



# Behaviour and Uniform Policy

Ratified by Governors -

A handwritten signature in black ink, appearing to read 'Tim Chambers', is positioned to the right of the 'Ratified by Governors -' text.

Date approved – 29<sup>th</sup> March 2022

Date of review – March 2023

Policy owner – Tim Chambers, Headteacher

## **Behaviour and uniform Policy Bilton School**

This policy sets out the expectations of behaviour at Bilton School and its approach in ensuring that all students and staff are safe and able to thrive in a positive learning environment in keeping with its core aims and values to 'be the best they can be'. The policy also enables teachers to comply with teaching and learning standards set out by the DfE which states that all staff have a responsibility to; promote good behaviour, self-discipline and respect, prevent bullying and create positive and effective learning environments.

### **Our Vision:**

Bilton School will maintain high standards of behaviour throughout the school to ensure students are engaged in and enthused by their learning, in a safe environment, free of disruptive and inappropriate behaviour. A culture of independence, personal responsibility and skills-based learning is the expectation. This is promoted through encouraging respect for other people and property in all aspects of school life.

### **The behaviour we expect from all students always is:**

- Ready
- Respect
- Safe

### **To achieve our vision, we will:**

- Ensure teachers, support staff, parents and students are clear about what is meant by good behaviour for learning and that everyone has a responsibility for maintaining high standards of behaviour at all times.
- Ensure we apply rewards and sanctions consistently so that students and parents are clear about expectations and standards.
- Ensure that all stakeholders are consulted on the development, review, evaluation and impact of relevant behaviour improvement plans, procedures and policies.
- Provide analysis to ensure all students are being well supported in displaying behaviours in keeping with the School's ethos and expectations.
- Ensure that the wider School curriculum makes explicit and implicit provision to promote and celebrate positive behaviour.
- Employ systems to maintain a high standard of behaviour and respect for others throughout the whole School and Sixth Form
- Employ a system of rewards, celebrations and incentives that recognise and applaud positive behaviour and achievement.
- Ensure that any incidents of discrimination/ unacceptable behaviour are recorded, monitored and addressed appropriately – information will be reported to other stakeholders where appropriate.

- Engage parents/carers at every opportunity by phone, meeting, email etc. so that both school and home can work together to support students in behaving appropriately and in a way that does not impact on achievement or safety.
- Encourage a positive relationship with parents; ensuring that all parents are aware of expectations.

### **Our rules**

Students are expected to follow the school rules which are as follows:

Follow the classroom learning responsibilities:

Ready:

- Always be fully equipped, ready to learn, dressed appropriately and on time.

Respect:

- Listen to others, respect other pupils' views, speak to all pupils and adults in a respectful way. Do your best in all lessons.

Safe:

- Move around the school site in a safe manner, understand how to keep yourself safe at school and at home, understand who to speak to if you don't feel safe and follow the school's no hands-on policy.

These behaviours are recognised at the end of every lesson and tutor period by teachers awarding of Class Charts faculty stamp.

When these learning responsibilities are not in evidence within lessons it is recorded by teachers and appropriate sanctions are issued as a result through Class Charts.

The school also works under the clear expectation that students follow the requests of members of staff and do so First Time, Every Time to maximise the time available for their learning.

- Students must wear full Bilton School uniform and a high standard is always expected. (Bilton School Blazer, a white buttoned shirt, either Bilton labelled trousers for boys or Bilton labelled trousers or Bilton labelled skirt for the girls. Dark navy-blue clip-on tie.
- Black leather school shoes are to be worn at all times, trainers, pumps or canvas shoes are not permitted.
- Nails should be natural in colour and of a safe length to take part in sport. Acrylic and gel nails are not permitted.
- Only a single pair of ear studs to be worn. A single clear nose stud is allowed. No other jewellery is allowed except for a watch.
- The school only approves of conventional hairstyles in one natural colour.
- Make-up is not permitted.

- Substances such as, alcohol, tobacco, e-cigarettes are not allowed on the school site and their use is strictly forbidden.
- Smoking is forbidden on school premises, on the way to and from school and on school transport, this includes e-cigarettes.
- Students should not bring expensive items or large sums of money to school. This includes personal entertainment equipment.
- Students must comply with the “No hands on” expectation within school.
- Mobile phones are allowed in school on the understanding that they are “Not seen, not heard”. Students must go to reception and use the school phone in case of emergency. If a student uses their phone without permission the item will be confiscated, parents will be required to collect items if they are repeatedly confiscated. Mobile phone enabled watches are not to be used in school.
- Students must keep to the left in corridors, on stairs and on paths around the school site and follow the exit system when leaving class rooms.
- Eating is only permitted in the dining halls or an outside space. No one should eat or drink in the corridors, or in classrooms.
- The chewing of sweets or chewing gum is not allowed during lessons. Chewing gum should not be brought to school.
- Energy drinks are not allowed in school.
- Litter should always be placed in the bins provided.
- Students should always be punctual for lessons, registrations, appointments etc.
- Students must behave in a quiet and orderly manner whilst travelling on school transport. Failure to do this is likely to result in travel passes being withdrawn.
- Bad language should never be used and courteous behaviour is always expected.
- All property, including textbooks, should be clearly marked with the owner’s name.
- Students must bring all required equipment to lessons and registration.
- Only water can be drunk in lessons.

