

Behaviour policy – How We Behave

Date adopted: July 2023

Prepared by: Natalie Hunt, Associate Assistant Principal Inclusion

Ratified by: Governing body

Review date: July 2024

Other relevant School policies include:

- [Written statement of behaviour principles policy](#)
- [Equality Policy](#)
- [SEND Policy](#)
- [Anti-Bullying Policy](#)
- Uniform Policy
- [Attendance Policy](#)
- [Ted Wragg Multi Academy Trust Exclusion Policy](#)
- [Ted Wragg Multi Academy Trust Supporting pupils with medical conditions Policy](#)
- [Ted Wragg Multi Academy Trust Computer/Mobile device and online use policy – pupils](#)

Statutory guidance:

- [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)
- [Behaviour in Schools](#)
- [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](#)
- [DfE advice template \(publishing.service.gov.uk\)](#)

Changes:

- Significant update for 2023/4 policy with multiple adjustments to Behaviour Policy

Note: This behaviour policy has been written as a policy for the whole school. While it should be followed it should also be read in accordance with the school's duties under the Equality Act 2010 and should be read in that light together with other relevant policies. Where a child has (or may have) a disability then active consideration must be given to how the policy may be adapted to take into account a child's individual needs. This will include consideration about what reasonable adjustments may be made. Children and parents with SEN/disability should be encouraged to be involved in considering these points, an example could be through the creation of a relational support plan. Records should be made about any such changes and any staff who work with these particular children should be informed about any such changes (for example a supply teacher should be made aware of any potential changes). In addition to SEN/disability the policy should also take into account other protected characteristics such as race, religious belief or matters in respect of gender/sexual orientation. If staff have any questions they should seek guidance from a senior leader.

This behaviour policy is reviewed annually and is done so in consultation with students, parents/carers and staff. In addition to an annual student, parent/carer and staff survey there are multiple opportunities through school council/parliament/leadership, parental listening sessions and engagement activities to provide feedback.

Aims of policy

1. To **support students taking pride in their behaviour**, so that there is a culture of warmth, achievement, ambition and learning everywhere in the school with and no learning opportunity wasted.
2. To provide **clarity for staff, students and the community** about acceptable behaviour and enable the creation of **strong and positive relationships**.
3. To encourage students to **make positive choices** and **take responsibility** for their own actions.
4. To enable teachers to **deliver engaging and creative lessons, experiment and take risks**, in a safe and secure environment.

1.0 Honiton Community College Behaviour Policy

Honiton Community College encourages good behaviour through high expectations, clear policy and an ethos which ensures students show pride in their conduct and learning by making positive behaviour choices.

Honiton Community College has in place a comprehensive package of rewards to reinforce and praise good behaviour with clear sanctions for those who do not make positive choices and therefore fail to comply with the School's behaviour policy.

This Policy aims to outline the measures by which the school aims to promote good behaviour, self-discipline and respect; prevent bullying; ensure that students complete assigned work; and ensure **Honiton Community College** is a safe place for all.

The commitment of staff, students and parents is vital to develop a positive whole school ethos. Honiton Community College reserves the right to apply this policy to **all** students and **any time** a student is recognisable as a **Honiton Community College** student, regardless of whether this is before/during/after school hours and to all matters relating to social media and online activity. The application of this policy is not dependent on whether the student is wearing school uniform.

2.0 2.0 Rewards

Honiton Community College regularly celebrates the success of all students in a variety of ways as we recognise that focussing on success and positive outcomes is essential to developing a positive culture and ethos across the school. Honiton Community College wishes to recognise the vast majority of students make positive behaviour choices everyday, listed below are the ways we celebrate success with students, parents and staff during the academic year.

2.1 Praise Points- Praise points are used by all staff to reward positive behaviour are given through Class Charts in the following categories:

- Respect
- Homework submitted on time
- Working to the best of your ability
- Silent Working
- Uniform worn correctly
- Excellent classwork
- Excellent presentation of work
- Independent learning
- Outstanding contribution to lesson
- Kindness
- Social time conduct
- Representing the college
- Present correct equipment

2.2- Principal Awards

A Principal Award certificate is given to students who have shown exceptional achievement, either in school or as part of an extra-curricular activity. A letter is also referred home to inform parents about the Award.

2.3- Attendance

Bronze, Silver & Gold Certificates are presented on an annual basis to students for 98, 99 and 100% attendance respectively over the year. A separate award is given to students who have had 100% attendance over a 4 year period.

2.4- Recognition

The School Newsletter, & social media platforms are used to highlight students' achievements

2.5- Termly Celebration Assemblies

Individual students are recognised in Year Group termly assemblies for exceptional achievement and, in some Year Groups, certificates are handed out by the Assistant Principal for Inclusion or Head of Year. Students who win an award are able to select a reward from the rewards menu

2.6- Tutor/House System

Competitions are held between tutor groups/Houses for particular activities and occasional prizes given. Inter-House sports competitions are held between Tutor Groups during the year.

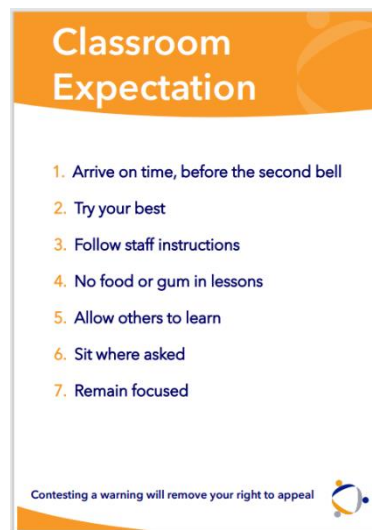
3.0 High Expectations

All Lesson expectations are based on the following principles:

- PUNCTUAL AND ORGANISED- Be on time with all of your equipment and uniform.
- KIND and INCLUSIVE- Be kind, in everything you do, to everyone in the school and wider community.
- PRIDE- In learning, effort and appearance/community.
- POSITIVE CHOICES- Following all reasonable requests.
- ENGAGEMENT- As an active learner always trying your best.

