video. Strictly no speakers.
- Phones must be on silent and must not vibrate.

## **SANCTIONS**

### **MISUSE OF MOBILE PHONES**

If your mobile phone is used outside of these times and areas, the following sanctions will take place. Confiscation = handing in phone to the front office each morning and collecting at the end of the day.

1<sup>st</sup> occasion      **1 full school day of mobile confiscation** and a half hour after school detention.

2<sup>nd</sup> occasion      **3 full school days of mobile confiscation** and a one hour after school detention.

3<sup>rd</sup> occasion      **2 full weeks of mobile confiscation** and a Headteacher's detention.

**Sanction for refusal to hand in mobile phone**

**1 day internal isolation.**

### **TAKING PHOTOS WITHOUT PERMISSION \***

If you have taken a photo without permission, the following sanction will take place:

**2 full weeks of mobile confiscation and a one day Internal Isolation.**

### **8.13.2 SIXTH FORM**

Sixth form students are allowed to use their mobile phones in the vicinity of Hylands Sixth Form Centre and on the mezzanine floor of the Library for research purposes only.

**Misuse of a mobile phone will result in the following sanctions.**

First occasion      **Mobile phone confiscated** until the end of the day. Warning issued and phone handed to the Pastoral Support Coordinator and recorded in SIMs Conduct Log.

Second occasion      **Mobile phone confiscated** for 24 hours. Phone handed to the Pastoral Support Coordinator and recorded in the SIMs Conduct Log. Parents contacted.

Subsequent occasions      Formal letter home and meeting with Head of Sixth Form. Phone handed to the Pastoral Support Coordinator and recorded in SIMs Conduct Log. Second

Contract issued. Any further occasions will result in a Final Contract being issued which may result in the student being asked to leave the Sixth Form.

**Mobile phone confiscated for one week.**

The Headteacher may decide to **exclude** a student if a mobile phone is used to contact parents during the school day and the proper channels of school/home communication are not followed. If the mobile phone is used during lesson times the Headteacher may decide that, for a fixed period of time, the **mobile phone must be handed in to the School Office at the start of the day and collected at the end of the day.**

Mobile phones may be used before and after school, outside of the school site.

### **16.31 NON-CO-OPERATION WITH MIDDAY OR BUS SUPERVISORS (YEARS 7-13)**

**The school will not tolerate rudeness towards any member of staff. Students are expected to treat midday supervisors and bus supervisors with respect.**

#### **SANCTIONS (YEARS 7 - 11)**

First occasion	<b>Lunchtime Detention.</b> Entered in Student Planner by member of staff and logged on the Y drive Detention database. Member of staff to inform the relevant Learning Manager.
Second occasion	<b>½ hour After School Detention.</b> Parents informed through detention letter issued by the member of staff. Logged on the Y drive Detention database. Member of staff to inform the relevant Learning Manager.
Third occasion	The relevant Learning Manager informed. <b>1 hour After School Detention.</b> Parents informed through detention letter issued by the relevant Learning Manager. Logged on Y drive Detention database by the Learning Manager.
Fourth occasion	The relevant Learning Manager informed. <b>1 hour Headteacher's Detention.</b> Parents informed through detention letter issued by the relevant Learning Manager which sets out the exact nature of the incident and subsequent sanctions.
Subsequent occasions	<b>Internal Lunchtime Isolation.</b> Parents informed by letter by the relevant Learning Manager. Student will remain isolated during the lunch

hour for a period of time deemed appropriate by the relevant Learning Manager and the Deputy Headteacher. The isolation will be supervised in a dedicated room.

### **SANCTIONS (YEARS 12 & 13)**

First occasion	Reprimand by Head of Sixth Form. If sufficiently serious student can be “gated”.
Second and subsequent occasions	Repeated poor behaviour will result in a meeting with parents and the signing of a second contract. If this does not improve a third and final contract will be signed, which if the terms are broken will result in the student leaving the Sixth Form.

### **16.32 NOT WEARING BLAZER or rolling sleeves up (YEARS 7-11)**

**Blazers should be worn at all times unless summer uniform is declared. Sleeves should not be rolled up.**

### **SANCTIONS (YEARS 7 - 11)**

On <b>all</b> occasions (except when allowed in hot weather)	<b>Reprimand and infringement card signed.</b>
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### **16.33 PIERCINGS contrary to school regulations (YEARS 7-13)**

**Girls with pierced ears may wear one small plain stud in the lobe of each ear. No other piercings or jewellery are allowed.**

### **SANCTIONS (YEARS 7 - 11)**

On all occasions relevant Learning Manager.	Reprimand and sign infringement card. Referral to the Learning Manager will ask the student to remove her piercing. If the student refuses to comply, the student will be referred to the Deputy Headteacher and <b>isolated</b> or <b>sent home</b> until the piercing has been removed.
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### **SANCTIONS (YEARS 12 &13)**

The Westcliff High School Dress Code has always operated on mutual understanding and co-operation but students enter our school agreeing to abide by its standards. Therefore students who ignore the Code will face disciplinary action as follows:

Students who are in breach of the dress code will be sent home to change or, if unable to do so, will be placed in isolation.

