

Dorset Education Partnership

BEHAVIOUR POLICY

To be reviewed 3-yearly

ReviewedJanuary 2008

ReviewedJune 2011

ReviewedJune 2014

ReviewedMay 2015

ReviewedNovember 2017

ReviewedJune 2018

ReviewedSeptember 2019

Reviewed.....November 2019 (Amended January 2020)

Reviewed.....March 2021 (Covid Addendum)

This Policy conforms to DFE guidance issued January 2016

1. The purpose of the policy

- To promote good behaviour, self-discipline and respect
- Prevent bullying
- Ensure that students complete assigned work
- Regulate the conduct of students
- Ensure that students are safe, including relevant aspects of safeguarding and particularly vulnerable groups (e.g. LAC, SEND etc.)
- Rewards the good effort and behaviour of our students

2. Rewards and support

The school places the emphasis on rewarding and encouraging good behaviour. A range of strategies are used and positive behaviour is celebrated in school and notified to parents. Where necessary, students will be actively supported to behave appropriately, particularly where there are SEND issues.

House (Praise) Points - The following points will be given to recognise good behaviour within school.

P1: House point

P2: Double house point

P3: Praise phone call teacher

P4: Praise phone call HOY / HOH

P5: Postcard home (sent out on ParentMail each week)

P6: Praise phone call SLT

P7: Certificate in assembly

P8: Representing the school

P9: Student of the term (also displayed on a school noticeboard)

P10: Headteacher award (for exceptional individual acts)

Rewards Assemblies - Rewards assemblies will be held each half-term to formally recognise students who have done well. Categories of recognition are:

- 100% attendance
- Improved attendance/punctuality
- Top achievement
- Best effort in subject areas
- Number of praise points received
- Individual achievements
- Sports achievements

Following these assemblies, a target group of students will be invited on a rewards trip out of school again to formally recognise their achievements. These trips, and the rewards system will be regularly reviewed by the student council.

Awards - 200+ HP in a term = Platinum, 150 – 200 = Gold, 100 – 150 = Silver & 50 – 100 – Bronze.

3. Teachers' powers

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).
- Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.
- Teachers can also discipline pupils when a pupil's misbehaviour occurs outside of school.
- Teachers have a power to impose detention outside school hours without giving notice to the student's parents or guardians.
- Teachers can confiscate pupils' property.

The powers also apply to all paid staff with responsibility for pupils, such as teaching assistants.

A punishment must be proportionate. In determining whether a punishment is reasonable, section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.

Searching pupils with consent

School staff can search pupils with their consent for any item. The consent does not have to be in writing. If a member of staff suspects that a pupil has a prohibited item and the pupil refuses to agree to be searched then the school may punish the pupil as though the search was positive.

Searching pupils without consent

A headteacher or a member of staff authorised by the headteacher can carry out the search for prohibited items where there are reasonable grounds for suspecting that a pupil is in possession of a prohibited item. The member of staff must be the same sex as the pupil and another member of staff should act as a witness. However, a search can be carried out by a member of staff who is of the opposite sex to the pupil and without a witness where the staff member reasonably believes that there is a risk of serious harm to a person or if they feel important evidence will be disposed of if such a search is not carried out immediately and it is not reasonably practicable to call another member of staff. In such cases, staff should take into account the increased expectation of privacy for older pupils.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items

- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- to cause personal injury to, or damage to the property of, any person (including the pupil).

Use of force with a search

Head teachers 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.

Further prohibited items at FUS are:

- any drugs related paraphernalia
- any cigarette related paraphernalia
- e-cigarettes or similar items used for vaping
- a student's mobile phone to find evidence of bullying or illegal activity

Force cannot be used to search for these items.

The extent of search

Pupils can only be required to remove 'outer clothing'. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear. The exception to this are socks. Outer clothing includes hats, shoes, boots, gloves and scarves. The power to search without consent permits a personal search involving the removal of outer clothing, socks and the searching of pockets. Staff cannot carry out an intimate search; this can only be carried out by the police.

