



**Eastlea**  
COMMUNITY SCHOOL

# Behaviour Policy

<b>Leadership Team Responsibility:</b>	Deputy Headteacher
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To be read in conjunction with:

- Eastlea Staff Handbook for Behaviour
- Eastlea Anti-Bullying Policy

# Contents

## Introduction

### 1. Aim of the policy

### 2. Uniform and personal appearance

PE Uniform

### **3. Classroom Management - Reminder, Warning, Sanction(RWS):**

### 4. Rewards

### **5. Detentions**

### **6. 'On Call'**

Additional Points to consider:

### **7. Safety around the school**

Protective measures to prevent the spread of Covid -19

### **8. Peer on Peer harassment or abuse**

### **9. Maintaining the good reputation of the school**

### **10. Permanent Exclusion, Fixed Term Exclusion and Internal Exclusion**

### **11. Tracking Behaviour**

### **12. Students on report to tutors**

### **13. Students on report in subject areas**

### **14. Safeguarding and Behaviour Support**

### **15. The Early Help Process**

## **Appendices**

Appendix One: Use of Positive Handling and Restraint

The Legal Framework

Our approach

Key Legal References

Appendix Two:

Confiscation and Searches

Screening

Searching with Consent

Searching without Consent

Appendix Three:

Pastoral Care for Staff accused of Misconduct

Appendix Four:

Mobile Phones and other electronic equipment

Appendix Five:

Directed Placements to Alternative Provision

Appendix Six:

Voluntary Seclusion of students with SEND

Appendix Seven:

[Home School Partnership Agreement](#)

[Appendix Eight: Student Acceptable User Agreement](#)

[Appendix Nine: Parent/Carer Acceptable Use Agreement](#)

[Appendix 10 - List of Positive and Negative Behaviours](#)

# 1. Introduction

Eastlea is committed to creating a calm and orderly environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct by adhering to our Eastlea core expectations



## Eastlea expects you to...

Arrive on time and in perfect uniform	Greet your teacher and enter your lesson in silence	Put equipment on your desk at the start of the lesson
Allow others to speak	Speak politely, clearly and respectfully	Follow instructions the first time
Follow the 'No Hands' rule	Keep books and classrooms free from graffiti and litter	Pack up and leave in silence

# 1. Aim of the policy

- To create a culture of exceptionally good behaviour:
  - for learning,
  - for the community
  - for life
- To recognise, **reward and celebrate** good conduct.
- To ensure that all students are treated fairly and **consistently**.
- To help students take responsibility for their behaviour and be responsible for the consequences of it.

**Behaviour is always a form of communication.** Understanding that children are communicating through their behaviour gives adults the opportunity to respond differently. When children feel valued, respected and have their needs met, they are more able to recognise the needs of others, and there is no longer a reason to use challenging behaviour to communicate.

# 2. Uniform and personal appearance

At Eastlea Community School we want our students to take pride in their appearance and in their school.

**The following uniform is compulsory for all students:**

## **Blazer**

- We have a smart blazer with the new school logo. (years 8-11 may continue to wear the blazer with the old logo for the next academic year - when parents purchase a new blazer please ensure that it is the new one).
- This is the only jacket that can be worn around the school and on school trips (weather permitting).

## **Compulsory White Shirt**

- A white collared shirt (long or short sleeve). No long - sleeved tops to be worn under the shirt.

- Polo-shirts cannot be worn, other than in PE.

### **Compulsory Tie**

- Ties must be tied and worn *properly* at all times. (This means that the tie should reach their waist band)

### **Compulsory Black Trousers and Skirts**

- Smart skirts and trousers must be plain black and must not have excessively visible buckles, studs, logos, embroidery etc.
- Trousers must be smart and suit style i.e. they must not be tight or overly loose/baggy.
- Skirts must be knee length or longer, but must not be too long (i.e., past the ankle).
- Skirts must be one layer only.
- Jeans or jogging bottoms, must not be worn as part of, or underneath, the school uniform.
- Any belt worn with skirts or trousers must be black.

### **Compulsory Plain Black Shoes**

- Shoes must be sensible and safe for school. Heels should not exceed 3cm.
- Footwear must have closed in toes and should not be backless.
- Footwear must not have excessive decoration (jewels, buckles, tassels, logos etc) or have coloured laces.
- Trainers are not permitted and will be confiscated by the school if they are worn in school.

### **Optional V-Neck Black Jumper with School Logo**

- Sweatshirts, cardigans, hooded tops or tops with writing will not be acceptable.
- The school uniform can be worn without the jumper in warm weather.

### **Religious headwear e.g. Hijab/Headscarf/Mosque hat etc**

- If worn, must be black, plain with no embroidery, tassels or other decoration.

### **Socks and tights**

- Socks must be plain black. (white socks are not permitted)
- Black knitted tights may be worn; they must not be patterned, lacy, sheer or different colours.

