



Behaviour and Anti-bullying Policy

UNDER REVIEW DUE TO COVID-19

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Norbury High School Business & Enterprise School for Girls

Behaviour and Anti-bullying Policy

Contents

Philosophy	3
Equalities Statement	4
Related Policys	4
Anti-bullying Policy	4-6
Staff Guidelines	
- Recognition of good work	7
- Achievements Procedure	7-8
- Procedures for dealing with unacceptable behaviour	8-9
- Strike System/Monitoring and Reports	9-11
- Role of HOD	11
- Role of HOY/Pastoral team	12
- Role of SLT	12
- Reintegration Process	12-13
- Serious Incidents	13
- Allegations against staff	13
Sanctions	
- Detention	13-14
- The BSR (Behaviour Support Room)	14
- Online Sanctions	14-15
- Vandalism	15
- 6th Form Policy	15
- Special Measures	15
Mobile Phone and electronic devices	15-16
Searching students and confiscation	16-17
Guidelines for Students	
- Behaviour expected of students	17-18
- Uniform	18
- Moving between lessons	19
- Break and lunch time	19
- Travelling to school	20
- Health and Safety	20
- Online learning	20-22
- Special Measures	23
Monitoring of the policy	23
Appendix 1- Behaviour Contract	24
Appendix 2 – Home/School Agreement	25
Appendix 3- Sixth Form Code of Conduct	26-27
Appendix 4- Uniform	28
Appendix 5- Prohibited Items	29
Appendix 6 – Special Measures- Covid Rules	30

Philosophy

Everyone within Norbury High School is valued as an individual and provided with opportunities for growth and development. It is essential that we maintain the highest standards of behaviour so that good teaching and learning can take place, and so that all members of the School community are enabled to flourish and enjoy their time in School.

Norbury High School promotes the development of self-discipline, confidence, responsibility, consideration and good manners in preparation for the standards expected in adult life. Fundamental to this is the explicit and implicit teaching of social and emotional skills.

This School is opposed to all forms of bullying and racial harassment and takes all such incidents extremely seriously. This includes discrimination against anyone on grounds of their gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy/maternity or social background.

It is very important to work in partnership with parents/carers to achieve high standards of behaviour and academic success. Staff are aware of their role in maintaining good standards of behaviour and seek to teach by example including modelling the management of strong feelings and difficult social situations.

This policy has been agreed by governors, parents, students and all staff within the school.

Equalities statement

This School acknowledges our duties under the Equality Act 2010.

An **equality impact assessment** has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

All students should be treated **equitably**, regardless of their gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity. Account should also be taken of the special needs of each student when applying this policy.

Related policies

This policy needs to be read in conjunction with:

- The Safeguarding Policy
- The Attendance Policy
- The Equality, Race Equality and Cultural Diversity Policy
- Reasonable Force and Restraint Policy
- The Exclusion Policy

Anti-bullying Policy

Statement

Our definition of bullying is behaviour by an individual or group of people which makes others feel hurt, threatened, frightened or intimidated.

Bullying may be:

- **physical** - hitting, kicking, taking or hiding belongings, including money
- **verbal** - name calling, teasing, insulting, writing unkind notes or graffiti
- **emotional** - being unfriendly, excluding, tormenting, spreading rumours
- **cyber/text** - using computers or mobile 'phones to insult, intimidate, threaten or distress

Forms of bullying covered by this policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture
- Bullying related to SEND (learning difficulties or disability)
- Bullying related to appearance or health conditions
- Bullying related to sexual orientation (homophobic bullying)
- Bullying of young carers or looked after children or otherwise related to home circumstances

- Sexist, sexual and transphobic bullying

Our intention is to make clear to students, parents/careers and staff that bullying is totally unacceptable. Bullying which occurs off the school site, but which is brought into school, started in school, involves the schools online learning platform or relates to school in any way, will be dealt with as if it had occurred on the School premises.

Our aim is for all students to be able to work and live in a happy and calm environment so they will be able to obtain the greatest benefit from their education. Every student has the right to be safe and happy in School.

Staff

It is important for all staff to be alert, to notice bullying and to always take action promptly. If a student reports bullying it should always be taken seriously and investigated. Incidents should be recorded on SIMS (under the bullying behaviour descriptor) with both the form tutor and head of Year informed and consulted regarding action. Minor incidents may be dealt with in class, but must be reported so that patterns can be identified.

For more serious incidents action will include informing parents/careers and involving them in dealing with the matter. The school will discuss bullying within the pastoral programme including PSHE. In the wider curriculum students will be encouraged to work in different groups. Guidance on safe internet use is provided during ICT lessons and reinforced through the wider curriculum. Support for parents in ICT use outside of the school is available through the school website.

Students

We strive to maintain a climate in school that encourages students to tell staff if they experience bullying.

Bystanders- Students should understand that keeping silent when aware of bullying only protects the bully. Students should discuss any incidents with staff. Failing to inform staff can result in sanctions.

Victims- Students should report any incident of bullying to a member of staff. They should be aware that staying silent protects the bully who may be bullying others as well. Victims will be supported during and after the reporting of any incidence of bullying

Reporting- Students can report to any member of staff in school or by asking their parents/careers to inform the school. We also have a bullying reporting box for anonymous reporting in the English block.

Parents/carers

Parents/Careers are encouraged to contact the school if they believe their child is being bullied or involved in bullying. The school will deal with reports sensibly but firmly. Parents are encouraged to contact their child's tutor or Head of Year in the first instance.

Procedures

Our approach to bullying is led by the Head of Year. They are the main point of contact for parents involved in the process and can liaise with Senior Leadership where appropriate.

