



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL



BEHAVIOUR POLICY

- I. STUDENT CODE OF CONDUCT
- II. STAFF MANAGEMENT OF BEHAVIOUR

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INTRODUCTION

This policy aims to:

- Create a positive culture that promotes excellent behaviour, ensuring that all students can learn in a calm, safe and supportive environment
- Establish a whole-school approach to maintaining exemplary standards of behaviour that reflect the values of WMAT
- Outline the expectations and consequences of behaviour
- Provide a consistent approach to behaviour management that is applied equally to all students
- Define what we consider to be unacceptable behaviour, including bullying and discrimination

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

- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation at school July 2022](#)
- [Searching, screening and confiscation: advice for schools July 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education 2024](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - 2022](#)
- [Use of reasonable force in schools July 2013](#)
- [Supporting pupils with medical conditions at school September 2014](#)

It is also based on the [Special Educational Needs and Disability \(SEND\) 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

This policy complies with our funding agreement and articles of association.

WMAT VALUES

1. Integrity

- Integrity means distinguishing right from wrong and doing the right thing. Integrity also requires courage and accountability. We deliver work of the highest quality (by our standards as well as those of our students and their families).
- We deliver what we say we will. We share our professional judgements with students and their families - even those that may be unpopular - in a manner that is both candid and respectful.

2. Respect

- We respect the capacity and desire for personal growth in our students and staff. We treat people with consideration. We value ideas on their merit.
- We recognise that respect requires both truthfulness and empathy. We deal with one another in an open and honest way. We encourage constructive criticism. We reward performance and contribution consistent with our values. We lead by example.
- We thrive knowing that ours is a demanding profession. We accept this responsibility as a trust, as schools and as individuals.

3. Diversity

- We strive for a diverse workplace. It is fundamental to our success that we accept, value, and integrate the contributions of people. Diversity of thought, expertise, experience, and background are important in creating an environment in which creative tensions are harnessed and new ideas emerge.
- We are committed to WMAT being an institution in which all individuals have an opportunity to flourish and succeed, regardless of their age, disability, ethnicity, gender, gender identity, race, religion, belief or sexual orientation.

4. Student Achievement

- We measure our success by our students' success. We make all our resources available to our students and commit ourselves wholeheartedly to their success. In trade-offs between staff and a student's interest, the student comes first.
- Strategy matters. We seek competitive advantage for our students. Our approach is to consider the education agenda as a whole, the competition, and its dynamics. Valid data, rigorous analyses, external perspectives, root causes, and explicit logic serve as our foundations for objective decision-making.
- Our standards for progress and value added are extremely high. Our work helps change, as necessary, the mindset of our staff and students. We make sure we enhance student capabilities and deliver for them exceptional examination performances. We hold ourselves accountable for this.

5. Working in Teams

- WMAT schools are divided into departments and teams. In these teams, staff work together in a manner that is team-oriented, constructive, and challenging. We know that teamwork is essential to the success of our students. We want to strengthen our students' capabilities and be a catalyst for change in their lives. Each student is unique, and there is seldom only one solution. We believe that breakthrough ideas often result from the work of teams seeking to creatively solve real achievement challenges.

6. Sharing our Success

- We seek to extend the art and science of teaching and school leadership by generalising from our experience. We seek to have a positive and lasting impact beyond the multi academy trust domain.
- We believe we can contribute to the changing educational landscape, both directly through our student work and through our work with other trusts, schools and national organisations.

I. STUDENT CODE OF CONDUCT

Home – School Agreement

Overview

This agreement encapsulates our belief that parents are key educators of their child. It is designed to help achieve the highest possible standards of achievement through close communication and effective partnership with parents.

Roles and responsibilities of Trustees, Governors, the Headteacher and other staff,

The Headteacher will ensure that the Home-School Agreement and other significant communications with parents and pupils are reviewed in consultation with parents, pupils, staff, trustees and governors. Methods of consultation will include:

- Parent meetings and informal discussion at Open Evenings
- Surveys
- Year and School Council Meetings
- Telephone contact
- Staff meetings

Where parents do not read English, translators will be provided.

The Learning Contract, Behaviour Contract and Acceptable use of the School Network form part of the contractual agreement between parents/students/School. The agreement is signed by parents/carers in the Student Planner.

North Brent School will:

- Provide a learning environment that is stimulating, safe and caring.
- Treat everyone with respect.
- Ensure that each pupil has the opportunities, support and guidance to achieve his/her full potential.
- Report regularly on each pupil's progress.
- Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility.
- Ensure the application of the behaviour policy is fair, proportionate and consistent.
- Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns.
- Promote and reward good progress and performance.
- Offer extracurricular activities that will develop broader skills to prepare for life and work.
- Keep your child in detention up until 16.05pm where necessary.

I/We (The Parent/Guardian) shall ensure that:

- I/we will encourage my/our child to succeed.
- My/our child will maintain high levels of attendance and will arrive punctually.
- I/we will make sure my/our child attends school in correct uniform, arrives on time and is properly equipped for school.
- I/we will inform the school on the first day of any absence (and will keep the school updated on subsequent absences).
- I/we will make the school aware of any health problems.
- I/we will support and respect the School Code of Conduct by reinforcing the school's achievement and sanction system through clear dialogue with my/our child.
- I/we will support staff in their duty in the local community.
- I/we will ensure that my child travels directly to/from the School. Encouraging pupils to gather around in the vicinity of the School is not acceptable, both before and after school.
- I/we will attend Parents' Evenings and Meetings when attendance is requested.
- I/we will encourage my child to succeed by monitoring their homework and signing their planner each week.
- I/we support and respect the detention and sanction system of the School.

As a student I will:

- Be a positive representative for North Brent School.
- Work hard in class and at home.
- Treat others with respect, kindness and empathy.
- Communicate clearly considering my audience, tone and use of language.
- Recognise that my body language and facial expressions play an important role in my communication.
- Be proud of my school and wear my full and correct uniform with pride.
- Respect the School Code of Conduct and take accountability for my actions.
- Understand that any poor behaviour out of school or online will be dealt with as if the incident occurred in school.
- Graciously accept sanctions.
- Strive for excellent attendance and punctuality.
- Care for the environment – in and out of school.
- Complete homework on time, proactively seeking support before the deadline, if needed.
- Bring all the equipment needed every day.
- Listen carefully when the teacher/others are speaking.
- Consider the safety of others at all times.
- Respect and uphold the hands-off policy and the personal space of others.

Conduct for Learning Contract**You are expected to:**

- Enter and leave the area quietly.
- Remove outdoor clothes or items of non-school uniform as soon as you enter the School site.
- Sit where instructed by your teacher.
- Take out your equipment and Planner and begin the starter activity.
- Raise your hand to ask or answer questions.
- Speak and behave respectfully to others.
- Concentrate on the tasks set.
- Remain in the classroom unless there is an emergency (going to the toilet is not an emergency).
- Listen carefully when the teacher is speaking and work quietly.
- Write all homework in your Planner.
- Follow all health and safety rules in each area.
- Wait to be dismissed by your teacher.

When you follow these routines, you will:

- Achieve your potential.
- Be proud of your achievements. Staff will record positive behaviour events (see Rewards System).
- Receive recognition of achievements during Achievement Week (every half term).
- Have letters sent home acknowledging your good work and effort.
- Contribute towards rewards for you and your Form.
- Work towards gaining a prize on Celebration Evening.

If you do not follow these instructions you may:

- Be given a warning.
- Be given a detention and negative behaviour point.
- Be referred to the Subject Leader or Year Leader who may put you on report.
- Be sent to the Intervention Room.
- Have a letter sent home or a phone call made home.
- Be given a modified timetable.
- Be suspended temporarily.
- Be excluded permanently.

