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## BEHAVIOUR POLICY 2023 – 2024

Version 1.01





## LEARNING HABITS

From the very first day in year 7 we believe that Ferryhill School students can display and continue to further develop our 5 Learning Habits. All staff are also expected to actively promote and model Ferryhill School Learning Habits. This supports an environment where each student can be successful at Ferryhill School and leave us in year 11 with the skills they need to thrive at college, university, the world of work and life in general.



### Learning Habit 1: Positive Response

Students are expected to respond positively to all members of staff and their peers. It is important that students of Ferryhill School do what they are asked first time every time as this helps to develop positive relationships. However, mistakes do happen. Therefore, students are encouraged and supported to check themselves, make a positive choice and correct their behaviour. Students will always be treated fairly, and restorative conversations will be held between students and staff to ensure a positive relationship is continued and they learn from their mistakes. It is expected that basic manners such as please and thank you are used as standard within school.

### Learning Habit 2: Punctuality





## CORRECTIONS

We have high expectations of all of our students so that they are the best versions of themselves. If a student fails to meet any of our 5 Learning Habits, it is important that we support them through corrections so they are less likely to repeat this behaviour. Sanctions may involve a same day correction or a more severe consequence as appropriate. Possible sanctions are outlined in the table below and clarified more precisely in relation to specific incidents throughout this document. However, it is important to note that professional discretion as well as context are considered based upon the specifics of each incident.

### ***Out of Lesson Corrections – Issued When Positive Learning Habits Are Not Met Outside of the Classroom***

Stage	What you might have done	What happens now	What happens next
L1	You have not met one of our learning habits whilst outside of lesson time	You will be given a 15 minutes lunch time correction	An L2 correction
L2	You have continually failed to meet our learning habits whilst outside of lesson time.  or	You will be given a 30 minutes lunch time correction.	Escalation to a C3 correction.



	You have committed a more serious breach of our learning habits.		
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## *Main Corrections – Can Be Issued Either Inside or Outside of the Classroom*

Stage	What you might have done	Correction	What happens next
<b>Verbal Warning</b>	You have not followed one of our learning habits for the first time.	You will receive a verbal warning.	C1 correction
<b>C1 Warning</b>	You have not followed one of our learning habits for the second time.	C1 correction	C2 correction
<b>C2 Correction</b>	You have not followed one of our learning habits for the third time.	C2, 15 minutes lunch time correction.	C3 correction
<b>C3 Correction</b>	You have not followed one of our learning habits for the fourth time.  or  Your behaviour has been at such a level that it requires a C3.	C3, same day 45 minutes correction.  Your teacher will contact home to discuss the issue with parents.	Removal from lesson to work in designated classroom. A C4 could potentially follow if ULT are called.
<b>C4 Correction</b>	Your behaviour has been at such a level that it requires a C4.  or  You have refused to attend or appropriately complete a C3 correction.	You will be given a C4, 90 minutes (minimum) correction after school.  Your Head of Year will contact home to discuss the issue with parents.	You might be required to spend time in the reflection room until you are ready to return to lessons.

## *Administration of Corrections*

- School staff should not issue a correction where they know that doing so, would compromise a child's safety.
- Corrections are administered through Class Charts and are instantly set for the same day.





