



Behaviour Management Policy

Coombe Boys' School

Equality Analysis Impact

Title of Policy: **Behaviour Management Policy**

Considered at Governors' Committee meeting: **Pastoral**

Date: Reviewed: September 2003, September 2004. July 2005. July 2006. January 2007. September 2007. July 2008, April 2009, January 2010, September 2010, January 2011, June 2013, June 2014, June 2015, June 2016, June 2017, June 2018

Next review: Summer 2019

Is there relevance to equality?

- | | | |
|---|--|---------------|
| 1 | Does the policy have an adverse effect on employees, students or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3. | Yes/No |
| 2 | Does the policy have an adverse effect upon a group with protected characteristics? (Age, Disability, Gender reassignment, Marriage/Civil partnership, Pregnancy/Maternity, Race, Religion or belief, Sex, Sexual orientation) | Yes/No |
| 3 | Does the policy affect one or more of the equality objectives set by the school? (Please refer to the Equality Policy) | Yes/No |

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting.

Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.

Coombe Academy Trust

Coombe Boys' School

Behaviour Policy

Governors' Statement of Principles

The Governors of Coombe Academy Trust will review these general principles regularly.

1. The Governing Body have agreed, alongside the Headteacher, staff, students and other parties involved with the School, that Coombe Secondary Schools Academy Trust is committed to promoting the values of respect, tolerance, empathy, integrity and social inclusion.
2. Bullying, all forms of discrimination and harassment are to be engaged with immediately and dealt with in appropriate ways so as to promote the welfare and good relations across the School community.
3. Vulnerable students (such as looked after children, children with Special Educational Needs (SEN) and physical or mental health needs) will receive support according to their need.
4. All appropriate legislation and other legal requirements will be met to help underpin the behaviour policy.

The Behaviour Policy should be read in conjunction with the following policies

- Anti-Bullying
- Teaching and Learning
- SEN Information Report
- Attendance and Punctuality
- Equalities
- Child Protection and Safeguarding
- Complaints
- Acceptable use of ICT resources

Staff at Coombe Secondary Schools Academy Trust have the right to regulate student behaviour and to impose disciplinary sanctions when students fail to comply with the schools rules and regulations. The school seeks to work in partnership with parents/carers at all times and expects them to support the school in creating a calm, ordered environment where teachers can teach and students can learn. All parents/carers sign the Home School Partnership Agreement when their child starts at Coombe, and in doing so agree to support the school in the implementation of the Behaviour Policy.

Promoting good behaviour, self-discipline and respect

The preferred behavioural approach at Coombe is centred on a positive assertive approach. At Coombe we believe that good behaviour needs to be modelled and taught. All staff (including support staff) have access to a range of Professional Development opportunities to develop their behaviour management strategies and skills. Suggested strategies for promoting positive behaviour are available in the Behaviour Toolkit. We encourage staff who are experiencing difficulties with individual or groups of students to discuss and share practice ideas. We ensure that all supply teachers are provided with a summary of our behaviour policy and recommended strategies for promoting good behaviour.

We recognise the need for good behaviour to be 'taught' and ensure that appropriate behaviour is discussed within the curriculum (assemblies, tutor time, PSHCE etc) as appropriate. We also ensure that students new to the school (whether Year 7s or newly arrived students) are fully inducted into the expectations of the school and that they

understand the behaviour policy.

Rewards

Coombe Academy Trust believes that rewarding desired behaviour is more effective than sanctioning unacceptable behaviour. The school has a range of rewards available. Further details on rewards can be found in the appendix.

Sanctions

Teachers, teaching assistants and other paid staff with responsibility for students at Coombe have the legal power to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction. They may impose any reasonable and proportionate sanction and must take account of the student's age, any SEN or disability, and any religious requirements affecting them (Section 90 and 91 of the Education and Inspections Act 2006).

Further details on sanctions can be found in the appendix.

Detentions

Notice of a detention will normally be given and communicated to parents via an automated text/email, telephone call, using the school planner or a separate letter. Students will be expected to attend a detention on the date and at the time set. However, the school will endeavour to respond positively to parents when a request is made for a deferment due to a valid, serious commitment (eg medical or dental appointment).

Same day detentions are permitted and will be imposed if a student is not fully equipped for their learning, fails to fully commit to their learning, completes inadequate work or behaves in an unacceptable manner (further details on sanctions and detentions can be found in the appendix). Students who receive a detention will be kept behind for 30 minutes or for 60 minutes **on the same day**. Parents/carers will be informed via text message if this is to happen.

Parental consent is not required for detentions. With break and lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet. Further details on detentions can be found in the appendix.

School Based Community Service

School based community service or imposition of a task may be used as a sanction where appropriate. This may include such things as maintenance of the school environment.

The Coombe Community Expects....

These are our key expectations and they are attached as an appendix. They can be found in the student planner and are communicated to parents on admission to the school. Parents will be informed of any additions/amendments by letter on an annual basis. An up to date version of the rules can be found on the school website. It is prominently displayed in all classrooms. There is ongoing dialogue between staff and students about this which ensures it is consistently understood and applied.

Anti-Bullying

The Coombe Academy Trust is determined that all students should feel safe at school and enjoy their education. A key feature of this is the strong stance taken against all forms of bullying including abusive, homophobic and derogatory language. Bystanders play a significant role in bullying and 'doing nothing' has a real impact on events and may cause harm. Therefore, bystanders may be appropriately sanctioned when bullying occurs. Students are asked to tell a peer mentor, prefect, or sixth form volunteer or member of staff whenever an act of unkindness occurs; this will be treated with confidence.