Behaviour Contract

The school requires both student and parent support in order to ensure a quiet, orderly, safe and clean environment in the School, which is seen as integral for positive learning to take place. The school Behaviour Contract is established to provide an appropriate standard for expected behaviour. The purpose of the Student Behaviour Contract reflects what we require of all students and it reflects the students' responsibilities as members of the NBS and local community. The Laws of the Land are a part of our rules. If the behaviour is not allowed or desirable, then it won't be in school either. The list below is not exhaustive and is expected to act as a guide for students and parents.

EXPECTED BEHAVIOURS AT NORTH BRENT SCHOOL:

- Students should exercise self-discipline both in and out of the classroom; they should treat everyone with courtesy and consideration; they should never distract other students from their work, disrupt a lesson or use inappropriate language.
- Students should exercise self-discipline when travelling to and from school, including on public transport and in the playground. This is important for everyone's safety; they must promptly make their way to/from school and not loiter in the local area.
- Students should conduct themselves appropriately online. They should be mindful that they use of social media is part of their professional profile.
- Students may not gamble for money or sell goods for personal profit.
- If asked by any member of staff (in or out of school), students should always give their name and tutor group. Students should always have on their person their Student ID Card.
- Students should arrive punctually to lessons; if a student has been delayed by another teacher, s/he should ask for an explanatory note to give to the next teacher. This should be written in their planner.
- Mobile phones should be neither seen, used nor heard on the School premises.
- Students should always walk in a sensible way (keeping to the left when in corridors) along the corridors and up the stairs because running and pushing is dangerous.
- Students must walk directly to their designated learning spaces and not loiter in corridors between lessons.
- Students must not use areas of the building that they have not been timetabled in. Movement around the building during lesson time is prohibited to avoid any disturbance to learning. A student using the corridors during lesson time must have a signed note from an appropriate staff member giving them permission to do so.
- Students must use their designated gate to enter the school site each morning and head straight to their designated area or the library.
- North Brent School has a "hands off" policy. Students should avoid all forms of unnecessary physical contact. Students should respect personal space and not physically touch another student.
- Students should always keep well clear of the School car park entrance.
- Litter should be placed in the bins provided and students should make every effort to keep the School environment clean and tidy at all times.
- Chewing gum or eating in lesson time is strictly forbidden in the School.
- Water is the only drink that may be consumed out of the dining halls.
- Students will not wilfully damage / vandalise School property (e.g. graffiti) or use any of the School's equipment inappropriately (e.g. ICT). Parents may be charged the cost of repair / replacement.

MISBEHAVIOUR INSIDE SCHOOL

School rules are established to reinforce students' entitlement and to provide an appropriate standard for expected behaviours. These rules reflect what we require of all students and they reflect students' responsibilities as members of the NBS community. Below are some examples of what the School considers to be misbehaviour, together with a range of sanctions which may be employed. The lists are not exhaustive. Sanctions will vary according to the nature and/or frequency of the unacceptable behaviour or offence. Where appropriate, the issue will be shared with parents/guardians by telephone, by letter or by asking parents to come into School for a meeting. Records relating to all aspects of any incident will be placed on the student's file.

Examples of misbehaviour include:

- Lack of respect for others e.g. - disruption of a calm and purposeful environment, offensive language to staff, students or visitors, cheating, defiant behaviour, dishonesty, poor behaviour outside of the School, rudeness or theft
- Language which is discriminatory in any way (e.g. re: gender, sexuality, race, ethnicity)

- Sexual harassment, online sexual abuse and sexual violence (including sexualised language)
- Fighting or violent behaviour
- Inappropriate behaviour using technology or social media
 - Recording of others (to bully, intimidate or mock them)
 - Soliciting indecent images
 - Possession of indecent images
 - Bringing indecent images into school
 - Distributing indecent images
- Intimidation, harassment or bullying in person or online
- Failure to do work or homework
- Inappropriate personal appearance
- Incorrect School uniform or correct uniform worn incorrectly
- Lack of respect for the environment (e.g. dropping litter)
- Misuse or inappropriate use of the School's equipment (e.g. ICT)
- Wilful damage to property
- Vandalism (e.g. graffiti)
- More than occasional lateness/poor punctuality
- Selling goods for personal profit
- Smoking, including e-cigarettes or any other vapour device
- Use or possession of psychoactive substances (often known as legal highs)
- Truancy (includes truanting by using toilets as an excuse to miss lessons)
- Gambling
- Chewing gum on the School's premises or eating/ drinking during class times
- Alcohol and drugs (possession, under the influence of, distribution)
- Being in possession of a knife or offensive weapon (including replicas)
- Bringing items to School that may purposely disrupt the learning environment
- Bringing forbidden equipment into School (e.g. personal audio equipment)
- Involvement or association with a gang
- Spitting or coughing at another individual

MISBEHAVIOUR OUTSIDE SCHOOL

The School will apply disciplinary sanctions to all breaches listed, particularly where they occur on public transport or in other public arenas. The School may respond in this way when a student can be identified and where the good name of the School may be brought into disrepute. In very serious cases, the student may be excluded from School. Even if formal disciplinary action is not appropriate, the School may require to see or advise parents or police and a full note will be kept on file. The School will always involve itself where repercussions of the misbehaviour (e.g. bullying and/or attack) may be deemed potentially likely to recur within the School day and on or near

Behaviour deemed inappropriate outside School includes:

- Shouting
- Fighting (including play fighting)
- Behaviour which may be deemed as intimidating to members of the School and the public
- Inconsiderate behaviour towards/around local residents and shopkeepers
- Trespassing and sitting on private property
- Failure to comply with instructions from staff (including security staff)
- Gang related behaviours
- Loitering in the local area. Students are expected to make their way home promptly at the end of the school day. Students who have not made their way home by 3.15pm are likely to be escorted back to the School to be supervised
- Intimidatory behaviour on social media platforms
- Inappropriate behaviour using technology or social media
 - Recording of others (to bully, intimidate or mock them)
 - Soliciting indecent images
 - Possession of indecent images
 - Bringing indecent images into school
 - Distributing indecent images
- Any behaviour which the School deems unacceptable

If a student is involved in unacceptable behaviour outside the School at the end of the school day, the student will be escorted back to the School and referred to their Year Leader.

MISBEHAVIOUR ON PUBLIC TRANSPORT AND THE LOCAL COMMUNITY

The vast majority of our students behave with care and consideration for each other and for the travelling public in general. However, there is a small minority whose behaviour threatens the safety and comfort of that responsible majority. NBS strongly supports the Transport for London Behaviour Code. Furthermore, the School's own policy is to take strict action against students who misbehave on public transport or the school coaches and/or who put themselves or others at risk. In addition to whatever sanctions pertain to the Transport for London Behaviour Code, NBS takes appropriate action to deal with such behaviour including liaising closely with the police.

297 Bus: For safety reasons, students must board the 297 bus at the Wharton Close bus stops (close to the main entrance of the School). Brent Council have added traffic lights on Neasden Road to slow down the traffic near to these bus stops.

Students will be directed back to the school if they are waiting for the 297 bus in other areas.

STUDENTS ARE NOT ALLOWED TO LOITER IN THE LOCAL COMMUNITY AT ANY TIME OF THE DAY.

Uniform

At NBS we believe that uniform helps every student to develop a sense of pride, community and self-esteem. NBS will not accept sloppy dress or other expressions of personal appearance which reflect fashion or an overt attempt to make a rebellious 'statement'. When wearing School uniform, students are representatives of NBS and must be aware that they carry responsibility for the School's reputation. If there is a problem concerning uniform, students should have a note from home in their planners requesting permission to be excused and show it to their Form Tutor (failure to do this may result in students receiving behavior points and other sanctions).

Not being in full School uniform is also deemed as a breach of the Rules of the School and School Code of Conduct. Students must wear full School uniform when travelling to School, whilst in School, when travelling home from School, when on School outings, at School activities and at Parents' Evenings.

