COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

A4 BEHAVIOUR, SANCTIONS & REWARDS POLICY

COMMITTEE	Curriculum & Student Matters
SLT RESPONSIBLE	Dawn Frost Associate Principal
REVIEW	Every 2 years or earlier if there is new statutory guidance
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COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

BEHAVIOUR, SANCTIONS & REWARDS POLICY

1 STATEMENT OF PURPOSE

The purpose of this policy is to ensure that all staff share clear expectations and communicate them to students so that good behaviour enables all students to learn in the most effective manner, through the consistent delivery of this policy.

This policy takes account of the School's legal duties of the Equality Act 2010 in respect of safeguarding and students with special educational needs and DfE guidance Behaviour & Discipline in Schools, Advice for Headteachers and school staff (February 2024).

This Policy also links to the following CCHSG and Alpha Trust Policies:

AT2 Safeguarding & Child Protection Policy
AT4 Health and Safety Policy
A3 Safeguarding & Child Protection Policy
A5 Anti-bullying Policy
A6 Exclusion Policy
A9 SEND Policy
A10 Disability & Accessibility Policy
A11 Equality Duty Policy
40 Harmful Sexual Behaviour/Peer on Peer Abuse Policy
44 E-Safety Policy
48 Drugs & Alcohol Policy

Searching and Screening Confiscation at School DfE (July 2022)

Use of reasonable force – Advice for Headteachers, staff and governing bodies (July 2013).

2 CODE OF CONDUCT

2.1 The School expects that students are courteous to and considerate of all other members of the school community at all times. Students should behave in a positive and supportive manner both in school and off the school site including behaviour on activities arranged by the School, on the way to and from School, when wearing school uniform in a public place or in some other way identifiable as a student at the school (including in photographs on social media sites). Students are expected to follow the Code of Conduct circulated to parents each year and published in the Student Planner. (See Appendix I).

2.2 The Governors and Principal intend that the School rules and the sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of students when they are away from School premises

and outside of the jurisdiction of the School, for example during half term and the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member or members of the School community or a member of the public, or brings the School into disrepute.

3 REWARDS

As a school we recognise that a key part of developing the potential of our young people is giving encouragement and praise. Praise is a key component of good teaching and good staff/student relationships. Staff at Colchester County High School for Girls are encouraged to actively look for opportunities to praise students both within and beyond lessons. Our system of rewards allows us to celebrate achievement, excellence and student contribution in all aspects of school life.

The school is committed to promoting and rewarding good behaviour and may do so in some of the following ways, although this list is not exclusive and is open to review by the student body and Student Voice Group, together with the school's Leadership Team:

a) Students between Y7 and Y13 earn merit certificates and badges based on the AWARDs merit system. The categories are as follows:

***A**cademic.*
***W**ider school and extra-curricular activities.*
***A**ttendance of school clubs.*
***R**ole model – Doing the right thing.*
***D**etermination - Showing resilience and effort.*
***S**ocial – Helping others in the community.*

AWARD merits are awarded and recorded by staff and ranked by the following:
On reaching: 50 merits a Bronze Merit Certificate is awarded with badge.
100 merits a Silver Merit Certificate is awarded with badge.
150 merits a Gold Merit Certificate is awarded with badge.
200 merits a Platinum Merit Certificate is awarded with badge.
Gold and Platinum award winners go into the grand prize draw in the summer term of the academic year.

b) After each timetable progress check students with the highest Attitude to Learning, i.e. gaining the majority of 1's for ATL, are sent a letter initially by their Form Tutor, if at the next progress check they are again one of the highest students then they receive a letter from their Year leader, and if a third

time from a member of the Senior Leadership Team, to acknowledge their positive attitude to learning.

c) Certificates (or letters in Year 12/13) are awarded for 100% attendance.

d) Letters or school postcards are sent to students deserving of praise for specific activities on a regular basis. Competition certificates and awards are frequently distributed in assemblies. Celebration Assemblies are held regularly to highlight effort and achievements of both individuals and form groups.

