

Positive Relationships and Behaviour for Learning Policy

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Introduction

At Creative Education Trust, we strive to build a learning community where staff, pupils and families work together to successfully nurture and develop the potential of all.

As a family of schools, all of our academies share a common purpose: to make a difference every day to the lives of the young people and communities that we serve. However, all of our academies also have their own unique identity, which we deliberately foster. For this reason, this policy should be read in conjunction with each school or academy's individual approach to Promoting Positive Relationships and Behaviour for Learning, which is included in the appendices (Appendix 2-5) at the back of this documentation.

This policy is based on legislation and advice from the Department for Education (DfE), which is clearly referenced at appropriate points within this documentation. In particular, the trust acknowledges its legal duties under the Equality Act 2010, in respect of safeguarding¹ and in respect of pupils with special educational needs (SEND)². The trust believes that pupils with different needs should be provided with the support they need to achieve individual success, while still operating within the framework of this and our other policies.

Relationship to Other Trust Policies

- Anti-bullying
- Suspensions and Permanent Exclusion
- SEND
- Attendance
- Child Protection and Safeguarding
- Teaching, Learning and Curriculum
- Equality, Diversity and Inclusion
- Relationships and Sex Education

¹ [Keeping children safe in education 2024](#)

² [SEND Code of Practice January 2015.pdf](#)

Principles and Purpose

Creative Education Trust's approach to behaviour for learning is centred around building the relationships that promote positive behaviour and learning.

Using the principles of Therapeutic Thinking³ as a framework, our academies are developing whole establishment approaches that foster positive relationships, thus creating a calm, safe and supportive environment, free from disruption, in which our children and young people can thrive, both in and out of the classroom, and reach their full potential.

This approach complements our trust ethos and supports our shared trust values of **Ambition, Equity and Opportunity**:

Positive Relationships and Behaviour for Learning Policy – Our Values in Action		
Ambition	Equity	Opportunity
We have unapologetically high expectations – our pupils deserve this. As a result, we expect all of our pupils to: - Have positive attitudes and demonstrate a commitment to their education and school. - Behave with consistently high levels of respect and regard for all members of our learning community. - Be polite and have good manners - Wear their uniform smartly and with pride.	We have clear rules, routines and systems, to ensure good relationships and behaviour, so that all our pupils can learn safely and disruption-free. However, we realise that positive relationships and behaviour needs to be explicitly taught, and that some of our pupils will need more support to reach that standard than others.	We expect our teachers to deliver an effective curriculum during lessons, employing appropriate pedagogy that is inclusive, whilst maintaining high expectations. This is so that our pupils can develop their knowledge and understanding, and be able to apply it when they leave school, wherever they work or study.

³ [Therapeutic Thinking](#)

Roles and Responsibilities

All members of the CET family have a responsibility for promoting and maintaining positive relationships and behaviour in our schools and academies.

Our specific roles are outlined as follows:

Trustees/Education Directors

Our trustees, in consultation with the central team of Education Directors, set our vision, values and strategic direction. This is usually via agreed trust wide policies, including this Promoting Positive Relationships and Behaviour for Learning policy. They review these regularly to ensure that our pupils receive the best possible provision.

CET's Education Directors provide support and challenge to school staff ensure that the trust's policies are embedded, and that the quality of relationships and behaviour is regularly and effectively monitored.

Headteachers/Principals and Senior Leaders

The Headteacher or Principal, and other senior leaders, are responsible for developing and maintaining a positive learning community that embeds the values of the trust. In practice this means:

- Ensuring that there are clear policies for routines, rewards and consequences that promote positive relationships and behaviour, including good attendance, both during lessons and at other times
- Providing induction, ongoing training and, if required, further support for all staff and pupils, which makes known the routines, rewards and consequences and which helps to ensure that they are always fairly applied
- Ensuring that the policy promotes equality for all pupils and addresses individual needs. Where there are underlying causal factors for unacceptable behaviour, the headteacher or principal, supported by senior leaders, are ultimately responsible for ensuring that these are considered when deciding which actions to take in response.
- Supporting the practical day-to-day aspects of the policy's implementation by: being visible; responding to and investigating serious instances of unacceptable behaviour; ensuring all relevant information about individual pupils is shared within and between teams; and communicating effectively with parents, outside agencies and other key stakeholders, as appropriate.
- Ensuring that suspensions and permanent exclusions are issued in a manner that is compliant with the relevant statutory guidance and as a 'last resort', and that appropriate arrangements are made for the re-integration of pupils further to periods of suspension.
- Making all staff aware of the statutory guidance contained or alluded to within the relevant sections of Keeping Children Safe in Education, so that they can adequately safeguard pupils when responding to allegations of child-on-child abuse, sexual harassment, sexual violence, or when pupils report bullying
- Scrutinising and reporting, using the agreed processes, data in relation to routines, rewards and consequences to ensure that they remain effective. This includes keeping written records of all

significant behaviour and safeguarding incidents, using the trust's MIS system and CPOMS, as well as ensuring that individuals and groups are closely monitored to allow for early intervention, and reviewing the support provided to individual pupils and the impact of this

- Prioritising the explicit teaching to pupils about the school's behaviour routines, rewards and consequences, including the rationale for each, and providing a relevant PSHE programme.

Staff

Staff will model leadership and act as positive ambassadors of the school and the trust, acting, at all times, in line with this and other policies through their professional behaviour and conduct. In practice this means that all staff will ensure that they are:

- Modelling the behaviours that they wish to see, engaging with pupils in a polite, calm and respectful manner
- Encouraging the development of social, emotional and behavioural skills by highlighting and promoting positive behaviour
- Always doing their best to 'de-escalate' situations when a pupil behaves in an unacceptable manner, both inside and outside of the classroom, by applying this policy fairly and attempting to repair relationships with a pupil before their next lesson
- Seek to understand any underlying issue, including SEND, or contextual challenges that may help explain – if not excuse – unacceptable behaviour
- Ensuring that pupils have 'thinking time' in between warnings so that they have a chance to adjust their behaviour
- Helping pupils to understand the reasons for any consequences they are given – either at the time they are given or afterwards
- Reporting, using the agreed processes, any safeguarding, wellbeing and/or relationship and behaviour concerns.

