



# Durrington High School Student Behaviour Policy

*(For the purpose of this policy external exclusion may also be referred to as suspension)*

This policy provides the school-specific details in relation to student behaviour rules and expectations and is underpinned by the Durrington Multi Academy Trust (DMAT) statement of behaviour principles.

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<b>Next review</b>	<b>as and when necessary</b>	

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## **1. Purpose of this policy**

- 1.1 The trust, local governing body, Co-Headteachers and all staff at Durrington High School recognise that all our students need to feel safe and supported in school in order to achieve their full potential. By having a culture in which the expectations (school rules) are clear, all students will know what is expected. They will be able to focus on their learning free from distraction, disruption and/or worry. In summary, good behaviour by all and at all times underpins the best possible education for all students. The Co-Headteachers take a strategic lead on the implementation of this policy along with the direct support of the Deputy Headteacher (Behaviour and Standards) and designated Assistant Headteachers (inc. SENCO).
- 1.2 Durrington has a clear set of rules that, alongside our core (KAPP) values, codify what is expected in terms of every student's behaviour. These rules apply at all times when the student is on site and some aspects also extend into the wider community. By being clear and consistent with our expectations a safe, predictable and fair environment for all is maintained. The school recognition

and rewards system (framed on recognising our school values) is specifically designed to identify and reward pro-social behaviour thus creating a stronger community for all.

- 1.3 The behaviour we expect in our community is taught to students, with staff regularly reminding students of our school values, rules and expected conduct. This includes clear explanations of why values and good behaviour is important now, and in future life. Clear and consistent language, a focus on routines and the wider use of intervention (both proactive and reactive) are used to reinforce positive behaviours and also address situations where behaviour has not met the expected standards. It is based on the clarity of expectations and that positive and trusting relationships are built. We will always respond promptly and act clearly to maintain a calm and safe learning environment for all.
- 1.4 The behaviour expectations, as outlined in this policy, apply to students at all times when they are:
  - on the school site;
  - representing the school (for example on a trip/visit/during an offsite activity/event);
  - in the local community (for example\*, when travelling to and from school each day or when they are known to attend Durrington High School)

## 2. The expectations and rules for students

- 2.1 At all times all students are expected to follow The Durrington Way ([see appendix A](#)). These overarching principles codify what is expected for all, by all to create the culture and community every student can thrive in.
- 2.2 Students are expected to show respect for one another, adults, the school and members of the public who form part of our wider community. The expectation of respect extends to respecting the environment in which learning takes place and the physical environment in which the school is positioned. Further specific examples\* of how students are expected to behave are set out below:
- 2.3 **At all times** (including lesson, social time, before and after school, when coming to/from school and if/when students are part of a school organised activity) **all students must\***:
  - 2.3.1 be polite and respectful in their interaction with each other, adults in school and members of the wider community, and never:
    - verbally abusing any other person within our outside of our school community (verbal abuse includes swearing\* and/or any other hostile or derogatory language);
    - using any form of harmful language/make any form of upsetting comment towards others;
    - turning or walking away from an adult when they are being spoken to;
  - 2.3.2 follow, at the first time of asking, all instructions from adults; this is particularly important as it is related to their safety when on site and not just respectful behaviour;

- 2.3.3 never engage in any behaviour or actions (verbal/physical/written and/or via any form of social media/electronic device) that violates the dignity of another person, makes them feel uncomfortable/degraded or creates a hostile, offensive or sexualised environment (KCSIE);
- 2.3.4 stay in designated “in bounds” areas of the school site at all times;
- 2.3.5 never be involved, in any way, with smoking or vape; this includes never being in possession of any form of smoking/vaping paraphernalia. There is no reason and it is not acceptable for a student to ever be in a cubicle with any other person.
- 2.3.6 make sure that they are never (in or outside of school) in possession of any item that has the potential to cause harm or create a risk to other students, staff or members of the community. Students must never bring any form of weapon onto site, any specifically banned item and any other item that has the potential to cause harm to the student themselves or a third party ([see Appendix G for examples](#));
- 2.3.7 be calm and use inside voices when moving around the building. This means students must walk (not run), speak quietly to each other (not shout) and avoid contact with each other (not push). Where possible, walk on the left;
- 2.3.8 avoid making any form of physical contact with their peers and adults. In the large and diverse school community the expectation is that all students keep hands, feet (and objects) to themselves at all times; to keep everyone safe students must show self-control and speak to an adult if there is ever a worry or concern;
- 2.3.9 not engage or participate in any form of intimidatory and/or inappropriate behaviour; including\*:
- all forms of direct or implied aggression and/or threats towards others whether these are physical, verbal or written; also included are communications made through any form of electronic media;
  - having any intimate contact with any other student even if consent is given; examples of intimate contact include\*: touching (including bottoms/chests/inner legs/genital areas, bra straps through clothing and/or prolonged kissing) and/or pulling down/up clothing to expose underwear/genitals. Every student is expected to respect the personal space of others, regardless of the level of friendship/relationship, age and/or gender of the other person. Sexual harassment and/or violence (in any context/format or location) is never acceptable and will not be tolerated;
- 2.3.10 never be involved in (directly or indirectly) any form of bullying. Bullying is covered in more detail in the separate anti-bullying policy.
- 2.3.11 be truthful and never make any form of malicious allegation against a peer or member of staff;
- 2.3.12 follow all expectations in terms of the uniform and/or personal presentation at all times; further details of expected uniform/presentation are published in the school uniform policy. Students

should not cover their heads or faces when in school or on school trips (with the exception of those related to religious reasons and/or masks for medical reasons);

*\* reasonable adjustments will be considered where the school feels this is appropriate and will be at the discretion of the school*

2.3.13 be in possession of/share/sell or use any form of illegal drug and/or legal high (whether this is inside or outside of school). Students must not arrive on the school site or to any school-related activity or event under the influence of any form of drug inc. alcohol;

2.3.14 be disrespectful, damage or steal other's property including that of the school. Students must not:

- drop litter
- engage in vandalism
- steal from the school inc.\* canteen food

2.3.15 breach the expectations set out in the student ICT usage agreement ([Appendix K](#));

2.3.16 use a mobile device when in school, this includes phones, tablets or any other electronic gaming or communication devices e.g. headphones, speakers and smart watches. Devices are expected to remain switched off (not silenced) and out of view at all times when on the school site. This expectation applies from the moment students enter onto the site in the morning until the formal end of the school day. Smart watches (that can be used for outwards communication) are included within this ban.

