



HEDINGHAM SCHOOL  
AND SIXTH FORM  
ACHIEVEMENT & EXCELLENCE

# BEHAVIOUR POLICY

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<b>Approved by:</b>	Full Governors	<b>Date:</b> 21 March 2018
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## CONTENTS

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### **Key Principles**

#### **Legislation & Statutory Requirements**

#### **Links With Other Policies**

#### **Roles & Responsibilities**

The Governing Body

The Headteacher

Staff

Parents

Students

### **The Hedingham Agreement**

#### **Recognising Success**

Key Stage Awards

#### **Regulating the Conduct of Students**

Definitions

Behaviour Pyramid – Choice & Consequence

Pupil Support

Behaviour Support Plans

Parental Involvement

Exclusions

Permanant Exclusions

Fixed Term Exclusions

Internal Isolation

Detentions

After School Detentions

Learning Area Detentions

Teacher Detentions

Off-site behaviour

Social Media

Malicious Allegations

#### **Searching Students**

With Consent

Without Consent

**Physical Restraint**

**Anti-Bullying**

**Wider Expectations**

Mobile Phone

Equipment

Jewellery

Lateness

Make-up & Nail Varnish

Uniform

**Impact of the Policy & Evaluation of Students' Behaviour**

## Key Principles

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Hedingham School maintains a caring ethos and attempts to build a sense of community in which all are equally valued as well as encouraged to grow academically, morally, creatively and physically. It is a place where children are taught to be responsible both for themselves and each other. They are encouraged to recognise and respect the different but equally valuable part that each plays in the school.

The key to a well-ordered school with a positive ethos is a behaviour policy with a wide range of both sanctions and positive recognition which are clearly understood by both staff and students. Both sanctions and recognition must be seen by students to be consistently and fairly applied by staff.

Every member of Hedingham School has the right to learn and work in a safe, secure and stimulating environment. No one has a right to disrupt the learning of others and the work of the school.

The Behaviour Policy is based upon our behaviour ethos of Ready, Respect, Safe and forms The Hedingham Agreement. It outlines the expectations of staff and students, and protects the right to learn and right to feel safe.

## Legislation and Statutory Requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property

## **Links with other policies**

This behaviour policy is linked to the following policies:

- Teaching & Learning
- Exclusion Guidance
- Safeguarding Policy
- Attendance Policy
- Anti-Bullying Policy

## **Roles and Responsibilities**

### **The Governing Board**

The Governing Body is responsible for reviewing and approving the Behaviour Policy.

The Governing Body is responsible for monitoring this Behaviour Policy's effectiveness and holding the Headteacher to account for its implementation.

### **The Headteacher**

The Headteacher is responsible for reviewing this Behaviour Policy in conjunction with the Governing Body, giving due consideration to the school's behaviour principles.

The Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure recognition and sanctions are applied consistently.

### **Staff**

Staff are responsible for:

- Implementing the Behaviour Policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents
- Have continued professional development in a variety of behaviour management approaches

The Senior Leadership team and House Leaders will support staff in responding to behaviour incidents.

## **Parents**

Parents are expected to:

- Support their child in adhering to the Hedingham School Agreement
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the House Leader promptly
- Inform the school if the child has been diagnosed with special education needs or a disability, parents should inform the school as a matter of urgency

## **Students**

Students are expected to:

- Adhere to the Hedingham School Agreement
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

## **The Hedingham School Agreement (The Home School Agreement)**

The aim of the Hedingham Agreement (see Appendix A) is to encourage shared responsibility and a close partnership between home and school so that each student achieves their personal best and, in doing so, contributes to the school community. It is referred to by some schools as a Code of Conduct.

Students, staff and parents accept that this school is a place of learning.

Each Subject Area has School Classroom Expectations displayed as well as the generic principles Ready, Respect & Safe framework.

## **THE RECOGNITION SYSTEM**

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There is a constant need to give all students recognition for their effort, good behaviour, academic and extra curricular achievements and to privately and publicly recognise that they are fulfilling the aims of the school.

Students across the entire ability range need to be consistently recognised if we wish to develop a positive ethos and "success breeds success" principle.

The following examples of recognition are all recognised as having a positive influence on improving students' self-esteem.