### **16.34 PHOTOGRAPHING ANY MEMBER OF THE SCHOOL (YEARS 7-13)**

**Students must not take photographs of students or members of staff, at any school event, without the permission of the Headteacher.**

**No photographs, videos or electronic recording can be placed on internet websites without the express permission of the Headteacher.**

#### **SANCTIONS (YEARS 7 - 13)**

On all occasions Failure to adhere to these rules may result in a sanction being imposed by the Headteacher, up to and including **exclusion**.

### **16.35 PLAGIARISM (YEARS 7-13)**

**Plagiarism is a serious offence and as such is treated accordingly.**

#### **SANCTIONS (YEARS 7 - 13)**

On all occasions Student is referred to the Deputy Headteacher and/or Head of Sixth Form.  
Interviewed by the Deputy Headteacher and/or Head of Sixth Form and the relevant Head of Department.

Depending on the seriousness of the situation, the student may be placed in **Internal Isolation** or face a period of **Exclusion**. (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days).

The student will have to re-do the piece of work during the period of **isolation** or **exclusion**.

### **16.36 POOR BEHAVIOUR WHILST ON A SCHOOL TRIP (YEARS 7-13)**

**Whilst on school trips all students are representatives of the school and as such are expected to behave accordingly. Poor behaviour will result in the following sanctions being applied.**

#### **SANCTIONS (YEARS 7 - 13)**

Whilst on the trip:

1. **Reprimand** by the trip leader.
2. If sufficiently serious, student is to **accompany members of staff** for the remaining outings.
3. Student could be made to **sit next to a member of staff** during journeys.
4. In extreme cases, the Trip Leader should contact the member of the Senior Leadership Team who is designated as on-call, and ask them to contact the parents to **collect the student and take them home** at their expense.

On return to school:

1. Interviewed by the Trip Leader/Head of Department.
2. Referred to the Deputy Headteacher.
3. Sanctions available: **After School Detention, Headteacher's Detention, ban on attending future school trips, visits, holidays, extra-curricular activities for 1 year** except if the visit is directly linked to coursework.

### **16.37 POSSESSION OF AN OFFENSIVE WEAPON**

This is a very serious offence which will lead to immediate exclusion from school.

**On all occasions the police will be contacted for advice and possible action.**

### **16.38 RUDENESS TO OR DEFIANCE OF A MEMBER OF STAFF (YEARS 7-13)**

**Rudeness to teaching/ support staff is defined as facial expressions or gestures, not turning up at a time specified by the member of staff or improper behaviour. Lack of respect for a member of staff is treated very seriously.**

**A student will usually be excluded for SWEARING directly at a member of staff.**

**RUDENESS of a serious nature may lead to immediate exclusion from the school.**

(The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days).

#### **SANCTIONS (YEARS 7 - 13)**

**Rudeness to staff can result in a Same Day detention in serious cases.**

#### **SANCTIONS (YEARS 7 – 11)**

First occasion

**1 hour After School Detention.**

Parents informed through detention letter issued by the relevant Learning Manager. Letter of apology.

Second occasion

Reported to the relevant Learning Manager.

Student interviewed by Learning Manager.

**1 hour Headteacher's Detention.**

Parents informed through detention letter issued by the Learning Manager.

Letter of apology to staff concerned which is first seen by the Learning Manager.

Third occasion

Reported to the relevant Learning Manager who subsequently reports to Deputy Headteacher.



**Internal Isolation** for a fixed period of time.  
Parents informed and invited in for a meeting.

Subsequent occasions

**Exclusion** (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days).

### **SANCTIONS (YEARS 12 &13)**

1<sup>st</sup> Occasion

Report to HO6th Form  
Letter of apology,  
Parents informed

2<sup>nd</sup> Occasion

Interview with pupil by HO6th Form. who issues  
Second contract and informs parents

3<sup>rd</sup> Occasion

Meeting with Parents and Final Contract issued by HO6th

Depending on seriousness of offence student can be excluded for up to 3 days at the (HT)

### **16.39 STEALING (YEARS 7-13)**

**Stealing is a serious offence and as such is treated accordingly.**

On all occasions

Referral to Deputy Headteacher

#### **SANCTIONS (YEARS 7 - 13)**

The sanction will depend on the seriousness of the offence; **from After School Detention to Exclusion.** (The length of the exclusion to be determined by the Headteacher in accordance with the seriousness of the offence; between 1 and 3 days).

Where feasible, payment for, or replacement of, stolen property will be made.

### **16.40 SUBSTANCE ABUSE (e.g. solvents, glue, aerosols) (YEARS 7-13)**

**Students must not bring to school any solvents, glue or any drug which has not been prescribed specifically for them for a current illness or long-term complaint. Any such substance will be confiscated, parents informed and a note placed on the student's file.**

***The school will offer assistance with substance abuse and will construct a Pastoral Support Programme (PSP) to reduce the likelihood of repeat offending.***

Professional help sought through school- linked OUTSIDE AGENCIES, if not already provided by parents.