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- Parents are notified of C3 corrections via email and confirmation of such information is available through parent/carer and student logins.
- A phone call should be made by the member of staff issuing the correction to explain the reason for the correction. **This call does not have to be made prior to the correction being completed, but should be made on the same day.**
- If a student has more than one after school correction set in a day this will be managed by the relevant Head of Year and parents contacted to inform that a C4 will be completed.
- Students are advised that they will not receive guaranteed access to the late bus after any C3 correction unless there are exceptional circumstances. Priority will go to year 11 (period 6 students) and students attending after school clubs. Any spaces will then be given in priority order starting with year 7 through to year 11.
- Year 11 corrections will be completed after period 6 and students will need to make their own arrangements for transport.
- Please note, there is no late bus available for a C4 correction. It is the responsibility of the parent / carer to make transport arrangements for C4 corrections.
- Once the student has been issued with a correction, this will stand – there is no potential for the students to ‘backtrack’ and work off their inappropriate behaviour.
- Where students have refused to attend or correct complete a same day C3 or a C4 correction, they will complete a C4 the following night. Students who have reached a C4 will be collected for their correction by the relevant head of year from afternoon meeting.
- If students refuse to complete C4 corrections, Ferryhill School reserves the right to place students in external reflection at a partner school until the correction is complete.
- Ferryhill School also reserve the right to apply further consequences as we feel it is appropriate.

## ***Reasonable Adjustments***

When taking any action staff will always take into account all factors before acting. Staff should consider a student's background, any factors leading up to the incident, SEND factors and whether appropriate/reasonable action has been taken.



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### ***Rearranging Corrections***

Please note that the times and dates of corrections will not be changed unless due to a genuine medical appointment. The decision over such changes will be made by the relevant Head of Year.





## POSITIVE RESPONSE

Students are expected to respond positively to all members of staff and their peers. It is important that students of Ferryhill School do what they are asked first time every time as this helps to develop positive relationships. However, mistakes do happen therefore, students are encouraged and supported to check themselves, make a positive choice and correct their behaviour. Students will always be treated fairly, and restorative conversations will be held between students and staff to ensure a positive relationship is continued and they learn from their mistakes. It is expected that basic manners such as please and thank you are used as standard across school.

- The following table identifies the minimum correction that will be applied when a student does not display an appropriate response.
- Repeated negative response will result in progressively higher corrections being issued
- Please note that this is not an exhaustive list and any incidents not listed will be issued an appropriate level of correction

### *Minimum Consequences for Negative Responses*

	All Staff					HOY / ULT		ULT	Executive Headteacher / Head of School	
	L1 or L2	Verbal Warning	C1	C2 Dept	C3	C4	Internal Reflection	External Reflection	Suspension	Permanent Exclusion





Inciting a fight	✓ L2								
Fighting					✓				
Homophobic / trans / misogynistic behaviour					✓				
Child on child abuse of another student					✓				
Racist comments or behaviour					✓				
Smoking or vaping on or off school premises whilst in school uniform					✓				
Failure to attend L1	✓ L2								
Refusal to attend L2	L2				✓				
Refusal to attend C3 correction						✓			
Refusal to attend C4 correction						✓		✓	

*NB. Grey boxes indicate that the above correction will not be used for this specific type of incident*

## **Truancy**

If a student is known to be truanting from a single lesson, they should be logged as truanting via Class Charts, and will be issued with a C3 correction. A C4 of 90 minutes minimum will be applied in cases where multiple lessons have been missed. This allows for completion of lost learning time. Multiple, or an extended C4 may be applied in cases where over 90 minutes of learning time has been lost.



## PUNCTUALITY

### *Punctuality to school*

Being late to school, line up or lessons doesn't just affect the individual student, it disrupts other students in the class and the teacher trying to teach the lesson. Being on time creates a positive start to a lesson or a quick completion of other events such as line-up. Being punctual is also an important learning habit for our students' futures at college or in the workplace, making them reliable and trustworthy. Students should aim to arrive at school by 8:25am to ensure they arrive



to morning meeting on time. All lateness at Ferryhill School will be logged through Class Charts and awarded a correction in line with the policy outlined below:

## ***Minimum Consequences for Issues Linked to Punctuality***

	HOY, Morning Meeting Team			HOY		
	Late to school under 15 minutes	Late to school over 15 minutes	Late to school over 45 minutes	C1	C3	C4
Late To School	30 minutes after school correction	45 minutes after school correction	90 minutes after school correction			
Late to lessons				✓		

*NB. Grey boxes indicate that the above correction will not be used for this specific type of incident*

We appreciate that on rare occasions unforeseen circumstances may lead to lateness. In these instances, it is parents' / carers responsibility to contact school to avoid students receiving unnecessary sanctions

Any incidents of lateness to school which exceed 45 minutes result in a longer correction period of 90 minutes (minimum), so that missed learning time can be made up. In such instances, parents will be contacted by the relevant Head of Year and a catch-up plan discussed.

