

<b>Policy title</b>	Behaviour for Learning
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<b>Status</b>	Approved
<b>Summary of change</b>	

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<b>Approval authority</b>	Principal
<b>Review date</b>	20 <sup>th</sup> September 2025

## 1. Purpose/aims

1.1 The Burgess Hill Academy aims to provide the highest quality education, where everyone can aspire to be 'Great Learners who believe in their best'. By providing both a caring and disciplined environment we believe that students will feel happy, safe and able to maximise the learning experiences offered to them, without distraction or interference.

1.2 The implementation of this policy will:

- i) Encourage students to take responsibility for their own actions
- ii) Outline how 'Great learners' are expected to behave
- iii) Allow all students to develop academically, emotionally and socially
- iv) Create a positive learning environment, outlining our system of rewards and sanction
- v) Establish positive working relationships with staff through the use of restorative practice
- vi) Engender cohesive and consistent behaviour management by all staff
- vii) Secure a safe environment in which students flourish

## 2. Legislation

2.1 This policy has been developed with reference to the Keeping Children Safe in Education guidance issued by the Department of Education, September 2024.

## 3. Definitions

3.1 The Academy defines acceptable behaviour as that which promotes mutual respect, courtesy, cooperation and consideration from all students in terms of their relationships with other students within/outside the Academy, with staff and with visitors.

This is based on the following:

- i) The right of all students to have the best possible learning environment.
- ii) The right for everyone at The Burgess Hill Academy to feel safe and cared for and be treated politely and fairly.
- iii) It is the duty of everyone at The Burgess Hill Academy to care for each other and promote a good image of the Academy.
- iv) The ability of everyone to take responsibility for their own behaviour and recognise the impact of their behaviour on others within the Academy and greater community
- v) Good communication with parents or carers, outside agencies and other schools.

3.2 The Academy has defined unacceptable behaviour as behaviour that causes others within the community physical and/or mental/emotional harm and/or behaviour that disrupts the learning community in the Academy.

This can include:

- i) Name calling
- ii) Verbal abuse
- iii) Threatening language or behaviour

- iv) Intimidation
- v) Physical/mental/emotional abuse, bullying, cyber bullying and harassment, including racist, sexist and homophobic abuse
- vi) Disobedience to staff
- vii) Use of obscene language
- viii) Use of drugs or smoking materials, (including e-cigarettes)
- ix) Carrying an offensive weapon or any object that could be construed as dangerous or offensive.
- x) Disruption of lessons/ disruption to the learning environment
- xi) Malicious accusations against school staff
- xii) Malicious use of the internet social networking sites such as Facebook, misuse of the internet, (see Acceptable Use Policy)
- xiii) Failure to comply with the Academy rules
- xiv) Any act which undermines the authority of staff
- xv) Bringing a banned item into school, (See Appendix)
- xvi) Any act which undermines the Academies authority or reputation.
- xvii) The sharing of views or opinions that could be considered to be extreme in nature, designed to cause alarm / distress or spread hate amongst groups within the Academy or community as a whole. (Linked to Prevent.)
- xviii) Theft
- xix) Possession of items likely to cause injury or offense to themselves or others

### 3.3. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- i) Deliberately hurtful
- ii) Repeated, often over a period of time
- iii) Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting, blaming, shaming and verbally abusive behaviours

Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

3.4 This policy has been written in conjunction with our Anti-Bullying policy. We also refer to the revised guidance on Child on Child abuse as set out in Keeping Children Safe in Education (2024). Any cases of Child on Child abuse will be addressed on a case by case basis.

Persistent acts of bullying will result in a student completing an Anti-Bullying Contract. This will define expectations and sanctions laid out if further incidents that are recognised as bullying behaviour occur.

Students and Parents will be required to sign the document in acknowledgement of the expectations being made and an understanding of the consequences and sanctions of further incidents occur.

#### **4. Policy Statement**

At The Burgess Hill Academy, learning is at the heart of all policies. The purpose of this policy is to ensure that students, staff and parents/carers at The Burgess Hill Academy feel supported in creating a constructive and safe learning environment and that our community develops a strong and consistent approach to rewarding and incentivising positive behaviours through a transparent and robust system of behaviour management.

