

**The English Martyrs School
and
Sixth Form College**



**Discipline
and
Behaviour Policy**

2011 – 2012

DISCIPLINE POLICY

The Ethos

The English Martyrs School and Sixth Form College expects and promotes behaviour which allows all its members to work together in a spirit of harmony and co-operation, guided by the teachings of Jesus and the Church.

Responsibilities of School, Students and Parents in Ensuring an Orderly Climate for Learning:

Statement of general principles

School:

- To ensure the whole school community is consulted about the principles of the school Behaviour Policy.
- To establish and communicate clearly measures to ensure good order, respect and discipline.
- To co-operate and agree appropriate protocols with other schools in the local school partnership for behaviour and persistent absence.
- To ensure the school Behaviour Policy does not discriminate against any student on, for example, grounds of race, gender disability or sexual orientation, and that it promotes good relations between different communities.
- To ensure teachers' roles in school discipline matters are consistent with the National Agreement Raising Standards and Tackling Workload and workforce remodelling agenda so that there is due recognition of the enhanced roles of support staff and not all responsibilities are focused on teachers.
- To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.
- To support, praise and as appropriate reward students' good behaviour.
- To apply sanctions fairly, consistently, proportionately and reasonably – taking into account of SEN, disability and the needs of vulnerable children and offering support as appropriate.
- To make alternative provision from day six for Fixed Period excluded students and, where appropriate, to arrange reintegration interviews for parents at the end of a fixed period exclusion.
- To take all reasonable measures to protect the safety and wellbeing of staff and students including preventing all forms of bullying and dealing effectively with reports and complaints about bullying.
- To ensure staff model good behaviour and never denigrate students or colleagues.
- To promote positive behaviour through active development of students' social, emotional and behavioural skills.
- To keep parents informed of their child's behaviour – good as well as bad, use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities.
- To work with other agencies to promote community cohesion and safety.

Students:

- To follow reasonable instructions by school staff, obey school rules and accept sanctions in an appropriate way.
- To act as positive ambassadors for the school at all times including when off school premises.
- Not to bring inappropriate or unlawful items to school.
- To show respect to school staff, fellow students, school property and the school environment.
- Never to denigrate, harm or bully other students or staff.
- To co-operate with and abide by any arrangements put in place to support their behaviour such as Pastoral Support Programmes or Parenting Contracts.

Parents:

- To respect the school's Behaviour Policy and the disciplinary authority of school staff.
- To help ensure that their child follows reasonable instructions by school staff and adheres to school rules.
- To send their child to school each day punctually, suitably clothed, fed, rested and equipped and ready to learn.
- To ensure school staff are aware of any SEN-related or other personal factors which may result in their child displaying behaviour outside the norm.
- To be prepared to work with the school to support their child's positive behaviour.
- To attend meetings with the Headteacher or other school staff, if requested, to discuss their child's behaviour.
- To adhere to the terms of any parenting contract or order relating to their child's behaviour.
- If their child is excluded from the school, to ensure the child is not found in a public place during school hours in the first five days of exclusion and, if invited, to attend a reintegration interview with the school at the end of a fixed period of exclusion.

The Power to Discipline:

All teachers and other staff in charge of students have the power to discipline. Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. At The English Martyrs School and Sixth Form College the following disciplinary measures are operational.

