



BEHAVIOUR & SAFETY POLICY

Adopted by Prince Henry's Grammar School Governing Body

Reviewed: July 2023

Next Review: July 2024

Update Feb 2024

Please note: Aspects of this policy are currently under review, so some parts may not exactly replicate what is happening in school. This mostly refers to methods of recording behaviour and is because we have recently moved to the instant electronic recording of behaviour incidents. This is being reviewed throughout the second part of this year, with refinements made as the system amendments bed in. These will be confirmed and the policy fully updated to reflect any changes for September 2024. The changes that happened can be viewed in the letter sent to parents on 9th February 2024.

This Behaviour Policy should be considered in conjunction with the following other policies/ statements:

Anti-bullying
Attendance
Equalities
Online Safety Policy
Safeguarding and Child Protection Policy

Governor statement of Behaviour Principles

Consideration should also be given to the following DfE Policies:

Behaviour in schools, September 2022
Searching, Screening and Confiscation, July 2022
Suspension and Permanent Exclusion from schools... in England, May 2023

PHGS – Behaviour & Safety Policy

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1. INTRODUCTION

This policy is in place to support our vision for Prince Henry's to be internationally recognised as an exceptional school with a culture of respect, where we can all flourish and achieve. Prince Henry's Grammar School strives for a safe, happy and ordered environment that enables young people to be successful. The school recognises that students require clear guidelines around what is acceptable and unacceptable both within and beyond the school environment. To support all members of the school we adopt a behaviour system known as Positive Discipline. It is our intention that the behaviour structures that we apply in school will create behavioural and learning habits that will allow students to be successful and contribute to a harmonious and ordered social environment both in and beyond the school environment.

2. OUR EXPECTATIONS

Our school rules are clear and simple:

Classroom Rules

1. Arrive **on time**, fully equipped and **ready to work**
2. Follow teacher expectations at the start of a lesson and stand in silence at the end of each lesson
3. Do as you are told by staff – **first time, every time**
4. **Listen** carefully when the teacher or another student is speaking
5. Do your **work well** without distracting others
6. Put your hand up and **wait** for permission to speak

Around school rules

- Be polite and respect the feelings of others
- Do as you are told by staff – first time, every time
- School opens at 8.20am; be in your form room and ready for registration at 8.30am.
- Be on time to every lesson (arriving before the register is taken).
- School closes at 3.00pm; after 3.10pm no student should be on site without staff permission
- Wear your school uniform **correctly** at all times
- Eat and drink in the **right place at the right time**
- Look after property and **put litter in bins**
- Walk around the building **quietly** and on the **right**
- Always **obey the rules** relating to the outside areas

3. REWARDS AND SANCTIONS

Our sanctions and rewards structure is also clear and simple. The main process is outlined below:

3.1 REWARDS

Stamps

The PD rewards system allows students to gather stamps in their planner for demonstrating positive behaviour. Each week positive recognition of student achievement will be placed in the 'Stamps and Praise' box of the Student Planner. For all students this will be done in the form of subject specific stamps. All teaching and non-teaching staff will operate within this system.

As each student gathers more stamps they will receive greater recognition and rewards. The first target is the bronze certificate and can be claimed when the student reaches 250 stamps in their planner. Subsequent levels are outlined below:

250 stamps	Bronze	Certificate presented by tutor
500 stamps	Silver	Certificate presented by tutor
750 stamps	Gold	Certificate presented by year manager
1000 stamps +	Key Stage Award	Certificate presented by assistant key stage director
1250 stamps	Key Stage Award	Certificate presented by key stage director, personal conversation with student and parents contacted.
1500 stamps	Senior Leader Award	Certificate presented by SLT link, personal conversation with student and parents contacted.
1750 stamps	Deputy Headteacher Award	Certificate presented by Deputy Headteacher, personal conversation with student and parents contacted.
2000 stamps	Headteacher Award	Certificate presented by Headteacher, personal conversation with student and parents contacted.

All faculties are required to publish their criteria for issuing STAMPS so that this information is available to students. STAMPS **must not** be awarded for good behaviour. This is an expectation of all students. Furthermore, it is important to guard against the premature or commonplace awarding of STAMPS which would serve only to undermine their significance. It is suggested that no more than 6 stamps per student be issued each lesson.

Students will receive a form tutor stamp each week for a '**clean slate**', that is no negative comments received in the previous week. An **Attendance stamp** will also be rewarded with a Form Tutor Stamp each week. This will, in most cases, be to reward 100% attendance. In some cases, it may be more appropriate and encouraging to award it for improved attendance or perseverance, this is at the form tutor's discretion.

These will be added to Arbor by the tutor. This allows parents and students to instantly be alerted to the praise for clean slate and good attendance.

Praise emails

Beyond stamps, each half term staff will be encouraged to send praise emails to parents and/ or students. There are a range of factors that can lead to a praise email – examples include improved effort, or behaviour, a positive attitude to learning and praise for a particular piece of work.

Postcards

Each term largely, but not exclusively, based on stamps records, commended students will receive a subject 'postcard' which will be sent direct to their home. No more than three or four students from each group will be identified each term. Furthermore, pastoral staff are also encouraged to identify students who can be awarded this additional recognition. Space will be left for a comment and signature.

SLT Praise

All members of SLT are attached to year groups. During a designated form period each week SLT members will operate from their own offices and will be available to receive students who are referred to them by Form Tutors (as a minimum this should be for 6 consecutive clean slates). Students are sent individually with their Student Planner and in general they are praised. Each member of the SLT will, however, visit each of their attached form groups during the course of the year to hand out certificates and give additional praise. An SLT stamp is worth 9 stamps. Students who are working exceptionally can be referred on to the Headteacher in order to receive the Headteacher's Stamp which is worth 12 stamps.

Awards Ceremonies

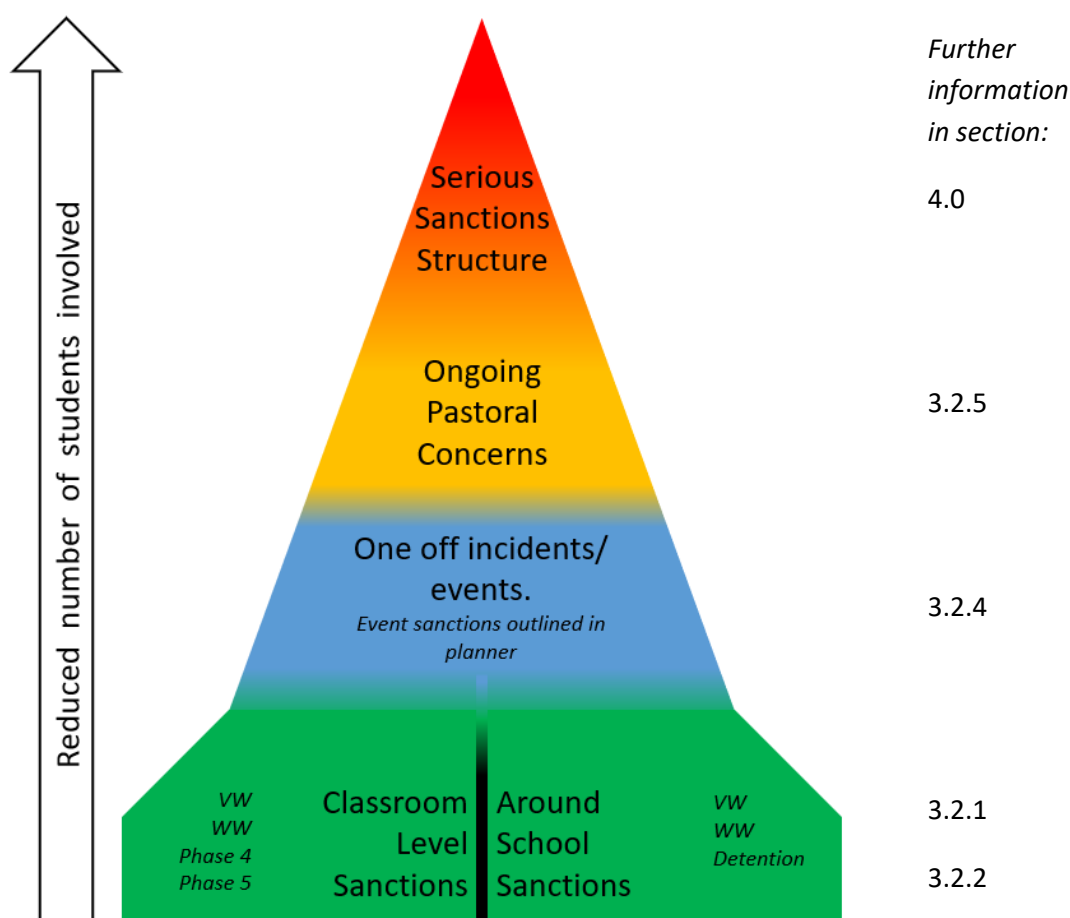
Termly year group awards assemblies will be held, culminating in an 'end-of-year' year group award ceremony that takes place in July. Furthermore, each December the school holds its annual 'Celebration Evening' to which students from all years are invited to attend to celebrate the successes of the previous year.