Honiton Community College Classroom Expectations

- 1- Arrive on time, before the second bell
- 2- Try your best
- 3- Follow staff instructions
- 4- No food or gum in lessons
- 5- Allow others to learn
- 6- Sit where asked
- 7- Remain focused



All lesson expectations have been co-produced in consultation with staff and students. Lesson expectations are reviewed regularly with students and staff.

Student, parent and staff voice is really important to our school and we conduct an annual survey with each group to help inform our approaches and support continual improvement. In addition to this, there are a number of opportunities throughout the year for our communities to share their recommendations and reflections including through our student leadership team, through half termly parent engagement groups, annual surveys and staff working parties.

3.1 Lesson removal

If a student does not adhere to the 'Classroom Expectations', a teacher will tell them that they have a 'warning' and their name will be written on the board with the corresponding expectation number. The warning will be recorded as an expectation point on classcharts. If a student does this for a second time, they will be referred to the Reflection Room for the remainder of the lesson. If a student is sent to the Reflection Room twice in the same day, they will remain in the Reflection Room for a day on an internal exclusion. Students receiving a Reflection Room referral will complete a same day after school detention from 3pm-5pm. If a student contests a warning, or disrupts the lesson when leaving, they will lose their right to appeal the referral.

Best practice in this area includes:

- Use of multiple removal rooms/spaces to support a range of student needs
- Reasonable adjustments (eg. movement breaks) applied to ensure student engagement
- Positive reinforcement used with students able to reduce time or reduce detention by engaging fully in work/activities set
- Staggered approach with students staying for various lengths of time dependent upon number of visits, eg. first visit is one hour, second visit is two hours and break, third visit is parental meeting
- Work set comes directly from lessons where possible eg booklets
- Student given opportunity to reflect and (if appropriate) review teacher decision
- Restorative conversation with staff where necessary used to help secure positive relationship
- Excellent communication to parent/carer so they understand nature of Reflection Room referral

3.2 Repeated or more Serious Incidents

We are committed to inclusion and to preventing exclusion. However, where a student (for example) repeatedly fails to wear the correct uniform, fails to attend detentions, receives multiple lesson removals, or is involved in an incident too serious for a detention, the student will be referred to internal exclusion. Students will spend a full day in internal exclusion including an after school detention of 2 hours.

More serious incidents could include but are not limited to:

- Truancing (student deliberately missing from lesson without permission);
- vaping/smoking;
- vandalism/deliberate damage;
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness; and
- dangerous behaviour.

4.0 Review, Restoration and Student Voice

If any student feels a member of staff has incorrectly referred them to the Reflection room they can request staff review the referral. Staff will always try to capture student voice related any incident and use this to inform decision making.

All students will have the opportunity to complete a reflection sheet upon entry to the room and may use this to indicate if they feel they have been referred on an unfair basis. The review will be considered by a member of staff and the student informed of the outcome. When required (ie a trend is identified) a staff member who refers a student will visit the student and complete a restorative conversation.

4.1 Relational approach – trauma informed work, staff training, etc.

Staff are regularly trained in relational approaches, and use this trauma informed practice to inform their interactions with all students

4.2 Sanctions

As stated previously sanctions are only to be used when more positive methods of promoting outstanding learning through good behaviour are not working with a particular individual or group of students. When a member of staff feels the need to resort to sanctions these are always to be applied impersonally (i.e. it is the negative behaviour that is resulting in the sanction not the student's personality), calmly, fairly, consistently and professionally.

The **only** sanctions/systems to be used **within** a lesson are reminders and removal.

The aim should be to keep all students accessing their learning within the lesson for the full duration of the lesson. We are committed to not allowing the negative behaviour of the minority to continually disrupt the outstanding learning of the majority. For this reason, we use a system where students who fail to respond to a verbal reminder by correcting their behaviour can be removed from the lesson in order to allow the learning of the rest of the group to continue. We also employ the on-call system so that a student can be collected (if deemed a serious incident) and removed from the classroom.

When issuing a verbal reminder to a student it is important that this is done calmly and professionally throughout. The aim is to show students that they have 'chosen' their behaviour. There is a (mandatory) opportunity for restoration explicitly written into the system, whereby any student removed will be met by the member of staff responsible.

Uniform expectations are detailed on the school website. Any exceptions made to uniform should be agreed in advance with the school, supported by medical evidence and (where relevant) involve non-branded items eg. Students who wear trainers for medical reasons should wear non-branded and logo free items.

Uniform is checked regularly by tutors and senior staff. Students who are not in correct uniform (unless carrying signed permission slip) and refuse or are unable to correct it will be supported to make a positive choice.

4.3 Multiple referrals

Students who experience multiple referrals to lesson removal will have a graduated or wave response to support. We aim to ensure students can make positive choices and recognise that this is more challenging for some

students. Students who experience multiple lesson referrals will receive additional support through a variety of graduated approaches to help them feel safe and connected and to be learning successfully in the classroom environment. The school may make some reasonable adjustments to this behaviour policy to support students ongoing needs.

4.4 Community sanctions

The ‘Red Card’ detention is a social time detention for anti-social behaviour in and around School. We expect all students to always behave and treat each other with respect. That means walking around the school calmly and quietly, respecting each other’s space and looking out for each other. There are no warnings for these behaviours.

The red card detentions enable us to address any behaviour that does not meet our high expectations.