Behaviour management is based on the principle of positive reinforcement of good work and behaviour; the mutual respect of staff and students; and the use of consistently applied sanctions. This will not only encourage students to respect one another regardless of race or gender, to respect property and to respect adults, but it also enables students to be valued and rewarded for their achievements.

All members of the school community have the right to work within a safe, well ordered and supportive environment where effective learning can take place. Everyone is expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. Any action that does not allow teachers to teach, students to learn or is clearly disrespectful of people or property must be challenged.

## **5. Roles and responsibilities**

### **5.1 The Local Board**

The Local Board is responsible for monitoring this behaviour policy's effectiveness and holding the Principal to account for its implementation.

### **5.2 The Principal**

The Principal is responsible for reviewing and approving this behaviour policy.

The Principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

### **5.3 Staff**

Staff are responsible for:

- iv) Implementing the behaviour policy consistently
- v) Modelling positive behaviour
- vi) Providing a personalised approach to the specific behavioural needs of particular students
- vii) Providing opportunities for restorative conversations to take place
- viii) Recording behaviour incidents on Class Charts, both positive and negative

The senior leadership team will support staff in responding to behaviour incidents.

### **5.4 Parents**

Parents are expected to:

- i) Support their child in adhering to the student code of conduct
- ii) Inform the school of any changes in circumstances that may affect their child's behaviour
- iii) Discuss any behavioural concerns with the class teacher or pastoral team when required
- iv) Ensure their child attends the school on time and adhering to the uniform policy.

## 6 Procedures

### 6.1 Student code of conduct

At The Burgess Hill Academy, we have the expectation that all students are Great Learners. To achieve this, students are expected to:

- 5.1.1 Behave in an orderly and self-controlled way Show respect to members of staff and each other
- 5.1.2 In class, make it possible for all students to learn
- 5.1.3 Move quietly around the school
- 5.1.4 Treat the school buildings and school property with respect
- 5.1.5 Wear the correct uniform at all times
- 5.1.6 Accept sanctions when given
- 5.1.7 Refrain from behaving in a way that brings the school into disrepute, including when outside of school



### 6.2. Managing Behaviour

Our focus at The Burgess Hill Academy remains on providing consistent application of all our collaborative agreements on behaviour. Strategies to support behaviour are developed and reviewed throughout the school year and is led by the Assistant Principal for behaviour.

At The Burgess Hill Academy we use Class Charts. Class Charts is an online system which teachers, parents and students use to track achievement and behaviour throughout the school day. Each child and parent have a unique code to access the system to track the students' progress. You will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks and track scheduled detentions.

At the Academy we strongly believe that praise is the key to the success of every student's well-being. Our aim is to increase self-esteem and raise achievement by rewarding the positive behaviours we want our students to develop. We recognise and promote good and improved behaviour by students through a system of recognition and rewards.

### 6.3 Single Point of Entry

All students are required to enter the school site via the Single Point of Entry. All students are expected to meet the required expectations as laid out in the Uniform Policy. The Single Point of Entry is designed to ensure all students are meeting the expected standards of uniform and conduct before entering on site. It is the parents / carers responsibility to ensure their child arrives to school dressed in accordance to the Uniform Policy.

Duty staff are required to ensure all students adhere to the following expectations:

- No coats
- Blazers on
- Shirts tucked
- No rings / jewellery – These will be confiscated before being allowed on site
- Skirts unrolled – There is a strike system in place to support this. Please see Uniform Policy.
- No false eyelashes
- Correct footwear – Plain black shoes only

If a student is failing to meet these expectations then they will be supported either through the borrowing of uniform from our School Uniform Store or with a call to parents requesting for support.

#### **6.4. Rewards and sanctions**

In every aspect of school life students are encouraged to show great effort and determination and this is celebrated through our 'Determination Award'. These are awarded by all teaching staff as well as by support staff where appropriate. All teachers are expected to identify a single student whose effort in lessons stands out above the rest and the attention of the class is drawn to it. In this way a clear signal is given which encourages others to perform with similar effort.

By accumulating the Determination Award throughout the year students will go on to receive special recognition of their efforts through the Principals Commendation Reward at the End of Term Rewards Assembly.