Celebration Events/ Trips

Students who have achieved at least one certificate and who have not served a serious sanction are offered the opportunity to go on a reward trip to recognise their effort. In order to earn back this privilege some students may be required to reflect further on their behaviour record before being offered the opportunity to attend the reward trip. Further reward events may also be offered during the year. Students who have met the criteria that apply (likely linked to high numbers of stamps, low numbers of comments) will be eligible for these as and when.

3.2 SANCTIONS

Our sanctions system is in place to support students in 'making the right decision'. The majority of our students will rarely, if ever, interact with the sanctions system. To ensure clarity the system of escalating sanctions is explained to all students at the start of the year. This supports students at different stages of the process in this way:



Each of the stages of this structure are outlined in the sections below.

3.2.1 CLASSROOM LEVEL SANCTIONS

At all times the intention is to bring a halt to unacceptable behaviour and encourage each student to work productively.

Each member of staff is expected to operate using the framework with the 7 phases being worked through in a logical manner. We will not tolerate a situation in which students are removed from classes for seemingly trivial reasons or sent out to work on corridors. Additionally, when students do disturb the academic progress of their peers or make the working life of a teacher unacceptably stressful and unpleasant then they must be removed from that class.

PHASE 1 – Verbal Warning (after settling to work)

Students must clearly understand the fact that they have received each warning and the words 'VERBAL WARNING' must be used by the member of staff.

The VERBAL WARNING must not be given as a blanket warning to the full class.

PHASE 2 – Written Comment 1

A student who continues to behave unacceptably despite being given a VERBAL WARNING receives a SECOND WARNING delivered in the planner as a written comment. This must be recorded on the appropriate page of the Student Planner with a brief comment followed by staff initials. Staff must also keep a brief record in their own file of the nature of the misdemeanour.

PHASE 3 – Written Comment 2 with follow up action from staff member

Despite receiving both a VERBAL WARNING and a FIRST WRITTEN COMMENT behaviour may sometimes continue to be inappropriate. Such behaviour should always result in the student moving into PHASE 3. A further comment should be placed in the student's planner. A student may well be moved out of the room for a brief cooling-off period if absolutely necessary but the emphasis should be on rapidly reintegrating them into the group.

In most cases students will be moved to another area of the room as the first part of the sanction. After the lesson the student will be detained for no longer than ten minutes in a PRIVATE DETENTION at the convenience of the member of staff, ideally on the same day as the misdemeanour has occurred. The place, time and nature of this personal punishment will be decided by the member of staff.

PHASE 4 – Written Comment 3 moving to another classroom/ After school detention

At this point despite three clear warnings the classroom teacher would come to the decision that a student is persisting in undermining the work of everyone in the room.

Each curriculum area plans a timetable through the course of each week which ensures that for each lesson of the week a colleague is always identified as being available to 'receive' students who enter PHASE 4. Ideally, the student will be debriefed immediately after the lesson with both members of staff present. The student **MUST** also be given a School Detention – this needs adding on Arbor by the class teacher as soon as possible. The Year Manager will therefore be alerted and will arrange the detention.

The above process generally refers to a situation within one lesson, leading up to the removal of a student to another classroom and a student receiving at least a detention. It should also be noted that an accumulation of three comments within a subject (or around school) within a half term will also follow the above sanctions. Teaching staff and tutors are required to monitor this. At the private detention stage it is good practice to remind a student of the consequence of receiving a further comment (after school detention) before the end of that half term.

The above system represents the majority of interaction with PD we expect most of our staff will utilise.

The below phases involve actions beyond the original class teacher and sanctions decided at a higher level.

PHASE 5 – Reflection

An SLT rota operates throughout the week to ensure that staff are supported. It is very important that senior staff are not called to trivial incidents so that they can be effective when called upon to deal with serious incidents. This also ensures that students understand that the classroom staff remain in charge of their students.

Reflection is a serious sanction. This sanction, as with any sanction, can be reached through a gradual process of continued unacceptable behaviour or through the committing of a misdemeanour which is considered sufficiently serious to warrant such an immediate sanction.

Examples where a student must be immediately removed to a member of SLT include swearing at a member of staff, leaving the classroom without permission, and refusal to follow instructions.

Staff can alert 'Phase 5' by pressing the 'Emergency Call' button on Arbor or sending a message to reception.

PHASE 6 – Internal suspension

Students are removed from circulation for a fixed period, serving time beyond the end of the school day and parents/ carers are invited in to discuss concerns.

PHASE 7 – Fixed-term suspension, up to permanent exclusion

Students who commit particularly serious misdemeanours can expect to find themselves at PHASE 7. The control of fixed-term suspension or permanent exclusion is entirely in the hands of the Headteacher and Governing Body.

A fixed-term suspension or permanent exclusion can be imposed by the Headteacher for either an accumulation of incidents or a one-off serious offence in line with this policy. Examples of such one-off offences may include an assault on another student, abuse of the fire alarm or abuse either directly to or about a member of staff.

3.2.2 OTHER 'IN-CLASS' SANCTIONS

- **Equipment and planners not signed**

Equipment – In terms of equipment students receive a VERBAL WARNING for the first misdemeanour of the academic year....

Planner not signed – In terms of planners not being signed students receive a VERBAL WARNING for the first misdemeanour of the academic year....

Then, for both Lessons and Registrations – From these points onwards students receive a written comment, and follow the PD system outlined above for accumulation of comments - serving a PRIVATE DETENTION after the second written comment in the Student Planner and a SCHOOL DETENTION after the third comment for that half term.

- **Punctuality and Home Learning**

There is no verbal warning for a student being late to registration or lessons.

There is no verbal warning for a student not completing their Home Learning. A comment should be placed in the Student Planner for lateness or failure to complete Home Learning. Staff should then follow the PD system outlined above for accumulation of comments – with students serving a PRIVATE DETENTION after the second written comment in the Student Planner and a SCHOOL DETENTION after the third comment for that half term in that subject/ around school.

Students demonstrating continual low level poor behaviour and learning habits

It is important that our support structures do not overlook students who continually demonstrate low level poor behaviour and learning habits that are not individually at the higher phases of our classroom sanctions system. These students should still have access to support and must not be missed.

Students repeatedly behaving poorly in one subject, or area of school, should be placed on report to that faculty leader for a period of time. In an attempt to de-escalate concerns faculty staff are encouraged to contact parents and, if appropriate, hold mediation between the student and staff.

Students who pick up too many comments, detentions and days in Reflection will naturally progress up the pyramid. Students who get too many sanctions will be dealt with under the ongoing pastoral concerns system (see section 3.2.5 below). Where evidence indicates that a student's behaviour is not improving with support in place this would see them move to the start of the Serious Sanction Structure (see 4.0 below).

3.2.3 AROUND SCHOOL SANCTIONS

Level 1

It is essential that staff combine firmness with an acceptance that many young people will occasionally make genuine mistakes which do not need pursuing. We need to make a clear distinction between carelessness (e.g. a group of friends being overly silly outside) and deliberate intent to disobey school rules (e.g. students being in an out of bound area).

If at any time a member of staff considers a student to have chosen to behave in an inappropriate way around school they must, as a minimum, make a comment in the Student Planner for that week. It is important that the comment, though obviously brief, is sufficiently informative for parents.

For Tutors, through the monitoring of the Student Planner each week, there is an expectation to keep a record of such detrimental comments. A student who acquires three such comments will automatically move into LEVEL TWO, though appropriate counselling at an earlier stage normally reduces the chances of this happening.

Level 2

School Detention – The student will attend a School Detention. Form tutor to assign this on Arbor.

Levels 3, 4 and 5

These will operate in exactly the same way as PHASE 5, 6 and 7 of the 'Sanctions for Classroom-based Misdemeanours', (see 3.2.1 above).

3.2.4 ONE-OFF INCIDENTS AND EVENTS

These may take place in lessons or around school. There are a range of circumstances and the sanctions (all the way up to permanent exclusion) that can follow are clearly shown in the student planner and replicated here in appendix 2.

Genuine one-off incidents will be treated as such, however, any external suspensions given for a one-off incident will count towards the annual total of days suspended.

A student exhibiting frequent disruptive and poor behaviour (whether a repeat of similar behaviours or a variety of types) will find themselves moving on to the Serious Sanctions structure (see section 4.0) that could, via a cumulative process, ultimately see them removed from the school.

