



Pudsey  
Grangefield  
School

# SCHOOL BEHAVIOUR POLICY

*This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.*

*Updated March 2021*

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## Temporary adaptations due to the Covid-19 pandemic

The vast majority of students behave very well at Pudsey Grangefield School and as a result most of our behaviour systems will remain very similar to previous years. However, we have made some Covid-related adaptations in order to promote student and staff safety.

### 1. General:

a. The below issues could be treated as serious incidents:

- A. If any student deliberately tries to cough or sneeze on another student.
- B. If any student deliberately tries to mix year group bubbles.
- C. If a student grabs another student, even as play-fighting e.g. getting a friend in a headlock.
- D. If any student deliberately tries to undermine student/staff safety in relation to a school policy brought in to keep everyone safe during the Covid pandemic.

Depending on the circumstances any of the above issues could result in a student being placed in isolation or receiving a fixed term exclusion.

### 2. In lessons

All students need to follow the instructions given out by teachers quickly and consistently. Please note the following:

**Teachers will make greater use of Classcharts in lessons:** staff will log more issues on Classcharts which can be seen by parents, students and other staff. In a lesson, teachers may log negative points for issues like missing equipment, being late to lesson, and chewing gum, as well as the usual use of logging positive points and/or lesson removals. Where students receive numerous 3 negative points for minor issues, a detention will automatically set (see pages 11/12). Teachers may continue to sign responsibility cards if they want, instead of awarding a negative point.

**Students must sit in the seat as directed by the teacher:** if a student repeatedly refuses to sit where directed by the teacher, they should be removed and a detention will be set.

**Throwing an item across the room:** a student would be removed and a detention would be set.

**Compromising student/teacher safety:** Any incident which staff deem to be dangerous should lead to a student being removed from a classroom. If the behaviour is deemed dangerous then it could result in a more stringent sanction beyond a detention being set. For example, a student may be isolated for the remainder of the day, multiple days, or be issued with a fix term exclusion depending on the severity of the issue.

## Dealing with disruptive behaviour in a classroom

When in a classroom setting students will be given up to two given warnings for low level disruption (see page 6). If a student receives two warnings and continues to choose to disrupt, they will be removed to another classroom in the year group bubble and a detention will be set (see page 10/11). Occasionally very poor behaviour in a lesson may require an instant removal.

| Issuing a warning  | A direct removal  |
|--|---|
| Low level disruption, which includes:<br><br>-Talking through a register<br>-Talking without permission<br>-Talking during silent work<br>-Going off task<br>-Passivity (ie not completing work / head on desk)<br>-Not following staff instructions quickly<br>-Shouting out answers or questions in a way that causes disruption<br>-Eating or drinking anything that is not water in a lesson (juice not permissible)<br>-Other minor infringements that take the focus away from teaching and student learning | -Swearing or another highly offensive comment<br>-Arguing with another pupil or member of staff<br>-Any aggressive incidents (physical/verbal)<br>-Not sitting in the right seat and repeatedly refusing to move<br>-Throwing equipment (including paper/pens)<br>-Compromising student/teacher safety in a way that relates to a Covid measure |

### 3. Around the school (outside of lessons)

Most minor incidents of poor behaviour around the school will still be dealt with by signing students' responsibility cards or issuing negative points. However, other forms of poor behaviour will be dealt with more stringently if they compromise student/teacher safety. At social time if a student persistently refuses to follow staff instructions, or walks away from a member of staff without following the instructions of a member of staff, this would be construed as defiance. We would treat defiance as a serious incident.

