

## **Dorset Education Partnership**

# **BEHAVIOUR (including suspension and exclusion) POLICY**

To be reviewed 3-yearly

Reviewed .....January 2008

Reviewed .....June 2011

Reviewed .....June 2014

Reviewed .....May 2015

Reviewed .....November 2017

Reviewed .....June 2018

Reviewed .....September 2019

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

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

Reviewed.....September 2021 (Rewards update)

Reviewed .....September 2022

Reviewed.....November 2022 (amendments)

Reviewed.....March 2023 (amendments)

Reviewed.....September 2023

## **This Policy conforms to DFE statutory guidance issued September 2017**

### **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 role of rewards in recognising and promoting FUS's six core values is a key part of developing the potential of young people by giving encouragement and praise. Students are rewarded for **Resilience, Responsibility, Reflection, Challenge, Curiosity and Collaboration – our school's core values.**

The school places high emphasis on rewarding and creating a culture of positive behaviour and an environment where expected behaviour is modelled and rewarded. Our whole school curriculum supports making respectful and the right choices, and readiness for learning, encouraging good behaviour and being rewarded for it. A range of strategies are used and positive behaviour is celebrated in school and notified to parents. Praise including verbal praise needs to be used appropriately, consistently, sincerely and link to tangible examples of a student's strengths. Praise is a key component of good teaching and to good staff/student relationships.

#### **House (Praise) points**

Single praise points are given for a range of reasons, **reflecting the 3Rs and 3Cs**, including:

- Actively engaged in class
- Being a **curious** learner
- Great work showing progress
- **Challenging** yourself – physically or mentally
- **Collaboration** with others to work together to achieve
- Outstanding homework
- **Resilient** approach to learning
- Taking **responsibility** – academically and socially – for decisions
- **Reflecting** on your work
- Great contribution to school
- Displaying positive relationships through excellent communication, team work and respecting others.

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

- P1: House point
- P2: Double house point
- P3: Praise communication from a member of staff
- P4: Praise communication from HOY / HOH
- P5: House Competition, HoY / HoH praise, Half termly praise for great conduct and attendance
- P6: Praise communication from SLT
- P7: Representing the School
- P8: Representing the Whole School
- P9: Student of the term (also displayed on a school noticeboard)
- P10: Headteacher award (for exceptional individual acts and accompanied by a Ferndown Fern pin badge for the blazer)

Teachers award House points onto MCAS for the reasons above and Parents and carers and students can log onto MCAS and see the rewards, the subjects they have been awarded for and the reason why.

Students can then work towards awards through the academic year. Year totals are calculated 2 weeks from the end of term and totals reset 2 weeks before the end of the Summer term – this allows for allocating places onto school trips, printing certificates etc.. Student voice feedback and analysis recognises Year 9 always receive a few more House points, so this also means that the next year 10 and 11s have a 2 week head start on year 9!

Awards	Y9-11 Total House points	Sixth form Total House Points	Certificate	Additional Reward
<b>Bronze award</b>	100	50	Digital Certificate	
<b>Silver award</b>	200	100	HOH Certificate	Drink and cake voucher in café
<b>Gold award</b>	300	150	DHT Certificate	Reward event in school
<b>Platinum award</b>	400	200	HT Certificate	Headteacher Award badge Y9 & 10 = School trip Y11 = £10 off prom ticket Y12 = School trip Y13 = £10 voucher

Upon receiving the **Gold award**, students take this “ticket” to Pastoral, where they can sign up to an in-school reward activity in the term they achieve it. e.g. film afternoon – rewards will be influenced by student voice each year.

Upon receiving the **Platinum award**, students take this “ticket” to Deputy Headteacher, where they can sign up to a reward activity in the last week of term e.g. crazy golf, Splashdown, New Forest WaterPark, cinema trip – rewards will be influenced by student voice each year.