3.2.5 ONGOING PASTORAL CONCERNS

Some students may exhibit behaviour that is disruptive and negatively impacts the learning environment. For most students the in class (3.2.1/2) and around school (3.2.3) sanctions outlined above will be sufficient to curtail this poor behaviour. For a small number they may persist in failing to meet our required standards in lessons.

Furthermore, across school, students receiving five or more comments in one week in any subject will receive an additional sanction.

Students frequently exhibiting the concerns above will also highlight themselves as an 'ongoing pastoral concern'. Where this happens there are a range of pastoral support mechanisms that will be utilised. These will be used as appropriate for the individual, but may include:

- Private Detention
- Detention
- Planner monitoring – By staff at a range of levels.
- Contact with home – phone, email, letter or in person

- Report – Faculty, Green, Yellow, Red, Monitoring
- Reflection
- Time out cards – 5 minutes, or to get support from staff
- Temporary removal from a lesson(s)
- Part time timetable
- Additional Subject support
- Attendance Report
- Referral to:

peer mentoring/ group support/ Leeds Faith in Schools/ behaviour support/ counselling/ SENCO/ SEMH panel/ NWAIP

- Completion of a Risk Assessment (IPRA)

Details of what each of the above could involve can be found in appendix four.

4.0 SERIOUS SANCTIONS STRUCTURE

Unfortunately, occasionally, it is necessary to issue a serious sanction to our students. We have a clear serious sanctions structure (shown below) that could ultimately result in permanent exclusion from the school.

Any of the below serious sanctions can be issued to a student in isolation following a one-off incident (see section 3.2.4).

Movement onto the below 'Serious Sanctions' structure is likely to come from a repeat of a previously considered 'one-off incident' or repeated 'Ongoing Pastoral concerns' (which will be students who continually exhibit poor behaviour that negatively affects the school environment and/ or affects the learning of others). This will be evidenced via sanctions received (eg: comments, detentions and days in Reflection). It is likely that these students will not have responded to the earlier 'Ongoing Pastoral Concern' interventions.

The first 2 stages of the serious sanctions structure are served in school and no learning time is lost. This structure ensures that very few students in KS3 and KS4 ever need to be formally suspended and traditional exclusion patterns and subsequent non-attendance do not develop.

Once a student has moved on to the serious sanctions structure outlined below any subsequent concerns will see the student receive the next stage sanction. Once a student begins to move through the serious sanctions structure they and their parents will be notified of the stage their child is at and reminded of the information shown below.

		Sanction	Minimum number of Days	Minimum Support/ Intervention
Phase 5	Individual incident	<i>Reflection</i>	<i>1 day</i>	<i>See 'ongoing pastoral concern' for support.</i>
Phase 6	Individual incident	<i>Internal Suspension</i>	<i>1 day</i>	<i>Pastoral Team meeting with parents/ carers. Green monitoring report (tutor).</i>
	Stage 1	Internal Suspension	2 days	Pastoral Team meeting with parents/ carers. Yellow monitoring report (Year Manager)
	Stage 2	Internal Suspension <i>If appropriate at an alternative School</i>	3 days <i>If appropriate, 2 days alternative school and 1-day internal suspension.</i>	Pastoral Team meeting with parents/ carers. Red monitoring report (Key Stage Director).
Phase 7	Stage 3	External Suspension	2 days + 1 day Reflection. (cuml 2 days)	Senior Leader meeting with parents/ carers. Student Contract & Inclusion Strategy. Early Help Referral inc. other agencies.
	Stage 4	External Suspension	3 days + 1 day Reflection. (cuml 5 days)	Senior Leader meeting with parents/ carers. Parental Contract. Review of previous referrals.
	Stage 5	External Suspension	5 days + 1 day Reflection. (cuml 10 days)	Headteacher's meeting. Offer of Off-site direction.
	Stage 6	External Suspension Plus*	15 days (cuml 25 days)	Governor's meeting [^] . Offer of Managed Move at an alternative provision.
	Stage 7	Permanent Exclusion*	20 days (cuml 45 days)	The school will initiate the permanent removal process

The individual needs of students with SEN/ EHCP will be considered by leadership before any suspension is agreed.

Should parents/ carers refuse to engage with the above support structures this will be noted, however the sanctions outlined above will continue to be initiated.

*At stage 7 and 8 parents can independently request a Governor Appeal to review the actions taken by the school. Time frames and information related to this can be found in the DfE 'Suspension and Permanent Exclusion from school' guidance.

[^] It should be noted that if a student is suspended for a total greater than 15 days within one term a Governor's meeting is required to be convened regardless of stage on the above structure.

It should be noted that, as a school committed to reducing suspensions, assisting parents/carers and keeping young people in education, the structure above does not externally suspend until stage 3 of the serious sanctions structure. The school may choose to initiate suspension before stage 3 if student behaviour merits this. The above is a guide only.

4.1 Explanation of the sanctions shown in the serious sanctions structure:

Internal Suspension – The student would be internally suspended. A letter would go home and the parents/carers would be required to meet with school before the student returns to the general population. This is part of the formal disciplinary process.

Internal Suspension Alternative School – Student sent to another appropriate school to serve a two-day internal suspension in their Reflection room equivalent + 1 day internally suspended at PHGS before returning to the general population.

External Suspension – Students who reach stages 4 to 6 of the serious sanctions structure will then be formally suspended and asked to work at home for in most cases 2, 3 or 5 days. This can be increased for more serious cases.

External Suspension Plus – Students who reach stage 7 of the formal disciplinary process will then be formally suspended and asked to work at home for 5 days, 6th day provision will be provided at one of the NW wedge schools or the school will make alternative arrangements if this is not appropriate. This can be increased for more serious cases.

Permanent exclusion – Any student reaching stage 8 will be recommended for a permanent exclusion and will not be able to return to the school. 6th day provision will be provided at a local school or the school will make alternative arrangements if this is not appropriate.

4.2 Explanation of the minimum support and intervention provided as shown in the Serious Sanctions structure:

Prince Henry's Grammar School recognises that some students require specific assistance in order to modify their behaviour and become more effective learners. It is intended that the intervention and support shown below will help the student identify and attend to specific and more general behaviour and learning issues.

Reporting System - There is a structured system of report cards where specific behavioural targets are identified to help students remodel their behaviour. This is the lowest level of input but is applied at three different levels. The different levels require students to report to staff of increasing seniority. Green report is to form tutor and will be monitored by them daily at am registration. Yellow report is to Year Manager and will be monitored by them daily at break or lunch time. Red report is to Key Stage Director and will be monitored by them daily at break and lunch time. Failing to successfully complete a report will result in further sanctions being considered and possibly access a higher level of intervention.

Student Contract and inclusion strategy - This is a more formal structure where a contract is put together and signed by both the student and the parents. This, along with a time frame, will be agreed at a meeting involving the student, parents, year team staff and a member of the SLT – most likely the Deputy Headteacher Leadership for Learning. This is monitored by the Senior Leadership Team year link. Any break of the contract, loss of contact or failure to present it at the agreed time means that the student will be removed to Reflection. Five breaks of the contract results in external suspension from school at the next level on the serious sanctions structure.

Alongside the contract meeting the Assistant Headteacher for Learner Support and the SENCO will be consulted and a range of other inclusion strategies will be considered and put in place (if deemed appropriate). These would support the aims of the contract and may be in place beyond the contract time scale. Examples may include: teaching group changes, anger management training, Behaviour Support Plan, completion of an individual student risk assessment. SEN assessments and the involvement of other agencies, as appropriate, will all be considered. Key Stage Directors and Year Managers refer students into this process at identified points in the sanctions process or if they identify a specific need earlier.

Parental Contract and Early Help Referral - If students continue to demonstrate behaviour outside the boundaries of acceptability, then parents will have to attend a formal meeting with the Deputy

Headteacher Leadership for Learning and/or the Assistant Headteacher for Learner Support, the SENCO, the Parental Support Worker and any other relevant parties (including those external to school where appropriate) to organise a contract that encompasses all parts of the student's life. At this stage, if not already completed during earlier concerns, a referral to the North-West Inclusion partnership Outreach programme will be made. This acknowledges that the student is unfortunately on a journey towards permanent exclusion. Their involvement will aim to support school to prevent this and/ or enable school to access an off-site direction or alternative provision more easily, if there is no significant improvement. It is expected that parents/ carers engage in this process. Should parents refuse this will be documented as a support option that was not taken up. Failure to co-operate may trigger a governor/headteacher meeting.

Headteacher's Meeting – This is a formal meeting where the student and parents/carer are required to meet with the Headteacher to review the case history, recap the sanctions and review the interventions utilised. At this meeting the next steps of the serious sanctions structure will again be outlined.

