



# NEWCASTLE UNDER LYME SCHOOL

## Behaviour, Rewards and Sanctions Policy

This policy applies to pupils in the Senior School and Junior School, including the EYFS. This policy is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website

### 1. Introduction

Newcastle-under-Lyme School encourages pupils to adopt the highest standards of behavior and moral standards and to respect the ethos and values of the School. Our pupils are co-operative, demonstrate a strong inclusive community feel and take care of one another. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual, aim to develop the whole person equipped to take his/her place in the modern world. We aim to teach trust and a model of behavior of mutual respect for everyone.

We believe that good relations and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are then motivated to become life-long learners. Children learn by example both from positive interactions with adults and peers. Promoting the emotional well-being of all of our pupils is key to their development. We develop broader qualities of team-work and leadership through our extensive programme of co-curricular activities.

Pupils can bring to school a range of behaviours and the School endeavours to work towards standards of behaviour based on principles of honesty, respect, consideration, caring, and responsibility. School seeks to be individual in its approach to maintaining good behaviour where poor behaviour can link with more complex issues for which a pupil may need support (including those under the Equality Act 2010) including possible liaison with parents and external specialists. The School is aware of the stress which children can face.

Any school needs rules and those for the Senior School and the Code of Conduct for

the Junior School are listed at the end of this policy. Our rules are not detailed rules of behaviour because courtesy and good sense will dictate right responses to most situations both in school and outside. (Particular facilities and areas of activity, such as science laboratories and practical teaching subjects, have their own appropriate regulations for safe and responsible use).

Everyone has a right to feel secure and to be treated with respect at Newcastle-under-Lyme School, particularly the vulnerable. The School takes allegations of bullying very seriously and its Anti-bullying and anti-cyber-bullying Policy which informs our strategy, and information displayed in Form Rooms, and discussed in assemblies and in PHSE demonstrates both the importance of overcoming bullying and confirms how students should behave towards one another. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation or physical disability.

## **2. Links**

This Behaviour, Rewards and Sanctions Policy should be read in conjunction with the following related School policies:

- Child Protection and Safeguarding Policy,
- Anti-bullying and anti-cyber bullying Policy,
- E Safety, Mobile Device and ICT Acceptable Use (Computer Network Agreement) Policy,
- Special Educational Needs and EAL Policy.
- Use of E-Mail Policy
- Standard Terms and Conditions

## **3. Code of Conduct**

The Newcastle-under-Lyme School community adheres to an established routine and code of conduct. Newcastle-under-Lyme School sees education as a partnership. Members of staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the School.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School's rules and regulations and understand what is expected of them and why, as well as the consequences of poor behaviour.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

#### **4. Involvement of Parents and Guardians**

Parents and Guardians who accept a place for their child at Newcastle-under-Lyme School undertake to uphold the School's policies and regulations, including this policy, when they sign the Parent Contract. Parents support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, co-curricular activities and homework/private study.

Copies of the Rules are set out on the School website and may change from time to time. Parents and Guardians undertake, when signing the Parent Contract, to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

When pupils join the Senior School there are induction sessions which include time with form teachers and heads of years with Parent Information Evenings for parents and guardians which cover aspects of the School rules. In the Junior School pupils are invited to attend an Induction Day. We are always happy to consider suggestions from parents and hope that they will find the School responsive and open-minded.

#### **5. Unexplained Absences**

We will always telephone the home on the first day of an unexplained absence in order to make sure that children have not suffered an accident. Please note that the School does not approve of holiday being taken during term time.

#### **6. Involvement of Pupils**

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, Form and PHSE time and via the Senior and Junior School Student Councils, which meet regularly.

The School respects and encourages the student voice and in line with safeguarding principles takes any allegation against a member of staff seriously. If the allegation is later found to be malicious then the School will consider whether there are further safeguarding concerns regarding the pupil and will make every effort to support the teacher against whom the allegation was made. Where a pupil is found to have made a wholly malicious allegation then the Headmaster will decide whether the pupil is able to remain as a pupil in the School.

#### **7. School Rules, Regulations, Sanctions and Rewards**

*See Appendix 1,2,3 and 4*

The School's rules and regulations are designed to encourage positive behaviour and self-discipline. Our aim is to reward and encourage good behaviour through our Commendations and Rewards Schemes. Sanctions help us to set boundaries and to manage challenging behaviour.

In Assemblies and Year Group Assemblies, the mission, aims, values and ethos of the School are reinforced. Staff and senior students are encouraged to act as informal role models for appropriate behaviour; staff seek to apply appropriate sanctions and rewards fairly and openly, using agreed whole school judgement criteria as a way of modelling good behaviour. Consistency of sanctions is essential and meetings with Heads of Year help to ensure consistency of both reward and sanction.

