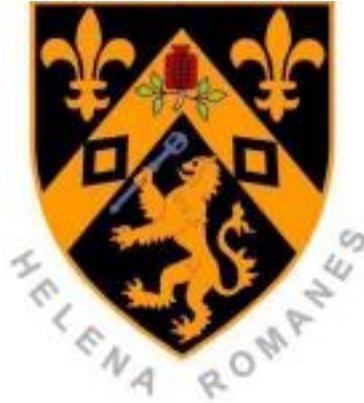


# Helena Romanes School



## Behaviour Policy

**APPROVED BY HELENA ROMANES SCHOOL LOCAL GOVERNING BODY**

**THIS POLICY IS REGULARLY REVIEWED  
FOLLOWING RECOMMENDED GUIDELINES**

## **Introduction**

Helena Romanes School believes that good behaviour creates a climate where effective learning can take place. This policy aims to set out clearly and simply the principles, methods and monitoring systems which together seek to ensure that learners at Helena Romanes School treat all members of the school community and wider community with respect and tolerance, develop a sense of responsibility and exercise self regulation. In doing so, good order, safe and appropriate behaviour will be maintained.

## **Legislation and statutory requirements**

This policy is based on advice from the Department for Education (DfE) on:

- Behaviour in Schools Advice for headteachers and school staff September 2022
- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement September 2023
- Searching, screening and confiscation at school
- The Equality Act 2010
- Use of reasonable force in schools, DfE
- Supporting pupils with medical conditions at school (SEND Code of Practice)

In addition, this policy is based on:

- Schedule 1 of the Education (Independent School Standards) Regulations 2014; paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy.
- DfE guidance explaining that academies should publish their behaviour policy and anti bullying strategy online.

## **Our Principles**

The Local Governing Body believe that in order to enable effective teaching and learning to take place, good behaviour in line with our Community Code and School Rules in all aspects of school life is necessary. It seeks to create a caring and learning environment in the school by:

- promoting desired behaviour
- promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect
- ensuring equality and fair treatment for all
- promoting a culture of praising and rewarding good behaviour to support all pupils to achieve
- challenging and disciplining misbehaviour
- providing a safe environment free from disruption, violence, discrimination, bullying and any form of harassment
- encouraging positive relationships with pupils, parents and carers to develop a shared approach to involve them in the implementation of the school's policy and associated procedures
- developing positive relationships with pupils to enable early intervention

## **Roles and Responsibilities**

The Local Governing Body will establish, in consultation with the Headteacher, staff, parents and carers, the policy for the promotion of good behaviour and keep it under review. It will ensure that it is communicated to students and to parents and carers, is non-discriminatory and the expectations will be clear. Governors will support the

school in maintaining high standards of behaviour.

The Headteacher/Senior Leadership Team (SLT) will be responsible for the implementation and day to day management of the policy and its procedures. Support for staff faced with challenging behaviour is also an important responsibility of the Headteacher and SLT.

Staff including teachers, support staff and volunteers will be responsible for ensuring that the policies are followed, and consistently and fairly applied. Mutual support amongst staff in the implementation of the policy is essential. Staff have a key role in advising the Headteacher on the effectiveness of the policy and its procedures. They also have the responsibility, with the support of the Headteacher, for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently.

The Local Governing Body, Headteacher and Staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, cultural, religion, gender, disability or sexuality. They will also ensure that the concerns of students are listened to and appropriately addressed.

Parents and Carers will be expected to take responsibility for the behaviour of their child both inside and outside of the school. They will be encouraged to work in partnership with the school in maintaining high standards of behaviour and have the opportunity to raise with the school any issues arising from the operation of the policy.

Pupils will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy procedures and expectations. Pupils also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

The procedures arising from this policy will be developed by the Headteacher in consultation with the staff. The procedures will make clear to the students how acceptable standards of behaviour can be achieved and will have a clear rationale which is made explicit to staff, students and parents. The procedures will be consistently and fairly applied and promote the idea of personal responsibility and that every member of the School has a responsibility towards the whole community. The procedures will be based on mutual respect.

### **Training**

The Governing Body will ensure that appropriate high quality training on all aspects of behaviour management is provided to support staff and students.

Staff will be supported through:

- induction training for all staff
- whole school INSET
- reviews of continual professional development needs
- specific –planned/tailored training

### **Reviewing effectiveness**

Behaviour instances will be recorded on ClassCharts by members of staff. Record keeping of suspensions and exclusions will be kept on SIMS.

Data will be regularly analysed to enable issues and trends in behaviour to be identified and addressed for example through assemblies, PSHE/RSE, workshops or pupil groups. Pupils will be given opportunities to reflect on behaviours and if necessary, supported to take part in intervention learning/mentoring/discussions.

### **The Curriculum and Learning**

We believe that an appropriately structured curriculum and effective learning contribute to good behaviour.

We expect staff to plan for the needs of individual students, alongside using adaptive teaching strategies to

scaffold and challenge students.

It follows that lessons should have clear objectives, be understood by the children and adapted appropriately to meet the needs of children of different abilities. Marking and record keeping can be used both as a supportive activity, providing information to the children on their progress and achievements and as a signal that the children's efforts are valued and that progress matters.

## **Expectations of behaviour for pupils**

All pupils are expected to follow our expectations of behaviour to promote a respectful, safe and tolerant school community.