Governor's Meeting – This will be a further formal meeting where the student and parents/carer are required to meet with the Headteacher and a panel of three Governors. Either the Assistant Headteacher for Learner Support, the Deputy Headteacher 'Leadership for Learning' or both will present the student's behavioural profile to the Governors and the Headteacher. A document will be prepared and posted to all parties prior to the meeting so that the Governors can arrive with questions and issues that they would like to raise.

It is the intention that at this meeting the Headteacher or Governors can make suggestions about further support or actions the school can take in order to support the student to avoid a Permanent Exclusion.

Off-site Direction - Prior to permanent removal from the school it is advised that the student be offered an Off-site direction to another school or alternative provision in the local area in order to encourage a fresh start. Prince Henry's will foot no cost in this process but will set the arrangement up. Typically, the student will attend the other school for six weeks and there will be a review meeting after three. The alternative provision can choose to end the arrangement at any point. If this is the case the student will be returned to Prince Henry's and further decisions made about their future. In some cases, the Off-site direction works well and the student may begin the process of a Managed Move. are officially transferred at the end of the six weeks.

Managed Move - In some instances, it may be appropriate to provide alternative provision or a move to another school for periods of the week or an agreed period full-time. This may be at the North West Wedge provision. In other situations a different form of alternative provision may be required. Alternative solutions will not be provided often and must be discussed by the Headteacher and Governors if there is additional expense.

The support processes above will be applied systematically as detailed in the Serious Sanctions structure. It should, however, be noted that staff involved in the process can initiate any of these support structures earlier should they think it is appropriate.

5.0 KS5 STANDARDS FOR LEARNING

5.1 SANCTIONS

As a school with a Sixth Form we operate a separate behaviour & safety management system for KS5. This builds on the understanding students receive during KS3 and KS4 and enables staff to be able to control and sanction the learning behaviours that slow down or prevent rapid and sustained learning. The system is very simple and students are issued 'points' for any misdemeanours. When they reach certain trigger points intervention and sanctions are put in place to alert the student to their particular issues.

Students can only apply for point reductions if they have extended periods of time where no points are received. Intervention includes staff support, report cards and supportive meetings. The level of support

we provide to our Sixth Form Students is not as extensive as that provided in KS3&4 as we believe that by this point in their education our students have a responsibility to, and should be capable of making the right learning and study choices. The system follows the process outlined below:

Standards for Learning Points will be issued by staff to record all examples of unacceptable behaviour and instances where attitude to study is below expectation. These will be logged by staff on Arbor. Students who accumulate points will progress through the phases of the Standards for Learning procedure until they act to demonstrate acceptable levels of behaviour and a positive attitude towards their studies.

Support will be provided at or before each stage is reached with the intention of guiding the student towards eliminating the issues giving cause for concern. This may include a requirement to attend Supported Study.

A student may appeal for a points reduction if they have had no points for a period of 4 school weeks. If successful, 5 points will be removed, moving the student down one phase. Students will not be prompted to do this, they are responsible for appealing and monitoring time frames. A maximum of two successful appeals will be allowed in one year. Students who move down the pyramid will only be put on any contract or report for that phase if problems re-occur. If the student begins to re-accumulate the points, these are recorded in the Discretionary Points Recording Table in the Student Planner.

Autumn term reset - Any student who has 4 or less points at the end of the Autumn Term will automatically have their points total reduced to zero.

Contracts - The terms of the contract will address the particular issues of each individual student. A single break of the contract will automatically move the student to the next phase because a break of contract adds five points. If the student reaches the end of the term of the contract without a break, the contract will end but may be re-instated if problems recur.

Students may accumulate **non-contract points** whilst on contract which do not constitute a Break of Contract. These points will still add to the student's total but will only have an effect if the next phase is reached.

Phase 3 Report Card – This will require that the student has a report card signed by the teacher after each lesson and by the library supervisor at the end of each private study period; the card will identify the particular issues the student needs to address. The library supervisor will only sign the card if the student registers in the library at the beginning of the private study period. The student will report to the Sixth Form Office at the end of each day with their Report Card; a Parent/Carer will be asked to check and sign the report card on a daily basis.

The points below describe what may follow after the 4-week term is completed:

- If no points have been given, the student will be taken off report and will qualify for a 5 point Discretionary Points Reduction.
- If points have been given which do not relate to the issues identified in the report, provided these do not take the student to the next phase, the student will be taken off report.
- If the student has been given points which relate to the focus of the report, the term of the report will be extended. In deciding the length of the extension, the number, nature and timing of the points issued will be taken into account.
- Students may decide themselves to stay on report.

Phase 4 Contract - After the first term of 4 weeks, if the student still has between 20 and 24 points, any contract points will re-instate the contract for a further 4 weeks. This cycle will continue either until the student reaches Phase 5 or qualifies for a points reduction and drops to Phase 3.

Suspension - A **five-point suspension** occurs if a student commits an offence which is allocated five points, in this case they will be formally suspended for a fixed term of 1 to 5 days. A **progressive suspension** occurs if a student accumulates points one by one and reaches Phase 4 or Phase 5.

End of Year - Points are re-set at the end of each academic year although in the case of a student who has reached Phase 6, the Governors reserve the right to extend the term of the Governors' Contract into the next academic year.

With all the sanctions above the individual needs of students with SEN/Statements will be considered at all levels when sanctions are applied. We reserve the right to apply different/appropriate strategies and sanctions to any student if a clear justification can be provided.

5.2 REWARDS

The rewards system is applied based on the positive electronic points students receive as they go about their Sixth Form studies. It is also linked to attitude and attendance.

6.0 BEHAVIOUR MECHANISMS

In rare cases additional actions may be required to enforce the high standards of behaviour that are expected. The below outlines two such mechanisms that may be required:

6.1 Student Searches

Staff have the power to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. The school also holds the power to search without consent for prohibited or illegal items including but not limited to:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers, E-cigarettes, Vapes, Vape Fluid.
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage property
- Any item banned by the school rules which has been identified in the rules as an item for which a search can be undertaken

The powers to search are detailed within the Education Act 1996, and are defined in the DFE Searching, Screening & Confiscation guidance (July 2022). Whilst staff have the power to search for any item, the staff member involved must ensure that the student understands the reason for the search and how it will be conducted so that their agreement is informed.

If cooperation from a student is not forthcoming, the member of staff will consider why this is. If a student continues to refuse to cooperate, the student may be sanctioned in line with this policy. If the search, in discussion with the Headteacher or other authorised person, is still deemed necessary to recover a prohibited item, then the use of reasonable force may be considered on a case-by-case basis.

All searches will be carried out in line with the school's health and safety requirements and recorded on CPOMS using the 'Student Search' form. Two members of staff will be present at the time of the search and wherever possible one of these members of staff will be a senior leader and of the same gender as the person being searched. The person making a search of a student's person should be of the same gender as the student.

Members of staff may search school property such as a locker if it is believed there are grounds for this. It is important that all staff understand the implications of searches in the context of substance related incidents. Anyone who carries out or witnesses such a search may be required to give evidence should Police action follow: it is important that as few people are directly involved in the process as possible.

Any findings of an illegal nature (if unsure contraband will be treated as illegal) will be handled as little as possible and will be passed on to the Police as soon as possible; the student's parent/ carer will also be informed of the incident and the action that will be taken.

Where a substance is found which is not believed to be a controlled drug these can be confiscated where a member of staff believes this to be harmful or detrimental to good order and discipline.

Carrying a weapon is illegal, even if it is not being carried with intent: any student who brings a dangerous item/ weapon into the school will receive an appropriate sanction and the Police may be informed.

Incidents will be recorded and witnesses may be required to give statements to the police. Where there is a disclosure of a mobile device incident which relates to messages/ texts/ messenger/ social media and is not Youth Produced Sexual Imagery the student's device (in the presence of the student) will be viewed by a member of pastoral staff or the Designated Safeguarding Lead (or Deputy). Health and safety requirements will be followed at all times. The information will be viewed by two members of staff, one of whom should be a member of the Senior Leadership Team. If the information on the device/s is of concern (not Child Protection), relates to bullying, or harassment, or needs further investigation, screenshots of all messages/posts will be taken on a school device. These will be uploaded to the school's secure CPOMS system and deleted from the device. If the information is deemed to breach the Positive Discipline system further sanctions will apply as per this policy. The student will be offered additional support and intervention related to the incident and the student will be monitored by the year team, as will any other students affected by the incident.

Where there is a disclosure of a mobile device incident which is believed to relate to Youth Produced Sexual Imagery the device will be confiscated and locked in the safe. The student and their parent/ carer will be informed that the device will/ has been confiscated and parents reminded that it is illegal to hold copies on their device or to share the image. A Child Protection Officer will be informed and will act in line with the school's Safeguarding and Child Protection policy. Where appropriate sanctions will apply in line with the school's Positive Discipline Policy and associated documentation.