The uniform for all students is:

Branded items

- The school blazer with school logo.
- Navy V neck pullover with the school logo.
- School tie (each year group will be provided with a different colour tie).
- Bags – If a bag is replaced, pupils should ensure they purchase the same colour bag to match their year group. Straps should be of appropriate length.
- The school ID card.

Non-branded items are widely available and do not have to be purchased from specific suppliers

- Formal white, collared shirt.
- Black full-length formal trousers or black knee length skirt. Trousers must hang freely, cover the ankle and not be skin-tight.
- Belts must:
 - Be black.
 - Be leather (or leather effect).
 - Have a small, professional buckle.
 - Have no obvious branding.
- **Plain black formal shoes** (low heeled, no boots, **no markings or logos**). Patent leather with a glossy varnished surface is not appropriate.
- Black socks to the ankle or black tights.
- PE Kit.

The P.E. Kit Years 7-11

- Navy blue tracksuit, plain white polo PE shirt, navy blue shorts or black games skirt, navy blue football socks, indoor and outdoor training shoes, football boots (optional) and towel.

All years must use the standard blue PE bag.

A navy/black woollen scarf and gloves may be worn during the winter season. These items should be plain and contain no logos.

Coats – a plain black or navy-blue formal coat may be worn. Leisure wear is not allowed, e.g. logos, body warmers, casual jackets. Formal coats should contain no noticeable logos or obvious branding.

ALL ITEMS OF UNIFORM (tie, blazer, bag, etc.) MUST BE CLEARLY LABELLED, with student first and last name, but not on the manufacturers' label.

It is every student's responsibility to look after their PE kit and not lose it.

Some of our girls may choose to wear headscarves. If so, these headscarves must look conventional and understated in style.

- Headscarves must be black, white or dark blue.
- Material must not be too long so as to obscure the uniform (i.e. the school tie, skirt or trousers).
- Pins or clips must be small, dark in colour and understated.
- There can be no decorations such as sequins or patterns.

Important:

- Shirts must be tucked in at all times.
- Students must wear blazers at all times.
- Ties must be worn at the top of the collar (ties must be NBS clip-on ties).
- Students are not allowed to wear boots, plimsolls or trainers instead of formal shoes. Formal shoes should not contain any Velcro straps.
- Students may not wear make-up or nail varnish.
- The only jewellery permitted includes wrist watches and a single pair of plain gold or silver small stud earrings (children may wear 1 plain stud in each ear).
- Facial piercings must be discreet and only acceptable on the nose. Piercings are not allowed on any other part of the body.
- Leisurewear or sporting wear is not permitted (no logos, body warmers or casual clothing).
- Denim or jean like material is not acceptable.
- A plain navy hat is acceptable (during the winter season only).

Non-uniform items will be confiscated:

NO BANDANAS, SNOODS, BALACLAVAS, BASEBALL CAPS, HATS, HOODIES OR OTHER NON-UNIFORM ITEMS ARE ALLOWED TO BE WORN ON THE SCHOOL SITE OR WHEN TRAVELLING TO/FROM THE SCHOOL.

HAIRSTYLES

Pupils' hair must be in a conventional and understated style. For boys, there should be no contrast between the top of the hair and the sides. The school is the final arbiter as to what is considered 'extreme'. Any hair clips or hair bands must be subtle and black or navy blue in colour.

Some specific styles that are not permitted are listed below. However, this list is not exhaustive and the school's decision on what is/is not acceptable is final:

- 'Skin fades' where the pupil's hair is cut below a Number 1 on the sides.
- Patterns shaved into a pupil's hair or eyebrows.
- High or flamboyant hair styles, such as a 'Mohican'.
- Bows, flowers or other adornments in the hair.
- Unnatural colours or extensions.

Whilst the School Code of Conduct attempts to give clear guidance on what is and is not acceptable in the school, this list is not exhaustive and the school's decision on what is acceptable is final. If parents are unsure as to whether a particular hairstyle, uniform item or shoe type will be accepted, they should contact the school to seek advice before purchasing any item.

Mobile Phones

The school recognises the increased use and importance of mobile phones in society in general and realises that students benefit from carrying mobile phones for reasons of personal safety. Phones are now increasingly complex with the capacity to video, text, take photographs, and access music, radio and the internet. Mobile phones are an expensive, valuable item and, with this in mind, the School has a strict policy on their usage.

Pupils will be in breach of the School Code of Conduct if **seen** with a mobile phone or if the device is **heard**. Mobile phones should be switched off before entering the school site and should remain switched off until the student leaves the school site at the end of the day. Pupils are expected to hand the phone to a member of staff when asked. Failure to do so constitutes defiance and will be dealt with accordingly as a serious incident at Level 4.

The School cannot undertake time consuming investigations for stolen, lost or misplaced phones. In such instances, parents/ carers / students will be advised to report the matter to the Police.

MISUSE OF MOBILE PHONES (Cyber Bullying/violence/criminal activity)

If misuse of a phone is suspected (bullying, harassment, inappropriate materials), a nominated member of staff is authorised to investigate the matter and if necessary, search the phone. If there are serious concerns, the appropriate external agency (Social Services, Police) will be informed.

Mobile phones are not allowed in exams under any circumstances. Possession of a mobile phone in an exam is considered by Examination Boards to be malpractice and may lead to the disqualification of students. The school has to report the possession of a mobile phone to Exam Boards. Their action so far has been to award the pupil zero marks for that exam.

CONTACTING YOUR SON/DAUGHTER DURING THE SCHOOL DAY

Any parent wishing to contact a child in an emergency should call the Reception. **Please do not attempt to make mobile phone contact with your son/daughter as this will lead to a breach of the School Code of Conduct.**

In an emergency, your child can make contact with you by requesting access to the School phone at the Pupil Office or Year Leader's Office.

Items Banned in School

It is important that students do not bring into School items which are unnecessary or easily damaged or lost. Time spent on these items detracts from teaching and learning time.

Teaching and Learning is our first priority. Items which are not necessary should not be brought into School and will be confiscated if found. These include:

- | | |
|--|--|
| - Visible mobile phones* | - Personal Stereos, headphones, air pods, smart watches, etc. |
| - Radios | - Videos |
| - Computer games | - Items of jewellery including earrings that are not studs or sleepers |
| - Smart Watches | - Hats, hoodies or other items of non-school uniform |
| - Glass bottles | - Loom bands |
| - Other items considered unnecessary in School | |

***Mobile phones should not be used or seen in any part of the School at any time.**

VALUABLES: Jewellery, mobile telephones and personal stereos, etc. are not necessary in School. Staff will ask for jewellery to be removed if they deem it to be inappropriate or a health and safety risk. The only jewellery allowed is wrist watches and a single pair of plain gold or silver small, stud earrings. The P.E. Department will not accept responsibility for jewellery or large sums of money in changing rooms.

PLEASE LEAVE VALUABLES OR LARGE SUMS OF MONEY AT HOME. THE SCHOOL CANNOT ACCEPT RESPONSIBILITY IF ITEMS ARE LOST OR STOLEN. STUDENTS ARE NOT ALLOWED TO WEAR JEWELLERY FOR HEALTH & SAFETY REASONS.

Rules for Acceptable Use of the Internet and School Network

The School has installed computers with internet access to help your learning. These rules will keep you safe and help us be fair to everyone. The school maintains E-safety through the use of filtering and monitoring systems.

- I will only access the system with my own login and password, which I will keep secret.
- I will not access other people's files.

