

Supplementary Guidance to the Behaviour Policy

ENSURING POSITIVE BEHAVIOUR
GATEACRE SCHOOL

Introduction

This document provides additional guidance for NST secondary schools and should be read in conjunction with the published Behaviour Policy.

The Behaviour Policy and this contextual guidance apply at all times during the school day, whether students are in the school building or offsite. They apply when students are travelling to and from school, wearing school uniform (including on trips and visits), representing the school in their own clothes, or otherwise identifiable as members of the school.

The school may also discipline students, regardless of the above conditions, if their behaviour could impact the orderly running of the school, pose a threat to another student or member of the public, or adversely affect the reputation of the school.

To support this, we have codified behaviours to support pupils, parents and staff. See attachment. It covers:

- Travelling to and from school
- Arriving at school
- Lining up
- Moving around school
- During lessons
- Leaving the classroom
- Break and lunchtime
- Ending the day positively
- Reflection (entry, during the restorative conversation and at the end of the restorative conversation in Reflection)

Uniform and Equipment

Uniform

Detailed guidance about uniform expectations can be found in the school's Policy and the Behaviour Codification document. The following general points about uniform must be observed.

School uniform promotes a sense of pride, belonging, and loyalty among all students. Students are expected to always adhere to our uniform expectations, including their journey to and from school.

Addressing Uniform Issues:

Students are expected to address any uniform issues before the start of the school day. The pastoral team is available to provide assistance, and the school will lend spare uniform when possible.

- Students who proactively address uniform issues before the start of the day will not be sanctioned.
- Students who do not address uniform issues before the start of the school day will be issued a detention.

Consequences of Non-Compliance:

Students who are not in full uniform or do not meet the expected appearance standards will not be permitted to attend lessons. If parental contact can be made, students will be sent home to change. Alternatively, they will complete supervised work in the Refocus Room until the issue is resolved. The school's first priority is student safety.

Uniform is checked upon student entry, during line-up, and at the start and end of each lesson.

Parent Communication:

To avoid inconvenience, parents should contact the school if they have any doubts about the uniform policy. It is better to confirm with a staff member than to rely on potentially incorrect information from students.

Specific Uniform Items:

- Blazers must be worn when moving around the school site and to and from school. They may be removed in class with teacher permission.
- Shirts must be tucked in with the top button fastened.
- Jumpers are an optional item. However, if a jumper is worn, it must be the school jumper.
- Ties must be worn with a neat knot covering the top button and with the bottom of the tie touching the waist.
- Skirts must be knee-length and not shortened by being rolled up at the waist.
- Belts should be black and functional. They should have no oversized buckles, clasps, studs or trimmings.
- Shoes must be smart, black and leather-fronted, except for PE. Trainers and boots are not allowed.
- Baseball caps, non-uniform jumpers and hoodies are banned items. They must not be brought onto the school site, nor should they be worn on the way to or from school. If they are seen, they will be confiscated.
- Outdoor clothing, such as coats and hats, should not be worn in the building.
- No jewellery is permitted, with the exception of a watch (non linked to mobiles/iPads/tablets and have no data) and/or a pair of small stud earrings worn in the lower lobe.
- Only badges issued by the school may be worn.
- Individual fashion statements or overly styled haircuts are not permitted. Hair may not be anything other than a natural colour. Braids are allowed but must be indistinguishable from the hair colour.

Prohibited Items:

<ul style="list-style-type: none">○ Mobile phones (students may have a mobile switched off in the bottom of their bag, but it will be confiscated if it is seen or heard at any time)○ High value items and electronic items (MP3 players, iPads or similar)○ All non-uniform items of clothing, including:<ul style="list-style-type: none">- Hoodies and non-school jumpers- Baseball caps- Jewellery (with the exception of a watch and a pair of small stud earrings)○ Fizzy drinks and 'energy' drinks○ Large quantities of confectionary beyond that which a student could reasonably consume on their own in a day	<ul style="list-style-type: none">○ Chewing gum○ Glass bottles and containers○ Toys, laser pens and fidget spinners○ Birthday accessories (e.g. large badges, sashes or balloons)○ Aerosols or sprays○ Fireworks, bangers, firecrackers, etc.○ Drugs, tobacco or alcohol, including any related paraphernalia○ Vaping equipment○ Pointed objects/blades○ Any item that is deemed by the Leadership Team to disrupt learning○ Any item deemed to be a weapon○ Any other item/substance that is prohibited by law
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Expectations of student conduct