Upon the report of bullying the following steps will be followed

- 1) The Head of Year is informed and a record started on SIMS and any other required system.
- 2) The HOY will get statements from the students involved and any other students identified, as students are identified the HOY may require more statements.
- 3) At this point the HOY may decide to undertake a Restorative Justice Approach- this will be based on the severity and is a judgment made by the HOY.
- 4) Parents of all students concerned will be contacted regarding the incident and their support requested.
- 5) The HOY may then decide to impose sanctions for the incident concerned . If particularly severe this maybe escalated to SLT
- 6) Support will be put in place for all students to avoid this behaviour re-occurring
- 7) Should the bullying continue then further disciplinary measures will be taken which can include exclusion.

Cyberbullying

This will always be investigated, whether on or off site. Where appropriate, parents/carers, Internet Service Providers and the Police will be involved. Internet access in School will be suspended.

Monitoring and evaluation

It is the responsibility of the Senior Leadership team to ensure that this policy is being followed. Bullying will be an agenda item on Year Team meetings and within pastoral line management meetings to enable evaluation. The number of bullying incidents on SIMS will be monitored regularly to target any intervention both at an individual student and group level.

Guidelines for staff regarding managing behaviour

Recognition of good work and behaviour

It is proven that rewards are more effective than punishments in managing behaviour. These are some of the methods successfully used.

- Use of praise and encouragement — verbal and non-verbal; written comments on work
- Display of students' work in the classroom or around the School building
- Showing work to form tutor, HOD, year leader and SLT either by sending students or inviting the member of staff
- Use Achievements on SIMS – awarded at teacher's discretion in line with departmental policy
- Celebrating achievement at assembly
- Letter to parent/carer congratulating student
- Departmental certificates
- Inclusion in newsletter
- Presentation of certificates and highlighting of achievement at assemblies at the end of each term and certificate afternoons annually
- Reward trips
- Departmental postcards sent home – very popular with KS4
- Star of the Week Certificate

NB: Public recognition of achievement by individual students should only take place with the student's consent. On occasion, rewards need sensitive handling.

Achievements procedure

- Achievements are awarded by noting an Achievement on SIMS Behaviour Module
- Achievements are awarded for:
 - a) good work, (not necessarily best in the group) including good test or examination results;
 - b) good progress;
 - c) any other valuable contribution to any area of School life;
 - d) effort;
 - e) service which is regular or outstanding.
- Achievements are shown on SIMS Learning Gateway, the parents' portal, so parents are kept informed

Achievement will be rewarded as follows:

Number of Ach. Points	Actions to reward	Action by
10	Letter home	Form tutor
20	Postcard home	Year leader

30	Bronze certificate presented in year assembly	Year leader
50	Silver certificate presented in year assembly	Year leader
70	Gold certificate presented in School assembly	Year leader to relevant SLT
100	Platinum certificate presented in School assembly	Year leader to relevant SLT

- N.B. All actions to occur within two weeks of level being achieved.

Student of the Term

One per form is to be nominated by the form tutor. At the final assembly of each term, the form tutor explains why that student has been nominated and the student is presented with a certificate and a £10 voucher.

Procedures when dealing with unacceptable behaviour

PREVENTATIVE ACTION

All staff should use seating plans at the start of the School year to aid discipline. Students should only be allowed to choose their own seats once the class is fully settled in, and then only as a privilege which can be withdrawn at any time. Most classes should continue to sit where directed by the teacher throughout the School year.

- Be in the room before the class arrive (where possible)
- Consistent predictable classroom routines
- Orderly start and finish
- Consistent setting of standards
- Clear and consistent boundaries
- Have KS3/4 students stand behind their chairs quietly before dismissing

Above all, lively, interesting, relevant and accessible teaching will engage the class and minimise disruption.

Sanctions

Sanctions should be the least necessary to bring about the required change in behaviour. No teacher or student is expected to tolerate disruptive, rude or unacceptable behaviour. Classroom behaviour is initially the responsibility of the classroom teacher. Staff will be provided with structural programmes via the staff planner.

Lines of referral if required are in order (please refer to your planner for further guidance):

Class Teacher → HOD → HOF → HOY → SLT

Form Tutor → HOY → SLT

However, if a really serious incident occurs e.g. a fight, threatening or racist behaviour or blatant defiance, then pressing the emergency alert button on SIMS will bring support immediately. **If SIMS is not working, phone any member of the pastoral team or SLT. Form tutors will be alerted via SIMS.**

Concerns about homework or lack of books / equipment should be recorded and dealt with by the classroom teacher, supported by HOD if necessary, using the sanctions listed immediately below.

Sanctions available to every teacher include:

- reprimand by teacher
- 'speaking to' at end of lesson/break/lunchtime
- compulsory seating arrangement
- sending out of room briefly
- note in planner
- send to safe timetable with work – this is published each year, showing staff willing to receive one miscreant into their lesson
- detention at next break, lunchtime or after School with 24 hrs notice
- Support within the department

Classroom management - strike system

The rule for unacceptable classroom behaviour is:

THREE STRIKES AND YOU ARE OUT

Please note: blatant rudeness, defiance, direct disobedience and other serious misbehaviour should result in more serious sanctions such as detention, safe timetable, etc., **immediately** and in these circumstances the strike system for minor misdemeanours will not apply.

Examples of behaviour which would warrant a strike are:

- deliberate interruption of the teacher
- continuing to talk after being told not to
- eating or drinking in class (other than water)
- grooming themselves or others
- failing to observe departmental or safety rules
- inappropriate behaviour
- inappropriate language
- unpleasant remarks to/about another student
- unacceptable attitude to teacher/adult

This list is not exhaustive, but indicates the general standards to be applied. Once a strike has been issued, it cannot be cancelled out by subsequent good behaviour.