Additionally, all staff will endeavour to develop positive relationships with pupils which, according to role, may include:

- Greeting pupils in the morning/at the start of lessons and, if appropriate, undertaking supervisory or other 'duties'
- Establishing clear routines and communicating expectations of behaviour
- Preparing lessons that ensure all pupils can access the curriculum appropriately.
- Responding to – and, where possible – minimising the likelihood of - low-level disruption, in line with the school's policies and procedures. For example, getting to know pupils well, developing an understanding of potential 'triggers' for any unhelpful behaviour and using this knowledge to plan the best ways to support individuals to better manage their behaviour
- Providing support programmes for identified individuals so that they learn how to better manage their behaviour
- Communicating with parents regarding concerns and, where appropriate, providing or signposting advice and/or support for families.

Pupils

Pupils are ambassadors of our schools even when off site. They are expected to follow the school's behaviour rules and routines; to listen to and follow instructions by staff, and accept and learn from any consequences that they receive. This extends to any arrangements put in place to support them in forming positive relations and improving their behaviour for learning.

Parents

Parents play a big part in ensuring that their children are successful at school. Sending their child to the school implies an acceptance of, and support for, the school's policies by parents, including the Positive Relationships and Behaviour for Learning Policy. Parents should inform leaders about any known or potential special educational needs, or personal issues, that may result in their child displaying unacceptable behaviour. Parents may be asked to attend meetings with staff to discuss their child's behaviour, including after a suspension at the point at which their child is re-admitted to school.

Policy Detail

Our Core Expectations

In line with our shared values and ethos, all CET schools consistently promote both our high expectations, and any necessary support, to ensure that all pupils have the best opportunity to thrive both in and out of the classroom.

As a result, all CET schools will prioritise:

1. Agreeing a shared set of values that communicate expectations for relationships and behaviour, and which help all members of the learning community understand how they can work and succeed together
2. Having clear and simple routines, rewards and consequences which link directly to the school or academy's values, and which foster high standards of behaviour and a calm and safe environment
3. Providing training and support to staff on managing behaviour through the continuing professional development cycle
4. Considering poor behaviour in relation to SEND and other relevant circumstances, making reasonable adjustments to these policies, where appropriate, to ensure that the Positive Relationships and Behaviour for Learning policy is always applied fairly.
5. Regularly and deliberately teaching pupils about both acceptable and unacceptable behaviours, in society at large, as well as at school
6. Planning a well sequenced curriculum with a view to ensuring that pupils are always engaged in purposeful learning.

Routines and Consequences

All of our staff and pupils have a right to work in a school where they can learn and are treated with courtesy and respect. Likewise, expectations and boundaries are necessary and normal part of our society. They support emotional, psychological, and physical safety, as well as providing points of reference for what we expect of ourselves and each other.

For this reason, a cornerstone of all of our schools and academies' behaviour for learning processes is a system of agreed routines, during both lesson times and social times, and consequences or ways of dealing with unacceptable behaviours.

In line with the trust values, and in response to our commitment to Therapeutic Thinking, our 'consequences' are not designed to be punitive but are either:

- Developmental and restorative, helping the pupil to understand the impact of their behaviour, or
- Protective, preventing the pupil from behaving in these ways until they receive the support they need to help them to make better decisions.

Staff can apply agreed consequences to pupils at any time that the pupil is in school, or when out of school if:

- The pupil is taking part in an activity organized by the school or trust
- The pupil is travelling to and from the school
- The pupil is wearing school uniform
- The pupil is in some way identifiable as a member of the school
- The actions of the pupil could have repercussions for the orderly running and/or reputation of the school
- The pupil could, on the balance of probability, be a threat to a member of the school community.

Rewards

The positive reinforcement of good relationships and behaviour is a powerful tool for establishing a strong learning community. For this reason, all our schools detail the rewards pupils can receive, and how these link to the school values (see appendix). They may include, but are not limited to:

- Verbal and written praise

- Points systems
- Letters or phone calls home
- Special responsibilities/privileges, especially where the position actively supports the creation of a positive learning community, as well as the personal development of the young person concerned
- Celebration events, including, but not limited to reward trips, assemblies and presentation evenings.

Detentions

These may be set before, during or after school, on any school day or Staff Training (INSET) Day. If pupils are detained during the lunch break, they will still be given reasonable time to eat, drink and use the toilet. Please note that parental consent is not required for a detention to take place, although staff will always endeavour to give notice on the day or day before the detention.

Where appropriate, staff will also always take into consideration any special needs a pupil may have, that may, for example, impact on their ability to travel home safely after serving a detention.

Removal from the classroom

Some of our schools and academies use a removal system in response to serious or persistent breaches of this policy during lesson times. This offers pupils important 'time-out', and also allows other pupils the opportunity to learn without disruption.

Staff will seek to minimise the amount of time that the pupil who has been removed from a lesson spends outside of the classroom. Wherever it is considered likely that the pupil can be re-integrated into the lesson after a brief conversation, then staff will seek to do this. Otherwise, staff will try to re-integrate the pupil back in to a subsequent lesson later on during the day. Brief periods of time educated outside of the classroom may be considered to be a supportive intervention rather than a 'punishment.' Where this intervention is not effective – or where the initial unacceptable behaviour was particularly serious or repeated – a pupil may be required to serve an internal exclusion, as an alternative to an external suspension from school. This may start, and end, at a time later than the normal school day.

Pupils who are removed from lessons will usually continue to follow the normal curriculum. If this is not possible, they will be provided with appropriate work for their age and ability. In addition to completing work during the period of removal, pupils will also be supported with their behaviour, by being helped to consider how they can behave differently in the future. Sometimes, staff may consider that this behaviour support work must take priority over curriculum learning. Where this is the case, arrangements will be made to ensure that the pupil can catch the missed learning up before they return to their normal lessons.

Parents, carers and guardians will be informed of the removal on the same day.

Details about how removal systems, if appropriate, work in this school are set out in the appendix to this policy.

Suspensions and Permanent Exclusions⁴

All children and young people have a right to an education and to be protected from a life of underachievement and social exclusion⁵. This does not, however, mean that our schools and can always avoid excluding a pupil or placing them in a specialist educational setting. Used in the right way, a suspension or exclusion can be followed by actions that are restorative or interventions that help the pupil avoid carrying out the unacceptable behaviours again.