- I will use the computers only for School work and homework.
- I will not bring in USB sticks or other external storage devices from outside the school unless I have been given permission.
- I will only e-mail people I know, or people my teacher has approved, and will be responsible for the content.
- The messages I send will be polite and responsible, including on MS Teams. When messaging teachers, I will ensure all communication is formal and school-related.
- I will not give out my home address or telephone number, or arrange to meet someone, unless my parent, guardian or teacher has given permission.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other students and myself.
- I understand that the School may check my computer files and monitor the Internet sites I visit and my email.
- I will use sound files only for educational purposes.
- I will respect the interests of other people using the Internet in the same room as me, and will not deliberately access material that will distract, disturb, or offend them.
- I will not download or store in my network user area any executable files.
- I will not attempt to access network system files or software to which I do not have access rights.
- I will not access any material which could be deemed inappropriate by the School.
- I will respect copyright and intellectual property.
- I will not use unauthorised chatrooms.
- I will not interfere with the operation of the network by installing illegal software.
- I will not eat or drink in the ICT Suites.

II. STAFF MANAGEMENT OF BEHAVIOUR

Expectations of Staff

Fundamental aspects are:

- To model exemplary behaviour explicitly; promote self-control, respect and positive character.
- To operate clearly understood rules, reflecting the School's policies and ethos
- To maintain high standards of behaviour at all times.
- To be proactive so that negative behaviour is prevented from reoccurring.
- To apply sanctions consistently and fairly.
- To ensure that targeted interventions are in place for our vulnerable pupils
- To help students meet the minimum expectations making reasonable adjustments when a student has a disability.
- To embed routines and maintain a school culture of consistency and predictability.
- When a student(s) misbehaves, respond promptly and confidently to maintain a calm, safe learning environment.
- To set high expectations of behaviour, work, punctuality, and attendance
- To give clear presentations and instructions
- To set clear goals and meet set targets
- To provide work which is appropriate to students' needs and abilities
- To start and end lessons on time – positively welcoming students at the classroom door.
- To use school systems to commend students for good behaviour, attitude, conduct and achievement.

Staff are required to meet these high standards at all times. Where staff fail to meet the professional standards expected, they will be subject to the appropriate capability and/or disciplinary procedures.

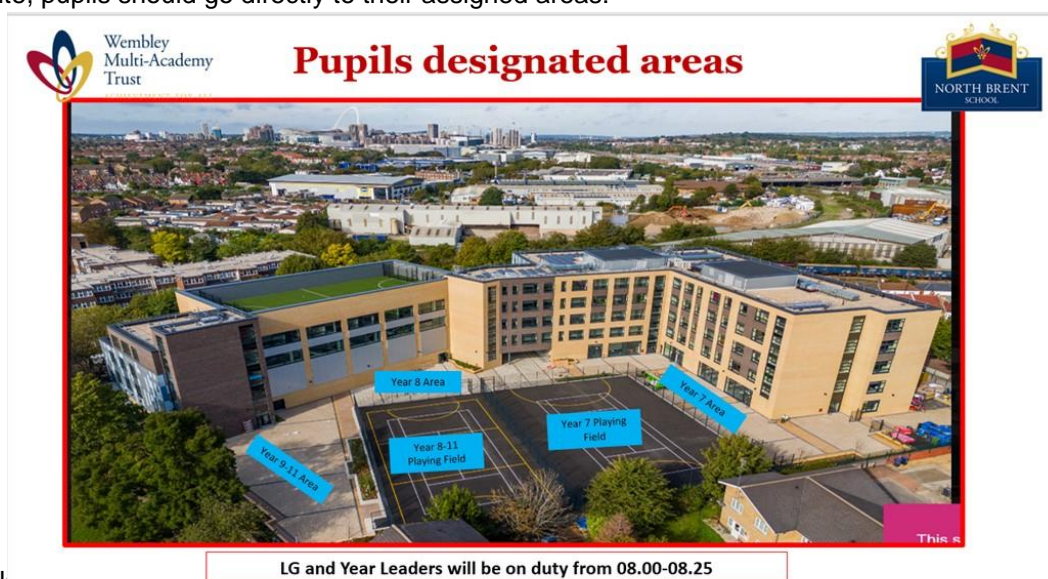
School Routines and Responsibilities

a) ROUTINES AT THE START AND END OF THE SCHOOL DAY

Pupils must make their way directly to school and enter the school site no earlier than **7.50am** and no later than 8.30am. They must enter/exit through the appropriate gate:

Entry and Exit	All Years NEASDEN LANE ENTRANCE
Hours of operation	07.50-8.30 AM 14.50-15.15 PM
Supervised by	Year Leaders or LG Member

When on site, pupils should go directly to their assigned areas:



- Pupil: Once a student has entered the areas, they must stay there until the start of the day or next lesson.
- No food or drink (except water) should be consumed in the areas. Water bottles must be stored in bags when not in use.
- Pupils will be dismissed from the areas in an orderly fashion at 8:30am to go to their tutor group.

b) ASSEMBLY SCHEDULE AND LOCATION

Day	Y7	Y8	Y9	Y10	Y11
Monday	Main Hall	Main Hall	Main Hall	Main Hall	Main Hall
Tuesday					
Wednesday					
Thursday	Main Hall	Main Hall	Main Hall		
Line-up Location	Designated outside areas				

- Pupils will assemble in their designated areas at **08.25am**.
- Pupils must line up in register order in their tutor groups in silence.
- Pupils must remove their bags from their shoulders when queuing up and entering the venue.
- The tutor must register their tutor group and escort them into the hall in silence.
- Any pupil who arrives after their tutor group has entered the hall must be seated at the back of the hall. A LG member must check that an L1 late detention is set for these students.

c) TUTOR TIME ROUTINES

- Tutors must maintain Assembly routines (actively supervise students in Assemblies: line-ups, ensure that pupils demonstrate orderly conduct in the corridors/assembly area (see above).
- Tutors must be ready and prepared by **08.30am** - they greet pupils at the door as they arrive and provide a purposeful atmosphere in form time enabling pupils to prepare for the day ahead.
- Tutors set the 'tone' for the day, by creating a positive ethos, establishing/encouraging good student/teacher, student/student relationships, and developing both a Tutor Group and a school spirit and identity through the delivery of the Personal Development programme.
- Year Leaders will need to check the MIS and inform pupils about end of day detentions in tutor time.
- Planners should be on the desk at the start of every tutorial time and checked at least weekly by the tutor.
- Tutors must ensure that students are fully prepared for learning. This will include checking equipment and informing pupils of same day detentions.
- Tutors must complete an accurate register, in silence.

d) CLASSROOM ROUTINES

- Staff must stand at the classroom door and greet the students as they enter/exit the classroom.
- Pupils should enter the classroom as soon as they arrive (they must not line up in the corridors).
- Pupils must sit where they are instructed by their teacher and immediately take out their equipment and Planner. Pupils must then begin reading in silence until they are instructed by their teacher to begin their first learning activity.
- Teachers must complete an accurate register, in silence, within the first ten minutes of the lessons.
- Pupils must raise their hand to ask or answer questions.
- Pupils must speak and behave respectfully to other students and staff.
- Pupils must concentrate and work on the tasks set:
 - They must listen carefully when the teacher is speaking and work quietly.
 - They must write all homework in the Student Planner.
 - They must follow all health and safety rules in each area.
- Pupils must wait to be dismissed by the teacher in an orderly manner (on the bell).
- Staff member must be the last person to leave the room and lock it (if required).