#### **6.5 List of rewards and sanctions**

Positive behaviour will be rewarded with:

- 5.5.1 Praise
- 5.5.2 Class Chart points
- 5.5.3 Letters or phone calls home to parents
- 5.5.4 Rewards in the rewards store on Class Charts
- 5.5.5 Positive postcards
- 5.5.6 End of term celebration assemblies
- 5.5.7 Celebration Friday
- 5.5.8 Determination Award

#### **6.6 Whole School Break Detention:**

Whilst taking all possible steps to promote good behaviour we also want to re-state that unsatisfactory behaviour will not be tolerated or ignored at The Burgess Hill Academy.

Teachers and all persons acting on behalf of the Headteacher have a statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or fail to follow a reasonable instruction (Section 91 Education and Inspections Act 2006).

All staff (not just teachers) have a responsibility to challenge inappropriate behaviour wherever they encounter it. This applies not only on the school site but also on trips and visits.

Where such behaviour warrants a sanction the staff member concerned should ensure the event is recorded and described on Class Charts and the student receiving the sanction informed.

The whole school break detention is a 15-minute detention that is run at break time starting at 10.55am.

This allows students sitting the detention to have time beforehand to use the toilet and some refreshments if desired.

The behaviours that students can receive a whole school break detention are:

- Anti-social behaviour
- Eating in non-designated area
- Encouraging others to behave negatively (break or lunchtime)
- Health and safety infringement
- Lack of equipment
- Late to lesson (up to 5 minutes after the start of a lesson)
- Late to school
- Refusal to work
- Littering
- Out of bounds
- Refusing to follow a simple request (break or lunchtime)
- Spraying water
- Uniform infringement
- Use of mobile phone without permission

## **6.7 Mobile Phones**

The TBHA Mobile Phone policy dictates that 'mobile phones are not to be seen or heard without permission'.

If a student needs to check their Class Charts / Homework / Timetable / Emails then they can do so once they have sought permission from any member of staff. They are to remain with that member of staff whilst using their mobile phone until it is put away again.

### **6.7.1 Misuse of mobile phone**

- (a) If a student is caught using their mobile phone without permission then the phone will be confiscated and the member of staff with hand it in to their Pastoral Leader for it to be collected by the student at 3.00pm. No further sanction will be applied.
- (b) If a student is caught using their mobile phone without permission and they refuse to hand the phone over to that member of staff then a member of the Senior Leadership Team will be informed and that student will be removed from circulation in the school community and contact home will be made. The student will not return to lessons until the mobile phone has either been handed in to a member of staff or collected by the parent.
- Persistent acts of (b) will result in the student signing a Mobile Phone contract requiring them to hand their phone in to a member of staff at the start of everyday.



## **6.8 Off-site behaviour**

Sanctions may be applied where a student have misbehaved off-site when representing the Academy, such as on a school trip or on the way to or from school. Students must take pride when wearing the Academy uniform and be positive role models within our wider community.

## **6.9 Malicious allegations**

Where a student makes an allegation against a member of staff and that allegation is shown to have been malicious, the Principal will discipline the student in accordance with this policy.

Please refer to our safeguarding policy/statement of procedures for dealing with allegations of abuse against staff for more information on responding to allegations of abuse.

The Principal will also consider the pastoral needs of students accused of misconduct.

## **6.10 Behaviour management**

At The Burgess Hill Academy we use our Great Learners poster to create a consistent approach and a positive environment for everyone.

## **6.11 Classroom management**

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

They will:

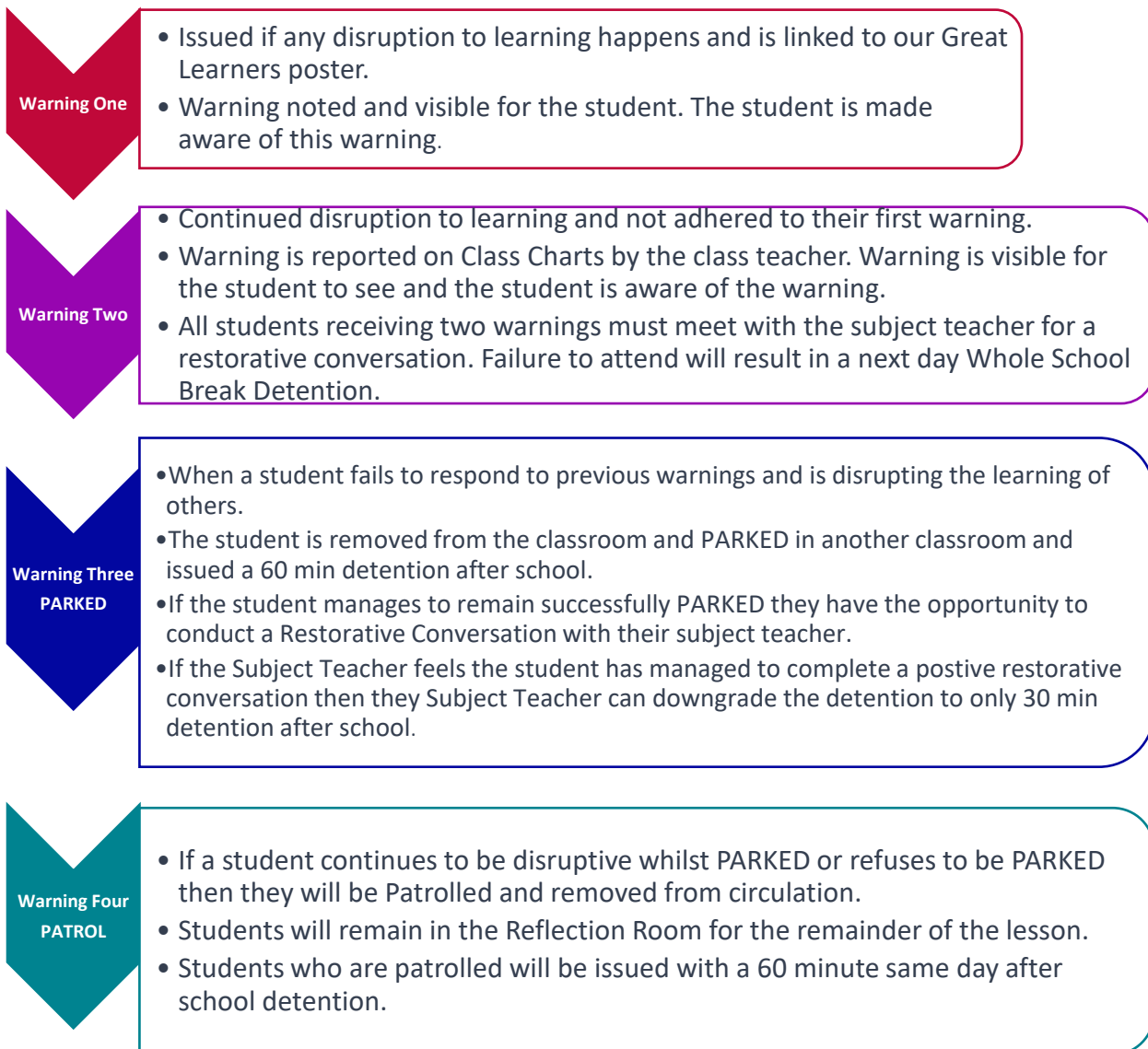
- 6.11.1 Create and maintain a stimulating environment that encourages students to be engaged
- 6.11.2 Display the Great Learner poster in their classroom and refer to it throughout lessons.
- 6.11.3 Develop a positive relationship with students, which may include:
  - Completing 'meet and greet' at the classroom door for every lesson
  - Establishing clear routines
  - Communicating expectations of behaviour in ways other than verbally
  - Highlighting and promoting good behaviour
  - Using positive reinforcement
- 6.11.4 Establish – maintain – repair strategies for positive relationships

## **6.12 Low Level Disruption:**

The aim of our classroom management strategies is to encourage students to recognise the impact their behaviours have on the rights of others. The focus is to allow protect the learning environment within the classroom to allow all students the right to receive an education and the rights of the teacher to educate. All teachers recognise the importance of developing and maintain positive working relationships with their students, and use in-the-moment strategies to reconnect students with their learning.

It is the responsibility of all staff to manage the learning of all students. The use of consequences will only follow the deployment of usual behavioural management techniques.

All teachers are expected to use a 'warning system' to highlight to the student about any inappropriate behaviours and students will be made aware of the consequences of their actions if the behaviour was to continue.