This said, suspensions and permanent exclusions will only be used as a last resort. Staff actively seek to prevent suspensions through proactive approaches to relationships and behaviour, including through the use of systems and procedures to identify and support pupils whose behaviour is causing serious concern. A range of possible strategies, including off-site directions, 'managed moves' and the use of alternative provision, that staff might use to support pupils are outlined in the appendix to this policy.

⁴ [Suspension and permanent exclusion guidance](#)

⁵ Article 48, UN Convention on the Rights of the Child (CRC)

Where a fixed term suspension or permanent exclusion is being considered, the headteacher or principal will ensure that there is a full investigation, which will include:

1. Evidence being collected (from pupils involved, other witnesses, staff and CCTV etc.).
2. The SEND team being consulted about any recognised SEND that may have caused/contributed to the behaviour
3. The pastoral/safeguarding team being consulted about any known issues that may be affecting the pupil, as well as the level of support that has been provided

Only when all of the above steps have been taken, and the information provided has been reviewed in line with the relevant statutory guidance, will the headteacher or principal decide what action will be taken. Typically, pupils who engage in persistent disruptive behaviour will be internally excluded rather than externally suspended. When the headteacher or principal decides to issue an external suspension instead, they will explain the rationale for this in their letter to parents, as well as any behaviour support previously provided to the pupil.

Suspensions and exclusion will never be used for poor academic performance, lateness or truancy, a breach of the uniform rules, or the behaviour of the pupil's parents, carers or guardians.

On returning from suspension, the pupil and their parents will attend a reintegration meeting. This will include a focus on the support staff will provide the pupil to correct their behaviour, and how this support, and its impact, will be monitored. For details of the different kinds of support that may be available, please see the appendix to this policy.

Should a pupil serve three suspensions, in any given term, or more than three during any given academic year, the pupil and their parents will be invited to a meeting of relevant professionals, to discuss the impact of previous forms of support that have been offered, and to consider any other ways forward.

Where a pupil has not been suspended from school, but a pattern of unhelpful behaviour is evident, leaders may invite the pupil and their parents to such a meeting to see what can be done to support the pupil. Parents themselves may request such a meeting should they become concerned about their child's behaviour or the sanctions that they are accumulating because of it.

For more detailed information regarding exclusions, please see the trust Suspension and Permanent Exclusion Policy.

Adapting consequences for pupils with SEND

Any consequences given will always be in line with this policy. They will also be fair, reasonable, proportionate and in accordance with the Equalities Act, 2010. As part of this, staff recognise that pupils' behaviour may be impacted by a special educational need and/or a disability (SEND).

This means that staff will try to anticipate, as far as possible, all likely triggers of misbehaviour and, where appropriate, put in place support plans for identified pupils to prevent issues from occurring. Where necessary, support and advice will be sought from relevant external agencies, including the Local Authority, and we will always work with the child or young person's family to create a plan⁶.

Plans might include specific strategies, such as rewards, visual cues, interventions or calm-down areas, where pupils can go to regain control of their emotions. These plans will be shared with teachers so that they know how to support individual pupils in their learning and behaviour. Staff will regularly review these plans, working collaboratively with the pupil and their parents, to ensure they remain appropriate.

When incidents of unacceptable behaviour arise, staff will also consider them in relation to a pupil's SEND and the consequence system may be adapted to cater to the specific needs of that pupil.

Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis by senior staff; not every incident of misbehaviour will be connected to an additional and/or unmet need.

When considering a behavioural sanction for a pupil with SEND, staff will take into account the following three things:

1. Whether the pupil was able to understand the agreed expectation or instruction
2. Whether the pupil was unable to act differently at the time as a result of their SEND
3. Whether the pupil is likely to behave aggressively due to their particular SEND

If the answer to any of these questions is yes, senior staff at the school or academy will then assess if it is appropriate to use a consequence at all, and, if so, whether any reasonable adjustments need to be made.

What are 'reasonable adjustments'?

Any variations to our policies will always take into account the specific circumstances and requirements of the pupil concerned. In practice, however, this means:

1. Modifying the consequence, for example internal exclusion with the SEND team, as opposed to mainstream internal exclusion or external suspension, to provide a more appropriate work environment, to support with school work and/or to create a more familiar structure to the working day, for example
2. Pausing the usual behaviour processes whilst the pupil completes interventions or coaching to build confidence/understanding of the expected behaviours.

It should be noted, however, that, whilst staff will always consider the impact that their actions will have on the pupil with SEND, they also need to consider the safety and well-being of all other members of the school community. learning community as a whole.

For this reason, staff will work with relevant external agencies, including the local authority, the when they identify a pupil who is at risk of suspension/nearing the threshold for permanent exclusion, to identify any further support that could be put in place.

Should a pupil in receipt of an Education Health Care Plan (EHCP) be at risk of permanent exclusion, then an Emergency Review of that plan will be called at the earliest opportunity.

⁶ Patterns of challenging behaviour by pupils, who are not on the SEND register, will also always be raised as a concern to the SENCO for investigation into unmet or unidentified issues.

Uniform

Effective teaching and learning starts with a smart and tidy appearance as it helps to instill discipline and pride, reducing the risk of distraction in lessons. The uniform expectations, and support available to families, is outlined in the appendix to this policy.

Individual academy uniforms should be worn by all pupils. Prohibited items can be confiscated. Likewise, pupils may be lent correct uniform or placed in isolation with appropriate work until uniform issues are resolved.

Mobile phones

Mobile phones are part of everyday life. However, allowing access to mobile phones in the school day gives rise to a number of risks, including disruption and serious bullying and abuse.

Headteachers and Principals have discretion as to whether, and in what circumstances, mobile phones and other devices can be used during the school day. This can include restricting or prohibiting mobile phones. The school's approach to mobile phones is set out within the appendix to this policy.