| <b>A student's card would be signed (or a negative point given) in the following circumstances</b>                                |
|---|
| Not wearing a face mask or not wearing it correctly   |
| Using a phone inappropriately   |
| Not putting food/litter in a bin  |
| Casually swearing with a friend   |
| Overly "boisterous"/ unruly behaviour   |
| Wearing a coat in a carpeted area / not wearing a jumper / tie / shirt untucked   |
| Littering   |
| Fizzy drinks / energy drink (staff must also confiscate)  |
| (Where possible, students and staff should hand sanitize when handing over a responsibility card.)                                |
| Staff can also award a negative point through Classcharts for these issues. 3 negative points would trigger a next day detention. |

| <b>More stringent sanctions would be issued for any of the following:</b> |
|---|
| Fighting or a serious incident  |
| Throwing food or other items at another student (Covid-adaptation)        |
| Play-fighting (Covid-adaptation)  |
| Deliberately ignoring the one way systems (Covid-adaptation)              |
| Deliberately trying to mix year group bubbles (Covid-adaptation)          |

|  |
|--|
| Filming in class or another more serious incident relating to a mobile phone |
| Deeply offensive/abusive language  |
| Repeatedly refusing to wear a mask   |
| In an out of bounds area (Covid-adaptation)                                  |
| Running around inside (Covid-adaptation)                                     |
| Vandalism  |

Students persistently not complying with the school’s basic instructions around the school will be issued with detentions by the pastoral team or school leadership team, rather than signing cards. This could include issues related to:

- Persistently not wearing uniform correctly
- Persistently not wearing face masks when required
- Persistently being late to lesson

**Face-masks**

As of February 2021 government guidance states that: *“Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.”*

As a result we expect all Year 7-13 pupils to wear a mask:

- When moving around the school building
- When inside the building at social time and not eating
- In lessons

A small number of students may be granted an exemption based on their medical circumstances. Medical evidence must be sent through to Year Leaders to support the school making a judgement and the school will issue a PGS exemption lanyard.

If a student is persistently not wearing their face-mask correctly they should receive negative points or signatures on their responsibility cards (3 of which result in a 35 minute detention). If a student is defiant and persistently refuses to wear a face-mask this will be viewed as a serious incident as it is putting the safety of others at risk. The student will be placed in isolation (which is socially distanced) and they can continue their learning in isolation. If the student agrees to wear their mask properly, they can come out of isolation to continue normal lessons unless they have been abusive or have caused repeated concerns over this issue.

We also expect all staff to wear masks when teaching and in open areas around the building. Staff are permitted to drop their masks temporarily when explaining tasks to students in order to improve student learning.

## **The Ethos and Values of Our School**

Pudsey Grangefield School is a truly inspirational and caring community of learning where everyone within it is developed and supported to achieve their very best. Our students leave with great resilience and an excellent set of skills which allows them to lead a happy and fulfilling life. A culture of excellence across the entire school captivates students and results in them exceeding the high expectations which the school has embedded in previous years.

### **Our Values:**

#### **Respect**

We show respect for ourselves, others and for people who are different from us. We show respect for the building, our local and wider environments. We are mutually respectful, treating others the way we want to be treated.

#### **Resilience**

We have a clear self-belief, determination and understand that making mistakes is a key part of learning. We know that the more effort we put in, the better we will become.

#### **Integrity**

We are trustworthy and honest, true to our word, and take responsibility for our actions.

#### **Compassion**

We care and are considerate towards others. We value kindness, empathy and understanding and have a strong desire to make the world a better place.

#### **Ambition**

We value educational achievement, have high expectations of ourselves and aim to be the best person we can. No matter how good we are, we always strive for improvement.

We want to create positive climate for learning in our school. The school is committed to valuing all members of its community equally and achieves this by promoting an atmosphere of mutual respect. The school believes that all students are entitled to a broad and balanced curriculum and aims to provide a rich school experience which will enable them to achieve their best and lay the foundation for confident, tolerant, active citizenship in our changing world.

This policy outlines the standards of behaviour the school expects of its students. As is the case with all of the school's other policies, this policy is intended to support the aims of the school and promote a culture where students can realise their true potential.

## The School's Moral Code

Our moral code is based on the principle that we value every member of the school community. Learning and teaching are our core activities. As a result, we insist on a constructive partnership between staff, students and parents in which all parties can expect courtesy and respect. Bullying, sexism, sexual harassment, extremist or racist behaviour are not tolerated. We actively promote awareness of these issues through the curriculum, Personal, Social, Health and Citizenship Education lessons and our strong Student Support system. Most importantly, we give students advice on the strategies to counter these issues and also give them an excellent grounding in the core values which will allow them to make a valuable contribution to society.

