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# SAWSTON VILLAGE COLLEGE

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## BEHAVIOUR AND DISCIPLINE POLICY

THIS POLICY WAS APPROVED:	AUTUMN 2021
THIS POLICY WILL BE REVIEWED:	AUTUMN 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SUSAN GELDER

# **Sawston Village College**

## **Behaviour and Discipline Policy**



### **Rationale**

Sawston Village College seeks to deliver an excellent standard of education for all pupils, regardless of race, social background, gender, disability or ability.

The Governing Body, Principal and staff of Sawston Village College believe that in order for effective teaching and learning to be available to all, high standards of behaviour in all aspects of school life, are essential. This Behaviour and Discipline Policy establishes, for the benefit of pupils, parents and staff, the broad principles that underpin the College's approach to behaviour and sanctions, by which successful learning is promoted.

### **Statement of Shared Values**

Good relationships lie at the heart of an effective school and support each individual to do his or her best academically and personally. Fairness, trust and mutual respect are essential to creating an encouraging and positive community. All members of the College community have the right to be safe, cared for and supported. Learning is a partnership between pupils, parents and the College. It can only take place in a calm, orderly environment. All members of the College community have joint responsibility for the success of the school and its pupils, and for building trust and a positive relationship between the College and the wider community.

Working together, staff, parents and pupils, we aim to develop of culture of excellence within the College.

### **Core Principles**

#### **Sawston Village College Code of Conduct (The Sawston Way)**

Pupils have a responsibility to:

- be kind to all members of the school community: pupils, staff and visitors;
- be positive about themselves, and others, willing to work together to find solutions;
- be brave and ask for help if they need it or if they think someone else might need support;
- be punctual and attend school every day;
- be prepared to learn, fully equipped and ready to give everything a go;
- be focused and work to the best of their ability, even if I find tasks challenging;
- be supportive of others, enabling them to be able to succeed, flourish and thrive;
- be respectful of all members of the College and wider community, valuing diversity and difference;
- be ready to follow all the College's rules and sanctions, without challenge, and with good grace;
- be thoughtful and considerate;
- be careful of their language, ensuring they are polite and courteous;

- be safe, ever mindful of their actions and potential harm or risk to their self or others;
- be smart, wearing the full uniform in accordance with the College dress code;
- be a good citizen, respecting the College environment, helping to keep it clean, tidy and litter free;
- and, in doing all the above, make a positive contribution to the College and its wider community.

Parents/carers have a responsibility to:

- ensure their child is equipped for school, to support learning;
- help uphold the College's Uniform Policy;
- reinforce messages regarding expectations of good behaviour, conduct and discipline;
- attend meetings and events at the College that support learning and ethos;
- and, recognise success and achievement.

College staff have a responsibility to:

- treat pupils and parents/carers with respect;
- ensure good quality teaching and to promote an enjoyable, engaging and stimulating classroom experience;
- provide regular assessment of pupils' work and to provide advice on how to improve;
- keep pupils safe from bullying or harassment in any form;
- help ensure a quiet, calm atmosphere in the classroom and around the College;
- provide a clean and pleasant working environment;
- and, apply rewards and sanctions in a fair, transparent and consistent manner without discrimination.

The Governors of the College have a responsibility to:

- ensure that the College's Behaviour and Discipline Policy (and related policies) are not discriminatory, are communicated to all relevant stakeholders and are effective in supporting good teaching and learning;
- listen to the views of pupils, parents and staff in keeping the policy under review and when making amendments;
- and, set the ethos, aims and values of the College.

### **Promoting Learner Responsibility: the CARE values**

Alongside the Code of Conduct, pupils are also expected to consider the CARE values. The CARE values are the character virtues pupils are asked to reflect on and develop during their time at Sawston Village College. They are:

**C**ommunity: take part

**A**mbition: aim high

**R**espect: be kind

**E**ndeavour: work hard

The CARE values are incorporated into assemblies, curriculum plans and communication opportunities around the College and provide a context for praise and celebration.

## **College Behaviour Code of Conduct**

Appendix One outlines the main rules which inform pupil conduct in and around the College. The College will communicate these to pupils and parents every year through the College website. Amendments to the Behaviour Code will also be communicated to pupils and to parents, via the College newsletter.

### **Rewards**

Central to the creation and maintenance of a positive ethos in the College is the consistent and transparent implementation of a rewards system, which identifies and celebrates a wide range of achievement. Sanctions and punishment alone will not have the desired effect of promoting good behaviour and conduct. Through House Points, Principal's Commendations, Praise Cards, celebration assemblies, public and private acknowledgement of success measured against the principles established in the Code of Conduct and in the CARE values, the College will seek to include all those deserving of praise and so improve their motivation and engagement.

To achieve these aims, the College has developed a Rewards Policy to operate alongside this Behaviour and Discipline Policy.

### **Sanctions**

The College will seek to modify behaviour through a variety of means, such as praise and celebration, and communication of its core values and behaviour codes. However, inevitably the College will on occasions be required to apply sanctions to improve behaviour and reinforce with pupils the importance of their own good conduct, the right of other pupils to learn and the right of teachers to teach.

## **The Legal Framework and Department for Education Guidance**

The College will strive to work with parents at every opportunity to support positive behaviour and discipline in the College and the wider community. The College is working to national guidance in the form of the Education and Inspections Act 2006 which states that the right to regulate pupils' conduct and impose sanctions does not depend on individual parental 'permission'. The right derives from being a member of the College staff or being an authorised volunteer on College business such as trips and visits.