- All members of staff, teaching and non-teaching, have the authority to **verbally check** any student who is breaking a school rule. If the incident requires more than a verbal check a teacher should be informed.
- **Written sanctions** can be set by any teacher.
- **Departmental detentions** may be set by any teacher, usually for repeated offences such as lack of equipment, lack of homework which directly impedes an individual's learning.
- **Head of House detentions** may be imposed if a student is referred by his / her Form Tutor for comments in his / her planner. This will take place on Monday evenings from 3.10 pm to 3.40 pm. They will **usually** be until 3.40 pm but may be longer at Head of House discretion. Parents will be informed in writing at least 24 hours prior to detention.
- Any teacher may send a Y10 or Y11 student to the "**Time Out Room**" for the duration of his/her lesson in response to a significant "one-off incident." The member of staff should send a yellow slip to reception immediately to enable the referral to be logged and the appropriate Head of House to be informed.
- The **Learning Support Unit (LSU)** can be used to help in cases when a student has failed to work effectively in a particular subject for a number of weeks. A student may be referred to the LSU by the Head of School, in response to a request from the Head of House. The Head of House will make recommendations based on the number of yellow slips received or specific requests from Heads of Department. Heads of School will determine the duration of the referral in consultation with Heads of Department. No more than two students from any teaching group should be referred to the LSU at any time.
- Referrals to the **Off –Site Unit (OSU)** will come from the Deputy Headteacher (Pastoral) in consultation with Heads of School and Heads of House. Referrals will be in instances of the most serious nature.
- In extreme cases a student may be given a **Fixed Term Exclusion (FTE)** by the Headteacher.
- The Headteacher reserves the right to **Permanently Exclude** any student if circumstances dictate that it is the most appropriate course of action to take.

In applying our disciplinary policy the following procedures would normally apply:

- a) The punishment should reflect the seriousness of the misconduct.
- b) Incidents of misconduct are dealt with in the following way:
 - Step 1 The teacher on hand (classroom, playground etc.) deals with the incident and imposes a sanction.
 - Step 2 The teacher may refer the incident to
 - a) Head of Department (class, subject incident), or
 - b) Head of House (other incidents)
 - c) The Head of Department may refer to the Head of House.
An appropriate sanction may be imposed.
 - Step 3 The Head of House may refer to the Head of School who may impose a sanction.
 - Step 4 The Head of School may refer to the Deputy Head (Pastoral) who may impose a sanction.
 - Step 5 The Deputy Head may refer to the Headteacher who may impose a sanction.
 - Step 6 The Headteacher may consult with the Staff Disciplinary Committee who may impose a sanction.
 - Step 7 The Headteacher, after consultation at the Staff Disciplinary Committee, may refer to the Governors' Pastoral Committee.

Regulating Students' Conduct and Disciplining them for Misbehaviour Outside of the School Premises

- Sanctions will apply to students who misbehave on the way to or from school, outside the school gates or otherwise in close proximity to the school. Action would be taken against any student who was verbally abusing members of the public on a bus on the way to school.
- If someone causes any distress to the bus driver on his/her journey to and from school they should expect to be banned from using the bus for an agreed length of time (often two weeks). Parents/guardians would be notified of this in advance.
- Sanctions will apply if misbehaviour takes place on Work Experience or whilst the student was taking part in a further education course as a part of a school programme.
- The school will apply sanctions if a student misbehaves whilst representing the school in a sports event with another school or any other event which might affect the chance of opportunities being offered to other students in the future.
- The school would take action if a student harassed a member of staff or student off school premises, including through the internet.

THE CODE OF CONDUCT

In practice this means:

- a) All members of the school community will treat each other with respect and dignity.
- b) No one must ever wilfully damage school or others, property or equipment. Students and staff will endeavour to keep the school litter free at all times.
- c) The highest standards of punctuality and attendance are expected from everyone. The school's "Attendance Policy" monitors and checks students' attendance.
- d) All students from Year 7 through to Year 11 must wear school uniform as set out in the school's "Uniform and Appearance" policy.
- e) Any behaviour which is anti-social, destructive, or disruptive or is in any way contrary to the ethos and authority of the school will be sanctioned to a degree relative to the seriousness of the behaviour.