### **SANCTIONS (YEARS 7 - 13)**

First and subsequent occasions	Any student discovered using or abusing substances of this kind will be <b>excluded for a minimum of 2 days</b> and their parents advised to seek medical help. If the incident occurs on a school trip, visit, holiday, extra-curricular activity, the student will be given a <b>1 year ban</b> . Repeated offences (up to 3 offences in total) will be dealt with by longer periods of <b>exclusion, a 1 year ban on attending school trips, visits, holidays, extra-curricular activities</b> except if the visit is directly linked to coursework. A <b>Pastoral Support Programme (PSP)</b> will be put into place involving professional help.
Fourth occasion	<b>Permanent exclusion.</b>

*Repeated offences involving substance abuse will result in longer exclusions.*

### **16.41 THREE NON SIGNINGS OF STUDENT PLANNER IN ONE TERM (YEARS 7-11)**

**Parents are expected to sign a student's Planner each week. If the Student Planner is not signed three times in a school term (not necessarily consecutive) the following sanctions apply.**

### **SANCTIONS (YEARS 7 - 11)**

First occasion	<b>½ hour After School Detention.</b> Logged on Y drive Detention database.
Second and subsequent occasions.	<b>1 hour After School Detention.</b> Logged on Y drive database.

### **16.42 TOBACCO RELATED OFFENCES (YEARS 7-13)**

**Students must not bring to school tobacco, cigarettes, matches, lighter, lighter fuel, or smoke on school premises. Any such substance will be immediately confiscated, parents informed and a note placed on the student's file.**

*The school will offer assistance with tobacco abuse and will construct a Pastoral Support Programme (PSP) to reduce the likelihood of repeat offending.*

**Professional help will be sought through school- linked OUTSIDE AGENCIES, if not already provided by parents.**

#### **SANCTIONS (Years 7-11)**

First occasion	<b>Community Service</b> for 1 week supervised by the relevant Pastoral Support Co-ordinator or Learning Manager. Parents are informed by the relevant Learning Manager.
Second occasion	<b>1 hour After School Detention plus Community Service for 1 week</b> supervised by the relevant Pastoral Support Co-ordinator or Learning Manager. Formal warning letter to parents detailing subsequent sanction.
Subsequent occasions	<b>Fixed Term Exclusion</b> for a minimum of two days

#### **SANCTIONS (Years 12 & 13)**

First occasion	<b>Community Service</b> for 1 week supervised by the relevant Pastoral Support Co-ordinator.
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***Repeated offences involving smoking will result in longer exclusions.***

### **16.43 TRUANCY within one school year (YEARS 7-13)**

**Students are expected to attend school every day and every lesson. Truancy from school will result in the following sanctions being applied.**

#### **SANCTIONS (YEARS 7 - 11)**

First occasion	<b>1 hour After School Detention.</b> Parents informed through detention letter issued by the relevant Learning Manager. Logged on Y drive Detention database by the Learning Manager. Attendance Report (including breaks and lunchtimes for 2 weeks) Lunchtime truancy – as above but Lunchtime Report for 2 weeks.
Second occasion	Sanctions as for first occasion. Detention letter should detail the sanctions which will be applied if the student truants again.
Subsequent occasions	<b>1 hour Headteacher's Detention.</b>

Parents informed through detention letter issued by the Learning Manager.

Parents notified that **exclusion** will follow non-attendance of this detention. Interview with parents and same sanctions as above plus the addition of loss of all free time for two weeks; warned about possible non-admission to sixth form.

### **SANCTIONS (YEARS 12 & 13)**

First occasion

Reprimand by Head of Department.  
Subject Contract.

Second occasion

Head of Department/ Subject to inform the Head of Sixth Form. Parents informed by letter sent jointly from the Head of Department/ Subject and the Head of Sixth Form. Student placed on 2<sup>nd</sup> Contract.

Subsequent occasions

Referral to the Head of Sixth Form who will interview the student and the parents. A decision will be made regarding next steps which may include a Final Contract agreement or exclusion.

## **17. CONCLUSION**

Every child at this school has a right to study in a calm and orderly atmosphere without pressure or bullying from other students. It is the responsibility of each teacher to ensure that every child whom he/she teaches is safe, achieves and understands what it is to be a member of the school and the local community.

APPENDIX 1

**WHSG REFERRAL FORM 2016 -2017**

Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

Subject: \_\_\_\_\_ Referred by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reason(s) for referral (please indicate)

Negative Attitude   
Truancy

Punctuality   
Incident

Uniform   
Homework

Rudeness to staff/student   
Other (pleased specify)

Details:

\_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_

?

?

Is the incident classroom related?

If yes - refer to Head of Department/ Subject

If no - refer to Form Tutor

Action taken:  
  
  
Initial:      Date:

Action taken:  
  
  
Initial:      Date:

?

Refer to Pastoral Support Co-ordinator

Initial:      Date:

?

Refer to Learning Manager

Initial:      Date:

Incident Code		Staff Involved		Outcome Code	
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Notes

Student File