



Behaviour Policy

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Renewal Date: September 2022

Owner: Steve McKim – Vice Principal

Approved by: AIM Board

Status:	Under Review	
	Approved	✓

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Ashlawn School

Ashlawn School is a learning community committed to providing high quality education. In order to achieve this, all students and staff have the right to work in a safe, calm, orderly and positive environment, conducive to effective learning for all.

Aims

This policy:

- Recognises that positive behaviour is fundamental to student progress and holistic development and is everyone's responsibility
- Outlines the routines and expectations for the behaviour of students across all aspects of school life
- Enables student behaviour to be managed consistently across the school
- Clearly defines rewards and consequences which allow staff to be able to consistently and fairly apply them
- Summarises the roles and responsibilities of different staff with regards to the management of behaviour
- Supports an environment where all members of the school community feel safe and behave safely
- Bullying and discrimination are not accepted. All members of the school community work together to establish a climate of respect
- Diversity will be celebrated and students will embrace our differences.

Principles

- All members of the school community should show respect for one another
- All members of the school community are entitled to learn in a safe and secure environment
- Positive behaviour will be rewarded
- Consequences will always be applied consistently and rigorously when tackling unwanted / inappropriate behaviour
- Immediate appropriate action will be taken to reduce the risk of inappropriate behaviour occurring, including particular action to prevent a disproportionate number of behavioural issues arising amongst vulnerable groups of students
- All members of the school community will be listened to and responded to
- Students will be expected to act as ambassadors when representing Ashlawn School for example when on trips, sports events and journeys to and from the school
- All school staff should model positive behaviour and promote the students' social, moral, spiritual and cultural development
- For those students whose behaviour or attendance deteriorate through events such as bereavement and/or child protection issues should be identified and supported accordingly.

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Learning Behaviours

This policy is based on the school's vision which seeks to enable all students to develop into people who are confident, reliable, caring and successful, with the self-esteem to participate actively and responsibly in all aspects of life.

We support students to fulfil their potential by focusing on the 4 Rs, inspired by the cognitive scientist Professor Guy Claxton as we believe that they are the essential attributes for learning and success.

Reflectiveness

The way you improve as a learner

- Students adjust their attitude and behaviour to suit the situation in which they find themselves
- When students get it wrong, they accept the consequence and reflect on how to get it right next time
- Students reflect on feedback given and respond by making improvements
- Students reflect on their attendance and punctuality taking action required to make improvements

Resourcefulness

The ways you think to improve and learn from past performance.

- Students take pride in keeping their work neat and presentable
- Students bring what they need to every lesson
- Students use all the resources available to them to help with their work
- Students ask probing questions, make links between topics and adapt to different situations

Resilience

The way you deal with yourself and cope when you face challenges.

- Students never give up, even when things are hard or times are tough
- Students arrive on time to their lessons, ready to learn
- Students do not let their emotions negatively affect their behaviour
- Students use time in lessons well so that they make progress

Respect

The way you relate to other people and deal with others.

- Students follow the instructions of all staff in and outside of the classroom
- Students respond courteously to staff, visitors and other students inside and outside the classroom
- Students value the school buildings and everyone's property so that the environment is a positive place in which to be and work
- Students value and celebrate each other's differences

The school reward system and achievement points are linked to these four learning behaviours

Expectations of Stakeholders

It is expected that parents/carers will:

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- Ensure their child is in the correct school uniform. (see Appendix 4)
- Ensure their child has a school bag of an appropriate size and the correct equipment they require (see Appendix 5).
- Encourage full attendance by avoiding holidays in term time and arranging routine medical and dental appointments outside of the school day.
- Inform the school as soon as possible if their child cannot attend school because of illness.
- Ensure that their child arrives punctually to the school
- Ensure that their child either leaves their mobile phone at home or hands it to their Head of Year/Student Services first thing in the morning
- Ensure that their child completes homework by checking Edulink and Google Classroom
- Attend Parents' Evenings and other discussions about their child's progress or behaviour
- Contact the school if they have concerns and address staff in an appropriate manner.

It is expected that students will:

- Engage positively with the Behaviour Policy
- Follow all expectations when they are instructed to do so
- Respect the right of other students to learn and teachers to teach
- Be respectful of the right of all school staff to work in an environment free of abuse
- Respect themselves, property and the environment

It is expected that staff will:

- Model positive behaviours to students
- Expect high standards of behaviour from all students
- Apply the Behaviour Policy fairly and consistently
- Report concerns so that support can be provided

Rewards:

We believe that rewards play a vital part in encouraging students to fulfil their potential and to demonstrate a love of learning. Rewards will be given to students for consistent and/or improved levels of achievement, both academically and for contributions to the life of the school. The school records rewards on the school information management system through Edulink.