Conduct in the classroom (see in conjunction with Behaviour Codification for more detail)

- If the teacher is not already at the classroom door to greet the class, students should line up outside the classroom in single file in silence. They should only enter the classroom when invited to by the teacher.
- Students should arrive on time to lessons and should greet their teacher courteously.
- Students should be fully equipped for learning and should ensure that they are ready to take part in learning within a minute of entering the classroom.
- Students should always listen to their teacher and follow instructions first time without question.
- During the lesson, students should not leave the classroom without the teacher's permission.
- Students should speak using polite and positive language only.
- At the end of the lesson, students should write homework in their planners when instructed.
- At the end of the lesson, students should not pack away their belongings until asked to do so by the teacher.
- Students should wait quietly behind their chair to be dismissed and should thank their teacher as they leave the room.

Conduct around the school (see in conjunction with Behaviour Codification for more detail)

- Students should move quietly and in a controlled and considerate way throughout the school.
- Students should always walk on the left-hand side through corridors and on staircases.
- Students should never run, push, barge or shout. Swearing and slang language is not permitted.
- Students should remain in supervised spaces and should not enter areas that are off-limits.
- Students should be ready to help others by opening doors, standing back to let adults pass and generally showing patience, good manners and courtesy.
- Students should move around the school individually or in small groups.
- At lunchtime and break time, no students should remain inside the school buildings unsupervised, except for wet weather arrangements.
- Students should always place any litter in the bins provided.
- Students should respect school buildings, displays and property.

Conduct in assembly (see in conjunction with Behaviour Codification for more detail)

- Students should enter the hall in silence and sit waiting in silence.
- Students should stand when requested to do so, as a mark of respect for the teacher leading the assembly.
- Students should listen carefully to the speaker and concentrate without talking or distracting others. They should face the front and look at the speaker.
- Students should celebrate the achievements of others in a formal and respectful manner. Cheering, whooping and foot-stamping are not permitted.
- Students should leave the assembly in silence and proceed directly to their next destination.

Conduct at social times (see in conjunction with Behaviour Codification for more detail)

- Students should be sensible, careful and aware of other people in social areas.
- Students should not take part in dangerous games or activities which could cause injury or endanger the health and safety of others.
- Gambling of any kind is strictly forbidden.
- Students should not gather in large groups, as this may lead to boisterous conduct or may inadvertently intimidate other students.
- Food should only be eaten in designated eating areas.

Conduct in the dining hall (see in conjunction with Behaviour Codification for more detail)

- Students should line up sensibly for lunch. There is to be no pushing into the lunch queue.
- Students should sit at the table to which they are directed by a member of staff.
- There should be no shouting across tables.

- When everybody on the table has finished eating, students should raise their hands and wait to be dismissed.
- Trays and plates should be returned so that the table is left clean and tidy for the next person. Any leftover food, bottles, etc. is to be placed in bins provided.

Conduct at the start and the end of the school day (see in conjunction with Behaviour Codification for more detail)

- Students should leave home and make their way directly to the school in the morning.
- Students should arrive at the school in good time, allowing an adequate buffer for potential transport delays.
- Students should be standing silently in their Tutor Group lines by the published start time. Any students not in their line at this time (e.g. students still arriving at the gate or walking to their lines) will be classified as late.
- Equipment and uniform checks will be conducted every day during Tutor Time.
- Students must be in a supervised area if arriving early or staying on site after the school day.
- Upon leaving the school, students should return straight home and change out of their uniforms.

Conduct in the community (see in conjunction with Behaviour Codification for more detail)

Students are the public face of the school – they should be our best advertisement. The local community will form an opinion of the school based partly on students’ behaviour whilst wearing the school uniform. Students must therefore display exemplary conduct whenever they are:

- travelling to and from the school;
- wearing school uniform (including on trips and visits);
- representing the school in their own clothes; and otherwise identifiable as a member of the school.

Guidance from the Department for Education (DFE-00023-2014) makes clear that academies have the right to discipline students for misbehaviour outside of school whenever the above conditions apply. Furthermore, academies may discipline students for misbehaviour at any time, whether or not the conditions above apply, if the behaviour:

- could have repercussions for the orderly running of the school, or
- poses a threat to another pupil or member of the public, or
- could adversely affect the reputation of the school.

The school’s Principal will develop a relationship with the local police to enable sharing of information about students.