2.4 Students are also banned from engaging in any form of repeated negative behaviour (whatever behaviour this is). As a generalised approach behaviour(s) that are repeated will likely warrant a more significant sanction.

2.5 The safeguarding of our students and staff is always our first priority. If we have reason to believe that behaviour(s) outside of school pose a risk to the safety of students and staff, we will take that into consideration in relation to any sanctions set/external referrals made.

**2.6 During formal learning times (assemblies, period 1, entering and exiting lessons) students are expected to:\***

- **SLANT**: this means **S**it up straight, **L**isten carefully to the person(s) speaking, **A**sk and answer questions, **N**ot interrupting or disrupting in any way, and **T**rack the person speaking;
- be prompt in arrival, entering classrooms silently and moving straight onto the set do-now task.
- sit in the seating plan as directed by the member of staff or as directed by any other adult in the room;
- demonstrate they are ready to learn; this includes having with them the correct equipment (the minimum expectations are blue/black pens, pencils, a ruler, a scientific calculator and a paperback book) and full PE kit on days they have PE lessons;
- complete all the tasks/work set to the best of their ability; this includes presenting their work in the neatest possible way (with clear structure) with demonstrable care given to spelling,

punctuation and grammar (SPAG); this expectation also applies to out of lesson tasks (e.g. homework and revision);

- behave in a way, for the duration of all formal learning times, that avoids causing any form of disruption to teachers teaching and/or others learning. Unacceptable behaviours that will be addressed include\*:
  - failing, at the first time of asking, to follow staff instruction
  - calling/shouting out
  - arriving late to lessons (thereby disrupting their smooth start)
  - refusing to complete work
  - producing work that is substandard (in quality and/or quantity relative to individual ability)
  - repeatedly distracting other students (e.g. by making noises, turning around, making comments and/or tapping/throwing objects)
- listen, if a warning was to be given by an adult, and immediately cease the disruptive/non-compliant behaviour;
- not consume any food or drink (other than water) during lesson times;
- be on time, every time to P1 and assemblies sitting in silence waiting for the learning/presentation to start (and/or register to be taken);
- go without delay to the study room as/when directed by any adult (this without argument).

In summary, we expect every student to make it as easy as possible for everyone to learn and for the teacher to teach.

**2.7 When sitting examinations** (this includes both internal and public examinations and whether they are completed in classrooms or the main exam venues) there are a range of further exam-specific rules. Students are expected to:

2.7.1 Support the smooth and efficient start to examinations by\*:

- a) arriving a minimum of 10 minutes in advance of the stated start time of the exam with all the examination specific required equipment;
- b) lining up in silence and in fully correct school uniform;
- c) knowing their own seat, candidate and centre numbers;
- d) not having any writing, symbols or drawings on hands/arms/other areas of their body (a breach of exam regulations).

2.7.2 Conduct themselves/behave in a way that meets all additional exam board expectations. This includes\*:

- a) not turning or looking around;
- b) being silent for the duration of exams and not creating any distractions to others (including on the way in and when exiting exam venues);
- c) following instructions from invigilating staff without comment;
- d) ensuring no labels are on water bottles and no watches are worn;
- e) ensuring no revision materials or notes/prompts in any format are taken into the exam hall;
- f) not breaching the regulations as set out by exam boards in any other way.

Where students breach exam expectations, there will be sanctions put in place. This may be by the exam board, school or both parties.

- 2.8 For students who cycle/ride to school** (including those who use scooters or similar) our additional expectations are that students familiarise themselves with and adhere to the Highway Code. Key aspects of this are that students must not\*:
- cycle on pavements/scoot on roads (other than on marked cycle paths)
  - cycle two (or more) abreast at any time
  - cycle with another student balanced on their bike (in any way including seated on handle bars or standing up behind the rider)
  - pull wheelies or ride in any other way to create a risk to themselves or other road users
- 2.9 Cycles/scooters brought to school (and or any other form of transport e.g. scooters) are brought at students' own risk. Students are expected to secure their cycles/scooter with their own locks, inside of the provided compounds.
- 2.10 At no point** are any powered (electric or otherwise) vehicles/modes of personal transport (for example\* mopeds, electrically assisted bikes, power assisted scooters/skateboards) allowed to be ridden or brought onto the school site.
- 2.11 It is an expectation that students are respectful of both pedestrians and other road users at all times. In the interest of their child's safety and wellbeing parents/carers are expected to provide:
- a suitable helmet for their child and to ensure it is worn when riding to and from school
  - a lock for their child to use to reduce the risk of theft.

### **3. How we continue to develop staff, teach students about expected behaviour and engage with parents/carers and other stakeholders**

- 3.1 A wide range of systems and structures are in place to embed the unapologetically high expectations we have for all our students that underpin their success in school. Our team of staff work hard to ensure that every student has the best possible education, this being based on the common understanding that every child has the right to feel safe and learn in a disruption free environment. Considerable time and effort is spent by staff ensuring that all students have a clear understanding of the behaviour and conduct expected of them using language that is accessible to all.
- 3.2 Staff are supported in understanding and implementing these expectations through a wide range of CPD and communication, including:
- ongoing daily teaching, modelling and communication of what is expected of students in terms of their behaviour;

- high profile and consistent duty teams of staff (with school leaders who are highly visible) circulating and supervising behaviour before, during and after school; this includes a minimum of two duty staff available to advise and support colleagues (and address particular behaviour situations) throughout the school day;
- daily staff briefings across a range of teams within the school;
- carefully planned new staff inductions;
- continued investment in specialist staff professional development to ensure they have the widest possible range of understanding and skills in how to create the most effective school culture and best possible behaviour in school;
- key information about individual students being shared with parents/carers via Arbor, Parent mail, in 1:1 phone calls, emails and meetings;
- continued investment in specialist behaviour, inclusion, SEN and pastoral support teams who work with students, parents/carers and outside agencies/professionals to support positive behaviour choices; this is in the number of actual staff and their continued professional development;
- the adoption, training and support for staff in understanding and using a range of behaviour-specific “tools” so as to redress disruptive behaviours using the least invasive intervention possible and in the most time efficient way;
- monitoring updates and evaluations presented to senior leaders and governors to track the progress of specific interventions and work in relation to behaviour;

### 3.3 We engage with parents/carers through:

- regular (and where possible preemptive) communication with parents/carers regarding expectations and routines (e.g. reminders before the start to term/the school year);
- sharing and (expected) signing of the home-school agreement so all stakeholders commit to supporting and abiding by this policy.