The following are possible (but not limited to) reasons for a red card detention:

• Running indoors	• Eating and drinking in banned areas
• Shouting or using inappropriate language	• Use of mobile phone
• Being out of bounds	• Damage to school property
• Dropping litter/throwing food	• Unkind behaviour
• Uniform infringements	• Pushing/shoving
• Use of prohibited items eg gum/fizzy drinks	• Not having the correct equipment

If a student does one of the things above, an adult will tell them that they have a “Red card”, and that they must serve a 20-minute break/lunch-time detention at the next available session.

4.5 Lesson removal at a host school

In certain circumstances and to avoid suspension the school may refer a student to lesson removal at another (host) school. The purpose of this is to allow the student to continue to access their learning and help support improvements in their behaviour. Any referral to a host school will be completed in consultation with parents/carers. If a student fails/refuses to attend then a suspension could be issued.

Circumstances that could result in a student spending time at a host School include, but are not limited to, the following breaches of the behaviour policy:

- unsuccessful lesson removal
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness;
- dangerous behaviour;
- inappropriate use of computers, the internet, images or social media; and

- fighting.

The school follows the latest DfE guidance regarding exclusion and suspension to ensure that students are treated fairly and not discriminated against. The application of this policy will be dependent upon the most recent [statutory guidance](#).

4.6 Other times detentions might be used

Homework

Students receive a minimum of 1 hour of homework each day which may be set on ClassCharts and follows the set homework timetable. Knowledge Organiser booklets are used for homework and students are expected to use a range of advised strategies in their homework book.

All homework is checked the following day by the Tutor; a praise point is given for completed work, a one hour next day detention is issued for incomplete homework. Parents will be notified by text message. Failure to attend this detention will result in Lesson removal the following day.

5.0 Focus Week

At periodic times throughout the school year there will be a 'Focus Week'. These weeks will vary depending on the needs of the school and current emerging issues. An example week might focus on uniform, kindness or student equipment.

The focus will be communicated to students. The week will focus positively on students' engagement and additional rewards will be available for students who consistently meet our expectations. Students will receive additional support to ensure they are not only aware but also prepared for the focus. All staff will support students and all staff will be responsible for the issuing of merits/sanctions at this time. Wherever possible tutors will support and prepare student in advance and daily (during the week) to enable students to meet expectations.

Any student who does not meet expectations during this week will instantly incur a 1 hour after school same day detention instead of the usual sanction laid out in this policy. Students who consistently fail to meet expectations over this week may also be placed in Lesson removal to support them to make the right choices.

6.0 Suspension

Application of suspension is completed in conjunction with [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#).

We will endeavour to avoid suspension wherever possible. A decision to suspend is taken only in response to a breach of the school's behaviour policy, including persistent disruptive behaviour, or where such breaches are neither serious enough to merit permanent exclusion nor minor enough for detention, lesson removal, or lesson removal at host School to be appropriate. All suspensions are authorised by the Principal or designated representative or in their absence the next most senior member of staff.

Under exceptional circumstances a student may receive a suspension but if further investigation reveals more serious circumstances then a permanent exclusion may be issued.

All suspended students will be given some work to complete and will be expected to write a restorative letter apologising for their actions leading to the exclusion. The completed letter will form part of the reintegration meeting. All suspended students may be expected to spend at least one day in Internal Exclusion as part of their reintegration.

A re-integration meeting will take place at the earliest available time on the first day the student is to return to school. The reintegration meeting will aim to clarify next steps and discuss if any additional support is required. Failure to attend will result in the student remaining in lesson removal until the reintegration meeting can be held.

7.0 Permanent Exclusion (PEX)

A decision to exclude a student permanently should be taken only:

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

The act of setting off the fire alarm without good cause may lead to PEX, due to the huge disruption caused and potential harm to vulnerable students.

A serious breach of the school's policy may result in a PEX. The list below indicates the circumstances where a PEX may occur (at the discretion of the Headteacher) and includes, but is not limited to, the following:

- assault or attempted assault on staff;
- violent assault- including any form of filming, sharing and distribution;
- sexual assault, harassment or exploitation;
- drug-related activity/paraphernalia;
- criminal or terrorist activity;
- carrying a weapon or dangerous object;
- extremely dangerous/risky behaviour; and
- setting off the school fire alarm.

For detailed information on Permanent Exclusion please see TWMAT Exclusion policy

8.0 Punctuality and lateness

Punctuality is a key skill for any student to develop in life and we aim to support students to appreciate the importance of good punctuality. Students who arrive in school after their allotted start time without sufficient cause will be issued with a same day late detention during social time. After 3 incidents of being late to school, the student will be required to sit a 2 hour detention after school and parents/carers notified by text message. Failure to attend this detention will result in an internal exclusion in the Reflection room.

9.0 Creating Routines

All teaching staff have a program of development, training and coaching designed to help them constantly improve their practice and establish a healthy behaviour culture. An example of the coaching model for supporting student routines is below. Staff receive coaching to help them develop a range of skills to build strong relationships with students. Consistent routines enable us to reduce cognitive load for students and enable them to thrive. Examples of the techniques below including 'connect and correct' and 'narrate the positive' are designed to maintain a safe and secure environment for students whilst creating a culture of high expectations.



10.0 Bullying and Discrimination

PLEASE REFER TO SEPARATE ANTI-BULLYING POLICY

At Honiton Community College our aim is to prevent bullying through education, by prompt and sustained response to reports of bullying, and by developing the confidence of students. We aim to have a culture of courage, compassion and citizenship and respect where difference is valued. The School aims to foster an atmosphere of friendship, mutual trust, respect and consideration for each person within the community.

To establish an ethos where students set a good example to others. To encourage all members of our school community to recognise bullying, acknowledge its unacceptability and report it. We have a system of support for students who have been bullied and a system of clear, fair and consistent responses to incidences of bullying ensuring that everyone is in a supportive, caring and safe environment. Bullying is unacceptable and will not be tolerated in our community.

