



Roding Valley
HIGH SCHOOL

Student Conduct Policy

November 2018

Reviewed: November 2018

Approved: 23rd November 2018



This policy should be read in conjunction with:

- RVHS Anti-bullying Policy
- RVHS IT Acceptable Use Policy
- RVHS Home School Agreement
- RVHS Code of Conduct

Section 1: The Roding Valley High School Mission Statement

At The Roding Valley High School, our aim is 'to provide an outstanding education for all our students'. We expect our students to aspire for excellence in everything that they do. To achieve this aim, every member of our school community adheres to those 'beliefs' that are incredibly important to us as a school:

- **High quality teaching and learning:** We believe outstanding teaching and learning should take place in every lesson.
- **Exemplary Behaviour:** We have the highest expectations of our students and we reward hard work and effort. Our students take pride in being part of our community.
- **Aspiration:** We believe that all students should be given the opportunity to follow a career pathway that is relevant to them after Roding Valley High School. We expect all our students to aspire for excellent academic achievement, regardless of ability.
- **Respect:** We believe all students should demonstrate respect to each other within our community and that is also shown to visitors of the school and outside the school gates.
- **Endeavour:** We believe students should give their best in and out of the classroom at all times and become resilient in tackling challenges within learning and during enrichment activities.
- **High Achievement:** We believe students, regardless of their ability, should make excellent progress. Our rigorous and detailed tracking systems allow us to ensure that all students are meeting our high expectations.
- **Personalised Curriculum:** We believe in the importance of helping our students achieve their future ambitions through a curriculum pathway that suits their individual beliefs.
- **Developing Character:** We believe in the importance of helping our students develop into independent, confident citizens. We offer a range of school trips, sporting clubs and teams, performing arts clubs as well as other extracurricular clubs and enrichment activities to help support and complement the learning that goes on in the classroom.

The Governors of Roding Valley High School are fully committed to supporting the school to ensure that all students have the opportunity to fulfil their potential. In order for this to happen, the Governors believe that there needs to be good order and discipline in the school and every member of the school community must play their part in ensuring that learning can take place in a conducive environment. The Governors also believe that all members of the school community have a right to work and learn in an environment where there is respect for each other which is free from harassment or intimidation. The school promotes positive behaviour through its approaches to teaching and learning and through its School Rewards and Sanctions Policy, ([Appendix 3](#)) and the schools discipline policy ([Appendix 4 & 6](#)).



The school has a clear Code of Conduct ([Appendix 1](#)) for students and has clear expectations for all members of the school community. We expect students to follow the Code of Conduct in school, and also expect parents to ensure that their child is dressed for school in line with the school's Uniform Policy ([Appendix 2](#)).

The Governors also expect parents to support the school if the need arises in helping to discipline their child. We expect parents to be polite and courteous when dealing with staff. We will not tolerate any parent who behaves in an unacceptable manner to our staff and we will support action taken by the school to deal with these situations. The Governors believe that by working together, students, parents and staff can support each other to ensure every student has the opportunity to fulfil their potential. This is further clarified in The **Roding Valley High School, Home/School Agreement** ([Appendix 5](#)).

This policy has been designed to incorporate the statutory powers and guidance given to schools by the Education Act 2002 (amended by the Education Act in 2011) and 2012. These are:

- The Education Act 2012 gives the school a statutory right to enforce procedures that ensure good discipline in the school environment.
- Parents should be aware that the school may choose to use all the statutory powers given to it under the Education Act 2002 revised and amended by the Education Act in 2011 depending on individual circumstances.
- Students have a responsibility to listen and respond properly to adults and to each other, accept sanctions, and use appropriate language at all times.
- Students have a right to be taught in environments that are safe and conducive to learning, to be treated equally, and not to be bullied, ridiculed or subject to discrimination.
- School staff have a responsibility to encourage respect and promote positive behaviour, (by modelling the behaviours they wish to see) and a right to safe working conditions and clear guidelines, support and development on behaviour issues.
- Parents have a responsibility to prepare their children appropriately for school (for example by ensuring their children are observing the school dress code) and support the school's behaviour policies, including rewards and sanctions and their rights to information on how the school promotes positive behaviour and what they can do to help.
- Parents should be aware that the school's behaviour policy is in force when students are on their way to school and returning home from school as well as on trips, educational visits or any other time where students are under the supervision of staff from the school (for example an after school club or a sporting fixture). Incidents occurring in these circumstances will be dealt with as if the incident had happened in school.



What Legislation Does This Guide Relate To?

The principal legislation to which this guidance relates is:

- The Education Act 2002, as amended by the Education Act 2011;
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- The Education and Inspections Act 2006; and
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007.