Sanctions

BEHAVIOUR

SANCTIONS

VIOLENCE

- Internal Isolation
- Referral to Off Site Unit
- Fixed Term Exclusion

OBSCENE LANGUAGE

- Internal Isolation
- Referral to Off Site Unit
- Fixed Term Exclusion

DEFIANCE/DISRESPECT

- Internal Isolation
- Referral to Off Site Unit
- Fixed Term Exclusion

THEFT

- Internal Isolation
- Referral to Off Site Unit
- Fixed Term Exclusion

VANDALISM

- Internal Isolation
- Referral to Off Site Unit
- Fixed Term Exclusion

SMOKING

- Letter Home/written sanction
- Detention
- Internal Isolation
- Referral to Off Site Unit
- Fixed Term Exclusion

TRUANCY

- Head of House Detention
- Internal Isolation
- Referral to Off Site Unit
- Fixed Term Exclusion

CLASSROOM DISRUPTION

- Written Sanction
- On Report
- Internal Isolation
- Referral to Off Site Unit

LATENESS

- Detention/ written sanction

MOBILE PHONE

- Will be confiscated and Parent or Guardian picks up phone from school office

ELECTRONIC EQUIPMENT

- Confiscate for the day or longer as appropriate

TRAINERS

- Educated in Internal Isolation Room or in LSU

JEWELLERY

- Confiscate for the day or longer as appropriate

TIES/SHIRTS MAKE UP

- Detention – for persistent offenders

These sanctions are not used in rank order but are adopted to correspond to the seriousness and frequency of the behaviour.

Support

The school pastoral system provides help and advice both to individuals and to groups to regulate behaviour. We have a highly experienced team of House Heads who lead Deputy Heads of House and the form tutors in the day to day pastoral care of our students. The appropriate Head of House would usually be the first point of contact should a parent wish to raise any issue or concern. In addition:

- a) The Home School Liaison Officer provides specialised advice and support to individual students and families.
- b) The Learning Support Unit provides support for students to improve behaviour and learning.
- c) The support provided by the Special Educational Needs Department is designed to motivate students in their learning which in turn improves behaviour.
- d) Learning Mentors. The school has two learning mentors who support students in their school life and address behavioural issues when they arise.
- e) The school will engage the support and advice of agencies of the LEA to address behaviour problems when needed.

Attendance Policy

Regular attendance at school is expected. The reasons for this are obvious, students learn best and receive most from school when they are actually there. This issue is highlighted regularly in our Parents Bulletin and is featured on The School Contract. Full attendance is rewarded positively through attendance certificates.

Any student whose absence falls below 85% is noted by the Head of House and may be referred to the Attendance Officer from the Local Authority.

The school also requests that as far as possible medical and dental appointments are made out of school hours. Parents are requested to avoid taking students on holiday during term time if possible.

Requests for holidays during term time should be made in writing to the Headteacher. NB. The school can only authorise such absence for 10 school days in any academic year. The school will not grant permission for holidays to be taken during external examinations.

Registers are taken each lesson by subject teachers and before first period by Form Tutors in accordance with the instructions given by the Department of Children, School and Family.

On the second day of a student's absence if no contact has been made with the school by his or her family, enquiries will be made by school staff by phone, letter or in exceptional circumstances through the Attendance Officer. A record of this shall be entered into the student's file.

Parents are asked to provide a written explanation for each and every absence upon a student's return to school. Parents are informed of this during initial consultation meetings and through reminders in the Parents' Bulletin.

If no written explanation is received within a reasonable time, a letter is posted to the student's home. This letter gives details of the date(s) of the absence(s) and requests an explanation for the absence. A copy of this shall be placed in the student's file.

If any absence, whether covered by a note or not, is considered an unauthorised absence by a member of staff, parents will be informed by a Head of House.

In any case of suspected truancy, parents will be informed of the school's concern at the earliest possible opportunity.

In cases of truancy or when serious concern about absence arises within school, the Attendance Officer will be contacted by the school. This facility is also available for parents to use themselves.