The law expects schools to take into account a pupil's individual circumstances and to avoid discrimination on any grounds. For example, the Disability Discrimination Act 1995 and the Equality Act 2010 create a duty to take reasonable steps to ensure that disabled pupils are not placed at a substantial disadvantage in comparison with pupils who are not disabled; this imposes a duty to make 'reasonable adjustments'. Furthermore, the College will undertake to fully explain the consequences of poor behaviour, Individual Education Plans and Pastoral Support Plans to SEN pupils to help modify their actions.

For pupils who do not conform to agreed standards of behaviour, various levels of sanction are available to staff beyond those of indicated disapproval and reinforcement of expectations. The main forms of sanctions are indicated in the table below. It is the College's policy, however, to apply sanctions fairly and consistently, believing that this approach reflects true equality, making 'reasonable adjustments' only on very rare occasions where a pupil's disability has limited his or her understanding of the consequences of his or her actions.

<b>Sanction</b>	<b>Description</b>
Break and lunchtime detentions (Faculty or Subjects)	<p>In the event that warnings have not modified behaviour or that the initial poor behaviour was significantly disrupting the learning of others, detentions at break and lunchtime may be used. These may be imposed on the same day as the offence and do not require notification to parents. The duration of these break time detentions should be no longer than 15 minutes, giving pupils time to go to the toilet and be on time to their next lessons. Lunchtime detentions will take place in the first 30 minutes of lunchtime and allow pupils time to get lunch and go to the toilet afterwards.</p> <p>The following staff have been authorised by the Principal to impose detentions:</p> <ul style="list-style-type: none"> <li>• all teachers including trainee teachers;</li> <li>• Heads of House;</li> <li>• Cover Supervisors; and</li> <li>• Teaching Assistants with cover responsibility and responsibility for small group teaching.</li> </ul> <p>Whole class detentions are not permitted.</p>
College and House detentions	<p>College detentions are to be used when pupils have failed to attend other break or lunch time detentions. These will last for 30 minutes and be recorded on the behaviour system. Lunchtime detentions may also be used for poor behaviour outside lessons but which would not normally result in after school detentions being used. Parent permission is not required for lunchtime detentions.</p>
After-school detention	<p>The College will impose detentions if pupil behaviour is repeatedly poor, where previous sanctions have not modified behaviour or where the particular incident of poor behaviour warrants a more significant sanction.</p> <p>Faculty detentions will take place after school (not on Mondays, Wednesdays or Fridays), lasting no longer than 60 minutes.</p> <p>The College will also use Principal's Referral detention. This is a significant College sanction, lasting 60 minutes and held after school on Mondays, Wednesdays and Fridays, taken by a member of the College's leadership team. Pupils placed in Principal's Referral are likely to have been withdrawn from a lesson for poor conduct ('referred to the Duty Room'), or have engaged in extremely poor behaviour in and around the College site.</p> <p>The Education and Inspections Act 2006 gives legal backing to the detention of pupils at the end of the school session on disciplinary grounds without the consent of parents. However, the Act requires that 24 hours' notice be given in writing, by any effective method, for all detentions outside normal school hours. Parents are asked to check the planner daily, mainly to check any homework set but also to see messages of this and other kinds. Where appropriate, College staff may also use:</p>

<b>Sanction</b>	<b>Description</b>
	<ul style="list-style-type: none"> <li>• a letter or pro-forma delivered by pupil post or by mail (allowing for the time this will take to be delivered);</li> <li>• e-mail or text notification (usually when the parent has agreed this form of communication).</li> </ul> <p>Detentions will be reasonable and proportionate to the offence. In the event of dispute, the Principal or another senior member of the Senior Leadership Team is authorised to issue a ruling. There is no legal right of appeal against detentions. Duration: usually one hour but serious breaches may result in two hours.</p> <p>Where pupils fail to attend Principal's Referral, he or she will be isolated in the Duty Room for one day and be issued another after-school detention.</p> <p>Where there is particular difficulty about transport home, the timing and date of a detention may be the subject of negotiation between parents and teachers but this does not remove the College's right to detain.</p>
Ban from using school buses	In cases of repeated poor behaviour or serious one-off incident the school in accordance with Local Authority guidance may impose a temporary or permanent ban on using school buses.
Community service	<p>Any pupil responsible for damaging or despoiling the College environment in any way would normally be expected to undertake an appropriate form of community service, usually working with the site or cleaning teams. In such cases, due attention is paid to appropriate health and safety considerations.</p> <p>Occasionally, community service is also given to pupils when it is deemed to be a more effective punishment in that individual's case.</p>
Isolation in the Duty Room	Pupils may be placed in the Duty Room for a period of isolation. For example, two referrals from the classroom within 24 hours via the Duty Room system or for repeated poor behaviour will result in one day's isolation. Pupils will be expected to work in silence on work provided by teachers and other staff. Parents will be informed by telephone and/or letter, and may be asked to attend a meeting in school to discuss behaviour.
Internal exclusion	Pupils may be withdrawn from lessons, breaks and lunchtimes in order to work on their own or in the College's staffed internal isolation room. There is no legal right of representation against internal exclusion.
Fixed-term exclusion ('suspension) and permanent exclusion ('expulsion')	<p>Serious incidents of indiscipline or repeated lower level misconduct in accordance with guidance may result in exclusion from College. A pupil may be excluded for up to 45 days in any one school year. Permanent exclusion ('expulsion') may be imposed in response to the most serious forms of misconduct and/or in situations where fixed term exclusions ('suspensions') have not brought about the required change in a pupil's conduct.</p> <p>At all times the College follows Local Authority guidance on exclusions.</p>

Sanction	Description
	<p>Only the Principal or Deputy Principals (or the person with responsibility for the College in the absence of the Principal) may exclude pupils. In practice, exclusions are usually considered and recommended to the Principal by the Senior Leadership Team.</p> <p>There is a legal right of representation against fixed term exclusion ('suspension') and there is a right of appeal against permanent exclusion ('expulsion'). This is made clear in letters to parents concerning exclusions. Further details are readily available from the College and/or the Local Authority.</p> <p>The Governing Body receives annual reports on exclusions and deals with matters of appeal and review through members of its Discipline Committee.</p>

### Transition

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

### Support for Behaviour Improvement

The College is committed to modifying poor behaviour and to enable pupils to make positive choices in terms of their conduct and learning. Where the behaviour of pupils gives rise to concern, pupils will be placed on various types of report to help support improvement and to enable effective monitoring. The stages outlined in the table below are normally progressive. However, the College may accelerate its response in the light of very poor behaviour/serious one-off incident.