Searching lockers and coats

Schools can search lockers or students' coats (if not on their person) with the pupil's consent. If a pupil refuses to allow the search then the school can still carry out the search for prohibited items. As these items are not on the students person, these searches may be carried out without the student being present or being aware of the search if the search is for prohibited items and the school feels that there is either a risk of serious harm to a person or if they feel important evidence will be disposed of if such a search is not carried out immediately, please also refer to the schools' Staff and Student Monitoring Policy.

Confiscation

The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

Items confiscated pursuant to a ‘with consent’ search

Staff can use their discretion to confiscate, keep or destroy any item found provided it is reasonable in the circumstances. If any item is thought to be a weapon or an illegal substance it must be passed to the police.

Items confiscated pursuant to a ‘without consent’ search

A member of staff can seize anything that they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence. 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. In this situation, the parents will be asked to collect the contraband. If they do not wish to collect the materials, they will be disposed of.

If an electronic device is found, the member of staff may examine any data or files on the device if they think there is good reason to do so.

Following an examination, if staff have decided to return, keep or dispose of the device, they may erase any data or files if they consider there is a good reason to do so. When determining a ‘good reason’ to examine or erase the data or files, staff must reasonably suspect that the data or file has been, or could be, used to cause harm, to disrupt teaching or break school rules.

Whenever inappropriate material is found, it is for the member of staff to decide if the material should be deleted, kept as evidence of an offence/ breach of school rules or passed to the police. Staff should take into account any guidance provided by the school’s Mobile Phone Policy.

4. Involving the Police

The school is fully committed to the Dorset Police Schools Related Incident Recording Policy and Procedure. Using this document for guidance, the school will decide if, and to what extent, the police should be involved in any incident. The school has a zero-tolerance approach towards any form of crime and will cooperate fully with any request from the police for information or assistance.

5. Sanctions

The school uses a range of measures to achieve the purposes of the policy. There is guidance authorised by the Governing Body which includes the following;

- Impose sanctions
- Search students
- Use reasonable force and other physical contact
- Exert discipline beyond the school gates
- Work with outside agencies to assess the needs of students who display continuous disruptive behaviour
- Provide pastoral care for staff accused of misconduct

Behaviour sanctions are recorded on Go4Schools our online learning platform. Parents, students and teachers all have access to the information on this system.

6. Students who transfer to Ferndown with a previous poor record of behaviour

When students transfer to Ferndown at the start of year 9, or at a later date as a result of an in-year transfer or appeal, their previous behaviour record will be taken into account. This means that the student will start the school at the stage they would have been on had those sanctions been committed at Ferndown. The previous record will only go back as far as Y7, as this is the transfer age for secondary students. This could lead to the situation where a student will start at Ferndown on a final governor warning and the outcome of one further fixed term exclusion would then be permanent exclusion.

7. The power to discipline students beyond the school gate

Subject to the in school behaviour policy, teachers may also discipline pupils for:

- misbehaviour when the pupil is 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 pupil at the school.

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

- could have repercussions for the orderly running of the school (e.g. bullying and social media bullying as these acts always have an in school impact) or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school.

8. Isolation room

As a result of a C4 SLT call-out, disruptive pupils shall be removed from lessons and placed into a 6th form lesson to continue working. They may be placed into the school's C7 room for the remainder of the lesson if the C7 room is running that day.

Once an internal isolation sanction has been administered (a C7), the student in question will be booked into the C7 room at the next available opportunity to serve this sanction.

While in the C7 room the students will work in silence for P1-5 and then for a further hour after school (in the C3 room). The students will have their usual break and lunch times when they may talk but these breaks are to be taken within the room. Food may be eaten during these break periods, and the students may also go to the toilet upon request.

Any misbehaviour or refusal to work whilst in the C7 room serving this sanction will result in the student receiving a C8 fixed term exclusion.

9. Power to use reasonable force

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

10. Detentions

All members of staff, including support staff, can impose detentions at Ferndown Upper School.

The times outside normal school hours when detention can be given include:

- a) any school day,
- b) weekends (except the weekend preceding or following the half term break) and
- c) non-teaching days (INSET days).

Parental consent is not required for detentions. Where possible advance warning should always be given to parents via a ParentMail letter or a Go4Schools notification however this is not required if time pressures do not allow it.

With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether the parents ought to be informed of the detention. Where possible parents should be informed, but this will depend upon the circumstances. For instance, notice may not be necessary for a short after school detention where the pupil can get home safely.
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for them.