Bullying is defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance, disability or SEN need. It might be motivated by actual differences between children, or perceived differences.

Bullying can also occur where there is a power imbalance between students. A power imbalance is when one student (or a group of students) is able to dominate decision- making or otherwise asserts power in ways that disadvantages other student(s).

Bullying in any form will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include but not limited to:

- Emotional harm;
- Physical harm;
- Deliberately hurtful comments;
- Social bullying;
- Social media;
- Filming students/staff without consent;
- Posting inappropriate content/filmed incidents online/sharing;
- Threatening behaviour;
- Power imbalance;
- Name calling;
- Sexting;
- Cyber bullying; and
- Sexual exploitation.

Bullying can impact on a students' attendance and attainment at school, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. We continue to promote a culture of high expectations and work with our community to ensure that our students have a sense of pride and feel happy and safe to be a part of our community.

All bullying incidents will be treated and addressed individually, and we will apply the full range of sanctions depending on the severity, frequency and seriousness of the incidents(s).

In exceptional circumstances and where other attempts to resolve an issue have not been successful the school may use a behaviour contract between students to establish a clear and equitable arrangement for communication and behaviour. The contract will identify clear sanctions for failing to meet the stated requirements that could include, but not limited to: red card, Lesson removal, suspension exclusion and for repeated breaches, permanent exclusion.

10.1 Support

Students can access support via the Pastoral team which includes but is not limited to:

- Head of Year
- Student reception
- Safeguarding Lead
- Behaviour team
- Any level 3 trained member of staff, identified by pink lanyards

10.0 Sexual harassment and online sexual abuse

Honiton Community College takes all reports of Sexual harassment, sexual violence and online sexual abuse extremely seriously and aims to create an open culture where students are comfortable and confident to report all incidents to any member of staff. We are clear that sexual harassment and violence are not acceptable, will never be tolerated and is not an inevitable part of growing up. We will always challenge behaviour or language that seeks to normalise sexual harassment or violence in schools.

School aims to prepare students for issues related to sexual harassment and online abuse through the curriculum and assemblies. Our age and stage appropriate curriculum covers such issues as:

- Healthy and respectful relationships, including consent;
- Gender roles, stereotyping, equality, diversity;
- Body confidence and self-esteem;
- Prejudiced behaviour;
- That sexual harassment and violence is always wrong; and
- Addressing any culture of sexual harassment.

We recognise the complexity of this issue and will always aim to safeguard all students involved taking in to account the nature of incidents and their wider context.

For the purpose of this policy, when referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur both in person and online. Sexual harassment is likely to violate a students' dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment.

Sexual harassment could include but is not limited to:

- Sexual comments, lewd comments, sexual stories, remarks about clothing, appearance and name calling;
- Sexual 'jokes' or taunting;
- Physical behaviour, such as: deliberate contact, interfering with clothing, displaying sexual images; and

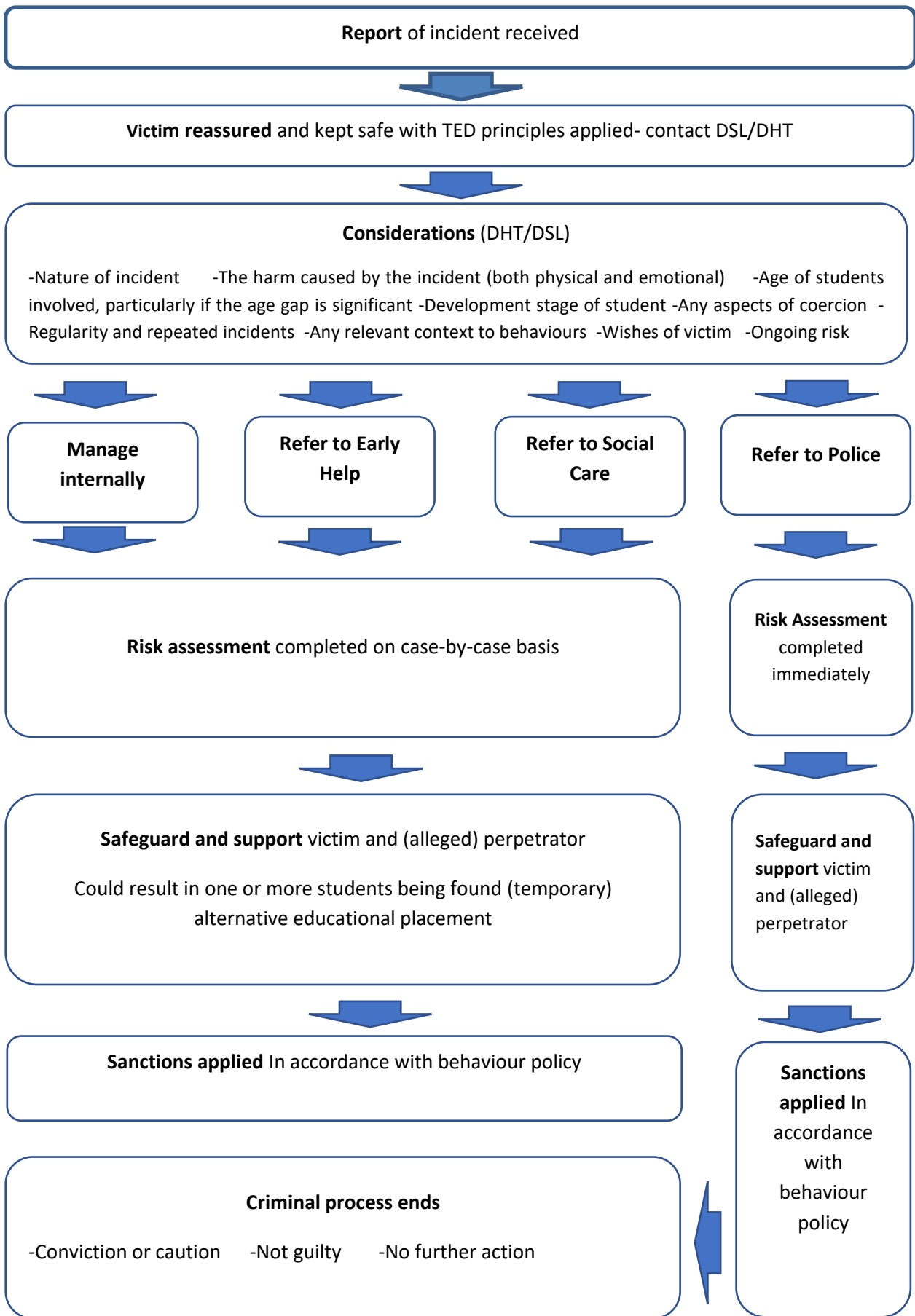
- Online sexual harassment, which might include: non-consensual sharing of images and videos (often referred to as sexting), inappropriate sexual comments on social media, exploitation, coercion and threats.