Visiting the toilet during lessons

Pupils are encouraged to visit the toilet during social times and lesson changeover periods. If staff allow a pupil to visit the toilet during lesson times, the pupil may be asked to leave their switched-off mobile device in a tray on the teacher's desk. The pupil will be able to collect their mobile device immediately on return to the classroom. This is to minimise the ability of pupils to use their mobile phones in an unsupervised manner, which can represent a safeguarding risk.

Social media/unacceptable online behaviour

The misuse of social media, or the undertaking of unacceptable on-line behaviour in general, may fall under the remit of this policy in the following circumstances:

1. Damage is caused to the reputation of one or more members of the school community, or to the school as a whole
2. Use that may harass, bully or discriminate
3. The posting of demonstrably false or misleading statements.

In accordance with DfE guidance, online safety is a core feature of our PSHE curriculum and age-appropriate internet filtering is used within school.

Physical Restraint⁷

Staff have a legal power to use physical restraint – sometimes known as 'positive handling or 'reasonable force' - where necessary, including to:

- Prevent a child from causing disorder
- Prevent a child hurting themselves or others
- Prevent a child damaging property and committing an offence

The trust's Physical Restraint Policy sets out our approach. Incidents of physical restraint will always be used as a last resort when all appropriate de-escalation techniques have failed and will be applied using the minimum amount of force and for the shortest amount of time possible. It will never be used as a punishment. All incidents of reasonable force will be recorded and reported to parents.

When considering using physical restraint, staff will, in considering the risks, carefully recognise any specific vulnerabilities of the child, including SEND, mental health needs or medical conditions. Wherever possible physical restraint will be carried out by trained staff who are competent in the use of a recognised behaviour management system.

⁷ [DfE advice template](#)

Where it is known that a pupil's behaviour could present a significant risk of injury to themselves, other people, or property, staff will complete a risk assessment and determine if the pupil requires a positive handling plan to be put in place.

These plans will be developed in the pupil's best interests and agreed by the parents and the child concerned wherever possible. They will be reviewed regularly with any support plans and/or if the needs of the pupil change.

Drugs

The school operates a robust approach on drugs for the health and safety of all staff, pupils and visitors. The policy on drugs applies to all schools and to school related activities whether on or off site. This includes the journey to and from school. The word 'drugs' used in this policy does not just mean illegal drugs. It extends to alcohol, tobacco products, volatile substances and legal highs.

The school will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents. Pupils will receive drugs education as part of the PSHE programme and academies will also involve outside agencies such as drugs education charities. Any incidents will be reported to the governors for their consideration.

Any pupil found to be involved in a drugs-related incident will be disciplined in accordance with this policy. The sanction is likely to include suspension or permanent exclusion from school. Dealing with illegal drugs will, except in exceptional circumstances, lead to permanent exclusion. Using illegal drugs will, except in exceptional circumstances, lead to exclusion, which may be permanent. Sometimes, it will also be necessary to involve the police, and/or social care/substance abuse support services.

Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the DfE. Similarly, any drugs related paraphernalia such as needles will be disposed of in a prudent manner.

Usually the school will inform parents/carers when their child has been found to be involved in drugs. However, where there are potential child protection issues the academy must act in the best interests of the child which may mean a decision not to inform parents. Such a decision will be taken very seriously and usually with the benefit of legal advice.

Searching and Confiscation⁸

Searching, screening and confiscation will be conducted in line with the DfE's latest guidance. Although this list should not be treated as exhaustive, banned items include:

- Knives and weapons
- Alcohol
- Drugs
- Stolen items
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or to damage to property
- Tobacco and cigarette papers
- E-cigarettes or vapes
- Fireworks
- Pornographic images

As long as it is reasonable in the circumstances, staff are permitted by law to take temporary possession of any suspected illegal substance or prohibited item. If a prohibited item is confiscated (including clothing and/or jewellery), and presuming it does not need to be retained, as per DfE guidance, it can only be collected by a

⁸ [Searching, Screening and Confiscation](#)

parent. Staff cannot look after items for pupils and individual schools cannot be held responsible for lost or stolen articles. We therefore strongly encourage pupils not to bring valuable or banned items into school.

In the interests of the health, wellbeing and safety of our community, all pupils will have relevant PSHE education on issues such as drugs and alcohol. Any pupil found to be involved in a banned item incident, including on the way to and from school, will face appropriate consequences under this policy. Such incidents, except in exceptional circumstances, could lead to suspension and, under some circumstances, a permanent exclusion.

When a search is thought to be necessary there will be an assessment of how urgently it needs to be carried out considering any risk to pupils and staff. The pupil to be searched will be told why they are being searched and informed as to how and where the search will take place. The pupil will be given an opportunity to ask questions. Where a search takes place with consent, the member of staff conducting the search should ensure that the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable for another member of staff to be present and/or the member of staff is of the opposite sex. The academy will always endeavour to have a member of staff who is of the same sex as the pupil present and an additional member of staff present as a witness to the search for safeguarding purposes.

The headteacher/principal will ensure that there are sufficient staff who are trained in how to lawfully search a pupil. The DSL will be informed of any searching incidents where a member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item and all searches will be recorded. If a search revealed a safeguarding risk, the DSL will be involved without delay.

Only staff members authorised by the headteacher/principal may carry out searches without consent.

The person conducting the search may not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves.

Where an item prohibited by this policy is seized as the result of a search and it is an electronic device such as a mobile telephone, the member of staff who seized the item may inspect the data on it, if they think that there is a good reason to do so. For this purpose, the member of staff has a good reason if they reasonably suspect that the data or file on the device in question has been or could be used to cause harm, to disrupt teaching or break the school rules. In cases where staff are advised, or suspect, that the mobile device contains youth-produced sexual imagery, they must follow the advice in this regard issued by CET's Director of Safeguarding/the Designated Safeguarding Lead.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, which they consider harmful or detrimental to school discipline, even if it is not found as a result of a search.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the school rules. Weapons, knives and extreme or child pornography must always be handed over to the police. Otherwise, it is for the academy to decide if and when to return a confiscated item. Please note that staff have an obligation to inform the police of any illegal item brought into school.

Police searches/questioning and the requirement for an appropriate adult to be present

The Designated Safeguarding Lead (and deputy) are aware of the requirement for children to have an appropriate adult when in contact with police officers who suspect them of an offence.

PACE states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child.