At Coombe we do not tolerate the movement of large groups on the school site and when travelling to and from school. Congregating in large groups is also unacceptable. This can make others feel intimidated and/or uncomfortable. Students deemed to be doing this will be spoken to and appropriate sanctions applied as required.

The school's anti-bullying policy can be found on the schools website.

Use of Reasonable Force

We aim to provide a supportive environment and it may be appropriate from time to time to lightly touch a student's upper body in order to guide or reassure. In accordance with the current educational legislation all staff may on occasion need to control or in extreme circumstances restrain a student or physically separate students in order to ensure that they do not:

- Injure themselves or others
- Commit an offence
- Damage property
- Prejudice the good order of the school.

In this case of a significant incident a Physical Restraint Record will always be completed and parents and governors will be informed as required.

Screening and Searching

The school rules and regulations make it quite clear what items are prohibited at Coombe. The staff reserve the right to screen all students for prohibited items. This may involve asking students to turn out their bags, searching lockers, using a hand held wand or arch. This can be done without the consent of the students.

It may occasionally be necessary to search a student without their consent. This will only be done when the school has reasonable grounds to believe a student may be carrying illegal, stolen or prohibited items.

If an electronic device is found during a search, examination of files and data can take place. The person conducting the search must reasonably suspect that data or files on the device has been, or could be, used to cause harm, to disrupt teaching or break the school rules. The staff member may erase any data or files, if they think there is good reason to do so.

- Searches will be carried out by Senior members of the teaching staff
- Searches will be carried out, out of sight of other students
- Suspicion may be aroused:
 - As a result of a positive screening
 - Because a student is acting suspiciously (eg attempting to hide something)
 - As a result of a 'tip off' – by a parent/carer or another student
 - Because of something said by the student

- There will always be two members of staff present when a search takes place. Both members of staff will be of the same gender as the student.
- If students refuse to be searched or if they abscond, the Police may be informed. If students become abusive or threatening the search will be stopped, the student isolated and the Police called.
- All searches will be logged
 - name, year, sex, ethnicity of every student searched
 - grounds of suspicion
 - time and place
 - who searched
 - who else was present
 - what, if any reasonable force was used, and if so why
 - how the search began and progressed
 - the student's responses and how staff managed them (e.g. steps taken to calm the student)
 - outcomes and follow-up actions.
- Parents/Carers will always be informed if a student has been searched and will be informed of the result of that search.

Students will NOT be searched without their consent – if the school has reason to believe the student requires searching and he/she refuses consent, the PCSO/Police will be called and parents/carers informed.

1. PC Dave Evans
Safer Neighbourhoods Team
Kingston Police Station
5-7 High Street
Kingston-Upon-Thames
KT1 1LB
0208 247 4967 or 0207 161 8458
kingstonsaferschools@met.police.uk
2. RBK Police – Dial 101 or 999 in an emergency

Prohibited Items

- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student)
- Mobile Phones and headphones
- Knives or weapons
- Alcohol
- Illegal drugs
- Pornographic images and material
- Stolen items
- Fireworks
- Cigarettes, E-Cigarettes, cigarette papers and lighters
- Cans of drink
- Any amount of cash over £5

A search can be carried out on a student and their locker, if we have reasonable grounds for suspecting that a pupil is in possession of one or more of the prohibited items above.

Confiscation and Disposal

Staff at Coombe have the power to confiscate any item, which is illegal or banned from school. In some circumstances, staff confiscate items, which are banned from school and return them to students in line with the behaviour policy. However, on occasions, this will not be appropriate and in those cases, the following principles will apply:

- Illegal items (weapons or controlled substances/drugs) and extreme or child pornography will be handed to the Police.
- Other substances (eg so called 'legal highs') not believed to be controlled drugs will be disposed of.
- Legal but banned consumable items (tobacco, alcohol, sweets or foodstuffs eg chewing gum) will be disposed of.
- High value items (£20+) eg mobile telephones, I-Pads, laptops etc., which are confiscated will be returned in line with the behaviour policy.

Acceptable and Responsible Use of ICT Resources

The computers are provided by school for Educational Purposes.

Access to the internet is filtered by LGFL and the school, the use of a proxy bypass is prohibited.

Students must not use the computers for:

- Accessing inappropriate materials
- Attempting to gain access to other computers
- Attempting to log on as another user
- Bypassing the Proxy Server
- Spreading Viruses
- Installing your own software
- Using language that is inappropriate (and would not be acceptable in school)
- Sending threatening or abusive e-mails.

Students must not use the Internet for looking at websites that:

- Glorifies violence
- Criminal, terrorist or glorified criminal activity (including drug abuse)
- Racist or designed to incite racial hatred
- Of extreme political opinion
- Unsuitable sexual content
- Crude, profane or with otherwise unsuitable language
- Blasphemous or mocking of religious and moral beliefs and values
- In breach of the law, including copyright law, data protection, and computer misuse

Coombe reserves the right to screen students' school IT accounts. Misuse of ICT resources will result in appropriate action and sanctions, this may include liaising with external agencies such as the Police. Please note a full version of the IT Acceptable Use policy is available on the school website.

Use of Mobile Phones and Devices, Social Media, Images and Video

Mobile phones must be switched off and out of view at all times whilst on the school site.