### School Rules

- **Respect for others;** speak respectfully to any member of the school community and follow instructions from adults without argument
- **Uniform;** follow the dress code in the correct manner
- **Confiscated items;** any items not part of the school uniform or other items may be confiscated • **Hair;** should not be dyed an unnatural hair colour or be an extreme style
- **Movement around school;** walk calmly and sensibly and be punctual. All pupils will be expected to carry a responsibility card
- **Toilets and the medical room;** pupils should use the allocated toilets and go to the medical room during break and lunchtime only. During a lesson a member of staff may permit a pupil and will sign a 'toilet' or 'medical' pass card.
- **School property;** all pupils are responsible to ensure that school property and environment are treated with respect.
- **Mobile phones/airpods or similar devices;** are not permitted to be on the school site inside the school gates. Any items seen or heard will be confiscated.
- **Punctuality and absence;** all pupils are expected to be punctual to school and all lessons. Pupils are expected to attend school regularly. Parents should notify the school of absence on each day and give notice of appointments which require time out of the school day.
- **Eating arrangements;** food must be consumed in the area in which it was purchased. Litter should be put in the bins.
- **Smoking/electronic cigarettes or similar;** Helena Romanes is a non-smoking site for pupils, staff and parents. Pupils caught and those associating will be sanctioned
- **Travelling to and from school;** pupils must remember they are ambassadors for the school and must maintain the highest standards of uniform and conduct

Please see Appendix 1 for full details of the School Rules

## Community Code

We want Helena Romanes School to be a secure and caring community. We encourage a sense of achievement, respect and responsibility in all. Our community code aims to set out the responsibilities and rights of our school members.



### Our Community Code

Helena Romanes is a secure, caring community.

We encourage a sense of achievement, respect, and responsibility in all.

At the heart of our Community Code is respect for yourself, others, property, and our school

### RESPONSIBILITIES RIGHTS

#### Respect for yourself

- Dress smartly and wear uniform correctly
- Listen and reflect before taking a course of action



- Recognition of our contribution to the community, both as a member and as ambassadors
- The making of informed decisions that benefit our future

#### Respect for others

- Consider those behind, in front and beside
- Keep shows of affection for private time
- Wait for the appropriate time to put our side of a story
- Accept correction when we're at fault.
- Speak calmly and politely to others
- Hold the door for others behind us
- Carry and place bags carefully



#### Respect for others

- Being respected as a member of our community
- Being appreciated for what we have to offer
- Recognition of our efforts
  - The right to a voice
- Freedom from abuse or discrimination
- The right to feel safe at school
- Support for each other

#### Respect for property

- Respect the school environment: classrooms, communal spaces, corridors, furniture and equipment
- Use resources responsibly
- Respect and take care of both our own property and others'
- Leave the toilets as we would wish to find them

#### Respect for property

- A school community we are proud of that is pleasant to be in



#### Respect for our school

- Act as a role model for others
- Walk sensibly and safely in corridors
- Put all litter in the bin and leave rooms clean and tidy
- Keep all drinking and eating to the designated areas

#### Respect for yourself

### **Respect for our school**

- Education, ethos and facilities that offer



maximum benefit

- Freedom from vandalism and theft
- Safety in corridors and classrooms

### **Rewards and recognition**

A school ethos of encouragement is central to the promotion of good behaviour. We want to recognise and reward pupils for;

- excellent standards of learning and behaviour
- embodiment of our school values; ambition, kindness, respect, resilience, independence and broad-mindedness

We have numerous rewards in place that students can work towards achieving, some of these include:

- praise and recognition
- class teacher termly awards
- badges
- postcards
- cinema afternoon
- queue jump pass
- faculty termly awards
- Head of year awards
- Headteacher award
- Certificates for amassing reward points at various levels
- Annual awards evenings
- Breakfast with SLT
- Lunch with the Headteacher

### **Rewards Card**

To promote our community code and to encourage pupils in embodying our school values we use a Rewards Card (within our school Responsibility Card) which recognises individual contribution to the school community. Pupils can be commended using the card outside of lessons for demonstrating the following school values:

- Ambition
- Kindness
- Respect
- Resilience
- Broad Mindedness
- Independence

Prizes are given to the pupils with the highest weekly totals.

### **Consequences and sanctions**

The use of consequences and sanctions are designed to:

- enable successful teaching and learning free from disruption
- establish positive and respectful relationships
- promote accountability and reduce inappropriate behaviour

All members of the school have a responsibility for creating a safe and positive school environment. Consequences and sanctions are used when a pupil's behaviour does not meet our high standards. These consequences are put in place with an emphasis on children reflecting on their own behaviour(s), their own choices, their own feelings as well as of others involved. Staff encourage children to be empathetic, accountable and understanding of the effect of their behaviours. The use of consequences should be characterised by certain features:

- it must be clear why the consequence is being applied
- it must be made clear what changes in behaviour are required to avoid future punishment, ideally identified by the child in a reflective conversation with a member of staff
- group consequences should be avoided as they breed resentment
- there should be a clear consideration of the severity of the offence
- the focus should be on the behaviour rather than the person
- expectations of behaviour should be consistent throughout the school
- all members of staff are responsible for following the behaviour and discipline policy to ensure fairness and consistency.

All staff aim to be 'firm, but fair'. Staff will ensure that a consistent approach is adopted, based on mutual respect. The teacher concerned will deal with problems of indiscipline in the first instance. If necessary, other staff such as a Head of Faculty, Pastoral Leader or a Head of Year may become involved. Behaviour is dealt with in a staged approach with the sanctions escalating in the event of behaviour not improving. More serious instances of indiscipline may warrant immediate action higher up the sanctions scale and the involvement of senior staff. Such instances will be investigated by Pastoral Leaders and referred to HOYs/SLT.

The following is a list of behaviour that would lead to a sanction:

*(this is not exhaustive and the school reserves the right to sanction other types of behaviour which falls below our standards)*

- uniform infringements
- lateness
- inappropriate behaviour
- littering
- bad language
- chewing gum
- use of mobile phones
- truancy
- defiance
- damage to property (the school will make reasonable efforts to recoup the cost of damage from parents)
- prohibited items (see banned items section)
- discrimination (see discrimination section)
- verbal abuse
- physical assault
- arson

A range of strategies may be appropriate to deal with inappropriate pupil behaviour. The following is a list of a range of responses that the school may use:

- entries in the Responsibility Card
- school report system
- reminder of expectations and standards
- verbal warning
- a lunchtime detention (pupils will be given time to get their lunch and use the toilet after the detention)
- opportunity to re-set in another room with supervision
- after school detention
- internal isolation
- suspension
- referral to external agencies
- pastoral support plan (PSP)
- Headteacher/Governor behaviour meetings with parents/carers
- off site direction
- managed move to an alternate school
- alternative provision such a Pupil Referral Unit (PRU)
- permanent exclusion

### **Responsibility Card**

This is issued to all pupils as a reminder of the school rules. If a pupil is observed breaking one of the school rules outside of lessons then the staff member will ask for the card, enter the type of behaviour, date and sign the card. Sanctions are given when:

- 4 entries - lunchtime detention
- 8 entries - after school detention
- 12 entries extended after school detention
- Lost card will result in a detention. This could be up to an extended SLT detention for multiple instances.