The range of rewards available are:

- verbal and written praise
- awarded Achievement Points (see reward points table)
- parental contact e.g. phone calls home
- awards for excellent attendance and punctuality to the school and to lessons
- postcards home
- letters home

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- principal's Star Certificate
- invitation to 'Hot Choc Friday'
- Doughnut Drops - the final Friday of each half term for those students who have excelled at their contribution to school life. This will be at the discretion of the Head of Year.
- work on display
- prizes chosen by the individual student
- curriculum team prizes/certificates
- end of term/ reward events eg. Trips, activities and Prom

Positive Achievement Points

At Ashlawn we allocate points to promote positive behaviours and commitment to the school. Positive Achievement points can be awarded daily for a range of positive behaviours and at the end of each half term/ term and end of year.

Type	Points
Principal's Rewards/Awards	3
'Outstanding' achievement	2
Being a Student Ambassador at a School event	1
Merit Certificate - Platinum	4
- Gold	3
- Silver	2
- Bronze	1
Postcard Home	2
Zero club - No warnings, time outs or on-calls (half termly)	5
Attendance (to be reviewed termly)	
- 100%	5
- 99%	4
- 98%	3
- 97%	2
- 96%	1
Reflectiveness	1
Respect	1
Reflectiveness	1
Resourcefulness	1

Positive points will also be awarded in lessons for students who demonstrate the most important learning attributes.

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Consequences:

Communication with Parents/Carers

While we expect students to conduct themselves in an appropriate manner, we recognise that this is not always the case. Regular, effective communication and support of parents/carers is essential to ensure effective behaviour management. It is therefore critical that parents/carers are kept informed of their child's progress and any behaviour that could prevent them from maximising their full potential at Ashlawn School. When students do not meet our high standards, they are choosing to face the consequences for their actions.

The Non-Negotiables

The Non-Negotiables will be communicated to students in Assembly every half term by the Key Stage Leader. These will be monitored by ALL staff throughout the day and any infractions will be recorded on Edulink.

Staff at Ashlawn School will take action against the following behaviours which contravene our values:

- refusal to follow instructions from staff
- failure or refusal to follow the Ashlawn School Behaviour Expectations
- refusal to comply with any sanctions imposed
- truancy
- inappropriate language towards staff
- physical/verbal aggression
- physical assault
- fighting
- bullying
- racism/homophobia/religious bigotry
- possession of drugs/alcohol/smoking paraphernalia including e-cigarettes
- weapons of any kind on a person or brought into school
- vandalism/damage to property
- theft
- striking/threat of violence/intimidation towards a member of staff
- selling items at school without permission

Student Classroom Behaviour Expectations: *Every Student, Every Time*

Students will be reminded during form time each day of the expectations. These will also be printed in their planners:

- students line up outside the classroom in silence (Years 7-12)
- students remove coats as they enter the classroom
- students wear correct uniform
- students enter silently and ready to learn
- students sit where asked
- students place their equipment on the desk immediately
- 'Do Now' task is started and completed in silence
- students indicate by putting their hand up if they need help or to ask a question

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- students track the teacher when they are speaking
- students answer questions and complete tasks to the best of their ability
- students pack away when asked
- students leave when dismissed and in an orderly manner

Behaviour Interventions

To support students' behaviour a range of strategies are used and include:

- in-class procedures (see in class procedures, page 7)
- being placed on electronic report
- a change of teaching group or tutor group either temporarily or permanently
- mentoring
- counselling
- workshops
- completion of support programmes tailored to student needs
- community service
- restorative justice: perpetrator and victim meeting with a facilitator to discuss and resolve the issue
- positive handling
- personalised/alternative curriculum
- referral to a specialist provision and/or external agency e.g. Educational Psychologist, Educational Welfare Officer, Early Help, RISE (Parental permission will be requested where it needs to be)
- personal support plans
- referral to the Nurture HUB -this is a department within school

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In class procedures

We expect all students to:

- Follow instructions from staff promptly
- Show respect for everyone in the room and the environment
- Allow everyone in the classroom to engage in the learning without interruption

If a student fails to meet these expectations, the following action is taken:

Type	Consequence and follow-up action by staff	Points
Pre-warning – mild correction of behaviour	None	0
B1: Warning	Recorded on Edulink by the class teacher. Student informed of B1 and the reason. *5 x B1's within a half-term will have a consequence of an hour after school detention	1
B2: Second warning	Recorded on Edulink by the class teacher. Student informed of the B2, the reason. Given some time outside of the classroom to refocus themselves. Centralised lunchtime detention.	2
B3: Final warning	Recorded on Edulink by the class teacher. Student informed of the B3 and the reason by the class teacher. Given time to refocus. Whole School detention (1 hour).	3
B4: Removal from lesson	Class teacher uses Edulink to make a call out. Students are collected by senior staff and taken to another lesson. B4 recorded by Student Services. Whole school detention (1 hour) If a student refuses then they will be placed in Internal Exclusion for the remainder of the day and B5 will be issued. Teacher communicates behaviour concern with parent/carer.	4
B5: Internal Exclusion (9.30 am - 4 pm)	For more serious incidents and/or refusal to comply with call out. Recorded on Edulink by Student Services. Meeting with parent/carer.	5
B6: Fixed Term Exclusion	For very serious incidents and /or refusal to follow expectations in inclusion. Recorded on Edulink by PA to the Principal. Meeting with parent/carer.	5

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*When a student accumulates 5 consecutive outstanding detentions they will be placed in internal exclusion to enable them to have a clean slate and a fresh start.

Outside of lessons

Outside of lesson times we expect students to:

- move calmly and quietly around the school, keeping to the left of corridors and observing the one way system where it is in place
- speak politely to everyone and talk at a low volume
- have respect for the School and other people's property
- leave a classroom only when you have permission from a teacher and are carrying a pass
- move directly to your next lesson, avoiding stopping off anywhere else on the way
- remain in the agreed areas, unless they have permission to do otherwise
- eat and drink only in the designated areas (and never in corridors)
- wear your school dress correctly as set out in the School Dress Code
- students will only be allowed out of lessons for emergencies. Filling water bottles, collecting books/reports from other teachers etc. are not considered emergencies.

If a student fails to meet our expectations of behaviour outside of lesson times the following procedure is in place:

Type	Consequence and follow-up action by staff	Points
Pre-warning – mild correction of behaviour	None	0
Behaviour incident	Behaviour incident recorded on SIMs by a Pastoral Assistant/ Head of Year/ Key Stage Leader. The student will be issued a 1 hour detention.	4
Serious incident	Student are withdrawn to write a statement and supervised until the completion of the investigation. A consequence appropriate for the incident will be given. Parents/Carers will be informed by a Head of Year or member of SLT.	4-5 This will reflect the seriousness of the incident
B5: Internal Exclusion	Recorded on Edulink by Student Services	5
B6: Fixed Term Exclusion	Recorded on Edulink by the Principal's PA	5

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Attendance and Punctuality

It is expected that students attend school every day and on time. Reasonable adjustments will be made in the case of serious medical conditions where a medical professional has indicated in writing that full attendance cannot be expected.

Punctuality

Students are allowed on site from 8.30am. All students should be seated in their tutor room by 8.45am for registration.

Students who arrive late for school will be issued a 15 minute same day detention for their second and subsequent late arrivals to school. Where it is clear that the school bus service has arrived late, students will not be held responsible because they have no option to catch an earlier bus.

Attendance

All absences for illness must be reported to school first thing in the morning through Edulink. If the absence is not reported by 8am via Edulink, parents/carers will be notified through an Edulink notification that their child is not present.

Students are expected to attend school every day. Where this is not possible, it is the expectation that attendance should be at least 96% at all times. This means that students should not exceed 7 days of absence across an academic year. Attendance and achievement at school are closely linked. Research indicates that students with no abscess from school are over two times more likely to achieve 5 good GCSE or equivalent grades at GCSE. For every half day of absence, the likelihood of achieving 5 good GCSE grades including English and Maths are reduced by 1.8%.

Students who do not meet required attendance targets will receive support as per the Attendance Policy.

Cyclists/Motorists

- All students using a bicycle to travel to school or travelling by motorised vehicle must know the Highway Code
- Cyclists must wear a helmet when cycling to and from school. It is recommended that they wear high visibility apparel over their coats or attached to their bags, e.g. cycling in the dark, the bicycle must be equipped with appropriate safety lights
- Cyclists must not use pavements near pedestrians
- Cyclists must dismount from their bicycle before they reach the school frontage
- Cyclists must enter through their year group gate on foot and directly move to their designated bicycle area to lock up their bicycles
- Bicycles, motorbike and cars must be kept in roadworthy condition
- All students who use a motorbike or car must have a valid license and insurance
- Prefects may park their cars on site (this will be kept under review depending on space for staff)

Failure to follow these rules may lead to students being refused permission to store their bicycle/motor vehicle on site. Serious infractions will be reported to the police. Legal

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documentation of license, Road Tax, MOT (if applicable) and insurance must be submitted by students wishing to bring a motorised vehicle onto site.