Students in breach of this will have their phone confiscated for a week e.g. Tuesday to Tuesday. Please see appendix 2 for the sanctions related to mobile phones, electronic equipment and headphones. Students who do bring phones/devices to school do so at their own risk. Phones etc. should be kept securely, switched off and out of site at all times, as the school cannot take any responsibility for loss, damage or theft. Chromebook usage should be in line with the expectations outlined for these by the school.

Behaviour out of School

Students are expected to uphold the reputation of the school whenever they are out of school whether they are taking part in an official school trip/outing, wearing their uniform to and from school or being educated on the behalf of the school eg. PRU, Anstee Bridge or other agreed provider. Students may be subject to disciplinary sanctions as laid out in the behaviour policy, if their behaviour has repercussions for the orderly running of the school, poses a threat to another student or member of the public or could adversely affect the reputation of the school.

Coombe cannot be responsible for student behaviour when they are out of school, out of uniform and not engaged in a school activity but will endeavour to investigate any incident, which is reported to the school. The school will always cooperate with the Police in any investigation of incidents, which are thought to involve Coombe students.

Allegations

Any allegation of misconduct against a member of staff will be taken seriously, referred to the Local Authority Designated Officer (LADO) and dealt with using the Royal Borough of Kingston (RBK) procedure. Pastoral support will be offered to any individual against whom an allegation is made and the matter kept strictly confidential. If the allegation is against the Headteacher, the Chair of Governors will be responsible for referring the matter. In the event of an allegation proving to be unfounded or malicious, the Governors' Pastoral Committee will be informed. Students found to have made malicious allegations against a member of staff may have an appropriate sanction applied. Staff are advised to familiarise themselves with the code of conduct/professional guidance in order to minimise the risk of allegations being made.

Parents

Coombe Secondary Schools Academy Trust aims to work in partnership with parents at all times. Parents are expected to support the school in upholding the school rules and creating an orderly climate for learning. They have the right to be informed promptly of any emerging difficulties their children present. They have a responsibility to ensure regular and punctual attendance at school and to ensure their children are in the right place during any fixed period exclusion. Parents are expected to attend a Reintegration Interview following any fixed period exclusion. On admission to the school, all students are required to sign the school's Home School Agreement, which can be found in the appendices. Parents who fail to support their child appropriately may be asked to sign a Parenting Contract. In extreme cases the school may apply to the Magistrates' Court for a Parenting Order.

Students requiring additional support

Coombe Secondary Schools Academy Trust recognises that some students require additional support in order to conform to the expectations of behaviour of the school.

Students who require additional support may be:

- Offered support from a tutor/pastoral leader/Leadership Team (LT) with individual targets which will be regularly monitored.
- Referred to the SENCO for an assessment of their needs (see SEN Policy)
- Referred for a multi-agency assessment
- Referred to alternative education provision. The school may compel the move to alternative provision if they feel it is in the best interest of the student including to prevent permanent exclusion.

The schools will regularly review all students who are referred for additional support in order to ensure that their needs are being met. Where inadequate progress is being made the school will consider what else may be available both from within the school and from a range of outside agencies with whom the school has contact (eg CAMHS, Social Care, Education Welfare Services)

Data

The school collects a range of behaviour data including

- Exclusions
- Internal Exclusions/Alternative Learning Days
- Attendance and punctuality
- LT Support/Emergency Call Outs
- Rewards
- Logged incidents of behaviour

Data is analysed at individual student level by form tutors, Heads of Year, Heads of Department and the SENCO and is used to inform referrals to school based interventions, and referrals to outside agencies.

Data is analysed on a whole school basis by appropriate middle managers and LT and is used to identify 'hot spots', monitor trends and performance against targets and to inform changes in policy and procedure. Data is also monitored to ensure the school meets its statutory duties with regard to the Equalities Policy.

Data is presented when appropriate at whole staff meetings, Senior Leadership Team meetings and Governors in order to support the evaluation of the impact of the policy.

Exclusions

Coombe Secondary Schools Academy Trust is committed to using exclusion as a last resort. Permanent exclusion is extremely rare and the school will always seek the best solution for both the student and the school. A decision to exclude a student permanently will only be taken:

- in response to a serious breach, or persistent breaches, of the school's behaviour policy; and
- where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

The decision on whether to exclude is for the head teacher to take. However, where practical, students will be given an opportunity to present their case before taking the decision to exclude. Whilst a permanent exclusion may still be an appropriate sanction, the head teacher will take account of any contributing factors that are identified after an incident of poor behaviour has occurred. For example, where it comes to light that

a student has suffered bereavement, has mental health issues or has been subject to bullying.

The school also uses fixed term exclusion and internal exclusions in order to modify a student's behaviour. Where exclusion is used the school conforms to the DfE Guidance.

If students are excluded for a period of less than 5 days the school will provide work – it is the parent's responsibility to ensure the student completes the work and returns it to the school (NB parents can be fined if students are found in a public place during an exclusion). Fixed term exclusions which extend beyond five days will be managed appropriately, in line with DfE guidance. In the event of a permanent exclusion, the LA will contact parents with details of the Day 6 provision.

Reintegration interviews are considered to be a vital part of the reintegration process and provide parents, the student and key school staff with an opportunity to reflect on what has happened and to plan any additional support which may be needed to ensure a student's successful readmission.