School Sanctions

Misbehaviour is defined as:

- Disruption in lessons, collective group times, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or home learning
- Poor attitude
- Incorrect uniform - see Appendix 1 for correct uniform for students.

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

C1: Verbal warning

The member of staff will advise the student that they are disrupting learning. They may write their name upon the board.

C2: Second verbal warning

The student will receive a second warning (which may again be written upon the board) and at this point, individual staff, teachers or teaching assistants, may request that the student takes a couple of minutes 'time out' outside the classroom door.

C3: After school detention (30 minutes or 1 hour)

If the warnings do not succeed in modifying the pupil's behaviour, a detention will be issued. Where the detention was set for disruptive behaviour the student may then be removed to a 6th form lesson for the next lesson. This is to avoid repeated disruption to the learning of others. This must be organised in the full knowledge of the DOL for that subject area and parents will be informed. Detentions are monitored and repeated detentions will trigger further sanctions and interventions from the pastoral managers such as report cards or PSPs.

Staff may also use other appropriate sanctions at their discretion such as detaining at break and lunchtimes etc.

C4: On call

If the student is being disruptive in a lesson and has not responded to the C1-3 warnings, a teacher may call for 'On call'. This is a senior member of staff who is on duty to collect students who are disrupting the learning of others.

The member of staff who is teaching will call reception, who will in turn use the radio system to notify the duty member of staff. This member of staff will collect the student (with their work) and will then escort them to the nearest sixth form lesson.

It is the duty of the teacher who has used 'On call' to record the incident as a C4 on Go4Schools. In this case a C3 does not need to be set as well as this would constitute double punishment. Any student who is picked up 'On call' receives an hours detention in addition to their removal from the lesson. A C4 sanction is considered the same as a C3 sanction in terms of withdrawal from the next lesson and working in a 6th form lesson.

Once a student has received 3 C4s – a C7 will be issued.

C5: Failure to complete detentions in a week

If a student fails to attend their set detentions on the three prescribed days (Tuesday, Wednesday and / or Thursday) students will then have to complete the time on Friday at

2.40pm. Students are expected to be able to make their own way home after this sanction. Failure to clear the detentions in a C5 or if students run away from the member of staff, they will receive a C8 fixed term exclusion. Students are reminded in the week by their tutor and in assemblies to complete their C3s and they are also present on Go4Schools for students and parents to see.

Extended day sanction

Those students who receive too many C3's for homework will be placed into the school's Extended Day. They will be booked in for periods of half a term. Extended day runs from Tuesday to Thursday and is for an hour after school and the expectation is that the students will use this time to complete their homework. For those students who truant Extended Day, they will receive a warning and will then be escorted from lesson the next time. If they run away or continue to fail to attend Extended Day they will receive a fixed term exclusion.

C6: Red Report card

Students who fail amber report will be placed on red report card, as will students who return from a fixed term exclusion. This is a very serious level of reporting. Failure to keep the card, get it signed or meet the daily target will result in the student being placed in a days' internal exclusion – C7.

C7: Internal exclusion

Examples of behaviour that will result in an internal exclusion (not an exhaustive list);

1. Disruptive behaviour in class
2. Three C4 SLT call-outs
3. Bullying; including misuse of social media in and out of school
4. Minor incidences of fighting or incitement to fight
5. Truancy from lessons
6. Minor vandalism or graffiti
7. Smoking, including vaping or having smoking items in their possession
8. Bringing the school into disrepute
9. Misbehaviour to or from school or via social media video posts
10. Rudeness or swearing in response to a member of staff
11. Minor examples of theft from a student
12. Repeated lateness
13. Refusal to follow reasonable staff direction

C8: Fixed Term External Exclusion

Examples of incidents which may result in a fixed term (1 to 15 day in length depending on the severity of the incident) or permanent exclusion (because some situations may be so serious as to warrant going straight to permanent exclusion and bypassing the C9 and 10 procedure) include (this is not an exhaustive list);