General Health and Safety

For the safety of all students and staff, the following rules must be followed:

- Keep left in the corridors and follow the one-way system
- Ball games may take place in designated areas only
- Students should not climb on any equipment, furniture or building with the exception of being instructed to use PE equipment under the supervision of a teacher
- All litter must be disposed of in the bins
- Enter classrooms with the permission of the teacher only
- Refrain from touching fences and stay within designated areas

Out of Bounds

- All areas enclosed by fences
- All car parks, at all times
- Bicycle shelters during the school day
- Areas beyond the supervising staff's direct eyesight

Lunch and Break times

- Students must remain on site during lunch and break
- Students should sit in their designated year group areas at lunch
- Food is allowed to be consumed in the dining room or designated covered areas only. No food items or packaging should be taken outside of these areas
- Food and litter should be cleared away
- Appropriate behaviour should be demonstrated at all times, both in and outside the dining room

Smoking

Smoking on site is prohibited. This ban includes the use of electronic cigarettes or any smoking paraphernalia. (Please see Smoking Policy and sanctions)

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Behaviour Sanctions

The school uses a wide range of sanctions for different levels of misbehaviour from low-level disruption to more serious misbehaviour. Some examples of sanctions used are:

- confiscation of property (until 3.20pm on that day)
- centralised detention (at lunchtime, or referred to whole school detention)
- parental contact
- meeting with parents/carers
- student removed from the lesson (call out)
- change of teaching group or tutor group either temporarily or permanently
- report card for behaviour, attendance or punctuality
- whole school detention
- student loses the privilege to attend school trips/rewards/events
- day(s) in Internal Exclusion (9.30am – 4.00pm)
- day(s) in an alternative school where the Internal Exclusion room at Ashlawn is not suitable (9:30am – 4.00pm)
- managed move to another school
- fixed term exclusion
- permanent exclusion

Note: Students who have failed to follow the Behaviour Policy may not be allowed to participate in school trips/visits/reward events.

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On-Calls

An On-call is where a member of staff has pressed the on-call button as a student has reached B4 and must be removed from the classroom. See also Appendix 2.

If a student is on-called from a lesson the following procedures are in place:

On-call	Sanction	Follow-up	Sanction ladder	Behaviour Points
1 st	1 hour after school detention the day after the on-call	Class teacher contacts home, Head of Year informed	1 hour after school Parent/carer is informed of detention via Edulink	4
2 nd	1 hour after school detention the day after the on-call	Referral to Head Of Year for follow-up action	1 hour detention after school Parent/carer is informed via Edulink -Further contact will be made by the HOY	4
3 rd	1 hour after school detention the day after the on-call	Meeting with parent/carer to discuss concern.	1 hour after school detention the day after the on-call.	5
Following the assessment of the incident and any mitigating circumstances the following sanctions may be put in place: Internal Exclusion (8:45am – 3.20pm)				
4 th	1 hour after school detention the day after the on-call	Meeting with parent/carer to discuss concerns with the Key stage Leader and Head Of Year.	1 hour after school detention the day after the on-call.	5
Following the assessment of the incident and any mitigating circumstances the following sanctions may be put in place: Internal Exclusion (9.30am – 4.00pm)				
5 th	Extended internal exclusion (9. 30 am- 4.00 pm)	Meeting with parent/carer to discuss concerns with the Key stage Leader.	1 hour after school detention the day after the on-call.	5
Following the assessment of the incident and any mitigating circumstances the following sanctions may be put in place: Internal Exclusion (9.30am – 4,00pm)				
5 th	Fixed term exclusion	Meeting with parent/carer to discuss concerns with the Key stage Leader and SLT.	1 hour after school detention the day after the on-call.	5
Following the assessment of the incident and any mitigating circumstances the following sanctions may be put in place: Fixed Term Exclusion / Manage Move				

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Please note:

Students will be able to move down the system if they have 10 days in school without an on-call.

Further Consequences if the student does not attend an after school detention.

- Students who do not attend their 1 hour detention independently will receive one reminder. If they still do not attend, they will be placed in the internal exclusion room the following day.
- If students are absent for their detention or internal exclusion, then this will be completed on the first day the student returns to the school.
- Parental consent is not required for detentions. However, we will inform parent/carers through Edulink.
- If a student fails to meet expectations in terms of their behaviour, attitude or work rate during the detention, then the detention will be repeated until expectations are fully met.
- If a student absconds, or refuses to complete the detention, the student will be given an additional consequence and they will need to re-do the detention.

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Exclusion from Ashlawn School: Exclusion of a student from the school is one of the most serious sanctions available to us. Exclusions from school will be recorded on the student's school record.

There are a number of forms of exclusion from the school:

Internal Exclusion: This sanction is used if a student refuses to follow instructions from any member of staff; fails to complete detentions appropriately; truants from school or is in breach of the School Behaviour Policy.