### **Outdoor wear**

- Coats/jackets must be plain black with no logos.
- Students must not wear coats indoors but can wear them in the playground.
- Hats and caps must not be worn inside the school at any time. Plain black woollen hats can be worn in the playground at break times but they must not show any logos.

## **Jewellery**

- Students may wear one pair of small discreet stud earrings (or a single nose stud) and a watch. Earrings must not exceed the size of a 5p piece no piercings such as tongue, lip etc?
- Bracelets and ankle chains should not be worn to school
- The school will not take responsibility for jewellery worn to school

## **School Bags**

- School bags must be large and practical enough to hold required equipment and school books (including A4 size).
- Purses and wallets should be stored securely.

## **PE Uniform**

- Eastlea logo black jogging bottoms or Eastlea logo black shorts
- Red polo shirt with Eastlea logo

## **Equipment**

Students are expected to come to school fully equipped and ready to learn. They are expected to arrive at school every day with the following equipment. Arriving at school correctly equipped is very important; failure to bring the correct equipment means that your child loses valuable learning time.

The equipment list is as follows:

1. Clear plastic pencil case
2. Black pen
3. Pencil
4. Ruler
5. Rubber
6. Green pen
7. Scientific calculator (Casio Fx-83Gt Plus Scientific Calculator)

The uniform guidelines will be reinforced consistently:

- **Non-uniform items will be confiscated, and the school cannot take responsibility if items are mislaid during the period of confiscation.**

- Students who are not in uniform will either be sent home to change with the permission from their parents or carer, or will be given the correct uniform to wear. Students will either be required to return these items or to pay for a replacement.

Students who are sent home to change must only take as long as necessary to change into the correct uniform. If a student persists in not wearing the correct uniform then their absence, when returning home to change, will be recorded as 'unauthorised'.

The school discourages students from wearing any makeup. However if makeup is worn it should be discreet and minimal. False eyelashes and fake acrylic nails are NOT permitted, students who have these will be told to remove them as they pose a health and safety risk.

### 3. Classroom Management - Reminder, Warning, Sanction(RWS):

**Consistency** is key and matters to students.

- Staff should use Eastlea's Reminder, Warning and Sanction system fairly and consistently both inside and outside lessons
- Staff should remind students of the Key Eastlea Expectations consistently throughout lessons and interactions.
- Staff should have high expectations of students and consistently and calmly challenge students who fall short of these standards
- Students should receive a general **reminder** that links back to Eastlea Expects and be given a chance to modify their behaviour. If they continue to not follow the school's behaviour policy they should be given a **warning**. This should be explained to the student again and they should be given a further chance to change their behaviour. If a student still fails to follow the school's behaviour policy after receiving a warning an appropriate **sanction** should be applied.
- Occasionally a student's behaviour can put other members of the school community at risk and in these cases a reminder and warning are not appropriate. More information on what to do in these cases can be found in the Staff Behaviour Handbook.
- Teaching Staff can find support with their behaviour for learning in a range of places including:
  - Line Management meetings
  - Behaviour for learning toolkits



- Pastoral manager lesson support
- Behaviour for learning coaching
- External CPD as directed by the Deputy Headteacher responsible for behaviour
- Staff will find further guidance on behaviour for learning and for working safely with students in the below government guidance.
  - <https://educationendowmentfoundation.org.uk/tools/guidance-reports/improving-behaviour-in-schools/>
  - [Guidance for Safer Working Practice for Adults who work with Children and Young People in Education 2015 \(updated from the DfE 2009 Document\)](#)

## 4. Rewards

Staff should praise visibly and sincerely. Use praise before warnings and ensure that all students are aware of what is expected of them. Praise is important in recognising behavioural norms and reinforcing positive behaviour. Praise is just as important as sanctioning negative behaviour. Praise is a key component of good teaching and good staff/student relationships. Good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hard working students.