	On board	Reporting	Acted on by	Action to be taken
Warning	Name (or mark on laminated list as "W")	None – warning only		
First Strike	√	Record behaviour on SIMS Behaviour Module	Subject teacher	Report to teacher at time of teacher's choice
Second Strike	√ √		Head of department with subject teacher	15 minute dept detention
Third Strike	√√√		Subject teacher send to safe timetable. Then head of year	30 minute tutor's or year leader's detention
Late to lesson (not School), no books / equipment,	N/A	Record behaviour on SIMS Behaviour Module	Subject Teacher	Dependant on previous history – refer to HOD/HOF for guidance
Bad behaviour outside of lesson/ incorrect uniform	N/A	Record behaviour on SIMS by relevant staff	Form Tutor	HOY to monitor and act depending upon previous history
Homework not done	N/A	Record behaviour on SIMS Behaviour Module	Subject teacher, with HOD as needed	Note in planner followed by detention if homework still not done

Monitoring behaviour

Form tutors / HODs / year leaders to monitor behaviour reports in their form / department / year, deal with students and contact parents/carers as appropriate.

Specific trigger points for action are:

Number of Behaviour	Action
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Points in Academic Year	
10	Form tutor phone home or send letter home
20	On report to form tutor
30	Form tutor refer to year leader on year leader report
40	Year leader to bring parents/carers in
50	Year leader refer to SLT and further strategies/sanctions/support agreed

On-report procedure

Sometimes it is desirable to place a student on a special report. These are:

- **Weekly report (green)** initiated by form tutor, completed by teachers and shown to tutor and parents/carers daily + year leader weekly
- **SLT/ head of year report (pink)** – taken to named person (year leader or SLT) daily
- Other motivational reports are used occasionally to support students

No student should be taken off report until a good week has been achieved. Failure to get a report completed, or persistent poor reports should be referred up for further action.

Role of HOD/HOF

Teachers should refer students to their HOD/HOF when following the three strike system. HOD/HOF should ensure that there is a safe timetable available for their staff. This might involve working within the wider faculty to ensure appropriate classes are used.

HOD/HOF should monitor issues regarding equipment and books across their departments and carry out checks that students are keeping books to the required presentation standard.

If a student's behaviour becomes unmanageable by the strategies used by the classroom teacher, or persistent in spite of action taken, then the first line of referral will normally be to the head of department (HOD). Strategies the HOD may use include:

- Discussion with student resulting in verbal/written apology
- Student's work to be regularly checked by HOD
- Student put on Department Report, checked by HOD
- HOD to speak to/detain group
- Telephone home and letter to sent parent/carer from Department – inform tutor and year leader. The Student to work out of their own class for a period of time.
- Put student in subject area detentions – these are run and supervised by staff from within the subject area for incidents which occur in lessons or which are work-related

Role of HOY

HOY will monitor behaviour logs on a daily basis. They will add students to the report system to ensure more detailed monitoring where appropriate and by following the monitoring chart above.

HOYs will carry out investigations for serious behaviour issues and deal with behaviour issues in a non-classroom environment.

Wherever there are serious concerns about a student's behaviour, or a serious incident has taken place, the pastoral team should be contacted / kept informed. In liaison with the HOD, the appropriate member of the pastoral team may:

- see the student to discuss the behaviour,
- contact parents/carers by phone, letter or invite in for interview
- place student on daily or weekly report to year leader
- place student in the BSR within School for a period of time
- place student in Tutors' Detention.
- Refer the student to SLT for further action.

Role of SLT

SLT members will monitor the behaviour through the line management system and pastoral meetings. SLT will monitor their year group behaviour via behaviour logs on a fortnightly basis. SLT will support HOYs in following the system and will deal with referrals from HOYs when required.

A member of SLT will always be involved where there are serious or persistent behaviour concerns.

Action may include any of the sanctions listed above and the following

- Placing student on report to a member of SLT,
- Requiring parents/carers to attend for a meeting, r
- Referral to outside agencies,
- Arranging respite provision off site etc.

Exclusion can only be authorised by the Headteacher or the senior Deputy Headteacher on site at the time if the Headteacher is off site. Students may be excluded for one or more days depending on the seriousness of the offence and previous record, or permanently. For further information on Exclusions please refer to the Exclusion Policy.

Reintegration Process

After a fixed term Exclusion period a reintegration meeting must be held. This is a critical part of the overall strategy to support the student in avoiding negative behaviours.

The following process applies to this

- 1) The HOY/SLT lead will arrange for a meeting with the parents/carer and the student to be held on or just prior to the student returning to the school.
- 2) Should the parent be unable to attend then the meeting will be held at the end of the first day of the students return to school with the student present.
- 3) Once the reintegration meeting has been held the student will return to normal classes until then they will be provided with work in the Behaviour Support Room.
- 4) At the Reintegration meeting the behaviours/incident which resulted in the exclusion will be discussed. The student will be placed on a report for a two week period which will include reporting daily to their HOY or SLT lead. The student will also be

supported with mentoring to support their transition.

Serious Incidents

- If there is a serious incident, the classroom teacher should seek help and support immediately. It is vital that any serious disciplinary incident is recorded fully and a copy passed to both HOD and the pastoral team
- It is impossible to pursue more serious disciplinary sanctions, such as the BSR or exclusion, without adequate written evidence. Any such report must be signed and dated, including the year.
- Immediate help can be summoned by pressing the emergency alert button on SIMS, or if SIMS is not working, by phoning any appropriate member of the pastoral team.
 - feedback regarding the reasons and situation that led up to the pushing of the emergency button to be written up and passed onto the HOF and SLT in charge of behaviour within a week of the incident so that action can be taken to reduce the need for such a situation in the future

Allegations against staff

Any allegation against a member of staff should be referred to a member of SLT immediately, unless it is a Child Protection issue. (see Safeguarding Policy for guidance.) A thorough investigation will take place, including the member of staff being asked for his/her version of events.