Uniform and Appearance

It is the policy of the school that uniform should be worn by all students throughout Years 7 – 11. The uniform supports the ethos of the school and helps to instil discipline and pride in appearance in students. The standard uniform is set out below:

<u>GIRLS</u>	<u>BOYS</u>
White regulation school shirt, cotton or polyester-cotton	White regulation school shirt, cotton or polyester-cotton
EMS school tie	EMS school tie
Black skirt, 'A'-Line or flared or pleated skirt of a <u>reasonable</u> length. Skirts with a front slit or side slits must not be worn. Sports shorts must not be worn under skirts Black regulation school trousers are permitted. <u>Low waisted trousers must not</u> be worn	Black trousers not jeans
EMS black blazer with embroidered badge and House braid	EMS black blazer with embroidered badge and House braid
Optional EMS V-necked school jumper or cardigan with badge	Optional EMS V-necked school jumper or cardigan with badge
Plain white or black socks. Navy, black or beige tights may be worn in winter. Socks and tights <u>may not</u> be worn together	
Plain black school shoes – <u>NOT</u> training shoes; shoes with platform soles or high heels must not be worn for safety reasons	Plain black school shoes – <u>NOT</u> training shoes
Outdoor wear: Anorak or coat Denim Jackets & tracksuit tops are <u>not</u> acceptable	Outdoor wear: Anorak or coat. Denim Jackets & tracksuit tops are <u>not</u> acceptable
Hats / caps <u>must not</u> be worn inside the school building	

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Compulsory PE Kit

BOYS

Vest (in House colours)
Long sleeve top (in House colours)
Black Shorts (plain)
White football socks (plain)
Trainers (no plimsoles / canvas shoes)
Swimming kit (towel / trunks)
Football Boots (except in the summer term)

GIRLS

T-shirt (in House colours)
Long Sleeve Top (in House colours)
Black Shorts (plain)
White Football Socks (plain)
Trainers (no plimsoles / canvas shoes)
Swimming kit (towel / costume / swimming cap)

Optional PE kit

Plain Black Tracksuit bottoms
EMS PE jumper (now available to boys and girls)
Plain black or red base-layer
Gum Shield / Shin pads

The English Martyrs PE department has a strict policy of bringing all PE kit to all lessons. This is to ensure that the pupils are prepared for any activity, when facilities are unavailable or because of adverse weather conditions. We would also like to make you aware that all PE kit needs to be labelled with the pupil's full name in permanent pen. This is to aid the process of returning misplaced kit.

Students must have a bag suitable for bringing planners, books and other basic equipment (pen, pencil, ruler, rubber, all books for the day's lessons, PE kit when required) to school each day.

Hairstyles

Hairstyles are expected to be reasonable with no artificial colouring. Hairstyles incorporating shapes / patterns are not acceptable. Any student attending with an unacceptable hairstyle will be unable to access lessons in the normal way until this has been attended to. This action is to save the student involved from possible humiliation and embarrassment and to maintain high standards. Similar action will be taken with regards to shaved eyebrows, body piercing and tattoos.

Jewellery

Apart from the items below, the wearing of jewellery is not allowed.

~ Girls may wear a wristwatch and one small stud in each ear lobe. ~ Boys may wear a wristwatch

There is a risk of accidental injury from wearing jewellery in school and we cannot take responsibility for loss or damage to items of jewellery.

Make-Up

The wearing of make-up and nail varnish is not allowed.

Statement of General School Rules that apply to all members of our community

Be **polite** and **respectful** to everyone at all times.

Obscene or **racist** language is never acceptable.

When moving in and around the building **walk quietly**. **DO NOT RUN – DO NOT SHOUT**

Always be on time.

School uniform must always be worn by students in years 7-11.

Truancing or absconding from school is serious misconduct.

Do not vandalise property.

Bullying of any kind is taken seriously

Disobedience to anyone in authority in school is never acceptable.

Do not interfere with health and safety equipment or other equipment which might cause harm eg fire alarm, fire hoses, gas and electrical appliances, etc.

Put **litter** in bins.

The following are not allowed on the school premises:

- ◆ **Weapons of any kind (eg knives, airguns, laser pens, etc.)**
- ◆ **Alcohol**
- ◆ **Cigarettes, matches and lighters**
- ◆ **Chewing Gum**
- ◆ **Mobile Phones - personal electronic equipment, excluding calculators and laptops and will be confiscated.**

Gambling

This is not allowed in school.