## ***Punctuality to Lessons***

At Ferryhill School, everyone is expected to be on time to lessons. Students should walk with pace and purpose, taking the shortest route to their classroom. Where students are late to lessons this will be logged as a C1 via Class Charts and an automatic email sent to the relevant tutor and Head of Year. During tutor time, tutors should take an active role in monitoring and mentoring students who are late to lessons. Where students continue being late to lessons the Head of Year will apply C3 / C4s as considered appropriate.

Students who are late to lessons due to having a requested conversation with a member of staff should ensure they have a note in their planner as confirmation. Receiving a note is the students responsibility and the note should be shown to the class teacher at the start of the next lesson.



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## UNIFORM

It is important that Ferryhill School students arrive at school in their full uniform and wear it in the correct way. This clearly displays a positive attitude towards school and a willingness to work together with the school in an effective partnership. With parents' permission the student will be sent home to rectify the issue. Where this is not possible students will be expected to loan the required item and this must be returned at the end of the school day. Our uniform expectations are as follows:

- A black embroidered school blazer with the Ferryhill School logo.
- A formal collared plain white shirt, which should be tucked into trousers or skirt.
- Boys and Girls are required to wear black, full length tailored trousers with no pocket zips. (lycra, elastane, chinos, skinny trousers, trousers with gold zips or jean type material are not allowed. Elasticated leggings are not school trousers and are expressly forbidden).
- Plain black, knee length skirt, purchased via our school uniform supplier.
- A school clip on tie
- Plain black polishable leather/leather look sensible school shoes with a robust sole (no full suede, trainers, boots, plimsolls and no metal buckles or similar). Black trainers or trainer style shoes are not acceptable and no logos should be visible on school shoes.
- All students must bring a bag to school each day. This is essential for carrying subject books, homework, equipment including PE kit and any personal belongings.
- An optional plain black v neck school jumper. The V neck should allow for the tail (beginning) of the tie to be visible at all times
- All jewellery and piercings are not allowed. Any new piercings should be done at the start of the 6 weeks holidays, allowing time to heal and be removable upon return to school.
- Any make up should be discreet and natural in appearance. Nail varnish, false nails or false eyelashes are not allowed. Students will be requested to remove such items or any make up which is too heavily applied.
- Hair should be of a natural colour and should have no patterns or other shavings so that student's appearance is appropriate to a place of work.





- Outdoor jackets, jumpers, cardigans, scarves or hats should not be worn inside of the school building. All of these items should be removed upon arrival at morning meeting and remain off at all times whilst in the school building.
- No additional items other than the main school uniform listed should be worn

### ***Incorrect or Missing Uniform***

During each half term period, students who choose not to follow our uniform expectations will receive an initial C1 warning. Further incidents will result in a C3, sequentially followed by a C4 correction. Due to the importance of uniform expectations, C2's will not be used as part of this process. It is important that parents contact the student's Head of Year when there are genuine reasons why the correct uniform cannot be worn. Following parental communication, a note will be written in the student's planner by the relevant Head of Year.

As graffiti is not part of our uniform, any graffiti on the student or their uniform will also be dealt with in the same way as incorrect or missing uniform.