e) SUPERVISION DURING THE SCHOOL DAY

Before School <i>Pupils go directly to their designated area or the LRC.</i>	Break Time <i>Pupils to be off the corridors by 11.00am</i> <i>Period 2 teachers will escort pupils to the canteen after the lesson</i>	Lunch Time <i>Pupils to be off the corridors by 13.20pm.</i> <i>Students are not allowed in for lunch after 13.35pm (unless they attended a detention at 13.35pm)</i>	End of day <i>P5 teachers line up their class and in silence escort the students to the appropriate student exit.</i>
Areas supervised by: <ul style="list-style-type: none"> • Senior Staff • Year Leaders 	Areas supervised by: <ul style="list-style-type: none"> • Senior Staff • Duty Team • Year Leaders 	All students to be in their area or: <ul style="list-style-type: none"> • The LRC (entry no later than 13.30pm) • The Dining Hall (entry no later than 13.35pm) Areas supervised by: <ul style="list-style-type: none"> • Senior Staff • Year Leaders 	Areas supervised by: <ul style="list-style-type: none"> • Senior Staff • Duty Team • Year Leaders

f) ROUTINES IN THE DINING HALL

- Pupils are permitted to use the Dining Hall during break and lunchtime.
- Year 7 will enter the Dining Hall using the internal doors which lead out to their area.
- Year 8, 9, 10 and 11 students will enter Dining Hall 2 using the external doors which lead out to their areas.
- All pupils must be seated in the Dining Halls. This is also the case when queuing for food.
- Pupils must remove their bags and place them on the floor whilst using the dining facilities.
- Staff supervising should ensure that students have cleared their areas and returned their plates before leaving the Dining Hall.
- Latest entry to the Dining Hall is at **13.35pm**. Pupils must be dismissed from the Dining Halls at the following times:
 - Break: 11.08am
 - Lunch: 13.48pm

- No food or drink should be removed from the Dining Halls.
- Pupils who have been in detention until 13.35pm will be allowed into the Dining Halls for lunch until 13.40pm.

g) EXPECTATIONS IN THE DINING HALL

Students should:

- Be polite, respectful and cooperative at all times.
- Ensure that they are always courteous (no shouting, entering and exiting the Dining Hall calmly).
- Ensure that bags are placed on the floor.
- Sit in the designated area and ensure that the area is clean after having eaten.
- Ensure that cutlery, plates and trays are neatly placed in the right area.
- Ensure that chairs are placed neatly under tables.
- Not re-enter the Dining Hall once they have left.
- Put all rubbish in the bin provided and ensure their space is left clean and tidy.

In the Seating Areas

Students should:

- Be polite, respectful and co-operative at all times.
- Refrain from eating in the seating areas – this is not allowed.
- Remain seated at all times, with their bags safely stored under the table.
- Ensure courteous behaviour is shown at all times.
- Move to lessons with pace and purpose when dismissed.

h) ROUTINES ON THE PITCHES

- Pupils are only permitted to use their year group's designated pitches before school, during break and lunchtime. Once a pupil has entered the pitch areas they must stay there for the remainder of the break.
- All staff responsible for supervision at break or lunchtime should arrive promptly at their designated areas at the start of their duty.
- The staff member present should assign teams and ensure that the pitches have been divided correctly.
- Pupils should not be aggressive or reckless whilst participating in their activities. Students who fail to adhere to this rule should be sent to the seating area.
- Footballs should remain below shoulder height for the duration of the match. Pupils who fail to do so must be removed from the game for a 5-minute period. Where students repeatedly kick the ball above shoulder height, they should be directed to their year group's designated area.
- Where a pupil repeatedly does not use the recreation areas appropriately, their Year Leader should be informed, and an alternative lunch provision will be sought.
- Activities on the pitches must be concluded at the following times:
 - Start of the day 08.25am
 - Break 11.08am
 - Lunch 13.48pm
- Pupils should be dismissed in the following order:
 - Year 7 at 08.30am, 11:08am and 13:48am
 - Year 8
 - Year 9
 - Year 10/11
- Uniform should be checked as the pupils are leaving the pitches/designated areas.
- No food must be consumed on the pitches.

Year Group	Year 7	Year 8	Year 9	Years 10-11
Pitch arrangements	1 x playing field (left-hand side pitch)	1 x playing field (right-hand side pitch)		
	8 pupils vs 8 pupils	8 pupils vs 8 pupils		
	Total participants: 16 pupils	Total participants: 16 pupils		
Pupils will be permitted to use the pitches on the following days:				
Monday	Year 7 Boys only	Year 8 Boys only		
Tuesday				
Wednesday			Years 9-10 Boys only	
Thursday				
Friday	Year 7 Girls only	Years 8-11 Girls only		

i) BREAK AND LUNCHTIME DISMISSAL

- Pupils should be dismissed from Dining Halls and designated areas in an orderly fashion.
- To reduce crowding at entry points to buildings and unnecessary cross-over of year groups, the dismissal is done in sequence.
- Year 7s are dismissed at 11.08am and 13.48pm for break and lunch respectively. They will be followed by Years 8, 9, 10 and 11. When on duty, please take your cue from the Leadership Team members in your duty area.

j) WET BREAK ARRANGEMENTS

In the event of rain at break or lunchtime, we may move to wet break arrangements:

Year 7:	Dining Hall and LRC
Year 8:	Dining Hall and LRC
Year 9:	Dining Hall and LRC
Year 10:	Dining Hall and LRC
Year 11:	Dining Hall and LRC

Pupils are not allowed to eat anywhere outside of the Dining Halls.

Staff in the Dining Halls should move pupils out to their designated areas when they have finished eating. Please attempt to keep movement between areas to a minimum and direct any teaching staff on duty at break time to an appropriate area if we move to wet weather arrangements. Please do not direct pupils outside (at 13.35pm) when it is wet weather - it is important that students are spread over the various venues and do not all end up at one place.

k) EXPECTATIONS OF STAFF WHILE ON DUTY

- Arrive on time.
- No mobile phones should be visible – pupils and teachers.
- Whilst the school recognises the need for pupils to expend energy out of lessons, their safety is of paramount importance and conduct putting pupils at risk must be addressed. Incidents of poor or inappropriate behaviour must always be followed up. Level 1 behaviour such as low-level disruption should be logged on MIS by the member of staff, pupils must log sanctions in the Student Planner. Level 2 behaviour must be logged and referred to an end of day sanction. There are always members of the Leadership Group on duty to monitor students when they are not in lessons.
- Pupils must always meet the expectations you set for them. The duty areas are professional spaces and your expectations of language, the way pupils interact with each other, etc. should be no different than in your classroom or any other part of the school. Pupils should always have bags with them, be in the correct uniform and behave in a sensible manner at break and lunch.
- Be proactive so that you don't have to be reactive. If you recognise a louder or boisterous group of pupils, move yourself next to them. Ask them to talk quietly to each other and, if they persist and are not conducting themselves properly, take their names and ask the pupils to log an L2 detention. A follow up email to the Year Leader explaining the conduct that you observed is helpful, as it will allow the Year Leader to intervene. However, inappropriate noises/abrupt outbursts are unacceptable; you must log an L3 detention and refer the student to the end of day detention.
- As a member of staff on duty, you are very visible to all the pupils in a duty area. If you do not react when a student fails to meet expectations, all pupils will see and learn from this. The smallest amount of silly behaviour needs to be challenged so that pupils are constantly learning what it means to be in a professional space.
- Before school, break and lunchtimes is a very good time to reinforce standards of uniform. Ensure shirts are tucked in; if pupils are wearing makeup or excessive jewellery, ask them to remove it. Jewellery should be confiscated and given to the relevant Year Leader; the item will be stored in the Cloakroom. Nail varnish or fake nails should not be worn at any time.
- When pupils are dismissed for P3 and P5 is when you should be most observant. The way pupils leave the outdoor spaces and Dining Halls will set the tone for the behaviour in corridors and in their next lessons.

I) TOILETS

- a) All toilets are open from 08.10am – 08.25am.
- b) Toilets are open during break and lunchtime.

GIRLS	Years 7 - 11	Ground Floor
BOYS	Years 7-11	First Floor

- c) **Accessibility Toilet** – Reception
- d) **Gender Neutral Toilet** – Reception
- e) **Toilets during lesson time.** Staff should refer to Section A: *Routines and Reminders: Permission to leave a lesson* (Item 11). If there is a toilet emergency, write a note in the Student Planner and send the pupils to the Pupil Office / Medical Room.

Sanctions

There are three type of same day detentions at the school:

Type of Sanction	Type of Sanction	When
Level 1	15-minute Curriculum or Pastoral Detention	At lunch with a Curriculum Leader
Level 2	30-minute Curriculum or Pastoral Detention	At the end of the day with a LG member
Level 3	60-minute School Detention with the LG	At the end of the school day with a LG member
Level 4	Internal Isolation	A leader will refer to the Student Intervention Room for a failed PSP target.