Our Community Code of Conduct outlines the following expectations of students outside of school:

1. Students should wear the full school uniform with pride on the way to and from the school.
2. Students should be mindful of the language that they use and the volume of their voices.
3. Students should cross the road safely. They should always use the crossing and wait for the green man.
4. Students should queue in single file at bus stops and outside shops. They should allow members of the public onto buses first and should give up their seat to the elderly or to those who need it.
5. Students should walk in no more than double file in busy areas. They should be careful not to block the pavements.
6. Students should respect the environment and not drop litter.
7. Students should ride bicycles safely and sensibly. They should not ride them on public walkways.
8. Students should not congregate in public areas before school. This includes in parks, outside shops or on estates.
9. They should proceed directly from home to the school before the school day.
10. Students should not congregate in public areas after school. If they want to meet up with their friends, they should first return home and change out of the school uniform.

Any reports from members of the community will be investigated thoroughly. The school reserves the right to share photographs with specific members of community to support positive behaviour in the local area.

Any student who displays poor conduct whilst identifiable as a member of the school community will be considered to have brought the school into disrepute. In such instances, the school will use the full range of disciplinary actions up to and including permanent exclusion.

Conduct with Others

Respectful Communication:

It is essential that students show respect and consideration for all members of the school community, including teachers, support staff, and visitors.

Prohibited Behaviour:

- Personal, insulting, or hurtful comments towards anyone or their family are strictly prohibited. This includes the use of profanity.
- Intimidation of any form, including bullying and extortion, is unacceptable.
- Disrespectful behaviour towards staff, including through gestures or body language, will not be tolerated.
- Students are expected to promptly and respectfully follow instructions from adults.

Conduct Online

- School IT facilities and internet access must be used responsibly for academic work, revision, or research only.
- Social networking, chat rooms, and cyberbullying are strictly prohibited.
- Students must not attempt to contact school staff via social media.
- Students must not use social media in a way that damages their own or the school's reputation. Examples include: [Add Examples].
- Students who violate the school's IT acceptable use agreement will have their IT access revoked and face disciplinary sanctions.

Health and Safety

The health and safety of all staff and students is a crucial responsibility shared by everyone. Students are expected to:

- Take personal responsibility for their own safety and the safety of others.
- Follow school rules to ensure safety.
- Observe all safety regulations and staff instructions.
- Use safety equipment responsibly and avoid misuse or damage.
- Immediately report any potential hazard to the closest member of staff (e.g., broken windows, spills, damaged flooring, electrical defects).

Leaving School Premises:

- No student is permitted to leave the school premises during the school day without written permission from an authorised member of staff.

Any student who endangers any other member of the school community by having any weapon (or any object which could be used as a weapon) will be subject to formal disciplinary sanctions up to and including permanent exclusion.

Any student who is found to be in possession of illegal drugs or any other illegal substance will be subject to formal disciplinary sanctions up to and including permanent exclusion.

Bullying and Harassment

Bullying

The school prioritises creating and maintaining a happy, safe learning environment for all students. Students are regularly reminded that the school has a culture of open communication and disclosure.

Harassment

Building on our commitment to prevent bullying, we also address harassment with the same level of seriousness. Harassment, whether in person or online, has no place in our community and will not be tolerated. Harassment is defined as any hostile or offensive act

or expression by a person against another person that interferes with their peace and security, causing them to fear for their safety or impacting their quality of life.

Any offensive remarks, including profanity, whether intentional or unintentional, will be challenged and recorded by staff. All incidents will be recorded and referred to the pastoral team, who will take appropriate action. We are committed to promoting positive interactions and mutual respect among all students.

Sanctions for poor conduct

School staff act consistently (i.e. in accordance with policy), fairly and deliberately in their use of sanctions. Any staff member who is not sure how to proceed with a behaviour or disciplinary issue must seek support from their line manager. If their line manager cannot be found, advice must be sought from any member of the Leadership Team.

Any poor conduct, whether in class or around the school, incurs sanction.

See Red Line and Disruptive Behaviours in Behaviour Codification document.

Classroom behaviour management (see in conjunction with Behaviour Codification for more detail)

It is vital that classrooms are inclusive environments in which all students are able to learn free from distraction or disruption. Orderly and disciplined classrooms are a prerequisite to effective learning.

Clear and consistent classroom routines enable teachers to teach and students to learn. We have clear routines for the start of lessons, the end of lessons, asking and answering questions, listening attentively and praising students. See the Teaching and Learning Policy for more details.