Other/whole school rewards.

- The Principal's Community Service Award (MVP Award)
- Praise letter or postcard from the Principal or Senior Leadership Team

4 SANCTIONS

The School understands that the use of sanctions must be reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual student needs in determining the appropriate use of such sanctions, including the student's age, any special educational needs or disability and any religious requirements affecting the student. The School has the following range of disciplinary sanctions that may be implemented as appropriate (See Appendix II):

A verbal reprimand

Extra work or repeating unsatisfactory work until it meets the required standard

Loss of privileges

School based community service e.g. litter picking or removal of graffiti

Handing your mobile phone into reception each day

Being placed on report

Phone call/letter home to parent/carer

Detention (including during lunchtime, after school and at weekends)

Internal fixed term suspension; This may be from specific lessons, for whole days, and/or at lunchtime.

External fixed term suspension

Exclusion. (See A6 Exclusions Policy)

4.1 Parents will be given at least 24 hours notice in writing of detentions outside of school hours. Parental consent is not required for detentions.

4.2 Where a behaviour incident occurs (e.g. bullying, social media misuse) an investigation will be conducted, including speaking to the student(s) involved. This may lead to further action following the School Behaviour, Sanctions and Rewards Policy and/or involvement of outside agencies.

4.3 In all cases of misconduct, including those outside of the School, the Principal will consider whether the police or the local authority's anti-social behaviour co-ordinator should be notified of the disciplinary action taken. The police will always be informed where the student's behaviour is criminal or poses a serious threat to a member of the school community or general public.

4.4 Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the School's Safeguarding and Child Protection Procedures will be followed.

4.5 Behaviour concerns, incidents and sanctions will be recorded on the school information system.

5 EXCLUSIONS

5.1 The School will follow government guidance on suspensions and exclusions, unless there is a good reason to depart from it. The School aims to operate within the principles of fairness and natural justice.

The School's policy on exclusions applies to serious breaches of school discipline occurring inside and outside of the School as set out in clause 6 in the Exclusion Policy. Please see A6 Exclusions Policy, AT2 Safeguarding & Child Protection Policy, A5 Anti-bullying Policy, 40 Harmful Sexual Behaviour/Peer on Peer Abuse Policy, 44 e-Safety Policy, 48 Drugs & Alcohol Policy, AT4 Health and Safety Policy, Searching and Screening Confiscation at School DfE (July 2022), Use of reasonable force – Advice for Headteachers, staff and governing bodies (July 2013).

5.2 Suspensions can take the form of:

- Fixed term internal suspension;
- Fixed term external suspension
- Permanent exclusions (PEX);
- Suspension for part of the school day or week;
- Lunchtime suspensions

5.3 The following exclusions will be reviewed by the governing body:

- All permanent exclusions;

- Fixed term suspensions that would result in a student being excluded for more than fifteen school days in any one term;

- Fixed term suspensions that would result in a student missing a public examination.

6 MALICIOUS ALLEGATIONS AGAINST STAFF

Where a student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy.

Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.

7 USE OF REASONABLE FORCE

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force: advice for head teachers, staff and governing bodies* (July 2013) and only when immediately necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- to maintain good order and discipline in the classroom or elsewhere

Where restraint is used by staff, this is recorded in writing and the student's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment.

8 SEARCHING STUDENTS & CONFISCATION OF INAPPROPRIATE ITEMS

8.1 Informed consent

School staff may search a student with their consent for any item which is banned by the School rules. If a member of staff suspects that a student has a banned item in their possession, they can instruct the student to turn out their pockets or bag. If the student refuses, an appropriate sanction will be applied in accordance with this policy.

8.2 Searches without consent

In relation to prohibited items, as defined below, the Principal, and staff authorised by the Principal, may search a student or a student's possessions

without their consent where they have reasonable grounds for suspecting that a student has a prohibited item in their possession.