Sexual violence could include but is not limited to:

(When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003)

- Rape;
- Assault by Penetration;
- Sexual Assault; and
- Causing someone to engage in sexual activity without consent.

Honiton Community College will follow the following process when incidents are reported.



Honiton Community College recognises that all reported cases will have a range of factors that will be considered, these include but are not limited to:

- Nature of incident;
- The harm caused by the incident (both physical and emotional);
- Age of students involved, particularly if the age gap is significant;
- Development stage of student;
- Any aspects of coercion;
- Regularity and repeated incidents;
- Any relevant context to behaviours;
- Wishes of victim; and
- Ongoing risk.

Honiton Community College will always aim to deal with incidents in a timely and sensitive manner. All reported incidents will be recorded and (where relevant) passed on to other agencies for support or further action.

Honiton Community College will apply the full range of sanctions available to any student responsible for sexual harassment or online sexual abuse. The application of any sanction is not dependent on any further actions from any other relevant agencies and will be applied in-line with the balance of probabilities principle.

Sanctions may include but are not limited to:

- Restorative meeting;
- Behaviour contract;
- Internal Exclusion;
- Host school Lesson removal;
- suspension;
- Managed move;
- Permanent exclusion; and
- Referral to social services or police.

Confidentiality and anonymity are very sensitive issues when dealing with allegations and cases of sexual harassment and online abuse. In all cases Honiton Community College will work in-line with safeguarding principles and in conjunction with any other relevant agencies to protect students. Ultimately, Honiton Community College will balance the victim's wishes with our duty to protect the victim and other students within the school setting. Any decisions made will be discussed with all concerned and handled sensitively.

11.0 Consistent Expectations

Consistency is hard to achieve in any organisation, we recognise that it is key when creating an outstanding learning environment. Students are much less likely to push the boundaries if they know that what is expected of them will remain constant throughout the day; from one classroom to the next; one teacher to the next; one subject to the next; one year to the next.

This consistency will be applied to all issues relating to uniform. Students will be expected to follow the uniform policies at all times. If a student is unable to meet uniform expectations an alternative will be offered (if possible),

refusal to accept the alternative will be viewed as defiance and the student may be placed in Lesson removal until the issue is rectified.

12.0 Maintaining a Positive Learning Environment

A positive learning environment is best maintained through the focus on and positive reinforcement of good behaviours and not through the confrontational challenge of negative behaviours. We recognise this through the effective use of our staged reward and sanctions systems.

Staff make a commitment to 'catch students being good' as often as possible and reinforce this through non-verbal and verbal acknowledgement and praise as well as using some of the more formal rewards available. Staff also make a commitment to deal indirectly with some negative behaviours in this fashion too. An off-task student can often be redirected through praise of a neighbouring student who is working and behaving appropriately. When staff do feel the need to resort to formal warnings and staged sanctions they are committed to doing so in a calm, non-confrontational and professional manner at all times.

13.0 Restorative Justice

Restorative Justice is a process which restores relationships where there have been problems. It is an opportunity for both sides to explain what happened and to try and come up with a mutually acceptable solution. When there has been an issue the people involved will meet with a mediator who will ask them three main questions:

- What happened?
- Who else has been affected by this?
- What can be done to stop this happening again?

The questions have been designed so that both sides have an opportunity to hear the situation from each other. It enables them to think about how this may have affected the other person but also the other students and their learning. By doing this and coming up with solutions it encourages both parties to take responsibility for their actions and make them aware of the impact they are having on others. It is also very helpful to hear the other side of the story and really appreciate why others may be upset.

Restorative Justice has been shown to work extremely well if there has been a repeated problem between a student and member of staff because it gives them opportunity to air their differences, appreciate how the other feels, and move on in a positive light, always with the aim to solve the problem, move on and prevent the same situation arising again.

Restorative Justice also works very well when students fall out with each other, allowing them to see the impact of their actions, apologise if necessary and put it behind them.

Conferences are ideally held in a neutral place and occasionally with a mediator who is not involved in the problem. The mediator's job is to keep all involved calm and civil and to help people move forward to restore the relationship.

14.0 Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school will sanction any student found to be supplying, possessing or taking drugs. This includes the possession, supply or misuse of solvents or other substances that can be harmful. Students may be permanently excluded if they

are found to be involved in drug-related incidents. Where controlled drugs are found, these will be delivered to the police as soon as possible but may be disposed of if the staff member thinks there is a good reason to do so.