Permanent exclusions are extremely rare and only used when all other options have been considered. Wherever possible the school works with other local schools to facilitate Managed Moves or a referral and compulsory move to alternative provision which may make permanent exclusion unnecessary.

CCTV

The school does have CCTV cameras at points around the school. We use these images to monitor the safety of our students and staff and we can also, at times, see how students are behaving. If necessary, we would use any images to support our behaviour management in school.

Roles and Responsibilities

All staff play an important role in positive behaviour management and discipline, setting high expectations that inspire, motivate and challenge all learners. Form tutors and class teachers will, in the first instance, manage the behaviour of their students and ensure that teaching is adapted to respond to the needs of all learners. If behaviour continues to be poor, Heads of Department will support with issues in the curriculum area and Heads of Year will support with issues beyond the classroom. The Leadership Team within the school will support all staff in ensuring a positive learning environment. This is covered in more detail in the Behaviour Policy.

Review and Evaluation

This policy is subject to regular review and evaluation by, for example:

Governors – through Governors' reports and meetings, analysis of data and through discussions with the LT

LT – analysis of behaviour data

Staff – questionnaires and staff meetings

Parents – via the website and via questionnaires

Students – as part of the student voice programme

APPENDICES

1. Rewards
2. Sanctions
3. The Coombe Community expects.....
4. Detentions
5. Chromebook Use – Guidance and Expectations
6. Uniform and Equipment
7. Home-School Partnership Agreement
8. Coombe Sixth Form Learner Agreement

Appendix 1

Coombe Boys' School Rewards

Reward	Given for	When? Who by?	Recording and Monitoring
House Points	Coombe Community Expects contribution	Any time by any adult in the school	Recorded on Behaviour Watch Weekly monitoring by AHT/HoY/Admin Updated results in Whole School assemblies ½ termly monitoring by AHT
House Point Commendation	30 points 50 points 80 points 100 points 150 points 200 points	Tutor Post Card/Text Home DHoY Commendation Letter HoY Commendation Letter AHT Commendation Letter DHT Commendation Letter HT Commendation Letter	Recorded on Behaviour Watch Automated report from Behaviour Watch generated Monitored weekly by AHT
Contact with home - Postcards - Texts/Call - Letter	Consistently achieving Coombe Community Expects standards/contribution	Any time by any adult in the school	Recorded on Behaviour Watch Monitored ½ termly by AHT
Learner of the Week	House Points and contribution to the tutor group	Weekly nominations by tutors	Recorded on Behaviour Watch Celebrated in Assembly each week Name on board in tutor room
Curriculum Learner of the Week	House Points and contribution to the Curriculum area	Weekly nominations by staff in Curriculum areas	Recorded on Behaviour Watch Curriculum wall of fame – name onto board
Star of the ½ Term and Shining Light of the ½ Term	Curriculum – Outstanding contribution to curriculum area. - 1 per curriculum area Pastoral - Outstanding contribution to year group. - 1 per year group	Celebration Assembly	Recorded on Behaviour Watch Published in newsletter Wall of fame – name onto board in Newton Foyer for ½ term
Coombe Box of Success	No negative incidents House points	Celebration Assembly	Recorded on Behaviour Watch
Attendance	Platinum – 100% Attendance and Punctuality Gold – 100% Attendance Silver – 97-99% Attendance Bronze – 95-96% Attendance	Celebration Assembly	Recorded on Behaviour Watch Published in newsletter
Jack Petchey	Students can be nominated by students and all staff for a variety of reasons.	Awarded monthly Celebration Assembly Jack Petchey award evening	Recorded on Behaviour Watch Letter to all nominations Newsletter
Academy Award	Student with the most House Points over the year	Celebration Assembly Special prize Letter sent to parents	Recorded on Behaviour Watch Letter put on the students file Newsletter
Prize Giving Evening	Curriculum, Pastoral and special awards are given by staff	Letter sent to parents Award given in the Celebration Evening	Recorded on Behaviour Watch Trophies Letter put on students file

Appendix 2

Coombe Boys' School Sanctions

- Our preferred behaviour management approach is based around the idea of **positive assertive discipline**.
- Behaviour management at Coombe is rooted in *The Coombe Community Expects...*, our set of expectations of student behaviour at school, on their journey to and from school and at any time that they are taking part in school business.

Implementation

- Staff recognise both positive and negative behaviour and teach the behaviour they expect.
- Staff should use a range of behaviour management strategies and positive assertive discipline techniques before issuing any sanction (see The Behaviour Toolkit for examples).
- Staff should issue a reasonable number of reminders of the behaviour that they are expecting from the student/s and state what the student/s should be doing. They should then issue a choice between following the instruction or face a sanction for not following the instruction. (See The Behaviour Toolkit for examples of this).
- The table below is designed to ensure greater consistency in responding to poor behaviour.
- Staff should exert their professional judgement and always consider the context of the poor behaviour.
- Staff should use the least intrusive sanction possible to achieve justice and correct poor behaviour.
- Students who receive 3 or more negative logs on BEHAVIOUR WATCH in a week or 5 in a half term will be placed onto Green Weekly Log.