Where a malicious allegation has been made, appropriate sanctions will follow, taking into account the age, level of understanding and Special Needs of the child, and also the nature and context of the allegation. Such sanctions may include fixed term or, rarely, permanent exclusion.

Sanctions

Detentions

These are a non-negotiable part of the behaviour policy

During the School day

- Detentions can be issued by any member of staff and can be held during break-time and lunchtime, before or after School as decided by the member of staff running the detention.
- With lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet.
- Any detention must be held in a classroom, and continuously supervised by the teacher who gives the detention, unless other arrangements have been agreed for supervision.
- No one may be put in detention in the staff corridor or any unsupervised place.
- All students should be in full School uniform and not wearing coats or scarves.
- Phones are banned in detentions as they are for lessons.

After the School day

- Detentions for no more than 15 minutes may be held at the end of a school day without notice.
- All students will be dismissed 15 minutes after the end of the school day unless a longer detention has been discussed with home.
- At least 24 hours notice to parent/carers must be given for longer after-school detentions
- This will be communicated with parents via the student planner or through a phone call/email home.

Tutor's detention is supervised on a rota basis, and takes place in a specified room on Tuesdays, Thursdays and Fridays. This is for "pastoral" issues such as poor comment while on report, not attending another detention, incomplete report, possession of mobile phone etc. and is given by form tutor, member of the pastoral team or SLT. If you put a student in tutor's Detention, you must note it in her planner, and fill in an orange slip. This should be placed in the clear envelope on the staffroom board. It is NOT for homework / work not done – that should be a teacher or department detention.

the BSR (Behaviour Support Room)

HOY/SLT can place students in the BSR as part of a sanction but also if appropriate whilst carrying out an investigation.

If the BSR is used as a sanction the following should be followed

- the BSR is for a fixed and continuous period of time not exceeding 5 days
- Any student directed to the BSR will complete a reflection diary considering the reasons for them being directed there.
- Students directed to the the BSR will also have a follow up meeting with the ELSA to consider their response to the given situation with an aim to identify the root cause of the behaviour and hopefully avoid a repeat occurrence
- Parents will be notified that their child has been placed in the BSR
- Any student who is placed in the BSR for a second time in any one term will automatically be referred for mentoring.
- A student can be placed in the BSR only twice in any one term.

After that, behaviour serious enough to otherwise warrant the BSR, will result in a fixed term exclusion.

1. This is due to the fact that by this point the student will have received warnings, explanations and intervention, and she has not changed her behaviour.
2. In this case, a meeting of form tutor, mentor, SEN representation and if felt advisable parent and / or other agencies must be convened by the pastoral team to discuss the student and ways forward.
3. This should normally include completing a CAF

Online Learning Sanctions

Use of the online learning platform is treated as the same as being on the school site. The above rules relating to bullying apply in the online environment as they would on school site.

The following is the process for sanctions during live lessons

- 1) Students will receive a warning for minor incidents from the teacher.

- 2) Continued incidents or more serious behaviour will result in the student being removed from the lesson
- 3) If the behaviour is viewed as serious then the teacher can block the student from subsequent lessons.
- 4) If a student is removed from a lesson or blocked from future lessons then parents/carers will be contacted.
- 5) Staff will log the behaviour using the online system
- 6) HOYs will decide on possible further sanctions depending on the frequency/seriousness of the behaviour once the student is back on school site.

Sixth form policy

The Sixth Form operates a slightly different rewards and sanctions policy. All students sign a Code of Conduct (see appendix) on entry into the sixth form which stipulates the rules and regulations which all students will abide by. Achievement and behaviour are recorded on SIMS Behaviour Module as for years 7-11.

Vandalism/Criminal Damage

Should a student engage in vandalism/criminal damage including graffiti then any costs incurred will be passed on to the student/parent. This includes the hourly rate of staff needed to repair/remove the damage. This is in addition to any other sanction.

Special Measures

Should exceptional circumstances occur then sanctions for breaching special behaviour expectations will follow the above sanction system. Any such expectations and sanctions will be added as an appendix to the behaviour policy.

Mobile phones and other electronic devices

Students in years 7-11 may bring a mobile phone etc. to School

They must be-

- turned off on entering the School grounds (before passing through the main gate) and put out of sight.
- locked in their own locker at the start of the School day,
- collected at the end of the School day,
- Not turned or shown in public until the student has left the School grounds.

Outside of this process the following sanction process will occur-

1. The MP3/4 player, camera, iPod, etc. (this list is not exhaustive) which is found on any student will be confiscated for a week,
2. It will then be available for pick up by a parent/career. If the confiscated item is not allowed then the student will have the detention sanction doubled.
3. The student will have a one hour detention which must be served prior to the phone etc. being returned.
4. If the student was deliberately using the phone or other device, 2 one hour detentions will be issued.

Sixth form students may have their phone on them, but it must be switched off in lessons and may only be used in the sixth form common room.

Where an electronic device is found, the School may examine any data or files on the device if there appears to be a good reason to do so. Following an examination, the School may erase any data or files, again if there seems to be a good reason to do so. A good reason would be that the data or file in question has been, or could be, used to cause harm, to disrupt teaching or break the School rules. Where necessary the school will refer to the schools police team.

Searching students and confiscation

The following is based on the current law and on DFE guidance issued 2012.

Any search must be carried out with a witness and by a person who is the same sex as the person being searched. Where possible, the witness should also be the same sex as the student being searched. Where a student's possessions are being searched, this should be done in the presence of the student, unless the need is urgent and serious harm may result from delay. The person conducting any search can require a student to remove coats, scarves, gloves or footwear, or a jumper if worn over a blouse /shirt, but no other clothing.