1. Three occurrences of a C7
2. Physical assault of other students
3. Direct verbal abuse of staff e.g. swearing at a member of staff
4. Defiance towards staff
5. Repeated non-completion of detentions or refusal to sit C5 Friday detention
6. Possession or handling of prohibited substances such as alcohol
7. Bringing weapons, knives, fireworks or dangerous items into school – dependent upon the circumstance, this offence may warrant a permanent exclusion
8. Theft
9. Persistent bullying including misuse of social media in and out of school
10. Serious cases of bringing the school into disrepute
11. Serious vandalism or graffiti
12. Dangerous behaviour which compromises the safety of other pupils
13. First offence of setting the school's fire alarm off

Where a student has been excluded before, it may be appropriate for the second and subsequent exclusions to be extended in length. This is so the student understands that their behaviour must improve.

C9: Governor's Warning

After three fixed term exclusions students and parents will be invited to a governor's final warning meeting. Before the meeting, the governor will contact the Deputy Head responsible for behaviour and they will investigate the circumstances of all previous fixed term exclusions (and other sanctions) in order that the governing body is reassured that a final warning should be issued to the student.

At the meeting itself, the student's behaviour record will be discussed and it will be made very clear to both the student and their parents that any further fixed term exclusions will result in a permanent exclusion. For some cases a managed move may then be attempted.

The school could therefore be placed in the situation of giving a final warning to a student for a relatively minor offence such as non-completion of homework (or being late to school), as over time this offence could cumulatively build into persistent breaches of the school's behaviour policy. For example:

1. After school detentions are issued for non-completion of homework or poor behaviour.
2. A fixed term external exclusion is then issued for non-completion of detentions.
3. Once this had occurred three times, a final warning governor meeting would be conducted.
4. After a fourth offence (and after the final governor warning) the student would be permanently excluded.

C10: Permanent Exclusion

This decision will be made by the Head teacher and parents will be written to formally. This will happen as the result of a single serious incident or following another fixed term exclusion after a final governor's warning has taken place. In some cases, a managed move may be attempted, but if this move is unsuccessful and the student then is expected to return to Ferndown, the permanent exclusion will then be implemented.

Incidents that will result in permanent exclusion (although this is not an exhaustive list) are:

1. Persistent disruptive behaviour
2. Physical or sexual assault of a student or member of staff
3. Persistent (non-physical) intimidation of a member of staff
4. Behaviour that represents a danger to the welfare of others – physically or emotionally
5. Possession of a dangerous weapon or use of an item as a weapon
6. Damage to student, school or staff property
7. Arson
8. Theft from a member of staff
9. Persistent refusal to comply with the discipline procedures of the school (example given above in C9 description above)
10. 2nd offence of setting off the school's fire alarm
11. Bringing the school into serious disrepute
12. Malicious and unfounded accusations against a member of staff
13. Incidents relating to illegal drugs – please refer to the details below:

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them. In formulating its response to drugs incidents, the school has been guided by the guidance in the Department for Education's "Drugs: Guidance for Schools" 2004 policy document. The school is aware that more recent publications do exist but they are not specific in terms of suggested school action and this is why the 2004 document has been used.

Each offense will be dealt with on an individual basis, however the following offences are likely to lead to permanent exclusion:

- Supplying drugs,
- handling drugs,
- taking drugs on the school site,
- taking drugs off the school site but in school uniform (or if the students are identifiable as FUS students) or
- taking drugs on the way to or from school.

These offences will be deemed to be 'a serious breach of the school's behaviour policy' because the school feels that these actions 'place other students in the school at risk' because not punishing actions such as these will result in more drugs coming onto the school site, thereby putting all students at a greater risk of drug exposure.

For handling drugs (first offence) or if the personal circumstances of the individual case warrant it, the school may decide that mitigating circumstances may mean that the sanction is commuted down to a fifteen day fixed term exclusion, with the students involved being issued with a C9 final warning from a school governor and agreement that the student will engage with appropriate drugs counselling.

Students with Special Educational Needs & Disabilities

Those pupils with Special Education Needs and Disabilities (SEND) as well as those with additional challenges will be taken into consideration when administering sanctions and rewards.

The school recognises its duties under the Equality Act 2010 to ensure that a student's SEND is considered when considering how discipline issues are dealt with.