Drugs

Disciplinary sanctions will be imposed on students involved in drug-related incidents on the school premises or during off-site school activities.

The school regards the issue of drugs as being extremely serious and is determined to do all in its power to ensure that the school is a 'drug-free zone'.

Consequently students **WILL BE PERMANENTLY EXCLUDED** if they are involved in any drug related incidents.

Definition 1: 'Drug related incidents' include:

- Being in possession of any amount of drugs
- Selling or passing of drugs to others
- Using drugs

Definition 2: **Drugs means illegal drugs or controlled drugs**

Prescribed Drugs

The school regards the carrying, passing on or using of prescription drugs illegitimately as a very serious matter and this **could lead to permanent exclusion.**

Non Prescription Drugs

Some drugs which are available 'over the counter' to the general public can be harmful if misused, Paracetamol and Aspirin are examples. Students should not carry these into school. Any misuse of these drugs could lead to permanent exclusion.

Medication

If it is necessary for a student to take medication during the school day, the parent should:

- inform the child's Head of House
- bring the medication to school
- have the medication placed in safe-keeping with the First Aider in the school medical room.

The student should report to the medical room and take the medication under supervision.

Students must **never** carry a drug, prescribed or other, on their person in school.

Alcohol

All those liquids normally sold in an off-licence or public licensed premises, spirits, beers, cider etc, which cannot legally be sold to anyone under the age of 18 years.

Any student possessing alcohol, selling or passing on alcohol to others or using alcohol may be permanently excluded.

Solvents and Other Substances

Solvents and a range of substances can be misused and consequently harmful. Although these may not be "illegal" or "prescribed", if the school has evidence that they are being misused in any way by a student which could lead to harm to his or herself or others then that student may be permanently excluded.

To and From School

These rules apply while travelling to and from school. The school will act on reports of misconduct of students journeying to and from school.

Bullying

“Bullying is a form of intimidation in which a more dominant individual abuses the power he or she has over a less dominant individual. More than one bully and more than one victim may be involved in a bullying incident”. “Bullying in Schools” – Cleveland

Bullying can be:

- ◆ **Physical** from deliberate pushing and jostling to assault.
It can also involve theft or damage to the victim’s property.
- ◆ **Verbal** this often takes the form of name-calling, which can be face to face or by mobile phone calls, texts or e-mails.
Students should keep and pass on any such texts or e-mails.

Bullying can be a one-off incident or a sustained campaign.

Those who bully others tend to:

be assertive and aggressive; do not understand how others feel and lack guilt. Bullies can be individuals or in groups. Members of groups can become bullies to be accepted by group members. It is acknowledged that bullying can occur amongst adults also.

Prevention:

- ◆ The English Martyrs School and Sixth Form College regards bullying as a serious breach of the school’s standards of behaviour and will aim to maintain a high profile on the issue through regular references to it in Assemblies, the Staff Bulletin, the Parents’ Bulletin and Prospectus.
- ◆ Advice and help to parents through parental communications.
- ◆ Staff will aim to raise the awareness of bullying among students.
- ◆ Teachers will take every opportunity to reassure students that the school cares and will help all students.
- ◆ Anti-Bullying Boxes are located in two areas, near to the staff room and outside of the chapel. Students are encouraged to report in confidence any instances of bullying that they either are victims of or aware of involving others.
- ◆ The role of the bystander will be a focus of Assemblies at least once a year in each House.
- ◆ Opportunities will be provided in the curriculum to define and discuss acceptable behaviour and encourage coping mechanisms.
- ◆ Staff will:
 - a) encourage self-confidence and assertiveness.
 - b) encourage a supportive and caring attitude amongst students.
 - c) encourage students to talk to someone when bullying occurs.
- ◆ All staff, especially Form Tutors should maintain a vigilant and proactive attitude to possible bullying situations.