Behaviour	Sanction	Recording and Monitoring
Poor punctuality to school	30 minute Same Day Detention Further Detentions Attendance and Punctuality Report Letters home and parental meetings EWO intervention	Detention recorded on Behaviour Watch by DHoY/HoY Telephone call home/note in planner/letter sent home by DHoY/HoY Letter sent home by Admin Support DHoY/HoY monitors weekly
Disruption of lesson/learning of others	Reasonable number of reminders of expectations Behaviour required stated Choice to comply or receive a sanction Same Day Detention Weekly Log Emergency Call Out	Recorded on Behaviour Watch Detention – parents MUST be contacted (note in planner/text/telephone call by the staff member) Monitored daily/weekly by tutors, DHoY, HoY, AHT for Key Stage
Lateness to lessons	Same Day Detention Further Detentions, Weekly Log Persistent issues to be dealt with in curriculum area – meeting with parents Clip Board Lates – after break and lunch = 30 min Same Day detention	Recorded on SIMS register Recorded on Behaviour Watch behaviour by class teacher Text sent to parents Monitored by class teacher Serious concerns passed onto Curriculum
Bringing the school into disrepute	Parents contacted Sanctions depend on the severity of the issue and could be from a menu of: Restorative Justice, Detention, Extended Detention, Community Service, Internal Exclusion, Alternative Learning Day, Fixed Term or Permanent Exclusion	Recorded on Behaviour Watch Serious issues passed to the HoY for follow up and monitoring
Uniform infringements (see Uniform Requirements, Appendix 5 of the policy)	Hair styles – Sent to HoY, contact home to correct and removed from the school community. Jewellery - removed, put in labelled envelope in the school safe (in finance office) Shoes, Blazer, Trousers, Tie – Sent to HoY, borrow item from HoY room for one day, note in school diary, contact home. Second day – loss of break and lunch. Third day – internal exclusion until issue is resolved. Weekly log, HoY Detention, Parent Meeting	Recorded on Behaviour Watch Initially dealt with by tutor Serious issues passed to the DHoY/HoY for follow up and monitoring
Use of mobile phone/electronic equipment/headphones	The school takes no responsibility for the loss/theft/damage of such property. Phones must be switched off and out of view at all times whilst on the school site. Headphones must be out of view at all times whilst on the school site.	Recorded on Behaviour Watch Monitored by HoY through weekly Behaviour Watch reports Text message sent to parents regarding the

	<p>If seen, the phone or headphones will be confiscated, labelled and placed in the school safe.</p> <p>The phone or headphones will be kept for a week e.g. Tuesday to Tuesday.</p> <p>If the school has reason to believe that a phone has been used and images, videos or messages have been taken, that may be hurtful or offensive, the school may require access to the phone.</p> <p>Refusal to hand over the phone or headphones will result in an Internal Exclusion</p> <p>Persistent offences = HoY to contact parents, stepped up sanctions and parental meeting</p>	<p>Contact with parents</p> <p>Meeting with parents for persistent offenders</p>
<p>Chromebook expectations not met</p> <p>(see appendix 5 or 'Chromebook' section of year Hub for expectations)</p>	<p>The school takes no responsibility for the loss/theft/damage of such property.</p> <p>Chromebook not in school = Same Day Detention</p> <p>Chromebook not charged or runs out during the day = Same Day Detention</p> <p>Chromebook seen around the school or in the canteen at any time during the day or before school = Same Day Detention</p> <p>The 'Misuse of ICT Resources' section and sanctions below also applies to the use of Chromebooks.</p>	<p>Recorded on Behaviour Watch</p> <p>Monitored by tutor/class teacher, serious issues passed to Curriculum/Pastoral Leader/LT/Designated Safeguarding Lead</p> <p>IT Technicians to monitor through Securus and IT monitoring systems</p>
<p>Misuse of ICT Resources</p>	<p>Sanctions depend on the severity of the issue and could be from a menu of:</p> <p>Verbal Warning in lesson, Parents contacted, Same Day Detention, Extended Detention, LT Detention, Community Service, Internal Exclusion, Alternative Learning Day, Fixed Term or Permanent Exclusion</p> <p>In serious cases the police and other outside agencies may be contacted</p>	<p>Recorded on Behaviour Watch</p> <p>Monitored by teacher, serious issues passed to Curriculum Leader/LT/Designated Safeguarding Lead</p> <p>IT Technicians to monitor through Securus</p>
<p>Failure to complete classwork/Homework</p>	<p>Reminder of expectations + extra time (at teachers discretion)</p> <p>Contact parents + Note in planner</p> <p>Same Day Detention – 30 minutes</p> <p>Parent meeting with teacher and curriculum leader</p> <p>Weekly log</p>	<p>Recorded on Behaviour Watch</p> <p>Text sent to parents</p> <p>Monitored by teacher, serious issues passed to Curriculum Leader</p> <p>HoY to monitor using weekly Behaviour Watch</p>
<p>Failure to move around the site in a calm and orderly manner</p>	<p>This is the responsibility of all staff to monitor and sanction as appropriate</p> <p>Reminder, Same Day Detention, Extended Detention, LT Detention,</p> <p>Weekly log</p> <p>Parent meeting with Tutor/DHoY/HoY– persistent issues</p>	<p>Recorded on Behaviour Watch</p> <p>Text sent to parents/Telephone call to parents</p> <p>HoY to monitor through weekly Behaviour Watch report</p>
<p>Smoking/associating with students who smoke</p>	<p>Inform HoY/LT. If suspected of smoking then a search may be carried out and items confiscated as appropriate</p> <p>Parents Contacted, Loss of Social Time</p> <p>Same Day Detention, Extended Detention, LT Detention</p> <p>Repeated offences – Referral to smoking cessation course.</p>	<p>Recorded on Behaviour Watch</p> <p>Text sent to parents/Telephone call to parents</p> <p>HoY to monitor through weekly Behaviour Watch</p>
<p>Truancy</p>	<p>Class teacher informs parents</p> <p>Extended Detention set to make up lost time</p> <p>Persistent issues referred to Curriculum Leader</p> <p>Weekly Log, HoY and EWO involvement</p>	<p>Recorded on Behaviour Watch</p> <p>Parents informed</p> <p>Persistent issues reported to Curriculum Leader for follow up and monitoring</p> <p>HoY monitor weekly through Behaviour Watch</p>
<p>Use of inappropriate language and comments including; swearing, homophobic, racial, sexist comments</p>	<p>Sanctions depend on the severity of the issue and could be from a menu of:</p> <p>Rule reminder, Parents contacted</p> <p>Restorative Justice, Detention, Community Service, Internal Exclusion, Alternative Learning Day, Fixed Term or Permanent Exclusion</p> <p>In serious cases the police and other outside agencies may be contacted</p>	<p>Recorded on Behaviour Watch</p> <p>Telephone call to parents</p> <p>Monitored by HoY weekly</p> <p>Monitored by Assistant Head Teacher of Key stage each week and ½ term</p> <p>Serious concerns/issues to be reported immediately to Assistant Head Teacher/Deputy Head Teacher/Head Teacher</p>