### ***Jewellery***

Any student wearing jewellery or piercings will be asked to remove the item instantly and hand them over to the relevant member of staff. Parents / carers will need to collect any such items after 2:40pm from the main office. Students will not be allowed to collect their own items, or collect items for siblings. During the course of a ½ term, any students who have jewellery or piercings confiscated will receive the following corrections:

- **All incidents** Failure to hand the item over to a member of staff will result in a reflection placement along with an additional jewellery incident (below) being logged on Class Charts.
- **1<sup>st</sup> Incident** - Item to be collected by parents, after 2:40pm
- **2<sup>nd</sup> Incident** - Item to be collected by parents, after 2:40pm and C3 correction
- **3<sup>rd</sup> Incident** - Item to be collected by parents, after 2:40pm and C4 correction

### ***Minimum Corrections for Issues Linked to Uniform***

	All Staff	HOY / ULT	ULT	Executive Headteacher / Head of School
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	Confiscation	L1 or L2	Verbal Warning	C1	C2	C3	C4	Internal Reflection	External Reflection	Suspension	Permanent Exclusion
Incorrect / missing uniform (1/2 termly) <i>Logged in morning mtg</i>				✓							
Graffiti on self or uniform (1/2 termly)				✓							
Jewellery (1/2 termly)	✓			✓							
No or incorrect PE kit				✓							

*NB. Grey boxes indicate that the above correction will not be used for this specific type of incident*

## PE Kit

Appropriate clothing is essential for the safe participation in physical education at Ferryhill School. Students should always have the following equipment with them for lessons:

- A black Ferryhill School PE top.
- Plain black shorts, plain black sports leggings or plain black tracksuit bottoms.
- Black sports socks.
- Plain black sports jacket / hooded top.
- Suitable footwear.



Students must wear the correct PE kit for every lesson, even if they are ill or injured, so they can still take an active part in the lesson. This will enable students to fully participate in the lesson to the best of their ability and undertake roles such as coaching or officiating. There are occasions when this would not be possible due to severe injury or illness. Students who are unable to



participants should hand a note from parents or carers to their teacher at the start of the lesson as well as bringing their PE kit.

Students who do not bring some or all of their PE kit, will be expected to borrow kit and the following sanctions will occur:

- C1 - in the first instance.
- C2 - in the second instance and a lunchtime correction.
- C3 - in the third instance and each instance thereafter, a same day after school correction and a phone call home.
- Refusal to borrow kit will result in an automatic C3 in addition to a C1 – C3 for forgetting kit (Negative Response).

## Equipment

At Ferryhill School, students are all provided with the basic equipment they need for Classroom based lessons at the start of the academic year. Equipment should be checked on a daily basis at morning meeting by support staff and it is the responsibility of all students to make sure that they have this with them and look after their equipment at all times. If equipment is lost or broken, students need to inform support staff at morning meetings so that it can be replaced. Students who repeatedly turn up at lessons without a full set of equipment will receive a same day correction.

The equipment that students are expected to have for every lesson is as follows:

- Pen
- Pencil
- Ruler
- Planner
- Retrieval record
- Bag (Uniform)



## Minimum Corrections for Issues Linked to Equipment

	All Staff						HOY / ULT		ULT	Executive Headteacher / Head of School	
	Confiscation	L1 or L2	Verbal Warning	C1	C2 Dept	C3	C4	Internal Reflection	External Reflection	Suspension	Permanent Exclusion
Missing Planner				✓							
Missing pen, pencil, ruler				✓							
Missing retrieval record				✓							
No bag				✓							

## ON TASK BEHAVIOUR

On task behaviour helps students to be more focused and successful in class as well as getting things right outside of the classroom. On task behaviour should not only be displayed whilst in school, but also at any point when dressed in school uniform. Behaving in a purposeful manner both in and out of lessons helps students to remain on task and be the best version of themselves. When students struggle to remain on task in school, a member of staff will remind them that they need 100% focus and students will learn better when this is the case. This allows the teacher to teach and all students to make the most of their learning time. Students' social and emotional wellbeing can also improve, due to increased confidence and development of positive relationships between students, peers and staff.

- Incidents of low level off task behaviour will result in an initial verbal warning, followed by progression through the corrections system.
- However, it is important to note that more serious off task behaviours will result in instant higher-level corrections.