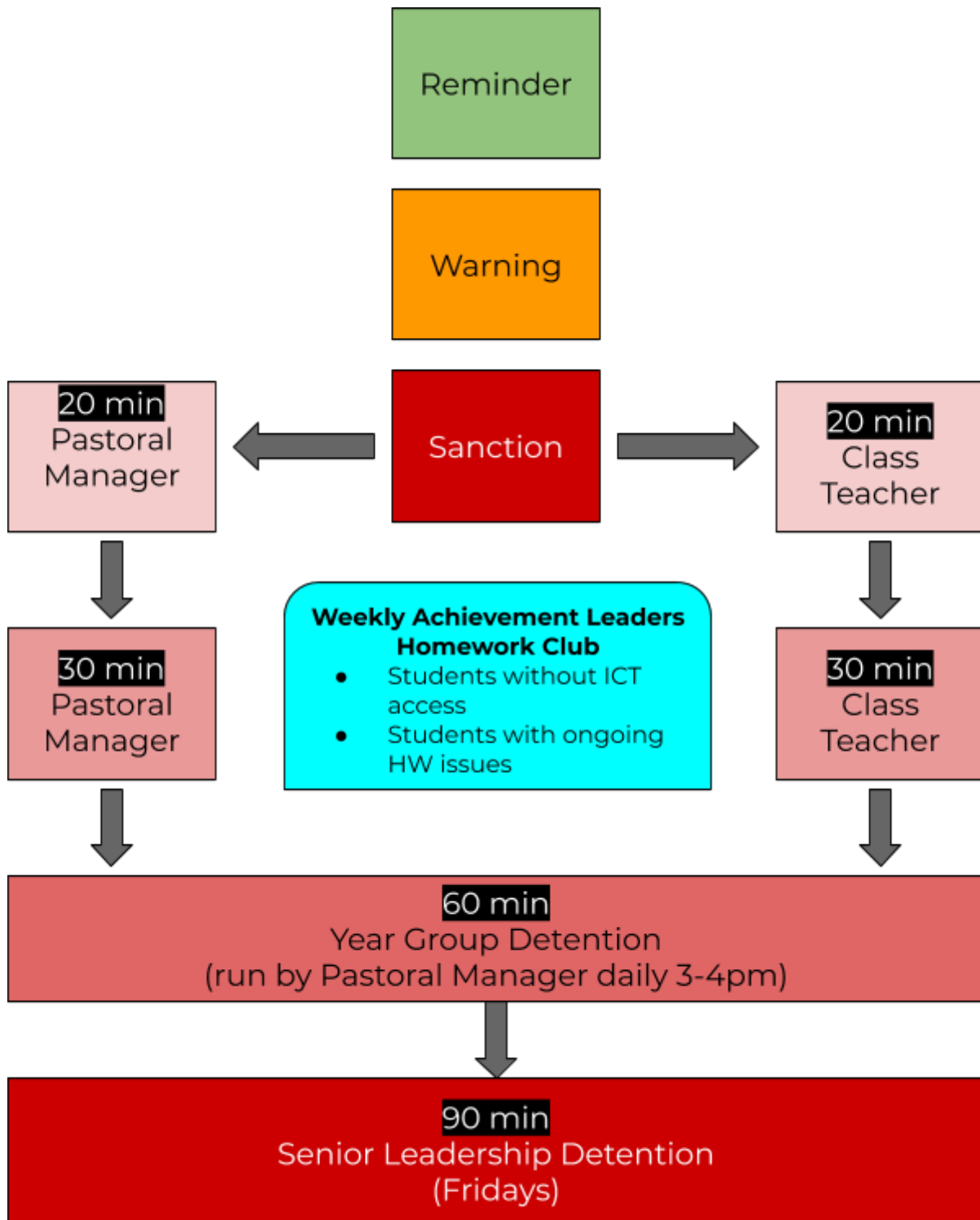
Punishing a child for a behaviour may stop the behaviour for the moment, but it does not give the child support or provide alternate ways to act in difficult situations. When adults help children find positive ways to communicate their needs to others, children learn important social and problem- solving skills that will help them throughout their life. Students should be praised on a 10:1 ratio and praise points are monitored by year teams with each milestone marked by a reward

- Letter home signed by Achievement Leader
- Certificate home signed by DHT behaviour
- Congratulations letter from the Head of School
- 100 Queue jump pass for dining room (1 week)
- 150 points Lunchtime rewards club (1 term)
- Bronze, silver and gold stars 100, 200, 300 respectively.

**These can be purchased in the rewards store on ClassCharts**

## 5. Detentions

Members of staff should use the school's sanction system fairly and systematically if a student repeatedly falls short of the Eastlea's expectations. If the incident happened within a lesson the class teacher should set a detention. If it happened outside of lesson time the Pastoral manager should be notified so they can set an appropriate sanction. If a student fails to attend a detention this should be consistently followed up using the below system:



## 6. 'On Call'

Teachers and departments are expected to take the lead in dealing with misbehaviour in lessons, but are able to make use of the 'On Call' system if required. All faculties will have systems in place for the supervision of students who are removed from a lesson (parking rota). If a student has to be removed from a lesson the class teacher and the Head of Department must decide on an appropriate course of action together and share this with the student before the next lesson. **The use of 'oncall' must also be logged on ClassCharts.** 'On-call' should only be called when department parking rotas are not adequate to manage the misbehaviour. Eg the student is refusing repeated requests to leave the lesson; the student leaves but runs off; the student refuses to work with another teacher; the student is generally beyond verbal control. If 'on-call' is used the HoD must be notified and an appropriate sanction must be decided and shared with the student.

Oncall Mobile number: 07889352878

### Additional Points to consider:

1. Staff must balance the desire to support students and encourage them to remain in the lesson with a clear understanding that all students have the right to learn, and that no student has the right to disrupt others' learning.
2. **Staff will always deliver sanctions calmly and with care. It is in nobody's interest to confront poor behaviour with anger.**
3. Whilst departments should lead on dealing with poor behaviour in their areas, it is acknowledged that there are times when a student has particular difficulties. This means that they require additional support to improve their behaviour and conform to the expected standards. When a student displays continuous disruptive behaviour, it may mean that they are experiencing behavioural, social, emotional or other difficulties that might impede self discipline and effective learning. Concerns about these students should be raised with the student's Achievement Leader/Pastoral Manager who will follow the referral process for such students and discuss additional interventions.