### 3.4 Students receive regular input (teaching, direction and support) in relation to the expected behaviour at Durrington. This happens:

- at different timescales (from Co-Headteacher led assemblies, regular live stream briefings and form tutor direction and routines each morning\*)
- in a variety of different group settings (inc\*. assemblies, form group period 1 time, intervention and support groups, 1:1, in parent/carer meetings)
- in specific curricular lessons (e.g. SME)
- through instructional notices (both within the building and around the site, e.g one way, keep left, out of bounds areas) to guide students about the prosocial and positive behaviours expected of them.

### 3.5 Where there is a diagnosed (or sometimes suspected) specific “need”, that could reasonably be believed to be linked to a student finding it harder to comply with basic expectations, further support and intervention may be implemented to affect positive change.

The responsibility to positively change a student’s behaviour choices rests primarily with the student themselves and also jointly with all adults/professionals involved in supporting the student.



- 3.6 The school closely tracks behaviour using a variety of live and summative data sets. Where possible (and capacity allows), we try to be proactive with interventions so as to identify and stop disruptive behaviour as early as possible.

## 4. The role of parents/carers

*“The role of parents/carers is crucial in helping schools develop and maintain good behaviour. Parents/carers have an important role in supporting the school behaviour policy and are encouraged to reinforce the policy at home as appropriate” DFE July 2022*

- 4.1 As a school we are proactive in wanting to work with all parents/carers and actively expect them to support us in addressing situations where their child’s behaviour has not met expected standards. We also ask that parents/carers support us in praising their child when they have done well in their studies or made a positive contribution to our community.
- 4.2 Examples of how parents/carers are active and supportive of their child’s success in school include ensuring that their child\*:
- has consistently good attendance (96%+);
  - arrives on time each and every day;
  - wears the correct uniform, presenting themselves in line with personal presentation expectations and being properly equipped ready to learn;
  - is aware of your expectations that they will follow all school rules.

We encourage parents/carers to actively support (and as necessary reiterate) the school rules and expectations and make it clear they too expect their child to adhere to them.

- 4.3 We also actively encourage parents/carers to nominate their child for KAPP awards so we too can recognise and celebrate individual student successes. This is done via the school website at <https://durringtonhighschool.co.uk/kapp/>
- 4.4 Where a child, whose parent is a member of staff in the school, is involved in an incident (either the alleged perpetrator(s) or victim(s)), the member of staff, irrespective of their role/responsibility within the school, will not be involved in any investigation or decision-making process. This non-involvement applies to sanctions issued and/or any onward referral to outside agencies (police/social care etc).

In this situation the member of staff has rights only as a parent. To prevent potential conflicts of interest we advise all staff who have children attending the school to nominate the child’s/children’s other parent/carer as the initial main point of contact for the school.

## 5. Rewards, recognition and student support

- 5.1 Rewards and recognitions occur in both a formal and informal way at Durrington. Informal rewards include:

- direct verbal praise
- praise calls/emails home
- praise cards given from individual subjects/lessons
- positive signatures on expectations cards
- “student of the week/term” recognition
- posts on the school social media
- rewards breakfasts with the Co-Headteachers (students being invited for one of a range of different criteria/reasons)
- recognition for specific successes within year group and house assemblies

5.2 Our formal recognition and rewards system based on recognising student achievement in one (or more) of our core school KAPP values. There are wide-ranging criteria and opportunities for students to be recognised within KAPP and their success celebrated.

5.3 We know that by recognising and celebrating individual and collective successes our school community becomes more positive and successful. The underpinning values of Kindness, Aspiration, Perseverance and Pride will benefit students in all aspects of their life and are actively encouraged to develop these qualities to enable them to go on and make a positive contribution to the school and wider society.

5.4 Students have a broad range of opportunities to engage in the wider life of the school and are positively encouraged to do so. These include:

- participation in one of the many clubs/extracurricular activities that change each term
- a number of time-specific challenges/events (examples being\* debating, dance live, KAPP challenges, STEM)
- applying for and taking on a student leadership role (examples being \*in the LRA, as a sports captain or as a senior student in year 10/11).

## **6. When students don't meet behaviour expectations**

6.1 Where basic expectations (as set out within this policy) are not met by any individual/group of individuals, valuable time is taken away from teachers' teaching and student learning. Poor behaviour can create disruption both within school and the wider community and, at worst, creates a safety risk to others in our community. It also has the potential to negatively affect the standing of the school within the community.

6.2 The school has the legal right to sanction students where the expectations of this policy are not met, whether the behaviour on the school site or in the wider community, during the school day or out of hours. The school and staff also have a legal right (which we can exercise) to issue same-day sanctions with no notification; however we will always try to notify parents/carers if we are issuing a same-day sanction for a student after normal school hours.

6.3 Sanctions are non-negotiable however, the school will always be happy to explain the reasons for issuing a sanction or not. The purpose of a sanction is to deter the perpetrator from

behaving in the same way again. The certainty of sanction is part of the effective deterrent process.