PACE also states that If at any time an officer has any reason to suspect that a person of any age may be vulnerable, then that person is entitled to be accompanied by an appropriate adult at any point.

The Designated Safeguarding Lead (or deputy) will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a pupil about an offence they may suspect. This communication will be recorded on CPOMS.

If having been informed of the vulnerabilities, the Designated Safeguarding Lead (or deputy) does not feel that the officer is acting in accordance with PACE, they should ask to speak with a supervisor or contact 101 to escalate their concerns.

A person whom there are grounds to suspect of an offence must be cautioned⁹ before being questioned about an offence¹⁰, or asked further questions if the answers they give provide the grounds for suspicion, or when put to them the suspect's answers or silence, (i.e. failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution.

A police officer must not caution a juvenile or a vulnerable person unless the appropriate adult is present. If a child or a vulnerable person is cautioned in the absence of the appropriate adult, the caution must be repeated in the appropriate adult's presence.

The appropriate adult' means, in the case of a child:

1. the parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
2. a social worker of a local authority
3. failing these, some other responsible adult aged 18 or over who is not:
 - a. a police officer;
 - b. employed by the police;
 - c. under the direction or control of the chief officer of a police force; or
 - d. a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,

Further information can be found in the statutory guidance - [PACE Code C 2019](#).

⁹ The police caution is: *"You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence."*

¹⁰ A person need not be cautioned if questions are for other necessary purposes, e.g.: (a) solely to establish their identity or ownership of any vehicle; to obtain information in accordance with any relevant statutory requirement; in furtherance of the proper and effective conduct of a search, e.g. to determine the need to search in the exercise of powers of stop and search or to seek co-operation while carrying out a search; or to seek verification of a written record.

Suspected Criminal Behaviour, including Harmful Sexual Behaviours

If criminal activity is suspected, a report to the police will be made. The DSL will make a tandem report to children's social care and/or the LADO, if appropriate. All investigations, decisions, actions and rationale behind decisions and actions will be recorded on CPOMs.

Malicious Allegations

Where a pupil makes an allegation against a member of a school or academy community, including staff, and that allegation is shown to have been malicious, the individual school or academy, in consultation with the LADO, if appropriate, will consider what consequence is appropriate.

Other

Details of our trust's approach to preventing and addressing bullying and our expectations regarding attendance and punctuality are set out in our Anti-bullying and Attendance policies.

Monitoring and Evaluation

The policy will be reviewed annually and reported to the Education Standards Committee, or in the following circumstances:

- Changes in legislation and / or government guidance.
- As a result of any other significant change or event.
- In the event that the policy is determined to no longer be effective.

If there are urgent concerns these should be raised with the relevant school in the first instance. Minor changes to individual academy procedures (Appendix 2-4) can be agreed within the year by the Chair of the Academy Improvement Board. Parents will be informed in the usual ways i.e. via letter/the school's website etc.

The Trust Board, in consultation with the Trust Executive, regularly reviews key behaviour data with a view to evaluating this policy and identifying and addressing any issues at the earliest opportunity.

As part of the wider trust "voice" activities, stakeholders including staff, parents and pupils will be regularly consulted regarding this and other policies.

AMBITION – EQUITY - OPPORTUNITY			
Purpose	Policy Checklist	Relevant Guidance	Equality Diversity and Inclusion
To foster positive relationships, high standards of behaviour, and a calm and safe environment, within which all members of our community can thrive and reach their full potential.	- Agreeing a shared set of values that clearly communicate expectations for positive relationships and behaviour. - Having a clear and simple Rewards, Routines and Consequence policy. - Providing training and support to staff on managing relationships and fostering positive behaviour. - Planning, implementing and reviewing pastoral intervention packages, in-line with need. - Planning a strong curriculum, including explicitly teaching pupils about positive relationships and behaviour.	Behaviour In Schools – Advice for Headteachers and school staff (February 2024) Behaviour in schools - advice for headteachers and school staff Suspension and Permanent Exclusion Guidance (August 2024) Suspension and permanent exclusion guidance Searching, Screening and Confiscation – Advice for Schools (July 2022) Searching, Screening and Confiscation Use of Reasonable Force in Schools (July 2013) DfE advice template Keeping Children Safe in Education 2024 Keeping children safe in education 2024	The trust believes that pupils with different needs should be provided with the support they need to achieve individual success, while still operating within the framework of this and our other policies. This means making reasonable adjustments to this policy, where appropriate.



THE BULWELL ACADEMY

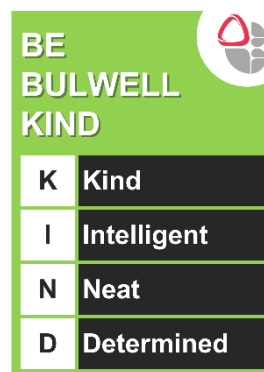
Behaviour Procedures

At The Bulwell Academy we have 4 guiding principles:

1. Relationships built on **Mutual Respect** – We expect our students and staff to address each other respectfully and to be polite. We expect students to say 'sir and miss' to teachers; we expect students and staff to say 'thank you' and 'please' when address each other. Restorative conversations are encouraged to maintain, repair and grow student: staff relationships.
2. Managing behaviour through **Relentless Positivity** – We manage behaviour using rewards, consequences and support (Kickboard: Bulwell Bucks, Routes to Inclusion, Frequent Flyer systems and the Pastoral RAG). Our system allows staff to respond to behaviour quickly and consistently. We train our staff to focus on celebrating the behaviours that we 'want to see' rather than focussing on negative behaviours. Staff receive targeted CPD on managing behaviour using rewards.
3. The importance of **Routines** – We teach our students the right way to do something. Students are given training to understand the routines which are an intrinsic part of the culture at The Bulwell Academy. Routines are taught through the behaviour curriculum.
4. We recognise the impact of **Trauma** – We know that the pandemic has had a huge impact on student's mental health and well-being. We want our staff to understand the effects of trauma and to develop the skills to recognise and support improved mental health.