4. Staff are expected to be aware of their student's educational or behavioural needs in the classes they teach and plan lessons accordingly. These additional needs can be found on the school's provision map linked the seating plans on ClassCharts.

## 7. Safety around the school

To ensure the safety of all members of Eastlea Community School we must have high expectations with regard to movement around the corridors and in the playground.

Unacceptable behaviour includes:

- breaking the school's "No Hands Rule"
- running in areas other than the playground
- eating and drinking in areas of the school building other than the Canteen
- excessive noise.
- Not always being polite and following instructions first time

Staff on duty at break or lunch must be punctual to their duties. While on duty they should be alert and active and challenge any unacceptable behaviour in their duty area. It is the responsibility of **all staff** at all times to challenge unacceptable behaviour.

Protective measures to prevent the spread of Covid -19

Eastlea Community School is fully compliant with the government's strict protective measures to reduce the spread of the novel virus Covid-19. In order to ensure that students follow these measures the school has added the following items to the behaviour policy.

Students must always:

- Stay 2 meters apart from other students or adults while on school site or on their way to school
- Wash their hands or use hand sanitiser regularly
- Refrain from spitting or spreading bodily fluids

Failure to follow these rules may result in school sanctions including the possibility of an exclusion.

## 8. Peer on Peer harassment or abuse

As in all settings, there can unfortunately be situations where young people are subjected to bullying (including cyberbullying);

At Eastlea Community School we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students. Examples of peer on peer harassment include:

- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and
- initiation-type violence and rituals.

Occasionally, allegations may be made against students by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. Staff must bring the allegations of this nature to the attention of the Designated Safeguarding Leads or Pastoral Managers (Emma Lane (DSL), Ana-Maria Grigore (SENDCO) Stacey Ellis, Danielle Fisher, Nicole Middleton, Debbie O'Loughlin or Natalie Bourne)

Young people are not always able to articulate that they feel uncomfortable with others touching them. At Eastlea Community School we recognise that this can be a difficult issue for students and therefore take the decision out of the student's hands. Any touching of another student is not allowed and all students should follow the 'no hands rule'. This is to ensure that students are not placed under undue pressure to explain 'inappropriate touching' as a 'joke' or as consensual.

Bullying and intimidating behaviour in all its forms is unacceptable and does not adhere to '**Eastlea Expects**'. If cyberbullying takes place outside of the school gates the school will treat the matter in the same way as any behaviour that occurs on the school site.

- If an allegation is made then we will support the victims of peer on peer abuse, whilst establishing the facts of the case and liaising with Police and Social Services (where necessary), by:
  - if appropriate, removing the alleged perpetrator from any classes they share with the victim;
  - considering how best to keep the victim and alleged perpetrator a reasonable distance apart on school or college premises and on transport to and from school.

- providing support in the form of counselling, mentoring or a 'safe space' if requested.
- These actions are in the best interests of both children and should not be perceived to be a judgement on the guilt of the alleged perpetrator.

Whilst all incidents of this nature will be considered in their own context, the nature of this type of behaviour may sometimes mean that permanent exclusion is the appropriate action. All young people involved in such incidents would be referred to Social care as a mechanism to ensure support for a potentially vulnerable young person - please refer to the Child Protection and Safeguarding policy for more details.

- Staff will find further useful guidance in the policies below.

[Sexting in Schools and Colleges: Responding to Incidents and Safeguarding Young People](#)

[Sexual violence and sexual harassment between children in schools and colleges - May 2018](#)

## 9. Maintaining the good reputation of the school

Students on their way to or from school or on school trips have an additional responsibility to ensure that their behaviour does not bring the school into disrepute. By bringing the school into disrepute the student impacts on the rest of the school community.

All students at Eastlea Community School are bound by the expectations of the school whilst:

- they are wearing the school uniform.
- when they are taking part in any school-organised or school related activity
- are in some way identifiable as a student at the school.
- are taking actions which affect students in the school community

The school will apply behaviour sanctions where a student is found to have breached the behaviour expectations if any of the above apply.

There may also be occasions when the above does not apply but the student's actions:

- have repercussions for the orderly running of the school
- pose a threat to another students or member of the public
- could adversely affect the reputations of the school.

If a student is found to be involved in such an incident the school will also apply behaviour sanctions up to and including permanent exclusion from the school.

## 10. Permanent Exclusion, Fixed Term Exclusion and Internal Exclusion

Fixed Term Exclusion and Internal Exclusion are serious sanctions applied in different cases. Internal exclusion is a serious alternative to Fixed Term Exclusion.

Internal Exclusion is used where:

- A student puts members of the school community at risk
- A student disrupts the good order of the school
- A student fails to meet the standards set out in the schools behaviour policy and it is necessary for safety or for the good order of the school to remove them from general circulation for a period of time or until sufficient interventions can be put into place to help prevent further incidents.