15.0 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

16.0 Medication

Carrying, supplying or taking prescription medicines illegitimately could result in a permanent exclusion. We are aware that it may be necessary for some students to take medication during the school day. Parents/carers should complete an 'Administration of medicines in school' form and bring it together with the medication to student reception. This form authorises our first-aid trained staff, to dispense medication on their behalf. All medication brought into school by parents/carers is stored in a locked cabinet.

17.0 Smoking- including all forms of e-cigarette/vaping devices

Smoking (including vaping), in all its forms, is detrimental to health, anti-social and not conducive to a safe school environment. We will apply this policy to any student who is seen smoking/vaping or we suspect of smoking/vaping. Any sanctions applied will consider the nature, location and frequency of the incident.

Smoking/vaping is not permitted anywhere on the school site.

18.0 Search and Confiscation

The school follows government advice when confiscating items from students which is outlined in the document 'Searching, screening and confiscation. Advice for Headteachers, school staff and governing bodies.' July 2022.

[Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Searching-screening-and-confiscation-Advice-for-Headteachers-school-staff-and-governing-bodies-2022.pdf)

The school can confiscate any electronic items being used inappropriately on the premises such as mobile phones, etc. Mobile phones are not permitted to be used at any time on the school site. The school reserves the right to view, confiscate and delete any files deemed to be inappropriate that are brought on to the school site on electronic equipment e.g. photos on a mobile phone. In certain circumstances, we reserve the right to retain electronic data as evidence.

Students wearing any accessories or jewellery which do not follow the school uniform policy can expect to have these items confiscated. Any confiscated item will be logged and available for collection at the end of the school day. Where a student is unable to immediately rectify a uniform issue eg. Hair dye or false nails they will spend time in the Reflection Room until they are able to follow uniform expectations. In all cases parents will be informed and given the opportunity to rectify the issue.

Where students repeatedly break rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. Students may also be asked not to bring items to school at all eg. mobile phone and bag searches used to support this. For repeated offences of this nature parents will be asked

to collect confiscated items. Where items have been previously returned to parents and have been brought again to school, they will be confiscated again and retained until the end of term. Where items are not collected the school will dispose of them at the end of every term.

Students with smoking/vaping materials, including electronic devices and fluid will have these confiscated and destroyed whether they are found to be smoking/vaping or not. They will also be issued with a sanction for bringing such materials on to the school premises. Students will also receive sanctions for smoking/vaping near the school, and if they are recognisable as a School Student on their way to and from school.

In certain instances, items will not be returned to students and will be disposed of by the school according to the guidance in the DfE document as above.

Students must not bring any of the items listed below on to the school premises. The school will automatically confiscate any of the items below and has the power to search students with or without consent. There may also be severe penalties for students with these items, including permanent exclusion. The following are some examples, but not limited to:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco, filters and cigarette papers;
- fireworks;
- pornographic images;
- 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). This would include: matches, lighters, 'legal highs', and laser pens;
- E-cigarettes/fluid;
- fizzy drinks;
- energy drinks;
- hot water bottles;
- chewing gum
- pictures of staff or students taken without appropriate consent; and
- medication which has not been accounted for under the medication policy.

School staff apply the following protocols when searching for or confiscating items. Searches will only be conducted by authorised staff members.

Search protocol - key points:

- a. Searches should only be carried out by a member of staff of the same gender as the student being searched. There MUST always be a witness – wherever possible a member of the same gender as the student.
- b. Always seek to gain consent of students to search their bags and ask them to empty their pockets. If they refuse, then please escort them to a safe place and inform SLT.
- c. Please ask students to empty their own pockets fully and allow you to look through their bag and any coat/jacket pockets.

- d. A metal detection device (non-contact) may be used if deemed appropriate.
- e. Anything found which you believe is inappropriate, regardless of whether it was what was being searched for, should be confiscated.
- f. Parents should be informed of anything found which is inappropriate.
- g. All searches should be logged.

19.0 Use of reasonable force

The school is strongly against the use of force against students and the advice to all staff is to seek support and advice in a difficult situation before using force. However, there may be instances where this is not possible due to the nature of the incident. The school and its staff will always endeavour to resolve situations without force and to manage any difficult situation calmly. The school follows the guidance below from the DfE: 'Use of reasonable force. Advice for Headteachers, staff and governing bodies'. July 2013

[DfE advice template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

20.0 Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a student behaving in a way that disrupts a school event or a school trip or visit;
- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a student from attacking a member of staff or another student, or to stop a fight in the playground; and
- restrain a student at risk of harming themselves through physical outbursts.

Schools cannot:

- use force as a punishment – it is always unlawful to use force as a punishment.

21.0 Student conduct outside the school premises

We aim to prepare students for a life beyond education. The School therefore reserves the right to apply all aspects of this policy to students recognisable as a Honiton Community College student (not just by their uniform) even if they are outside of the school grounds, or outside the usual hours of attendance, or using social media/online activity. What the law allows is laid out in the latest DfE Guidance [Behaviour in Schools](#).

Teachers have a statutory power to discipline students for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives Headteachers a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."

The School may apply sanctions to a student for any misbehaviour when the child is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform; and
- in some other way identifiable as a student at the school.

At any time, whether the conditions above apply, that:

- could have repercussions for the orderly running of the school;
- poses a threat to another student or member of the public; or
- could adversely affect the reputation of the school.

The School is committed to ensuring our students act as positive ambassadors for us. We expect the following:

- good order on transport to and from school, educational visits or other placements such as work experience or college courses;
- good behaviour on the way to and from school;
- positive behaviour which does not threaten the health and safety of our students, staff or members of the public;
- reassurance to members of the public about school care and control over students in order to protect the reputation of the school; and
- protection for individual staff and students from harmful conduct by students when not on the school site including online/social media.