Bulwell KIND: How children can demonstrate being Bulwell KIND

Kindness – increases positivity, happiness and reduces stress. With a more positive outlook, students have greater attention spans, are more willing to learn and are more creative. Intelligence – Learning is impossible without intelligence. We want students to reason and think critically. In every lesson we aim to cultivate intelligence by spotting it and rewarding it. Neat – We expect our students to be neat and orderly. We encourage students to wear their uniform with pride; to prepare their bag the night before school; to present their work neatly and take time to check their work.	Children are given credits for being...	Examples of Bulwell KIND
	Kind	• Show respect to each other. • Show respect to adults. • Help friends to make the right choices. • Offer to help someone in class. • Looking out for others who might be worried or upset
	Intelligent	• Focus on learning every lesson, every day. • Ask and answer questions in lessons. • Complete all work to the best of their ability. • Work bell to bell
	Neat	• Show pride in their work. • Have all their equipment with them for school. • Have a strong, silent, line up and transition. • Wear their full uniform with pride • Tidy up after themselves and others.



Determination – We want students to develop their independence; grow their self-efficacy and be able to problem solve.

Determined

- Never give up.
- Overcome a difficult task.
- Bounce back from disappointment.
- Understand that students will make mistakes and that this is ok!

Lesson and Basic Expectations

To ensure that effective learning can take place in lessons and that the culture around the Academy reflects what we want from our students, we have put in place a list of our expectations. To ensure this is fair, teachers will be consistent in their use of these consequences and record them promptly.

In response to this, students are expected to comply with the L5/B5 rules, stop any poor behaviour when asked and to comply with instructions.

Lesson Expectations (Behaviours displayed inside the classroom)

Possible Examples (this is not an exhaustive list)

L1

A student may sit and wait excessively and not ask what they should be doing in their work.

A student may not complete work in full sentences or answer questions set.

A student may rush work to get it complete deliberately rather than working through a process.

L2

A student may be distracted during a task and lacked in focus.

A student may have given up when completing a task without trying.

A student's work may have been completed to a standard that is not detailed enough.

A student may have graffitied or ripped their work.

L3

A student may have talked when the teacher was delivering instructions.

A student may have tried to distract others whilst the teacher was delivering instructions.

A student may have had their head on the desk.

A student may have talked when the teacher said Silent and Solo. A student may not sit in the correct seat.

L4

A student may have talked when another student is giving an answer.

A student may have been unkind to another student regarding an answer they have given.

A student may have called another student a name.

A student may have ripped another student's work.

LESSON EXPECTATIONS	
L1	Ask and answer questions
L2	Show PRIDE
L3	Respect adults
L4	Respect each other
L5	Work bell-to-bell

L5

A student may have stopped working early.

A student may not have written enough or in enough detail.

A student may not start their Do Now or their Exit Ticket.

Basic Expectations (Behaviours generally observed outside the classroom)

Possible Examples (this is not an exhaustive list):

B1

A student who arrives late to lesson (Students have 4 minutes to arrive to lesson)

B2

A student arrives to school without an item of uniform

A student arrives to school without PE kit

B3

A student is running inside the school building

A student is shouting on the corridor

A student deliberately pushing, shoving or grabbing another student

B4

A student refuses an instruction from a teacher

B5

A student's mobile phone is seen or heard whilst in school.



BASIC EXPECTATIONS	
B1	Be on time
B2	Be prepared
B3	Be calm
B4	Be respectful
B5	Be off-line

Behaviour process – Lesson removal

- If the same student receives 2L's in the same lesson the teacher will request on-call. A member of the on-call team will attend the lesson for a 'stop the clock' to try to reregulate the student back into their learning. If the behaviour continues on-call will be called and the student removed to ICE (Internal Reflection Room), where they will spend the remainder of the lesson.
- Teachers will record the behaviour on kickboard.
- Students will be provided with levelled work to ensure that there is no lost learning.
- Students will be required to complete the work given whilst in ICE, in silence.

Removing students from lessons is seen as a last resort and teachers are encouraged to be relentlessly positive. Teacher will openly celebrate positive behaviours.

Lateness to School/Lesson

- Students have 4 minutes to arrive at the lesson. If a student arrives late to a lesson, they will be welcomed into the lesson and given the opportunity to provide a valid explanation to explain their lateness. If the student cannot provide a valid reason, they will be issued a B1.
- If a student is late to school on 3 occasions during a particular week, they are added to the consequence detention list.

Internal Truancy

- If a student is out of lesson during lesson time without a legitimate reason, they will be classified as truanting. They will be escorted to ICE and required to complete the remainder of that period in ICE and a detention directly at the end of either break/lunch/after school, depending on their arrival to ICE. Students will complete work provided in ICE.
- Internal truancy will be added to kickboard.
- If a student truant from lessons for the second time, they will be escorted to Alt Ex where they will remain for the rest of the day.
- For repeated incidents of internal truancy students may receive a suspension from school.

ICE

ICE is the school's short term reflection room. Students who have received 3Ls during a lesson will be expected to spend the remainder of that period in ICE and a detention directly at the end of either break/lunch/after school, depending on their arrival to ICE. After the detention they will return to their normal timetabled lessons.

- If a pupil does not to adhere to the expectations in ICE, they will be required to move into Alt Ex for the remainder of the day. Serious disruption could result in the pupil being suspended.
- If a student is removed from lesson period 1 or period 2, they will do a 10-minute break time detention. If they are removed during period 3 or 4, they will do a 10-minute lunch time detention. If they are removed period 5, they will do a 10 minute after school detention.
- If a pupil refuses to go to Alt Ex, they will be given the opportunity to reflect on their decision. If the pupil persistently refuses to go to Alt Ex, they will be suspended.
- Any pupil who displays 'Persistently Disruptive Behaviour' (i.e. sent to ICE on 4 or more occasions in 1 week) will be placed in Alt Ex for a day.

Alt Ex

Alt Ex is the school's internal reflection room reserved for more serious incidents including where a pupil has displayed persistent disruptive behaviour or a more serious one-off incident. Pupils will remain in Alt Ex for the whole day.

- If a pupil does not adhere to the expectations in Alt Ex, they are likely to receive a fixed term suspension and be required to re-do the day in Alt Ex.