Appendices to Support Behaviour Policy:

Appendix 1: School Code of Conduct	4
Appendix 2: School Uniform and Dress Code Policy (Inc. Sixth Form Dress Code)	5
Appendix 3: School Rewards and Sanctions Policy	11
Appendix 4: Discipline Policy: Exclusions	15
Appendix 4: Home Agreement	21
Appendix 6: School Mobile Phone and Other Electronic Device Policy (students)	22



Appendix 1: School Code of Conduct

The Roding Valley High School Code of Conduct helps everyone fulfil the school's Mission Statement. Everyone should be courteous and considerate at all times and always try their best. [Our School Code of Conduct Policy can be found on our website.](#)



Appendix 2: Uniform and Dress Code Policy

Our school uniform is an integral part of our community at Roding Valley. The correct wearing of school uniform is essential to promoting a sense of community within the school.

Details of the official school uniform are set out below. All students attending Roding Valley High School are required to conform fully to our uniform and dress code. We are sure that all members of the school community will be aware of the importance of this and we expect parents to support us by making sure that students are smartly dressed. The wearing of the full school uniform is one of the keys to our maintenance of high disciplinary standards, leading to a high reputation. Children do take a pride in being smart and of good appearance.

Students who breach uniform regulations may be sent home and will not be allowed to return to school until the breach has been remedied. This is not an exclusion from school and will be counted as an authorised absence. Persistently breaching the school's dress code is considered a serious breach of the school's behaviour policy. At Roding Valley High School the uniform is designed to be smart and practical. Pupils are expected to wear full school uniform in school and on the journey to and from school.

Outer coats should be hard-wearing and worn over the top of the blazer. Leather and denim jackets are strictly prohibited, as are hooded tops, tracksuit tops (other than those issued by the school) and baseball caps. No hats of any description are to be worn inside the school buildings.

Full school uniform consists of:



Boys Uniform



School Uniform
Trousers: Black Tailored
Blazer: Black (with school badge) to be worn at all times
Shirt: plain white with no logos
Tie – House Tie
Jumper (optional): Black 'V-neck' jumper with school badge or black sleeveless 'V-neck' with School badge. Only jumpers with the school badge can be worn.
Shoes: Black, classic leather style shoes only. Boots, trainers, canvas shoes, backless shoes or sandals are not acceptable.
No Jewellery, except for a small stud, only one in each ear and a wrist watch. Facial, or other body piercings, are not acceptable.
Coats: Raincoat, Overcoat or Jacket (not denim or leather and without badges or slogans)



PE Uniform
Navy and silver Rugby Shirt
Navy and silver T-Shirt
Navy and silver shorts
Navy RVHS jumper
Navy RVHS bottoms (optional)
Round Moulded Stud Football boots, training shoes suitable for Astro Turf
Shin Pads
Gum Shield
Sock for Indoor (White) and Rugby Socks (Blue)

Girls Uniform



School Uniform
Skirt or Trousers: Royal blue/black/white check skirt or black tailored trousers. Skirt must be worn below the knee (Skirts which are altered to an excessively short length are not permitted under any circumstances)
Blazer: Black (with school badge) to be worn at all times
Shirt: plain white with no logos
Tie – House tie
Jumper (optional): Black ‘V-neck’ jumper with the School badge or black sleeveless ‘V-neck’ with the School badge. Only jumpers with the school badge are allowed to be worn.
Shoes: Black, classic leather style shoes only. Boots, trainers, canvas shoes, backless shoes or sandals are not acceptable.
Tights: Tights must be plain black or natural coloured. Patterned tights are not acceptable. Ankle socks may be worn: However, knee length socks are not acceptable.
No Jewellery, except for a small stud, only one in each ear and a wrist watch. Facial, or other body piercings, are not acceptable.
Coats: Raincoat, overcoat or jacket (not denim or leather and without badges or slogans)

Girls who choose to wear the skirt need to ensure that the logo on the skirt is below knee level. A new skirt should be purchased if this is not the case.



PE Uniform

Navy and silver t-shirt

Navy and silver skirt or shorts

Navy RVHS tracksuit bottoms

Navy RVHS jumper

Navy socks with two white rings around the top and white socks for Indoors

Training shoes suitable for Astro Turf

Optional items RVHS leggings

All items of clothing should be marked with the owner's name.

Extreme or bizarre hairstyles or colours will not be tolerated. If colour is being used on hair it must be a natural colour. Colour such as blue, red, purple etc. is not acceptable. The minimum length of haircut is a 'Number 2'. There should also be no patterns in hair. Students may be sent home until the hairstyle is acceptable. Students may be isolated until the breach of the uniform expectations is rectified. A boot is considered anything above the ankle. Headphones are banned and will be confiscated.