### 6.13 Patrol Calls:

If a student is patrolled from a lesson they will be issued with a 60-minute same day after school detention.

If a student has to be patrolled twice in one day then they will remain out of all lessons and will complete their learning in the Reflection Room before attending a 60-minute detention after school.

Incidents of a slightly more serious nature (for example: aggressive or intimidating behaviour or if others are at risk of harm) will be dealt with by the Assistant Principal for Behaviour or other members from the Senior Leadership Team. The incident will be recorded on Class Charts by the class teacher, sanctions set and parents informed.

#### **6.14 Detentions after school:**

The Burgess Hill Academy have same day detentions and take place between 3.00pm and 4.00pm. Students will complete Reflection Sheets and work in silence.

Teachers have the legal power to issue detentions to pupils aged under 18.

The school is not required to give 24 hours' notice for an after-school detention.

Notification: Class Charts will inform parents of the detention that is set via email or the Class Charts app.

In negotiation with parents, the Academy may deem that special consideration may be given in regards to a student's safety and in these cases, 24 hours' notice may be given for a detention. Parents must contact and speak to the Pastoral Lead for their year group and arrange this before a detention is set.

The safe return home of the pupil remains the prime responsibility of the parent or carer.

Non-attendance at after-school detentions will result in the student completing a 0.5 day in the Reflection Room the following day before completing the after-school detention.

Persistent failure to attend after-school detentions can lead to the following consequences:

- Internal suspension
- External suspension

#### **6.15 Internal Suspension**

This sanction is used for serious persistent disruption to the learning of others or for an isolated incident that puts at risk the wellbeing of themselves or the others in our community. Students who are removed from the school community due to this type of behaviour will complete their learning in our Reflection Room where they are provided an opportunity to reflect on the impact their behaviour may have on others.

#### **6.16 Reflection Room:**

Daily routines:

- Students hand in mobile phone to duty staff
- Students do not follow the normal school hours (see RR TT).
- Pastoral Leaders to arrange Reflective Conversations between staff and students when appropriate.
- Records/data recorded on Reflection Room Tracking Sheet on TEAMS and shared with SLT / Pastoral Leaders / appropriate Admin.
- Students to complete a Reflection Form
- Students to complete work sent from teachers.
- All work returned to teachers for marking.
- One to one meeting with the Assistant Principal (Behaviour)
- Students who fail to engage with this provision may receive a fixed term suspension

### **6.17 Reflection Room Rules:**

Students are expected to:

- Hand their mobile phones in to the Duty Staff
- Remain polite at all times to Duty Staff
- Work quietly without talking to others
- Complete an appropriate amount of work
- Follow instructions of Duty Staff

### **6.18 Reflection Room Warning System:**

Warnings will be given to students in the Reflection Room for the following behaviours:

- Rudeness to staff or students
- Disruptive behaviour
- Failure to complete an appropriate amount of work
- Failure to follow the rules of the Reflection Room

Fail criteria & process:

- 1 x Warning = Reminder of expectations and consequences
- 2 x Warning = Phone call home / Student speaks to parents / Parents informed that 1 more warning = Fail and suspended for ½ day
- 3 x Warning = Fail and fixed term suspension for ½ day PLUS next day in Reflection Room

Students who fail to engage with the rules of the Reflection Room may receive a fixed term suspension. An accumulation of fixed term suspensions can result in the decision to remove the student from the Academy permanently.

### **6.19 Physical restraint**

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

6.19.1 Hurting themselves or others

6.19.2 Damaging property

6.19.3 Causing disorder

Incidents of physical restraint must:

6.19.4 Always be used as a last resort

6.19.5 Be applied using the minimum amount of force and for the minimum amount of time possible

6.19.6 Be used in a way that maintains the safety and dignity of all concerned

6.19.7 Never be used as a form of punishment

6.19.8 Be recorded and reported to parents

## 6.20 Confiscation

**Any prohibited items (See Appendix) found in students' possession will be confiscated.**

We will also confiscate any item which is harmful or detrimental to school discipline. Searching and screening students is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

## 6.21 Student support

The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student.

The school's special educational needs co-ordinator will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

## 6.22 Suspensions

In accordance with Behaviour in Schools Guidance February 2024 the Principal can use suspension or permanent exclusion in response to serious incidents or in response to persistent poor behaviour which has not improved following in-school sanctions and interventions.