Whole School Detentions for lateness

- **Level 1** – 15 minutes (1 late mark – Registration, P1/P2/P3/P4) – detention at lunchtime.
- **Level 1** – 15 minutes (Late to P5 only) – detention at lunchtime the following day.
- **Level 2** – 30 minutes (2 late marks in one day) – detention at the end of the day.
- **Level 3** – 60 minutes (3 lates in one day) – detention at the end of the day.
- When punctuality concerns are persistent, the sanction will be escalated.

Setting, managing, and monitoring detentions

- The **teacher must log the detention in the Planner**, not the pupil.
- The **teacher must log the behaviour event** on the MIS and set the detention.
- Pupils are expected to self-regulate and take the appropriate steps, so they attend detentions independently.
- **End of day detentions:** The highest-level sanction will override all other detentions on the same day. E.g., If a pupil has an L2 (at the end of the day) and L3 detention, the L3 will take precedence – the L2 will not be carried over to another day.
- If a pupil does not attend a detention, there will be a consequence. The sanction will escalate to the next level and will be actioned on the next school day. **Teachers should escalate missed L1/L2 sanctions. Year Leaders will follow up with any students who miss an L3 sanction.**
- Level 1, 2 and 3 behaviour events are reported to the parents in real time via the MIS.
- For serious incidents, e.g., Level 3 abrupt/inappropriate verbal response towards a teacher/pupil – staff are expected to log the response of the student word for word.
- For inappropriate behaviour out of classroom, please describe the pupil's behaviour in full so that this can be communicated to the parents.

The Role of the Subject Leader

Subject Leaders may wish to provide an alternative area within the department for the student to work. A referral note should be written in the planner and the student should show this to the member of staff in member of staff at the earliest convenience.

The Role of the LG Responsible for Behaviour and Attitudes

LG may wish to provide an alternative area for the student to work. Parents should be contacted and informed of the concern and an appointment be made at the earliest convenience.

- Be referred to the Head of Subject or Year Leader who may put them on report.
- Be sent to the Intervention Room
- Interruption of break or lunchtime privileges (isolating the student)
- Letter home or phone call to parents
- Letter of apology and/or reflective essay
- Privileges withheld (e.g., School visits, formal celebration events and sports events) where these serve to enrich the curriculum as opposed to being an examination requirement
- Request that parents attend a meeting at the School
- Temporary confiscation of property
- Be given a modified timetable
- Temporary Isolation
- Internal Exclusion
- Temporary Fixed Term Suspensions*
- Permanent Exclusion*

Note – all instances of sexual misconduct will be punished with internal exclusion or suspension. Persistent sexual misconduct or involvement in a serious incident may result in a permanent exclusion from the School

*SUSPENSION / EXCLUSION FROM SCHOOL

Should a student be suspended from School, the determination of the length of the suspension period will be influenced by the frequency and/or severity of the nature of the misbehaviour and, in the majority of cases, in relation to the student's past record of behaviour in the School. Repeated incidents of less serious misbehaviour may warrant permanent exclusion in appropriate cases even though one such incident may not. On the other hand, whilst permanent exclusion is always regarded as a sanction of last resort, even one incident of sufficient seriousness may warrant permanent exclusion. The Board of Trustees has agreed to follow the Statutory guidance: *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England included pupil movement* updated in July 2022). The School is committed to equality and community cohesion. The Board of Trustees also refers to the School Equality, Anti-bullying and Search and Restraint Policies as part of the exclusion process.

OTHER ACTION OR SUPPORT

Students who have a pattern of poor behaviour and are at risk of exclusion are likely to have a Pastoral Support Programme (PSP) designed especially for them by the School, involving parents and relevant services, setting clear, reasonable and achievable targets to help them manage their behaviour. Some misbehaviour can be a reflection of students' difficulties outside School. Failure to comply with a PSP usually results in permanent exclusion.

Recognising the Impact of SEND on Behaviour

The school recognises that students' behaviour may be impacted by a special educational need or disability (SEND). When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from students with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled student caused by the school's policies or practices (Equality Act 2010)
- Using our best endeavours to meet the needs of students with SEND (Children and Families Act 2014)
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will consider the specific circumstances and requirements of the student concerned.

Examples of our approaches include: -

- Short, planned breaks for a student with SEND who finds it difficult to focus
- Adjusting seating plans to allow a student with visual or hearing impairment to sit in sight of the teacher
- Adjusting uniform requirements for a student with sensory issues or who has severe eczema
- Training for staff in understanding conditions such as autism
- Use of the Intervention Room or Inclusion Room where a student can regulate their emotions during a moment of sensory overload.

ADAPTING SANCTIONS FOR STUDENTS WITH SEND

When considering a behavioural sanction for a pupil with SEND, the school will consider:

- Whether the pupil was unable to understand the rule or instruction
- Whether the pupil was unable to act differently at the time because of their SEND
- Whether the pupil is likely to behave aggressively due to their SEND.

The school will assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

CONSIDERING WHETHER A STUDENT DISPLAYING CHALLENGING BEHAVIOUR MAY HAVE UNIDENTIFIED SEND

The school's special educational needs co-ordinator (SENCO) may 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.

STUDENTS WITH AN EHCP

If the school has a concern about the behaviour of a student with an EHC plan, it will contact the local authority (SENAS) to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

VULNERABLE PUPILS

Where a pupil has a social worker and s/he is at risk of suspension or permanent exclusion, the headteacher will inform their social worker, the Designated Safeguarding Lead (DSL) and the student's parents to involve them all as early as possible in relevant conversations.

Where a looked-after child (LAC) is likely to be subject to a suspension or permanent exclusion, the Designated Teacher (DT) will contact the local authority's VSH as soon as possible. The VSH, working with the DT and others, should consider what additional assessment and support need to be put in place to help the school address the factors affecting the child's behaviour and reduce the need for suspension or permanent exclusion. Where relevant, the school should also engage with a child's social worker, foster carers, or children's home workers.

Both the social worker and/or VSH, must be informed when a governing board meeting is taking place, in order to share information. The social worker and/or the VSH can attend the meeting, should they wish to do so.

The Headteacher may cancel an exclusion that has not been reviewed by the governing board. This practice is also known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, parents, the governing board and the local authority should be notified, and, if relevant, the social worker and VSH.

For vulnerable students, suitable full-time education will be organised from the first day of the suspension/permanent exclusion.

DETENTIONS

When detentions are employed, staff will always attempt to identify particular individuals rather than impose detention on the whole class. While in detention, students may be given assigned or additional work to do. Under no circumstances will they be permitted to do homework. They may also be given tasks to complete in relation to the physical environment of the School e.g. litter patrol. Detentions may be imposed at lunchtime. Lunchtime detentions may be arranged without notice. However, in the case of lunchtime detentions, time will be given for students to have lunch.

Responding to Behaviour

SAFEGUARDING

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection.

We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

Please refer to our Safeguarding Policy for more information.

REASONABLE FORCE

Reasonable force covers a range of interventions that involve physical contact with pupils. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a pupil from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence

Incidents of reasonable force must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents (see appendix 3 for a behaviour log)
- When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the pupil, including SEND, mental health needs or medical conditions.

SEARCHING, SCREENING AND CONFISCATION

- Any prohibited items (listed in the Code of Conduct) found in a student's possession will be confiscated. These items will not be returned to the student.
- We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.
- Searching and screening students is conducted in line with the DfE's latest guidance on searching, screening and confiscation. Please see our Searching, Screening and Confiscation Policy.

OFF-SITE MISBEHAVIOUR

Sanctions may be applied where a student has misbehaved off-site when representing the school. This means misbehaviour when the student is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a student has misbehaved off-site, at any time, whether the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member (e.g. on a school-organised trip).