<p>Gross misconduct/ Extreme Circumstances within class, such as; - persistent disruption/refusal where the learning is unable to continue; - fighting; - swearing at a member of staff.</p>	<p>Emergency call out Discussion with person on Emergency Call Out and the teacher – where possible, student returned to class with clear understanding of expectations and given a 30 minute Same Day Detention If the student is removed from the lesson, the student is given an Emergency Call Out detention of 1 hour the very same day. 2 call outs from subject area in a half term = Parent meeting with Class teacher and Curriculum Leader to take place no later than a week after the second call out. For very serious incidents, a higher level sanction may be imposed, from a menu of: Community Service, Internal Exclusion, Alternative Learning Day, Fixed Term or Permanent Exclusion</p>	<p>Recorded on Behaviour Watch by CLASS TEACHER Telephone call to parents Text to parents regarding the detention CLASS TEACHER MUST see the student that afternoon in the detention and repair and rebuild working relationship and establish expectations for next lesson. Monitored by HoY weekly Monitored by Assistant Head Teacher of Key stage each week and ½ term Serious concerns/issues to be reported immediately to the Leadership Team</p>
<p>Bullying (see Anti-Bullying Policy for further guidance)</p>	<p>Refer to Curriculum Leader/HoY/Assistant Headteacher for Key Stage Parents contacted Sanctions depend on the severity of the issue and could be from a menu of:</p>	<p>Recorded on Behaviour Watch Telephone call to parents Monitored daily/weekly by tutors, DHoY, HoY, AHT for Key Stage Monitored half termly by Deputy Headteacher</p>
<p>Aggressive, intimidating behaviour and physical violence</p>	<p>Restorative Justice, Detention, Community Service, Internal Exclusion, Alternative Learning Day, Fixed Term or Permanent Exclusion In serious cases the police and other outside agencies may be contacted</p>	
<p>Possession/Supply of illegal substances</p>	<p>If it is suspected that a young person may have drugs, alcohol or weapons the Deputy Head Teacher/Head Teacher must be informed immediately. A search may be carried out by LT. If refused then the police may be called. Parents informed of the result of the search if anything untoward is found.</p>	<p>Recorded on Behaviour Watch Monitored daily/weekly by tutors, DHoY, HoY, AHT for Key Stage Monitored half termly by Deputy Head Teacher</p>
<p>Possession of an offensive weapon</p>	<p>See guidance for schools re: searching and confiscation. See above for menu of sanctions, however, permanent exclusion will be seriously considered.</p>	

The sanctions above are not exhaustive in any situation and permanent exclusion could be considered as a sanction.

- **Persistent offences** in the **curriculum area must be dealt with by the curriculum team** and curriculum leader. Line management support is available as required.
- **Parents should be contacted at an early stage to try to improve the behaviour.** Parental meetings with the member of teaching staff and curriculum leader may be appropriate for persistent offenders to poor classroom behaviour.

Cooperation

An act or instance of working or acting together for a common purpose or benefit; joint action

Concentration

Dealing with one particular thing above all others

Participation

The action of taking part in something

Self-Control

The ability to control oneself, in particular one's emotions, actions and desires, especially in difficult situations

Respect

Due regard for the feelings, wishes, or rights of others

The Coombe Community expects ...

COOMBE
preparing you
for a world of
opportunity

Class Teacher/ Pastoral Detentions

Class teacher issues a short detention at break or lunch time

10 minutes or 15 minutes

Same Day Detention

30 minutes

Same Day Emergency Call Out Detention – returned to class

30 minutes

Same Day Emergency Call Out Detention – removed from class

1 hour

The CLASS TEACHER MUST see the student that afternoon in the detention and repair and rebuild working relationship and establish clear expectations for the next lesson.