If there is an ongoing concern, and a pupil is receiving a large number of entries on their card, then a member of the pastoral team will contact the parents to discuss the issue and put plans in place to support the student.

### **Punctuality**

We encourage pupils to be on time to school and lessons and believe when a pupil arrives late they are actively disrupting the learning of their peers. Pupils who arrive late to school two times or more that week will be issued a lunchtime detention. If punctuality becomes a concern, strategies will be put in place to support the pupil and a meeting may be arranged between the school, parents and child to discuss these measures. This may include making up missed learning at break, lunch or after school.

### **Uniform**

Uniform plays an important role in setting the correct tone for learning. Helena Romanes School believes in the adage "*dress smart, think smart*" and, accordingly promotes high standards of personal presentation and pride in the school. Uniform infringements will be recorded on the Responsibility Card.

By applying to attend Helena Romanes School, parents/carers and pupils agree to adhere to the uniform code as published on the school website. If parents/carers have any financial difficulties in this matter, then they are encouraged to contact the school and we will look at ways in which we may be able to support them.

If there is a valid, temporary reason as to why a pupil is unable to wear the correct uniform, then the parent/carer must send a written, dated letter to the relevant head of year, with an indication of when the issue will be resolved. Any medical related reasons should be supported by a medical note from a GP, medical consultant or hospital.

Where pupils fail to comply with the dress code they will be given the opportunity to correct their dress code and meet the school's expectations. Where a pupil is unable to do this quickly in school, they may be sent home to correct it before returning to school the same day. Where pupils are unable or unwilling to correct it they are likely to be placed in isolation until the dress code issues are rectified. Refusal to go to isolation will likely result in a suspension instead.

### **Mobile phone and other technologies policy**

This applies to mobile telephones, headphones and all similar equipment (music devices, games devices, smart watches air pods/ear podsetc.). Any reference to "mobile phone" also includes any other, similar equipment.

Mobile devices can have a detrimental impact on student learning and wellbeing. For these reasons, mobile devices are not allowed to be visible or used inside the school gates and will be confiscated by staff if they are seen or heard. If a pupil has items confiscated a number of times, parents will be contacted by the pastoral team to discuss next steps. This could include handing in the device and collecting it at the end of the day or parents having to collect items if incidences continue or requiring pupils to hand in items such as phones when they arrive to school for collection at the end of the day for the remainder of that half term. Pupils who mis-use phones/technologies such as taking photos or recordings may be required to hand in items when they arrive to school for collection at the end of the day for the remainder of that half term.

### **Confiscation**

We will confiscate any item which is harmful or detrimental to school discipline or against the school rules. If it is a first offence, then it will be returned at the end of day. If it is confiscated at the end of the day, when pupils are leaving school, then the pupil's name will be noted and this will be counted as their first offence. If incidences continue, the Pastoral Team will contact parents to discuss next steps. This could include keeping confiscated items in school until parents come to collect them or requiring pupils to hand in items such as phones when they arrive to school for collection at the end of the day for the remainder of that half term.

### **Internal Isolation**

Internal Isolation is a space that will be used when pupils do not meet our expectations.

Pupils who are placed in internal isolation are as a result of persistent or serious breaches of our school rules, community code, home school agreement and behaviour policy. Internal isolation serves as a serious consequence directly below a suspension from school but above other sanctions such as detentions or removal to another classroom. Decisions to internally isolate a pupil and the length of the internal isolation will depend on individual circumstances and will be determined by a member of the SLT or wider leadership team.

In some situations it may be necessary to place individuals in the isolation room whilst an investigation is on-going. This would be for as short a time as is possible and if found that that the pupil was not involved, they would not have the isolation recorded as a sanction.

Types of behaviour (this is not an exhaustive list) that may lead to an internal isolation:

- disrupting the learning of others despite opportunities to re-set
- behaving in an antisocial way
- failing to comply with the uniform expectations persistently
- defiance
- persistent breaches of the school behaviour policy
- unsafe behaviour or safety concerns
- a more serious breach of the school rules

This means that a pupil will not attend lessons, but be placed in the school's isolation room. **A day in the isolation room runs from 8:45am until 4:10pm including break and lunch** (food and toilet breaks will be given). Pupils will be expected to continue with their education in a supervised setting; the continuous education provided may differ to the mainstream, curriculum but will be meaningful to the pupil. If the pupil fails to cooperate during their internal isolation they will be suspended from school and a reintegration meeting will be held with parents to discuss the next steps.

Parents/carers will be informed of the duration of and reasons for a pupil being placed in the isolation room. They will be contacted by a Pastoral Leader, the relevant Head of Year or member of the Senior Leadership Team on the day that a decision to isolate the student is made; and will receive a letter or email. Parents/carers may be invited into school for a meeting to discuss the isolation.

#### **Reports and PSP (pastoral support plan)**

Pupils will be placed on report if it is decided that their behaviour warrants monitoring and additional support. This decision will be made by either the Pastoral Team, Head of Department/Faculty or SLT. At the beginning of the report pupils will be set targets by the member of staff responsible for the report who will monitor the report daily or weekly. Classroom teachers will complete the report after each lesson and pupils are expected to maintain a certain level of behaviour to successfully complete the report. After a period of time the decision to put the pupil on report will be reviewed. If a pupil has shown sustained improvement they may come off report. If a pupil's behaviour is still a concern but has not got worse then they are likely to remain on report. Where a pupil's behaviour has got worse or shown no improvement over a longer period of time then a decision to escalate may be taken. This may result in a pupil being placed on a Pastoral Support Plan (PSP) usually over a period of 16 weeks where they will be closely monitored with specific targets at the end of the period. If a pupil does not meet their targets they may find that matters are escalated to a managed move/off site direction, a referral to a Pupil Referral Unit (PRU) or permanently excluded.