SLT and year leaders can search a student for any item if the student agrees. If the staff member suspects that the student has a banned item, they can instruct the student to turn out his/her pockets and can look in his/her bag and locker. If the student refuses, this should be treated as defiance and sanctions according to the School behaviour policy will be applied. This is likely to be the BSR or exclusion depending on the full circumstances.

School staff can require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of students.

The Headteacher, SLT and year leaders can search students or their possessions without consent, where they have reasonable grounds for suspecting that the student may have any of the following:

- knives or weapons,
- alcohol,
- illegal drugs,
- stolen items,
- tobacco and cigarette papers,
- fireworks,
- pornographic images.
- Also any item that the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury, or damage to the property of, any person (including the student).
- Items identified in Appendix 5- Prohibited items

SLT, or other School staff instructed by them and in their presence, can use such force as is reasonable given the circumstances when conducting a search for knives and 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. Such force **cannot** be used to search for items banned under the school rules.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. Such an item can be confiscated, retained or disposed of by the School as a disciplinary penalty where reasonable to do so. Where any item is thought to be a weapon, or if controlled drugs are found, this must be passed to the police.

Guidelines for students

Behaviour expected of students in classrooms – lessons, registration and tutor time.

1. Arrive on time.
2. Line up outside the classroom quietly and in single file if required to do so.
3. Enter the classroom and sit down in the seat indicated by the teacher in a quiet and orderly fashion.
4. Take out books, materials and equipment, including homework planner and put bags under tables.
5. Be silent during the register and seated.
6. Treat everyone and everything in the room with respect.
7. Listen carefully to instructions and advice given by your teacher, and follow promptly.
8. Follow the particular rules and requirements for each different subject, especially with regard to safety procedures. The buzzer is there for the teacher, not the student.
9. Write down homework in your homework planner.
10. Books and belongings may be put away only when a member of staff gives permission.
11. Return chairs to their correct places. You may not leave until the room is tidy.
12. When dismissed, leave quietly and sensibly.
13. Students are not allowed to go to the toilet, unless they have a pink medical slip or the matter is obviously urgent and impeding learning. The time must be noted in your planner on the correct date and signed; you must take this with you to show staff if challenged.
14. Grooming (doing hair, putting on cream, applying lipsalve, etc.) is not appropriate behaviour in a lesson.
15. You may have water to drink in most lessons, except where it is banned on health and safety grounds, but it must be in a clear bottle with a sports cap.
16. Online behaviour which brings the school into disrepute will draw the same sanction as it would if it occurred in the school environment,
17. Online bullying will not be condoned and such behaviour will be subject to the anti-bullying policy.

If the teacher does not come to the classroom, the form captain (or a substitute) should report to the front office. If you are allowed into the classroom, begin work or read a book.

If you are late to a lesson, you should enter the room and wait near the door until a suitable moment to apologise to the member of staff and, after doing this, sit down quietly. If you are delayed by a teacher and this causes you to be late for another lesson, then you must get a note from the teacher who has kept you, and show it to the teacher you are going to.

Behaviour for Learning

The key to success is effective learning in the classroom. It is important for both your learning but also the learning of others. In the classroom we expect the following behaviours

Sit up straight
Listen
Answer Questions
Never Interrupt
Track the Teacher

If you don't follow these rules then you will subject yourself to sanctions.

Uniform

The required uniform is described both in the student planner and in Appendix 4. Uniform requirements apply both onsite, whilst travelling to and from school and whilst on school trips/visits unless otherwise informed.

Students should be aware

- Bags should be sufficient to hold A4 size books
- Hoodies are not school uniform and if worn will be confiscated
- Jewellery should be one small plain gold or silver stud in each ear. A wrist watch may be worn - all other Jewellery is prohibited
- Nail extensions are banned as is nail varnish
- Make up is not permitted
- The School blazer is to be worn with the appropriate jumper underneath not instead of the jumper
- Coats must be black/red or white
- Colour is only permitted if it is a 'natural' shade (Black/Brown/Blonde/Ginger).
- Brightly coloured hair is forbidden
- Shoulder length/long hair should be tied back at all times
- Hair accessories should be red/black or white.
- Headscarfs worn for religious reasons should be black (or white in the summer only)
- Stockings are not to be worn as headbands
- Henna must only be worn for major festivals if permission has been given in advance at least two weeks prior to the festival.
- Bandanas are not permitted
- Lanyards and student ID must be worn at all times around the neck and visible.

Uniform detentions

Students who breach Uniform rules are subject to the behaviour policy. This can include detentions, the BSR and exclusion in extreme cases.

If a student comes into school in the incorrect uniform the school reserves the right to loan the correct uniform for the day or if they are in KS4 send the student home to change.

Should a student lose their lanyard/student ID card then a charge of £5 will be levied as well as any other sanction deemed necessary by the tutor/HOY.

Moving between lessons

- You should move quickly and quietly to your destination.
- You must keep left in corridors / on staircases and follow one way systems as required.
- Classrooms are not to be used as short cuts; this includes the Hall when a lesson is in session.
- There should be no eating and drinking on route.
- You should not return to lockers between lessons.
- Courtesy is expected at all times, for example – holding doors open.
- Do not shout in the corridors.

Breaktime

You should be in the dining halls or playground. KS4 only may be in the hall. You may eat in the Hall and dining halls. You must not hang around staircases, corridors, stairwells or lobbies, or be in classrooms.

Lunchtime

You may be in the dining halls, the playground or in your allocated classrooms (Oct-Mar only). KS4 only may be in the hall. No bags or coats may be taken into the dining halls; however bags must not be left on the floor blocking doorways or stairways. Queuing must be in an orderly fashion. After using dining tables you must clear up your table, including any spills.