Extended Detention

Failure to attend Same Day Detention

1 hour

LT Detention

Failure to attend Extended Day Detention
Persistent disruption and more serious breaches of the behaviour policy

1 ½ Hours on a Friday

Saturday Detention

Persistent disruption and more serious breaches of the behaviour policy

2 Hours
8.30am – 10.30am
Last Saturday of each half term

- Whole class or tutor group detentions are not acceptable.
- Students are to work in silence during all detentions, completing the work or tasks set by the member of staff conducting the detention.
- Students may be given COMMUNITY SERVICE for any detention, if deemed appropriate by a member of the Leadership Team.
- All detentions require notification to parents via the students' planner or via a text, telephone call or letter.
- All detentions MUST be logged in the student planner by the member of staff issuing the detention. Not having the detention written in the planner does not exclude the student from attending the detention.
- Failure to behave accordingly in a detention will result in a higher level detention or sanction being imposed.
- 1½ hour LT detention is managed by the LT on Friday evenings for which parents receive written notification and/or a text.
- A LT detention is awarded for very serious offences at the discretion of the Leadership Team.
- Saturday Detention is managed by LT on the last Saturday of each half term, for which parents receive written notification.
- It is the student's responsibility to remember the detention and to attend on time

Classroom Etiquette

- Only take out your chromebook when the teacher tells you to.
- We expect your chromebooks will be fully charged for the start of each day.
- If the teacher says '**screens down**' or when the teacher is talking them you must fold your screen down to show that you are listening.

Rules

- You may only use your chromebook during lessons, registration, in an after school club or before the day begins in your tutor room if your tutor is there.
- You may not use your chromebook around the school site or in the canteen at any time during the day or before or after school
- You must charge your chromebook every evening and come to school with at least 50% charge
- If you forget your chromebook you will be given a 30 minute detention
- If it is not charged and runs out during the day you will receive a 30 minute detention. On the odd occasion you may be able charge it quickly before school with your tutor.

Looking after your Chromebook

- Food or drink should not be consumed near your Chromebook when it is in use
- Don't let the Chromebook get wet or leave it outside.
- When not using your chromebook it should be in your bag or in your locker during breaks.
- Never carry the Chromebook when the screen is open.
- Sit down when using your Chromebook, be sitting down so that it cannot fall.
- Nothing should be placed on top of the Chromebook when stored in a school locker.
- Do not place anything on the keyboard before closing the lid (pens, pencils, power cables) .
- When cleaning your screen use a soft, dry cloth. Avoid cleansers or water-based cleaners.

Acceptable use

- Your chromebook is an educational device and as such must only be used for educational purposes.
- Internet searches will be undertaken under the direction of your teacher.
- Games should not be played whilst at school. Any educational games will be allowed under the direction of the teacher.
- Any emailing, posting or commenting in your google classrooms must be of a professional manner.
- You must report any content you encounter that is inappropriate to a teacher, immediately.
- You may select your own profile picture to personalise your account. This picture will appear in all your classrooms and in all your communications so make sure it is appropriate.

At home

- Your chromebook will be the place where you will be notified of all your homeworks, you must check your google classrooms every evening to see what homeworks are due.
- Find a safe place to charge your chromebook at home. You can charge your chromebook when working on it so a desk or table near a plug socket would be handy.
- When charging your chromebook don't leave the lead trailing on the floor where someone could trip on it.
- Your home work will be limited to a fixed amount of time per day. It is important that you do not overuse your chromebook by avoiding excessive screen time.

The Governors and all members of staff consider personal appearance to be of the greatest importance. All students are expected to be in full uniform, both at school and on the way to and from school. It is the responsibility of all parents to ensure that their son arrives at school smartly dressed in full uniform and with the correct equipment.

Years 7 – 11 (Please ensure all items are clearly named.)

- **Coombe black blazer.**
- **Coombe tie.** This should be tied closely to the collar, covering the collar button, which should be secured.
- **White shirt.** This should be tucked in at all times.
- **Black trousers** (not black jeans).
- **Black polishable shoes** (not black trainers/canvas or leather Vans).
- Outside coats should be dark in colour and plain with no logos.
- Optional: Coombe jumper and Coombe scarf. If you decide to wear a Coombe jumper this must be worn with a blazer. The jumper does not replace the blazer.
- Piercings, tattoos and facial decoration are not permitted in school.
- Hoodies and non-uniform tops such as sweatshirts, tracksuit tops, Gilets and non-Coombe jumpers are not to be worn.
- No jewellery is to be worn, except a watch.
- Headphones are not part of the uniform.
- Students will be expected to wear school shoes throughout the day and will not be permitted to change into trainers at break or lunch.

Haircuts

Haircuts and hairstyles must be of a conservative style and cut to a uniform and moderate length, without creating a crop, Mohican or layered effect. There should be no lines or patterns cut into the hair. Long hair which is over the collar must be worn up at all times in a low pony tail – top knots are not permitted. Naturally curly or similar types of hair must also be of moderate length. Hair must not be dyed.

If students are not dressed in correct school uniform they must produce a dated note from their parents/carer explaining why. This note should be presented to their form tutor who will issue them with a note in their planner. If a student arrives without this note from their parent/carer, uniform will be loaned to them from the Head of Year room. Refusal to co-operate in wearing uniform will result in a student being withdrawn from the school community and parents/carer contacted.

It is not possible to cover all variations of latest fashions within a policy. We ask that students and parents work with us on the spirit of the policy. We expect students to dress in a conservative fashion, with a conservative haircut and to wear traditional black shoes.

Equipment

Having the right equipment for school every day helps to ensure lessons start smoothly. This allows learning to take place, which in turn, supports student progress.