Types of reports:

- Faculty reports
- Tutor reports
- Head of Year reports
- Pastoral Support Plan (PSP)

## **Working in partnership**

We give high priority to clear communication within the school and to a positive partnership with parents since these are crucial in promoting and maintaining high standards of behaviour. The school's partnership with parents and carers is set out in the 'Home, School Agreement' and included in appendix 2. A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems. Working in partnership fosters positive relationships in which parents are more likely to be responsive if the school requires their support in dealing with difficult issues of unacceptable behaviour.

The school will communicate the policy and expectations to parents. Where behaviour is causing a concern parents will be informed, and given an opportunity to discuss the situation. Parental support will be sought in devising a plan of action within this policy, and further disciplinary action will be discussed with the parents. It is important that parents attend meetings that are set up to review behaviour and plan next steps in discussion with members of staff and their child/children. As such there are a series of communication methods available, these include, but are not limited to:

- Phone calls from teachers, tutors, Heads of Faculty, Heads of Year or Pastoral Leaders
- Meetings with Heads of Year
- Reintegration meetings
- Review meetings with Assistant Headteacher
- Referral meetings with the Deputy Headteacher
- Headteacher review panels
- Governors' review boards

## **Behaviour concerns and reasonable adjustments**

The school has a responsibility to consistently and fairly promote high standards of behaviour for all pupils. The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be adapted to cater to the needs of the pupil and adjustments put in place. This does not mean that the pupil will be exempt from a sanction. The school's special educational needs co-ordinator (SENCO) will evaluate a pupil who exhibits challenging behaviour to review their needs. 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 pupil, 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. However, if despite additional support programmes the child's behaviour remains concerning, the child will be excluded in line with the policy.

## **Involvement with outside agencies**

The school works positively with external agencies and will make referrals for support. It seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support

available.

## **The Law**

The Education and Inspections Act 2006 gives all teachers and other staff in charge of students power to discipline students for breaches of school rules, failure to follow instructions or other unacceptable conduct.

The 2011 Education Act in Part 2, Discipline, provides updated guidance on:

- the power of members of staff to search students
- exclusion of students from schools in England
- repeal of requirement to give notice of detention to parent

Here, at the Helena Romanes School we employ an appropriately wide range and scale of disciplinary sanctions, allowing responses that are reasonable and proportionate.

Sanctions will be used to:

- impress on the perpetrator that what he or she has done is unacceptable
- deter the pupil from repeating that behaviour
- signal to other pupils that the behaviour is unacceptable and deter the repetition of a similar behaviour

It should be emphasised that good discipline is a product of a partnership between school and home. However, while taking individual parental views about a particular issue into account, the school must reserve the right to make the final decision. By placing their children in our charge, parents accept the policies and procedures outlined in this document. It would be neither fair nor practicable for parents to be selective over such an important matter.

## **Malicious or False allegations**

If after a thorough investigation into an allegation made by a pupil against a member of staff, that allegation is determined to be malicious or false (as set out below) an appropriate and proportionate response will be taken by the school to reflect the severity of impact that allegation has had on the member of staff concerned. In the most serious cases the allegation and outcome may be reported to the police for further action.

- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation

## **Use of physical restraint**

In some circumstances staff may have cause to use reasonable force:

- to prevent students from hurting themselves or others
- to prevent students from damaging property
- to prevent students from causing disorder

In all cases the 'reasonable force' means using no more force than is needed and for the minimum amount of time necessary. Reasonable force will only ever be used in line with the guidance issued by the Department for Education.

At other times it may be necessary for staff to make physical contact with students, examples of this are:

- to comfort a child or young person in distress (appropriate to their age and individual specific needs)

identified through a risk assessment)

- to direct a child or young person
- for curricular reasons (for example in PE, Music, Drama etc)
- in an emergency, to avert danger to the child or young person or others

Again this contact would be minimal in duration and be used in a way that maintains the safety and dignity of all concerned.

If a situation has required that a member of staff use reasonable force it will always be recorded on the school's restraint log and parents/carers will be informed.

### **Searching with consent**

Under common law, school staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

Any prohibited item(s) would be confiscated and school sanctions would be applied. The school will retain and/or destroy any item found as a result of a "with consent" search.

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

### **Searching without consent**

If the pupil still refuses to cooperate, but the school believes that a search is necessary to avoid the pupil harming themselves or others, damaging property or from causing disorder, then a member of staff may search without consent.

### **Screening and searching students, including items which are prohibited and may be searched for (Searching, screening and confiscation Advice for headteachers, school staff and governing bodies) July 2022**

Staff at the school have the power to search a student if it is suspected that they are in possession of an item that the school rules identify as prohibited. Schools are not required to have formal written consent from the pupil for this sort of search.

Staff are required to notify a member of the Pastoral Leader Team and SLT if they suspect that a student is in possession of a prohibited item.

Examples of prohibited items in school:

- Chewing gum
- Energy drinks
- Mobile Phones and other electronic devices; smartwatches, headphones (including airpods/earpods and other such devices)

*\*these items should not be visible or in use in the school grounds or buildings*

- Knives or weapons, including replicas
- Alcohol or intoxicating substances
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers or electronic cigarettes ('vapes')

- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used:
  - To commit an offence, or
  - To cause personal injury to, or
  - Damage to the property of, any person (including the pupil)

At this point, the school may ask the parent/carer to attend or may seek the assistance of the police if the suspected item(s) is of a serious nature such as illicit substances or weapons.

Any prohibited items found as a result of a 'without consent' search will be retained, disposed of or delivered to the police as the school deems appropriate. School sanctions would be applied.