Students are not encouraged to bring mobile phones into school, as their security cannot be guaranteed. If students bring mobile phones onto the school site they must be switched off and out of sight whilst students are on the school site. Any phone that is seen on the school site will be confiscated.

Please Note: The school has the legal right to confiscate mobile phones and other electrical communication devices.

If parents are in doubt about the suitability of any items of uniform they intend to purchase, they should contact the school. This will enable us to work together to maintain high standards of dress.

Friends of Roding Valley High School sell nearly new uniform. This is available on the Year 6 Interview Evenings

School Outfitters:

Forest Casual Wear
144 High Road
Loughton
Essex
020 8508 2848

Blazers will be worn at all times by students in Years 7 – 11 inclusive. Failure to have a blazer will result in the student not being allowed into lessons.

In extreme weather conditions, the 'blazer at all times' rule may be relaxed but should not be replaced by any other item of clothing – if it is, it will be confiscated.

If parents are in any doubt as to what might be acceptable they should contact their child's Head of Year.



Hair

Extreme hairstyles or colour are not acceptable. If colour is being used on hair it must be a natural colour. (Colours such as blue, red, purple etc. are not acceptable). Students should not have their hair shaved below a number two and there should also be no patterns in hair. Students may be sent home until the hairstyle is acceptable. Hair bands should be discreet and black or red in colour

Jewellery

The wearing of jewellery is limited. Those with pierced ears are allowed to wear **one small** stud earring in each ear but these must be removed for PE. **NO** other body piercings e.g. nose stud, tongue stud are allowed. A wrist watch is acceptable but again must be removed for PE and if asked for examinations, rings, necklaces and bracelets are not allowed.

Make Up

Girls in years 10 and 11 may have French polish but nail varnish and false nails or eyelashes are not to be worn by any student. Discreet make-up is a privilege for girls in Years 10 to 11.

Hijabs

If Hijab's are to be worn, they should be plain white or black or navy blue in colour.



Sixth Form Dress Code





Our Expectations





Roding Valley High School expects all Sixth Form Students to set a good example to the rest of the school through their high standard of dress.

MALE DRESS CODE

Suit	Black, dark grey or dark blue	  
Shirt	Plain or subtle stripe with formal collar; must be tucked in at the waist	
Tie	Formal business tie with appropriate knot	
Jumper	Plain black, dark grey or dark blue	
Socks	Plain black	
Footwear	Plain leather type shoes	
Coat	Must be removed in school	
Hat	Appropriate hats can be worn to and from school	
Lanyard	Must be worn at all times on school premises	








Please note that the following are NOT acceptable for any student

Trousers	tight fitting, lycra or jersey material, jeans, leggings, jeggings, hipsters, cropped, shorts, Denim, cord
Footwear	Trainers, canvas shoes / plimsolls, any type of boots, stiletto heels or sandals
Shirts	with checks / bold stripes / logo, leisure shirts or coloured vests
Tops	hoodies, tracksuit tops, tank tops or cardigans



Aspiration

Respect

Endeavour

Page | 9



Our Expectations

Roding Valley High School expects all Sixth Form Students to set a good example to the rest of the school through their high standard of dress.

FEMALE DRESS CODE

Suit	Black, dark grey or dark blue
Skirt	Knee length, can be worn with a plain black belt
Dress	Business suit style with matching jacket, knee length, can be worn with a plain black belt
Shirt	Plain or subtle pattern with formal collar; must be tucked in at the waist
Jumper	Plain black, dark grey or dark blue
Cardigan	Plain black, dark grey or dark blue
Socks	Plain black
Tights	Plain black or dark grey
Footwear	Plain leather type shoes
Coat	Must be removed in school
Hat	Appropriate hats can be worn to and from school
Headscarf	May be worn for religious reasons, must be plain black, dark grey or dark blue
Lanyards	Must be worn at all times on school premises

Please note that the following are NOT acceptable for any student

Skirts	shorter than knee length, tight fitting, lycra, jersey materials
Dresses	shorter than knee length, tight fitting, lycra, jersey materials
Trousers	tight fitting, lycra or jersey material, jeans, leggings, jeggings, hipsters, cropped, shorts, Denim cord
Footwear	Trainers, canvas shoes / plimsolls, any type of boots, stiletto heels or sand
Shirts	with checks / bold stripes / logo, leisure shirts or coloured vests
Tops	hoodies, tracksuit tops or tank tops

The School reserves the right to decide what is considered appropriate.



Appendix 3: Rewards and Sanctions Policy

At Roding Valley High School we firmly believe that the achievements and efforts of those students that work hard and follow the expectations set out in The Code of Conduct should be praised, rewarded and celebrated.