The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item, and they believe that the search has revealed a safeguarding risk.

The designated safeguarding lead must liaise with the Headteacher to inform them of specific safeguarding issues - especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This should include being aware of the requirement for children to have an 'appropriate adult' present should police request or be required to conduct a search of a student, which may involve the removal of more than outer clothing.

6.2 Use of Reasonable Force

The school does not have a 'no contact' policy as there is a real risk that such a policy might place a member of its staff in breach of their duty of care towards a student or prevent them taking the necessary action to prevent a student causing harm. Key staff are trained in the use of reasonable force and should be consulted wherever possible before any physical intervention takes place.

Members of staff have the jurisdiction to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline. The Headteacher and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, or articles that have been or could be used to commit an offence or cause harm.

The decision on whether or not to physically intervene is subject to the professional judgement of the staff member concerned and should always depend on the individual circumstances. If an alternative method of control is possible, then this method will be used first. If physical contact is the only suitable method, then this is permitted during this period.

Should it be deemed reasonable, proportionate and necessary to physically intervene during an incident then members of staff have a duty of care to intervene.

When doing so they will follow the health and safety procedures in place at the school. Following the physical intervention, the student will be isolated, and parents/carers will be informed of the incident and, following consideration of risk and a discussion with the student and parent/carers, advised if they should collect their child.

Following a physical intervention the staff involved should complete a 'Physical Intervention Record' form and record this on CPOMS.

7.0 INFORMATION FOR STUDENTS AND PARENTS

To ensure our students and parents are aware of our behaviour and safety actions, and to ensure our staff are consistent in their application of the structures we have a number of diagrams that are displayed in classrooms and, in some cases, included in the student planner. These diagrams can be seen in the appendix and include:

- **Sanctions information** – this outlines the different levels/phases of sanction within school from a simple 'written comment' (phase 1) through to an 'exclusion' (phase 7). The pyramid provides examples of when these sanctions may be applied, both within lessons and around school. Our staff have a clear model for maintaining discipline within their lessons that allows them to calmly assert their authority at an appropriate level when required. Appendix 1.
- **Sanctions Guidance Chart** - In order to assist our students and parents regarding what is acceptable our sanctions guidance chart is in all planners. Appendix 2.
- **KS3/4 Rewards Structure** - The rewards structure outlines how students are rewarded at different levels in school from planner stamps through to prizes, awards and celebration evenings. Appendix 3.
- **Ongoing Pastoral Concern** - Ongoing Pastoral Concerns Support Mechanisms. Appendix 4.
- **KS5 Standards for Learning Structure** – An overview of the Standards for Learning points structure as well as the Reward system. Appendix 5.

The types of behaviour which are unacceptable (outlined in the Appendices above) is not an exhaustive list. Staff can use their professional judgement to assess poor behaviour and standards and apply the sanctions outlined as appropriate.

8.0 SPECIFIC BEHAVIOURS

Expectations around appropriate behaviour standards around school, such as uniform, mobile phones, etc... are clearly outlined in planners or on display in classrooms. Students are informed of any amendments to these as/ when throughout the year. The sanctions guidance in the planner (shown in Appendix 2) outlines the key sanctions available to be used for a range of misdemeanours. There are however a number of specific behaviours that it is important to emphasise the school stance on. These are outlined below:

8.1 Sexually harmful behaviours (including Sexual violence, Sexual harassment and peer on peer abuse)

At Prince Henry's Grammar School we recognise that children can be victims of Sexual violence and harassment as well as other forms of sexually harmful behaviours. The protocols described below deal specifically with situations where the perpetrator is another student within the school community. *For a detailed explanation of the response to any form of abuse or safeguarding concern please read the Safeguarding and Child protection policy.*

At Prince Henry's Grammar School we believe that sexual violence and sexual harassment is not acceptable, should never be tolerated and is not an inevitable part of growing up.

What are sexually harmful behaviours?

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children (KCSIE 2022). It can include:

- Physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts
- Bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- Abuse within intimate partner relationships; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Consensual and non-consensual sharing of nudes and semi-nudes images and/or videos;
- Causing someone to engage in sexual activity without consent
- Up skirting
- Initiation/hazing type violence and rituals.

How can students report incidents?

Students are advised to speak to their form tutor, Year Manager or any member of staff. They are also encouraged to indicate concerns in the half termly wellbeing survey. Parents with concerns should speak directly to their child's Year Manager

How will we respond?

Any student who reports sexually inappropriate behaviour will be believed and listened to. The allegations will always be taken seriously and be investigated by a member of the Designated Safeguarding Team.

We will never dismiss these actions as 'banter' or 'just a part of growing up'.

Two members of the Designated safeguarding team (including the Designated Safeguarding Lead or Deputy) will agree the actions to be taken. Where appropriate this will be informed by the completion of an AIM checklist as per the Safeguarding and Child Protection Policy.

Actions can include:

Sanctions – all sanctions are available up to and including Permanent exclusion. We recognise that these behaviours exist on a continuum and that the Designated Safeguarding lead (in discussion with the Headteacher where appropriate) is best placed to judge the appropriate sanction.

Ongoing support - Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. Support for these students is essential and can include referrals to our Student Wellbeing Officers or to counselling through the TAMHS project.

In school adjustments – changes to timetables and routines may be implemented in order to ensure that victims are less likely to have to encounter the perpetrator in the course of the school day. This can include adjustments to travel using school buses.

Education and support for the perpetrator – we will ensure that work is done to support the young person who is responsible for the behaviour so that it is not repeated and that any wider concerns are addressed.

Outside agencies – where appropriate we will refer to/work with outside agencies including Police, Children's social work service and specialist support services.

Feedback – We will always inform the victim of what actions have been taken and why. All actions will take due account of the need for confidentiality and the wellbeing of all students.

Dealing with false/malicious allegations.

It is important that Sexually harmful behaviours are taken seriously. It is therefore equally important that false/malicious allegations are dealt with effectively. The responses outlined above are also relevant in this case.

How will we monitor this?

All incidents of harmful sexual behaviours will be recorded on both CPOMS. Termly analysis of these incidents will be completed by the Designated safeguarding lead and reported to SLT and Governors through the usual systems.

An annual safeguarding report to the Local authority includes sections on Sexually harmful behaviours.

8.2 Mobile Phones

The use of mobile phones in school can cause unnecessary parental concern, contribute to sophisticated and nasty bullying and negatively affect structured and focused learning. In some cases mobile phone use within secondary school environments has created serious child protection concerns. In consideration of this, and with the Government Safeguarding Agenda high on every school's list of priorities, Prince Henry's chooses to operate clear but tough mobile phone guidelines and sanctions. This policy reflects government guidance, is regularly reviewed with governors and has been in operation at the school since 2011.

We understand that students may require a mobile phone before and after school and we acknowledge that these devices are increasingly important to access everyday activities outside of school time. We therefore understand that students are likely to have them on their person each day. However, to be clear, students in our care are safe from the moment they enter the school grounds until the moment they leave. Therefore, our expectation is that mobile phones should be **switched off and out of sight** from the moment students enter the school grounds in the morning until the school bell signals the end of the school day at 3:00 p.m. If a student should need to make a phone call in this time they can either:

- Ask a member of staff if they can use the school phone network.
- Ask a member of staff if they can switch their own phone on and make a call, or check their phone in an office away from other students.

Students should not be requesting phone calls and must not use any phone network in school unless the reason is supported by a member of staff.

KS3 & 4 Sanctions

Any student mobile phone or ear phones that are visible inside the school grounds during normal school hours will be confiscated complete with the sim card, placed in an envelope and securely locked away. If the mobile phone is not seen but it is evident that a student, however discreetly, has used a mobile

phone, or has not turned the phone off, we will confiscate the phone (conducting a search in line with section 6.1 above if necessary) complete with sim card. Staff will not try to establish whether the phone is on or off when confiscating as it should be out of sight in a bag. For a first offence students will be given an after-school detention and will be able to collect their mobile phone at the end of the day from the office. After this first offence any subsequent offence will see the device confiscated with the student able to collect it on Friday at 3 p.m. from the main office.

We recognise that a second offence will likely lead to a student being further impacted by their actions beyond school hours and that this may cause distress to parents and carers. As such students in KS3 & 4 will always be offered the chance to inform parents that their phone has been confiscated. In addition a standard email will also be sent clarifying the school policy and explaining that the phone has been confiscated.

Students who refuse to hand the mobile phone over will be removed to Reflection in line with the school sanctions on refusal. Once the phone is handed over school will keep it for the amount of time, Monday - Friday, that they would have kept it had it been handed over immediately.

All phones held overnight will be clearly identified and stored safely in school.