The decision to suspend a student from the Academy is a very serious matter and it will never be taken lightly. However, the Principal and Governors reserve the right to suspend a student in the following circumstances: -

- (a) In response to a serious breach of the Academy's Behaviour Policy
- (b) If allowing the student to remain in the Academy would seriously harm the education, safety or welfare of the student or others in the College.

During this time, any student who is on a period of suspension is prohibited to come back onto school grounds and is expected to be at home with parents/carer during school hours. Students will be expected to complete work as outlined in the suspension letter. This work will be required when the student returns for their reintegration meeting with the Principal or other member of senior leadership team.

The Academy will involve outside agencies including the police and social services if they feel the child's behaviours are a safeguarding concern. For any issues of violence towards another student, the offending students could have the incident reported to the police. Any further incidents could result in permanent exclusion from the Academy.

### **6.23 Permanent Exclusion**

Permanent exclusion will only be used in the most serious of situations, such as a serious one-off incident or a cumulative exclusion.

An event should only be considered to be a serious one-off incident if it is an incident without precedent. A permanent exclusion due to a serious one-off incident is only used for cases where the young person involved has no or very few prior behaviour incidents.

If the young person has a history of challenging/concerning behaviours and then there is an out of character or very different type of serious incident, then it would still be considered a cumulative exclusion as there are ongoing needs/behaviours leading up to that exceptional incident. If the Principal needs to reference prior behaviours, needs and strategies in setting the context for the case for exclusion, then the exclusion is cumulative.

### **7. Monitoring arrangements**

This behaviour policy will be reviewed by the Principal and the Local Board on a cycle. At each review, the policy will be approved by the Principal.

### **8. Links with other policies**

This policy should be read in conjunction with:

- i) Uniform Policy
- ii) Home school Agreement
- iii) Staff Code of Conduct
- iv) Anti-bullying policy
- v) Race equalities policy
- vi) Attendance policy
- vii) SEN policy
- viii) Exclusions procedures

# Appendix 1

## Uniform expectations:

### Uniform –

The Burgess Hill Academy blazer\*

The Burgess Hill Academy navy jumper\* (optional)

Plain white shirt

The Burgess Hill Academy grey trousers\* or skirt\*

The Burgess Hill Academy Tie\*

Plain black footwear (no other colour on the footwear including logos and laces should be black)

Please note it is the Parents / Carers responsibility to ensure the student is dressed correctly each day for school. If there is an acceptable reason for incomplete uniform then it is the parents / carers responsibility to communicate that to the appropriate Pastoral Leader via letter or email before the student arrives to school. We will then provide spare uniform to ensure the student is dressed appropriately for the day. Refusal to cooperate with this can incur a sanction.

\*In the interests of consistency and ensuring that the appearance of the uniform remains one of smartness rather than fashion, these items will have The Burgess Hill Academy Logo and will only be available through our registered suppliers.

## Rules and expectations:

### Hair

- Hair should be worn in a tidy manner. Hair should be tied back as appropriate for various lessons and activities such as PE and science for health and safety reasons.

### Make-up

- Light, discreet and natural looking make-up in all year groups.
- No false nails or eyelashes, nail extensions.

### Jewellery

- Any piercings should be studs only (hoops or other piercings are not acceptable for health and safety reasons, they will be confiscated).
- Piercings will be asked to be removed for various lessons and activities such as PE. **Students must remove piercings and not tape or request to keep them in (due to 6 weeks waiting period). If students fail to follow this instruction, sanctions will be set.**
- Jewellery is not to be worn in the academy this includes **rings, bracelets and necklaces**; this is for health and safety reasons. Persistent failure to comply to this rule will result in the jewellery being confiscated and parents asked to collect.

### Skirts

- All skirts are expected to be unrolled at all times.
- Any student caught with their skirt rolled with collect a 'strike'.
- Parents of 7 students that receive 4 x 'strikes' logged on Class Charts will be contacted.
- Students that receive 5 'strikes' will be required to wear TBHA school trousers for the rest of the academic year. Parents are required to purchase appropriate uniform to ensure their child is following the Uniform Policy.
- Skirt 'strikes' will be reset each year.