We are firm in tackling any behaviour which we consider anti-social or inconsiderate.

### Expected Standards of Caring for People

We expect all students to respect the feelings of others and to treat everyone as they would like to be treated. This not only includes other students and teaching staff but **all** staff within the school, visitors, parents and carers.

We expect that students:

- to wear Pudsey Grange field full school uniform as detailed in the policy, current school planner and/or any reasonable amendments made in-year which have been communicated through school letters, texts or on our school website.
- bring the correct equipment as detailed in the policy, current school planner and/or any reasonable amendments made in-year which have been communicated through school letters, texts or on our school website.
- should not shout or verbally abuse anyone but speak calmly and courteously
- do as they are asked without argument
- speak to their form tutor, year leader or subject teacher in order to help resolve problems
- find a compromise and solutions rather than conflict
- listen to the views of others (as long as they are not of a prejudiced nature) and accept their right to hold those views
- respect the rights of others to be different
- to move around the school in an orderly and safe manner
- in Y7 – 11 to stay on the school site at break and lunchtime unless they have a lunchtime pass
- show respect for others and take pride in their work
- will represent themselves in the community as responsible citizens and not bring the school into disrepute

We expect that staff will:

- Be responsible for ensuring a prompt start to lessons.
- Be good role models for students and peers.
- Encourage students to show respect for members of the community and the environment.
- Work to develop positive relationships with students by modelling calm behaviour.
- Speak politely and calmly and respect everyone's personal space.
- Treat all members of the community equally and fairly and consistently.
- Where appropriate, challenge behaviour that does not meet the high standards expected in this policy.

We expect that parents and carers will:

- Be good role models for all other members of the community.
- Ensure their child attends regularly and arrives on time.
- Encourage students to show respect for members of the community and the environment.
- Ensure students wear the agreed school uniform and bring correct equipment.
- Support the school in modelling polite, calm and orderly behaviour.
- Work in partnership with school staff to ensure that their child is able to achieve to the best of their ability.
- Support the school's sanctions

### **Caring for the building and environment**

We expect that all students will:

- respect the school building and property
- use the bins provided for litter
- not graffiti anywhere
- not deliberately damage any school property
- not misuse furniture

Students will be expected to contribute to the cost of any deliberate damage which occurs to school buildings or equipment.

### **Dealing with disruption to teaching and learning**

If a lesson is disrupted for 5 minutes due to students not being prepared or the member of staff having to deal with low level disruption, the impact affects all students in the class. If every lesson across a week was disrupted in this way, the loss of learning time would equate to almost half a day. By the Government's own attendance calculations, if a student misses the equivalent of half a day of school per week, their overall GCSE results will drop by one grade.

The following system is designed to allow teaching and learning to flow smoothly and ensure that students are focussed on the work they are tackling. Teaching staff will use this system to tackle any disruptive behaviour in lessons.

#### **1. The student will be given a verbal warning**

This will be made clear to the student by the teacher saying "This is your first verbal warning". Their name may also be written on the board as a reminder.

#### **2. The student will be given a second verbal warning**

This will be made clear to the student by the teacher saying "This is your second verbal warning". Their name may be ticked on the board as a reminder and it will be logged on Classcharts.

At this point the teacher may use a range of other strategies to support the student to improve his/her behaviour. This could include:

- Checking they understand the work and/or providing additional support
- Moving them within the classroom to sit in a different place
- Asking them to step outside the classroom for a quiet word, or to reflect on their behaviour for a minute

If student's behaviour continues to cause concern, the teacher will request 'On Call' support. In most cases, this will result in the student being removed to another classroom within the year group bubble, which will be logged on Classcharts.



**3. Staff 'on-call' will remove the student** to another classroom (October 2020, adapted to the main hall). This will be the Subject Leader or Assistant Subject Leader's classroom if possible. At the end of the lesson the Subject Leader/Assistant Subject Leader will ensure that the student apologises to the member of staff, so that they can start the next lesson positively with restored good relationships.