FTE is used where:

- A student fails IER
- Incidents that require a more formal record such as weapons, injury caused to staff, illegal substances
- Where there is a particular reason why a student will respond better to FTE than IER
- Where it is necessary for the health and safety or good order of the school to remove a student from the school site immediately.

Occasionally directed placements at an off-site provision may be used:

- This may be as a respite placement for students at risk of exclusion after discussion at the 'Year Group Panel Meetings'
- As an alternative to internal exclusion where an offsite sanction is preferable
- As day 6 provision for student that have an FTE

There are some situations where Permanent Exclusion is unavoidable and in these cases all relevant people, including the borough will be informed on the day the decision is made by the Head of School.

The Department for Education gives the Headteacher the power to exclude student either temporarily (FTE) or permanently:

- *'in response to a serious breach or persistent breaches of the school's behaviour policy; and*
- *where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.*

Full details of this power can be found here:

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

## 11. Tracking Behaviour

At Eastlea Community School, behaviour is tracked through the use of the school's behaviour tracking system (ClassCharts) upon which all members of staff are able to log behaviour - both positive and negative.

Behaviour tracking means that incidents of positive and negative behaviour are logged on a database so that:

- the school is able to monitor more effectively patterns of behaviour by individual students and across the school, thus enabling more effective intervention
- Parents are able to keep track of their child's behaviour record and support their child and the school by reinforcing expectations at home.

## 12. Students on report to tutors

A student may be placed on Tutor report for one or more of the following:

- Concerns expressed in a number of subject areas (via ClassCharts / incident reports / discussion with staff)
- Concerns about underachievement
- Concerns about bullying or anti-social behaviour etc
- Truancy
- Frequent lateness (to school or lessons).



Failure to achieve the targets set on the Tutor report could lead to: contact with home, appropriate sanction such as the setting of detentions or going on report to Pastoral managers / senior staff.

The hierarchy of pastoral reports students may be placed on follows the sequence:

- Tutor Report
- Pastoral Manager Report (if behaviour)
- Achievement Leader (if academic)
- Assistant Headteacher - KS3 lead, KS4 lead or inclusion lead

### 13. Students on report in subject areas

If there are concerns about a student in a specific lesson or subject area, the student may be placed on a subject report with specific targets for that subject.

Heads of Department should be informed and support this process. Tutors should be informed. Parents should be contacted and informed of this by subject staff.

If the problem continues the matter should be referred to the Head of Department. Tutors and Pastoral Managers should be kept informed.

## 14. Safeguarding and Behaviour Support

When a student displays continuous disruptive behaviour, it may mean that they are experiencing behavioural, social, emotional or other difficulties that might impede self discipline and effective learning. We believe that the most effective way to manage behaviour is to praise and reward good behaviour. However, we recognise that there are times when further intervention is required.

Students who may be experiencing difficulties are referred to the 'Year Group Panel Meeting' via their year teams where their needs are tracked, monitored and discussed and appropriate interventions are put in place. These may include:

- Referral to groups run by New Start:
- Referral to the New Start for a respite placement
- Behaviour Support Plan (internal)
- Referral to Learning Support and the SENCo
- In school counselling service

It may be appropriate to consider multi-agency referrals such as:

- A referral to Children's social care if there is reason to believe that the behaviour of a child is an indication of abuse or harm.
- Referral to an Educational Psychologist
- Referral to the Behaviour Service for a Pastoral Support Plan (PSP)
- Referral to CAMHS or CFCS
- Please see the school's Safeguarding policy for further details.

## 15. The Early Help Process

Where appropriate Pastoral Managers will instigate an Early Help process and maintain an Early Help Record to ensure that there is a plan for working with and supporting a family to improve the circumstances for a young person. An Early Help Record would be reviewed regularly and escalated if there are no or limited improvements.

# Appendices

## Appendix One: Use of Positive Handling and Restraint

At Eastlea Community School we are committed to a positive behaviour policy which encourages children to make positive behaviour choices. On rare occasions circumstances may result in a situation that requires some form of physical intervention by staff. Our policy for physical intervention is based upon the following principles:

- Physical intervention should be used only as a last resort when other appropriate strategies have failed;
- Any physical contact should be only the minimum required;
- Physical intervention must be used in ways that maintain the safety and dignity of all concerned;
- Incidents must be recorded and reported to the Head teacher as soon as possible;
- Parents/Carers will be informed on the day of each incident.

## The Legal Framework

Section 93 of the Education & Inspections Act 2006 allows 'teachers and other persons who are authorised by the Head Teacher who have control or charge of students to use such force as is reasonable in all the circumstances to prevent a students from doing, or continuing to do, any of the following:

- Causing injury to his/herself or others;
- Committing an offence;
- Damaging property;
- Prejudicing the maintenance of good order & discipline.

## Our approach

At Eastlea Community School we aim to avoid the need for physical intervention and regard this as a last resort in managing situations. We always aim to deal with behaviour using a positive approach and therefore this policy should be read in connection with our Behaviour Policy.