### **Other**

- Fashion sweatshirts and hoodies should not be worn inside the Academy and if seen will be confiscated. Parents will be requested to collect the items.
- All skirts must not be rolled up.
- Shirts must remain tucked in at all times.

### **Substances**

- Smoking is not allowed on the Academy premises or while travelling to and from the Academy.
- No cigarettes, electronic cigarettes, lighters or matches should be brought to the Academy.
- No intoxicating substances should be brought into the Academy.
- There should be no aerosols in the Academy.
- There should be no chewing gum in the Academy.
- Canned drinks/energy drinks should not be brought in to the Academy.

### **Valuables**

- MP3 players, iPods/iPads, personal stereos, cameras and computer games should not be brought into the Academy or they will be confiscated.
- Mobile phones are not allowed to be used during the school day, unless directed to by staff to support learning. If mobile phones are seen or heard then they will be confiscated.

### **Searching:**

Searching can play a critical role in ensuring that our school is a safe environment for all students and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which our students can learn and thrive.

The Principal and staff they authorise have a statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item. The list of prohibited items is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;



- any article that the member of staff reasonably suspects has been, or is likely to be used:
  - i. to commit an offence, or
  - ii. to cause personal injury to, or damage to property of; any person (including the student).
- tobacco, cigarette papers, e-cigarettes and vapes
- fireworks; and
- pornographic images.

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

### Basic Expectations

Non-Negotiable	Explanation	Sanction
Uniform	Uniform checks are completed at the Single Point of Entry and by Tutors during Tutor Time and by teachers at every lesson. Students will not be allowed on site until they are wearing correct full uniform. Coats are not to be worn in lessons. If a student arrives to a lesson inappropriately dressed, teachers will challenge the student and the student expected to alter/amend their uniform.	Logged on Class Charts and negative points awarded. Break time detention for uniform infringement.
Ready to Learn	Students are expected to arrive on time, fully equipped and ready to learn for each lesson. Equipment checks are the responsibility of Tutors. Students can buy equipment on Class charts with their points. Tutors should encourage this (where possible) when students do not have the correct equipment. If a student arrives to a lesson without equipment, teachers will provide	Logged on Class Charts and negative points awarded. Break time detention for not being Ready to Learn.

	equipment and record on Class Charts.	
Punctuality	Students should be on time for lessons. Lateness should always be recorded on SIMS and if a student is 5 mins or later to lesson, recorded on Class Charts.	Logged on Class Charts and negative points awarded. Late to school and late to lesson will result in a 15-minute break detention. Persistent issues with punctuality will result in punctuality report.
Presentation of work	Work should be presented in a manner which reflects the best of a student's ability.	Warnings given by the class teacher. Logged on Class Charts and negative points award.
Homework	Students will complete their homework on time and should be rewarded for doing so.	Lack of homework will be reflected in poor grades in the students reports.
Food and Drink	Inside the building, food and drink (other than water) should only be consumed in designated eating areas (Hall & area outside the hall). Students may not take hot food from the hall. All staff should challenge students eating outside of designated areas.	Logged on Class Charts and negative points awarded. Break time detention for eating in a non-designated space. If food is consumed on the astro the student will be asked to leave and may face a ban from the astro
Mobile Phones, headphones/air pods and hoodies/sweaters.	Students are not allowed to use a <b>mobile device or headphones</b> within the school site without permission. Mobile devices should be switched off and in bags. If a student uses their mobile phone during the school day, it will be confiscated and placed in the Pastoral Hub. Hoodies/sweaters are not allowed in school. If they are seen they will be confiscated and students can collect these at the end of the day.	Confiscation. Logged on Class Charts and negative points awarded. Persistent misuse will result in daily removal of mobile phones and collection at the end of the day with full support by parents/carers or guardians. Confiscation and parents to collect. Refusal to hand over the phone will result in the student being removed from circulation until they comply.

	<p>Refusal to follow an instruction regarding a mobile phone, headphones or hoodies/sweaters will be treated as defiance. Students will be removed from circulation and placed in the Reflection Room until the device or item is handed over. Persistent or repeat offenses could have further sanctions.</p>	<p>Outright defiance will require parental communication and support through either a meeting or phone call.</p>
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