Following removal from a lesson, a detention will be set (see p11/12). Classcharts will inform parents/carers if this is the case.

Please note, there are some instances where it is necessary for a teacher to remove a student from a lesson without receiving two verbal warnings. See page 3 for examples of this.

#### **4. Challenging student passivity**

It is expected that students work hard across the whole lesson. If students are persistently passive (for example, working very slowly or putting their head on the table) teachers can award up to 2 verbal warnings. If there isn't suitable improvement in the quantity/quality of the student's work, the student can be given a 35 minute detention. **This will be logged as inadequate work.**

#### **External Isolation Room**

If a student refuses to enter the removal classroom, or causes disruption in the withdrawal class, they will be taken to the External Isolation room. In addition, a student can be sent to the External Isolation Room if their behaviour is of the nature described below in the 'Exclusions' section.

The External Isolation Room is supervised by the Student Support Team, Middle Leaders and members of the Senior Leadership Team. **Any student who is in the External Isolation Room will finish school at 3.45 pm on that day.** Classcharts / Parent Mail and/or the Student Support team will inform Parents/Carers that their child is in the External Isolation room.

As of September 2020, External Isolation will be situated in the Main Hall. Any student in there will be sat at least 2m apart from another student. It will be a fully socially distanced space in line with Covid-related regulations.

#### **Expectations in the External Isolation Room**

- Students must switch off and hand in their mobile phone to the supervising staff
- Students are expected to work in silence throughout the day
- Students sit where directed and must not distract others
- Students must complete the work set
- Students are given 2 bottles of water and are able to order a sandwich and drink from the canteen. Alternatively, they may also bring their own packed lunch (cold food only)
- Two breaks will be provided (mid-morning and lunch), when students may eat, drink and take a break from work (they must remain in silence).

#### **Disruption in the External Isolation Room**

If a student disrupts the External Isolation room the student will be given two warnings: a Verbal Warning and a Second Verbal Warning. If they continue to disrupt the room, Parents/Carers will be telephoned and asked to speak to their son/daughter to reinforce the need to behave appropriately. At this point, it will be made clear to the student and

parent that continued poor behaviour will result in a fixed term exclusion. If this is the case, Parents/Carers will be contacted and asked to collect their son or daughter.

After a student has been excluded, parents/carers will need to accompany their son/daughter to a re-integration meeting with the Principal/Deputy Principal. Following their readmission to school the student will need to complete their original sanction in the External Isolation Room, before returning to their normal timetabled lessons.

### **Mobile phones/other mobile devices**

- Phones and other mobile devices must be **turned off and out of sight** during all lessons.
- If a phone is either used, out on display or disrupts the lessons in any way, it will be confiscated by the teacher. The phone or other mobile devices will be taken to the relevant Year Office for the duration of the school day. Mobile phone misuse is logged on Classcharts.
- The student will have to obtain a letter from the Year Office to take home and the parent/carer is able to collect the item(s) at the end of the school day.
- If the student refuses to hand over their phone to the member of staff, a member of the Pastoral Team will be called. If the student hands over the phone, she/he will be allowed to remain in the class with a strong reprimand from the member of pastoral staff. Again, a letter will have to be obtained by the student and the parent/carer will need to collect the item(s) from the school. This will be logged in the Year Office for monitoring purposes.
- If the student refuses to hand over their phone to the pastoral member of staff, she/he will be taken to External Isolation. If the phone is still not handed over in External Isolation, the parent/carer will be contacted. If the student continues to refuse to hand over the phone they may be excluded.
- If a student is out of lesson for any reason, such as to go to the toilet for a medical reason or in exceptional circumstances, and he/she is seen using their phone or other electronic devices, the same rules would apply as in the classroom.
- Ear pieces must not be visible other than in social times. The same rules would apply as in the classroom.
- Students should not use their phones or other electrical devices during the change-over of lessons. If this is seen by a member of staff, the student will have their responsibility cards signed or negative points awarded (persistent issues could lead to the device being confiscated). This intervention may delay their arrival to the next lesson and could incur further sanctions.
- Fidget Spinners or any other similar devices are not allowed in classes. Teachers will confiscate these and return to students at the end of the lesson.
- If any student is found to be using their mobile phone inappropriately (e.g. secretly recording someone), this will be treated as a serious incident and will be sanctioned. Following the sanction, students may then be banned from bringing their phone to school (subject to a bag search) or asked to hand their phone in at each morning for a period of time until trust is restored.