Report	Description
Green Support Plan	<p>These are a vital part of our behaviour system and are designed as a supportive, preventative measure to help pupils focus on areas causing concern or for those pupils who need to focus on an aspect of their school life. It is important that they are seen as a first step to help pupils address any concerns or to record successes in key areas. Pupils may request to be placed on Green SP. Mentors, in collaboration with their Head of House or Year Lead, should administer a Green SP. The mentor will agree the targets with the pupil and parents should be informed. Mentors are responsible for monitoring. Green SPs must not last longer than two cycles. If appropriate, failure to meet targets on a Green SP can result in a pupil being placed on amber report. This will depend on the focus of the Green SP. Where pupils display universally poor behaviour, a Green SP is not appropriate and the pupil should be placed on Amber Report in the first instance.</p>
Faculty Lesson Report	<p>Subject leaders may place pupils on a subject report to monitor their progress and attitude in that particular subject area. Heads of House should be notified and parents will normally be informed by the Subject Leader (SL). Where there is no improvement, it is</p>

	likely the pupil will be interviewed by the SL and Year Lead, with escalation as required to SLT line manager.
Amber Report	Pupils who do not make required progress on green support plans ('Green SP') will be placed on an amber report. Pupils who require intervention to correct poor behaviour across a number of subjects will be placed on amber report without the need to first be placed on a Green SP. Amber reports will be managed by the Year Lead. Measures to support pupils to address their behaviour will also be sought. Parents should be involved in devising or agreeing targets and monitoring of the report. However, there is no expectation for a parent meeting. Amber reports will last no more than two cycles. If a pupil does not correct his or her behaviour within this time, then he or she will be placed on a red report. It is not necessary to wait until the end of two cycles before placing a pupil on red report.
<b>Red Report</b>	<p>Red reports are for serious breaches or sustained breaches of behaviour. They have the equivalent status of an old Individual Behaviour Plan (IBP) and are the last stage before a pupil is moved on to a Pastoral Support Plan (PSP). Only Heads of House or members of SLT may place a pupil on red report.</p> <p>Pupils do not have to have been on an amber report before being placed on a red report.</p> <p>Red reports are likely to be in response to behaviour such as:</p> <ul style="list-style-type: none"> <li>• defiance;</li> <li>• sustained rudeness and sustained lack of co-operation;</li> <li>• failure to engage at all in learning;</li> <li>• aggressive, threatening or dangerous behaviour;</li> <li>• incidents of extreme behaviour.</li> </ul> <p>If a pupil is on a red report, Parents/Carers must be invited to meet at the start of the process and after each cycle to review progress. The SLT Link must be involved in the parental meetings with the Year Lead. Supportive measures, such as mentoring or counselling, will be discussed to help the young person address behavioural challenges. The Year Lead is responsible for monitoring the red report. A red report may last up to three cycles. If the red report does not correct behaviour then the pupil will be placed on a PSP.</p>
Pastoral Support Plan (PSP)	<p>The PSP is a single process of sixteen weeks intensive support.</p> <p><b>PSP (Stage 1):</b> For pupils who are at risk of permanent exclusion ('expulsion') from mainstream schooling, a Pastoral Support Plan will be enacted. Using the pro-formas and protocols of the Local Authority, parents will meet with a member of the SLT, Year Lead and SENCO (where necessary) to formally develop a PSP. The purpose of the PSP is to reduce poor behaviour and enable a young person to remain within education.</p> <p><b>PSP (Stage 2):</b> Where pupils are not achieving the targets set by the PSP process, the Principal will become involved in the</p>



	<p>process, adjusting the targets as appropriate. Pupils and parents will be made aware of the seriousness of this situation. At this point, the College will begin considering alternative strategies which may include permanent exclusion ('expulsion'), permanent exclusion from mainstream education, or a managed move to another education provider, or alternative education pathways e.g. CRC. The College will consult its partners in the East and South Cambridgeshire Inclusion Partnership to seek a resolution to the benefit of all parties but which ultimately supports the maintenance of good behaviour at the College.</p>
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**Staff development and support**

The College is committed to providing staff training and support to develop effective behaviour strategies and the teaching of good behaviour. All new staff will receive behaviour management training which is available to all staff and encourages good behaviour through a mixture of high expectations, clear policy and an ethos which fosters discipline and mutual respect between pupils, and between staff and pupils. Staff will also be supported against malicious allegations.

**Use of reasonable force**

Members of staff have the power to use reasonable force as a last resort to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. The Principal and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

**Malicious Allegations**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Principal will discipline the pupil in accordance with this policy. The Principal will also consider the pastoral needs of staff accused of misconduct.

**Resolution of Disputes**

The College wishes to work in partnership with parents to support behaviour. Where parents have concerns about the application of the Behaviour Policy, they are encouraged to first seek resolution with a member of the College’s Senior Leadership Team. If the dispute has not been resolved successfully, parents may lodge a formal complaint with the Principal, and then if required with the Chair of Governors. Exclusions are separate to this procedure and parents are directed to the relevant appendix to this Policy.

**Review**

This policy will be subject to formal review by SLT and Governors every 3 years.