### **Additional rewarding**

Alongside the rewarding structure of individual praise points, there are other opportunities for being awarded a larger amount of praise points through outstanding attendance and attitudinal checks. The Headteacher awards **Headteacher awards** for a range of reasons, including when students make exceptional progress or consistently display outstanding learning values. The Headteacher award is accompanied by a **Ferndown Fern** pin badge.

**Colours: Extra-curricular Colours** are also awarded and linked to sport, Performing Arts and the school productions. Full colours (badges and a certificate) are awarded to those students showing a great commitment to a team or performance and representing the school regularly in a sport. **Half colours** (certificate) are awarded to those students that have shown commitment to attending extra-curricular clubs.

Recognising that **attendance** is vital to student success in school, each half term students are rewarded for 100% attendance in that half term. For those students that manage a **whole academic year with 100%** attendance, we host an **attendance assembly** in July where students receive a certificate, a Headteacher award and badge and raffle tickets into a prize draw, which is drawn in the assembly.

**Heads of Year** run afternoons through the year to reward those students with no negative sanctions – this could be picnic, tea party, film afternoon etc.

### **Rewarding events**

**House Rewards Assemblies:** Rewards assemblies will be held each term to formally recognise students who have done well. These assemblies celebrate the successes of the House over the term and motivate students to strive for excellence.

Categories of recognition include:

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

**Celebration assemblies:** Celebration assemblies are also held each term. Within these **Each subject (across Y9-13)** also awards a **“student of the term”**. This is awarded to one student across the school that has demonstrated exceptional progress and learning values in that subject. These student names are displayed in the **“Gallery of Excellence”** between A and B Block. Within the termly celebrations there are **special achievement awards** and **Headteacher awards**.

**A House Day is held** for our 4 houses to fundraise for charities connected to the house ethos and to celebrate each house. These are held each year and a real highlight of the school calendar.

Towards the end of each academic year, a **celebration evening** is held to recognise those students displaying continual excellence throughout the academic year.

**Colours: Extra-curricular Colours** are also awarded and linked to sport, Performing Arts and the school productions. Full colours (badges and a certificate) are awarded to those students showing a great commitment to a team or performance and representing the school regularly in a sport. **Half colours** (certificate) are awarded to those students that have shown commitment to attending extra-curricular clubs.

Recognising that **attendance** is vital to student success in school, each term a letter will be sent home for all those **over 98%** for that term. For those students with **100% attendance in a term**, they will also receive a certificate. For those students that manage a **whole academic year with 100%** attendance, we host an attendance assembly in July where students receive a certificate, a Headteacher award and badge and raffle tickets into a prize draw, which is drawn in the assembly.

The rewards system will be regularly reviewed by the student council.

### **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 discipline the pupil as though the search was positive.

CCTV footage may be used to decide whether to conduct a search for an item.

### **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
- vapes, tobacco and cigarette papers
- aerosol cans
- e-scooters
- 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 is socks and pockets. 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. A metal detector wand can be used to assist in the search for hidden items.

### **Searching lockers, bags and coats**

Schools can search lockers, bags 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 student's 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.

## **Strip searching**

A strip search is a search involving the removing of more than outer clothing. Strip searches on school premises can only be carried out by police officers. The decision to undertake the strip search itself and its conduct are police matters, school staff retain the duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times. Unless there is an immediate risk of harm and when reasonably possible, staff should inform a parent of the pupil in advance of the search. Parents should always be informed after a strip search has been conducted.

## **Recording searches**

Any search for a prohibited item should be recorded on My Concern, whether an item was found or not. Parents should also be informed of this.

## **Screening**

Screening is the use of a walk through or hand-held metal detector to scan for weapons or prohibited devices e.g. vapes, mobile technology for an exam. FUS will utilise this technology when it deems there is a need. If a pupil refuses to be screened, the member of staff should consider why the pupil is not co-operating and make an assessment of whether it is necessary to carry out a search or sanction as if a prohibited item had been found.