The member of Pastoral Leaders/SLT conducting the search should be 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 sex as the pupil being searched.

There is a limited exception to this rule. Pastoral Leaders/SLT can carry out a search of a pupil of the opposite sex to them and without a witness present, but only where it is reasonably believed that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Searches can only be carried out on school premises or, if elsewhere, where the member of staff has lawful charge of pupils, for example on school trips or events (in England only).

Parents will be informed of any search for a prohibited item that has taken place, and the outcome of the search as soon as is practicable. A member of staff will inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied.

### **The power to discipline beyond the school gate**

Section 89(5) of the Education Act 2006 gives head teachers the power to regulate students' behaviour when off school premises and not supervised by school staff to such extent as is reasonable.

Disciplining beyond the school gate covers the school's response to inappropriate behaviour which occurs anywhere off the school premises and which is witnessed by a member of staff or reported to the school. The school will make an appropriate response to any inappropriate behaviour when a pupil is:

- taking part in any school-organised or school related activity
- travelling to or from school
- wearing school uniform
- in some other way identifiable or identified as a pupil at the school

Each incident will be judged on:

- the severity of the behaviour
- whether the behaviour could have repercussions for the orderly running of the school or poses a threat to other students or staff e.g. bullying a student or insulting staff
- pose a threat to another pupil or member of the public
- how it affects the reputation of the school
- if the misbehaviour might affect the chance of other students being offered similar work, study or sporting opportunities in the future

Sanctions will then be applied in line with the school's normal procedures.

Incidents on school transport will be dealt with in liaison with the school's transport operator and may result in a verbal reprimand, a letter to parents, a fixed term ban from school transport or a permanent ban from school transport. Serious behaviour incidents may also result in suspensions or Permanent Exclusion.

Incidents that occur outside of school but are disclosed to us in school may lead to us contacting parents/carers of the victim (unless this would put them at risk of harm) and alleged perpetrator (unless this would put them at risk or harm or unless prohibited by the police). Support would be given to the pupil/family to take the incident to the police. A referral to social care would be made and the school would follow advice given. It may be necessary to complete and implement a Risk Assessment. Additional support for pupils in school would be reviewed.

### **Smoking**

Helena Romanes is a non-smoking site for all staff, pupils and visitors. Sanctions will be put in place for pupils caught smoking and those associating with smokers. This also applies to E-Cigarettes/vapes and other related paraphernalia. Pupils will also be sanctioned **if found smoking on the way to or from school.**

### **Alcohol and solvents**

Any pupil intoxicated or found to be using alcohol or legal solvents on school premises, or on the way to or from school, will normally be suspended, the length depending on individual circumstances.

### **Exclusions**

Exclusions are used for various reasons. They are often instrumental in modifying an individual pupil's behaviour. They serve to emphasise the expectations of the school and act as a deterrent to poor behaviour. In some cases they are necessary to preserve the safety and security of all students and staff in the school.

### **Suspensions**

Suspensions will normally be used for but not exclusively for:

- the use of highly offensive, discriminatory or obscene language towards staff
- violence towards other pupils
- being in toilet cubicles with other pupils
- persistent breaches of school discipline which cannot be resolved through the use of less serious sanctions (including smoking offences)
- persistent defiance and refusal to adjust behaviour
- theft
- other malicious activities designed to disrupt school life or damage school property

It is hoped that such suspensions will be for just one day enabling the student to reintegrate rapidly and use the punishment towards a new stage of improved behaviour. However, suspensions of two to five days will normally be used for:

- particularly serious and flagrant instance of the behaviour where a longer sanction is deemed appropriate
- setting off the fire alarm
- where a pupil student has already received a one-day suspension and has failed to respond
- incidents which might normally result in permanent exclusion but where there are mitigating circumstances
- circumstances where particularly serious behaviour has escalated unpredictably and where time is

required for more detailed liaison with other agencies

- the circumstances require a reasonable “cooling off” period for pupil and/or the school community

#### General Principles:

The Head of Year will arrange for work to be set either by subject teachers, or for a pre-prepared pack of work to be given to the student.

- wherever possible the parent will be telephoned immediately by the Head of Year, Pastoral Leader or delegated member of staff. A letter confirming the exclusion will be sent by post.
- the suspension will normally begin on the next working day except where this could seriously damage the pupil’s progress, such as during examinations
- the pupil will usually be isolated in school for the rest of the school day on which the suspension is issued or parents may be asked to collect them if it is deemed necessary
- procedures will be followed in accordance with the latest DfE guidance

#### Re-integration Procedure:

The Head of Year/Pastoral Leader/ SLT will meet with the pupil and parent/carer before readmission to the school. Readmission might be subject to certain conditions governing future conduct and requiring the pupil and parent/carer to sign a behaviour contract. In addition, measures will be taken to support the pupil on their return to school to prevent a recurrence of poor behaviour. Such measures could include a re-negotiated curriculum, Special Needs support, professional counselling or referral to external agencies for support. The Form Tutor and/or Head of Year will support and closely monitor a pupil’s readmission to school and the parent/guardian will be kept informed of progress and developments.

### **Permanent Exclusion**

The school does not make regular use of permanent exclusion. In general, this would be regarded as the very last resort. However, permanent exclusion would always be likely in the following circumstances (but not limited to these).

- possession of illegal/controlled substances (regardless of quantity)
- possession with intent to supply illegal/controlled substances (regardless of quantity)
- possession and supply/sharing of illegal/controlled substances (regardless of quantity)
- possession and use of illegal/controlled substances (regardless of quantity)
- possession of an offensive weapon or object in school
- possession of an imitation offensive weapon or object in school
- violence towards staff
- threats of violence towards pupils or staff that is deemed to be serious
- actions causing gross offence or physical/mental harm to staff and/or pupils, such that continued membership of the school community would be intolerable
- sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- violence to other pupils that impacts significantly on their welfare or is persistent
- persistent disruption and defiance, jeopardising the education of pupils and the welfare of the school community where they are not responding to other measures
- actions inside or outside of the academy that bring the school into disrepute or otherwise make their place at HRS untenable

### **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:

- deliberately hurtful
- repeated, often over a period of time
- difficult to defend against

Helena Romanes wants all pupils to feel safe and accepted in our school community. Our values are underpinned by respect, tolerance, inclusion and equality. Bullying, harassment, victimisation and discrimination will not be tolerated.