Teachers should use positive management strategies as a first step in anticipating, avoiding and rectifying any poor behaviour that may occur. Using the least invasive form of intervention to correct students will foster a positive culture in the classroom and enable teachers to maintain a disciplined working environment. However, this must never involve lowering expectations, accepting excuses or tolerating disruption. Positive behaviour management techniques include:

- Reiterating expectations
- Praising students who are doing the right thing
- Making eye contact with the student, and sustaining this (sometimes called 'the teacher stare/radar')
- Moving closer to the student's desk
- Having a 'quiet word' with student

Where positive behaviour management fails to correct a student's behaviour, teachers should apply the following three-step process that provides students with the opportunity to correct their conduct:

- First warning (no further action, no behaviour points)
- Second warning board (behaviour point issued by class teacher)
- Removal to Refocus Room (and School Detention issued)

Teachers are encouraged to 'script', in advance, how they will issue warnings, so that they can deliver these quickly, clearly and assertively, without disrupting the flow of the lesson and without getting dragged into a debate about the merits of their decision.

Appropriate behaviour referral ensures that the majority of well-behaved students continue to be taught effectively by removing individuals who repeatedly disrupt the learning of others. Teachers must not send students out of lessons to stand unsupervised in the corridor.

Detention

It is recognised that, at some point, some students will – either intentionally or unintentionally – fall short of the school's expectations. In such circumstances, students are expected to take responsibility for their actions and make amends, both through their words, and more importantly, through their actions. Sometimes this requires students to sit a detention.

Detentions may only be rescheduled or annulled by a member of the Leadership Team. All detentions take place the next day to support communication to parents/carers.

As a courtesy, a text message will be sent to parents before the end of the school day. The pastoral team will also attempt to contact parents by telephone. However, being unable to establish contact will not excuse the detention being sat.

Removal/Reflection Room

On rare occasions, a student's behaviour may fall so far short of the school's expectations that the student must be removed from class and taken to the Refocus Room. The Refocus Room provides a calm and orderly environment in which students can:

- reflect upon their conduct;
- consider how to make amends; and
- continue with their learning until they are allowed to return to class.

If a student is removed to the Removals Room, they will remain there until the Removal Room supervisor is satisfied that they are ready to return to class. The minimum time spent in the room will be 30 minutes and students will never be returned to the class from which they were removed. If a student is removed to the Removal Room for a second time in a day, they will remain there for the remainder of the day.

A log of referrals to the Refocus Room is maintained by the Referral Room supervisor and is reviewed regularly by the leadership team.

Internal Exclusion

Following a serious breach of the Behaviour Policy, and as an alternative to a suspension, a student may receive an internal exclusion. Internal exclusions last between one and three days and are served in the Refocus Room.

All internal exclusions must be authorised by the principal or a vice principal. Parents will always be notified in writing.

Students in the Internal Exclusion Room are provided with scheduled toilet breaks and lunchtime, separate to the main student body. Students may also request to use the toilet at other times, through the usual On Call system.

Physical altercations

Violence of any kind will not be tolerated. If students need support in resolving a dispute or argument, there is always a member of staff that they can go to, rather than resorting to a physical altercation.

The following descriptors will be used to determine sanctions whenever a physical altercation has taken place. Precise sanctions will be determined by the principal.

Altercation	Description	Sanction
Play fighting	Striking, grabbing, grappling, slapping or similar action that is in a playful manner but may cause an incident if it were to continue	<ul style="list-style-type: none">• Leadership Team detention
Grappling and grabbing	An aggressive situation in which no punching, kicking or striking is taking place. May result in students grabbing each other's clothes, bags	<ul style="list-style-type: none">• Depending on the students' response, the students will serve an Internal Exclusion ranging from 1 to 3 days
Fight	Two or more students who are kicking, punching and/or striking	<ul style="list-style-type: none">• Up to 5 days in Internal Exclusion will be served.• A suspension or permanent exclusion will be considered
Attack	An action, in which an instigator punches, kicks or strikes another student. The other student does not retaliate but may offer some form of reasonable self-defence (i.e. holding or blocking)	<ul style="list-style-type: none">• Up to 5 days in Internal Exclusion will be served.• A suspension is likely.• Permanent exclusion may be considered.

The school will consider all elements of the incident before making a decision, including:

- Whether the student was an instigator, participant, respondent or victim.
- If the student was the respondent, whether their response was reasonable and in direct relation to the threat from the instigator.
- How the students responded to the staff who intervened (for example, whether they followed instructions the first time).