Special consideration and/or reasonable adjustments will be given accordingly to students who are vulnerable/SEND by the Assistant Principal responsible for Behaviour and Attitudes to Learning accordingly. The length of time these students spend in Internal Exclusion will be determined by need. Students who are on a PSP may be placed in the Refocus area as an alternative.

Managed Moves: A student can be transferred to another school as part of a 'managed move' where they will be a guest student while still on roll at Ashlawn School. This is to allow the student to have a fresh start in a new school and is an alternative to a permanent exclusion. Managed moves are voluntary – they are only arranged with the consent of all parties involved, including parents/carers. Managed moves are usually subject to a trial period of six to twelve weeks in the new school. Students who have a successful managed move will transfer onto the roll of the receiving school upon a date agreed by all parties.

Fixed Term Exclusion: Serious incidents of misbehaviour may result in a fixed term exclusion. This involves students being prohibited from being on school property for a number of days. Legislation stipulates that parents are responsible for supervising their child during the period of a school exclusion and ensuring that they are not in public areas. If any excluded child is found in a public place without reasonable justification during school hours, the parent could face a fixed penalty notice. The school must provide full time education from and including the sixth day of any fixed term exclusion of six days or over.

A student may be excluded for a fixed period of one or more days. If a student accrues 15 days in a term an **AIM Board Panel** will be convened. A fixed period exclusion does not have to be for a continuous period. In exceptional cases, usually where further evidence has come to light, a further fixed period exclusion may be issued to begin immediately after the first period ends.

Permanent Exclusion: A permanent exclusion involves the student being removed from the school. The Principal will only permanently exclude a student as a last resort, after trying to improve the student's behaviour through other means. However, there are exceptional circumstances for which the Principal may decide to permanently exclude a student for a 'one-off' offence.

These could include:

- Serious actual or threatened violence against another student or adult
- Sexual abuse or assault
- Supply, possession and/or use of an illegal drug on school premises
- Carrying an offensive weapon
- Behaviour which may put students and/or the school community in danger

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Reintegration Meetings

Following any period of exclusion or following an incident(s) of inappropriate behaviour by a student, parents/carers are expected to attend a reintegration meeting.

For internal exclusions, this meeting will be attended by the student, parent/carer and appropriate members of staff. For Fixed Term Exclusions, the Key Stage Leader will also attend.

The purpose of this meeting is to ensure that the student has reflected on their behaviour and understands their responsibility for their actions and why the behaviour displayed was deemed unacceptable. The meeting is also to establish the student's commitment to ensure that this behaviour is not repeated in the future.

The discussion will also explore any additional support the student may require. Students will be required to complete a report for five days following their reintegration meeting.

Parents are expected to fully support the School Behaviour Policy and procedures in order to allow all learners to progress.

In the event of the meeting not reaching a successful conclusion, or where an agreement is not met, the meeting will be adjourned and a subsequent meeting will be held. The student will not be able to return to normal lessons within the school until a productive reintegration meeting with agreed outcomes has taken place.

Mobile Phones and Emerging Technology

Mobile phones are not permitted on the school premises (Years 7-11). If a mobile phone is seen by a member of staff, it will be confiscated and a parent/carer will need to collect it at the end of the day from the main school reception. Should a parent/carer not be able to collect it at this time, the school will store it safely until it can be collected.

Other personal technologies should only be brought onto site if there is an educational reason for doing so. **Any mobile phone or emerging technology brought into school by a student is done so at their own risk and we do not accept responsibility for these items.**

Use of CCTV

Ashlawn School has CCTV in the corridors, main public areas, toilet entrance/ exit/ wash hand wash area and throughout external spaces and the school's perimeter. This is to maintain the security of the premises and for discouraging and investigating crime. It is also used to deter antisocial behaviour and for the purposes of student, staff and public safety. The school may use images obtained by CCTV for disciplinary purposes.

Ashlawn School's Behaviour Expectations

All school policies can be viewed on the school website:

<https://www.ashlawn.org.uk/about-us/school-policies/>

Monitoring by the AIM Board:

The exclusion data is monitored by the AIM Board to ensure that the school consistently applies this policy.

Appendix 1

DFE guidelines 2014 (updated January 2016) states the following: Teachers and all other staff have a statutory authority to discipline students whose behaviour is unacceptable, who break school rules, or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspectors Act 2006). Teachers can confiscate students' property, e.g. mobile phones. Teachers and school staff have the power to issue and carry out detentions outside the school day. Parental consent is not required for detentions and there is no legal requirement to provide notice of a detention. However, SJNC will provide notice of an after-school detention to parents/carers but will not always give 24 hours' notice as long as the parent mobile telephone number is accurate.