<p><b><i>Policy approved by the Local Governing Body on 21<sup>st</sup> September 2021</i></b></p> <p><b><i>Next review: Autumn 2024</i></b></p>
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## **Appendices**

1. College Behaviour Code
2. Behaviour Beyond the School Gates
3. Confiscation Guidance
4. Detention Guidance
5. Internal Exclusion Guidance
6. Fixed Term Exclusion ('Suspension') Guidance

# Appendix 1

## Pupil Behaviour Code

### Attendance and Punctuality

**Attendance:** Regular attendance at school is of vital importance both on educational grounds and in preparation for future life. If leave of absence is required for any reason other than illness a request for this should be sent to the Year Lead with as much notice as possible.

Please note that holidays in term time cause a great deal of disruption to your learning. They can only be authorised in special circumstances by your Year Lead or by a member of the Senior Leadership Team.

If you are absent from school for any reason your family should:

- send a note to the Mentor on the day you return to school;
- telephone or write to your Year Lead if the absence is likely to be for more than two days.
- contact the school on the day of absence.

It is your responsibility to catch up on any work you miss because of absence.

**Punctuality:** This is a large site, so you need to move swiftly at lesson changeover. If you are late to a lesson, the most important point to remember is that you should not interrupt the work of the class. If you are late because another teacher has asked to see you, ask that teacher for a note.

If you are late you should do the following:

1. sign in at the Duty Room;
2. move swiftly to your lesson.

### Illness during the school day

Reception staff are not legally allowed to provide any form of pain relief. They are first-aid trained to enable them to deal with injury or to assess whether a pupil is so ill, he or she has to go home. If you feel *really* ill during the course of the school day, you must have the *written* permission of your teacher before you report to Reception.

Similarly, Reception staff will only administer medicines that have been prescribed by a doctor and in accordance with school policy. Any such medicines that you have to take during the school day should be handed in to the office in their original container and labelled. You should go to the office *between* lessons to take them. Only in exceptional circumstances should you interrupt your own or others' learning to go to the office.

### Leaving school premises

You may only leave during the school day if you have written permission from a parent, authorised by your Year Lead, for you to go home for lunch or to keep an authorised appointment. In the case of an appointment, you must sign out in the Duty Room before leaving.

***For reasons of safety you must never leave school without permission.***

## Behaviour in Lessons

Teaching and learning require a calm, orderly environment to be successful. Every pupil has responsibility for maintaining that. Any pupil who disrupts others' learning must expect to be given a school punishment. This may take the form of an after school detention. Parents will be given 24 hours' notice of that and are expected to give their permission. Any pupil who fails to attend detention on the due date will be isolated during break and lunchtime the following day in addition to completing the original detention on the next detention evening.

## Behaviour around the College Site

**Indoor spaces:** If the weather is poor, you will be directed to a suitable indoor space. For reasons of health and safety, Technology classrooms and Science Laboratories may not be used without supervision. Pupils whose Mentor rooms are not available on wet days should use the indoor space appropriate for their year group.

Year 7 pupils may use the Henry Morris Hall. You may eat your packed lunch in the Hall if you wish. The Hall is not intended as a play space. Everyone who uses it **must** take a seat and sit down with their friends. It is essential that you stack your chair and put any litter in the bin provided when you leave the hall.

Years 8 and 9 may use the Multi-purpose Hall during wet lunch hours. Again, that is intended as a quiet space for socialising; all pupils using it must be seated. Please note that you are not allowed to eat in the Multi-purpose Hall unless under adult supervision, as it is also a PE space.

The Marven Centre is the social space for Years 10 and 11 when the weather is inclement.

There are also picnic tables across the site. These areas are ball game free zones.

**Movement in school:** It is very important that everyone moves around school sensibly and with consideration for others, avoiding areas where over-crowding might lead to risks to safety. You should also be aware of Community users.

Keep to the left in corridors, in stairwells and in doorways, unless otherwise instructed. Don't run in or around the school buildings or in and out of the buildings. Use the correct staircases, entrances and exits in the Edinburgh Wing.

**Keep off all grassed areas:** The only exceptions to this are: the school field which is generally in use in the summer and early autumn terms; and the garden behind Design and Technology. Please note, this area is intended to be used as a quiet social space and not for games.

Enter the Music and Drama block from the playground only; the reception area is not a throughway.

For safety, don't cycle in the school grounds. At the end of the school day, it is important to keep the school entrances clear, also for reasons of safety. Similarly, pupils who wait in the playground for the buses must wait in the designated bus queue areas. Everyone must stay clear of the buses as they enter, manoeuvre in the playground and leave.

Please remember that the Fountain Court and Library Court are heritage areas and **not to be used for games**. Similarly, many members of the local community visit Fountain Court to access the Public Library. It is important that the impression they have of our school is positive.

**School Environment:** It is the responsibility of all of us to make sure that the school environment remains in the best possible condition.

In the classroom, make sure that you respect the furniture, fittings and equipment. Do not touch any equipment or display unless directed to do so by a teacher. Chairs should be placed under the table at the end of the lesson.

Report any damage to a member of staff immediately. Play your part in keeping Sawston Village College well maintained and a good environment for learning. You are not permitted to eat indoors, with the exception of the Dining Hall.

**Use of the playground and field:** It is very important for health and safety in addition to keeping the environment pleasant that all litter is placed in the bins provided. Wrappers around food bought in the Dining Hall should be disposed of in the relevant bins before you leave.

The school field may be used for ball games and other recreational purposes during the lunch hour in the first half of the Autumn Term and in the Summer Term, weather and underfoot conditions permitting and provided that litter is put in bins. Pupils must stay in the zone for their year group and not play sports with other year groups.