## Minimum Corrections for Off Task Behaviours



	All Staff						HOY / ULT		ULT	Executive Headteacher / Head of School	
	Confiscation	L1 or L2	Verbal Warning	C1	C2 Dept	C3	C4	Internal Reflection	External Reflection	Suspension	Permanent Exclusion
Chatting (Lessons)			✓								
Lack of Homework				✓	Dept	Dept					
Off task behaviour (Out of lessons)		✓									
Not following electrical device policy	✓			✓							
Eating food outside of the dining room				✓							
Lack of work (lesson)			✓								
Off task behaviour (Lessons)			✓								
More than 1 student in toilet cubicle						✓					

*NB. Grey boxes indicate that the above correction will not be used for this specific type of incident*

## Homework

Incomplete, substandard, or missing homework will in the first instance be supported through a C1 warning and the opportunity to hand in or resubmit the following day. When students do not meet this expectation, they will be further supported with a C2 or C3 departmental correction. The class teacher will select the appropriate correction based upon required time to complete the homework.

## Electrical Devices - Phones / Smart Watches / Music Players / Gadgets



At Ferryhill School, electrical devices are not to be used, worn or visible at any time of the school day. Any such devices should be fully switched off and be either inside a bag or inside a blazer pocket. Failure to follow these expectations will result in the relevant device being confiscated by a member of staff. The member of staff will place the relevant device in an envelope, record the student's name, time and date, before signing and passing it on to the Student Support Officer. The student Support Officer will then place the envelope in a secured locked filing cabinet. Please note, that devices used at the end of periods 5 or 6, or when exiting the building will be dealt with in the same manner.

### ***The Following Corrections Will Be Applied When Students Choose Not to Follow Our Electrical Devices Policy:***

- **All incidents** Failure to hand the device over to a member of staff will result in a reflection placement along with an additional electrical device incident (below) being logged on Class Charts.
- **1<sup>st</sup> Incident** Item to be collected by parents/carers, after 2:40pm
- **2<sup>nd</sup> Incident** Item to be collected by parents/carers, after 2:40pm and C3 correction
- **3<sup>rd</sup> Incident** Item to be collected by parents/carers, after 2:40pm and C4 correction

Failure to hand the device over to a member of staff will result in an instant reflection placement until the device is handed over, along with the appropriate sanction detailed above. Students who contact parents during the school day will go straight to the consequences for a 2<sup>nd</sup> incident. Students who film peers or staff, will progress straight to consequences for a 3<sup>rd</sup> incident and following investigation could be suspended.

We do understand that there may be emergency situations where parents and students need to communicate during the school day. All we ask is that parents or students contact school reception or the relevant Head of Year and the appropriate support can be organised.

**Where a student does not demonstrate the expected learning habits in terms of electrical devices, students will hand in the relevant device to their Head of Year at the start of morning meeting. This will then be safely stored in student support and can be collected by the student at the end of the day.**



## SERIOUS OFFENCES

There are a number of behaviours that are simply not acceptable within Ferryhill School and might not always be corrected using the basic corrections system. The following list of behaviours is not an exhaustive list and there may be other situations where the Head of School makes the judgement that a suspension or exclusion is an appropriate sanction

### Example Behaviours





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- Any incidents involving dangerous or forbidden items (drugs, alcohol, pornography or weapons).
- Arson
- Carrying an offensive weapon
- Blatant defiance, including walking away when being spoken to by any member of staff.
- Any sexually inappropriate behaviour, comments or actions. This will not be classed as “just banter”.
- Online incidents through social media or other platforms that bring the name of Ferryhill School, its employees or students into disrepute.
- Violence of any kind.
- Threatening behaviour or abusive language to a member of staff.
- Any form of harassment, sexual harassment or bullying (including cyber bullying).
- Any incidents that pose a risk to the health and safety of others in or outside of school.
- Anti-social behaviour: spitting, graffiti, vandalism or theft. Parents will be invoiced when damage repairs incur a cost to Ferryhill School.
- Incidents on school or public transport to and from school. This can result in a bus ban (time to be confirmed).
- Any incidents outside of school where the student is wearing school uniform or identifiable as a Ferryhill School student.
- Any incidents that happen outside of school that are then brought into school and impact on the smooth running of the school (including the disruption of learning of others or health & safety).
- Racist, sexist, transphobic, homophobic or any prejudicial language.