The school also acknowledges that learners with more challenging behaviour may need specific support and an individualised approach. These pupils will be supported by the school's pastoral provision and may be placed upon a PSP.

Staff will not:

- treat a disabled pupil less favourably than another for a reason related to their disability or
- fail, without justification, to take reasonable steps to avoid placing SEND pupils at a substantial disadvantage. This is often known as the 'reasonable adjustments' duty.

The school will make all reasonable adjustments to ensure that a pupil with SEND is supported into adhering to the school's behaviour policy but this does not mean that pupils with SEND will not be sanctioned for breaking the school's behaviour policy. The policy will be applied fairly and consistently, it is the support offered that will ensure reasonable adjustment has been made.

Preventative and De-escalation Measures

The school believes that preventing inappropriate behaviour is more effective and beneficial to pupils than managing situations when they occur. The aim is to create a safe, positive, and productive learning environment, based on the principles of consistency, fairness and engagement. In order to provide this, the school manages behaviour through positivity. To do this, adults and pupils

- work to ensure positive, professional and mutually respectful relationships are developed between staff parent/carers and each pupil
- acknowledge and celebrate the talents, gifts and differences between individual pupils
- are always asked to do the best they can. Staff members' will teach and facilitate this behaviour.
- praise and reward appropriate behaviour
- use behaviour management strategies, such as distraction, addressing inappropriate behaviour quietly, listening to the pupil's voice
- restorative practices are used as a proactive measure to de-escalate situations and to explore, restore and repair relationships

The Permanent Exclusion Decision Making Process

The school's responsibility is for the welfare and safeguarding of all the individuals within the school community and will therefore carry out the following judgemental process over a permanent exclusion.

It will investigate the personal circumstances of the individual and make a decision on the harm it would cause that individual to be permanently excluded.

It will then decide whether the offence places the rest of the student body in harm, either directly or from the precedent that would be set of not permanently excluding. If the school is seen to not take action, this could lead to more offences within the school, which puts the safeguarding of all students in jeopardy.

Each offence will be individual and will be evaluated on its own personal merits.

Appendix 1 – Ferndown Upper School Uniform expectations.

These are also found on our website at <https://fernup.dorset.sch.uk/information/uniform/>


SCHOOL UNIFORM

Make Up: Discreet natural make-up only – excessive make-up will be asked to be removed. This includes false eyelashes.

Nails: No false nails (these are a health and safety risk for PE and practical subjects) and nails should only be painted in natural colours.

Jewellery: No jewellery other than – 1 fine neck chain, 1 ring, 1 watch, 1 plain gold/silver stud in each ear, one plain nose stud (less than 1mm), one small bracelet, one charity wrist-band. No other visible pierced jewellery and definitely no spacers or nose bars.

Shoes: Plain black leather type (not fabric/canvas or leather 'Vans'), not high heels or stilettos, or backless shoes or strap sandals. No boots and absolutely no trainers and no visible logos, must have black soles. Shoes with a rubber band around the bottom are considered trainers.




Hair: A uniform natural hair colour. No inappropriate hair accessories/designs, no unnatural hair colours. No shaven heads, markings or hair tattoos.

Two-tone hair: Where hair is a natural colour (naturally or not) and growing out back to a natural colour is acceptable in the short term. Students will either grow the colour out (and support this with haircuts where / when possible) or they will re-dye it to be one natural colour. Students should not choose to dye their hair an un-natural colour / two tone colour.

Coats: (Suitable for bad weather) are worn on top of blazers, not instead of and not to be worn in class rooms.

Please note the following, which relates to all students: No scarves. No denim jackets or coats, sports or tracksuit tops, 'hoodies' etc. No baseball caps or other headgear.



Uniform A

The School Shop
3 Park Way,
West Moors,
BH22 0HL

School tie in House colour (sold at The School Shop and the School) worn to correct length. With house colour stripe visible.

Shirt: Plain white school shirt with collar buttoned to top (not sports or casual shirts.)

Sweater: Plain black knitted long sleeved 'V' neck sweater (standard length) (winter wear, worn under blazers.)

School black blazer with embroidered school logo on breast pocket which is only obtainable from The School Shop

Belts must be plain black, with no logo and no more than 3cm wide.