Prohibited items: Includes, but not exclusively : knives or other items fashioned into a weapon (Including razor blades, Stanley knife blades, pencil sharpener blades or other sharp objects), alcohol, illegal drugs, tobacco, cigarettes, Vapes, lighters, fireworks including flares, pornographic images or images which are perceived or could cause offence, laser pens, stolen items and any other items as defined as such from time to time. This includes any article that has been or is likely to be used to commit an offence, cause personal injury to the student or others, or damage to a property.

If staff believe a student is in possession of a prohibited item above they may search:

- Outer clothing including hats, scarves, gloves, boots, blazer and kilt pockets
- School property, e.g. lockers or desks
- Personal property e.g. bag or pencil case

If the student refuses, the teacher can apply an appropriate punishment as set out in the school's Behaviour Sanctions and Rewards policy.

8.3 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions should be carried out in the presence of the student and another member of staff. All such searches will be conducted by members of staff of the same sex as the student being searched. Parents/carers will be notified of any searches out of courtesy.

8.4 Where the Principal, or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance *Searching, Screening and Confiscation (July 2022)*. School staff may also seize any item, however found, which they believe consider harmful or detrimental to school discipline. Parents/carers will be notified immediately.

8.5 Confiscated items

Weapons, knives and child pornography will always be handed over to the police, otherwise it is for the School to decide if and when to return a prohibited confiscated item. In some cases, the item may be handed over directly to parents/carers.

8.6 Banned items

Where a banned item under the school rules has been found, staff should take into account all relevant circumstances and use their professional judgement when deciding whether to return directly to the parent, retain, hand over to the police or dispose of the item in a suitable manner.

8.7 Electronic Devices

Where staff conducting a search find an electronic device they may examine any data or files on the device if they think there is reason to do so. If inappropriate material is found on the device this ~~may be deleted~~ should not

be viewed or deleted, but retained on the device e.g. for passing on to parents or in serious instances, the police.

Further information and advice can be found in *DfE guidance: Searching, Screening & Confiscation at School (July 2022)*.

9 PARENTS & CARERS

9.1 Parents and carers must insist that their child contributes positively towards the learning environment by:

- supporting the School Code of Conduct and disciplinary procedures.
- encouraging their child to be kind to other people, treating others with respect, including when online or using social media platforms. They should take responsibility for their own behaviour and being aware of the effect their actions and behaviour can have on others.
- ensuring their child attends school regularly, arriving on time, in correct uniform and equipped for the school day.
- making time to listen to their child and be positive about their achievements, however small, and providing a quiet area for doing homework and encouraging effective use of leisure time.
- informing the school of any changes in home circumstances that could affect their child's welfare, emotional health and wellbeing or their ability to undertake school work

Experience shows that parents/carers are generally our best supporters in all matters. Regular and effective communication between home and school is the best way of ensuring high standards, good behaviour and continued progress.

10 EVALUATION & MONITORING BEHAVIOUR

10.1 The School will evaluate and monitor performance by examining school information on behaviour, including records of detentions and exclusions.

APPENDIX I

Student Code of Conduct

Students at Colchester County High School for Girls are expected to be courteous to and considerate of all other members of the school community at all times.

1. You are punctual for registration, all lessons and appointments. If you are late you should apologise to the member of staff concerned and give a reason.

2. You go to lessons with all the equipment and books you need. When your teacher talks to the whole class, you are silent and concentrate. If the class is asked a question, you put up your hand to answer and do not call out. You work sensibly within your class and do not distract or annoy others. A request or instruction from a teacher should be carried out at once and without argument.

3. You make careful notes of any homework set in your student planner and hand your work in on time.

4. You move around the school in a controlled and considerate manner **keeping to the LEFT on two-way corridors and follow the one-way system on the stairs and/or following signed directions**. You help by opening doors and standing back to let people pass.

5. You come into the Assembly Hall in silence. You listen respectfully to the Assembly. You also leave the Assembly Hall in silence, row by row as dismissed. You take your turn to assist with chairs after Assembly.