## **At Ferryhill School We Will Also Use the Following Corrections When Considered Appropriate (Not an Exhaustive List)**

- Part time / reduced timetables.
- Learning support centre placements.
- Not allowing students to attend rewards activities or trips.
- Confiscation of item(s)
- Suspension from extra-curricular activities
- Alternative provision placement
- Supported off-site direction
- Removal of break times
- Blocking of IT access (e.g. internet and email)
- Correction discussions of up to 10 minutes afterschool (no notice required)
- Extended after school corrections to avoid exclusions



## **Governor Panel**

If a student is at risk of a suspension or permanent exclusion, the Head of School may deem it appropriate to convene a Governor panel at which the students and parent/carer with one or more governors to discuss the student's behaviour and next steps.

## **Suspensions and Exclusions**

Suspensions and Exclusions are an extreme sanction. Any suspension or exclusion, may only be sanctioned by the Head of School. (In the case of absence of the Head of School, the designated member of ULT adopts the role of "Teacher in Charge" and therefore authority of the Head of School – will usually be designated to the Deputy Headteacher.)

The Head of School will use discretion in determining whether suspension or exclusion is the most appropriate sanction in each case and will determine the length and nature of the suspension.

Suspension or permanent exclusion may be used for any of the following, all of which constitute examples of unacceptable conduct:

Verbal abuse of staff / students

Physical abuse of staff / students

Indecent behaviour

Damage to property

Misuse of illegal drugs

Misuse of other substances

Theft

Serious actual or threatened violence against another student or a member of staff.

Sexual abuse or assault.

Supplying an illegal drug.

Carrying an offensive weapon.

Arson.

Any other illegal activity

Unacceptable behaviour which has previously been identified and reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour.

Breaches of health and safety relating to COVID regulations agreed, week beginning 1<sup>st</sup> September 2020

This is not an exhaustive list and there may be other situations where the Head of School makes the judgment that suspend/exclude is an appropriate sanction. Each case



will be judged individually and therefore a simple tariff system will not be adopted for particular offences.

The standard of proof to be applied is the balance of probabilities, i.e. if it is more probable than not that the student did what they are alleged to have done, the Head of School may suspend/exclude the student.

Before making the decision to suspend/exclude, the Head of School will:

Ensure that a thorough investigation has been carried out

Ensure that the student has been allowed to give their version of events

Check whether or not the incident had been provoked, e.g. by bullying, racial harassment or sexual harassment

Consider all the evidence available, taking account of other relevant policies including equal opportunities

Ensure that a written record of the actions taken is kept including details of any interview with the student and any witness statements

Ensure that the School is meeting its duty of care towards the student in particular with due regard to any Child Protection issues

## **Suspension procedures**

The DCSF regulations permit the Head of School to suspend a student for one or more fixed periods not exceeding 45 school days in any one school year.

Most suspensions are of a fixed term nature and are of short duration (usually between one and three days), however longer suspensions may be imposed at the discretion of the Head of School.

Once a decision has been made to exclude, parents will be contacted immediately by telephone where possible. Written notification of the suspension will be sent home by post.