## **Toilet breaks**

Students are expected to go to the toilet during social times and not during lessons. Class teachers will refuse permission to use the toilet during lessons unless genuine emergency (teacher's professional judgement). If a student has a medical issue they should present a doctor's note to the medical office and will be given a toilet pass which will be valid for the duration of the condition.

## **Water Bottles**

Students are allowed to drink water during lessons. They should fill bottles during social times only. Teachers will not give permission for students to leave lessons to fill water bottles.

## **Classcharts logging / Responsibility Cards**

Systems in school are designed to encourage students to take responsibility for their behaviour at social times, lessons, punctuality and organisation for learning. These systems include Classcharts and Responsibility Cards.

Classcharts is used to record positive and negatives, primarily in lessons. Parents/carers and students have personal log-ins to enable them to monitor this. All detentions are communicated via Classcharts, which will also email parents/carers to give them notice of the detention.

To allow the recording of behaviour during social times, students are expected to carry their responsibility cards at all times. Failure to do so will result in a detention.

Minor infringements will be recorded on the card such as (but not exclusively):

- late to lessons
- shirt not tucked while inside the school building
- tie not worn while inside the school building
- jumper not worn inside the building
- coat worn inside the teaching wing of the building
- inappropriate behaviour at social times
- being disrespectful
- mobile phone misuse

When a student receives 3 signatures they will be issued with a detention and a new blank responsibility card. This will be logged on Classcharts. The school reserves the right to apply more serious sanctions, such as Isolation, in relation to any significant concerns.

Instead of signing a card, staff may also just issue a Classcharts negative point.

## Uniform

Current uniform guidance can be found on the school website at:

<http://www.pudseygrangefield.co.uk/for-parents-carers/uniform-and-equipment/>

Students not wearing the correct uniform will be asked to wear some of the school's own supplies, if available. If not available, or if students refuse to do so, this will result in them being kept in isolation until they have the correct uniform. Students without a tie will be lent one (if available). Any further incidences that half term will incur a detention. Uniform infringements are logged on Classcharts. The same principle applies to students who do not present themselves in line with presentation expectations (e.g. with extreme hairstyles, dyes or make-up).

## Detentions

Detentions are logged on Classcharts to inform parents/carers. It is parents'/carers' responsibility to monitor Classcharts via the app. If any parent/carer does not have access they should contact the relevant year leader.

From September 2020, each year group bubble will have their own detention room. The room and timings are listed below.

| Year group         | Room   | Single (start/finish) – 35 mins | Double (start/finish) – 70 mins     |
|--------------------|--------|---------------------------------|-------------------------------------|
| 7                  | 117    | 14:35 – 15:10                   | 14:35 – 15:45                       |
| 8                  | 116    | 14:45 -15:20                    | 14:45 -15:55                        |
| 9                  | 207    | 14:50- 15:25                    | 14:50 – 16.00                       |
| 10                 | Tardis | 14:55 - 15:30                   | 14:45 – 16.00 (reduced to 65 mins)  |
| 11 (normal)        | Tardis | 14:55 - 15:30                   | 14: 55 – 16.00 (reduced to 65 mins) |
| 11 (intervention)* | Tardis | 15.45 - 16.00                   | 16.00 – 16.15                       |

\*When students in Year 11 are directed to after school intervention, their detentions will follow the end of the intervention but will be shortened down. They remain compulsory.

For students in Year 7 and Year 8: the detention will be set the day after the incident (unless it is a late to school issue, when it will be set for the same day).

For students in Year 9, 10 and 11: the detention will be set for the same day as the incident unless it takes place during lunch time or p5 (when it will be set for the following day).