Essential

Planner, 2 black or blue pens, 2 pencils, sharpener, eraser, ruler, a bag big enough to carry all equipment and A4 books in, and PE kit.

Advisable

Scientific calculator, set of colouring pencils, glue stick, USB memory stick.

Appendix 7

Coombe Boys' School Home-School Partnership Agreement

This agreement is designed to foster a true partnership between home and school

Parents/Carers

I/we will

- ensure that my son wears the correct uniform and is fully equipped for school
- ensure that my son attends school and is punctual
- contact the school by 8.20 am on the first day of my son's absence
- provide him with an explanatory note for his tutor on his return
- support my son's learning by encouraging him to complete homework and by attending parents'/ carers evenings
- support the school's policy and guidelines on behavior, including uniform, the mobile phone policy, and help prevent bullying
- work with the school to ensure equal opportunities
- check and sign my son's planner each week.

The School

The school will

- provide opportunities for each student to achieve his potential
- provide an appropriate and balanced curriculum for each student
- monitor each student's attendance, punctuality, progress and behaviour and contact home if there is a concern
- keep the parents and carers informed about school events and provide opportunities for involvement in school life
- strive to achieve high standards of work and behaviour
- support each student in developing a sense of responsibility both for himself and the community

The Student

I will

- make the most of the opportunities available to me
- attend school punctually with the equipment I need
- do my best to complete work set by teachers and hand it in on time
- wear the correct uniform
- be polite and respectful to others and be responsible for my own behaviour
- look after the school environment and not drop litter
- follow the school's policies, including the mobile phone policy
- present a positive image of Coombe Boys' School at all times
- abide by the ICT agreement I have signed
- not bring valuable/unacceptable items into school
- always bring a reading book to school

Signature of Student: _____

Signature of Parent/carer: _____

Signature of Tutor: _____

Date: _____

We hope that all students enjoy their time at Coombe and are successful in fulfilling their potential.

This Learner Agreement is a contract which details the school's responsibilities and obligations to you, the student. It also details your responsibilities and obligations toward the school and is designed to enable you to understand our expectations for your work and behaviour.

If you do not understand any aspect of this agreement, you should discuss this with your tutor or a member of the Sixth Form team.

The school will:

- Enable you to learn, progress, achieve your study goals and fulfil your potential;
- Inform you about your progress through a variety of means that will enable you to understand clearly what you need to do in order to improve;
- Provide you with appropriate personal support and guidance when necessary;
- Provide you with informed, personalised guidance and support for your post-sixth form options;
- Provide you with a well-planned, contemporary and informative PSHE and careers guidance programme;
- Provide you with a stimulating and varied programme of enrichment and personal development opportunities

The student agrees to:

- Attend all lessons, Tutor meetings and PSHE sessions for the full terms;
- Work with a level of commitment that enables good progress in all subjects and work hard to meet or exceed any targets or learning goals agreed with the school;
- Engage positively in enrichment activities to support their personal development;
- Abide by and support the conditions of Coombe Sixth Form Behaviour Policy;
- Complete homework, classwork and coursework appropriately to agreed deadlines and use independent study time appropriately in order to ensure their personal progress;
- Conduct themselves in a manner which is a positive role model for younger pupils.

The student understands that:

Their continuation on particular courses or in the Sixth Form is not guaranteed at any time.

The Coombe Schools reserve the right to discontinue a part or all of a student's programme of study in the event that:

- in-year assessments suggest that they are unlikely to pass one or more of their courses;
- coursework is not completed to an appropriate standard and to agreed deadlines;
- AS Level students do not achieve a minimum of 3 pass grades that equates to at least 80 UCAS points at the end of Year 12;
- BTEC Level 3 students are not meeting unit completion deadlines appropriately, or are judged to be working at below a 'Pass' level at the end of the first year;
- there is a significant contravention of the school's behaviour policy;
- their attendance at lessons and compulsory school activities falls below 95%.

Student Name / Tutor Group

Signed:

Student Date.....

Parent / Guardian..... Date.....

Tutor..... Date.....

You will be aware as sixth formers at Coombe, you are role models for all of the other students within the Coombe Schools.

We also want you to be successful, happy and fulfilled during your time us. We can only achieve this if Coombe is a positive learning environment that enables all students to flourish.

For these reasons, you must be aware that:

- All of the normal expectations of the Coombe Schools' Behaviour Policies apply to sixth formers. These are available on the schools' websites.
- We will apply the full range of normal school sanctions in the event of breaching of the rules detailed below or those in the main school behaviour policies.
- There are some particular considerations that sixth formers need to understand and these are detailed below.

Particular rules for Coombe Sixth Form Students

- 1. Inappropriate relations with pupils in the lower school.**
Sixth formers should not engage in relationships with pupils in the lower school.
- 2. Enabling non-Coombe people being on the school premises.**
The school is a secure environment. Students must not enable access for anyone else to the school site.
- 3. Parking or driving of any motorised vehicle on the school premises is not allowed for students.**
There is not sufficient space to accommodate student parking and there is a possible danger to younger pupils.
- 4. Inappropriate dress for school.**
Please see the Sixth Form Dress Policy.
- 5. Inappropriate intimacy in school.**
Students should be mindful that they share an environment with young children.
- 6. Wearing your Coombe identity card.**
We expect students' Identity Card to be visible at all times.
- 7. Disturbing other students learning during your unstructured time.**
Students must remember that lessons are taking place at all times.