The notification letter will contain the following information:

The reason for the suspension

The nature and duration of the suspension

The date and time that the suspension ends

The readmission procedures

A statement detailing the parental right to make representations to the Governors and/or the LA including the contact detail

A statement outlining the parental responsibility for the daytime supervision of their son / daughter for the duration of the suspension

Notice that the parent may be prosecuted or given a fixed penalty notice, if their son / daughter is unsupervised during school hours and is present in a public place without justification



Notification that the student is not allowed on the school site for the duration of the suspension, unless the Head of School has given prior consent

A re-admission meeting will be held following the expiry of the suspension involving the student, the parents, Head of school and the Learning Coordinator/Head of Year and other staff where appropriate. At this meeting the following should be discussed:

The reason for the suspension

The continued partnership between the School and parents in terms of taking responsibility for behaviour issues

An agreement on how the student's education should continue and measures that will be put in place

Any wider issues or circumstances that may affect the student's behaviour

The school will endeavour to set the time and date for the meeting at a time convenient to the parent. This will usually be on the day that the student returns to school. The school will keep a record of the meeting and a copy will be placed in the student file.

It is normal School practice for the student to be placed on report from the Learning Co-ordinator/Head of Year on return from suspension to monitor behaviour and work, usually for a minimum of 5 school days.

## **Day Suspension**

If fixed term suspension is greater than 5 days, then the suspended student must attend an alternative provision wearing correct school uniform on the 6th day onwards.

If the suspension is greater than five days or an accumulation of suspensions exceed five days, a Pastoral Support Plan will be drawn up which will be agreed with the School, student and parents.

Any suspension that would lead to a student being excluded for over 15 days in a school term or missing a public examination will be reviewed promptly by the Governors.

The Governors will review suspensions which would lead to a student being suspended for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations.

## **Permanent Exclusion**

There are two main types of situation in which permanent exclusion may be considered.



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The first is a final, formal step in an extended process for dealing with misbehaviour following the use of a wide range of other strategies and external agency support where appropriate, which have been used without success.

It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.

The second is where there are exceptional circumstances and it is inappropriate to implement other strategies. In these circumstances it may be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon.
- Inappropriate use of media equipment.

In considering whether permanent exclusion is the most appropriate sanction, the Executive Headteacher and Head of School will consider;

the nature and gravity of the incident, or series of incidents  
the effect that the student remaining in the School would have on the education and welfare of other students and / or staff.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Discipline Committee, when it meets to consider the Executive Headteacher's decision to exclude. This Committee will require the Executive Headteacher to explain the reasons for the decision and will look at appropriate evidence, such as the student's behaviour record, witness statements and the strategies and interventions already used by the School to support the student prior to exclusion.

## **External Isolation**

For the majority of students, external suspension does not promote inclusion in school. It may be seen as a reward for students to stay at home and due to the vulnerability of some students, a potential safeguarding issue.

Depending on individual students and circumstances, the student may be placed in isolation at one of our partner schools. The external inclusion/isolation can be up to 10 days.

The Head of School is responsible for organising the external isolation and the Learning Co-ordinators/Heads of Year are responsible for completing the forms requesting this



sanction. The forms **must** be submitted to the Safeguarding/SEN Administrator the day before the external isolation is due to commence.

Students will be transported to and from the school used for external isolation. This may be directly from home or school, depending on circumstances. Work will be set for all students.

## **Restrictive Physical Intervention**

In exceptional circumstances, when preventative strategies have failed, there may be situations where Restrictive Physical Intervention (RPI) is unavoidable. The school has adopted the LA guidance for RPI, which is reflected in this policy.

Guidance on the use of force to control or restrain students is contained in DfE Circular 10/98 and school has taken account of this document and advice from the Local Authority to devise its own policy to guide staff on these matters.

Our school Policy on the Use of Restrictive Physical Intervention gives guidance on:

when staff may use physical control

who is allowed to use physical control

what forms that force may take in particular circumstances

what forms of physical control are not acceptable

recording of incidents where physical control has been used

The policy also makes it clear that corporal punishment is NOT allowed.

In summary, within the continuum of RPI, physical control should only be used:

with minimum and reasonable force

rarely and exceptionally

as a last resort where all other courses of action have failed

with the minimum degree of intrusion required to resolve the situation.