Supporting students

We recognise that, sometimes, students may need tailored support to help them fulfil their academic and personal potential. We have a strong pastoral system and, should a student require help at any time, they will be able to access a member of the pastoral team.

We hold fortnightly student support meetings; attended by a member of the Leadership Team, the SENCO, Pastoral Leaders and other relevant support staff. At these meetings, key academic and pastoral data is discussed and tailored support is agreed for individual students as required. Students also receive formalised support if they reach a Red Line Behaviour Boundary or receive a suspension.

The school makes use of a range of specialist support staff, including a school nurse, a counsellor and an educational psychologist.

The school recognises the importance of working closely with our feeder primary schools to support Year 7 students during this crucial stage of their education. A full transition programme is in place.

Exclusions

The school complies fully with the Department of Education (DfE)'s statutory guidance on exclusions, as issued in May 2023. The points below should be read in conjunction with that guidance.

The decision to exclude

The principal will have regard to Sections 3, 4 and 5 of the current DfE guidance.

Only the principal, or in his absence the vice principal, will have discretionary power to exclude any student for a fixed period. Only the principal shall have the discretionary power to permanently exclude any student.

Before making the decision to exclude, the school will ensure that a thorough investigation has been carried out, including, where possible, allowing the student to give his version of the events, seeking any witness accounts and considering any mitigating factors.

When establishing the facts in relation to an exclusion decision the principal will apply the civil standard of proof ('on the balance of probabilities'), rather than the criminal standard of proof ('beyond reasonable doubt'). This means that the principal should accept that something happened if it is more likely that it happened than that it did not happen.

The principal must be satisfied that his decision to exclude a pupil is lawful, reasonable and fair. Schools have a statutory duty not to discriminate against pupils on the basis of protected characteristics, such as disability or race. The school gives particular consideration to the fair treatment of pupils from groups who are vulnerable to exclusion.

The school will never 'informally' or 'unofficially' exclude a student (e.g. by sending him/her home to 'cool off'). This would be unlawful, regardless of whether it occurred with the agreement of parents or carers. All exclusions, even for short periods of time, will be formally recorded.

Any student may be excluded for a fixed term for the reasons outlined in the Behaviour Policy. Any student may be permanently excluded if,

(a) They have committed a serious breach of the school's Behaviour Policy, or

(b) They have persistently breached the school's Behaviour Policy; and allowing the student to remain in school would seriously harm the education or welfare of the pupil or others in the school

An indicative but non-exhaustive list of serious breaches of the school's Behaviour Policy which may lead directly to permanent exclusion includes:

- Being in possession of a knife, blade or other weapon
- Being in possession of or supplying banned or illegal substances (e.g. alcohol, drugs)
- Serious and ongoing bullying
- Serious assault of a student
- Threatened or actual violence against a member of staff
- Causing damage to school property
- Sexual abuse or assault
- Making a false allegation against a member of staff
- Bringing the school into disrepute
- Jeopardising the health or safety of oneself or others (e.g. refusing to follow safety-critical instructions, setting off the fire alarm)
- A single act of outrageous behaviour that runs contrary to the school's ethos

Informing parties of an exclusion

The principal will have regard to Section 5 of the current DfE guidance relating to 'the head teacher's duty to inform parties of an exclusion'.

No student will be sent off site before the end of the day unless contact has been established with parents/carers. In the event of contact not being made, the student must remain on site, withdrawn from class until the end of the normal school day. At the point of exclusion, a letter will be sent home both by hand and by first-class post, stating the reason for the exclusion. Wherever possible, telephone contact will be made with parent(s) of the student informing them of the exclusion.

All exclusions will be recorded in the School Exclusion Record by the principal's PA and on the student's file.