There is an extensive range of rewards awarded to our students for high levels of attainment and/or effort in all subject areas across the curriculum. In addition, students can earn rewards through participation in extra-curricular clubs that run throughout the year across all subject areas or by helping out at functions organised by the school, for example, acting as a guide during open week.

The following is a list of rewards. Please note that this is not exhaustive and is subject to change:

- Verbal praise
- Progress/achievement points and certificates
- Praise phone call home
- Celebration meal (e.g. breakfast supplied during PSHCE lesson)
- Praise letter
- A large array of certificates
- Invitation to a rewards trip
- Subsidised rewards trip
- Achievement Assemblies

We aim to reward our students in the short, medium and long term. This means that all students can access a reward of some kind throughout the year. Alongside ‘tangible rewards’ we recognise achievement of our students regularly during our assemblies and end of term Celebration Assemblies led by your child’s Year Progress Leader.

Roding Valley High School utilises SIMS to chart and record the overall balance of positive and negative scores, which in turn are used to select students for rewards.

Reward and Sanctions

At Roding Valley High School we will praise, reward and celebrate the achievements and efforts of those students that work hard and follow the schools expectations. There is an extensive range of rewards where students will be rewarded for high levels of attainment and effort in all subject areas. We recognise achievement in our assemblies and end of term Achievement Assemblies. Outstanding effort or attainment will be celebrated at the end of the key stage in our Key Stage 3 Awards Evening Presentation. Year 11 are invited back to celebrate their achievements at the end of key stage 4. There is also an annual Sports Awards Presentation to acknowledge and reward sporting success and effort.

Sanctions:

The RVHS Positive Action for Learning (PAL) policy provides a clear and systematic approach to managing the standards of behaviour expected of the students. All staff will strive to implement this on a consistent basis and always take ownership of the issue with support from the Head of Faculty, Year Progress Leader or Senior Leadership Team.



The RVHS Positive Action for Learning (PAL) policy within the classroom is;

- **PAL 1:** The student is warned by the classroom teacher and has the opportunity to correct their behaviour within the classroom.
- **PAL 2:** To help an individual focus back on their learning they will be moved to another seat within the classroom.
- **PAL 3:** In order for the individual to continue to work productively and minimise the disruption to learning of other students the student will be removed to another classroom located within the faculty.

Following a PAL 3, when a student has been removed from a lesson.

Further Action Resulting in PAL 3 Call Out Follow Up:

All PAL3s are monitored and tracked daily by the PAL Co-ordinator, these are then written up on SIMS and Parents and Guardians are informed by the class teacher on the day of the incident. Further escalation will be as follows;

- **First PAL3:** Form Tutor discussion with student.
- **Second PAL3:** PAL3 Coordinator discussion with student to include warning of parental meeting if a further PAL3 is received.
- **Third PAL3:** Parents/Guardians invited to meeting with student, PAL3 Coordinator and HoF and class teacher if from the same subject or Form Tutor if they are from different subject areas. Paperwork completed. Targets set. Home/School Agreement resigned.
- **Fourth PAL3:** PAL3 Coordinator meets with student and revisits targets set in previous meeting - agrees additional support as appropriate. Informs parents of meeting.
- **Fifth PAL3:** YPL meets with student and reviews current support.
- **Sixth PAL3:** Parents/Guardians invited to meeting with student, PAL3 Coordinator, YPL. (Class teacher and HoF may be invited if a number of PAL3s come from the same subject area).
- **Seventh PAL3:** HT100 - discussion with YPL to review support
- **Eighth PAL3:** Isolation
- **Ninth PAL3:** External Isolation at another school followed by re-entry meeting with AHT and PAL3 Coordinator
- **Tenth PAL3:** Parent/Guardian meeting with DHT and PAL3 Coordinator. Warning of imminent formal behaviour meeting and new targets set. Support reviewed. Policy highlighted.
- **Eleventh PAL3:** External Isolation - re-entry with HT
- **Twelfth PAL3:** Governor Panel convened to review support and consider PSP.



Detentions:

Detention is one of the school's main sanctions. It will be used if the member of staff feels the student has not met the school's expectations regarding levels of effort, class work, homework or behaviour in a lesson. It can vary from a discussion after a lesson, loss of break or lunchtime to a full detention after school. Please note that time will be given for the student to eat. All detentions are recorded on the SIMs management system and recorded in student planners. No notice after school detentions will last a maximum of 20 minutes.