- Verbal praise
- Positive comment in books/organiser
- Use of stickers/stamps

- Prominent displays of student work
- Telephone/verbal contact with parents
- Certificates
- House Points
- Incentives and responsibility
- Individual and collective rewards

### **Key Stage Award Ceremonies**

These are held annually to celebrate the achievement and excellence of students in all aspects of school life. Students receive certificates and vouchers in recognition of the high standards they have achieved.

### **Regulating the Conduct of Students – the disciplinary sanctions adopted if a student misbehaves**

Students must know that if they choose not to follow school rules, there will be consequences. However, it is important that they understand that it is their behaviour that is unacceptable, not they themselves as individuals.

Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow reasonable instruction.

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform
- Lack of respect towards staff, students or school property

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Make videos or record conversations at school without permission of staff
- Vandalism
- Theft
- Fighting

- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Misbehaviour on school buses can lead to a withdrawal of bus pass from the bus company
- Possession of any prohibited items. NB. This list is not exhaustive. These are:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco and cigarette papers
  - Vapor pens
  - Lighters and matches
  - Laser pens
  - Fireworks
  - Pornographic images
  - Any article a staff member 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)

Students should be offered clear choices thus making them responsible for the outcome and consequences of their behaviour.

In instances where a student refuses to accept the authority of a teacher the phrase

***“Are you refusing to do what I have asked?”***

should be used. There must be a clear expectation that this will be referred to the next level of authority if not complied with.

All students will be aware of this strategy used through termly reminders in assemblies from the Headteacher and half termly reminders in tutor time from their form tutor.

Staff will consider each individual case carefully, particularly the antecedent conditions, before imposing a sanction; this may involve consulting the SENCO if the student has, or may have, special educational needs or if they are a child who is Looked After by the Local Authority.

Where a child has been diagnosed with special educational needs or a disability, parents should inform the school of this matter as a matter of urgency. In the first instance, contact should be made with the school’s SENCO who can then assess whether additional provision or reasonable adjustments may need to be made for that child.

At the start of every term, the Headteacher will reiterate the school's behaviour expectations, to all students. The following information features within the presentation:

- Do not bring anything into school that is an offensive weapon either to show anyone or more seriously with intent to use it
- In particular, do not bring a knife
- If you do, you are very unlikely to have a future at Hedingham as I will have to seriously consider permanently excluding you
- Do not bring drugs into school, either to sell or use. This will also be dealt with very seriously
- Violent behaviour is also a serious break of the school's Behaviour Policy. In some instances, these could lead to permanent exclusion

### **Pupil Support**

**The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviours may be differentiated to cater for the needs of the pupil.**

Whilst it is important that this Behaviour Policy is applied fairly and consistently to students, the school recognises that in some cases where a student has recognised special educational needs or a disability, a less strict application of this Policy may be required as part of the school's duty to make reasonable adjustments under Sections 21 and 22 of the Equality Act 2010.

### **Behaviour Support Plans**

The Senior Leadership Team and the SENDCO (where appropriate) in conjunction with the House Leader, will become involved in managing students exhibiting behaviour problems when the behaviour management techniques usually employed by the school are not effective.

A Behaviour Support Plan will apply to students exhibiting substantial and regular difficulties which interfere with their own learning or that of others. A range of strategies, involving internal measures will be considered, actioned and reviewed as necessary.

A student is at risk of permanent exclusion should they not respond to the support given by the school.

### **Parental Involvement**

We must never underestimate the influence of parents in disciplinary issues with students. Parents have a range of strategies available to them which have a huge effect in supporting decisions made in school. These methods can be very effective in modifying student behaviour and show the student that the school and their parents are in agreement about expectations of behaviour.

**Parents must therefore be contacted about issues to do with their children in order to gain their support and maximise the strategies available to us**

## **Regulating the conduct of students – the disciplinary sanctions adopted if a student misbehaves**

### **EXCLUSIONS**

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The Headteacher will decide to exclude a student, for a fixed term or permanently, in line with the legal requirements on the use of exclusion and having regard to statutory guidance.

This usually occurs after a serious incident or following a series of problems with an individual student. When establishing the facts in relation to an external decision, the Headteacher must apply the civil standards of proof i.e. ‘on the balance of probabilities’ it is more likely than not that a fact is true, rather than the criminal standard of ‘beyond reasonable doubt.’

The education and welfare of other students in the school should also be considered when making the decision. This will be communicated to parents on the day and in writing. The letter will explain that parents have a right to make representations to the governing body (Independent Review Panel).