Action:

- ◆ Establish a peer mentor system for Year 7 students.
- ◆ Take all reports of bullying seriously.
- ◆ Act as quickly as possible.
- ◆ Establish the facts.
- ◆ Record the incident, assess the seriousness and if necessary, report to Head of House.
- ◆ Reassure the victim, give support and advice.
- ◆ Ensure the “bully” is aware of disapproval. If a group is involved speak to each individual and also to the group.
- ◆ Involve parents as necessary.
- ◆ If a sanction is used, it should be in relation to the seriousness of the incident and the “bully” should know why it has been given.
- ◆ Follow up by checking that no subsequent bullying has occurred.
- ◆ Repeated involvement in bullying could be punished by a Fixed Term Exclusion.

Detention

Parents will be given at least 24 hours notice in writing of all detentions.

Head of House Detention

1. In response to behavioural concerns recorded in planner as identified by Form Tutor. Head of House will decide when detention is appropriate.
2. **Work set by:** Student may complete school/homework or complete written sanctions provided.
3. **Supervised by:** All teaching staff
4. **Time:** Monday evenings from 3.10 pm to 3.40 pm.
5. **Place:**

St Johne Boste	AG3
St Margaret Clitherow	Lab 8
Blessed John Ingram	A15
St Anne Line	Lab 1
St Thomas More	AG2
6. Parents informed by letter.

Departmental Detention

1. **For minor issues** e.g lack of homework, lack of equipment.
2. **To be imposed by:** Any teacher.
3. **Work set by:** Same teacher.
4. **Supervised by:** Department.
5. **Time:** Breaks, lunchtime or after school. Parents to be informed in writing using planner, the office to be informed of the names of those in detention and with whom. Up to 3.40 pm after school.

N.B. Bus passes should be made available for students who need them.

Rewards Policy

Aim

- ♦ **To reward effort and achievement in all areas, to raise self-esteem and encourage progress and good behaviour.**

Merits

The school operates a Merit System to formally acknowledge the effort and achievement of all students.

Guidelines for awarding Merits/Tickets

- ♦ All staff are expected to award merits each lesson, as a guideline at least one merit should be awarded each lesson. Merits could be awarded for:
 - ~ improved or consistently good work in class
 - ~ a single exceptional piece of work
 - ~ improved or consistently good homework
 - ~ improved or consistently good test results
 - ~ achieving a target
 - ~ acquiring a skill
 - ~ contribution to a lesson
 - ~ positive attitude
 - ~ contribution to the Tutor Group, e.g. in morning Prayers or Assembly
 - ~ helpfulness
 - ~ a well kept Planner.
- ♦ It is important that all students recognise why merits are awarded and see that the system is fair. Each student should be measured against his / her own previous best work / attitude / results. Only one merit should be awarded to a student at one time.
- ♦ With regard to discipline and behaviour, merits can be awarded to acknowledge and promote appropriate behaviour, eg honesty, helpfulness, taking responsibility, responding to a position of trust, etc.
The award of a merit for Y7, Y8 and Y9. A Y10 or Y11 student can be awarded a commendation from any member of staff. A student will earn a prize (such as cinema tickets) when they have received 16 commendations.
- ♦ A bronze (16), silver (32), gold (64) or platinum (100) certificate will be awarded half termly depending on the number of merits earned by each student in Lower School.
- ♦ In addition to their certificates, students will receive a small prize in recognition of their achievement.

Students receiving a Platinum Award will receive a framed certificate personally signed by the Headteacher.

House Points

- Students will be able to accumulate House Points for their House by their performances in inter-House competitions and events.
- Achieving 100% attendance throughout the year
- Reaching 'Bronze', 'Silver', 'Gold', 'Platinum' levels in the merit system
- Other outstanding examples of responsible behaviour, representing the school with distinction

Work, Attitude, Contribution to School Life

- ♦ Verbal encouragement will be given by all staff at every opportunity.
- ♦ Positive written comments will be made on piece of work.
- ♦ Public praise in class or in assembly.
- ♦ Headteacher's Commendation – student will be congratulated by the Headteacher for an action or achievement deserving of praise, followed by a letter to parents.
- ♦ Sports trophies and certificates will be presented in assemblies.
- ♦ Students chosen as Prefects will wear the Prefects' tie and badge to show they have special responsibilities.
- ♦ Students elected as Form Representatives and to the School Council will wear badges to show this.
- ♦ At the end of the year Prefects, Form Representatives and Council Members will be awarded certificates.
- ♦ In KS4 Subject commendation.