The same behaviour expectations for students on the school premises apply to off-site behaviour.

21.1 Sanctions and disciplinary action as a result of poor behaviour off the school premises

Sanctions may be given for poor behaviour off the school premises including online behaviour and use of social media which undermines any of the above expectations and regardless of whether it is an activity supervised directly by school staff. Sanctions may be in the form of detention, lesson removal, suspension or in very serious cases permanent exclusion. In issuing sanctions, the following will be considered:

- the severity of the incident;
- the extent to which the reputation of the school has been affected;
- whether students were directly identifiable as being members of the School;
- the extent to which the behaviour in question would have repercussions for the orderly running of the School and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of staff);
- whether the misbehaviour was on the way to or from school, outside the school gates or in close proximity to the school; and
- whether the misbehaviour was whilst the students was on work experience, taking part in a course as part of a school program, participating in a sports event (and in any situation where the student is acting as an ambassador for the school) which might affect the chances of opportunities being offered to other students in the future.

At Honiton Community College, we do not support the use of social media amongst our school community, as much of the content is not age appropriate for young people under the age of 16. If parents and carers choose to allow their child to use social media, Honiton Community College does not accept responsibility for any issues arising as a result. We will direct parents and carers to report these matters to the media platform or police to investigate.

22.0 Wilful and Accidental Damage

Our approach is as follows:

- If damage is accidental, providing this is the first incident involving a particular student, there will be no charge levied on the student.
- If the damage is the result of reckless behaviour, e.g. running inside the building, throwing an object at a peer, etc. the school will levy a charge 50% of the total repair/replacement cost. The maximum charge will not exceed £150. The precise amount levied will depend upon the presence of any mitigating circumstances.
- Students causing accidental damage as a result of reckless behaviour will always be subject to sanctions that include remedial action (where appropriate) and/or detention and/or Internal Exclusion. Details of the incident will be placed on internal files.
- If the damage is the result of a willful act the school will consider whether there were any mitigating circumstances. Students causing willful damage (graffiti, vandalism, etc.) will face a charge of 100% of the total cost of repair or replacement. The maximum charge will not exceed £500. The precise amount levied will depend upon the presence of any mitigating circumstances.

Students causing wilful damage likely be subject to either internal or external exclusion. In every incident of wilful damage (where damage is estimated to cost over £25 to repair) the school will inform the Police. The school and the Police will work together to bring about a satisfactory resolution within the guidelines above. In extreme or repeated circumstances damage may be logged as a crime. The Police may also act as facilitator in acts of restorative justice that might include remedial work or conferencing with parents and other parties. Invoices will be raised by the Finance office and pursued to an appropriate solution. If payment is not forthcoming, a restorative measure of appropriate gravity should be imposed.

23.0 Uniform Policy – Years 7-11

We expect all students to wear full uniform as listed below and hand the responsibility to them to ensure that this is the case. As well as creating a smart impression and sense of pride, school uniform plays an important part in helping to safeguard the student in college. If, on any occasion, a student comes to school wearing incorrect school uniform, they should report to their tutor or the behaviour team with a note from their parents to explain why. Clear uniform protocols are in place and sanctions will be applied for those that do not conform. We thank our parents and carers for their support of these protocols.

23. 1 Compulsory Items:

- Black College blazer with Honiton Community College Academy Trust logo
- School tie
- A school black 'V' neck jumper with College logo is optional in the colder months. (The blazer must still be worn)
- Plain black full length tailored trousers or college skirt which may be A Line or pleated style. Any skirts must be knee length.
- If belts are worn they should be narrow and plain black with a normal buckle.
- Plain long or short sleeved white shirt with a collar. These should be tucked in and the top button done up.

- Sensible, plain black all over, leather or leather-look school shoes only. The shoe should cover the whole foot. No patterns or logos should be visible and they must be low heeled. Canvas shoes are not acceptable.
- Plain black, grey or white socks (but not allowed over tights).
- Large bag suitable for carrying all equipment (including A4 sized files) and books. A rucksack is advisable, handbags are not permitted.

23.2 Hair Styles

Hair styles should avoid extremes of fashion. Extreme hairstyles, for example (though this list is not exhaustive), “Tram lines” of any kind, colours other than natural hair colours, “Mohican” cuts, distinct differences in length or colour, hair covering the eyes and face, are not acceptable. If you are unsure whether a hairstyle is acceptable please contact your Head of Year or the behaviour team for clarification.

23.3 Jewellery and Make Up

- Earrings should be discreet, stud only, two in total. One in each ear.
- Necklaces, rings, bracelets, wristbands, facial and body piercings (including tongue piercings) are not permitted
- Any drawings/henna tattoos/body art are not permitted.
- A wristwatch may be worn (no smart watches are allowed in exams). Any smart watches should be disabled from sending/receiving messages in school.
- Make up must be so discreet as to be unnoticeable

23.4 Incorrect uniform

The following are not acceptable uniform:

- Trousers must not be excessively skinny or baggy and must be worn on the waist (not low slung) and full length. Leggings, denim, jean-style, canvas, flare style or corduroy trousers are not acceptable.
- Pencil skirts are not acceptable. The skirt should be knee length.
- Sandals, flip-flops, dolly shoes, high-heeled shoes, knee and ankle boots are not acceptable.
- Logos on belts, buckles, trousers or skirts
- Fitted shirts
- Coloured nail varnish and gel/acrylic/false nails
- “Hoodies”. Any coat worn to and in college must protect against cold and rain.

23.5 Non-Uniform Events

The following set out our expectations for students’ attire on any non-uniform events:

- No abusive or offensive slogans / words on clothing

- No cleavages/midriffs visible i.e. no cropped or low cut tops
- Skirts to be below mid-thigh length
- No halter-neck / strappy tops
- Shorts to be below mid-thigh length and must be smart; not 'beach wear.'
- Discreet / hidden piercings only
- No underwear to be visible.