- 6.4 Decision making in relation to the use of sanctions is regularly reviewed to ensure they are promptly issued, consistent with this policy, fair and proportionate in relation to the behaviour displayed. A core team of specialist staff are responsible for the consistency of sanctions led by the Deputy Headteacher (Behaviour and Standards). Specialist staff are also used when it is judged their input would support in the decision making. This may include one of the SENDCos, the Designated Safeguarding Lead and/or other pastoral staff.
- 6.5 All sanctions set will take into account any (known) contributing factors (including family, SEND, bullying, child protection issues and/or a specific mental health need). This does not mean that a student should not be responsible for negative behaviour however it may mean a reasonable adjustment is made to the initial sanction. For children with specific needs sanctions will follow the principle of “the decision being a proportionate means of achieving a legitimate aim”. The school will not assume that, because a student has a specific SEND need and/or there is a wider context for the individual, these must be the reason for the individual’s behaviour. This is a question of judgement for the school (not parent/carer, student or any other person) to make based on the facts of the situation. Reasonable adjustments to remain at the discretion of the school.
- 6.6 In some cases, when a student’s behaviour is persistently disruptive, and support or sanctions are not deterring misbehaviour, further action is needed and will be taken. In serious and/or repetitive cases the student may be suspended or excluded from school. This includes:
- circumstances that endanger the safety of any other student or staff member,
  - situations where the behaviour is repetitive and has a significant time-drain on staff with no clear progress being made (e.g. repeated refusal to meet the most basic of expectations).
- 6.7 In the most extreme situations or where, despite significant intervention and support, over a sustained period of time there have been persistent breaches of school rules (within the school and outside in the wider community), permanent exclusion may be considered as an option.
- 6.8 Permanent exclusion may also be considered as an option in the most extreme one-off incidents (both within and outside of school). Examples of one-off incidents that could trigger an immediate permanent exclusion include\*:
- a violent, sustained and/or repeated instances of physical assault;
  - an extreme act of bringing the school into disrepute or targeting a member of staff;
  - possession of/dealing of illegal or harmful substances;
  - bringing a weapon (or item that could be used to cause harm to others) onto the school site;
  - arson.
- 6.9 The decision of what constitutes “exceptional circumstances” and the sanction issued rests with the Co-Headteacher. Sanctions can include those outlined within this policy and can, in the most extreme cases include permanent exclusion. The Co-Headteacher may choose (and has

the legal right) to sanction a student(s) for their behaviour in the wider community; this includes up to and including permanent exclusion.

## **7. Support for students who present with more complex or repetitive behaviour(s)**

- 7.1 The school has a wide range of approaches to identify barriers to learning/the specific needs of individuals and then put support in place for them individually to help them make better behaviour choices. Our inclusive and supportive environment is focused on giving each and every student the very best opportunity to be successful but also balancing this against the right of all other students to learn in a safe and disruption free environment. An understanding of and provision for identified SEND needs is at the forefront of our approach.
- 7.2 Following a specific need/barrier to learning being identified, the APDR approach (Assess, Plan, Do and then Review) is used to frame a package of individual support, inclusive of any reasonable adjustments. One or more specific assessment tools may be used to explore and identify areas of potential need; with further engagement with professionals supporting this, if/when the need is potentially more complex, to understand and put in support for. It remains the role/remit of professionals to make formal diagnoses. However, school staff, as the professionals who interact with the child most frequently outside of the home, would anticipate being involved in any form of mental health assessment/diagnosis so as to provide the most accurate picture to the specialist leading any assessment.
- 7.3 Reasonable adjustments are determined by a range of factors at any particular time, these including\* cost, staffing capacity, sustainability, anticipated duration and impact. The purpose of any reasonable adjustment is to enable the individual to remain in lessons, learning and progressing alongside their peers; whilst at the same time maintaining a disruption free and safe environment for all others in school. If a student does have an identified/diagnosed need this does not mean they are exempt from being expected to behave in an appropriate way to allow others to feel safe and learn.
- 7.4 In order to support a student/students there is a need for the individual to:
- actively want the support/and be seeking positive change (beyond just verbalising this);
  - be willing to engage with and follow any specified support plan;
  - taking responsibility if/when they have got things “wrong”;
  - working with staff/the support on offer and following (at all times) the provision outlined on any personal support plan;
  - behaving safely and not, under any circumstances creating a risk of harm (significant or persistent) to themselves or others in the community.

There is also a need for parents/carers to be proactive and positive about working with the school to achieve positive change. This includes parents/carers\*:

- willing to communicate with the school (attend meetings etc.)

- actively putting in place agreed strategies with their child (outside of school time) to support their attendance and engagement in learning, e.g. supervised homework.

7.5 The school continues to invest in a team of specialist staff (at all levels) who offer a wide range of information, support, guidance and 1:1 provision designed to address identified needs and encourage positive behaviour change. Beyond the school, staff work with a range of outside professionals (both within statutory agencies and the wider sector). It is expected that all work is “joined up” and solution focused. It is highly unlikely that the school environment is the cause of a student’s poor behaviour and hence a holistic approach is considered when it comes to planning for change.

7.6 By choosing Durrington for their child’s education parents/carers are expected to engage with the school and be supportive in creating a clear and consistent message to their child regarding expected behaviour.

## 8. Policy updates and selected reference documents

This policy will be reviewed and updated as necessary on a regular basis to reflect both changes within school and any changes to published national policy/guidance and/or the law. Updates to the policy will be republished on the school’s website. Questions relating to the coverage, interpretation or framework underpinning this policy should be directed to the SLT lead for behaviour.

Should parents/carers/students have any questions about the scope/reach of this policy or the meaning of a particular sentence/paragraph or term they are advised to contact a member of the SLT as soon as possible for clarification.

Documents relevant to and that integrate with this policy include\*:

Within school	Legislative/government guidance
<ul style="list-style-type: none"> <li>● Classroom and notice board information/instructional notices and reminders</li> <li>● Assembly rotas</li> <li>● SME curriculum</li> <li>● A range of internal documentation on tiered student support, behaviour for learning in lessons and sanctions</li> <li>● Attendance and punctuality expectation documents</li> <li>● School uniform expectations sheet (website, in form/class rooms)</li> <li>● The Home School parent/carer agreement</li> <li>● The ICT &amp; social media acceptable use policy</li> <li>● Exclusion Policy</li> <li>● DHS child protection policy</li> </ul>	<ul style="list-style-type: none"> <li>● Education act 1996, 2002 &amp; 2011</li> <li>● Education and Inspections act 2006</li> <li>● Equality Act 2010</li> <li>● DFE Guidance documentation for schools including:               <ul style="list-style-type: none"> <li>- Ensuring good behaviour in schools (Sep 2012)</li> <li>- Behaviour in schools (July 2022)</li> <li>- Screening, searching and confiscation (Feb 2014)</li> <li>- Use of reasonable force (July 2013)</li> <li>- Suspension and Permanent Exclusion (May 2023)</li> <li>- Preventing and tackling bullying (July 2017)</li> <li>- Keeping Children Safe in Education (2023)</li> </ul> </li> </ul>

## **Appendices:**

The following appendices provide additional detail and should be considered part of the behaviour policy. These (like the main policy) are subject to regular updates.