Over time pupils may fall in and out with each other, have arguments, stop talking to each other and have disagreements. This is defined as 'relational conflict' and is a normal part of growing up. During a relational conflict or friendship problem groups of pupils may disagree, be very upset and find it difficult to resolve the disagreement themselves without adult help. This type of behaviour is not typically repeated behaviour over a period of time however pupils will make an effort to try and resolve the problem. Relational conflict would be recorded as a friendship issue to keep track of the situation and adults would monitor and check back with pupils.

However, repeated friendship problems or relational conflict can sometimes lead to bullying behaviour particularly when there is an imbalance of power such as a group acts against an individual. At this stage the behaviour would be recorded as bullying.

Bullying can be physical or verbal in nature and the school will not tolerate any type of abuse. We want a safe school environment for pupils and should never be passed off as 'banter', 'play fighting/touching', 'we were just having a laugh' or 'it's part of growing up' as this could lead to a culture of unacceptable behaviour and an unsafe environment for pupils.

At Helena Romanes every member of staff is responsible for promoting good behaviour and the school values. Safeguarding training supports staff in being vigilant to risks facing young people and any changes in behaviour and reporting of any concerns. Pupils are reminded that they can communicate with us in a number of ways if they are worried about themselves or a friend. The fostering of good relationships with staff and the support of the pastoral team encourages pupils in communicating with us and feeling less fearful.

Despite a commitment from staff to eliminate bullying things sometimes do go wrong. We are aware of this and will continue to remain vigilant and responsive to concerns. Members of the pastoral team/Heads of Year/senior leaders will check in with pupils and work with them and parents of both parties if repeated incidents occur.

## **Discrimination**

Helena Romanes School understands that, under the Equality Act 2010, all schools have a duty to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality between different groups
- foster good relations between different groups
- promote mental health and wellbeing.

We are dedicated to ensuring that every pupil receives an education that offers them the best chance of fulfilling their potential, and to promote mental wellbeing amongst our pupils. Helena Romanes School aims to:

- nurture talent, and provide opportunity for all

- enable pupils to develop the social and emotional skills needed to believe in themselves, show consideration for others and value diversity

Our aims are to ensure that:

we do not discriminate against pupils on the grounds of their gender, disability, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity; these can be called the Protected Characteristics, in line with requirements in the Equality Act 2010 and covers both direct and indirect discrimination

we promote the principles of fairness and justice for all through the education that we provide in our School

- we ensure that all pupils have equal access to the full range of educational opportunities provided by the School
- we constantly strive to remove any forms of indirect discrimination that may form barriers to learning
- we challenge stereotyping and prejudice whenever it occurs
- we celebrate the cultural diversity of our community and foster good relationships between people of different groups

We are aware that prejudice and stereotyping is often a result of low self-image and ignorance. Through positive educational experiences and support for each individual's point of view, we aim to promote positive social attitudes and respect for all.

Instances of discrimination will be taken very seriously by the school as it contravenes our school values. Context will always be taken into consideration but disciplinary action will be taken, in line with this behaviour policy. The parents and carers of perpetrators and victims will be informed of the incident and action taken. Repeated instances of discrimination, or one-off serious incidents, may lead to consideration under child protection procedures. When discrimination occurs, the school will work with the perpetrator to ensure they understand why their behaviour was inappropriate.

## **Managing Behaviour in the Primary Phase**

### **The Curriculum and Learning**

We believe that an appropriately structured curriculum and effective learning contribute to good behaviour. Thorough planning for the needs of individual pupils, the active involvement of pupils in their own learning and structured feedback, all help to avoid the alienation and disaffection which can lie at the root of poor behaviour.

It follows that lessons should have clear objectives, be understood by the children and differentiated appropriately to meet the needs of children of different abilities. Marking and record keeping can be used both as a supportive activity, providing information to the children on their progress and achievements and as a signal that the children's efforts are valued and that progress matters.

We use The Zones of Regulations framework which is a conceptual framework used to teach students self-regulation and self-control. This type of system aids children to categorise the complex feelings and states which they may experience and it improves their ability to recognise and communicate how they're feeling in a safe, non-judgmental way. The Zones of Regulation categorises states of alertness and emotions into four coloured zones. Our pupils will learn that it is fine that they experience a range of emotions while they're at school but we

will teach them skills to support them to manage their feelings. There is no bad zone, but it is important for them to learn and use strategies that would help get to their Green Zone. The concept of this framework is to support children to make decisions and promote positive behaviours as a result of self-managing their frustrations and possible unwanted behaviours.

### **Classroom Management**

Classroom management and teaching methods have an important influence on children's behaviour. The classroom environment gives clear messages to the children about the extent to which they and their efforts are valued. Relationships between teacher and children, strategies for encouraging good behaviour, arrangements of furniture, access to resources and classroom displays all have a bearing on the way children behave.

Classrooms should be organised to develop independence and personal initiative. Furniture should be arranged to provide an environment conducive to on-task behaviour. Materials and resources should be arranged to aid accessibility and reduce uncertainty and disruption. Classroom resources should be clearly labelled to promote pupil ownership and responsibility. Displays should help develop self esteem through demonstrating the value of every individual's contribution and overall the classroom should provide a welcoming environment.

Teaching methods should encourage enthusiasm and active participation for all. Lessons should aim to develop the skills, knowledge and understanding which will enable the children to work and play in cooperation with others. Praise should be used to encourage good behaviour as well as good work.

### **Rewards**

Our emphasis is on rewards to reinforce good behaviour, rather than on failures. We believe that rewards have a motivational role, helping children to see that good behaviour is valued. The common reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as by particularly noteworthy achievements.