Note: Students who refuse or fail to carry out their detention to the standard expectation will be given an additional detention with a member of staff.

DFE guidelines state that staff can discipline students:

- At any time the student is in school
- Taking part in any school-organised or school-related activity
- Travelling to or from school
- Wearing the school uniform, or is in some other way identifiable as a student at the school
- For misbehaviour at any time, whether or not the conditions above apply, that could have repercussions for the orderly running of the school, or poses a threat to another student or member of the public, or could adversely affect the reputation of the school

School staff also have a legal power to use force and lawful use of the power will provide a defence to any related criminal or other legal action (Section 93 Education and Inspection Act 2006).

DFE guidelines state that reasonable force can be used to:

- Prevent students from hurting themselves or others, from damaging property, or from causing disorder
- Remove disruptive students from the classroom where they have refused to follow an instruction to do so
- Prevent a student behaving in a way that disrupts a school event
- Prevent a student leaving a room where allowing students to leave would risk their safety or lead to behaviour that disrupts the learning of others
- Prevent a student from attacking another, or to stop a fight

Note: Where physical restraint has been used this is recorded, and then monitored by the Student Support Manager (*see our Positive Handling Policy*).

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DFE guidelines on searches state that: The school does not need a student's consent to search them if a member of staff has reason to believe that the student is carrying prohibited or banned items. Where possible there will be two members of staff present during the search – the person doing the search and the search witness.

Searches will normally be undertaken by someone of the same sex as the student and wherever possible at least one senior member of staff will be present.

The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any items they have confiscated, provided they have acted lawfully and in line with this guidance. Confiscated items and action the school will take is outlined in Appendix 3.

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Appendix 2

Type of incident	Action	Who do you alert?
Student behaviour incident: one off in lesson	Class teacher addresses with the student through behaviour point/s and follows up quickly when you next see the student with a positive conversation.	Parents alerted via behaviour points recorded on Edulink
Student behaviour incidents: Repeated incidents over a period of lessons, including on-call from lesson	Class teacher contacts home – record communication on CPOMS. Reason for on call given. Restorative conversation with student before next lesson (this can happen in the after school detention following an On-call) Subject Lead/Faculty TLR holder to give advice or support if necessary. Form Tutor to reiterate the message and provide pastoral support and encouragement.	Record communication and behaviour concern on CPOMS, alert form tutor and HOY via CPOMS. KSL will access CPOMS reports and meet regularly with HOY to discuss students.
Student behaviour Incident – several incidents across faculty, including a further on-call.	Head of Faculty to see student and contact home. Student placed on faculty report. Arrange to meet with parents/carers if behaviour persists.	Record all communication on CPOMS, alert form tutor and Head of Year via CPOMS. KSL will access CPOMS reports and meet regularly with HOY to discuss students.
High frequency of student behaviour across several faculties and out of lessons. Leading to B4.	Head of Year speaks with student, contacts home. Student is placed on form tutor report. Escalation to HOY report if necessary. PSP process begins.	HOY records on CPOMS and discusses with KSL at weekly meeting. PSP process begins.
High frequency of student behaviour across several faculties and out of lessons leading to B4/internal and fixed term exclusions.	Head of Year and KSL meet with parents/carers and student. Student is placed on HOY report. Escalation to KSL report if necessary. PSP support reviewed.	HOY records on CPOMS RAMP referral considered if appropriate.
Serious incident involving violence, sexual harassment, racist, homophobic or abelist etc. language.	HOY and KSL to investigate and send recommendations to SLT.	Incident recorded on CPOMS, recommendations made to SLT.

Appendix 3

Prohibited or banned items:

Items banned by the school

- Mobile phones and emerging technology
- Cigarettes; e-cigarettes; tobacco; filter papers, smoking paraphernalia
- Energy drinks
- Toys of any description
- Any item being sold by students without a permit or permission from the school

Procedure after confiscation

- Parent collection except when confiscated as part of an investigation.
- Disposed of by the school
- Disposed of by the school
- Returned to student at 3.20 pm on the day of confiscation except when it is part of an investigation
- Items will be disposed of by the school and any monies donated to a charity the school is supporting.

Prohibited items

- Knives and other weapons
- Alcohol
- Illegal drugs
- Other substances not believed to be controlled drugs
- Stolen items
- An article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to the property of, any person at the school

Procedure after confiscation

- Handed over to the police
- Disposed of by the school
- Handed over to the police
- Handed over to the police
- Handed over to the police
- Disposed of by the school
- Handed to the police if it is an illegal item or if an offence has been committed

Appendix 4

Uniform/school dress expectations and consequences

We are preparing our students for life beyond school and recognise that it is therefore important that students are used to following standards of dress as specified by the organisation for which they may work. We expect all students to attend wearing full school uniform or in the case of the 6th form, to wear business-appropriate dress. It is the parent/carer's responsibility to ensure that this happens. If a student fails to wear the correct uniform or have a business-like appearance they will be expected to rectify this. Any refusal would result in them being withdrawn for the day and there may be on-going consequences for persistent refusal.