#### **PERMANENT EXCLUSION**

A decision to exclude a student permanently is a serious one. It is a final step in the process for dealing with disciplinary offences when a wide range of other strategies have been tried and have failed. The Headteacher will only decide to permanently exclude:

*‘in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school’.*  
*Extract from 2017 Exclusion Policy*

The incident or series of incidents leading to permanent exclusion are investigated and documented carefully. The parents and the student are informed of the decision both verbally and in writing. The Chair of Governors and Local Education Authority receive copies of the letter.

Students bringing a weapon into school (e.g. a knife), using a weapon against another person, persistent or extreme violence, will trigger the Headteacher to consider permanent exclusion.

Students selling drugs in school will trigger the Headteacher to consider permanent exclusion.

An extreme ‘one-off’ incident will trigger the Headteacher to consider permanent exclusion.

There is not an exhaustive list that can be produced. However, any serious breaches or persistent breaches will be investigated.

The Deputy Headteacher prepares a detailed case explaining the reasons for permanent exclusion. This has to have detailed supporting documentation which may be challenged by a solicitor. Copies of the report are sent to members of the Governors’ Discipline Committee, Area Office and the parents of the student.

A meeting of the Governors Discipline Committee must be convened within 15 days after the Clerk of the Governing Body has received notification of the exclusion. The parents and representatives of the LEA are invited to the meeting together with the Governors Discipline Committee. The parent may be accompanied by a friend or legal representative.

The Discipline Committee consider all the statements and have to decide whether to uphold the Headteacher's decision. They must satisfy themselves that all possible strategies to improve a student's behaviour have been tried and have failed. This includes support from outside agencies.

The Discipline Committee must notify the parent and the LEA of their decision within one school day of the hearing giving reasons for their decision. If the decision is upheld the parents have the right to appeal to an independent review panel within 15 days of being informed of the Committee decision. If the decision is not upheld the Discipline Committee direct immediate re-instatement of the student.

A student who is permanently excluded becomes the responsibility of the County. Some excluded students are educated at home by home tutors, some join Alternative Education schemes whilst others may be directed to other secondary schools by the LEA.

The school recognises that: "Disruptive behaviour can be an indication of unmet needs. Where a school has concerns about a student's behaviour, it will try to identify whether there are any casual factors and intervene early in order to reduce the need for a subsequent exclusion".

For further guidance on exclusions, please read the document 'Guidance on Permanent Exclusions.' You can also read additional guidance by following the link below:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/641418/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)

### **Fixed Term Exclusions**

The law allows Headteachers to exclude a student for up to 45 days in a school year. In all cases of more than a day's exclusion, work should be set for the student and marked to ensure that he/she continues their education.

All incidents resulting in fixed term exclusion are investigated and documented thoroughly. The student is usually isolated during this period. Once a decision is made to exclude, the student is told by a senior member of staff. The parents are contacted by telephone and the student is either collected or taken home. A letter is sent to the parents outlining the reasons for and the term of the exclusion. Copies of this letter are sent to the Chair of Governors. The parents have the right to make representations to the Governors if they think the exclusion is unjust.

It is not appropriate to produce an exhaustive list of incidents that could result in a fixed-term exclusion. However, misdemeanours may include physical violence towards other persons, verbal abuse, bullying, consistent refusal to follow reasonable instructions, vandalism.

The student is not allowed on to school premises for the period of the exclusion. On return, the student and his/her parents are seen by the Headteacher, or Deputy Headteacher, for a Behaviour Reintegration meeting to support their re-entry into school.

## **INTERNAL ISOLATION**

An internal isolation system is in place for students who have been involved in a serious incident or have persistently challenged school rules.

The system is an effective way of dealing with disruptive students without sending them home and without interrupting their studies. The length of time will be decided by a member of the senior leadership team in consultation with the student's House Leader.

### **Procedure**

- Senior Team and House Team only make the decision regarding a student in isolation
- House Team informs student and escorts student to the Isolation area at 8.40 am
- House Team to arrange work to be sent to Isolation area
- House Team contacts parents
- Students work in isolation within the Isolation area
- Senior and Middle Leaders will supervise and support the students
- SLT on duty will support the process if required
- Alternative arrangements can be made if the student is on the SEND register. This will depend on the nature of the students needs.
- Failure to comply with the Rules of Isolation may lead directly to a fixed term exclusion.

If possible parents and students would usually be informed in advance. This would be a planned or measured response.