Teachers reward positive behaviour and effort inside and outside the classroom through a combination of praise and in Years 7 and 8, commendations. The Headmaster meets with Senior School pupils achieving ten commendations. In the Junior School House Points are awarded to recognize good behaviour and academic achievement, and the pupils receive a Headteacher's Award for the accumulation of House Points. Pupils can also be selected to have 'Afternoon Tea with Mr Vernon' in recognition of their achievements. In weekly assemblies the Junior School pupils are awarded Merit Awards and the Courtesy Cup is presented by the Junior School Officials. In the Nursery, pupils receive 'Star of the Day' and are recognized on the 'Kindness Tree'. In addition to these daily rewards the School also recognises achievement in prizes awarded annually as part of Speech Day in July each year. In addition to academic and progress prizes, some prizes provide an opportunity to recognise and reward personal qualities and positive contributions to the community life of the School.

It is our belief that pupils want to behave well and to expectations; we see infringements of rules as an indication that the pupil needs help with that aspect of their life. It is often the case that to punish poor behavior without finding the reasons for it will only have a short term effect. We emphasis praise and encouragement, but on occasions when sanctions are required, with this is included advice on how to improve.

A range of graded sanctions is applied when appropriate. The senior members of staff throughout the School, Senior School, Junior School and EYFS, and the Headmaster, for his part, undertake to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time, but will not involve any form of unlawful or degrading activity. **The School does not use or threaten to use corporal punishment.**

Examples of sanctions include, but are not limited to:

- Detention before or after school or on Saturday mornings
- Withdrawal of privileges
- Confiscation of property that is being used inappropriately or without consideration
- Assistance with domestic tasks, such as collecting litter
- Withdrawal from a lesson, school trip or team event
- Suspension for a specified period
- Expulsion

All parents and pupils should be aware of the more serious sanctions, including suspension and expulsion, that the Headmaster can impose for serious breaches of the rules and regulations, including criminal behaviour. Examples of serious breaches of the rules and regulations include, but are not limited to:

- Drug abuse
- Alcohol and tobacco abuse
- Theft
- Bullying
- Physical assault or threatening behaviour
- Fighting
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Behaviour that brings the name of the School into disrepute
- Unacceptable Parental behaviour or behaviour that brings the School into disrepute
- Possession of a dangerous weapon

The Headmaster, Deputies and Head of Junior School (after consultation with the Headmaster) have the authority to suspend a pupil. Suspension from School [usually for two days] is the sanction used for extremely serious 'one-off' offences or as a last chance for a particular type of behaviour. When a pupil is suspended the parent(s) will be required to attend a meeting to discuss the details. Following the meeting, the parent(s) will be sent the details of the suspension by letter and a copy will be put in the pupil's file. During the suspension the pupil will be set work to aid his progress out of School. Repeat offences of the same type for which a suspension has been imposed may lead to permanent exclusion.

Very occasionally the Headmaster may, at his absolute discretion, permanently exclude or require the removal of a pupil from the school if he considers the pupil's attendance, influence on others, progress or behaviour (including behaviour outside School) to have been wholly unsatisfactory. During this process the parent(s) will be required to attend a meeting with the Headmaster and will then be required to remove their child from the School premises immediately. A letter will then be sent to the parent(s) making it clear that their child is no longer a pupil at Newcastle under Lyme School.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with Special Educational Needs or EAL at a disadvantage compared with other children.

## 8. Physical Restraint

Like all schools, we reserve the right for our staff to use *reasonable force* to control or restrain a pupil in specific circumstances.

The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- "Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"
- "Causing personal injury to any person (including the pupil themselves)"
- "Causing damage to the property of any person (including the pupil themselves)"
- "Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise"

The Act also defines to whom the power applies as follows:

- "Any teacher who works at the school"
- "Any other person whom the head teacher has authorised to have control or charge of pupils"

Staff are advised always to use their voices first, and if restraint is necessary to use the minimum force necessary to restrain a child for the shortest possible period of time. In judging whether the use of physical restraint is appropriate, staff are advised to consider the following factors:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used
- The chances of achieving the desired result by other means
- The relative risks associated with physical intervention compared with using other strategies

The staff member should continue to attempt to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. In such cases only the minimum force necessary will be used whilst maintaining a calm and measured approach.

School staff should not put themselves at risk of injury. In these circumstances, the staff member should remove the other pupils who may be at risk and seek assistance from a colleague or colleagues. Staff should inform the child/children that they have sent for help. Until assistance arrives, staff should continue to attempt to defuse the situation orally and try to prevent the situation from escalating.

Members of staff must inform the Headmaster immediately after he/she has needed to restrain a pupil physically. The School will always inform parents when it has been necessary to use physical restraint.

## 9. Searching Pupils

The School has legal and contractual authority to search a pupil where it has reasonable grounds to believe that the pupil may be in possession of an offensive weapon, an illegal/controlled drug, alcohol, tobacco products and related materials, stolen goods, or other items prohibited by school rules. (Offensive weapons can include blades, knives, replica firearms or pellets for them. Smoking-related materials can include cigarettes, matches, lighters, cigarette papers, joints and cannabis grinders). The School reserves the right to exercise this authority during an investigation.