Sixth Form

Sixth form students should only use their mobile phone for calls in the quad area during break and lunchtime. When in the library or quad they can use music facilities but this must be through a headset and not on speaker phone. If they wish to use their phone outside these areas they must sign out and leave the site. If any element of this policy is not adhered to staff are expected to confiscate the phone. All other phone rules are in line with the general policy.

Mobile phones should not be used anywhere other than in the library or quad area. They will be confiscated if they are used outside these two areas. Any student walking around school with earphones in should be challenged and the earphones and attached mobile phone should be confiscated.

Sixth form students may be allowed to use mobile phones for music and data storage in lessons if individual teachers confirm this. They should not place them on show or remove them from their bag until they have been directed to by the member of staff.

Any sixth form student failing to hand a mobile phone over to a member of staff on request will be reported to a member of the sixth form team. The sixth form team will pursue this further.

Sixth Form Sanctions

If a sixth form student is challenged about incorrect use of a mobile phone then the phone, complete with sim card, will be confiscated. The phone will be returned from the sixth form office at 3:00 p.m. that day.

If a student is challenged and refuses to hand over the mobile phone the member of staff will report this to the sixth form team. Any student refusing to hand their phone over to a member of staff will be excluded. Refusal is clearly highlighted in the sixth form planner as an exclusion offence.

8.3 Smoking, vaping, Drugs and Alcohol

Any decision will be based on a thorough investigation, the needs of any individual involved and the wider welfare interests of the student body in school.

Drugs are those that:

- are legal such as alcohol, tobacco, vaping fluid and solvents;
- over the counter and prescribed drugs;

- controlled substances (illegal drugs or substances purporting to be illicit) such as cannabis, ecstasy, heroin, crack / cocaine and LSD

Drugs, other than those prescribed for legitimate medical use, must not be brought on to School premises and must not be bought, sold or otherwise obtained on school premises. These regulations also apply to any location on school visits.

- Possessing or using alcohol or tobacco on school premises or in the vicinity of the school is not allowed
- Students found smoking cigarettes or vaping on **or near** the school premises/ grounds will be subject to investigation and will normally be placed in Reflection; for repeated offences they may be suspended from school.
- Students in the vicinity of smoking/ vaping will also be sanctioned in line with the 'Associated smoking/ vaping' sanction.
- Any student suspected of being part of activities involving controlled substances (illegal drugs) or found in possession of controlled substances on school premises or in the vicinity of the school will be subject to a detailed investigation and will be suspended from school. *Where there is evidence that this is not a first offence and there are no extenuating circumstances, there will be a recommendation for permanent exclusion.* A student's parent or carer will normally be informed of any drug-related incident.
- Any student found to be supplying i.e. offering to sell, giving, actually selling, obtaining on behalf of others or trading controlled substances (illegal drugs) for something of value or possessing with intent to supply another person *the student will be recommended for permanent exclusion.* The school's view of the offence is the same whether the offence occurs on school premises or not.
- The police will always be informed of any controlled substance incidents.
- The Chair of Governors will be informed.
- All the above apply to any location visited while on a school trip.
- The School will act with sensitivity towards any member of the school who wishes to seek help to overcome a drug-related problem.

8.4 Offensive Weapons

We expect parents to support their children, and us, in helping their child make the right choice and, in talking to them, in looking out for concerning signs, and in reminding them that they should always walk away if confronted with the threat of violence.

If a student is believed to be in possession of a knife or there is sufficient evidence that they have had a knife, or any other offensive weapon (for example, a baseball bat) where there is evidence that it could be or has been used to threaten or cause violence, the following guidelines will apply:

- a search will be conducted (see section 6.1)
- an investigation will be instigated to gather evidence and establish facts
- where there is evidence of possession, parents/carers will be contacted and the police informed and there will be a recommendation for permanent exclusion
- the Chair of Governors will be contacted and informed

8.5 Bus Behaviour

Expectations for student's behaviour on school buses are clearly set out in the student planner. This includes the expectation that students will:

- Always behave appropriately on the bus.

- Be polite and pleasant to the bus driver and other passengers.
- Always sit down on a seat where possible.
- Not stand near to the bus driver.
- Report any problems relating to poor behaviour to their Year Manager.
- Always carry their bus pass, ensuring they are on the correct bus, as shown on their card.

For students identified as exhibiting poor behaviour on school buses sanctions will escalate as follows:

- 1st time reported – Student(s) will receive an appropriate in-school sanction, with a bus warning letter sent to parents outlining our concerns.
- 2nd time reported – Student(s) will receive a ban from using the school buses lasting five school days.
- 3rd time reported – Student(s) will receive a ban from using the school buses lasting 30 school days.
- 4th time reported – Student(s) will be banned for at least the rest of the academic year. In serious cases this will be a permanent school bus ban.

The above sanctions may be escalated more rapidly for more serious incidents. Sanctions can also fall in line with the whole school behaviour policy as outlined in section 8.8.

8.6 Truancy

Please see the attendance policy for details regarding what constitutes truancy.

A range of sanctions are available, as outlined in Appendix two.

8.7 iPad Related Sanctions

All students have access to an electronic device in school. This means that we are required to consider specific behaviours. Whilst the sanctions fit within the normal structures detailed above, we felt that it was important to specify the sanction for certain, iPad related misdemeanours in order to protect the social aspect of our community and also develop the learning potential within it.

The guidance below has been shared with students, staff and parents.

Any student carrying out the following actions will receive the sanction shown below as a minimum:

- Uploading content to the Internet inappropriately – suspension
- Found with inappropriate content on their iPad – suspension
- Using, sharing or manipulating media to cause offence or distress – suspension
- Found with inappropriate school based content on their iPad – time in reflection room
- A student taking pictures/ recordings of staff or students – detention.
- Using your iPad in any way other than that permitted by the iPad Protocols – detention.

All sanctions apply at all times in school. This includes break, lunch and after school in the library.

If a student forgets their iPad, brings it with no charge or forgets to hand the iPad back at the end of the day the sanctions will be applied in the same way as they would if they forgot their planner.

Year Managers will issue and monitor the sanctions for the offences listed below:

- If a student forgets their iPad they should go to their Year Manager
- If a student brings their iPad with no charge they should go to the IT office where it can be placed on charge. IT technicians will issue a written comment if this happens on two or more occasions in one week.

- If a student forgets to hand their iPad in at the end of the school day the Year Manager will follow this up during the next school day.

8.8 Students' Conduct Outside the School Gates

Members of staff have the power to discipline students for misbehaving outside of the school premises "to such an extent as is reasonable" in response to noncriminal bad behaviour and bullying which occurs off the school premises and which is witnessed by a staff member or reported to the school. This includes for misbehaviour when students are:

- Taking part in any school-organised or school-related activity or
- Travelling to or from school or
- Wearing school uniform or
- In some other way identifiable as a student at the school

or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another student or member of the public or
- Could adversely affect the reputation of the school.

In all cases of misbehaviour, the teacher can only discipline the student on school premises or elsewhere when the student is under the lawful control of the staff member.

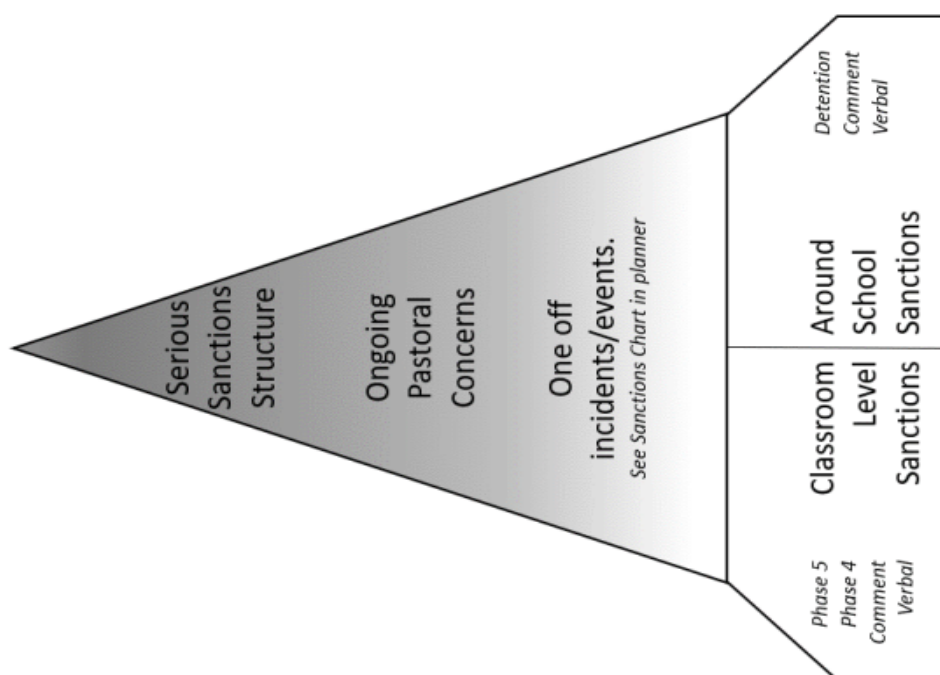
Where such behaviour occurs students will be sanctioned in line with this policy and associated documentation.