### **Detentions**

In some circumstances, it may be necessary to issue a detention (including detention outside of school hours) as a sanction. The times outside normal school hours when detentions can be given include:

- Any school day where the student does not have permission to be absent.
- Non-teaching days – usually referred to as INSET days.

### **After School Detention**

This detention is held on Wednesday after school from 3.15 to 4.30pm. It is supervised by a senior member of staff and students can only be placed into this detention by a House Leader.

Parents will usually be given 24 hours' notice, either by letter or telephone if their child is required to attend an after school detention. The letter will request that parents make

transport arrangements home for their son or daughter after the detention has finished. Parental consent is not required for detentions.

### **Learning Area Detentions**

All Learning Areas run detentions at lunchtimes on specified days of the week within the Learning Area. These are staffed by the Leader of Learning Area or by a rota of staff from the department.

These detentions are usually 20 minutes long and are for incidents which have occurred in the lesson but have not been resolved by the class teacher and need further action.

Students should be provided with a slip from the Learning Area reminding them when and where they should go for the detention. The detention should also be written in their school organiser.

### **Teacher Detentions**

A teacher can keep individual students in for part of break or lunchtime if they have misbehaved in a lesson. It might on occasions be necessary to keep a whole class in if the general level of behaviour has been poor. Obviously this is easier to do if the teacher has the class either before break or lunchtime.

With class detentions it is a good idea to enlist the support of the Leader of Learning Area to assist with the running of the detention.

No student should be kept for so long that they miss the chance of getting food or drink at lunchtime.

### **Off-site behaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from school. Please see our Anti-Bullying Policy for further information.

### **Social Media**

The school cannot 'police' students internet usage. However, sanctions can be issued when a parent 'screen shots' evidence of bullying and this is given to a House Leader. This can also be reported to the Police. Please see our Anti-Bullying Policy for further information.

### **Malicious Allegations**

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the pupil in accordance with this policy.

Please refer to the Safeguarding Policy for more information on responding to allegations of abuse.

The Headteacher will also consider the pastoral needs of staff accused of misconduct.

## **Searching students without consent**

School staff can search a student for any item if the student agrees. The ability to give consent may be influenced by the child's age or other factors. The member of staff is not required to have written consent from the student; it is enough for the teacher to ask the student to turn out his pockets or if the teacher can look in the student's bag or locker and for the student to agree.

The school is not required to inform parents before a search takes place or to seek their consent to search a child. The school will inform the individual's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

## **Searching students without consent**

The Headteacher and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student make have prohibited items on them. For example, they may have heard other students talking about an item or they might notice a student behaving in a way that causes them to be suspicious.

If any of the above items are found, as a result of a search, they will be confiscated. The school may retain or dispose a student's property as a disciplinary penalty, where reasonable to do so.

- Where an article is thought to be a weapon it will be passed to the police
- Controlled drugs will also be passed to the police unless there is a good reason not to (The member of staff dealing with the incident should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article)
- Stolen items will be passed to the police as soon as reasonably practicable, but may be returned to the owner if the person thinks that there is a good reason to do so
- Vapor pens, smoking materials, tobacco, cigarette papers, alcohol, fireworks may be retained or disposed and will not be returned to the student
- Offensive or inappropriate comments/images will be removed either by the school or the student. Copies will be made and kept on file. The school may report the incident to the police
- Pornographic images will be deleted unless its possession constitutes a specified offence (i.e. it is extreme or child pornography). If this occurs, school staff must inform the school's Child Protection Officer who will follow the school's Safeguarding Policy and Procedures
- Other items banned under the school rules will be returned, retained or disposed of

School staff will also seize any item, however found, which they consider harmful or detrimental to school discipline.

Complaints about searching should be dealt with through the normal school complaints procedure.

(See Appendix C for "If a search is necessary")

## **Physical Restraint**

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

### **Always be used as a last resort**

- Be applied using the minimum amount of force and the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents
- Physical restraint should also only be carried out by staff that have been appropriately trained

## **Anti-Bullying**

Bullying is *“behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”*. (DfE “Preventing and Tackling Bullying”, July 2017)

We define bullying as behaviour that is:

- Repeated
- Intended to hurt someone either physically or emotionally
- Often aimed at certain groups e.g. because of race, religion, gender or sexual orientation
- Unwanted behaviour that involves a real or perceived power imbalance

It takes many forms and can include:

- Physical assault
- Teasing
- Making threats
- Name calling
- Cyber bullying - bullying via mobile phone or online (email, social network and instant messenger)

We pride ourselves in being a school where students are ready to learn, respect everyone and feel safe. Nevertheless, we acknowledge that incidents of bullying can occur and are aware that its effects can lead to unhappiness, loss of self-esteem and under achievement.