### Single and double detentions:

- Most detentions will be 35 minutes long (and called a Single detention)
- If a student does not attend a detention they will be automatically set one for the next day which is 70 minutes long (called a Double detention)
- Students who do not attend a Double detention will have to go to Isolation for at least one day when they are next in school.

Please note, a student could receive two detentions for the same afternoon. E.g. 2 x 35 minute detentions = a 70 minute detention.

*For example, if a student is removed twice in a day they would receive 2 x SINGLE (35 minute) back to back detentions.*

*Or, if a student is removed and has a full card, they would receive 2 x SINGLE (35 minute) back to back detentions.*

## **Teacher detentions**

- A 35 minute detention will be set whenever a student is removed from a Classroom for disruptive behaviour.
- The class teacher may also set a 35 minute after-school detention for other behaviour concerns, such as inadequate work, repeated failure to submit homework, poor presentation/graffiti in books etc.
- Classcharts will inform parents/carers.
- For students in y7 and 8 the detention will be set for the next day following the incident.
- For students in y9,10 and 11 the detention will be set for the same day as the incident if it occurs before lunch time. For incidents occurring at lunch time and p5, the detention would be set for the next day.

## **Homework detentions**

- Students in Year 10 and Year 11 will be issued a 35 minute detention if they fail to submit a piece of homework on the agreed deadline. This will take place on the same day and parents will be informed on Classcharts.
- Students in the Sixth Form who miss an agreed deadline will be asked to submit the work the next lesson. Failure to submit the work the next lesson will result in a homework detention for one hour on that day. Both these instances will be recorded on Classcharts for parents to see. The homework detention will take place in the Tardis.
- Students in Year 7, 8 and 9 can also be given homework detentions if they miss multiple deadlines. In most cases a detention would be set in the third/sixth/ninth/etc instance a student fails to present homework for a teacher per term.

## **Other detentions**

### **Late to school – 35 minute single detention**

- Any student who attends school late without a valid reason will automatically attend a one hour after-school detention on that day. Parents/Carers will be informed via Classcharts.

### **Late to lesson / missing equipment – 35 minute single detention**

- Students will receive a Punctuality Detention if they are regularly late to lesson. This will be monitored by teachers making logs on Classcharts.

- Similarly, students will receive a Missing Equipment Detention if they frequently do not have the right equipment with them.

### **Full responsibility card - 35 minute single detention**

- If a student receives three signatures on their responsibility card they will be issued with a detention. It is a students' responsibility to have their cards on them at all times – students who do not have cards will be issued with detentions.

### **Double detentions / students who miss detentions – 70 minutes**

- As mentioned above, if a student misses a 35 minute detention, they will be “upscaled” to a 70 minute detention the following day. This will be logged on Classcharts. If a student refuses to attend this, they will be booked into the isolation unit for one or more days. Detentions can't be re-scheduled by parents unless adequate evidence is provided as to why the student can't attend. For example, evidence of a doctor's appointment would need to be sent through to the Year Leader before the detention is due to begin.

### **Expectations during 'independent learning' tasks**

Most lessons now incorporate a period of silent work. This is an important part of learning which would enable students to build their resilience. We expect students to fully engage with the independent tasks and follow the teacher's instructions. Failure to do so will result in staff applying the behaviour policy.

### **Students Causing Ongoing Concern**

**Where a student's behaviour gives serious cause for concern then a full range of interventions and sanctions may be used appropriate to the problem.** Less serious problems will be recorded in Classcharts and/or parents/carers are informed. In more serious situations the school may review the student's curriculum / timetable or change the student's classes or sets. In these cases, the school will determine the most appropriate actions, taking into account the circumstances and the need to safeguard all other parties. Wherever possible the perpetrator's timetable will be adjusted to support any victim(s). Parents/carers will be contacted by the school by telephone or letter and a review meeting may take place.

Those students causing very serious concerns and who do not respond via the school's internal monitoring plan, they may be required to spend a period of time on a behavioural support programme to enable them to re-establish appropriate learning behaviours. In some cases, where a wide range of support measures have failed to encourage improvement, off-site provision at a specialist centre will be arranged for individual students.