6. You keep the school clean and tidy by placing all litter in bins and keeping walls and furniture unmarked. You do not bring chewing gum to school. You look after books and equipment.

7. Appropriate behaviour is expected at all times. You act as appropriate ambassadors for the school when on any school activity or when wearing school uniform, including to and from school.

8. You follow the school dress code as outlined in the student planner for your year group. If you are in Years 7 – 11, you wear correct uniform, in the correct manner, at all times and with pride. A letter will be sent home to the parents of students who persistently flout the uniform rules, and sanctions will be applied according to the School's Behaviour Policy.

9. Smoking and vaping is strictly forbidden on school premises. Cigarettes, matches, lighters and vapes are not allowed in school and if found will be confiscated and parents informed. You may not smoke when off school premises if you are still in uniform or otherwise associated with the school.

10. Possession of, use or abuse of alcohol, illegal substances, pornographic material, sharp items or offensive weapons on school premises is strictly forbidden and could lead to exclusion from school. Aerosols should not be brought to school, for safety reasons.

11. You **must** keep your mobile phone switched off during the school day. **All emergency calls must go through Reception during the school day**. If you use your phone in school it will be confiscated until the end of the day when you may collect it from the school office. Parents will be contacted if phones have to be confiscated more than twice. **Your mobile phone and any other valuables are brought into school at your own risk.** You take responsibility for your own possessions by keeping them in a locked locker.

12. You follow the ICT Acceptable Use Policy & Home/School Agreement (copies available from the School Office).

13. You follow the Form Room Behaviour Protocols. You ask permission before entering a classroom if a member of staff is there. You are not allowed to play music in your form rooms at break and lunchtime or use your mobile telephone in school.

14. You are always respectful and polite towards any other member of the school community.

APPENDIX II

DISCIPLINARY & DETENTION PROCEDURES

When behaviour is unsatisfactory the following procedures apply.

1. In lessons, the first point of reference is the Subject Teacher followed by the Head of Department, then the Form Tutor and, if necessary, the Pastoral Team or the Senior Leadership Team. Around the school the first point of reference for misbehaviour is the Form Tutor.
   All behaviour issues must be recorded on the SIMS system detailing the **concern** and **action** already taken.

2. Students may be kept in at break or lunch time at the discretion of individual staff and the time will be used for constructive work. The member of staff concerned is responsible for supervising students in detention.

3. Students may be given community service tasks in detention or be placed in lunchtime inclusion for poor behaviour which has an impact on the school community or breaks school rules.

4. Students may be put on report at the discretion of the Head of Department or Pastoral Team. Parents must be informed about the intention to put a student on report.

5. A student may be placed in detention after school from 15.45-16.45, or in extreme cases at the weekend (time and day to be determined depending on circumstances).
   A letter will be sent home in advance stating the reason for the detention. Parents are responsible for their child's safe transport home after the detention. Depending on the reason for the detention the time will be used for constructive work or community service tasks.

6. The Senior Leadership Team may place students in detention or lunchtime inclusion for serious or persistent unsatisfactory behaviour.

7. Where there has been a serious incident or breach of the Student Code of Conduct a fixed term internal or external suspension or in extreme cases a permanent exclusion may be sanctioned by the Principal.

APPENDIX III

Behaviour Policy Summary Guidance - All incidents must be recorded on Edulink One or SIMS

Level	Behaviour (not an exclusive list)	Consequence	Intervention
1 (Subject Teacher/Form Tutor)	Low level disruption e.g. talking 1st late homework Late to lesson Uniform 1st offence	Informal discussion with subject teacher/Form Tutor Verbal reprimand	Students made aware of code of conduct Informal monitoring
2 (Head of Department/ Form Tutor/ Year Leader)	Persistent low level disruption Persistent late homework/missing work Poor lunchtime behaviour Frequent lateness (e.g.2 in a week) Uniform (persistent infringement)	Detention Involvement of Head of Department Parental contact Inform Tutor/Year Leader Detention at break or lunchtime Contact parents (F/T) Detention	On report to Head of Subject/Form Tutor Parental Involvement Monitoring of Homework Diary
3 (Head of Department/ Year Leader/ SLT)	Continued disruption Deadlines missed Bullying Persistent lateness Persistent breach of uniform rules Poor lunchtime behaviour	After school detention Internal Inclusion Contact Parents /Internal inclusion/ sent home (Y12 & 13) Internal lunchtime exclusion	On report to Year Leader/Associate Principal Parental involvement Possible referral to outside agencies Uniform report Parental involvement
4 (SLT)	Serious incidents/breaches of Code of Conduct	Fixed Term suspension Permanent Exclusion possible.	On report to Senior Leadership Team Parental involvement Possible referral to outside agencies