Ball games are **not** allowed on the playground because of the risk of injury to pupils or damage to windows. When the field is out of bounds, they may be played on the Astroturf and tennis courts with the permission of the PE Department.

Please note that rough contact games are not to be played at any time because of the risk of injury.

### **Behaviour outside the College**

You are expected to behave responsibly at all times when travelling to and from the College. Furthermore, you must adhere to the general principles of the Behaviour Code, the CARE values and our aims as a College when you are wearing the school uniform. Where your behaviour when you are not in school uniform impacts on the safety and wellbeing of others you may face sanctions in school.

### **Bullying**

Bullying in any form is unacceptable. Pupils or their parents are strongly encouraged to report instances of bullying; in that way, school staff can deal fairly and appropriately to resolve the situation. The College is strongly committed to ensuring that where bullying takes place it is managed swiftly and effectively. (Please see Anti Bullying Policy)

Whilst the most important factor in any situation where bullying is involved is putting right the relationship between those involved, persistent bullying is likely to be managed through school sanctions.

### **Food and drink**

You may eat in the Dining Hall and in all outside areas at morning break and in the lunch-hour. Water may be drunk in lessons, unless there is a risk to health and safety or to expensive equipment. Only water is allowed. You may not leave your lessons to fill water bottles.

Chewing gum is not allowed in school. Fizzy drinks/energy drinks and those with high concentrations of caffeine and sugar are also not permitted.

You are not permitted to sell items of food and drink to other pupils.

## **ICT**

Pupils using the College's ICT facilities are required to agree and abide by the Acceptable Use of ICT Policy. Pupils must not do anything which causes risk to their safety, or that of others, or to the network as a whole. Pupils must not take photos or film of any activity within the school without permission from a Year Lead teachers or SLT members; photos or comments concerning members of staff, posted in or outside of school, in any electronic form, are prohibited. (Please see the College ICT Acceptable Use Policy.)

## **Mobile Devices**

Mobile devices should not be seen, heard or used on the College site between 8 am and 3:30 pm under any circumstances. Headphones are also prohibited as it will be deemed that a mobile device is in use. Where pupils are involved in an after school detention this prohibition is extended until the detention is complete and pupils have left the College site.

Where mobile devices have been brought on to the College site they should be turned off and stored in bags or, preferably, secure lockers. Pupils should not have phones in coats or trouser pockets. Turning the mobile device to silent mode rather than off is not sufficient and will be deemed to still be in use.

All contact between parents and pupils during the school day needs to be made through the main office.

If a mobile device is seen or heard, or where there is evidence that a device has been used at school then it will be confiscated by staff and returned to the pupil at the end of the next school day. On a Friday, the device will be returned at the end of the school day. A repeat offence during the same term will result in a longer period of confiscation, initially for a period of one week. The device will be returned to a parent only. (Please see Mobile Device Policy.)

## **Prohibited substances**

The College is a no-smoking site; this applies to pupils and adults alike. Smoking, bringing smoking materials onto the College site or being with those who are smoking are all viewed as equally serious. The College will support those who are caught smoking to stop, in addition to applying appropriate sanctions.

Pupils who bring drugs (including legal 'highs') or alcohol on to the College site or indulge in their use at any time during the school day, while in school uniform or on trips and activities organised by the College, will be subject to severe sanctions. Furthermore, pupils who give and/or sell drugs and alcohol to others, or who facilitate the selling/distribution of drugs/alcohol to others, will normally be excluded permanently from mainstream school. (Please see the College Drugs Policy.)

## **Rudeness/inappropriate language**

Pupils must treat each other, visitors and staff with respect at all times. Abusive language in any form is not acceptable in and around the College site. All members of the school community must play their part in ensuring the College is a pleasant environment in which to learn and work.

## **Theft and personal property**

You must take personal responsibility for your property. Lockers should be used for safe storage. To avoid loss or damage to expensive items, you are not allowed to bring to school iPods, radios, hand held computer and gaming devices or anything which may also cause disruption to lessons.

Similarly, it will be regarded as a serious breach of school rules to bring into school anything which might cause harm or upset to others, for example, laser pens, knives, pellet or replica guns. Offensive printed material of a racist, sexist/sexual or discriminatory manner is also prohibited. The College also does not permit aerosols to be brought into school.

Other people's property and items owned by the College must also be treated with respect.

### **Violent Conduct**

No pupil has the right to hurt another at school, or on the way to and from school. Pupils must treat all other members of the College community with respect and resolve differences with the support of College staff.

### **Visits and extra-curricular activities**

You will be offered many opportunities to take part in trips and activities during your time at the College. It is important that parents and pupils understand that:

- the College reserves the right to withdraw pupils from a trip if behaviour in school has been poor;
- the College Code of Conduct applies as appropriate on all school trips and extra-curricular activities;
- if pupils behave badly on a school trip or activity, College sanctions will apply upon return to the school and that it is possible that they will be banned from further trips.

### **Uniform**

The College is committed to enforcing a uniform code. It will not be adapted to take account of fashion or trends. You must wear the correct uniform, including school regulation shoes, at school and on the way to and from school. Outdoor coats may not be worn in classrooms. A full uniform list is provided in Planners.

## **Appendix 2**

### **Guidance on Dealing with Behaviour beyond the School Gates**

The College is committed to ensuring its pupils behave with respect in the local community, demonstrating our core aims and values and making a positive contribution. The College will use its statutory powers to uphold those values while protecting the reputation of the school.

#### **What the law allows**

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

The College's behaviour policy sets out what the school will do in response to all non-criminal bad behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a staff member or reported to the school, including the punishments that will be imposed on pupils.

Subject to the College's behaviour policy, the teacher may discipline a pupil for:

- any misbehaviour when the child is:
  - taking part in any school-organised or school-related activity or
  - travelling to or from school or
  - wearing school uniform or
  - in some other way identifiable as a pupil at the school.
  