### **Exclusion**

In serious cases the school may exclude students for a **fixed term** if their conduct is deemed to be unacceptable. The decision to exclude a student may be taken when it is judged that allowing a student to remain in school would seriously harm the education or welfare of the student or others in the school.

Exclusion is a serious sanction and is only administered by the Principal (or, in the absence of the Principal, the Deputy Principal who is acting in that role). We will always contact parents to inform them that their child has been excluded. In the rare cases where a student's behaviour is such that they must be taken home before the end of the school day by their parents, we will always contact parents first to organise this and this time would be recorded as a part of their exclusion.

The following list gives an indication of the type of behaviour which could result in a fixed term exclusion:

- verbal abuse of a member of staff
- serious and persistent bullying of another student
- using racist language
- malicious damage to property
- violent conduct towards another student
- theft
- possession of illegal drugs
- persistent defiance of staff
- sexual misconduct
- misuse of the fire alarm
- actions outside of the school which are deemed to have brought the school's name into disrepute
- attempted arson
- vandalism of school equipment and property
- misuse of computer equipment or social networking sites to threaten, bully, harass, slander or cause distress to other students or staff
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour
- any behaviour that significantly compromises staff/student safety in relation to measures introduced to prevent the spread of Covid-19.

This is not an exhaustive list and there may be other situations where the Principal makes the judgment that exclusion is an appropriate sanction.

As re-integration of an excluded student is an important process it is expected that parents will attend the re-integration meeting to discuss the support strategies which will be put in place.

**Permanent exclusion** is a sanction which is rarely used. It is the final step in our disciplinary process. There are two categories where permanent exclusion would be considered.

The first category would be cases where a student has been persistently disruptive over a period of time and a wide range of strategies have been tried without success. It is an acknowledgement that the school has exhausted all available strategies for supporting a student.

In addition there are occasions where a first or 'one-off' incident would be so serious that the school would consider permanent exclusion. Examples of these incidents would be:

- actual or threatened serious violence towards another pupil or member of staff
- supplying an illegal drug
- arson
- sexual abuse or assault
- carrying an offensive weapons\*

*\*Offensive weapons are defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him.”*

The school will consider Police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well being of the School.

### **Tobacco and E-Cigarettes**

It is illegal for anyone under the age of 18 to purchase tobacco or e-cigarettes. Students are not permitted to bring these items onto the school site. If a student is found in possession of these items they will be confiscated and a sanction put in place (see separate anti-smoking policy).

### **Drugs Policy**

Pudsey Grangefield School has a zero tolerance policy toward illegal drugs. We are committed to ensuring that the school will be and will remain an environment entirely free from illegal drugs, substances intended to resemble drugs and the ‘culture’ of drugs.

A breach of this policy by any student will be regarded as a very serious disciplinary matter. In particular, possession of use of an illegal drug by any student will result in immediate referral to the police.

This policy will be supported by a comprehensive programme of education through our PSHE curriculum.

### **Drug Testing Policy**

The School Governors support the use of non-invasive drugs testing of students in particular circumstances which include:

1. Where the school suspects that a student may be taking drugs. These concerns are relayed to parents and an offer of a drugs test made.
2. Where parents suspect that their child might be using drugs. In these cases the offer of a drugs test is made to support the parents.
3. Where a student had been excluded for a drugs-related offence. In this situation parents are informed that the school will propose a drugs test of their child on a random half-termly basis. Knowledge of an upcoming drugs test would act as a deterrent value and supports the student in not regressing.

## **Health and Safety**

### **Responsibilities of students**

All students are expected to exercise personal responsibility for the safety of themselves and their fellow students. In particular students:

- Must obey all the safety rules of the school and in particular the instructions of staff in the event of an emergency.
- Must not wilfully misuse or interfere with items or systems provided for safety purposes such as fire alarms or extinguishers
- Must not bring into school any item which might constitute a threat or danger to other students or staff.



A breach of this policy by any student will be regarded as a very serious disciplinary matter.

The school reserves the right to decide whether any prohibited items that are found in student's possession is returned to the parents/carers, discarded by the school or handed over to the Police.

**Mark McKelvie**  
**Principal**