Cohorts of students will also have random screening – e.g. within a tutor group for prohibited items, or entering an exam room for mobile technology.

Parents are notified of screening if a prohibited item is found.

## **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. Any confiscated vapes will not be returned and passed to the Trading Standards Police Link.

### **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. Prohibited items will not be returned to the pupil.

### **Searching for electronic devices**

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.

### **Vaping**

Vaping is illegal for anyone under the age of 18 and banned from our school site. We have vape monitors fitted around the school site to support students not vaping.

The first time a student is caught vaping, with a vape or in a cubicle with a student that is vaping a C6 is set and an information booklet is given to the students. The second occasion is a C7 and a welfare check and discussion over vaping and habits. The third and subsequent offence is a C8 and possible referral to Reach.

All vapes are confiscated and passed to Trading Standards – none are returned to a student or their parent.

## **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 robust approach towards any form of crime and will cooperate fully with any request from the police for information or assistance.

## **5. Mobile technology**

Mobile phones now include many additional functions. These allow immediate access to email, the internet and other functions such as access to social networking sites.

Mobile technology (phones and smart watches) and headphones are not to be seen on the school site between 8.30am and 2.40pm, unless students have been requested by a member



of staff to use them in a lesson to enhance their learning. Smart watches can only be used as a watch.

Sixth Form students may use their phones in the Sixth Form social spaces.

Any member of staff that sees a student's mobile phone, should confiscate it and take it to Inclusion Hub, where it will be stored securely.

Students will receive a C3 sanction and for a first offence will be able to collect their phone at the end of the day. The second or subsequent time a student has their phone confiscated in a half term parents will need to collect the phone. A C7 will be issued for a third offence and for further breaches the student could be banned from bringing their phone on site.

Alongside mobile technology being visible in school, Ferndown Upper School does not tolerate the following:

- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in toilets, swimming pools and changing rooms and similar areas.
- Using their phone to access inappropriate or offensive sites.
- Bullying, harassing or intimidating staff or students by the use of text, image, email or multimedia messaging or sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or handing over the phone at the request of a member of staff.
- Using the mobile phone outside school hours to intimidate or upset staff or students.
- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on a social media site.
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages).
- Students posting material on social network sites with the deliberate intention of causing harm to others or themselves.
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students.
- pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised.
- publishing photographs of vulnerable students, who may be on a child protection plan, where this may put them at additional risk.

Where it is deemed necessary to examine the contents of a mobile phone this will be done by a DSL and in line with national guidance.

## **6. Online behaviour incidents**

FUS will become involved in online behaviour incidents online as these incidents can significantly impact the culture and the smooth operation of the school. We have the same standards and expectations of behaviour online as within school. Online behaviours will be sanctioned in line with in school behaviours.

## **7. Child-on-child sexual violence and sexual harassment**

Following any report of child-on-child sexual violence and sexual harassment the school's safeguarding policy is followed on a case-by-case basis.

## **8. 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
- Screening students
- Search of 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 support and guidance for staff accused of misconduct

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

## **9. 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 suspension would then be permanent exclusion.

## **10. 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 – including prejudice based or discriminatory bullying and cyber / 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.

## **11. Removal from the classroom - 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 required.

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 until 3.40pm. Staff will work with students on reflection of the need for the sanction during this time as well.

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. Student hand their phone in at the start of the day to the C7 room manager and receive it back at the end of the day. Failure to hand over a phone can lead to a suspension.

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

## **12. 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.

## **13. 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 MCAS 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.

## **Uniform**

At FUS we expect all students to wear their uniform correctly and with pride. Students have a choice of uniform A or uniform B – see Appendix 1.

Tutors check uniform each morning and this is followed up by teaching staff in the day.

Some students have uniform adaptations for medical reasons.

For uniform that cannot be changed immediately e.g. trainers, no blazer, false eye lashes etc, students will lose their social time until this is addressed. Standards cards are signed for this once in a day.