<b>Appendix A:</b>	<b>The Durrington Way</b>
<b>Appendix B:</b>	<b>The leadership of behaviour/student support</b>
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## Appendix A: The Durrington Way

# The Durrington Way

At Durrington High School, every member of our community commits to having the very highest expectations of themselves and others.

### **We show Kindness, Aspiration, Perseverance and Pride in all that we do**

*We do this by:*

- Being present in school, each and every day, being punctual to school and all lessons.
- Working hard with high levels of focus and effort - in lessons and at home.
- Wearing full and correct uniform at all times.

### **We are kind and show respect to each other**

*We do this by:*

- Always responding to instructions with respect and at the first time of asking.
- Thinking before we speak, type, send and act.
- Listening to the thoughts and respecting the feelings of others.

### **We maintain a calm and purposeful atmosphere**

*We do this by:*

- Walking on the left of the corridor and talking **quietly** and to the people who are closest to us when moving around the school.
- Behaving in a sensible way at all times and not causing harm to others.
- Talking calmly, respectfully and kindly at all times.

### **We take responsibility for our own learning**

*We do this by:*

- Using SLANT to focus in period 1, lessons and assemblies.
- Being prepared with the correct equipment.
- Showing pride in the quality and presentation of our work and responding to feedback.

### **We make a valuable contribution to the school community**

*We do this by:*

- Taking care of our school environment and thinking about sustainability
- Respecting and celebrating diversity in all areas of our community
- Seeking out extra curricular opportunities to improve our skills and knowledge.

## **Appendix B: Leadership of behaviour/student support**

Behaviour is led at both a strategic and operational level by one of the deputy headteachers. However, day-to-day student behaviour remains the responsibility of all staff (both classroom based and house/pastoral).

The school has, and uses, a range of tiered student support (both within and outside of lessons) to help successfully engage all students in their learning and with our school community. Support is targeted where a specific concern(s) is identified with an individual's behaviour; the aim of this being to help the individual student to improve their behaviour/meet the school's basic expectations as quickly as possible. The type of support provided takes into account any evidenced SEN/D needs the student may have.

Staff are regularly trained and continuously supported in developing further their behaviour management skills.

Where an individual student's needs are judged/evidenced to be complex or where there is a specific and agreed request from the parent/carer (and it is judged to be reasonable to do so), the school will seek support from outside agencies/ professionals to help improve specific areas of a student's behaviour.



## Appendix C: Transition

Durrington High School believes in being as proactive as time/resources allow in identifying and working with students with identified behavioural needs when they first join the school.

Strategies to aid successful transition are likely to include:

- pre-admission visits
- behaviour profiling with existing staff or professionals who know the individual well (this may include the reading of specialists' reports)
- parental meetings and / or
- TAF or similar meetings

The success of student transition is dependent on the quality of information being passed on to Durrington at the point of transition and care and depth to which this is presented.

A key aspect of transition is ensuring that the expectations of students when they join Durrington High School are fully understood. We have a specialist team of staff who support the transition process to ensure that every child is offered the support needed to make a success as they join Durrington.

The school believes in transition being a "fresh start" for all students but also knows that the earlier the right support is enacted, the greater the chance of the support being successful.

## Appendix D: Rewards and Sanctions

Rewards and positive consequences (for example praise cards, phone calls home, reward trips, awards in assemblies) are used to support students who consistently achieve above and beyond the basic school expectations.

Where a student chooses not to follow the school's basic expectations, structured sanctions will be issued. These may include\*:

- Verbal reprimands
- Detentions at social times
- Detentions after school (from 5 minutes to 2 hours),
- Confiscation of items from students (this can include mobile phones or similar). The school will, on every occasion, dispose of items deemed harmful to students (for example tobacco/ lighters/ vapes)
- Banning of students from school trips/activities/events
- School-based community service (e.g. litter picking, tidying a classroom)
- Completion of written reflection tasks
- Loss of a specific responsibility (e.g. sports captain, senior student status)
- Banning of students from associating at social times with named other students in group sizes bigger than a defined number (as set by school staff)
- Departmental behaviour reports
- House behaviour reports (at a variety of levels)
- Fixed duration removal/relocation of a student from a particular lesson
- Removal from lessons for a fixed period of time,
- Internal exclusion within school,
- External suspensions
- Directed alternative provision arrangements (on or off site)
- Permanent exclusion

The issuing of a sanction will always focus on the behaviour of the individual student and take into account any contextual information (for example the student's history of behaviour / circumstances at the time of the incident and/or any professionally diagnosed and specifically linked to behaviour SEN/D needs). The safety and wellbeing of our school community will always be a priority.

A member of staff will contact the parent/carer to convey any sanction/action the school will be taking once facts have been established (after the incident occurred) and may do this via telephone, email, face to face meeting or via a letter. We will aim to do this as soon as we can post-incident.

The school will not tolerate repeated patterns of students breaking school rules including defiance, disruption to learning or rudeness to staff as these prevent the student concerned from learning to their full potential and stop other students from making progress / teachers teaching.

If a student is required to be removed from a lesson (or any other environment) due to their behaviour they should expect to be sanctioned. Removal to the study room will necessitate an immediate

sanction. Removal forms part of a graduated approach and is always aimed at ensuring lessons can continue free from disruption.

It is normal for sanctions to be escalated for instances of repeated behaviour where, despite additional guidance, support and previous sanctions, a student chooses to repeat the same disruptive/defiant or rude behaviour.