We ask parents and carers to support these expectations and ensure that their child is in the correct school uniform or has a business-like appearance every day. The school reserves the right to decide on the suitability of any items of clothing and business-like appearance. Should you be unsure about anything, we urge you to contact us before purchasing school uniform items, including footwear, or making changes to appearance.

UNIFORM

LOWER SCHOOL UNIFORM – Years 7-9

Black leather or leather look shoes. Trainers are permitted but they must be black leather/leather look and have a black sole and logo – **no canvas shoes allowed.**

Black or dark grey socks **or** black or beige tights.

Burgundy polo shirt with Ashlawn logo.

Black pleated regulation skirt with Ashlawn monogram or black regulation trousers with Ashlawn logo.

**If a student persistently rolls up their skirt then the school reserves the right to insist that trousers must be worn as an alternative.*

Black V-necked jumper or cardigan with Ashlawn logo.

Black shorts with the Ashlawn logo.

Jewellery:

No decorative jewellery may be worn except for one pair of small earrings and a watch. No nose studs or facial jewellery of any kind are permitted.

No extreme hairstyles or colours.

Outer garments:

Black or navy coat only. **No gilets, hoodies, sweat shirts or track suit jackets or similar**
Scarf - a black or/and white scarf is permitted during the winter months only

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PE KIT

Royal blue Ashlawn polo shirt
Plain black shorts (not cycling shorts)
White ankle socks
Pumps or trainers

GAMES KIT

Royal blue Ashlawn PE sweatshirt
Plain black shorts
Royal blue football socks
Football boots (*notice will be given as to when these will be needed*)
Black tracksuit bottoms (*recommended for outdoors*)
Optional black rain jacket

UPPER SCHOOL UNIFORM – Year 10 & 11

Black leather or leather look shoes. Trainers are permitted but they must be black leather/leather look and have a black sole and logo – **no canvas shoes allowed.**

Black or dark grey socks *or* black or beige tights.

Black polo shirt with Ashlawn logo.

Black pleated regulation skirt with Ashlawn monogram *or* black regulation trousers with Ashlawn logo.

**If a student persistently rolls up their skirt then the school reserves the right to insist that trousers must be worn as an alternative.*

Black V-necked jumper or cardigan with Ashlawn logo.

Black shorts with the Ashlawn logo.

Jewellery

No decorative jewellery may be worn except for one pair of small earrings and a watch. Nose studs or facial jewellery of any kind are not permitted.

No extreme hairstyles or colours.

Outer garments:

Black or navy coat only. **No gilets, hoodies, sweat shirts or track suit jackets or similar**
Scarf - a black and/or white scarf is permitted during the winter months

PE KIT

Royal blue Ashlawn polo shirt
Plain black shorts (not cycling shorts)
White ankle socks
Pumps or trainers

GAMES KIT

Burgundy Ashlawn PE sweatshirt
Plain black shorts
Royal blue football socks
Football boots (*notice will be given as to when these will be needed*)
Black tracksuit bottoms (*recommended for outdoors*)
Optional black rain jacket

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SIXTH FORM DRESS CODE

Our dress code for the Sixth Form is 'traditional office wear'. All students are required to wear a suit, as detailed below, with smart leather or leather-look shoes.

YES PLEASE

- Smart trousers, dress or skirt with suit jacket (this may not be a complete suit, but all students need to wear a suit-type jacket)
- Any tailored dress / skirt should be no more than 3" above knee
- Trousers should be tailored – no denim
- Smart shirt / blouse or smart office-style round neck top of a sensible cut
- A button up shirt must be accompanied by a tie or bow-tie
- Optional jumper or cardigan should be fine knit
- Office shoes, court shoes, dolly shoes, short office-style boots, smart sandals
- Light, subtle make up
- Hair colour and style must be appropriate for school
- Clear nose stud only

NO THANK YOU

- No extreme hairstyles, unnatural hair colour
- No facial piercings, ear stretchers, tongue piercings, visible tattoos
- No patterned tights
- No denim or leather
- No trainers

In warmer weather, the school may use its discretion to relax certain aspects of the dress code as appropriate. For example, the wearing of ties.