For uniform infringements, like shirt untucked, rolled skirt, top buttons undone, these are signed on standards cards on each occasion.

Students repeatedly wearing their uniform incorrectly, will receive a uniform warning on Bromcom and in person from a member of staff. If they continue to receive signrouters for this repeated uniform defiance, this will result in an item of uniform ban / change – e.g. logoed jumper, shoes, wearing skirt / trousers / tie incorrectly.

## **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: Behaviour Sanctions (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 via MCAS. Detentions are monitored and repeated detentions will trigger further sanctions and interventions from the pastoral managers such as report cards or PSPs.

C3 Behaviour Detentions are completed the next available C3 day. C3s are sat on Tuesday, Wednesday and Thursdays.

Staff may also use other appropriate sanctions at their discretion such as detaining at break and lunchtimes or speaking to the student at the end of the lesson etc.

## **Home learning**

Homework at Ferndown Upper School is a vital part of a student's educational experience. Studies have shown that students who engage with their homework achieve better outcomes and our homework policy has been driven from reviewing a range of research alongside a large consultation with staff. Research shows that students who do their homework achieve, on average, two grades higher in their GCSEs compared to those who don't do homework regularly.

There is considerable support in school for students with their home learning assignments. The Reading Hub is open before and after school each day. The Home Learning Club runs daily to provide support. Each teacher is also available for help before the deadline date.

## **Home learning Sanctions**

HW3 – failure to complete a homework or if a student has not put enough effort into their homework. This is 30-minute detention, recorded on Bromcom as HW3 and parent / carer notified through MCAS.

HW3 Detentions are completed a day of the student's choice the following week. HW3s are sat on Tuesday, Wednesday and Thursdays.

## **Late Sanctions**

Unless a pupil is exempt from lateness to school, e.g. registered young carer with caring duties in the morning, or lessons e.g. medical reasons, pupils are expected to be punctual for school, tutor and lessons.

Student lateness is accumulated through registers in the week and repeated lateness to lessons or school results in a C5 or C6. Repeated lateness and refusal to attend on time is defiance and will be sanctioned as this.

#### **C4: On Call - reintegration**

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 or use the 'On Call' email link Reception, who will in turn use the radio system to notify the duty member of staff. This member of staff will speak with the student and staff member with the aim to reintegrate the student back into the lesson or to work in a Learning Area 6<sup>th</sup> form lesson.

It is the duty of the teacher who has used 'On Call - reintegration' to record the incident as a C4 on Bromcom. In this case a C3 does not need to be set as well as this would constitute double punishment.

The sanction is one hour after school the next day.

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

#### **C4: on-call – removal**

If the behaviour is to an extent that the student needs removing or is a repeat C4 in a day – the student will be placed to work in the C7 room for the rest of the day and a C6 is set.

It is the duty of the teacher who has used 'On Call - removal' to record the incident as a C4 on Bromcom. In this case a C3 does not need to be set as well as this would constitute double punishment.

#### **Behaviour surveys**

On a regular basis students complete peer behaviour surveys to identify students that they feel are disrupting their learning in and out of the classroom. This is to ensure student voice is heard. This also identifies if students are feeling unsafe in any part of the school.

The survey is anonymous and completed by either the deputy headteacher, SLT link or HoY for the year group.

For areas of the school identified, increased checks and support is put in place to ensure there are no unsafe areas.

Parents of students identified repeatedly are written to, raising awareness to support working with home and school to rectify behaviours.

#### **Break / Lunch Sanction**

Any student not in correct uniform will be issued with a Break / Lunch sanction Io code. This means they must attend the Study Centre at break and lunch time until the uniform infraction has been corrected.

Any student with poor behaviour in social times and not behaving in the Ferndown Way, will complete their social times in the Study Centre

#### **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. This sanction is for 90 minutes for all students in C5, even if there is only 30 minutes owing. Failure to clear the detentions in a C5 will result in a C7 sanction. If students run away from the member of staff who is trying to collect them, they will likely receive a C8 suspension. Students are reminded in the week by their tutor and in assemblies to complete their C3s and they are also present on Bromcom for students and parents to see.