In the case of the most serious behaviour incidents, the Co-Headteacher may choose to issue an initial external exclusion. It is possible, in the most serious<sup>s</sup> or persistent cases, that the Co-Headteacher could then reach the decision to issue a permanent exclusion. This would be for a separate reason to any initial exclusion. (*see Exclusion Policy*)

<sup>s</sup> *factors in determining the seriousness of an incident being related to rarity, severity of harm, criminality of actions and/or wider impact on others/the school community\*.*

## **Detentions**

There is no legal requirement for the school to obtain parental consent and/or give 24 hours' notice of a detention. However, when detentions are set outside of the normal school day and where practically possible the school will endeavour to give notification to parents/carers.

Notification (where given) will be made by either a phone call, email or through the use of Arbor.

The school may, depending on the context of the incident, use the right to sanction students for behaviour that occurs outside of normal school hours when students are off the school site e.g. on a trip/outing.

Systems are in place that monitor the consistent use of sanctions and evaluate the impact of sanctions on improving pupil behaviour and progress.

## **Appendix E: Malicious allegations/threatening behaviour directed at staff**

Durrington High School has a duty to safeguard all members of our community including our staff. As such the school takes this duty very seriously and will not accept\*:

- a) behaviour by a student/students that is perceived to be intimidating/threatening and directed towards a member(s) of staff, or
- b) malicious accusations being made against a member/members of staff.

This includes any such behaviour that is posted, created or shared on social media platforms or in the wider community (whatever format this may take).

Any student found to be involved in either of these behaviours will face serious sanctions.

## **Appendix F: Use of reasonable force**

All school staff have a legal power to use reasonable force. Reasonable force can be used to prevent students from:

- hurting themselves or others,
- causing damage to school property, or
- causing disorder in, or around, the school.

Any use of force by a member of staff will be reasonable, proportionate and lawful.

Reasonable force will be used in accordance with the Department for Education guidance Use of reasonable force 2013, for control or restraint.

## Appendix G: Screening, searching~ confiscation

*“Ensuring school staff and pupils feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure pupil and staff welfare is protected and helps establish an environment where everyone is safe” (SSC July 22)*

*~for the purpose of this policy a search is explained as a student cooperating with staff instructions to empty their bags/pockets/locker and/or provide access to any electronic device that is in their possession; this with the intention of the “searching” members of staff ensuring they do not have banned items or items that could cause harm in their possession*

The school recognises that the power to search can play a vital role ensuring our community remains safe for everyone. The Co-Headteacher, and staff authorised by the Co-Headteacher have statutory powers to search a student(s) or their possessions. This will be done where there are reasonable grounds for suspecting that a student(s) may have a prohibited item (see list below) or any other item that could be used to either commit an offence and/or has the potential to cause personal injury to persons (including the student themselves). Examples\* of prohibited items (*known as “category 3” items*) include students carrying at any time:

- Knives or weapons (or any item that could reasonably be believed to be brought on site with the intent to threaten/harass or cause harm)
- Alcohol
- Illegal drugs
- Any item we believe to have been stolen
- Tobacco, cigarette papers and any form of smoking paraphernalia including vapes
- Fireworks, (including fun snaps)
- Pornographic material (this includes electronic images/videos/material and youth produced sexual images).

The school also bans students from the possession of *“any other prohibited item”*, including\*:

- BB guns and catapults or similar
- any form of legal high
- laser pens/pointers or similar
- high caffeine/energy drinks
- aerosols
- lighters/matches (or similar)
- any electronic material (messages/images/videos or similar) stored on a device that (may or may not be illegal in nature) and/or cause harm/distress to any other member of the school community. These electronic items may be detrimental to maintaining high standards of behaviour and/or a safe environment.

The above listed items could be used to commit an offence, or cause personal injury to/ harm another person (both in school and the wider community), damage property and/or disrupt the learning environment of the school\*.

It is the school policy to involve the police when drugs, weapons or any other illegal items/evidence of potentially illegal activity is found. In the case of all drug/weapon related incidents or any other incident when the law is broken (whether this be within or outside of school) it is normal for the Co-Headteacher to consider permanent exclusion as an option.

The school has the right to refuse entry to a student if it is judged that they pose potential risk to themselves or others by entering the site/building. A situation such as this will be managed by a senior member of staff.

### **The searching process/procedure**

Note the following is a general approach and may vary according to the details of specific situations. As a general rule:

- the search will be discussed and pre-agreed with one of: Co-Headteachers, Deputy Headteachers, Designated Safeguarding Lead and/or Assistant Headteachers with behaviour responsibility
- the search will be conducted by two members of staff (where possible they will be the same-sex as the student being searched)
- the individual being searched will be encouraged to empty pockets/backpacks/lockers etc. with the aim to avoid (where possible) any direct contact staff-student.

As part of searching for banned items the school also has the right to:

- review and use its CCTV
- cut locks from and/or search school lockers

Staff also have the right to consider and use reasonable force to search for banned items identified as “category 3”. The use of reasonable force will generally be a last resort; the discretion and decision to use reasonable force will rest with the most senior member of staff present in the situation.

### **Confiscation**

The school has the statutory power to retain, dispose of or return to parents/carers any items that have been confiscated. The school also has the power to search, and confiscate if deemed necessary, any electrical/mobile devices (for example phones or tablets) where the school considers there is reasonable grounds to do so and delete material that may cause harm/be deemed offensive.

All tobacco/vaping related products will be disposed of immediately after confiscation. In the case of any illegal material being found on electronic devices, the school will immediately confiscate the device and involve the police.

## **Appendix H: Controlled drugs and legal highs inc. drug testing**

We take the safety of our school community extremely seriously. We educate our students about drug abuse not only within the planned SME sessions across all year groups but across a variety of subjects and throughout the wider experience of a student's school life.

If controlled drugs or any other substance that is or could be viewed as a "legal high" are brought onto or found on the school site, each incident will be assessed individually but within the following broad guidelines:

- The health and safety of the child and other students and staff within the school is paramount at all times.
- Students will be searched if there are, in the school's view, reasonable suspicions that they may be in the possession of any drug (controlled or not) that could cause harm to themselves or another person.
- As possession of a controlled drug is an offence under the Misuse of Drugs Act. It is the school's policy to involve the police in all such incidents. Furthermore, given the risks that drugs (controlled or otherwise) pose, it is normal for the Co-Headteacher to consider permanent exclusion for any student who possesses or deals drugs (controlled or otherwise) on or around the school site.
- In all situations that involve controlled drugs the offer of support to both the student and their family is of primary importance. This may involve making (with consent) referrals to specialist support agencies however this will only be successful if the student/family are consistently willing to engage. Support will be offered irrespective of the outcome of any disciplinary actions.