Children might be:

- given stickers
- praised in front of others
- sent to another teacher or to the Headteacher for appreciation of significant improvement / attainment
- given a note to take home or parents might be sent a message through marvellousme
- given certificates
- given extra privileges and responsibilities
- given a token towards a whole class reward

Above all, rewards should be seen as special and meaningful.

### **Restorative Practice**

Teaching staff will use a restorative approach towards behaviour. Restorative Practice provides an underpinning ethos and philosophy for making, maintaining and repairing relationships and for fostering a sense of social responsibility and shared accountability. Through using a restorative approach, staff will use restorative language opposed to punitive language and they will follow the five main principles of a 'Restorative Mind-set\*'

- An appreciation of individual perspectives.
- Promoting mutual understanding through making explicit the link between behaviour, thought and feeling.
- A focus on impact and not blame.
- Identifying underlying need.
- Accountability and responsibility for self and others.

(\*adopted from Belinda Hopkins, 'Just Care')

The focus will be on impact as opposed to blame. Teachers will consider this when they have conversations with children about their behaviour(s).

Although rewards are central to the encouragement of good behaviour, realistically there is a need for consequences to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community. These consequences are put in place with an emphasis on children reflecting on their own behaviour(s), their own choices, their own feelings as well as of others involved. Staff encourage children to be empathetic, accountable and understanding of the effect of their behaviours. The use of consequences should be characterised by certain features:

- it must be clear why the consequence is being applied
- it must be made clear what changes in behaviour are required to avoid future punishment, ideally identified by the child in a reflective conversation with a member of staff
- group consequences should be avoided as they breed resentment
- there should be a clear distinction between minor and major offences
- the focus should be on the behaviour rather than the person
- expectations of behaviour should be consistent throughout the school
- all members of staff should follow the behaviour and discipline policy to ensure fairness and consistency

The schools use a staged approach to consequences. The consequences range from expressions of disapproval, through withdrawal of privileges, to referral to the Headteacher, letters to parents and, ultimately and in the last resort, exclusion (following the LEA guidelines). Most instances of poor behaviour are relatively minor and can be adequately dealt with through minor consequences. It is important that the consequence is not out of proportion to the offence.

Where anti-social, disruptive or aggressive behaviour is frequent, consequences alone are ineffective. In such cases careful evaluation of the curriculum on offer, classroom organisation and management and whole school procedures should take place to eliminate these as contributory factors. Additional specialist help and advice from the Educational Psychologist or Child Guidance Service may be necessary. This possibility should be discussed with the Headteacher.

We give high priority to clear communication within the school and to a positive partnership with parents since these are crucial in promoting and maintaining high standards of behaviour.

Where the behaviour of a child is giving cause for concern it is important that all those working with the child in school are aware of those concerns and of the steps which are being taken in response. The key professional in this process of communication is the class teacher who has the initial responsibility for the child's welfare. Early warning of concerns should be communicated to the Headteacher so that strategies can be discussed and agreed before more formal steps are required.

## **Parental Partnership**

A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems. Parental participation in many aspects of school life is encouraged. This participation assists the development of positive relationships in which parents are more likely to be responsive if the school requires their support in dealing with difficult issues of unacceptable behaviour.

The school will communicate the policy and expectations to parents. Where behaviour is causing a concern parents will be informed at an early stage, and given an opportunity to discuss the situation. Parental support will be sought in devising a plan of action within this policy, and further disciplinary action will be discussed with the parents.

## **Pupil support**

The school recognises its legal duty under the Equality Act 2010 to prevent pupils 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 pupil. The school's special educational needs co-ordinator will evaluate a pupil 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 pupil, 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. However, if despite additional support programmes the child's behaviour remains concerning, the child will be excluded in line with the policy.

## **SIXTH FORM BEHAVIOUR POLICY**

The ethos of The Helena Romanes School Sixth Form is to encourage the students to develop the attitudes and behaviours that will make HRS an effective, positive and collaborative place to work and to try to ensure pupils will be ready to move onto higher education or the work place and adapt to the future demands of very different environments. We aim to ensure that every member of the school community feels valued and respected, is treated fairly, and that all pupils are able to make progress on their chosen courses.

Students within the Sixth Form are considered young adults who should set a model of good behaviour for pupils in younger years. Sixth Formers are expected to be able to make informed choices about their conduct and engage fully with their academic studies.

Every member of the school community is expected to behave in a considerate way towards others, follow our Community Code, and to behave responsibly in their learning; all pupils are expected to meet the lesson expectations laid out below.

All conditions below also apply to students undertaking any sort of out of school activity organised by the school.

**We expect:**

1. Sixth Form students to treat all members of the school community with respect, meeting the whole school behaviour expectations laid out in our Community Code
2. Adherence to the specific expectations for Sixth Form as outlined in the induction booklet, given to students and on the web site, including dress code.
3. Pupils to have an excellent attitude to their studies, showing the following behaviours for learning:
  - At least 95% attendance at all lessons (unless medical evidence is provided explaining the need for more prolonged absence).
  - Punctuality to registration and lessons.
  - Respect for staff workloads and their plans for pupils' progress by meeting all work deadlines.
  - Willingness to follow instructions in lessons and to engage with all tasks fully
  - Commitment to independent study, including completing extended reading, revising for tests and internal exams and completing any other independent tasks set.

Serious breaches of behaviour, affecting the safety and well-being of others, will be dealt with using one or more of the sanctions laid out in the whole school behaviour policy. This would usually include contact with parents, behaviour contracts and/or fixed term or permanent exclusion.

Failure to meet the learning expectations for sixth form pupils will trigger a number of intervention strategies being put in place by Subject Area, Tutors or the Sixth Form leadership Team to support pupils to meet our expectations (including those around independent study). We will also provide advice to parents as to how they can support their child to meet the expectations.

**Permanent Exclusion of Sixth Formers**

- Serious or persistent breaches of the whole school behaviour policy (see sections on misbehaviour) can lead to permanent exclusion (Exclusions Policy).