It is not possible to define every circumstance in which physical restraint would be necessary or appropriate and staff will have to exercise their own judgement in situations which arise within the above categories. Staff should always act within the School's policy on behaviour and discipline, particularly in dealing with disruptive behaviour.

Staff should be aware that when they are in charge of children during the school day, or during other supervised activities, they are acting in loco parentis and have a 'Duty of Care' to all children they are in charge of. They must, therefore, take reasonable action to ensure all student safety and wellbeing. Staff are not expected to place themselves in situations where they are likely to suffer injury as a result of their intervention.

**Eastlea's Staff Handbook for Behaviour contains clear guidance for staff on positive interactions with young people. Please ensure that you have read through this guidance and raised any queries or questions you have with your line manager or the Deputy Headteacher for Behaviour Jess Carter-Dickins**

## Key Legal References

- 'Reducing the need for restraint and restrictive intervention' - HM Government 27th June 2019

The NEU also produce a guidance document called [Education, The Law and You](#), which provides a helpful summative overview.

## Appendix Two:

### Confiscation and Searches

This section of the policy has been written with reference to the Government guidance on [Searching, Screening and Confiscation; Advice for Headteachers, School Staff and Governing Bodies - January 2018](#)

### Screening

Eastlea Community School places a great emphasis on the importance of the safety of all members of the community at all times. To ensure the safety of the school community,

from time to time the school may 'screen' students as they arrive at school. This might involve students walking through a metal detector (arch) or being screened by a hand held metal detector (wand) even if the school does not suspect them of having a weapon. The consent of students and parents is not required and is part of the School's statutory power to manage the safety of staff, students and visitors. We hope that parents would view this as a positive measure and understand that this is because we see the safety of our school community as paramount.

## Searching with Consent

There are occasions when schools must use their power to search, screen or confiscate items from students in order to ensure the safety of all members of the school community and to maintain school discipline and good order. At Eastlea Community School school staff are permitted to search a student for **any** item **if the student agrees**. However, if a student does not agree they may receive a sanction for non-cooperation.

## Searching without Consent

There will be rare occasions the Head of School (or a member of staff authorised by the Head of School) decide to search a student if they have reasonable grounds to suspect that the student may have a prohibited item in their possession.

At Eastlea Community School searches without consent should take place with verbal authorisation from the Head of School. In the absence or unavailability of the Head of School, the Head of School delegates the authority to the Deputy Headteacher responsible for behaviour. In the absence of a Deputy Headteacher, permission should be sought from the most senior member of staff on the school site.

However, it should be noted that the Head of School will **always** authorise a 'search without consent' if there are reasonable grounds to suspect that a student has an item in their possession which **endangers themselves or other members of the community**. In such instances, the Head of School would always expect the member of staff to prioritise the safety of themselves and others and conduct the search as soon as they can safely do so even if they have not gained authorisation from the Head of School. When conducting a search the staff members will adhere to the government guidance: [Searching, Screening and Confiscation; Advice for Headteachers, School Staff and Governing Bodies - January 2018](#)

Prohibited (banned) items are as follows:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- E-Cigarettes, Shisha Pens or liquids for these
- Fireworks including, 'Snaps' and 'Bangers'
- Pornographic images
- Unnecessary amounts of money, specifically amounts of £20 or more
- 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 damage to the property of any person (including the student).

Additionally, Eastlea Community School bans the following items and identifies these as items which may be searched for:

- Mobile phones or electronic devices which may contain content of malicious communication or content that has been used to bully, intimidate or humiliate others, or places a young person at risk of harm.
- Any items that may be being sold by students on school site without the express permission of the Head of School
- Any unhealthy food items, specifically,
  - Sweets
  - Large bags of crisps
  - Large chocolate bars
  - Junk food
  - Energy drinks (caffeinated)
  - Sweet or fizzy drinks

In instances where there are reasonable grounds to believe that an electronic device contains content, such as that outlined above, then the member of staff may search the contents of the phone. If such content is found then the staff member may take any of the following actions depending on their professional judgement:

- Confiscate the device as evidence and to prohibit further use.
- Take images/copies of the content to retain as evidence (except in cases where the content is unlawful, in which case the device will be retained and passed to the Police)
- Delete the malicious content from the device, if they believe there is good reason for doing so, and return it to the student.

## Appendix Three:

### Pastoral Care for Staff accused of Misconduct

All members of staff are expected to treat students with appropriate respect and any allegations made against a member of staff will be investigated and appropriate action taken. If there is a concern that the member of staff may have:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

then a referral will be made to the LADO (Newham - Local Authority Designated Officer) and any investigation will follow guidance from them. A designated member of staff will make contact with the member of staff to check on their welfare, throughout any resulting investigations or suspensions.

Where an investigation concludes that the allegation was in the 'balance of probabilities', malicious, a decision will be taken by the Head of School about what further action may be appropriate. An exclusion may be considered where it is felt appropriate and the member of staff's reputation has been tarnished or they have suffered in the process.