Attendance

- ♦ Each term a certificate will be presented in assembly to the Tutor Group with the highest overall attendance.
- ♦ Students with two or more years' 100% attendance will be recognised at Awards Evening.
- ♦ Photographs of the Tutor Group in each House with the highest termly attendance will be displayed on the school noticeboard.

Awards Evening

- ♦ This will be held each year to mark the diverse range of achievements of students from Y7 – Y13. The Annual Awards Evening is a reflective celebration of the individual and collective successes of all members of our community.

Consultation

Student Voice

The consultation of students is an important recent duty which reflects children's rights under Article 12 of the United Nations Convention on the Rights of the Child. It will also help us to meet the National Healthy School's Standard criteria on allowing children a voice in matters that affect them.

- ◆ It is our policy to regularly involve students in the appointment of new teaching staff .
- ◆ We aim to seek student opinion from whole year groups from time to time over both pastoral and academic issues.
- ◆ We organise the election every year of Form Representatives to reflect Student Voice.
- ◆ House Representatives are chosen to become part of the School Council.
- ◆ It is our policy to consult with our student body over significant issues. The decision to change our school uniform originated from a Student Voice Survey. The school tie was designed by one of our students.

Parents/Guardians

We firmly believe that consultation with parents is important. We will seek the views of our parents/guardians at regular intervals . We aim to ask, by means of questionnaires , the opinions of our parents/guardians on how effective they think we are in a range of critical areas. The Senior Leadership Team will carefully evaluate the responses and if appropriate, steps will be taken to ensure that our standards remain at optimum levels.

Local Partners

We have an excellent relationship with a wide range of partners. Within Hartlepool there are regular meetings between the Headteachers and Deputy Headteachers in all of the secondary schools. Our partnership includes Leading Edge, Catholic Partnership and our work as an Arts College. These partnerships enable good practice to be shared from school to school in a spirit of collaboration. It is our policy to refer students whenever appropriate to CAMHS via our school nurse, in order to provide specialist help for individual students and their families.

We make full use of the local emergency services in providing input into our PSHE programme. The police and fire service are regular contributors to our programme. We firmly believe that our students should be provided with an education which teaches them to value the work of our emergency services. It is school policy that in Year 10, all students will undertake a two week work experience placement. We believe that this helps to give them a useful insight into the self discipline often required in the world of work.

Confiscation

The Education and Inspections Act 2006 provides authority for a member of staff to use confiscation as a disciplinary sanction **if it is lawful**. That includes seizure and also as appropriate the retention and disposal of certain items. All staff have the authority to confiscate mobile phones from students. When a mobile phone has been confiscated it should be taken by the member of staff to the main office where it will be retained until it is collected by a parent or guardian. **For the confiscation to be lawful it must be proportionate and in pursuance of a legitimate aim.** It would not be appropriate for a member of staff to destroy a mobile phone brought into school by a student. This would be disproportionate and unlawful. However if a piece of chewing gum had been confiscated, disposal of the item is likely to be a proportionate response. **The general aim of confiscating property is to maintain an environment conducive to learning and to safeguard the rights of other students to be educated.**

The staff member has a defence to all proceedings against him or her and is not liable for any damage or loss arising in situations when the confiscation has been lawful.

A separate provision in the Violent Crime Reduction Act 2006 makes it lawful for certain school staff to search suspected students for knives or other weapons without consent. The legal power of school staff to search students only extends to weapons. If it is felt necessary for a student to be searched for (say) illegal drugs or stolen property that should be done by the Police rather than school staff.