Trousers: plain black full length school trousers (NOT 5 pocket jeans or jean style, calf length, tight fitting, low cut at the waist, or with any visible badges, motifs, zips or fasteners, 'fashion' trousers, leggings, Lycra based fabrics, hipster style or skinny jeans). **The test we use in school is whether the trouser clings to the knee or below the knee. If it does cling to the knee or below these trousers will not be accepted.**

Socks: Plain socks (black or grey) Not white or trainer socks.

NB. Inappropriate items of clothing (especially 'hoodies', scarves and jewellery) will be confiscated if worn in school.


SCHOOL UNIFORM

Make Up: Discreet natural make-up only – excessive make-up will be asked to be removed. This includes false eyelashes.

Nails: No false nails (these are a health and safety risk for PE and practical subjects) and nails should only be painted in natural colours.

Jewellery: No jewellery other than – 1 fine neck chain, 1 ring, 1 watch, 1 plain gold/silver stud in each ear, one plain nose stud (less than 1mm), one small bracelet, one charity wrist-band. No other visible pierced jewellery and definitely no spacers or nose bars.

Shoes: Plain black leather type (not fabric/canvas or leather 'Vans'), not high heels or stilettos, or backless shoes or strap sandals. No boots and absolutely no trainers and no visible logos, must have black soles. Shoes with a rubber band around the bottom are considered trainers.




Hair: A uniform natural hair colour. No inappropriate hair accessories/designs, no unnatural hair colours. No shaven heads, markings or hair tattoos.

Two-tone hair: Where hair is a natural colour (naturally or not) and growing out back to a natural colour is acceptable in short term. Students will either grow the colour out (and support this with haircuts where / when possible) or they will re-dye it to be one natural colour. Students should not choose to dye their hair an un-natural colour / two tone colour.

Coats: (Suitable for bad weather) are worn on top of blazers, not instead of and not to be worn in class rooms.

Please note the following, which relates to all students: No scarves, No denim jackets or coats, sports or tracksuit tops, 'hoodies' etc. No baseball caps or other headgear.



Uniform B

The School Shop
3 Park Way,
West Moors,
BH22 0HL

Blouse: Plain white fitted school blouse which is available from The School Shop.

Sweater: Plain black knitted long sleeved 'V' neck sweater (standard length) (winter wear, worn under blazers.)

School black blazer with embroidered school logo on breast pocket which is only obtainable from The School Shop.

Belts: must be plain black, with no logo and no more than 3cm wide.

Skirt: Pleated black knee length school skirt only available from The School Shop.

Trousers: Plain black tailored full length school trousers which must not be skin tight (NOT 5 pocket jeans or jean style, calf length, tight fitting, low cut at the waist, or with any visible badges, motifs, zips or fasteners, 'fashion' trousers, leggings, Lycra based fabrics, hipster style or skinny jeans). **The test we use in school is whether the trouser clings to the knee or below the knee. If it does cling to the knee or below these trousers will not be accepted.**

Socks: Plain socks (black or grey), tights must be natural or black. Not white or trainer socks.

NB. Inappropriate items of clothing (especially 'hoodies', scarves and jewellery) will be confiscated if worn in school.

Ferndown Upper School - Behaviour Policy - Covid 19 Addendum during partial closure:

Added: June 2020

Updated: January 2021

Next review: 01 September 2021

This addendum to the school behaviour policy is for use during the partial closure. It is for use alongside the school behaviour and rewarding policy, anti-bullying policy, safeguarding policy and child protection policy. These updates are in place to keep everyone as safe as possible. At no time has it been more important to have respectful and thoughtful behaviour.

For Students attending school in lockdown

Students and staff are expected to maintain social distancing measures at all times.

Anyone feeling unwell must not attend school. If you feel unwell in school, you must immediately report to Pastoral, who will follow guidance upon the next steps to take to ensure student and staff safety.

Students must follow the hygiene expectations of handwashing / sanitising while in school, as well as when any adult requests this of them. We expect everyone on the site to follow the guidance of “catch it, bin it, kill it” using disposable tissues. Handwashing must take place immediately afterwards.