### **Our Rewards**

- Verbal praise
- Use of the praise board in lessons
- Praise on school website
- House Achievement Points (HAPs) for individuals and House rewards through Class Charts
- Postcards Home
- Year group assemblies

- Awards assemblies
- Rewards trips

### **Our Sanctions**

Sanctions depend on circumstances and are applied accordingly as to which school rules have been broken and depend on the severity and frequency of the incidents. It is not always appropriate to use a staged approach.

### **Drugs/Weapons**

If a pupil brings into school drugs or a weapon on the school site, the sanction will be left with the Head Teacher of the School and the Executive Headteacher of the Stowe Valley MAT. This will not be a staged approach

### **Possible sanctions:**

- Verbal rebuke
- Movement of students in the class to allow them to be successful in their learning
- Detentions set on class charts: break, afterschool. These can be with class teacher, Pastoral Leader, Assistant Head, Headteacher
- Failure to attend a 2-hour Headteachers detention will result in 5 days IE in refocus.
- Parental meetings
- Report card
- Exclusion to Refocus Centre
- Fixed Term Exclusion/Managed Moves
- Permanent Exclusion

### **Refocus Centre**

Students can be sent to the Refocus Centre if their behaviour continually disrupts the learning of others, or they have 2 removals the previous day. Students will only be sent to the Refocus Centre if this has been authorised by a member of the Senior Leadership Team. Students are supported to improve their behaviour in the Refocus Centre and only when such improvements have been made will they return to the main school. Students will have breaks/lunchtimes at different times to the main school and be supervised at all times. Any student who has a fixed term exclusion will only be allowed into the main school following a successful reintegration period in the Refocus Centre.

### **Recording and reporting of Incidents**

Incidents of students' misbehaviour and action taken will be recorded on the School's behaviour management system Class Charts. The School pastoral team will analyse and monitor incidents recorded on the School's management information system and will act/report to SLT/parents/carers/other stakeholders as appropriate.

**Misuse of substances** The School is committed to the health and safety of its members and will make every effort to safeguard their well-being. A drug is any substance which affects the way in which the body functions either physically, emotionally or mentally. It includes legally available substances such as alcohol, tobacco, caffeine and solvents; over-the-counter and prescribed medicines and illegal drugs. The School will search students where there is good reason to suspect that they are in possession of a harmful substances legal or illegal. If the School finds any illegal substances these will always be handed over to the police.

### **Searches**

Members of the Senior Leadership Team, Pastoral Leaders and the Refocus Manager have the authority to search students where they reasonably believe that they are in possession of any of the items listed below;

- Knives and weapons
- Lighters
- Ammunition
- Alcohol
- Illegal drugs
- Stolen or missing items
- Tobacco and Cigarette papers
- Fireworks
- Electronic cigarettes
- Pornographic images
- Any article/substance that the member of staff reasonably suspects has been or is likely to be used to commit an offense or cause personal injury or damage to a person or property.

A student's possessions (any goods over which the student has or appears to have control such as bags and lockers) may be searched.

If any of the above are found to be in a students' possession the items will be confiscated. Weapons, drugs and pornography will always be handed over to the police.

### **Extent of the search**

When a search is required, there must be two members of staff present. The first member of staff conducting the search must be the same sex as the student being searched and be a member of the Senior Leadership Team, Pastoral Leader or Refocus Manager. On an out of School activity, the Group Leader is authorised to search students at that location. The witness (second person) who, where possible, must be a member of staff and should be, again wherever possible, the same sex as the student being searched. The member of staff leading the search would be required by the School to provide a statement of the search and the reasons for it for future reference. All staff have ongoing authorisation to be the witness of a search. On an out of School activity, temporary authorisation is given to non-employees who are named adults supervising students on school trips to be a witness to a search. Staff are not authorised to conduct an "intimate search" which requires

the removal of non-outer clothing. The Police must always be called if an intimate search is required as they have the legal powers required.

### **Bullying/Racial/Homophobic/Hate Incidents**

Incidents of bullying, racial or homophobic nature will be recorded and monitored separately in keeping with the 2010 Equality Act. Appropriate action will be taken to support both the perpetrator and the victim. Such incidents will be reported to stakeholders as appropriate.

### **Conclusion**

This policy should be used within the context that we always have the highest expectations of all students and believe that they can achieve what they want to by being the 'best that they can be.'