Consequence detentions

- Students are expected to achieve a total of positive Bulwell Bucks in a week. If a student fails to achieve this total it is a clear indication that behaviour (throughout the week) has been poor.
- This will result in the student being placed 'On Consequence'.
- Any student placed 'On Consequence' will be expected to attend 30-minute after school detentions throughout the following week.
- During these detentions, students will be provided with appropriate work and guided in reflecting on their previous behaviour, with the aim of supporting them in making more positive choices in the future.

Behaviour Expectations

Behavioural expectations are taught to all students through the behaviour curriculum. The Trust's academies will consistently promote high standards of behaviour and provide the necessary support to ensure all pupils can achieve and thrive both in and out of the classroom. The academy will consider how a whole-school approach meets the needs of all pupils in the school, including pupils with SEND, so that everyone can feel they belong to the school community and high expectations are

maintained for all pupils. The aim of each Academy is to encourage a positive behaviour culture that will create a calm and safe environment which will benefit pupils with SEND, enabling them to learn. Some behaviours are more likely be associated with particular types of SEND. Staff will take a therapeutic response when dealing with behaviour issues within lessons. There are restorative conversation posters outside every classroom which prompt the use of therapeutic thinking across the school.

Where appropriate, we will consider poor behaviour in relation to a pupil's SEND and will take such steps as are reasonable to avoid any substantial disadvantage to a disabled pupil caused by the school's policies or practices. Patterns of challenging behaviour will be flagged to the SENCO for investigation.

Rewards

We recognise that praise is more effective than punishment and that positive behaviour and good attendance are more likely to be fostered in a climate of rewards and encouragement.

Positive recognition includes:

- a) praise (oral and written)
- b) individual rewards including Bulwell Bucks
- c) rewards trip at the end of the year
- d) messages home by text, phone or in writing,
- e) praise postcards
- e) certificates
- f) termly praise assemblies

Support

In addition to applying sanctions, we provide support to enable pupils to improve their behaviour. Examples of support are outlined below though this list is not exhaustive.

- Targeted discussion with staff member
- Meeting with parents
- Restorative justice conversations
- Home visits
- Booster classes
- Movement breaks
- Adjustment to seating plans
- Staff mentoring
- Counselling
- Positive report
- Use of alternative provision
- Pupil Referral Unit
- Encouraging volunteering within or outside of the community
- Supported Transfer
- Pastoral Support Plan
- SEIO Intervention
- External agency intervention
- Attendance Improvement plans
- Pupil Passport
- EDF
- The Gateway Programme
- The Bridge Reintegration Centre

We also work positively with external agencies and will seek support from them to ensure that the needs of all pupils are met.

Parents/Carers can discuss and request at any time support for their children.

We recognise that changes in behaviour may be an indicator that a pupil needs help or protection.

We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, we will follow Safeguarding and Child Protection procedures.

Behaviour Incident and Likely Sanction

Behaviour Incident	Sanction
Illegal narcotics (carrying, distribution, consumption)	Likely Permanent Exclusion
Weapons (carrying or use of)	Likely Permanent Exclusion
Physical assault on a staff member	Likely Permanent Exclusion
Sexual Assault	Likely Supported Transfer or Permanent Exclusion
False allegation against a staff member	Likely Supported Transfer or Permanent Exclusion
Smoking cigarettes or e-cigarettes	Likely Internal Suspension at another site or Fixed Term Suspension
Persistent Disruptive Behaviour – sent to ICE on more than 4 occasions in 1 week	Likely Alt Ex/Internal Suspension/Fixed Term Suspension
Physical assault of another pupil	Likely Likely Fixed Term Suspension
Fighting in the community	Likely Fixed Term Suspension
Encouraging violence	Likely Fixed Term Suspension
Theft	Likely Internal Suspension to another site or Fixed term Suspension
Verbal abuse to public	Likely Alt Ex, Internal Suspension to another site or Fixed Term Suspension
Verbal abuse in the presence of staff	Likely Alt Ex, Internal Suspension to another site or Fixed Term Suspension
Verbal abuse towards staff	Likely Alt Ex, Internal suspension to another site, FTS or permanent exclusion
Racist comments made	Likely Internal Suspension or Fixed Term Suspension – Restorative pack completion/Referral to the SEIO
Walking off from staff and refusing to follow instructions	Likely Suspension (This could be an Internal Suspension or a Fixed Term Suspension)
Complete refusal to complete time in Alt Ex or ICE	Likely Suspension (This could be an Internal Suspension or a Fixed Term Suspension)
Failed ICE	Moved into Alt Ex for the remainder of the day.
Failed Alternative Exclusion (Alt Ex)	Fixed Term Suspension and redo the day in Alt Ex
Bullying including Cyberbullying	Likely Suspension (This could be an Internal Suspension or a Fixed Term Suspension) – Restorative pack completion/Referral to the SEIO
Sexual assault	Supported Transfer or Permanent Exclusion
Non-consensual touching	Alt Ex, Suspension(This could be an Internal Suspension or a Fixed Term Suspension) – Restorative pack completion / Referral to the SEIO
Graffiti	Likely Community Service, Alt Ex or Fixed Term Suspension
Refusal to attend a detention	Alt Ex or Fixed Term Suspension (if repeated)
Internal truancy	Likely ICE (1 st offense), Alt Ex (2 nd offense) or Fixed Term Suspension (if repeated)
Walking out of lesson	ICE

Mobile Phones

Mobile phones, similar electronic devices and headphones are not permitted anywhere on school premises. Before crossing the no phone signs at the school entrance, pupils must remove their headphones, switch off their mobile phone and any other electrical devices and put them away. If an electronic device is seen or heard it will be confiscated by school staff. Students will have their device returned to them at the end of the school day.

Reasonable Adjustments

All pupils who have SEND are reviewed at pathways meetings. Where the SENDCo and pastoral team feel that a reasonable adjustment needs to be made, parents are consulted, and these adjustments are communicated to staff. Each adjustment is made on a case-by-case basis.

When vulnerable children or pupils with SEND are at risk of suspension the decision is discussed during the navigation meeting at the end of the school day. The Vice Principal for Behaviour and SEND Assistant Principal will ensure that the decision made is informed fully by the possible context or impact of any primary SEND needs.