- or misbehaviour at any time, whether or not the conditions above apply, that:
  - could have repercussions for the orderly running of the school or
  - poses a threat to another pupil or member of the public or
  - undermines the authority and position of a member of staff or
  - could adversely affect the reputation of the school.

The College will also consider the involvement of Police, to reinforce the school's position, especially if the behaviour in question has been of an anti-social nature, leading to others being intimidated or inconvenienced. The Police will act in support of the Principal; however they retain discretion to act independently in accordance with the law and their powers of investigation and arrest.



## Appendix 3

### Guidance on Confiscation of Prohibited Items

Under the terms of the College's Code of Conduct and the law, pupils are prohibited from bringing on to the school site, or having in their possession when in College uniform or an organised school visit (residential/non-residential) various items and goods.

Legally prohibited items are as follows.

- Illegal drugs
- Alcohol
- Weapons, knives and other dangerous items inappropriate for school and likely to cause harm to others
- Stolen items

In addition the school prohibits the following items as not being conducive to effective teaching and learning and the maintenance of good discipline.

- Mobile phones
- iPods, MP3 players, cameras
- Quantities of food and drink for distribution and self-profit
- Material of a racist, sexist/sexual or homophobic nature
- Pornography
- Aerosols

#### Confiscation of prohibited items – key points

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

1. The **general power to discipline** enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.
2. **Power to search without consent** for weapons, knives, alcohol, illegal drugs and stolen items. The legislation sets out what must be done with prohibited items found as a result of a search. Weapons and knives must always be handed over to the Police otherwise it is for the teacher to decide when and if to return a confiscated item.

#### Searching with consent

##### Schools' common law powers to search:

School staff can search pupils **with their consent** for any item which is banned by the school rules.

The College is not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.

The College will make clear in the behaviour policy and in communications to parents and pupils what items are banned.

If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate punishment as set out in the College's behaviour policy.

A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, the College will apply an appropriate disciplinary penalty.

### **Searching without consent**

In the event that a pupil is suspected of having prohibited items on the possession College staff are authorised to search without consent under the following conditions.

A search must be authorised by the Principal or Deputy Principal.

The person carrying out the search must be of the same sex as the pupil being searched and there must be a witness (also a staff member) and, if at all possible, they should be the same gender as the pupil being searched. For example, it is possible for a female teacher to witness a search of a male pupil where there is only one male member of staff in a school or taking part in a school trip.

### **Establishing grounds for a search**

Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a pupil may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to be suspicious.

The powers allow school staff to search regardless of whether the pupil is found after the search to have that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

### **Location of a search**

A search may only be carried out on College premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England.

### **During the search**

#### **Extent of the search – clothes, possessions, desks and lockers**

##### **What the law says:**

The person conducting the search may not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves. 'Possessions' means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags. A pupil's possessions can only be searched in the presence of the pupil and another member of staff.

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

### **Lockers and desks**

Under common law powers, the College is able to search lockers and desks for any item provided the pupil agrees. The College makes it a condition of having a locker or desk that the pupil consents to have these searched for any item whether or not the pupil is present.

If a pupil does not consent to a search (or withdraws consent) then it is possible to conduct a search without consent but only for the "prohibited items" listed above.

### **Use of force**

Reasonable force may be used by the person conducting the search but only in the event where legally prohibited items are in question. Separate advice is available on teachers' power to use force.

### **After the search**

#### **The power to seize and confiscate items – general**

##### **What the law allows:**

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.

Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

#### **Items found as a result of a 'without consent' search**

##### **What the law says:**

A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item (that is a weapon/knife; alcohol; illegal drugs or stolen items) or is evidence in relation to an offence.

Where a person conducting a search finds **alcohol**, they may retain or dispose of it.

Where they find **controlled drugs**, these must be delivered to the police as soon as possible unless there is a good reason not to do so – in which case the drugs must be disposed of.

Where they find **other substances** which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.

Where they find **stolen items**, these must be delivered to the police unless there is a good reason not to do so – in which case the stolen item should be returned to the owner. These stolen items may be retained or disposed of if returning them to their owner is not practicable.

In determining what is a “good reason” for not delivering **controlled drugs or stolen items** to the police the member of staff must have regard to guidance issued by the Secretary of State.

Any **weapons or items which are evidence of an offence** must be passed to the police as soon as possible. It is up to teachers to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police.

In determining what is a ‘good reason’, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.

Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.

With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

The College will dispose of alcohol as they think appropriate but not return it to the pupil.

### **Telling parents and dealing with complaints**

The College is not required to inform parents before a search takes place or to seek their consent to search their child.

There is no legal requirement to make or keep a record of a search.

The College will inform the individual pupil’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal College complaints procedure.

## **Appendix 4**

### **Guidance on Detentions**

Detentions, during and after the school day, are an important means of ensuring good discipline in the College. Detentions may take the form of short break or lunchtime detentions; longer detentions of 30 minutes over lunchtime; after school detentions conducted by Faculties and Departments; Principal Referral Detentions which take place on Mondays, Wednesdays and Fridays.

#### **What the law allows**

Teachers have a legal power to put pupils aged under 18 in detention.

The College must make clear to pupils and parents that they use detention (including detention outside of school hours) as a sanction. Where detention is outside school hours they may give parents 24 hours' notice. The College does not have to inform parents of a lunchtime detention.

The times outside normal school hours when detention can be given (the 'permitted day of detention') include:

- a. any school day where the pupil does not have permission to be absent
- b. weekends - except the weekend preceding or following the half term break
- c. non-teaching days – training days or other times when the College is closed to pupils but open as part of the required 195 days.