Repeated failure to meet the Sixth Form Behaviour Policy and failure to respond to the Pupil Support Process can lead to the removal of one or more subjects from a pupil or overall removal of a place in the sixth form.



## Helena Romanes School Rules

Our school rules are underpinned by our Community Code which promotes respect for yourself, others, property and our school. The school rules ensure that our students maintain the highest standards, acting as role models within the school and local community, and that our school is a safe place in which students can be successful.

### 1. Respect for others

We expect all students to speak respectfully to any member of the school community and seek to be kind and thoughtful. For the safety, wellbeing and education of all, **students must follow all instructions from adults, without argument.** If reprimanded, they must listen and accept responsibility. Students must comply with any direction given by a member of staff immediately and without argument.

### 2. Uniform The uniform code is clearly stated, and students should adhere to it. These

expectations include but are not limited to:

1. Blazers to be worn at all times (unless directed by a member of staff or if summer uniform has been implemented)
2. Skirts to be rolled down. Shirts to be tucked in
3. Ties to be worn
4. Jewellery must only consist of one pair of stud earrings, watch and a ring
5. No false nails/gels/nail varnish
- 6.. No hoodies
- 7.. No trainers
- 8.. Coats may not be worn in the school building (but can be worn outside of the school building)

### 3. Confiscated Items

Jewellery, clothing that is not part of the school uniform, or other items may be confiscated and will be returned in line with our school policy.

### 4. Hair

Students may not dye their hair an UNNATURAL hair colour. Extreme hairstyles, dip dyeing, streaks and highlights are not permitted. It is important that long hair is well managed. False eyelashes are not permitted.

### 5. Movement around school

All students must walk calmly and sensibly around the school site and ensure they are on time to registration, lessons and assembly. Students must hold the door open for other students and staff. There must be no running or shouting in the corridor.

### 6. Toilets and the Medical Room

Students should use the toilet during break and lunchtime and will only be allowed to go to the toilet during lesson time if it is an emergency and permitted by a member of staff. In this situation, the student must have a signed responsibility card or be given a 'Corridor Card' from the member of staff. If a student needs

to attend the medical room, they must be given permission by a member of staff via On Call, a signed responsibility card or must be carrying a 'Corridor Card'.

## **7. School Property**

It is the responsibility of all students to ensure school property and the school environment is treated with respect. A charge towards the cost of replacement/repair of school property may be levied if it is judged that loss or damage has resulted as a consequence of irresponsible or negligent behaviour.

## **8. Mobile phones/airpods or similar devices**

Mobile phones/airpods or similar devices are not permitted on the school site inside the school gates. Any mobile phone seen or heard will be confiscated and will be returned in line with our school policy.

## **9. Punctuality and Absence**

All students are expected to arrive punctually to every lesson and should be ready to enter their registration room by 8.40am latest. All students are expected to attend school regularly as school attendance has a direct impact on student achievement. If students are absent, parents should notify the school using Class Charts on each day of absence. If a student needs to leave the school site for an appointment, notice must be given by a parent in advance and the pupil must sign out in the student reception.

## **10. Eating Arrangements**

Food must be consumed in the area in which it was purchased. When eating in a designated area, students must be respectful of each other and environment and not only ensure their own litter is put in the bin but help other students and staff to pick up litter.

## **11. Smoking / Electronic Cigarettes**

Helena Romanes is a no smoking/vaping site for all staff, students, and visitors. Smoking/vaping is expressly forbidden on the way to and from school. Students caught smoking/vaping, and students associating with smokers/those using vapes, will receive a sanction.

## **12. Travelling to and from the school**

Students must remember they are ambassadors for the school and that we expect them to maintain the highest standards of uniform and conduct in our school community. Any student bringing the school into disrepute will be sanctioned.





## Helena Romanes Home and School Agreement

### Helena Romanes School will:

- Value each child as an individual
- Promote the highest standards of achievement, progress and behaviour, disciplining poor behaviour when it is needed as well as rewarding excellent behaviour and success
- Provide a stimulating and safe environment for children to learn and a range of enrichment activities for them to participate in
- Set homework and provide regular feedback
- Be in close contact with parents regarding attendance, punctuality, uniform, equipment and general school matters
- Keep parents and carers informed about their child's progress and let them know of any concerns that affect their child in school
- Prepare students for their next steps
- Insist that all students observe the school's Community Code

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- Promote the highest standards of achievement, progress and behaviour, disciplining poor behaviour when it is needed as well as rewarding excellent behaviour and success
- Provide a stimulating and safe environment for children to learn and a range of enrichment activities for them to participate in
- Set homework and provide regular feedback
- Be in close contact with parents regarding attendance, punctuality, uniform, equipment and general school matters
- Keep parents and carers informed about their child's progress and let them know of any concerns that affect their child in school
- Prepare students for their next steps
- Insist that all students observe the school's Community Code

### Parents and Carers will:

- Ensure my child follows the school rules and the Community Code
- Ensure my child attends school regularly, on time, fully equipped and in the full correct uniform
- Support the school's behaviour policy and support any associated action taken by the school such as detentions (both during the school day and after school) and behaviour reports • Take an active interest in all aspects of my child's school life which includes checking Class Charts, and providing them with a space and the resources to study and asking them about their day.
- Communicate with the school immediately all relevant information which may affect my child's work, behaviour, health or safety
- Notify the school on the same day if, for any reason, my child cannot attend using the Class

Charts absence reporting tool

- Attend Parents' Evening and other discussions about my child's progress
- Get to know about my child's life at Helena Romanes school by reading letters home, the school website, newsletters and attending special events

### **Students will:**

- Follow the School Rules and the school's Community Code
- Attend school regularly (over 95%) and be on time
- Wear my school uniform correctly
- Bring all essential equipment each day
- Not have a mobile phone on the school site
- Complete all homework, classwork and exams to the best of my ability
- Show respect to others both within and outside of the school and show respect for property belonging to the school and others
- Follow all instructions given by a member of staff promptly and politely