Classroom Level Sanctions		
Students who repeatedly reach Phase 4 and Phase 5 sanctions will be subject to further monitoring and increased sanctions in line with the Ongoing Pastoral Concerns and the Serious Sanctions Structure.		
Stage and Sanction	In a single lesson...	Over one half term...
Phase 5 – Removed from general population	If behaviour remains unacceptable the student will be removed from the lesson by a senior member of staff.	Repeated after-school detentions will lead to time away from the general school population.
Phase 4 – 3rd Written Comment + After school detention	If behaviour continues to be unacceptable the student will be given a 3 rd comment, moved to another room and receive an after-school detention.	Any three written comments in a subject within one half term will lead to an after-school detention.
Phase 3 – 2nd Written Comment + Private detention	If behaviour continues to be unacceptable another written comment will be given and a private detention will be served.	Any two written comments in a subject within one half term will lead to a private detention.
Phase 2 – Written Comment	If behaviour is unacceptable for a second time the student will receive a written comment in their planner.	You will get a written comment any subsequent times you forget your equipment or are late to a lesson and every time you fail to complete home learning.
Phase 1 – Verbal Warning	This is given where a student's behaviour does not meet our Classroom expectations.	You will get a verbal warning the first time you forget your equipment or are late to a lesson.
Around School Sanctions will follow those outlined in Phase 1 to 5 above.		

Sanctions information

The majority of student issues will be dealt with at the lowest level of the below pyramid. Details of the consistent processes of the Classroom Level Sanctions are shown on the right.

Students reaching the higher levels of the below diagram will receive more serious sanctions applied that can ultimately lead to permanent exclusion. Further details can be found in the school's behaviour policy.



STUDENT PLANNER - SANCTIONS GUIDANCE CHARTS KEY STAGE 3

Sanctions chart	<i>The below table indicates the range of sanctions that are most commonly utilised for the following offences:</i>	Comment	Detention	Reflection	Internal Suspension	Suspension/ Permanent Exclusion
	Deliberate setting off the fire alarm					✓
	Swearing at staff				✓	✓
	Racial/ Sexual Harassment			✓	✓	✓
	Bullying			✓	✓	✓
	Fighting			✓	✓	✓
	Assault			✓	✓	✓
	Unruly conduct	✓	✓	✓		
	Swearing	✓	✓	✓		
	Vandalism/ Damage		✓	✓	✓	✓
	Failure to follow instructions			✓	✓	
	Smoking or Vaping			✓		
	Associated Smoking or Vaping			✓		
	Found in possession of Cigarettes or a Vape		✓			
	Forgotten Planner (on 2+ occasions)	✓	✓			
	Deliberately incorrect Uniform/ hairstyle			✓		
	Uniform – forgotten tie/ blazer	✓	✓	✓		
	Outdoor wear worn inside	✓				
	Any make up (KS3)	✓	✓	✓		
	Excessive make up (KS4)	✓	✓	✓		
	Jewellery	✓	✓	✓		
	Punctuality	✓	✓			
	Truancy			✓	✓	
	Leaving Site without permission			✓	✓	
	Inappropriate use of IT (inc. iPads)	✓	✓	✓	✓	✓
	Inappropriate Use of Teacher Stamp and crossing out Comments			✓		
	Failing to complete a Lesson by Lesson Report (including signed by parent/carer)		✓	✓		
	Losing or Forgetting Lesson by Lesson Report		✓	✓		
	Chewing, eating or drinking inside other than Henry's Diner	✓				
	Littering (deliberate = detention)	✓	✓			
	Chewing, eating or drinking in toilets		✓			
	Loitering in toilets		✓			
	Also see Behaviour Policy for information on sanctions linked to mobile phones and bus behaviour.					

PHGS REWARDS STRUCTURE

Whole School Rewards – All Year

Students will be rewarded with stamps in lessons for their effort, home learning, work, progress and attainment. They will also get tutor stamps each week for having no negative comments and excellent attendance. These will also be added to Arbor.

Stamps are converted into certificates as per the Stamps Progress table shown below.

Students doing particularly well are sent to a member of the leadership team to receive additional praise.

Stamps Progress

250 Stamps Bronze Certificate Presented by Form Tutor	500 stamps Silver Certificate Presented by Form Tutor	750 stamps Gold Certificate Presented by Year Manager	1000 stamps Key Stage Award Presented by Assistant Key Stage Director	1250 stamps Key Stage Award Presented by Key Stage Director	1500 stamps Senior Leader Award Presented by Year SLT Link	1750 stamps Deputy Headteacher Award Presented by Pastoral Deputy Head	2000 stamps Headteacher Award Presented by Headteacher
-------------------------------------------------------------	-------------------------------------------------------------	-------------------------------------------------------------	-----------------------------------------------------------------------------	-------------------------------------------------------------------	------------------------------------------------------------------	------------------------------------------------------------------------------	--------------------------------------------------------------

Remember to find out how each faculty awards stamps.

Then...

Demonstrate these behaviours and gather the rewards.

Further praise received the higher the number of stamps achieved...

Personal conversation with student.
Parents contacted to acknowledge achievement.

Whole School Rewards – Each Half Term

Autumn Term	<ul style="list-style-type: none"> · Rewards Assembly · Clean slate award · Phone calls/ emails/ postcards home
Spring Term	<ul style="list-style-type: none"> · Rewards Assembly · Clean slate award · Phone calls/ emails/ postcards home
Summer Term	<ul style="list-style-type: none"> · End of year Rewards Assembly · Reward Trip · Year 9 Graduation/ Year 11 Prom · Clean slate award · Phone calls/ emails/ postcards home

Whole School Rewards - Other Rewards

Form Awards	At regular points highest performing tutor groups (based on a particular focus) will be rewarded. This may include simple recognition of a job well done, up to the awarding of an appropriate form group prize.
Student Awards	Half termly, students will be selected from across the year groups to receive rewards for their positive approach to school.
Treats	Periodically students will be awarded with small treats to praise them for a 'job-well-done'.

Ongoing Pastoral Concerns Support Mechanisms available

Private detention – Given when a student receives two comments in a half term in one subject. Usually for a period of no more than 10 minutes.

Detention – Given when a student receives three comments in a half term in one subject, or around school. These take place on a Tuesday or Thursday after school and last up to one-hour (most students will leave after 45 minutes). Any student failing to attend a Tuesday or Thursday detention will automatically be expected to attend a 1-hour Friday night SLT detention. Failing to attend this will lead to an internal suspension (equivalent to a day in Reflection, followed by up to one hour after school). This would move a student nearer to accessing the serious sanctions structure. Three detentions in a half term will lead to a day in Reflection.

Faculty Report – In some cases incidents may be identified as happening within an area of school (such as a subject). Where this is identified it is expected that the faculty will monitor that student's behaviour through their own reporting system liaising with parents as appropriate.

Monitoring Report – Students are required to report to (Green report their tutor, Yellow report their year manager, Red report their KS Director) each day. The report clearly outlines targets for that student to work on.

Reflection – Students are removed from circulation for a period of time. Students have access to lesson resources via the PCs in the room.

Contact with home – As a minimum, a phone conversation should take place with the parents/ carers of students who are identified as 'Ongoing Pastoral Concerns'. In some cases this will involve a meeting and a discussion around the possible next steps (as outlined below). Initial conversations should take place between tutor and parents/ carers, with the pastoral team involved where improvement is not forthcoming.

Planner monitoring Tutor – A student will be required to show their planner to their tutor each day. This is likely to be for a specific period of time and will lead to the student settling back into routines and no longer requiring this support or them moving onto a more formal monitoring programme.

Green Tutor Report – A student will be monitored more closely by each of their class teachers, with the tutor having oversight of the report in AM registration each day. This will have a specific target, focused to address the most appropriate concern, and for each period will be judged pass (P) or fail (X). For **every five** X's students receive an after-school detention. A lost report counts as two X's.

Planner monitoring Year Manager – A student will be required to attend the Key Stage office at an agreed time to have their planner reviewed. This is likely to be for a specific period of time and will lead to the student settling back into routines and no longer requiring this support or them moving onto a more formal monitoring programme.

Yellow Year Manager Report - A student will be monitored more closely by each of their class teachers, with the Year Manager having oversight of the report at lunchtime each day. This will have a specific target, focused to address the most appropriate concern, and for each period will be judged pass (P) or fail (X). A lost report counts as two X's and failing to present the report at the agreed time counts as one 'X'. For **every three** X's students receive an after-school detention.