The Principal can decide which members of staff can put pupils in detention. For example, they can limit the power to heads of year or heads of department only, or they can decide that all members of staff, including support staff, can impose detentions. At Sawston Village College, all teaching staff and Heads of House are empowered to place pupils in detention. In addition, Cover Supervisors and Teaching Assistants may place pupils in lunchtime detention.

#### **Other relevant guidance**

Parental consent is not required for detentions.

The College must act reasonably when imposing a detention as with any disciplinary penalty. In addition, when deciding the timing, the teacher should consider whether suitable travel arrangements can be made by the parent for the pupil, though it is not required to adjust detention arrangements accordingly.

With lunchtime detentions, schools should allow reasonable time for the pupil to eat, drink and use the toilet. There is no requirement to allow pupils to use the toilet at break, though it is good practice to give pupils sufficient time to do so before their next lesson. Pupils may not use the toilet in after school detentions.

## **Appendix 5**

### **Internal Exclusion Guidance**

#### **Rationale**

Sawston Village College aims to reduce the number of pupils disciplined using fixed term exclusion ('suspension'). While it is strongly committed to the retention of this disciplinary procedure to deal with very serious breaches of the behaviour code, the College is of the view that for the majority of significant behavioural events, internal exclusion by isolation in Compass House is a much more effective sanction.

The reasons for this position are as follows.

In Compass House pupils will be expected to work, either independently or with adult supervision, on a variety of tasks linked to the school curriculum.

Compass House provides a place of safety and educational provision, not available at home.

Isolation in Compass House is intended to be a robust alternative to exclusion for the vast majority of behaviour issues, not as an easier option. Although pupils have access to suitable break and lunch opportunities, and to go to the toilet when it is appropriate and sanctioned by staff, pupils will remain isolated and in silence throughout their period in the isolation room. Failure to follow the rules of Compass House will result in a longer period of isolation or fixed term exclusion ('suspension') from school.

#### **Aims of Internal Exclusion**

1. To reduce the likelihood of repeated poor behaviour
2. To punish poor behaviour
3. To support teachers and other staff in maintaining high standards of discipline, teaching and learning
4. To provide supervision and education provision for those isolated from mainstream school

#### **Reasons for Internal Exclusion**

The following list is not intended to be exhaustive but to be illustrative as to the reasons why pupils may be placed in internal exclusion.

- Repeated failure to follow the College Code of Conduct, including breaches of the uniform policy
- Use of offensive language
- Violent conduct
- Defiance/rudeness to staff or visitors
- Significant classroom disruption
- Bullying
- Dangerous behaviour

#### **Procedures for Internal Exclusion**

In deciding whether internal exclusion is the most appropriate sanction, the College will apply the same standards and approaches that would apply in the event of fixed term exclusion ('suspension'). Members of the Senior Leadership Team will decide on any possible referral to Compass House, carrying out a thorough investigation beforehand and being satisfied that on the balance of probabilities, and in accordance with the College's Internal Guidance for

Behaviour Sanctions, Internal Exclusion is the most appropriate and effective sanction to be applied. Where there is any doubt, the opinion of the Principal (or Deputy Principal) should be sought.

The pupil will then be escorted to Compass House, and placed into the supervision of the Inclusion Manager. The pupil will leave their bag and coat downstairs and they will need to demonstrate they do not have a mobile phone on their person. They will then be informed of the rules for Compass House, including access to toilets and food/drink. Pupils will then work, with or without the support of an adult, in isolation on materials either provided by the Inclusion Manager or by classroom teachers. However, it is expected that pupils will work independently and appropriately in all circumstances.

The member of the SLT will then contact home and arrange a readmission meeting with the parent and pupil, at a time convenient to the College. A pupil may not return to school until that meeting has taken place although it is at the discretion of SLT member whether the pupil returns to Compass House until that meeting has taken place. It is not acceptable however to officially extend the period of isolation until the parent is able to undertake the readmission meeting. A letter will then be sent home confirming the reason for internal exclusion, together with the date and time of the readmission meeting. The Chair of Governors will also receive a copy of this letter.

The Inclusion Manager will usually conduct an exit interview for each pupil in Internal Exclusion. Pupils will need to demonstrate an awareness of why they were placed in Compass House and also recognise that their behaviour needs to be modified. It may also suggest strategies for improvement, which can be discussed at the readmission meeting.

### **Failure to work effectively in Compass House**

The College will view any failure to follow the rules in Internal Exclusion very seriously. Internal Exclusion is a significant sanction and as such pupils must be prepared to work as directed and demonstrate the seriousness of what has happened that has led to them being placed in Compass House. The Inclusion Manager will inform SLT of any pupils behaving inappropriately. In consultation with the Principal or Deputy Principal, pupils may have their period in Compass House extended or, alternatively, fixed term exclusion ('suspension') may be considered a more appropriate response for a pupil who will not conform to the College's expectations and is also proving disruptive to other pupils in isolation/support in Compass House.

### **The Readmission Meeting**

The readmission meeting will be led by the SLT member responsible for the initial decision to internally exclude, together with the relevant Year Lead and SENCO if appropriate. The purpose of the meeting is to establish from the pupil an understanding of why the College felt it was necessary to take the step of internal exclusion, an awareness of how the pupil felt about being in Compass House and a clear willingness to avoid similar mistakes that led to internal exclusion in the first place. Concrete actions to support the pupil should also be in place by the end of the meeting, from the College, pupil and parent.

If, at any point during the meeting, the pupil does not show suitable awareness of the impact their behaviour had on others or their own learning, and/or there does not seem to be a recognition that this behaviour should not take place in the future, the SLT may decide to return the pupil to isolation for a longer period or, for more serious defiance and lack of co-operation, decide on fixed term exclusion ('suspension'), subject to approval from the Principal or Deputy Principal.