Food may be eaten in the Dining Hall, Hall or playground only. You must not hang around staircases, corridors, stairwells or lobbies.

Dining Hall

You can exit from dining halls through the Hall, via the West Wing corridor or out the far side and round to the PE corridor. No-one may go via the front drive.

Classrooms

At lunchtime October-March, and in inclement weather, you may use rooms as allocated. These rooms are allocated for a year group, and it is unfair if only the students in one form may use the room.

During lunchtime you are allowed to work quietly or sit and talk in the rooms allocated for your year group. This arrangement is subject to the form captains having signed an agreement about the use of the rooms. No equipment, electrical or otherwise can be used without an adult being present to supervise.

Permission to use these rooms is given on the understanding that no mess or litter is left in the room at the end of lunchtime. If this is not the case, or if other misbehaviour has occurred, the **whole year group** will be locked out of their rooms for a specified period of a few days. If your year group has been banned from your allocated rooms because of litter /

bad behaviour, you should all be in the dining hall or playground. The hall is not an alternative in this situation

The field

The field may be used at lunchtime in the summer term only.

Travelling to and from School

- It is important that you remember that you are representing the School in the local community. You must wear the correct uniform.
- You are expected to behave in a civilised and considerate manner as you walk along pavements, queue for buses and get on/off public transport.
- You must not use the front door of the School.
- You must use the fenced off pathway beside the drive and not cut across the grass areas.
- The pedestrian crossing must be used and parents/carers must not drive into school grounds or park on the yellow lines outside the School.
- The railway footbridge must not be used; you must use the Manor Farm Bridge instead.
- You must not talk to, or accept lifts from strangers. Any suspicious or unpleasant incidents must be reported to the police.
- You must ensure they can get home safely in all circumstances e.g. if staying late or if we have extremely bad weather conditions

Students' responsibility for health and safety at School

You are expected:

- To exercise personal responsibility for the safety of yourselves and other students
- To observe standards of dress consistent with safety and hygiene (do not wear unsuitable footwear and do not bring anything dangerous on to the School site; you will be required to keep special safety rules in practical lessons
- To wear any headscarf worn for religious reasons securely tied and to remove it for physical activities in the gymnasium
- To observe all the safety rules of the School and, in particular, instructions of the teaching staff given in an emergency
- Not to wilfully misuse, neglect or interfere with things provided for your safety
- You must not touch electrical equipment unsupervised or without specific authorisation

Online Learning

Expectations of behaviour on Google classroom: students are to take note of the following expectations and take responsibility for their behaviour during live lessons

Do's

- Log on in time for your live lessons when working from home.
- Register with your teacher at the beginning of the lesson.
- Ensure that your video is off at all times unless you are asked to turn it on by your class teacher

- Ensure that you start the lesson with your microphone off. You may be asked by your teacher to turn this on to answer questions, provide feedback or to read.
- Attend live lessons with a positive attitude and contribute to lessons through the chat or by turning your microphone on when asked to do so.
- Have a copy of your timetable and the lockdown timetable to ensure that you know when your lessons are taking place.
- Attend form time and communicate to your form tutor and your teachers about your wellbeing and how you are feeling, we care about you and want to know that you are safe and well.
- Remember you have signed the 'ICT & Internet acceptable use policy'

Don'ts

- Do not try to take part in a live lesson if you are very sick or feeling unwell. Your health is important and we only want you to log on when you are able to.
- Do not miss an opportunity to continue your learning by ignoring Google Classroom when in isolation if you are well.
- Never take a screenshot, photograph or recording of your teacher while on Google Classroom. This is a very serious incident and will be sanctioned by the school.
- Never misuse the chat function or the stream function of Google Classroom to have conversations with your classmates or friends – this should only be used for class work or communicating with your teachers.
- Behave appropriately - as are expected to in lessons in school

Students should also refer to the school **ICT & Internet Acceptable Use** policy which is signed during their enrolment process and states:

- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the School into disrepute.
- I will use appropriate language – I will remember that I am a representative of the School on a global public system. Illegal activities of any kind are strictly forbidden.
- I will not use language that could stir up hatred against any minority group. This includes creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person or group.
- I am aware that I am responsible for my actions should I be found to be involved in Cyber-Bullying incidents both inside and outside of School hours. I will not undertake any activity that violates the privacy or dignity of myself or other users.
- I am aware that I am morally and legally responsible for all that I write, publish and comment about on the internet (including Twitter, Facebook etc)
- I realise that files held on the School network will be regularly checked by the Network Manager or other members of staff.
- I will take responsibility for behaving safely and for all of my actions whilst using the internet. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other

authorities may be called to investigate such use. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network and beyond.

- I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to the Network Manager.
- I understand that I am not allowed access to unsupervised and/or unauthorised chat rooms/social media sites and should not attempt to gain access to them.
- I will not trespass into other users' files or folders. I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the Network Manager.
- I will ensure that I log off after my network session has finished. If I find an unattended machine logged on under other usernames I will not continue using the machine – I will log it off immediately.
- I am aware that e-mail is not guaranteed to be private and any messages that fall short of the requirements of this policy will be followed up and dealt with appropriately.
- I will not use the network in any way that would disrupt use of the network by others.
- I will not download and/or install any unapproved software, system utilities or resources from the Internet.
- I realise that students under **reasonable suspicion** of misuse in terms of time, activity or content **will** have their usage closely monitored or have their past use investigated.
- I will not send or publish material that violates copyright law.
- I will not attempt to harm or destroy any equipment, work of another user on the School network, or even another website or network connected to the School system.
- I will not copy from the internet, other student's user area or shared areas and pass off subsequent work as my own. I understand that is plagiarism and is not acceptable to either the School nor to the exam boards in the case of coursework or controlled assessments.