A member of staff cannot legitimately search through a phone or access text messages without the student's permission. In some circumstances it may be reasonable for a member of staff to reveal a message for the purpose of establishing whether cyberbullying has occurred. If the student refuses the member of staff should not enforce the instruction. The member of staff can legitimately issue a disciplinary sanction however for failing to follow a reasonable instruction.

At The English Martyrs School and Sixth Form College staff will confiscate items such as:

- ◆ an item posing a threat to good order for learning : for example a student using a personal music player in class;
- ◆ an item against school uniform rules; for example a student refusing to take a baseball cap off on entering a classroom;
- ◆ items posing a health or safety threat;
- ◆ items which are counter to the ethos of the school :for example material which might cause tension between one community and another;
- ◆ items which are illegal for children to have: for example racist or pornographic material.

Any cigarettes confiscated in school will be destroyed. There is no acceptable reason why a student should bring a cigarette lighter into school. Such items will be retained until such time as a responsible family adult can retrieve them.

Taking into account individual student needs

We believe that adults in our school need to take account of the individual needs and circumstances of the students when implementing behaviour policies. Students with SEN may not easily understand complicated instructions and ought not to be admonished for failing to follow long and complex instructions. Good practice would be to keep instructions short and clarify understanding by asking the student to repeat them.

We would expect staff to make reasonable adjustments in the application of our behaviour policy to disabled students.

We will make special educational provision for students whose behaviour-related learning difficulties call for it to be made. We will attempt to identify at risk students in advance. We will plan proactively how the school's disciplinary framework will be applied for each of these students and will ensure that all staff in contact with the student know what has been agreed. We recognise that an estimated 7% of the child population have a physical or mental impairment which has a substantial and long term effect on their ability to carry out day to day activities. Disabled students include those with hidden disabilities such as dyslexia, autism and speech and language impairments; sensory and physical impairments; and medical conditions such as diabetes, epilepsy or disfigurement. Some students with more complex behavioural, emotional or social difficulties (BESD) may also fall under the definition of disabled.

The definition of disability includes conduct disorders such as oppositional defiance disorder(ODD); hyperkinetic disorders such as attention deficit disorder or attention deficit hyperactivity disorder(ADD/ADHD) and syndromes such as Tourette's and other mental health disorders.

All teaching staff will be provided with regularly updated information regarding students who have special educational needs. It is expected that staff will use this information wisely when implementing the school behavioural policy.

Use of Force

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- a) committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
- b) causing personal injury to, or damage to the property of, any student (including the student himself); or
- c) prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

The staff to which this power applies are defined in section 95 of the Act. They are:

- a) any teacher who works at the school, and
- b) any other person whom the head has authorised to have control or charge of students. This
 - (i) includes support staff whose job normally includes supervising students such as teaching assistants, learning support assistants, learning mentors and lunchtime supervisors.
 - (ii) Can also include people to whom the head has given temporary authorisation to have control or charge of students such as paid members of staff whose job does not normally involve supervising students (for example catering or premises-related staff) and unpaid volunteers (for example parents accompanying students on school-organised visits).
 - (iii) Does not include prefects.

The power may be used where the student (including a student from another school) is on school premises or elsewhere in the lawful control or charge of the staff member (for example on a school visit).

There is no legal definition of when it is reasonable to use force. That will always depend on the precise circumstances of individual cases. To be judged lawful, the force would need to be proportionate to the consequences it is intended to prevent. The degree of force should be the minimum needed to achieve the desired result. Use of force could not be justified to prevent trivial misbehaviour. However, deciding whether misbehaviour is trivial also depends on circumstances. For example, running in a corridor crowded with small children may be dangerous enough not to be regarded as trivial.

Complaints Procedure

The Local Education Authority has established a procedure for considering complaints from parents relating to the school curriculum, the charging and remissions policies of schools and religious education and collective worship. It is hoped that parents would raise any concerns they might have about such matters with the Headteacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained from the Headteacher or from the Local Education Authority.