### **Drug testing to safeguard all members of our community**

The purpose of including this section and reserving the right to drug test students is primarily a safeguarding measure for both the individual concerned and also for all other members of our school community. In situations where there is a reasonable suspicion that a student may have

- used drugs,
- arrived on the school site under the influence of drugs, and/or
- may be in possession of drugs

senior staff may instruct the student to undertake a drug test. This will be taken under appropriate supervision. In the case of suspected alcohol consumption this would be a “breathalyser” test.

Upon completing a sample it will be tested and the results communicated in accordance with our written procedures detailed below.

### **Procedure for drug testing/decision to test**

Where staff have reasonable grounds (in their view) to suspect a student may be under the influence or in possession of drugs, a senior member of staff (Assistant Headteacher, Deputy Headteacher or Co-Headteacher) may decide to enact the school’s drug testing process.

If this decision is made, the following steps will be followed:

- An attempt to contact the parents/carers will be made before any test is completed, if it is deemed appropriate.
- Parents/carers will be offered the chance to attend school and witness the procedure.
- The student will be asked to provide a biological sample (urine or oral swab) and be drug tested.
- The student will have two members of staff (and possibly their parents/carer) present to carry out the procedure to ensure it is completed in a proper manner, in line with the outlined written process.
- The testing will take place in the medical room or suitable location.

No testing data or any other biological material relating to the test is stored other than a written record outcome of the test.

There is no valid reason for a student to refuse to take such a test and hence, if they do refuse, it is highly likely that staff will reach a conclusion that the refusal is a result of the outcome not being favourable. This is likely to result in a serious sanction. Being on the site under the influence of a recreational and/or illegal drug(s) in your system presents a significant safeguarding risk to both the individual and potentially to others and will never be tolerated.



## **Appendix J: The home school agreement**

The home school agreement forms an essential part of enabling clear communication and a supportive working relationship (and understanding of expectations) with parents/carers and students.

The home school agreement is subject to annual review and updating.

## Appendix K: Student use of ICT expectations

Information Communication Technology (ICT) is part of everyday life. It supports work, learning and communication. This document sets out the clear expectations for students and staff at Durrington in relation to ICT. It will keep students safe, well-informed and encourage respect for others in our community and school. Any breaches of this document are also a breach of the school's behaviour policy and are likely to result in sanctions. The final decision rests with the school; if you are unsure about any statement in this document, ask.

This usage agreement sets out the expectations of all students when they are using:

- school owned/provided ICT
- their personal ICT (when this is used to either communicate with other members of the school community or publish any form of information in relation to it as an organisation or individual employees; irrespective of the timing of this use)
- Google Classroom and all other remote learning portals/apps/webtools.

ICT (hardware and software, onsite and virtual) is provided by the school for students to use to support their learning. Thus, all students, at all times, are expected to use school provided ICT solely for the purposes of learning and communication in relation to school matters/events.

Students must never:

- Access the ICT network or system using anyone else's account or login information or share your own username and/or password with any other student. In addition, students should avoid writing down their usernames/passwords.
- Leave any device on which you are logged into "open" when you are not using it. Always use Windows + L keys (or equivalent) to lock your machine when not working at it and fully log off when you are finished.
- Cause damage to or attempt to move/change/remove or hack into any school ICT or other students/employees accounts. This includes the entirety of the school and trust's virtual environments/storage facilities.
- Install/download software, games and/or applications onto school ICT.
- Give out personal information to other people you don't personally know via electronic devices/social media. It is an expectation (and good practice) that all students use the privacy settings to keep private information private!
- Use the school's networks or any other ICT (this includes hardware e.g. mobile phones and/or software/social media) to post, share or communicate any images, comments or material\* that is:
  - o illegal, e.g. pornographic;
  - o harmful or hurtful in any way to any other person;
  - o racist or homophobic;

- perceived to be of a bullying nature (see the school's Anti-Bullying policy for more details). This includes the publishing/posting of anything on social media (e.g. Snapchat, Instagram or WhatsApp\*) that would damage the reputation of the school/trust. This also includes times when students are not in school.
- Use a camera or any other recording device (audio or visual) in school/whilst on a school trip without first having the permission of a member of staff.
- Use of recording devices in toilets or changing rooms, regardless of intent, will be treated as a serious violation of this agreement and it is likely that very serious sanctions, up to and including permanent exclusion, will be considered.
- Record staff/other students outside of school without their explicit permission. At no time will it be acceptable to share on any form of social media or device any recording (audio, photo or video) of members of staff.
- Open attachments or click on links if they are unsure of the source or attempt to spread viruses or other harmful content.
- Use mobile phones and/or any other electronic devices/accessories (for example^ smartwatches, portable gaming devices, music playing devices, tablets, headphones, Bluetooth speakers) on the school site. This means that students **are** permitted to carry mobile phones / devices on their person however, they **are not permitted to be used or be visible** at any point when they are on the school site/during the school day+. The exception to this rule would be if you were directed by a member of staff to use a device in lesson for an identified educational purpose. At all other times, all devices should be switched off (not turned on and silenced) and not visible.

(^Smartwatches are defined as any device that can send/receive calls, messages or similar via WIFI/3G/4G/5G or Bluetooth)

(+the school day is defined as starting for students when they first enter the school site in the morning and until the point they leave the building at the end of the day; all students being expected to leave the building/site promptly when the final bell goes unless they are engaged in a school-related club/activity or detention)

The school accepts no responsibility for the loss or damage to any mobile ICT device or other expensive items that students choose to bring on site.