Students are expected to wear a face covering at all times when they are inside, including when in the cafes unless they are eating or drinking. When outside if students are over 2metres from any other student they may choose to remove their face covering. Students not wearing a face covering or refusing to wear a face covering, unless they are exempt in line with Government policy, will be sanctioned with SD code.

Students will be grouped while in school – they must not mix with others on the site outside the allocated group (bubble).

Within these groups students must not share equipment (e.g. pen, pencil) or water bottles etc.

Students and staff are expected to follow the one-way system and adhere to instructions about movement around the school.

Staff and students will have allocated toilets to use – students must only use these ones, ensure distancing when waiting to go to the toilets and ensuring toilets are flushed and hands are washed with soap and water, as well as using hand sanitiser.

Category	Detail of concern	Possible action
C1	<p>Low level disrespect or inappropriate behaviour below the expectations of acceptable behaviour at Ferndown Upper School during normal day to day operation.</p> <p>This would include rudeness, disrespect, not following instructions, or inappropriate comments – given the highly sensitive nature of the current Covid19 pandemic.</p>	<ul style="list-style-type: none"> • Conversation with student; given warning and reminded of acceptable behaviour. • Normal behaviour management strategies such as moving seats • Log on G4S
SD	<p>Student is reminded more than once to social distance and fails to social distance despite reminder</p> <p>Student is not wearing a face covering (and is not exempt in line with Government guidelines)</p>	<ul style="list-style-type: none"> • Students receiving more than one SD code – home will be contacted. • Repeated SDs pose a risk to others and the student will not be able to attend the school site.
C2	<p>Repeated low level disrespect or inappropriate behaviour below the expectations of acceptable behaviour at Ferndown Upper School during normal day to day operation.</p> <p>This would include rudeness, disrespect, not following instructions, or inappropriate comments – given the highly sensitive nature of the current Covid19 pandemic.</p>	<ul style="list-style-type: none"> • Conversation with student; given warning and reminded of acceptable behaviour. • Normal behaviour management strategies such as moving seats • Log on G4S
C3	<p>Repeated incidence of ‘C2’ or:</p> <p>A one off use of offensive language [not towards staff] Arguing with staff.</p> <p>Misuse of mobile phone on the school site (students phones are not switched on or visible during lesson times or transition between lessons – unless requested by a staff member to aid learning).</p> <p>Unsafe behaviour during the partial closure; this could include ‘unintentionally’ not following instructions around social distancing or the safe, responsible behaviour expected.</p>	<p>The above, including a HoY review with parent, plus:</p> <ul style="list-style-type: none"> • Referral to SLT onsite • Removal from teaching space <p>Mobile phone confiscation until the end of the day</p>

<p>C7</p>	<p>Repeated incidence of 'C3', continuation of problematic behaviour despite interventions, or:</p> <p>A one off use of offensive language towards staff.</p> <p>Any comment towards staff that could be construed as sexualised</p> <p>Inappropriate comment online about a member of staff.</p> <p>Use of racist, homophobic, discriminatory or bullying language / behaviour [including sexual]</p> <p>Unsafe behaviour during the partial closure; this could include 'intentionally' not following instructions around social distancing or the safe, responsible behaviour expected e.g. either threatening to touch/spit/cough, or actually touching, spitting or coughing towards others.</p>	<p>The above, plus involvement of SLT speaking to parent, plus:</p> <ul style="list-style-type: none"> • Log on G4S (and My Concern if appropriate) • Removal from teaching space / isolation • Risk assessment completed, discussed and implemented with student, parent and relevant staff before return. • Removal of access to school email / online platform if incident involves ICT • Possible Fixed Term Exclusion [particularly if the student in question – or others – are deemed at unacceptable risk if he/she continues attending school.] <p>☑ Referral to other agencies as appropriate</p>
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For Remote Learners during partial lockdown and re-opening of school

This addendum sits alongside the schools digital technology policy. The school website contains detailed information and support for staff, students and parents on remaining safe online.