The school will investigate all reports of bullying (towards a student or adult) when they affect well-being e.g. the people within the school community. It makes it clear that bullying is unacceptable, and finds ways of supporting the victim and guiding the bully into more socially accepted ways.

All students have a page in their homework organiser which gives advice on how to access help in bullying situations. In addition to this, they are given guidance through assemblies and tutor time as to why bullying occurs and learn strategies for tackling it.

For further information on Anti-Bullying, please refer to our Anti-Bullying Policy.

## **Wider Expectations**

### **Mobile Phones**

Students are allowed to bring mobile phones into school, but they should be out of sight and switched off in lessons.

If mobile phones and other mobile devices are seen in lessons, they may be confiscated by the class teacher and handed into the student reception.

We will not allow mobile devices to interfere with teaching and learning (the only exception to the rule applies when students might be directed by the class teacher to use their phone to support learning in the classroom).

If a student refuses to hand over their mobile phone or other device then the school's disciplinary procedures will be implemented for failing to follow a reasonable request by a member of staff. This may lead to internal isolation or fixed term exclusion if the student refuses to follow instructions.

### **Equipment**

All students are expected to come to school fully equipped for lessons. A student should have as a minimum:

- a pen
- a pencil
- a ruler
- a rubber
- a student organiser

Other items will also be appropriate for certain lessons such as a calculator or protractor.

Form Tutors carry out equipment checks and letters are sent home to parents of students who persistently come to school ill-equipped. Students can purchase items that they do not have from the stationery shop in the library.

### **Jewellery**

All jewellery with the exception of a plain stud in each ear and a watch will be confiscated. Envelopes for confiscation are available from the Front Office and are also in form registration folders. Confiscated items should be handed into the Front Office where details are recorded and the items are kept safe until the student is allowed to collect them. Students are notified of when confiscated jewellery can be collected via email.

### **Lateness**

Patterns of lateness can be identified by House Leaders using the lesson monitor SIMS system. Students who are regularly late to registration and/or lessons are placed on punctuality report. Their punctuality is checked each lesson and the number of minutes late noted down. This time is then 'paid back' in detention.

## **Make Up & Nail Varnish**

False eye lashes, false nails and nail varnish are not permitted.

## **Uniform**

Tutors check the uniform of students at registration each day and teachers check that students are adhering to the school uniform rules as they enter lessons. Students should take pride in their uniform as this is their place of work. Should a member of staff have concerns about a student's uniform, a letter will be sent home outlining the concern. A parent/guardian can contact the student's House Leader should they wish to discuss the matter further. Please see Appendix B for Hedingham School Uniform Code.

## **Hair**

Extreme hair cuts and colours are not allowed. Hair should be a natural colour with no extremes in style. This includes shaved heads or a cut which is less than a number 2 or shaved patterns in the hair. In addition, there should be no extreme highlighting, for example: red, pink, blue, green.

## **Impact of the Policy and Evaluation of Students' Behaviour:**

The Senior Leadership team will evaluate the impact of this policy through a review of systems and key outcomes on a regular basis. They will seek the views of stakeholders, including students, parents and staff. The success criteria will include the following:

- Lesson observations show that learning continues without interruption and that students' behaviour for learning is strong
- Students show a mature attitude and display responsible behaviour at all times; in lesson, before and after school, break times, lunch-times, and in their journey to and from the school, particularly on school buses
- Student outcome data shows that there are improvements in behaviour over time for any individuals or groups with particular behavioural difficulties
- Incidents of bullying and racism are extremely rare
- Student achievement and participation in the rewards process is high



## THE HEDINGHAM SCHOOL AGREEMENT ACHIEVEMENT & EXCELLENCE

*All students and parents sign the Hedingham School Agreement prior to admission to Hedingham School. The Agreement and its importance in maintaining good behaviour and high achievement is discussed with both parents and students. The Hedingham School Agreement confirms the partnership between home and school in a child's education.*

### **Hedingham School will try to:**

#### **Ready**

- Ensure that students achieve their full potential
- Provide a broad, imaginative curriculum in class and at home, and meet students' individual needs

#### **Respect**

- Give students opportunities to voice their opinions and develop responsibility
- Keep students and parents regularly informed about school matters and students' performance

#### **Safe**

- Provide a firm, fair, safe and pleasant learning environment

### **Parents & Guardians - I/We will try to:**

#### **Ready**

- See that my child goes to school regularly, on time in the correct uniform and properly equipped to learn
- support my child in homework tasks
- attend parents' evenings and discussions about my child's progress

#### **Respect**

- support the school's policies, guidelines & judgements for behaviour

#### **Safe**

- let the school know any concerns and problems that may affect my child's work at school

Signed: .....