#### **C6: SLT detention**

2 hours on a Friday after school.

This sanction is for high tariff behaviours. Unsuccessful reintegration to lessons following a C4, removal from lessons, repeated lateness, first offence for vaping, with someone vaping or being in possession of a vape.

#### **C7: Removal from the classroom - Internal suspension (lesson 1 – 3.40pm)**

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

1. Disruptive behaviour in class
2. Three C4 SLT call-outs
3. Repeated disruption or defiance
4. Bullying; including misuse of social media in and out of school
5. Minor incidences of fighting or incitement to fight
6. Truancy from lessons
7. Minor vandalism or graffiti
8. Having smoking / vaping items in their possession
9. Smoking / vaping off the school site, not in uniform but identifiable as a member of the school e.g., standing with students in school uniform
10. Bringing the school into disrepute
11. Misbehaviour to or from school or via social media video posts
12. Rudeness or swearing in response to a member of staff
13. Minor examples of theft from a student
14. Repeated lateness
15. Refusal to follow reasonable staff direction

#### **C8: Suspension**

Examples of incidents which may result in a suspension (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. Persistent defiance
3. Failure to follow reasonable instructions
4. Anti-social behaviour
5. Physical assault of other students
6. Direct verbal abuse of staff e.g. swearing at a member of staff

7. Verbal abuse of students e.g. racial, relating to disability, sexual orientation or gender reassignment.
8. Repeated non-completion of detentions or refusal to sit C5 Friday detention
9. Failure to behave or to complete work in the C7 internal isolation room
10. Bringing prohibited items into school e.g. alcohol, weapons, knives, fireworks or other dangerous items – dependent upon the circumstance, this offence may warrant a permanent exclusion
11. Smoking, including vaping either on the school site or off site in uniform
12. Under the suspected influence of drugs or alcohol
13. Refusing a school search – this sanction could become a permanent exclusion if the student runs away from or refuses a search that involves the suspicion of drugs
14. Theft
15. Persistent bullying including misuse of social media in and out of school
16. Serious cases of bringing the school into disrepute
17. Serious vandalism or graffiti
18. Dangerous behaviour which compromises the safety of other pupils
19. First offence of setting the school's fire alarm off
20. Being caught in the same toilet cubicle as another student – particularly if this has been for a long period of time

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

The school does not tolerate bullying and incidents of bullying behaviour are recorded using a B code with a sanction as a C code.

Following a suspension a **re-integration meeting** is held with the student and ideally the parent, and any other relevant parties, to support successful reintegration back into full-time education.

### **Escalation of sanctions**

Please see appendix 3 for outcomes of non-attendance and escalation of repeated sanctions.

### **C9: Governor's Warning**

After three C8 suspensions 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 suspensions (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 suspensions could result in a permanent exclusion. For some cases off site direction and then a managed move may 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. Suspension 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 for persistently disruptive behaviour. In some cases, off site direction and 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. Serious verbal 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. 2<sup>nd</sup> 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. Refusing a school search (or running away from a search) because of a suspicion of having drugs on their person
14. Incidents relating to illegal drugs – please refer to the details below

A pupil's behaviour outside of school can be considered grounds for a suspension or permanent exclusion.

When balancing the facts in relation to a suspension or permanent exclusion decision – the headteacher must apply the civil standard of proof, “on balance of probabilities” which means it is more likely than not, rather than the criminal standard of “beyond reasonable doubt”.

The headteacher may cancel any exclusion that has already begun (or one that has not yet begun), but this can only happen when the governing body has met yet to consider whether the student should be re-instated.

### **Use of part time timetables**

A part time timetable should not be used to manage a pupils' behaviour and must only be in place for the shortest time necessary. Any program must have a time limit by which point a student is expected to attend full time education – either at school or AP.