## **Complaints**

Internal Exclusion is an accepted school based sanction and, subject to relevant educational and other legislation, parents have no right of appeal against the College's decision to internally exclude a pupil. Internal Exclusion is also not required to be entered onto a pupil's official school record. However, parents who have concerns about an internal exclusion decision may contact the Principal. If the matter is still not resolved to their satisfaction, parents may then contact the Chair of Governors in accordance with the College's Complaints Procedure.

## **Review and Evaluation**

The College will keep the use of Internal Exclusion under constant review. Reports on the number of exclusions and reasons for them are produced monthly, and are also reported to governors on a termly basis. The College also undertakes a quality assurance review of the activities of Compass House.



## **Appendix 6**

### **Fixed Term Exclusion ('Suspension') Guidance**

#### **Introduction**

The College is committed to reducing the number of fixed term exclusions and using internal exclusion as an alternative. However, there may be occasions when fixed term exclusion is the most appropriate sanction to be applied for poor behaviour. This guidance is provided for the benefit of staff and parents in incidents where fixed term exclusion is being considered or where it has been used.

#### **What is fixed term exclusion?**

Fixed term exclusion is a period of time when the pupil is not allowed to attend school or be close to the premises of the school before, during and at the end of the school day. Typically, fixed term exclusion will be for a period of one-two days, as this is considered more effective in modifying poor behaviour. However, longer periods of up to five days may be appropriate in certain circumstances.

For periods of fixed term exclusion beyond five days, the Chair of Governors and the LA Inclusion Manager should be consulted. In addition, full time education must also be provided for any young person.

#### **Who may legally authorise a fixed term exclusion?**

The Principal (or, in his/her absence, the Deputy Principal) may authorise a fixed term exclusion.

#### **Circumstances warranting fixed term exclusion**

The circumstances when a fixed term exclusion may be appropriate can be summarised as follows:

- verbal abuse of staff (including via ICT)
- physical abuse of staff/pupils
- racism
- bullying
- continued high level defiance of school rules and other sanctions
- possession/distribution of prohibited items and substances

#### **Procedure for authorising a fixed term exclusion**

The Principal (or his/her deputy) will carry out a full investigation of any incident, taking into account any mitigating circumstances and any relevant impact of recognised disability or Statement of Special Educational Need. Witnesses should be encouraged to write witness statements as should the pupil accused of the behaviour violation, if this is practical and appropriate. At all times the protection of witnesses should be paramount. The Principal should then weigh up the evidence, allowing for pupil reliability, consider the full facts of the event and establish, on the balance of probabilities, what is most likely to have occurred.

The Principal should then consult the relevant guidance to confirm that a fixed term exclusion is the most appropriate response and also consider any alternatives to fixed term exclusion, the risk to the child from being at home (especially Looked After Children) and whether other agencies should be involved. No decision should be taken in the heat of the moment and where appropriate complex decisions should be tested by other members of the SLT and/or

Chair of Governors. The College will also give due considerations to the impact on public examinations in the event of an exclusion from school.

The pupil should then be informed of the decision and placed in the Duty Room. Parents should then be informed of the outcome, the incident in question and the time and date of the readmission meeting. Parents may give permission for children to go straight home. Where this is authorised, a note of the time, date and parent should be made confirming the decision. Where the child may be risk, it must be insisted that parents collect the child.

The Duty Room must be informed straight away so that a letter can be generated on the system. Furthermore, for Looked After Children and other pupils deemed at risk, the Locality Team and ESLAC must also be notified. For the most serious cases, or where communication with home has been challenging, letters should be sent by recorded delivery.

### **Readmission to the College**

Legally, a pupil may return to school before the readmission meeting has taken place although it is at the discretion of SLT member whether the pupil returns to Compass House until that meeting occurs. It is extremely desirable that a pupil does not return until that meeting has happened. Parents will be invited to attend.

### **The Readmission Meeting**

The readmission meeting will be led by the Principal or Deputy Principal together with the relevant Year Lead and SENCO if appropriate. The purpose of the meeting is to establish from the pupil an understanding of why the College felt it was necessary to take the step of fixed term exclusion, an awareness of how the pupil felt about being out of school and a clear willingness to avoid similar mistakes that led to fixed term exclusion in the first place. Concrete actions to support the pupil should also be in place by the end of the meeting, from the College, pupil and parent.

If, at any point during the meeting, the pupil does not show suitable awareness of the impact their behaviour had on others or their own learning, and/or there does not seem to be a recognition that this behaviour should not take place in the future, the SLT may decide to return the pupil to isolation.

### **Appeals against fixed term exclusion**

The College follows the current guidance provided by the Local Authority and Department of Education. Parents have a right of representation to the Local Authority Inclusion Manager.

### **Alternatives to Fixed Term Exclusion**

A number of options will be considered in response to a serious breach of behaviour policy:

- a. restorative justice, which enables the offender to redress the harm that has been done to a 'victim', and enables all parties with a stake in the outcome to participate fully in the process. This has been used successfully to resolve situations that could otherwise have resulted in exclusion.
- b. internal exclusion (see additional guidance on the College's approach to Internal Exclusion)
- c. reduced timetable
- d. managed move to another school to enable the pupil to have a fresh start in a new school. The Principal may ask another head teacher to admit the pupil. This will

only be done with the full knowledge and co-operation of all the parties involved, including the parents, governors, SCIP and the LA, and in circumstances where it is in the best interests of the pupil concerned.

Parents will never be pressured into removing their child from the College under threat of a permanent exclusion ('expulsion'), nor should pupils' names be deleted from the school roll on disciplinary grounds unless the formal permanent exclusion procedures set out in statute and in this guidance have been adhered to or unless a managed move has been agreed by all the relevant parties.