## Appendix Four:

### Mobile Phones and other electronic equipment

Mobile phones are a part of everyday life, but can cause problems in school – they may be stolen, they may be used as a way to bully people, and they may be a distraction. If a

student brings their phone to school **it must be switched off all day and kept safely out of sight.**

If a member of staff sees a student using a phone on the school site, or if their phone causes a distraction, e.g. by ringing inside their bag, they will be asked to hand it over. **It must then be handed over straight away without argument.** Phones should be handed straight to the school's reception with the details of the student from whom the phone was confiscated. Phones may only be collected from the School Reception from 3.00pm to 4.00pm by a parent/carer. Phones cannot be collected on the same day that they are confiscated. If a student fails to handover their phone in a lesson please inform 'on call' by either phoning reception/ 07889352878 or emailing If a student fails to handover their phone at any other point during the day i.e. corridor, playground etc please email [behaviour@eastlea.newham.sch.uk](mailto:behaviour@eastlea.newham.sch.uk) and cc in that child's Pastoral Manager. If you are unsure of the name of the student please include a full description.

If a parent needs to contact you during the school day they may do so by calling the Reception and a message will be passed to you.

Other portable electronic devices will be treated in the same way: iPods, game stations, etc and headphones – will also be confiscated if staff members see them in school or if they cause a distraction.

## Appendix Five:

Directed Placements to Alternative Provision

### Directed Placements

The school may from time to time use the powers outlined in the DFE Statutory Guidance of January 2013 "Alternative Provision" to direct a student to off-site provision for the purpose of improving their behaviour. Exercise of this power is delegated to the Headteacher. Where this power is exercised, the school will inform the parents of the reasons why the decision has been taken. Wherever possible the school will meet with the parents before the beginning of the placement, although it should be noted that parental consent is not an absolute requirement for such placements. Parents will also be informed of the outcomes of reviews of the effectiveness of the placement which will take place after no more than six weeks attendance at the placement, and no less regularly than every eight school weeks after that. Although the decision to direct a student offsite



may be triggered by a serious incident and may follow a sanction, the placement itself is not a sanction, but a measure taken to support a change in patterns of behaviour.

The school will work with the Alternative Provision provider to ensure that the student is able to access a good quality of education during the placement. During the placement the student remains on the roll of the school, and is subject to the same expectations on behaviour and attendance as other students. The length of time a student spends in alternative provision will depend on what best supports the student's needs and potential educational attainment.

The Governing Body will receive a summary report at least once per term of the number of such placements, where the students have been placed, or whether any reviews have taken place, and of the outcomes of such reviews.

If parents have concerns about the placement they may request a meeting with the Governing Body. Such a meeting will be arranged by the Chair of the governing body committee, and will be held with at least two members, who will also receive information from the school and the alternative provision provider on the reasons for and the effectiveness of the placement. Such a meeting is only required by statutory guidance if there has not been a review within the previous ten weeks, but the Governing Body may use their discretion to hold such meetings if they feel they will help to clarify any concerns about the placement.

## Appendix Six:

### Voluntary Seclusion of students with SEND

Eastlea Community School does not use seclusion as a form of behaviour management or punishment. In extremely rare cases it may be necessary to provide a place for students with recognised SEND to 'cool down' or 'self regulate'. If this is the case, this will be explicitly mentioned in that child's behaviour plan and logged methodically every time the student requires this type of support.

If this is a recognised need the parents/carers of this child will be informed and a copy of the behaviour plan or individual education plan will be shared with them.

No student should ever be left unsupervised and must be in direct eyesight of a member of staff at all times through an open door. This is unless there has been a prior agreement with parents and child regarding the particular needs of a child to 'self regulate', and does

not form part of a sanction but is a method that has been chosen by the child and family to regulate.

## Appendix Seven:

# Home School Partnership Agreement

**95% Attendance & 100% Punctuality** In any school year we hope that students will maintain an average of 95% attendance. Taking children away during school time is discouraged and permission to do this needs to be granted by the school. Students need to arrive promptly for registration and assembly before 8.40am. Students who arrive late will have late detention for 30 minutes at the end of the same school day.

**Homework** Homework is very important and over a period of 5 years' schooling regular homework can add another complete year to your child's education. We ask that parents check ClassCharts weekly and also make sure that your child has somewhere where they can work quietly, ideally at home but if necessary elsewhere, e.g., in a local library.

**Equipment for Learning** Students need a school bag and a pencil case for pens, pencils, ruler, eraser, calculator and other items.

**Personal Presentation – School Uniform** Students are expected to wear full school uniform smartly at all times, as outlined on the school website.

**Good Behaviour – In school and to and from school** All students should follow the school behaviour policy at all times and ensure they go straight home after school.

## Eastlea expects you to...

Arrive on time and in perfect uniform	Greet your teacher and enter your lesson in silence	Put equipment on your desk at the start of the lesson
Allow others to speak	Speak politely, clearly and respectfully	Follow instructions the first time
Follow the 'No Hands' rule	Keep books and classrooms free from graffiti and litter	Pack up and leave in silence

School detention may be used if students persistently misbehave. Students may be detained for a period of up to 30 minutes after school **without prior notification**. For longer periods parents will receive advance notice of the detention.