### **Alternate provision (AP)**

The very best AP can be important in managing behaviour and providing alternative to exclusion, as well as providing support for students to meet their SEND or medical needs. AP is short term placement for students who need a time-limited intervention away from their mainstream school. Student will be supported to reintegrate into mainstream schooling.

The Governing Body will be informed of any AP request and updated at timely intervals of the progress, including being part of the review process.

### **Managed Moves**

This is used to initiate a process, which leads to the transfer of a pupil to another mainstream school permanently. They are voluntary and agreed with all parties involved.

### **Responses to Drug Related Incidents**

2012 DfE and ACPO advice requests 'that any response to drug-related incidents needs to balance the needs of the individual pupils concerned with the wider school community. In deciding what action to take schools should follow their own disciplinary procedures'. Therefore Ferndown Upper school's response to drugs offences is as follows.

Offences Include

- Possession of drugs,
- handling drugs,
- supplying drugs,
- taking drugs on the school site and
- taking drugs off the school site but in school uniform (or if the student is identifiable as a FUS student).

The school will consider each incident individually and will employ a range of responses to respond. Some sanctions, such as suspicion of being under the influence of some drugs (alcohol) may be dealt with by a suspension, holding drugs for another student or having a small amount of drugs on their person (for a first offence) could be sanctioned via a longer fifteen day suspension and a final governor warning (under the agreement to liaise with drugs support agencies), whereas more serious cases such as larger quantities of a drug or the intention to sell drugs on the school site could lead to permanent exclusion.

The list above is not an exhaustive, definitive list and is only intended to give general direction when deciding upon the appropriate sanction. The final decision rests with the Headteacher and will be based upon the following considerations:

- mitigation in terms of admission (honesty and helpfulness in investigating the incident)
- the type and seriousness of the incident
- the welfare of the student concerned
- the welfare of the other students in the school
- the previous behaviour record – will the student take the opportunity of a second chance?

- consistency with disciplinary action for other drug related incidents

Possible responses include:

- referral, inter-agency programmes and counselling when a student has disclosed a drugs problem
- suspension
- off-site direction
- a managed move – either for a fresh start or to avoid the requirement to permanently exclude
- permanent exclusion

### **Drug Dogs and Drug Testing**

The school will employ the use of detection dogs at regular intervals to ensure that there is a known deterrent to ensure that the school remains drug free. Any substance that is found during these searches will be identified by a drugs test administered by the handler in conjunction with the school's DHT. The school will then attempt to contact the police, so that they can then offer a professional opinion (and to dispose of the drug). If the school cannot arrange for the police to carry out the above it will act upon the outcome of the drugs test mentioned above in deciding upon appropriate sanctions.

The school has drug tests available for parents / carers to either administer or to authorise for their child / ward to self-administer should there be a concern about drug use.

The school has breathalysers in school, where a student who is indicating being under the influence of alcohol, will be asked to breathe into the test to confirm or deny this. The pupil may request their parent / carer / appropriate adult present. Refusal to take the test will suggest that the outcome would have been positive.

## **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.

### **Standards cards**

Ferndown Upper School has a standards card that all students Y9-11 carry in their blazer pocket to support The Ferndown Way of uniform and learning expectations. Students are expected to have this on them at all times and staff will sign this to reward upholding The Ferndown Way and to prompt those not complying. A spare can be obtained from the tutor in morning tutor time if a student has forgotten theirs that day.

### **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 or staff 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 in Autumn and Spring Terms only, worn under blazers not instead of a blazer.)

**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 with embroidered school house logo on the collar which is available from The School Shop.

**Sweater:** Plain black knitted long sleeved 'V' neck sweater (standard length) (winter wear in Autumn and Spring terms only, worn under blazers not instead of a blazer.)

**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.

## Appendix 2 – Rewarding: The Ferndown Way