Child-on-Child Abuse

Staff are trained to be aware of the forms, indicators and dangers of child on child abuse in annual safeguarding training and through termly update CPD sessions. Staff are reminded of their responsibility to recognise and challenge child-on-child abuse when it occurs. All staff are also expected to report incidences of child-on-child abuse through the Academy's safeguarding reporting system (CPOMS).

Pastoral staff address child-on-child abuse robustly through a combination of sanctions and restorative processes. Pastoral staff consult the DSL and Safeguarding team when deciding appropriate responses to a report of child-on-child abuse and record their actions via CPOMS.

Where appropriate, management and response to a report of child-on-child abuse may be taken over by the Safeguarding team from the Pastoral team. In some cases, the Safeguarding team may also consult the CET Director of Safeguarding when deciding an appropriate course of action to be taken in response to a report. Pupils are taught about the forms, indicators, and dangers of child-on-child abuse through their PSHE programme, drop down days, forum, pupil voice work and where appropriate through the curriculum. It is made clear to all pupils that child-on-child abuse will not be tolerated at the Academy and that robust sanctions will be applied. All pupils are made aware that there is, at any time an open and safe opportunity to report children-child abuse to their teachers, tutors, pastoral team or the safeguarding team.

Pupil Voice

- Students at Bulwell have the opportunity to express themselves through various student voice activities and The Diary Room.
- Students also have the opportunity to develop their leadership skills through the student council, prefect team and departmental leadership positions within the Academy. Each year a Year 11 Prefect team is elected by the whole school, and each student in lower years can be elected to be in a year group student council.
- This allows students to have a say in the future of the school. It allows student councillors and prefects to develop valuable personal skills such as; communication, teamwork, and decision making. This also allows students the opportunity to express their views of school to help shape its development, and to put ideas forwards on what changes they would like to see happen.
- We will use student voice and the student leaders to help evaluate behaviour across the school, this will be completed periodically throughout the academic year.



Branded Uniform

The following branded items are **COMPULSORY**:

- **Academy blazer** (*sleeves worn to the wrist - not rolled up*)
- **Academy tie** (specific colour stripe for each year group)

The following branded items are **OPTIONAL**:

- Black jumper with red piping sold by Just Schoolwear*
- Academy short-sleeve or long-sleeve PE top

*Note: a plain black v-neck woollen jumper may be worn but is not essential. *Cardigans and hoodies are not permitted. School jumpers cannot be used to replace blazers.*



**COMPULSORY
Academy Blazer**

**COMPULSORY
Academy Tie**

*See page above for
year group colours*



**OPTIONAL
Black/Red V-Neck
Jumper**



Non-branded Uniform

The following non-branded items are **COMPULSORY**:

- **White school shirts** buttoned to the top and tucked into trousers or skirt at all times (*any item worn underneath a school shirt must be plain white with sleeves no longer than the sleeves of the shirt*)
- **Black regular fit school trousers** that cover the top of the shoe, or **black pleated school skirt** worn no shorter than 1 inch above the knee (*trousers and skirts should not be tight fitting or made of stretchy fabric; any belts worn should be plain black*); where appropriate, students are permitted to wear a plain black kamiz or a plain black shalwar.
- **Plain black shoes with a black sole and flat heel**—no trainers or Croc-style shoes are permitted. Ankle socks or trainers socks can be any colour (only black ankle socks are allowed to be worn over tights). Any other socks (above the ankle) or tights must be black.
- Equipment should be carried **every day** in a **suitably sized bag that can be worn on the shoulder/s** (ie, large enough to carry A4 size folders and PE kit).
- Students should bring a **refillable bottle** to school **every day** to ensure they stay hydrated.

Student appearance

- Hair should be worn neatly. Long hair should be tied back for all practical sessions.
- Any make-up and/or nail varnish should be lightly applied. *Eyelashes and nails should only be moderate in length. False nails are not permitted.*

Being prepared for all types of weather

- During colder or wet weather, students should wear a waterproof coat with hood. Coats can be of any colour. *Hoodies are not permitted.*

During hot weather, students, parents and carers will be informed if an adjustment is to be made to uniform, such as not wearing blazers.

PE Kit

Essential Items: Plain black short-sleeve T-shirt; plain black jogging bottoms or black stretch pants / leggings; suitable socks and trainers

Optional items: Plain black shorts; Academy PE short-sleeved or long-sleeved zipper top or plain black sweater; plain black long-sleeved base layer

Student Appearance for PE: Long hair must be tied back; all jewellery must be removed for PE with the exception of medical identity tags.



OPTIONAL: Academy short-sleeve PE top



OPTIONAL: Academy long-sleeve zipper PE top

See below for prohibitions that apply to uniform, appearance and technology.

The following are prohibited items that DO NOT form part of the Academy uniform:

- Trousers and skirts that are tight fitting and/or made of stretchy fabric, i.e. leggings / jeggings / jeans / Lycra or Bodycon skirts.
- Trainers (other than for PE); boots or shoes that fasten above the ankle; platform shoes; sandals or Crocs-style shoes; only black socks to be worn over tights. *Any other socks (higher than the ankle) must be black. Tights must be black.*
- Hoodies, cardigans, branded jumpers, full length knitwear (confiscated if seen).
- Where communication is shared that blazers are not required (i.e. for a fixed period during hotter weather), these should not be replaced with any other jacket or non-school jumper.

The following prohibitions apply to student appearance:

- **No hats, caps, bandanas, durags or sunglasses** (*these items should be removed and put away before entering school premises – if seen on site, items will be confiscated*).
- Any make-up and/or nail varnish should be lightly applied only. Eyelashes and nails should only be moderate in length.
- **No false nails**. These must be removed before students enter the school premises.
- **No hooped jewelry** or smartwatches. Only one studded nose piercing and one ear stud per ear. No more than two bracelets. *All jewelry must be removed before PE with the exception of medical identity tags.*
- No permanent or temporary tattoos (in accordance with Chapter 24 of the Tattooing of Minors Act 1969)

**See it,
Hear it,
Lose it!**



Mobile phones, smartwatches, earphones / headphones, iPods, MP3 players and electronic games are not to be seen or heard on school premises. ***Mobile phones must be switched off before entering the school gate and placed in bag (not pocket).***

Confiscated items can be collected by the student from Reception at the end of the school day.