Sustainable behaviour

You are expected to have a sustainable approach to School life. This includes reducing energy and waste by recycling and reusing resources wherever possible, turning off electrical and water supplies when not in use and avoiding littering and vandalism within School grounds and the wider community. By doing this, you will make Norbury High School a greener, cleaner, happier and healthier place to be.

Special Measures

Students, staff and parents/carers should be aware that due to unforeseen circumstances additional behaviour measures may be required. These will be added to the behaviour policy in the form of Appendices which will outline the circumstance of the additional measures, sanctions and their place in relation to the above.

Monitoring and evaluating the policy

This policy will be monitored and evaluated by:

1. Displaying the Behaviour Contract in form rooms and including it within the planner.
2. Review and discussion within the PSHE programme.
3. Including Contract points in the Bulletin as behaviour targets.
4. Effectiveness of policy to be reviewed — on the agenda at pastoral, department, year leaders and SLT meetings regularly.
5. Parents, students and Governors to be asked to review effectiveness of the policy.
6. SLT to maintain overview of implementation of the policy.
7. Should special measures be required these will be added as an appendix to the main policy and presented to the Governors.

An **equality impact** assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation

Updated 2020.

Appendix One: BEHAVIOUR CONTRACT

Name _____ Form _____

Living with others

1. I will respect all members of the School community and will use good manners towards everyone.
2. I will respect those who are different from myself and will not behave in a racist or prejudiced manner.
3. I will accept the authority of teachers, other School staff and prefects.
4. I will not be involved in any form of physical violence or bullying.
5. I will not use verbal abuse or intimidate others.
6. I will respect other people's property and will not steal.

Health and safety

7. I will observe all the safety rules of the School, and in particular, instructions of the staff given in an emergency.
8. I will take care of the School building, its contents equipment and grounds, and will have a sustainable approach to School life, recycling and reusing items where possible, and turning off water and electricity supplies when not in use. I will not litter or vandalise in or around School. This will make School greener and cleaner for all.
9. I will not bring into School items forbidden on the grounds of safety and security. These include illegal substances, cigarettes, matches or lighters, glass bottles or containers, aerosol containers, solvents, and chewing gum. I understand that banned items may be searched for, will be confiscated and I may be punished. If I bring a mobile phone, personal music player, computer tablet, camera or other electronic device into School, I will ensure it is locked in my locker for the whole of the School day and will not use it on School premises.
10. I will stay on the School premises during the whole School day, which includes lunchtime, unless I have written permission to leave.

Personal organisation

11. I will attend School as required and be in School on time.
12. I will wear full School uniform, as detailed on the uniform list, and only the jewellery allowed by School rules.
13. I will carry and use my planner at all times and make sure it is signed by my parent/carer each week.
14. I will do my homework as set.
15. I will make sure I have all the necessary books and equipment for each lesson, including PE kit.

I agree that I have read and understood this Behaviour Contract. I understand that this contract applies to my behaviour at School, travelling to and from School, and on School journeys and visits. I will keep the School Rules listed above. I understand that, if I break any of these rules, I must accept the consequences of my actions. These include detention for 10 minutes at the end of the School day without notice, or longer with 24 hours notification in my planner. Punishment may include the BSR or exclusion from School.

SIGNED:

Student _____ Parent/Carer _____

Date _____

Appendix Two: Home/School AGREEMENT

The School will:

- Aim to provide a broad, balanced and appropriately differentiated curriculum
- Stand against any incidence of racism, discrimination or bullying
- Help students to learn, develop and succeed in all aspects of School life
- Provide a disciplined and supportive environment to enable learning to take place
- Contact parents/carers if there are any serious concerns regarding a student's School work or behaviour
- Provide parents/carers and students with regular information on progress made via reports and parents evenings
- Encourage students to take part in extracurricular activities provided

The parents/carers will:

- See that their daughters attend School regularly and do not take holidays in term time
- Contact the School on the first day of absence and send a note on the day their daughter returns to School.
- Ensure their daughter is on time for School
- Ensure that the correct School uniform as outlined on the uniform list is worn
- Assist their daughters in following the School's Behaviour Contract
- Make the School aware of any concerns or problems that might affect their daughter's work or progress
- Attend Parents' Evenings and discussions about their daughter's progress
- Support the School's policies and sanctions including after School detentions and mobile phone policy.
- Check, sign and use the planner as an important communication link
- Make sure there is a quiet place and provide materials (pens/pencils, etc.) for the student to do any homework set

The student will:

- Follow the rules outlined and agreed to in the School's Behaviour Contract as stated overleaf
- Attend School as required and be on time
- Wear the correct uniform as outlined on the uniform list
- Record homework in her planner, and complete and submit it on time

I understand that this agreement is for the duration of my daughter's time at the School and that failure to accept the School's sanctions may result in forfeiting a place at the School.