Red Key Stage Director Report - A student will be monitored more closely by each of their class teachers, with the Key Stage Director having oversight of the report at lunchtime each day. This will have

a specific target, focused to address the most appropriate concern, and for each period will be judged pass (P) or fail (X). A lost report counts as two X's and failing to present the report at the agreed time counts as one 'X'. For **every three x's** students receive time in Reflection.

A 'Five minutes break' card – Allowing a student, with agreement from the teacher, the opportunity to have five minutes outside the classroom door. This should be used to enable a student to de-escalate from a situation that may see them get into more serious trouble. This is to support students and is expected to be in place for a specific period of time (which will be reviewed) only. Use of this card will be monitored and it will be removed from any student found to be exploiting the system to avoid lessons.

A 'Key Stage office' card – Allowing a student, with agreement from the teacher, the opportunity to go to the Key Stage office to speak to their Year Manager. Students must go straight to the Key Stage office and must have their planner with them outlining the time they left. They should return to the lesson at the earliest opportunity, with a timed note. This is to support students and is expected to be in place for a specific period of time (which will be reviewed) only. Use of this card will be monitored and it will be removed from any student found to be exploiting the system to avoid lessons.

Temporary removal from a particular lesson – Subjects are required to intervene and support students to remain in lessons and improve their interactions in that subject (use of TAs and subject report for example). In rare cases a specific lesson may be identified as a concern and it may be agreed that for a short window (no more than two weeks) a student may be removed from that lesson. In this time the student will be given an alternative location they must attend to complete the work provided by the class teacher.

Temporary Reduced Timetable – Students are required to attend school full time. There may be occasions where a 're-start' is required and to aid this a reduced timetable may be an appropriate next step. Any change to a timetable must be agreed with parents and the in school paper work completed and passed to the attendance officer. All parties must sign to say they understand this is a temporary step. The reduced timetable is likely to last four weeks, with each week increasing the time in school.

Additional Subject support – Where it is identified that a student's poor behaviour is because of gaps in learning and understanding (particularly in English and Maths) students can be referred to subject intervention with the aim of providing frequent more tailored support to boost the young person's confidence. This may be with older students (eg through SUMS or reading Club) or with specialist intervention teaching staff.

Attendance Report – Where poor attendance is seen to have a link to poor behaviour an attendance monitoring report will be utilised. This will monitor attendance and punctuality to lessons. Where this does not improve the attendance monitoring systems (outlined in the attendance policy) will be initiated.

Truancy Focus – Where students attend school but deliberately refuse to attend lessons with no reason we can, in agreement with home, keep a track of time wasted and add this into a similar period after school.

Referral to Peer Mentoring – We have a group of older students who have been trained to act as 'Peer Mentors'. These will aim to meet with the student regularly to review how school is going.

Referral to group support – Each week there is a lunchtime support group that students are able to attend which enables them to raise a range of concerns with a trained member of staff.

Referral to Leeds 'Faith in Schools' – Each week there is a lunchtime support group run by 'Leeds Faith in Schools'. The group aims to review aspects of school and life in a fun environment. Following this some students can access individual support with a member of staff, who will meet students weekly.

Referral to 6-week behaviour group – Up to three students can be referred to the behaviour

intervention group. This takes place at lunchtime once a week and involves the group reviewing their behaviour and setting themselves action targets that are reviewed weekly.

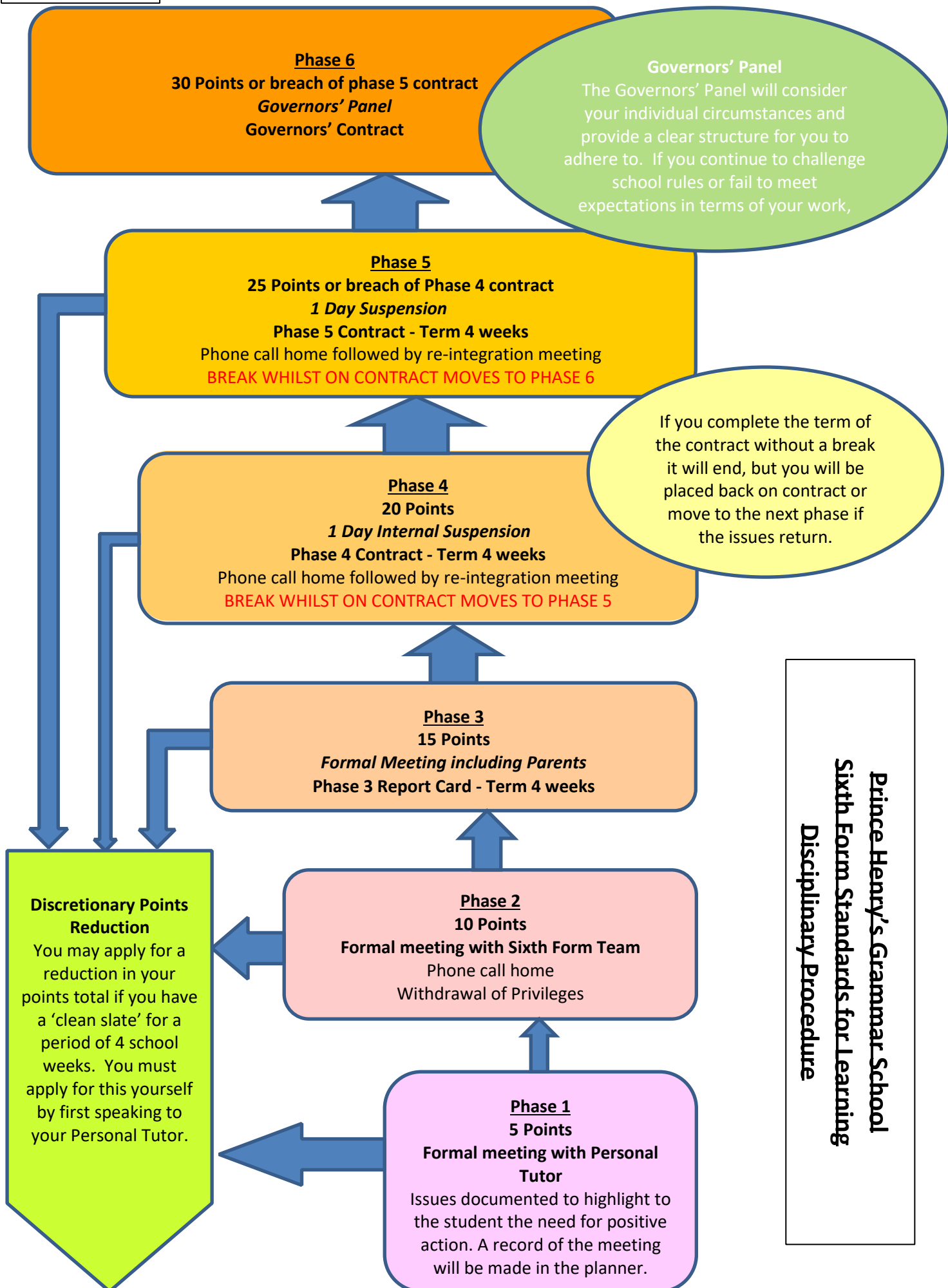
Referral to NWAIP – Students can be referred to the North-West Area Inclusion Partnership. This alerts the inclusion partnership to our concerns around a student and enables them to consider further appropriate support they can offer.

Referral to counselling support in school – Students can be referred to one of the school's two student support officers. These aim to meet with students regularly in a 1:1 capacity to offer advice and support on range of areas.

Referral to the SEMH Panel for counselling support out of school – Students can be referred to the local school cluster team who have limited access to additional counselling support.

Referral to the school SEN team – It may be appropriate to involve the school's SEN team to identify if there are broader concerns that can be addressed and supported.

Risk Assessment (IPRA)– Where appropriate an agreed risk assessment will be put in place. This will identify concerns and steps to take to prevent those concerns. It should also clearly identify sanctions that will be applied. A copy of this should be shared with parents/ carers, the student and their teachers (and other staff if relevant).



Standards For Learning – Rewards System

Y12

October
half term

A Home Study
Period
or
Quad Pass

Christmas

**BIG Christmas
Draw**

For students
with over
95% attendance
for the year.

Feb Half
term

A Home Study
Period
OR
Quad Pass

Easter

A Home Study
Period
OR
Quad Pass

End of term/
study leave

BIG Summer Draw

Students with
over 95%
attendance for
the year

Y13

A Home Study
Period

**BIG Christmas
Draw**

For students
with over
95% attendance
for the year

A Home Study
Period

A Home Study
Period

BIG Summer Draw

Students with
over 95%
attendance for
the year

Warning: You will not be allowed to take Home Private Study or be given a Quad Pass if your attitude is graded Below Expectation in any subject or if your attendance is below 95%.