Category	Detail of concern	Possible action
<p>C1</p>	<p>Low level disrespect or inappropriate behaviour below the expectations of acceptable behaviour at Ferndown Upper School during normal day to day operation.</p> <p>Such behaviour might take place via TEAMS, during live communication [live video lesson or phone/video call] or in response to uploaded school videos.</p> <p>This would include lack of respect, not following instructions, or inappropriate / thoughtless behaviour given the highly sensitive nature of current Covid19 pandemic.</p>	<ul style="list-style-type: none"> • Student given warning and reminded of acceptable behaviour while studying remotely. • If misbehaviour includes showing lack of respect or rudeness during a lesson, student will be removed from live session immediately. Member of staff follows up with HoY to agree action and support. • Telephone call / email home • Log on G4S

<p>C2</p>	<p>Repeated incidence of 'C1' or:</p> <p>A one off use of offensive language [not towards staff]</p> <p>Arguing with staff.</p> <p>Attempt to contact/friend staff on social media</p>	<p>The above, including a HoY review with parent, plus:</p>
<p>C3</p>	<p>Repeated incidence of 'C1 / C2' or:</p> <p>A one off use of offensive language towards staff.</p> <p>Inappropriate comment online about a member of staff.</p> <p>Use of racist, homophobic, discriminatory or bullying language / behaviour [including sexual]</p>	<p>The above, plus:</p> <ul style="list-style-type: none"> • Removal of access to school email / online platform • Risk assessment completed and discussed with student, parent and relevant staff before online access permitted. • Referral to other agencies as appropriate • Log on G4S (and My Concern if relevant)
<p>C7</p>	<p>Continuation of problematic behaviour despite interventions.</p> <p>Any comment towards staff that could be construed as sexualized.</p> <p>One off highly inappropriate online behaviour</p> <p>Any repeated unkind behaviours towards other students on any online platform, including social media.</p>	<p>Involvement of SLT speaking to parent, plus:</p> <ul style="list-style-type: none"> • Lengthy removal of access to school email / online platform. Review with parents Risk assessment completed and discussed with student, parent and relevant staff before online access permitted. • Possible Fixed Term Exclusion • Paper copies of work sent home • Referral to other agencies as appropriate

For all learners in lockdown schooling

Students are registered for each lesson with a present mark (/) or a N. Students with repeated Ns are followed up with by the pastoral team as missing education, in line with the Attendance Policy.

Students failing to hand in work, will be recorded weekly with an H code to inform parents via G4S and allow follow up for lack of engagement with the Pastoral team.

Ferndown Upper School - Behaviour Policy - Covid 19 Addendum: Return to school following lockdown

Students are expected to return and follow the School's behaviour policy, whilst following the safety expectations in place for all students.

- Students should Covid test twice a week (in school initially and then at home). This is not compulsory, but recommended for the safety of all those in school
- Students are all expected to wear a face covering, unless medically exempt in line with Government guidance for exemption. These students must be agreed with the pastoral team and clearly wear their lanyard
- Students are expected to wear their face covering at all times inside the school building. When outside, if students are 2 metres from other students, they are able to remove the face covering. Students may remove their face covering to eat or drink at appropriate times. Students not following this are coded on G4S with SD code.
- Students are reminded about how to use face coverings safely and encouraged to have a spare one for if theirs becomes damp.
- Each lesson has a recorded seating plan to ensure we are able to track and trace effectively. Students must sit in their set seat and nowhere else. Classrooms will be ventilated to support a safe environment.
- Students are expected to wear a face covering in all lessons. On occasion students may be directed by a member staff to safely remove a face covering for a practical element in Drama or Music for performance, however this will be when at distance from others and managed carefully and safely.
- Each year group has a designated time to use the Café to be able to buy food. To maintain bubbles, students must not attend at different times. The same range and quantity of food is freshly available in each session.
- Students are in Year group bubbles and zoned in school. Students must stick to their bubbles and zones. Students wear their armband to identify their year group. Students without an arm band will be recorded with SD code on G4S. Students in the incorrect parts of school breaking bubbles and compromising the safety of others before school, at break, lunch or after school will be recorded with SD code on G4S.
- Students are expected to follow the one way system in school.
- Students are expected to follow instructions on hand sanitising when entering and leaving classrooms, to hand wash regularly and respect face covering hygiene.
- **Repeated SD codes compromise the health of others and will result in a sanction for defiance.**
- **Repeated defiance and ongoing breaches of the SD code, will be treated as persistent defiance compromising others and will escalate to a more serious sanction, including Fixed Term exclusions.**