Signed _____ Parent/carer Date _____

Appendix Three: Sixth Form Student Code of Conduct

The sixth form staff wish all students to complete their programmes of study successfully and believe that all students will act appropriately to achieve this end. All students are required to observe and adhere to the code of conduct shown below. **Failure to do so could lead to disciplinary action through the SIMS system.**

You are expected to:

Take responsibility for your learning and approach your studies to gain maximum benefit and achievement by:

- Completing all class and homework set by teaching staff, submitting work to deadlines, and by catching up on any work through absence
- Arriving for registration on time, which begins promptly at 8.20am (8.50 Tues/Thurs)
- Attending classes promptly and regularly
- Informing your tutor of any absence and by providing evidence of illness etc as required
- Informing your tutor and subject teachers if you experience any difficulties, or if there are reasons why you may not be able to complete work, and, if necessary, seeking help from them
- Completing classwork and homework satisfactorily
- Accepting that you could be asked to leave the sixth form at any time if your attendance falls below 90%
- Accepting that entry at A2 level is conditional of having achieved at least a D at AS level
- Accepting that entry at A2 level is conditional of having an attendance record of at least 90%

Respect other people by:

- Conducting yourself in accordance with our Equality, Race Equality and Cultural Diversity Policy
- Not physically or verbally abusing anyone in the sixth form or School
- Not hindering the work of any other member of the sixth form or School
- Not bringing or encouraging strangers onsite
- Switching your mobile phone off except when within the confines of the sixth form common room

Be responsible for the health and safety of yourself and others by:

- Following safety rules and fire drill procedures
- Not bringing or using alcohol or illegal substances on site, or coming on site under the influence of alcohol or illegal substances
- Not bringing anything on site which could be used as an offensive weapon
- Not smoking anywhere on site
- If in year 12 the student will remain onsite during the whole timetabled day, only coming off site at lunch if desired; in year 13 the student can only remain off site if a home-study agreement has been signed
- Return consent forms for trips with parental/carer signatures and emergency contact numbers before the day of the trip and behave appropriately on all educational visits

and on public transport to and from Norbury High School, and always use the zebra crossing outside of School

Respect the building and premises by:

- Treating all School property with respect by not defacing or vandalising any of the buildings or decoration
- Dressing appropriately for School, recognising that jackets, coats, hats and gloves are not to be worn indoors and never in lessons; bare midriffs and T-shirts with straps or inappropriate logos are unacceptable for a professional working environment
- Wearing a dress code of black and white for formal occasions

The following acts will lead to immediate exclusion and possible permanent exclusion:

Bringing or inviting strangers on-site
Illegal acts including violence, vandalism, use of illegal substances; possession of offensive weapons; racist behaviour or racial harassment; sexist behaviour and sexual harassment of all kinds

Student's name: _____ Signature: _____ Form: _____

Signature of parent/carer: _____ Date of contract: _____

Appendix 4

Uniform List			
1.	Skirt black classic style at or just below knee length (not skin tight)	OR	Trousers Black formal, classic full length, not skin tight
2.	Blouse Plain, white, revere-neck style. A plain white short sleeved t-shirt may be worn under blouse		
3.	Jumper (Years 7/8/9) Scarlet V-neck with official pattern school logo (not sweatshirt)	OR	Cardigan (Years 7/8/9) Scarlet V-neck with school logo
4.	Jumper (Years 10/11) Black V-neck with official pattern school logo (not sweatshirt)	OR	Cardigan (Years 10/11) Black V-neck with school logo
5.	Outdoor Coat Plain black or plain red or plain white. No decoration except reflective strips for road safety. No suede, leather, fur, denim or sweatshirt/hoodie Blazers are to be worn by Years 7 to 11		
6.	Socks Plain white or black, ankle or knee length. Socks may not be worn with tights.	OR	Tights Plain neutral colour or plain black NOT leggings or footless tights.
P.E Uniform			
1	Official School black t-shirt with logo	2.	Official school tracksuit top with logo or plain black jumper
3.	Official School tracksuit trousers with logo or plain black tracksuit trousers Official School shorts with Logo or plain black shorts		
4.	Appropriate lace up trainers for sport. No Plimsolls	5.	Socks black or white
PLEASE NOTE THAT THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR MONEY OR PERSONAL PROPERTY			

Appendix 5 – Prohibited items

Statutory Items

- weapons, eg knives- this includes any grooming products with a blade or with a sharp point
- alcohol
- illegal drugs
- stolen goods
- tobacco products, eg cigarettes
- pornographic images (of any kind, eg tabloid topless pictures and 'lads' mags' as well as extreme adult material)
- fireworks
- anything that has been, or is likely to be or could be used to cause injury or commit an offence

School Prohibited Items

- chewing gum
- fizzy drinks including high energy drinks
- Non-uniform clothing if worn on school site eg Hoodies
- glass bottles including perfume bottles
- items with a flame- eg Lighters/matches
- Grooming products in particular anything with a sharp point or blade. These items will be treated in the same light as bringing any other dangerous item on site
- All jewellery except for a watch and one pair of plain gold or silver stud earrings worn in the earlobes
- aerosol cans including deodorants
- correction fluid, permanent marker pens or other solvents
- electronic items except under the mobile phone policy rules
- e-cigarettes, shisha pens or liquids for these
- any items which are inappropriate for the age of the child or the school environment

Appendix 6

Special Measures relating to the Covid Pandemic- 2020-2021

The following measures were put in place-

- 1) Students were put into allocated bubbles as per Government Health Guidance.
- 2) A one way system was implemented across the school site
- 3) Students were required to provide their own pens/glues etc
- 4) Students were expected to wear face masks covering nose and mouth when in inside communal areas, these could be removed in lessons
- 5) Students had a staggered day including lunches and breaks.

Following behaviour systems are implemented to support these measures-

- A new behaviour point has been added to SIMS (breaking covid protocol)
 - 1) Gentle reminder if they are just going in the wrong direction.
 - 2) Purposefully moving in the wrong direction- behaviour point and detention after school
 - 3) second offence – seclusion
 - 4) Third offence – excludable
- Breaking bubbles (this is seen as deliberate)
 - 1) Seclusion
 - 2) Second Offence- Excludable
- Failure to wear a face mask
 - 1) A Uniform behaviour point is issued
 - 2) A face mask will be issued (if the student doesn't have one) and £1 charged
 - 3) Continued failure to wear a face mask will result in further sanctions.

Note these measures are subject to changing guidance from the Department for Education.