Year Progress Leader (YPL) Detention

In the main for any behaviour out of lessons (Form time, before, after school, break, lunchtimes, changeovers, outside of school) where a student demonstrates inappropriate behaviour and disregard for the school rules and expectations. A Form Tutor and other colleagues will discuss with the appropriate YPL who will confirm the detention.

Year Progress Leader detention will be on a Thursday evening for a 60 minute detention, after school, 3.05pm-4.05pm. The teacher will contact the parent/carer and complete a SIMS report. Failure to attend will result in a Head teacher detention on Friday.

Headteacher Detention:

Persistent and severe misbehaviour: (defiance, swearing at staff, fighting, and significant disruption to learning etc.), a student will be immediately removed from the lesson by a member of the Senior Leadership Team and be isolated. Each case will be discussed with the appropriate staff on its own merits. However; the detention will occur on a Friday evening and be for a 100 minutes 3.05pm to 4.45pm.

Failure to attend will result in the student being isolated the next working day they attend and completing the 100 minutes on the same day as their isolation. Failure to comply may lead to a Saturday morning detention between 8.30am and 10.00am or Fixed Term Exclusion (FTE).

Persistent disruption to learning and defiance may mean a student may be isolated and removed from their lessons until the school is prepared to have them back in normal lessons.

There are also 2 separate consequences:

- 1. Community Service:** For aspects such as litter, vandalism, graffiti, bringing the school into disrepute
- 2. Teacher Support Sessions:** Lack of class / home work.

Governors Disciplinary Committee:

A Governors disciplinary committee will be organised when a student's behaviour is causing the school a concern. This could be through a number of factors not all of which are listed;

- The number of Fixed Term Exclusions (10 days in any one term for instance)
- The number of internal or external isolations
- The number of PAL 3's received (12+)
- Constant sanctions are having to be applied to an individual and is causing concern
- Constant low level disruption to lessons
- If the safety of staff and students is at risk due to the reckless behaviour in and out of lessons



- Bringing the school into disrepute

Process

- Deputy Headteacher to request a meeting to be organised with a week's notice through Governors Clerk or Heads PA
- 3 Governors to be required for the panel and if appropriate the Headteacher
- 48hrs beforehand necessary information presented to the panel
- Minutes and actions to be written up 48 hours after the panel has met and copied to panel, Headteacher and parent/carer, student.



Appendix 4: Exclusions

In cases of violence or threatening behaviour to other students or staff a member of the school's Senior Leadership Team will remove the student from the class and may isolate or send them home if appropriate whilst the student's actions are investigated and a sanction is agreed with the Headteacher.

Concerns regarding the progress of a student will be via telephone, email or by letter by the classroom teacher or the relevant Head of Faculty. Concerns regarding 'pastoral' issues will come to the Form Tutor, Pastoral Manager or through the Year Progress Leader. It is expected that the parents and the school will liaise to ensure that the problem is resolved.

Where there are instances of repeated breaches of the Code of Conduct, Home/School Agreement or serious 'single incident' breaches of the school Code of Conduct then more serious action will be taken. The list below is not exhaustive, but it indicates what may be considered a 'serious' breach of the school's Behaviour and Discipline Policy:

- Persistent disruptive behaviour
- Refusal to follow instructions
- Using foul and abusive language to other students or staff
- Violence to another student
- Violence to staff
- Threatening or intimidating behaviour towards another student (including bullying and cyber bullying)
- Unacceptable use of social media;
 - Inappropriate comments made on social media towards staff and students
 - Inappropriate content (images) shared and distributed on social media re staff and students
 - Creation of fake or fabrication of social media accounts used to upset, undermine or cause distress to members of the school community.
- Threatening or intimidating behaviour towards staff
- Using drugs (including tobacco or alcohol) on the school site or on the way to and from school (including lunchtime)
- Supplying drugs (including tobacco or alcohol) on the school site or on the way to and from school (including lunchtime)
- Reckless or deliberate destruction of school property
- Reckless behaviour that results in injury to others
- Being in possession of a weapon on the school site
- Theft (either from other students, staff or school property)
- Uploading images, videos or other forms of multimedia that relate to or impersonate staff or students of the school, onto the internet without prior permission of the school.
- Repeated failure to attend detention
- Persistent defiance of the school's uniform policy.



The school will treat every incident individually and will look closely at the circumstances of each student involved in each incident. It is important to note that 'serious' incidents are very rare, however, the school's responses may include:

- School detention
- Faculty/ Year detention
- Headteacher detention
- Saturday detention
- Withdrawal from lessons
- Formal parental interview
- Internal exclusion
- External Isolation (Isolated at another school)
- Fixed term exclusion
- Alternative provision / Managed move
- Permanent exclusion

When an allegation has been made regarding a student(s) involvement in a serious incident, the school will always withdraw the student(s) from lessons until such time as it is in a position to conclude all investigations into the incident. This is a neutral act that will allow the school to carry out its investigation impartially and in a manner that is fair to all involved and is not a punishment for those withdrawn.