ONLINE-MISBEHAVIOUR

The school can issue behaviour sanctions to pupils for online misbehaviour when:

- It poses a threat or causes harm to another pupil
- It could have repercussions for the orderly running of the school
- It adversely affects the reputation of the school
- The pupil is identifiable as a member of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member.

SUSPECTED CRIMINAL BEHAVIOUR

If a pupil is suspected of criminal behaviour, the school will make an initial assessment of whether to report the incident to the police.

When establishing the facts, the school will endeavour to preserve any relevant evidence to hand over to the police.

If a decision is made to report the matter to the police, the Headteacher or the Designated Safeguarding Lead will make the report.

The school will not interfere with any police action taken. However, the school may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action.

If a report to the police is made, the Designated Safeguarding Lead (DSL) will make a tandem report to children's social care, if appropriate.

ZERO-TOLERANCE APPROACH TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Students are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
 - Manage the incident internally
 - Refer to early help
 - Refer to children's social care
 - Report to the police

Please refer to our Safeguarding Policy for more information.

MALICIOUS ALLEGATIONS

Where a student makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and students accused of misconduct.

Please refer to our Safeguarding Policy for more information on responding to allegations of abuse against staff or other pupils

Meetings

Effective meetings are about maximising positive contributions and fostering productive communication between all participants. However, sometimes a meeting can be ineffective because:

- Time has not been set aside to prepare for the meeting
- The participants do not stick to the subject
- Nobody listens or participates
- Communication is neither clear or concise

In order to make a meeting effective we expect that:

- Staff are prepared for the meeting
- All participants stick to the subject(s)
- Actions are followed up to ensure that all the tasks generated by the meeting are completed
- Accurate records of the meeting are kept
- The outcomes of the meeting are reported to the appropriate people

Confidentiality and data protection: We take our duty very seriously therefore we **will only hold meetings with the parent/guardian contact priority 1 and/or 2**. These are persons with legal responsibility for the child. We do not hold meetings about your child with any another person, unless the meeting is a professional multiagency meeting. If a translator is required, we may involve a teacher or a suitable professional from an external agency e.g. Local Authority. We do not discuss details about your child with another parent.

Request for a meeting: In the first instance, we expect the parent or guardian with legal responsibility for the student to meet with a Year Leader. If a parent/guardian wishes to request a meeting, a note should be written the Student Planner or a letter may be sent to the Year Leader. Year Leaders are not available to meet parents without reasonable notice as they are often supervising children or attending meetings. Therefore, a note requesting a meeting must be written, so that the member of staff is available to discuss concerns with parents. Alternatively, a meeting may be requested by the School. This is usually agreed by telephone and confirmed in writing. Appointment times are logged with the Receptionist.

On arrival at the School: The Receptionist will need to verify the persons have legal responsibility for the child. School staff can only meet with the parent/guardian who has primary legal guardian responsibility for the student (this is logged as priority 1 or 2 in the School database). The content of the meetings is confidential and, for data protection reasons, only legal guardians are allowed to attend student meetings. If a parent requires a companion, the parent should make this request in writing and email it to the school. In the email, the parent should provide the details of the companion: full name, DOB, occupation, any relationship to the student. Companions have a specific remit (to support the parent) and this will be explained before the meeting.

Conduct during the meeting: At all times meetings shall be conducted in an atmosphere of mutual respect with the aim of resolving any issues that may have arisen. Intimidating or aggressive behaviour shall not be tolerated in parent/teacher/student interactions, and meetings may be terminated should this behaviour arise. In the rare event of such an occurrence, the School shall issue a letter outlining the inappropriateness of such behaviour, as behaviour such as this goes against the school's policy of mutual respect. If this aggressive behaviour or harassment by a parent continues, the School may request for the parent/carer not to come into the school until they can assure the school that they will not present in such a manner again.

Following the meeting: Notes from the meeting will be logged in the School database. Action points will be highlighted at the end of the notes. These notes will be posted home within ten working days of the meeting. If a parent has met with the Year Leader, and the issues discussed are not resolved, the parent may seek to discuss these concerns with a member of the Senior Leadership Group. Requests should be made via the School reception.

Leadership and Management

From September 2024, we have the following staff with responsibility for leading Behaviour and Attitudes:

Responsibility for Behaviour & Attitudes
Mr. Jones (RJO)

Responsibilities of LG Leaders

- To support Tutors and the Year Leaders with standards of planners, uniform, and equipment.
- To support with the delivery of PD and assemblies.
- Day to day monitoring of behaviours across their year group.
- Weekly reports on trends of BA (Behaviour and Attitudes) across the year group.
- To ensure that actions are taken, and appropriate sanctions are in place for each student.
- For serious incidents, to gather evidence for making decisions on day-to-day isolation, suspensions, or permanent exclusion.
- To take the lead on investigations, draw conclusions, and inform parents.
- To ensure that logs are up to date e.g., bullying, racist, sexist, homophobic, body shaming logs.
- To take the lead with students on a Pre-PSP. Set up and review Pre-PSP.
- To work directly for students on formal PSP.
- To lead and run the Parents' Evening.
- To lead and run other events pertaining to their year group.
- To attend meetings with WMAT Leaders to review trends and patterns.

SUSPENSIONS AND EXCLUSIONS

The Role of the Headteacher and NBS Local Governing Body

Suspensions and Exclusions are used for the purpose of supporting students to achieve and be safe.

- The Headteacher has the authority to suspend or exclude a pupil from the School. In their absence, Mr Jones (AAHT) has the authority to suspend or exclude a student. The LAB and Board of Trustees meet termly to review suspensions or exclusions. Data is shared with them, providing a detailed analysis of the characteristics of the pupils who have been suspended/excluded over the course of the term, and mentioning whether any repeat suspension has been imposed. As part of this report the Headteacher will also share with the LAB the use currently being made of Alternative Provision.
- The Headteacher will notify the LAB without delay of any permanent exclusion (including where a suspension is followed by a decision to permanently exclude the pupil); any suspension or permanent exclusion which would result in the student being suspended or permanently excluded for a total of more than five school days (or more than ten lunchtimes) in a term; and any suspension or permanent exclusion which would result in the pupil missing a public examination.

SUPPORTING A STUDENT FOLLOWING A SUSPENSION

Following a sanction (Suspension or Exclusion), the school will consider strategies to help students to understand how to improve their behaviour and meet the expectations of the school.

This will include:

- Reintegration meetings
- Daily contact with the Year Leader/SENCO or member of the Leadership Group
- A Support Plan with personalised behaviour targets

INDUCTING INCOMING STUDENTS

The school will support incoming pupils to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture.

PREPARING OUTGOING STUDENTS

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information relating to pupil behaviour issues may be transferred to relevant staff at the start of the term or year.

TRAINING FOR STAFF

As part of their induction process, all staff are provided with regular training on managing behaviour, including training on:

- The needs of the students at the school
- How SEND and needs impact behaviour
- Behaviour management will also form part of continuing professional development.

MONITORING AND EVALUATING BEHAVIOURS

The school will collect data on the following:

- Behavioural incidents, including removal from the classroom
- Attendance, permanent exclusion and suspension
- Use of AP, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Anonymous surveys for staff, pupils, governors, trustees and other stakeholders on their perceptions and experiences of the school behaviour culture

The data will be analysed every term by the Headteacher. The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010.

MONITORING

This behaviour policy will be reviewed by the Headteacher and Chair of Governors at least annually, or more frequently, if needed, to address findings from the regular monitoring of the behaviour data. At each review, the policy will be approved by the BoT.

Anti-Bullying Referral System

Our Core Values

At Wembley Multi-Academy Trust, we believe that everyone has the right to learn and work in an environment free from humiliation, intimidation, harassment, sexual harassment, abuse and discrimination, where they feel safe and respected for who they are. It is the responsibility of all staff that learning takes place in an atmosphere which is caring and protective.