Appendix 5

Essential Equipment

It is the expectation at Ashlawn School that all students come equipped with the following items **every day**:

- Pencil case of appropriate size* (please note that pencil cases used in exam conditions must be clear)
- Two ballpoint pens* (black)
- Two ballpoint pen* (green)
- Two HB pencils*
- Sharpener*
- Eraser*
- Ruler* (at least 15cm long)
- Glue stick
- Two highlighters in different colours*
- Maths set (protractor, set square and a compass with pencil)
- Scientific calculator
- Mini Whiteboard, whiteboard pen and mini board duster*
- School Planner* (Year 7-11)
- A4 ring folder* (Years 11 - 13)
- A suitable school bag big enough to hold all of the required equipment

* Provided by school at the start of the year. Replacement items are the responsibility of parents/carers. Students in receipt of the Pupil Premium Grant may choose to use their individual bursary to purchase items from the school shop.



Behaviour Policy Addendum (Covid-19)

Policy Date: September 2021

(To be reviewed in line with Government Guidance)

Owner: Vice Principal (Behaviour and Attitudes to Learning)

Approved by: Chair of AIM Board

Date: November 2021

Addendum: Covid-19 and Social Distancing

At Ashlawn School, we want all students to develop into people who are confident, reliable, caring and successful, with the self-esteem to participate actively and responsibly in all aspects of life.

At Ashlawn School we believe in the 4Rs; Resilience, Respect, Reflectiveness (Responsiveness) and Resourcefulness and, without doubt, our students and staff are going to have to demonstrate all four in the coming months as we navigate an uncertain educational landscape. In order to ensure the safety of our students and staff, the following rules will be in place and we expect all students, staff and parents to follow them without exception. These rules have never been so important. Our community is precious, and it is all of our responsibility to keep it safe.

As always, our expectations of behaviour will be high and we will continue to follow our behaviour systems within school. This means students demonstrating our core values will be rewarded with positive Achievement Points within lessons and any students not meeting expectations will be given behaviour points and consequences using our Behaviour Point system. All consequences for poor behaviour and/or punctuality will continue to be implemented and completed (detentions, internal exclusions, etc) with special attention on ensuring that different year groups do not come into close contact. Please read our behaviour policy for more information.

Please read the following additional rules carefully:

- If your child develops symptoms of Covid-19, you **must** keep them off school for at least ten days and arrange for a test. You must inform the school of their test result. Your child cannot return to school unless they have tested negative or they have isolated for 10 days following having symptoms.
- If a student develops symptoms of Covid-19 whilst at school, they will be sent home immediately and you must keep them off school for at least ten days and arrange for a test. You must inform the school of their test result.
- If anyone else in your household develops symptoms of Covid-19, you must keep your child off school for a minimum of 14 days. For more information about self-isolating please go to: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Students must use external routes to travel to their lessons and line up in an orderly manner outside the building they are about to enter, keeping at least 2 m away from any other year groups.
- Students must use the hand sanitiser provided (or bring their own) when they enter the school building.
- Students must adhere to respiratory hygiene measures and follow the governments 'catch it, bin it, kill it' initiative.

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- Students must wear masks correctly, in all areas outside the classroom and follow government guidance in relation to safely using and removing their masks
- Students must bring a spare mask to school. Any student without a mask will be withdrawn and parents contacted immediately to rectify the situation. This can be done by purchasing a new mask or a parent delivering one to school. The school is happy to store a spare mask for students if parents choose to send one in in a clearly labelled clear, plastic, resealable bag.
- Students must stay within their allocated areas and adhere to social distancing when expected. Any student deliberately flouting social distancing rules or entering another year group area, thereby endangering other members of our community, will be given a Behaviour Point. Continued infractions will result in further, more serious consequences.
- When waiting outside of the school building students must maintain a distance of 2 metres between themselves and other year groups wherever possible. If it is not possible to maintain this distance, students must wear their masks. Any student deliberately flouting social distancing rules, thereby endangering other members of our community, will receive at least a detention.
- Any student who deliberately coughs or spits, even in jest, on or towards any other member of our community, will be excluded.
- Students must bring their own stationery to school.
- Students cannot borrow school uniform items. Therefore, students will be withdrawn for the day if they attend school in incorrect items, unless already agreed.
- All detentions will be held in the dining room. Year groups will be seated separately from other year groups. Detentions are held every day after school. 15-minute punctuality detentions take place on the same day as a late arrival to school. After-school detentions take place the next day.
- Students must tidy their own desk/work area and chair at the end of each lesson and put any rubbish in the bin when leaving. They will also wipe down their desks with the disinfectant provided and under supervision of a member of staff.
- If parents are dropping off and collecting students they will not be permitted to enter the site and must adhere to social distancing.
- Parents must make an appointment and only visit when the appointment date, time and venue have been agreed.
- All visitors must agree to the Visitor Protocol.