23.6 PE KIT

Essential PE kit for all students:

1. Navy and sky blue short-sleeved polo shirt with Honiton community College Academy Trust logo
2. Plain black or navy blue shorts (any branding or logos should be small)
3. Trainers – not 'skateboard' type or plimsolls (non-marking soles)
4. A change of socks for PE either white or long navy and sky blue football socks

Essential PE kit for Year 7 students only:

1. Towel and swimming costume. These can be any colour, girls must have a one piece swimming costume, boys shorts must be above the knee. Addition/Optional Items (depending on PE curriculum, sport/subject choices):
For Football and Rugby units:

2. Navy and sky blue rugby/football long-sleeved shirt
3. Long navy and sky blue football socks
4. Shin pads
5. Gum shield
6. Football boots (Parents are advised to wait until the PE curriculum is shared with students in September before purchasing). For other activities: Plain black or navy leggings (any branding or logos should be small). Plain black or navy tracksuit bottoms (any branding or logos should be small)

The following items are optional PE kit and can be ordered through PROSERVE, www.proservgroup.com / 01395 222975 (or download order form from the PE section on the College website / pop to the PE office for a paper copy):

Navy tracksuit bottoms with Honiton Community College Academy Trust logo for PE

Navy PE hoodie with Honiton Community College Academy Trust logo for PE

Navy leggings with Honiton Community College Academy Trust logo for PE

Where can you buy uniform?

The items that are specific to Honiton Community College and bear the school logo are only available from:

HONITON SPORTS, 66 High Street, Honiton, (01404 42100), www.honitonsports.co.uk

THOMAS MOORE, 102-104 Fore Street, Exeter, (01392) 255711, www.thomasmooretoymaster.co.uk

Other plain items such as trousers, shirts, and PE shorts etc. that comply with our uniform policy can be purchased locally from Honiton Sports, or alternatively from the suppliers such as ASDA, TESCO, Marks & Spencer etc.

23.7 CONSEQUENCES

Jewellery/clothing excessive to the guidelines that is not in keeping with the school uniform will be confiscated until the end of the day. Repeat wearing of excessive jewellery and/or clothing that is not uniform will result in it being confiscated and held until a parent can collect it. Any student arriving at school who it is felt is not following the school uniform policy will be sent to the Reflection Room until the item is rectified.

24.0 EQUIPMENT FOR COLLEGE

Students should bring the following to every lesson:

- Pen
- Pencil
- Rubber
- Ruler
- Pencil sharpener
- Pencil case
- An exercise book or booklet for that lesson (if appropriate)
- Rucksack

The following equipment will also be useful:

- Protractor
- Compasses
- Scientific calculator
- Coloured pencils
- Glue Stick
- Aprons
- Reading book
- Lightweight headphones
- Memory stick

25.0 Behaviour of parents/carers

We are passionately committed to building strong and positive relationships between the School and parents and carers. We are grateful for regular feedback from parents via questionnaires, at parents' evenings and on a day-to-day basis. Staff emails are made available to allow efficient communication between parents/carers and school. Staff liaise closely with parents to support effective transition into the school.

All members of our School community will do everything they can to support all students, parents and carers, communicating professionally at all times.

The School has a duty to ensure staff work in a positive environment free from any form of harassment or intimidation. To this end the school will take firm action against any parents who behave inappropriately towards the school or any members of staff this includes the use of banning orders or specifying specific mechanisms of communication.

The School deems any form of aggression or threat either physical or verbal, rudeness and malicious accusations as inappropriate, and this includes all forms of communication including emails and social media.

As a response to inappropriate behaviour by a parent/carer the Headteacher may place a temporary ban on a parent entering the school site or specify specific forms of communication to be used, putting in writing the reasons for the ban or details of mechanisms for communication and giving the parent an opportunity to respond. A Governing Body Sub-committee will be convened (consisting of 3 Governors) to review the Head's decision, and parents will be able to share their views in writing but will not be invited to the hearing. The Governors' Hearing will decide if a ban or limitations on communications should remain in place and decide on the appropriate timescale for these, giving a specific date at which they will be reviewed.

26.0 Allegations against staff

The School has a clear Complaints Policy, which is published on its website, and encourages parents/carers to use this as necessary.

The School should not automatically suspend a member of staff who has been accused of misconduct, pending an investigation, but the Headteacher should draw on advice given in 'Dealing with Allegations of Abuse against Teachers and Other Staff' guidance.

Parents and carers should also be aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should seek legal advice. If we are made aware of any inappropriate comments we will report these to the relevant authorities for immediate action to be taken. Publishing allegations should be taken to include publication online or on social media such as Facebook.

All allegations against staff will be investigated in line with the School's relevant policy and all complaints have the potential for consequences for the staff concerned.

27.0 Malicious/false allegations

Where it is concluded that a student has made a malicious allegation against a member of staff the school sanctions will be applied in a way that the school considers to be proportionate to the severity of the allegation made and its potential impact on the member of staff concerned. Mitigating and aggravating factors will be examined closely, for example: the nature of the allegation or length of time for which the allegation was

sustained. In some cases it will be appropriate to use restorative justice as a tool for supporting students to understand the consequences of their behaviour. The sanctions for malicious allegations could include internal exclusion, suspension and permanent exclusion.

28.0 Complaints

The school has a complaints procedure. We encourage parents/carers to take any complaints or concerns to a staff member or the Headteacher and the school will do everything within its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **School Complaints Policy**. For information on complaints relating to exclusions, see the **School Exclusions Policy**. **Both of these policies are available to download from our website.**

Appendix List

1. Expectations poster