APPENDIX IV

Behaviour sanctions have three main purposes, namely to:

- impress on the perpetrator that what they have done is unacceptable;
- deter them from repeating that behaviour;
- signal to other students that the behaviour is unacceptable and deter them from doing the same.

Sanctions should not be used where low-level interventions (such as giving a non-verbal reprimand or reminding a student of a rule) are all that is needed. Staff should also consider when it might be more appropriate to encourage students to reflect on the harmful effects of their misbehaviour, through producing a written account of the problem or through individual or group discussions aimed at repairing relationships for example, rather than impose a sanction.

Sanctions are more likely to promote positive behaviour if students see them as fair. Staff should follow these guidelines when giving sanctions:

- make clear they are dealing with the behaviour, rather than stigmatising the person;
- avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- avoid sanctions becoming cumulative and automatic (sanctions should always take account of individual needs, age and understanding);
- avoid, where possible, whole group sanctions that punish the innocent as well as the guilty;
- wherever possible, use sanctions that are a logical consequence of the student's inappropriate behaviour;
- use sanctions to help the student and others to learn from mistakes and recognise how they can improve their behaviour and when appropriate put right harm caused;
- use sanctions in a calm and controlled manner;
- ensure that sanctions are seen as reasonable and consistent (students should know that a sanction, when mentioned, will be used);
- attempt to link the concept of sanctions to the concept of choice, so that students see the connection between their own behaviour and its impact on themselves and others, and so increasingly take responsibility for their own behaviour.

Confiscation

Property may be confiscated from a student if it is:

- An item which poses a threat to others or is a prohibited item;
- An item which poses a threat to good order for learning;
- An item which is against school uniform rules;
- An item which poses a health or safety threat;
- An item which is banned or counter to the ethos of the school.

Any member of staff acting in a supervisory role has the authority to confiscate.

If a student refuses to hand the item over, the matter should be referred to a member of the Senior Leadership Team. A member of staff should not attempt to remove the item forcibly.

Depending on the item, confiscated goods should be handed in to the office for safe keeping and can be collected by either the student or their parent at the end of the nearest half term or a parent can collect it at any time during normal school hours. This is at the discretion of the Year Leader or Member of the Senior Leadership Team. If a mobile telephone is confiscated, it must be returned at the end of the same school day. If a mobile phone is confiscated a third time, parents are required to collect the phone. Students may also be requested to hand in their mobile phone at Reception each morning or not bring it into school.

Poor conduct by students off site

Student behaviour off site should be as good or better than in school, and similarly, school behaviour sanctions will apply.

Staff on school trips should endeavour

- to maintain good order on transport, educational visits or other placements such as work experience or college courses;
- to secure behaviour which does not threaten the health or safety of students, staff or members of the public;
- to provide reasonable protection to individual staff from harmful conduct by students at the school when not on the school site.

Staff should contact the SLT on call during a visit if they are unsure how to respond to student misbehaviour during a school visit.

All staff should be made aware of reasonable adjustments being made because of:

- ‘adjustment duty’ re disability: The reasonable adjustment duty in the disability discrimination legislation requires schools to think ahead, anticipate the barriers that disabled students may face and remove or minimise them before a disabled student is placed at a substantial disadvantage;
- cultural and religious differences;
- the need to treat students differently is sometimes fair and necessary.