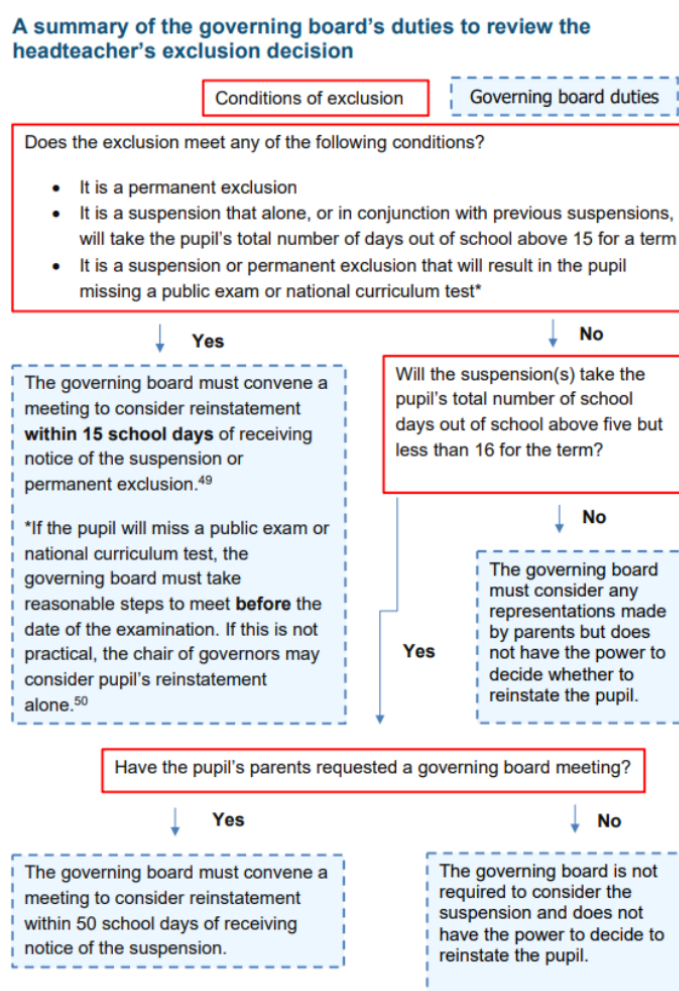
The principal will have a reflective discussion with the Chief Education Officer before taking the decision to permanently exclude.

The Chair of Governors and the Local Education Authority will be kept informed of exclusions in line with the statutory guidance.

The governing body's duty to consider an exclusion

The principal and the governing board will have regard to Section 7 of the current DfE guidance relating to 'the governing board's duty to consider an exclusion'.

The governing body's duties in relation to considering exclusions are summarised in the flow chart below:



Supporting students at risk of exclusion

The school is aware that disruptive behaviour can be an indication of unmet needs. When any student returns to school from a fixed term exclusion, the following steps are taken to help the student reintegrate and to support them in improving their behaviour:

- A meeting will be held between a parent, the student and a member of the Leadership Team.
- The student will report to an agreed member of staff at the end of every day.

- The student's academic progress, attendance and welfare will be reviewed by the pastoral team.
- If appropriate a SEND assessment may be undertaken, or current SEND provision will be reviewed.

If a student is at risk of permanent exclusion, the following steps will also be taken:

- The student and parent(s) must attend a meeting with the principal. Expectations of all parties will be agreed and the home-school agreement will be re-signed.
- All internal and external support will be reviewed.
- Consideration will be given to a Managed Move.

Searching, screening and the use of reasonable force

Searching students

The principal and staff authorised by him have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used to
 - commit an offence
 - to cause personal injury to, or damage to the property of, any person (including the student)

Authorised school may also conduct a search with consent for any item banned by the school rules. Whilst the school has a named list of banned items, this list is not finite or exhaustive list. School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline.

Refusing to submit to a search will be treated as a disciplinary act and will be dealt with in line with the School's Behaviour Policy.

There should be two members of staff present during the search. The person doing the search must be the same sex as the child. The search witness should also be the same sex wherever possible. Students must not be asked to remove clothes other than outer clothing e.g. a coat or blazer. (Outer clothing means clothing that is not worn next to the skin or

immediately over a garment that is being worn as underwear but outer clothing includes hats; shoes; boots; gloves and scarves.)

Screening students

As part of the school's commitment to ensuring the safety of all students and staff, it may periodically require students to undergo screening through use of a walk-through arch and/or handheld wand. This process may be coordinated and/or supported by the school's Safer Schools Officer and the police. The requirement to undergo screening is not predicated upon and does not imply any suspicion of wrong-doing.

If a pupil refuses to be screened, the school will refuse to admit the student into the school and will seek to inform a parent immediately. In such circumstances, the school has not excluded the student and the student's absence will be treated as unauthorised. The student is expected to comply with the rules and attend.

The use of reasonable force

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- Committing an offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student)
- Causing personal injury to, or damage to the property of, any person (including the student himself); or
- Prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

This does not advocate or allow the use of corporal punishment in any circumstances. Nor does it allow for any teacher or member of staff to use any degree of physical contact which is deliberately intended to punish a student or cause pain injury or humiliation.