**In addition, students are reminded that they must NEVER:** Behave in a violent or aggressive manner; Bring knives, fireworks, sharp objects or weapons to school; Bring pornography to school; Bring alcohol, tobacco and cigarette papers, lighters, energy drinks, junk food, shisha pens or any illegal substances to school; Bring any other banned items to school.

**Parent/Carer Signature:**

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Student Signature:**

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Appendix Eight: Student Acceptable User Agreement

## Student Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will not arrange to meet people that I have communicated with online unless I do so in a public place accompanied by a responsible adult.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for online gambling, internet shopping, file sharing, video broadcasting (e.g. YouTube) or using social networking sites, unless I have permission from a member of staff to do so.

I will act as I expect others to act towards me:

- I will respect the work of others and their property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I will respect opinions that differ from my own.
- I will not take or distribute images of anyone without their permission.

I recognise that a school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held/external devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in school, I must follow the rules set out in this agreement and the E-Safety policy, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened, to a member of staff.

- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that I am allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community, e.g. cyber-bullying, use of images or abuse of personal information.
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to sanctions as outlined in the school's Behaviour Policy. Sanctions may include loss of access to the school network/internet, detentions, contact with parents/carers and exclusions and, in the event of illegal activities, involvement of the police.

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.**

### Student Declaration

I have read and understood the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDA's, cameras, etc.
- I use my own equipment out of school in a way that upholds the ethos of the school and is respectful to others e.g. communicating with other members of the school, accessing school email, VLE, website, social networking, etc.

**Student Name:** \_\_\_\_\_

**Tutor Group:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Appendix Nine: Parent/Carer Acceptable Use Agreement

Eastlea'S ACCEPTABLE USE POLICY IS INTENDED TO ENSURE:

- That pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of E-Safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the E-Safety Policy is available on the school website, so the parents/carers will be aware of the school expectations of the young people in their care. Parents are requested to sign the Permission Form below to show their support of the school in this important aspect of the school's work.

## PERMISSION FORM

- As the parent/carers of the above student, I give permission for my son/daughter to have access to the internet and to ICT systems at school.
- I know that my son/daughter has signed an Acceptable Use Agreement and has received and will receive E-Safety education to help them understand the importance of safe use of ICT, both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my children's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the E-Safety Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's E-Safety.

**Child's Name:** \_\_\_\_\_ **year:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

# Appendix 10 - List of Positive and Negative Behaviours

Positive behaviour events	Negative behaviour events	
+20 Headteachers Commendation	<b>These events are considered major and excludable and may result in a student receiving an exclusion either temporarily or permanently from Eastlea Community School</b>	-20 Being in possession of a dangerous or illegal item in school
+20 100% Attendance for a whole year		-20 Physical assault of an adult in school
+10 Representing the school at an external event		-20 Physical assault of an adult outside school
+10 Lunchtime Rewards Club (LRC)		-20 Sexual harassment
+10 100% attendance for a half term		-10 Repeated incidents of extreme defiance
+10 Representing the school at an internal event		-10 Bringing the school into disrepute
+10 Eastlea Citizens Award for going above and beyond to support others in the community		-10 Refusal to hand over electronic device
+10 Department progress award		-10 Physical assault of a young person outside school,
+5 Outstanding progress over a sustained period of time		-10 Discriminatory language e.g. racist, sexist, homophobic, transphobic
+5 Positive contribution to the life of the school		-10 Physical assault of students in school
+3 Excellent individual piece of work		-10 Bullying incident
+3 Significantly improved attendance		-10 Extreme defiance
+3 Outstanding punctuality		-10 Being in possession of a banned



		item in school
+3 Exceptional effort		-5 Repeatedly failing to attend or complete detentions
+3 Always having perfect uniform		-5 Repeated failure to follow the No Hands Rule
+1 Being polite and respectful		-5 In an out of bounds area
+1 Excellent HW		-5 Inappropriate use of social media
+1 Good attitude to learning		-5 Aggressive (non-physical) behaviour outside school
+1 Attending a club		-5 Aggressive (non-physical) behaviour in school
+1 Excellent presentation		
+1 Excellent contribution to lesson		-5 Dangerous behaviour in school
		-5 Dangerous behaviour outside of school,
		-3 Failure to attend a detention
		-3 Serious rudeness
		-3 Serious break of the no hands rule
		-3 Repeated failure to follow staff instructions
		-3 Late to school
		-3 Repeated failure to hand in HW
		-1 Late to lesson
		-1 Failure to line up and enter room silently
		-1 Missing equipment
		-1 Failure to follow instructions
		-1 Swearing or other unacceptable language
		-1 Failing to keep class books in good condition

		-1 Missing or incorrect uniform
		-1 No Homework
		-1 interruption of lesson or another person talking