**Students - I will try to:**

**Ready**

- Be on time
- Come prepared with the right equipment
- Be alert and ready to learn

**Respect**

- Ensure that I do not disrupt the learning of others
- Keep my phone and headphones out of sight in lessons
- Be polite and listen to staff and peers

**Safe**

- Use equipment appropriately without causing damage
- Remain seated unless given permission to leave my seat
- Follow all teacher instructions without question

Signed: .....  
STUDENT



**Hedingham School Uniform Code**

<b>School Uniform</b>	
<b>Boys</b>	<b>Girls</b>
“Hedingham School” black blazer*	“Hedingham School” Black blazer*
Traditional white shirt	Traditional white shirt
“Hedingham School” jumper with V neck	“Hedingham School” jumper with V neck
Traditional black trousers (cords, denim jeans, jeans style or skinny leg fashion trousers are not allowed)	Traditional knee-length black skirt (box pleated or tailored)** or trousers (cords, denim jeans, jeans style or skinny leg fashion trousers are not allowed)
School tie*	School tie*
Black socks	Black socks
Black shoes. Shoes should not have a large heel, should not be plimsolls and be all black in colour. They should not include any branding	Black shoes. Shoes should not have a large heel, should not be plimsolls and be all black in colour. They should not include any branding

<b>Sportswear</b>	
<b>Boys</b>	<b>Girls</b>
Blue top	Blue top
Blue shorts	Blue shorts
Blue socks as from Easter they may wear short white socks	Blue socks as from Easter they may wear short white socks
Rugby shirt/School PE Jumper	Rugby shirt/School PE jumper
Boys under Armour/skins ONLY for outside sport – must be black. For cold weather days boys will be allowed to wear plain black tracksuit bottoms, but only if their teacher specifies to do so	Under armour/skins ONLY for outside sports – must be black or blue. Girls are allowed to wear plain black leggings and from October half term, girls will be allowed to wear plain black tracksuit bottoms at the discretion of their teacher
Students are also expected to wear shin pads for football and a gum shield for rugby for health and safety reasons.	Students are also expected to wear shin pads for football and a gum shield for rugby health and safety reasons
Football boots	Football boots
Indoor non-marking trainers – must be different from their school shoes/trainers they wear for school	Indoor non-marking trainers – must different from their school shoes/trainers they wear for school

For Dance, students should wear:

<b>Dancewear</b>	
<b>Boys and Girls</b>	<b>For Key Stage 4, students wear a black dance polo shirt.</b>
Blue top	
Blue shorts (The same as the PE kit)	
Plain black leggings	
Bare Feet	

\*Available to purchase on-line from School Trends <https://www.schooltrends.co.uk/>

\*\*Girls may wear black trousers or skirts. Trousers and skirts must have a waistband to allow shirts to be tucked in properly. Skirts should be box pleated and should be knee length. Short skirts or skirts made of a clingy jersey fabric are not acceptable. Photographs of acceptable skirts can be found on the website.

### **If a search is necessary:**

If a search is necessary, the member of staff must be the same sex as the student being searched and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched. However, there is a limited exception to this rule when a member of staff of the opposite sex to the student and without a witness present can carry out a search, but only where they reasonably believe that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

The extent of the search includes clothes, possessions, desks and lockers.

The person conducting the search may not require the student to remove any clothing other than outer clothing (e.g. hats, shoes, boots, gloves and scarves.) It does not include an intimate search, which only a person with more extensive powers (e.g. a police officer) can do.

The Headteacher and staff authorised by them can use such force as is reasonable given the circumstances when conducting a search 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. Such force cannot be used to search for items banned under the school rules.

Where the person conducting a search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Members of staff can erase data or files on the device if it has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

Where a student refuses to allow a search to occur the student will be kept in isolation until the schools police liaison officer or police are able to assist with the search.