Please note that The Education and Inspections Act 2006 establish the school's statutory right to detain students, **regardless of parental consent**, where these procedures have been followed. Parents/carers should note that repeated failure to attend detention is a serious breach of the school's behaviour policy and will be dealt with accordingly.

Internal Exclusion:

In response to a serious breach of school discipline or to a number of repeated minor breaches, the school will use an 'Internal Exclusion' as a sanction. Students will be withdrawn from lessons, lunch and break-time for a fixed period of time. Parents will be informed of this action and the consequences by the school's Leadership Team. Internal Exclusion is used where fixed term exclusion is not appropriate, or as a final warning before fixed term exclusion, parents will be contacted and written to if it is appropriate.

External Exclusion

Procedures for Exclusion:

The decision to exclude a student will be taken:

- In response to serious breaches of the school's Behaviour and Discipline Policy.
- If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

(Further guidance: 'Behaviour and Discipline in Schools: DfE – January 2016', 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England – DfE Sept 2017')



Fixed Term Exclusion:

A Fixed Term Exclusion is when a student is excluded from school for a set number of days. The limit for the length of fixed term exclusion is 45 days in any school year. The Local Governing Body must consider any written parental representations and must meet to hear any oral representations if the parents so request. Following any fixed term exclusion, a compulsory re-integration meeting between the parents of the excluded child and the school will take place. Failure to attend this meeting may result in the student not being re-admitted to mainstream lessons, and being internally excluded for a period of time.

Permanent Exclusions:

A Permanent Exclusion is when a student is permanently excluded from school. The Headteacher (or Deputy Headteacher acting in the Headteacher's absence) is the only person who can exclude a student. They will inform the parent by phone to discuss the exclusion before the student is sent home and in writing state:

- The fact that it is a permanent exclusion;
- The reasons for the exclusion;
- The arrangements to be made by the school for enabling the student to continue their education during the first 5 school days of an exclusion, including the setting and marking of work. It is the parent's responsibility to ensure that the work sent home is completed and returned to school; and to ensure that the parents is aware that their child is not present in public place during school hours without justification; and that the parent may be prosecuted, or be given a fixed penalty notice, if they fail to do so;
- The Local Governing Body must meet within **15 school days**. The parent may attend and/or be represented at the meeting and /or make written representations. In the case of pupils who are on an ECHP or have a SEND need, support may available through the Parent Partnership Service.

The notification from the Headteacher will document, for reference, any previous warnings, exclusions or other disciplinary measures that have been taken against the student. The Headteacher will prepare a full written report for the Local Governing Body. A copy of this report and any other relevant information will be sent to the parents of the permanently excluded student prior to the meeting and to the representative at the Local Authority.

The Local Governing Body will meet to consider representations from parents against the decision to permanently exclude their child. The committee will then either direct the school to re-instate the student or will uphold the decision to permanently exclude the student. If the exclusion is upheld then the Local Governing Body must inform the parents of their right to appeal against their decision. If an appeal is lodged by parents then an Independent Appeal Committee would then be convened to hear all representations. The Appeal Committee's decision is binding on all parties concerned.

When a student is at risk of permanent exclusion following a number of fixed term exclusions for serious breaches of the Behaviour and Discipline Policy, then the school will work with a variety of external agencies to try and support the student. A Pastoral Support programme will be drawn up to outline the support being utilised. The Student Discipline Committee may also wish to speak with the student to see what further support can be offered.

(Further information refer to 'Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units', Part 2, paragraph 12, DCFS, September 2007).

In the Headteacher's judgement it may be appropriate to permanently exclude a child for a first or 'one off' offence. These may include, (not an exhaustive list):



- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying or carrying illegal drugs
- Carrying an offensive weapon

Schools will consider whether or not to inform the police or other agencies such as Youth Offending Teams or Social Workers where a criminal offence may have taken place. (Further information refer to 'Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units', Part 2, paragraph 15 & 16, DCFS, September 2007).

Other Alternatives to Permanent Exclusion:

As a part of the West Essex Behaviour and Attendance Partnership (BAP) the West Essex Schools along with Essex are trying to reduce the number of Permanent Exclusions and therefore work together to find other arrangements.

Managed Moves:

In certain circumstances, it is appropriate to transfer a student to another school to reduce the risk of the student being permanently excluded and their educational experience being detrimentally affected. Such a move will be in response to a serious breach of the school's Behaviour Policy. This is an arrangement made between the Headteacher's of schools. If a student is in need of a change of environment or a fresh start, a trial period at a local school could be arranged. This can only be arranged if all parties are in agreement that it will be a good and positive option, this includes schools, student, parent and governors. If the arrangement does not work for any reason, then the student returns and other options are sought after. Failure of a managed move may still result in a Permanent Exclusion.