Key messages

- Be kind
- Show respect
- Always show good manners
- Accept others may have a different view to yours
- Try to understand the other person(s) points of view
- Treat others as you would like to be treated
- Don't hurt others – physically or emotionally

Our Aims

- To create a culture within the school of collaboration, co-operation, courtesy and engagement, with understanding and appreciation of difference, in terms of race, sex, sexuality, disability, religion, appearance, cultural background, family circumstances and perceived ability (high or low).
- To ensure that staff understand what bullying is and how to deal with it effectively, and how to use the referral system appropriately.
- To ensure that we log information on bullying incidents and use our analysis of that data to inform and improve future practice.
- To ensure that students understand what bullying is and feel fully confident that if they report it, it will be dealt with effectively by staff across the school.
- To ensure that staff model positive, respectful behaviour in their interactions with students, colleagues, and parents and carers.

Types of Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It can include:

- Name-calling
- Racist language
- Sexist language
- Homophobic language – particularly the use of the word 'gay' as an insult
- Exerting peer pressure to unduly influence another student
- Excluding or abusing someone because of their race, sex or gender, sexual orientation or gender identity, religion, ability, disability, or appearance
- Inappropriate or unwanted physical or sexual contact
- Making threats and / or demanding money or possessions, including phones
- Hurtful remarks about someone's appearance
- Generating and passing on rumours about others
- Laughing at someone who is hurt or upset
- Threatening or actually physically assaulting another person
- Mocking someone's differences, including accents
- Making a joke at someone's expense and taking it too far so that it becomes hurtful
- Damaging or hiding someone's work or belongings
- Pressurising someone to join in inappropriate behaviour
- Cyberbullying via email, social networks, and mobile phones (see below).

Cyberbullying

Cyberbullying can be extremely humiliating and damaging because of the ease with which the bully can reach a large audience. This includes:

- Using WhatsApp, texts, Facebook, X (Twitter), Snapchat or other social media to generate or pass on rumours about someone.
- Using WhatsApp, Facebook, X (Twitter), Snapchat or other social media to pass on images of someone.
- Making videos on mobile phones and posting them on public sites or sending them to others.
- Covertly or without permission recording or videoing another person.
- 'Sexting': This is the sending of sexually explicit digital images, videos, text messages, or email, usually via a mobile phone. It normally (but not always) involves boys putting pressure on girls to send them photographs of the girl naked or performing sexual acts, and then passing these on to their friends.
- 'Trolling' (anonymously posting abusive messages on a profile page or a Twitter account).
- 'Doxing' (uploading private images or videos to a website or public page).
- 'Fraping' (posting a message on someone's Facebook or Twitter account pretending to be that person).

Victims of Bullying

The school recognises that there are groups of students within the community who are vulnerable, and therefore at greater risk of being bullied. Teachers should always be alert to signs of being bullied in these children.

Vulnerable children are those who are likely to be bullied on the basis of:

- Race
- Religion
- Sexual orientation, (including being gay, lesbian, bisexual, or transgender)
- Disability
- Appearance
- Cultural background (including Traveller children)
- Family circumstances (e.g., being a Looked After Child or being a carer)
- Having Special Educational Needs, or being a high achiever

The Personal Development Programme

The school has an extensive PD Programme where the ethos of the school is promoted, and the values are reinforced and made explicit through appropriate examples. It includes:

- Spiritual, moral, social and cultural education and the provision of British Values.
- Exploration of the ideas of empathy, collaboration, courtesy, co-operation, and respect, making explicit what these entail and how they can be acted upon in and out of lessons.
- A weekly reflection which encourages students to reflect upon moral ideas and aim to put them into practice.

- The promotion of a sense of identity across Year groups. This is achieved by rooming Year groups in the same areas of the school so that they can collaborate with each other in developing the tutorial programme.
- The theme of bullying is examined throughout the year and various forms of bullying are discussed with the students through assemblies and tutor time. Students are given advice about what they should do if they witness bullying or they themselves are bullied in the school.

Organisation of the School Site

Staff have been allocated duty positions at break and lunchtimes. Staff must make sure that they are on duty on time and supervising their area. It is not a time to catch up with other staff. Staff must make sure that behaviours in the corridors are challenged. All areas of the school are supervised by Senior Leaders at break, lunchtimes, and after school.

In addition, each year group is allocated a specific play area for their use, so that the opportunities for older children to bully younger children are minimised.

Expectations of All Staff

In order for bullying to be addressed effectively, it is essential that all members of staff are determined to stamp it out and feel confident in addressing it.

To this end:

- All staff receive training at the beginning of the year and throughout the year on the forms of bullying, what to watch out for, the most vulnerable groups, and the systems for dealing with bullying.
- It is expected that all staff follow the referral system for bullying (see below).
- All staff are expected to address all forms of bullying both in lessons and out of lessons. Staff should consistently challenge the use of offensive language; whether racist, sexist, homophobic or generally insulting, making it clear that it is always unacceptable, even when the victims do not appear to object to it.
- Staff should watch for early signs of distress in students – deterioration in work, poor attendance, sudden illnesses, isolation, the need to stay close to adults. These concerns should be dealt with using the referral policy below. It should also be appropriate to refer the student to the Designated Safeguarding Leads. Staff are expected to be positive role models for the behaviour of students, by ensuring that all their interactions with students, colleagues and parents and carers are courteous, thoughtful, respectful, and professional.
- The basic instruction to staff with reference to bullying is: **Listen, Believe, Act.**

The Role of the Governors

The Headteacher will report on bullying incidents to the Governors of the school on a termly basis.

Sanctions – Bullying Referral System

The school has a comprehensive system for dealing with bullying and the logging and referral of incidents.

Year Leader /LG Interventions		
Stage 1	Bullying behaviour that does not stop after initial verbal warning from class teacher	Year Leader will: <ul style="list-style-type: none"> • Take statements. • Give the victim a book to record incidents (if appropriate). • Set up meeting between aggressor and victim (if appropriate). • Sanction the aggressor. • Aggressor to sign behaviour contract 1. • YL will add a Stage 1 bullying log on CPOMS including information about the victim and perpetrator.
Stage 2	Bullying that is persistent, and continues after initial intervention by Year Leader	Year Leader will: <ul style="list-style-type: none"> • Take statements. • Sanction the aggressor. • Meet with the victim, offer support and contact the parent. • Contact parents of the aggressor (and, where appropriate, the victim). • Parents to witness aggressor signing behaviour contract 2. • YL will add a Stage 2 bullying log on CPOMS including information about the victim and perpetrator.

Stage 3	Bullying that is very serious, or that continues after Stage 2 interventions.	<p>Year Leader with the LG Line Manager will:</p> <ul style="list-style-type: none"> • Refer to DSLs, who will work with the student. • Set up meetings in school with parents of the aggressor (and, where appropriate, the victim). • Sanction the aggressor. This may include a period of internal exclusion or suspension. • Meet with the victim, offer support and update the parent/carer. • LG member will add a Stage 3 bullying log on CPOMS including information about the victim and perpetrator.
Stage 4	Bullying which occurs after the Stage 3 intervention	<p>Member of the LG will:</p> <ul style="list-style-type: none"> • Meet with the victim, offer support and update the parent/carer. • Sanction the aggressor. This may include a period of internal exclusion or suspension • Arrange a Formal-PSP set up meeting with the Assistant / Deputy Headteacher and Brent Inclusion Officer. • 16-week Pastoral Support Plan put in place for the aggressor. • Fortnightly mentoring sessions put in place for the aggressor. • Risk of permanent exclusion warning to the student. • LG member will add a Stage 4 bullying log on CPOMS including information about the victim and perpetrator.

Students who, despite intervention, are known to be persistently and intentionally causing harm, injury or offense to other students at North Brent School may receive the most serious consequences, including placing themselves at risk of permanent exclusion.