Students who do not comply with this policy (whether this takes place within school/using school provided ICT equipment or outside of school) are in breach of this agreement and hence will face sanctions. These may be issued by the school and/or result in a report being made to an outside agency such as the police\*. **ALL issues to do with social media use must be left at the school gate.**

As a general reminder to all students:

- Student safeguarding and wellbeing are two of our top priorities. These clear guidelines are given to support your safety and wellbeing.
- Staff are permitted to search and remove any material deemed as harmful from any mobile electronic device. Staff are also permitted to collect and confiscate mobile devices if it is believed material on them is illegal or harmful.
- Staff are also able to direct a student to remove any material deemed not appropriate, including if this is on an external website.
- All activity that takes place across trust networks is tracked and monitored. This includes use of the WIFI as well as desktop computer use. All material (internet sites) viewed, words typed, files stored, or information sent/published/uploaded is tracked and should not be considered private.
- They are responsible for reporting damage to ICT facilities as soon as it occurs/is discovered. This can be done via any member of staff or direct to IT services.
- The Connect, school email system, personal file storage area and remote access are provided to help you to be organised and keep up to date in your studies/learning and homework. It is expected students will regularly check their email and use Connect.
- If they are worried about anything in relation to the use of ICT by themselves or another student/adult, they should report this to a member of staff ASAP.
- If using social media, you are responsible for sticking to the published rules of each site/piece of software used (including minimum ages and publication of content). As a general rule students should never take images/video or publish any information about another person without their permission.

Note these expectations will be regularly reviewed and updated to keep you as safe as possible when online and ensure that the school's ICT is maintained in the best possible way to help you to learn.

## **Appendix L: Incidents that occur outside of school**

Students are at school for 6½ hours each day and for a total of 198/365 days each school year.

Students are expected to “leave it at the gate” and not to bring into school any ongoing out-of-school conflict or issues (be this verbal or physical).

Where incidents occur in the community (including incidents online), we strongly advise parents/carers and students to report their concerns, in a timely way, to the correct professional body/agency. Many online platforms have their own reporting procedures.

The school cannot and will not be responsible for, mediating community disputes, passing messages between parents/carers or similar\*. The exception to school involvement in incidents that occur outside of school are those situations that directly relate to safeguarding. In these cases, the school will seek factual information and then, if necessary, follow what we deem necessary/appropriate next steps. These may include safeguarding actions and/or behaviour sanctions and are situation specific.

Onwards referrals/contact should be made to the most appropriate agency which may include\*

- crimes/criminal behaviour/anti-social behaviour to the police
- safeguarding concerns to the WSCC safeguarding team 01403 229900 (office hours) or 03302226664 (out of hours)
- in the case of self-harm/risk of injury/harm by visiting A&E or using the 999 service

School staff in their professional capacity will then liaise with these professionals as is necessary.

In exceptional circumstances (for example a violent physical assault, drug possession/dealing, possession/use of weapons or any other criminal activity in the community, or extreme act of bringing the school into disrepute\*), the Co-Headteacher may choose to sanction a student(s) for their behaviour outside of school.

The decision of what constitutes “exceptional circumstances” and the sanction issued rests with the Co-Headteacher. Sanctions can include those outlined within this policy and can, in the most extreme cases include permanent exclusion.

## Appendix M: Study room and internal exclusion information

### Study room

Where a student's behaviour, despite support and intervention by staff, is disruptive to their own learning and that of others, they may be referred to the study room.

The study room referral is non-negotiable and referred student is expected to:

- complete a reflection sheet on the issues/behaviour that led to the referral being made **and most importantly what they could and should have done differently.**
- complete academic work in silence and to the best of their ability following this reflection
- complete a social time detention (for students referred during the last period of the day this will automatically become a 1 hour after school detention on the same day).
- have a follow up 1:1 conversation with the member of staff who referred them to reset classroom expectations, expected behaviour and ensure there is no repeat of the referral.

Parents/carers will be notified of study room referrals and liaise with the referring member of staff to ensure that they too give their child a clear message re expectations and compliance.

Provision will be made for students to use the toilet prior to going into the study room with access to in-school catering provided as required.

### Internal exclusion

Where there has been:

- repeated poor behaviour(s) of a similar nature
- the culmination of a number of behaviour incidents that breach expectations, or
- a one-off more serious incident

the decision may be made to issue a student with an internal exclusion. An internal exclusion is a serious sanction and should be viewed as so.

### Timing and duration of internal exclusions

- Internal exclusion operates between 9.30-3.30pm each day.
- Students must not arrive before 9.30. On arrival at school are required to sign in at student services.

### Expectations when a student is in internal exclusion include\*

- Students are expected to be in full school uniform and adhering to personal presentation expectations.

- Mobile phones are required to be switched off and handed in to a member of staff for the duration of the day.
- Students are expected to fully, immediately and politely respond to all instructions from supervising staff and to complete the set work to the best of their ability.

We also ask that students bring a packed lunch where possible.

Unless there are exceptional circumstances (as judged by the school and agreed in the initial communication with parent/carer) students will be required to finish their internal exclusion at 3.30pm. Haircuts, family events, out-of-school clubs, meeting friends are not classed as exceptional circumstances.

Internal exclusions can be issued for 1 or more days; this depending on the seriousness of the behaviour concerned. Students have to “Pass” each day for the day to count. If there are problems during the day related to compliance with staff, completion of work or any other issue, it is likely the entire day will need to be completed again. The school may choose to implement further sanctions if internal exclusion is failed due to the poor or non-compliant behaviour of a student.

~In exceptional circumstances, or where there has been a failure in internal exclusion the previous day, we may ask that parents/carers personally bring and support school staff in settling their son/daughter in internal exclusion to give this the maximum possible chance of being achieved successfully.

During time in internal exclusion student’s will also be required to reflect on their behaviour; including - where required - writing formal letters of apology, completing reflective activities and/or work packs and/or making direct face-to-face apologies for their behaviour.

Where a student has a detention, they will be allowed to complete this as part of the end of their internal exclusion day. Students will be on report when they leave internal exclusion.

A repeated failure to complete internal exclusion to the required standard or a serious breach of the school behaviour policy whilst completing an internal exclusion, would likely see an escalation of the sanction set.

**Appendix N: Suspension from school**

See separate suspension information.

\*indicates lists are not exhaustive rather exemplars given to aid understanding in relation to the point being made