Referral to Aspire Academy:

Due to continued and serious breaches of the school Code of Conduct, Roding Valley High School will consider working with the Alternative Provision Service and the Behaviour Attendance Partnership (B.A.P) in West Essex to consider respite or managed move to prevent a student receiving a permanent exclusion.

This involves the completion of a referral form, which results in a meeting at Aspire. A decision is made as to whether the student could benefit from a short or long term placement at Aspire. This will involve the student being educated by Aspire until deemed ready to return to mainstream school again.

Multi-agency Assessment:

A multi-agency assessment will be considered for students who display continuous disruptive behaviour. When it is identified that the student has had an Individual Behaviour Plan (IBP) and requires the further support of a Pastoral Support Plan (PSP) this assessment will take place.

Parental Involvement:

Roding Valley High School has a policy of involving parents as much as possible in all matters relating to their child's education. We are committed to working in partnership with parents to ensure that the highest possible standards in all areas of school life, including behaviour. The liaison between school and home is vital in ensuring that all students can achieve the aims of the school set out in the mission statement.



Anti-Bullying - Definition:

‘Bullying is the deliberate and repeated attempt to humiliate, threaten, frighten or hurt someone’

No member of the Roding Valley community should be the victim of bullying. Each member of our community has the right to feel and be safe while at school. This is important for the student's well-being and also because children who feel safe learn more easily. Bullying in schools is against the law which means that victims of bullying and harassment can seek redress using various aspects of legislation.

Roding Valley High School will treat all incidents of bullying seriously and in a consistent way. We intend to educate bullies so that they stop bullying. We will definitely sanction bullies if we need to in order to stop them from bullying, but in many situations we will be able to stop the bullying through education. Where appropriate, we will work with students who have been bullied to help them develop the self-esteem and the skills to discourage others from bullying them. See the ‘Step System’ in the Anti-Bullying Policy

Special Educational Needs:

Roding Valley High School recognises that some students have Special Educational Needs in terms of behaviour and that they will be identified and Individual Education Plans and Passports formulated for them. This information will be shared with staff and the parents of the student so that a consistent approach can be applied.

Physical Intervention:

The use of physical intervention will, wherever possible, be avoided. However, it will be used to manage a student's behaviour if it is necessary to prevent a student committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. When physical intervention is used it will be undertaken in such a way that makes every effort to maintain the safety and dignity of all concerned.

Searching and Confiscation:

Roding Valley High School retains the statutory power to search students or their possessions, under the direction and/or authority of the Headteacher, without consent, where a student is suspected of being in possession of prohibited items such as: pornography, fireworks, cigarettes/tobacco, knives or weapons, alcohol, illegal drugs and stolen items. Illegal items will always be given to the police. This is not an exhaustive list. If the Headteacher has any concerns relating to the safety of an individual or group, the student will be searched.

Items such as mobile phones and/or digital music players found to be in school will be confiscated by staff and sanctions issued.

Allegations made against staff:

Allegations made against staff will be taken seriously. Roding Valley High School will ensure that we deal with allegations quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated. Suspension will not be used as an automatic response when an allegation has been reported. Allegations will initially be discussed with the Local Authority Designated Officer (LADO). The purpose of the initial discussion is for the LADO,



and the school, to consider the nature, content and context of the allegation and agree a course of action.

Behaviour Outside of the School:

Roding Valley High School 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 Headteacher's a specific statutory power to regulate students' behaviour in these circumstances 'to such extent as is reasonable'. Roding Valley High School will respond to all non-criminal bad behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a staff member or reported to the school, as if it were committed within the school and our normal sanctions system will apply. Any criminal behaviour which occurs anywhere off the school premises and which is witnessed by a staff member or reported to the school will be referred to Essex Police and our full support given to any investigation that may be initiated.



Appendix 5: Home School Agreement



HOME/SCHOOL AGREEMENT

THE PUPIL

I shall:

- Aim to achieve my academic targets
- Attend school regularly and on time
- Bring all the equipment I need everyday
- Do all my classwork and homework as well as I can
- Wear the school uniform and be tidy in appearance
- Be polite and helpful to others and not indulge in bullying - physical or verbal
- Keep the school free from litter and graffiti and refrain from unruly behaviour
- Respect all members of the school community

Signature..... Date.....

THE PARENTS/GUARDIANS

I/Will shall:

- See that my child goes to school regularly, on time, properly equipped and wearing school uniform.
- Contact the school on the first morning of absence and confirm reasons in writing
- Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- Support the school policies and adhere to the Code of Conduct (as detailed in the Pupil Planner)
- Support my child with homework and providing other opportunities for home learning
- Show an interest in my child's life at the school particularly by attending parents evenings and discussions about my child's progress

Signature..... Date.....

RODING VALLEY HIGH SCHOOL

The school will:

- Ensure that your child achieves his/her full potential as a valued member of the school community
- Provide a balanced curriculum and meet the individual needs of your child
- Achieve high standards of work and behaviour through building good relationships, regularly monitoring work standards and developing a sense of responsibility
- Keep you informed about general school matters and about your child's progress in particular
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of school
- Set realistic academic targets from achievements and encourage the child to reach them
- Contact parents if there is a problem with attendance, punctuality or equipment and address effectively, concerns raised by parents.
- Set, mark and monitor homework and provide facilities for children to do homework in school
- Arrange Parents' Evenings during which progress will be discussed

NB. Students whose behaviour is not in line with what we expect as a school, may lose their chance to be involved in school trips, teams and productions.

Signature..... Date.....



Appendix 6: Mobile Phone and Other Electronic Devices Policy (students)

Purpose:

The widespread ownership of mobile phones and other electronic devices among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that these devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones and other electronic devices can be clearly identified and addressed, ensuring the benefits that these devices provide (such as increased safety) can continue to be enjoyed by our students.

Roding Valley High School has established the following Acceptable Use Policy for mobile phones and other electronic devices that provides teachers, students, parents and carer's guidelines and instructions for the appropriate use of these devices during school hours.

Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring any devices to school.

The Acceptable Use Policy for mobile phones and other electronic devices also applies to students during school excursions, camps and extra-curricular activities both on the school campus and off-site.

Rationale:

The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

Personal safety and security

Our school accepts that parents/carers give their children mobile phones to protect them from everyday risks involving, personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Responsibility:

It is the responsibility of students who bring mobile phones or other electronic devices to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the device and the potential use/misuse of those capabilities.

Parents/carers should be aware if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

Parents/carers are reminded that the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.



Acceptable Uses:

Mobile phones and other electronic devices should be switched off and kept out of sight during classroom lessons and while moving between lessons. At the end of the school day students may use their devices outside of the school buildings. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements.

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school (see below).

Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

The school recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging, etc. In the future teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom when express permission has been given by the teacher. The use of personal mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable.

Unacceptable Uses:

Unless express permission is granted, mobile phones and other electronic devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day and other educational activities, such as assemblies.

The Bluetooth function of a device must be switched off at all times and not be used to send images for files to other devices.

Mobile phones or any other electronic device must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during the school day.

Using mobile phones or other electronic device to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes the use of a mobile phone or any other electronic device to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Mobile phones or any other electronic device are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

Should there be more than one disruption to lessons caused by a mobile phone or other electronic device; the responsible student may face disciplinary actions as sanctioned by the



Headteacher. This may include a mobile phone ban in school. It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images.

Theft or Damage:

Students should mark their mobile phones or other electronic device clearly with their names. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them. Or place them in the school lockers or valuables lockers.

Any device that is found in the school and whose owner cannot be located should be handed to front office reception. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or any other electronic device.

The school accepts no responsibility for students who lose or have their mobile phones or any other electronic device stolen while travelling to and from school. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones or electronic device and/or passwords may not be shared. Lost and stolen mobile phones in the UK can be blocked across all networks making them virtually worthless because they cannot be used.

Inappropriate Conduct:

Mobile phones and all other electronic devices are banned from all examinations. Students **MUST** hand phones/device to invigilators before entering the exam hall. Any student found in possession of an electronic device during an examination **will have that paper disqualified**. Such an incident may result in all other exam papers being disqualified.

Any student who uses vulgar, derogatory, or obscene language while using a mobile phone or any other electronic device will face disciplinary action. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action. *(It should be noted that it is a criminal offence to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police).*

Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' - which is the sending of personal sexual imagery - is also a criminal offence.

Sanctions:

Students who infringe the rules set out in this document could face having their phones/device confiscated by teachers. If the phone is being used inappropriately the student must give it to a teacher if requested.

On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the Student Reception. The students will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. On the second infringement parents/carers will be asked to collect the phone from the school office. Any further infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to school.



Policy:	Behaviour Policy	Committee responsible:	Governors Committee
Status:	Approved	Lead staff member:	KCA
Produced by:	K. Cheema	First introduced:	September 2017
Date produced:	September 2017	Last review date:	November 2018
References:		Next review date:	July 2019