The School respects a pupil's right to privacy under Article 8 of the Human Rights Act and will carry out any search of a pupil's possessions in a way which is justified and proportionate. The School will search a pupil's possessions when it has reasonable grounds to believe that a pupil is in possession of a prohibited item. Wherever possible the School will gain the consent of the pupil but in extraordinary circumstances will search possessions without their consent in line with the DfE guidelines "Searching, Screening and Confiscation – advice for schools" February 2014.

Searches of pupils will be carried out according to the following guidelines:

- There must be (at least) two members of staff present, one of whom must be a member of the Senior Management Team and the other of whom may be a Head of Year or a member of the SMT. It is a good idea, but not essential, for at least one of these members of staff to be of the same gender as the pupil. If the pupil does not give their consent then the search can only be carried out by a member of staff of the same gender.
- Searches should not take place in front of other pupils. Pupils must be told the reason(s) why a search is necessary before proceeding.
- Pupils may be asked to empty the contents of their pockets, bags or locker onto a desk or table for inspection. They may also be asked to turn out pockets to demonstrate that nothing remains in them, and to hand over bags and jackets to a member of staff for examination.
- Members of staff must never touch a pupil during a search.
- Pupils may be asked to remove outdoor clothing, jackets, pullovers or shoes, but no other items of clothing beyond these.
- Pupils may be asked to open or empty any smaller bags or packages that may be produced during the search.
- Any items found that are not permitted by school rules or which are illegal should be confiscated. It may also be necessary to retain any item (including mobile phones and laptop computers) that may contain evidence of a crime for the purposes of a police investigation.
- Mobile phones and laptop computers that have been confiscated or seized must not themselves be searched by members of staff. Pupils may be asked to show (and possibly print out) relevant messages or other communications relating to the issue being investigated (including allegations of bullying), but no attempt should be made by a

member of staff to actively search the device for such messages.

- Confiscated and seized items will be locked in a secure safe (at Reception or in the Victoria Site Office). Everything else should be returned to the pupil at the completion of the search.
- No attempt should be made to seize bags or belongings by force, to search pupils by force, or to forcibly move a pupil who is blocking access to a locker.
- If a pupil refuses to cooperate with a search, the pupil's parents will be asked to come into school and to undertake the search in the presence of members of staff. If the parent(s) refuse to cooperate or are unable to cooperate with the search then the search will not take place. The pupil will be immediately automatically suspended from membership of the School, pending a meeting between the parents and Headmaster to discuss the future of the pupil at the School.
- If a pupil refuses to cooperate with a search and the pupil is suspected of carrying an illegal item, or an item that may contain evidence of a crime, then the Police will be called and asked to undertake the search. The pupil will be advised of this before calling the Police and given one further opportunity to cooperate with the search.
- In both cases, the pupil must be kept isolated and supervised by two members of staff until either the Police or parents arrive to carry out the search and until the search has been completed. Under no circumstances should the pupil be let out of the sight of a member of staff whilst waiting for Police / parents to arrive.
- The senior members of staff involved in the search must make a written record of what has happened (and why) at the earliest opportunity.

## **10. Substance Abuse**

We recognise that alcohol, tobacco, illegal and controlled drugs are readily and increasingly available to young people in our society. We take seriously our responsibility to educate pupils about these matters, including the dangers of taking and becoming involved with illegal drugs and the sub-culture they create. Our pastoral and PSHE programmes address these issues. The local authority Nurse, School Nurse and teaching staff in general are available to provide help and advice to pupils. This section of the Behaviour Management Policy deals with these issues from a behavioural management and disciplinary point of view.

### **Alcohol**

All pupils are forbidden from bringing alcohol into school, and must not consume it either in school, whilst on a school trip or visit, or whilst in school uniform. Sixth Form students must not consume alcohol in school, whilst on a school trip or visit, or whilst in school uniform, unless given explicit permission to do so on a specific occasion by the Headmaster. Pupils must not be on school premises, or in the vicinity of the School, whilst under the influence of alcohol. Infringement of these rules is a serious disciplinary matter and may result in expulsion from the school.

### **Tobacco and Cigarettes including e cigarettes**

Pupils are forbidden from bringing cigarettes, other tobacco-related products and e

cigarettes into school and must not smoke such products either in school, whilst on a school trip or visit, or whilst in school uniform. Infringement of these rules is a serious disciplinary matter and may result in expulsion from the school.

### **Illegal and Controlled Drugs**

For the purposes of this policy, illegal and controlled drugs refer to any substance defined as such by criminal law in force at the time. Except in the case of a controlled drug that has been medically prescribed, any use or possession of an illegal/controlled drug either in school, whilst on a school trip/visit, or whilst in school uniform is a serious disciplinary matter that may result in expulsion from the school. The supply of illegal/controlled drugs to other pupils, and/or the active encouragement of other pupils to experiment with such drugs including new psychoactive substances (so called 'legal highs'), will usually result in expulsion from the School. New psychoactive substances will be treated as unauthorised substances and if there is uncertainty about what the substance is, then it will be treated as a controlled drug.

We will investigate any information received about involvement of our pupils with illegal/controlled drugs. Investigations may involve interviewing pupils who are suspected of being involved or who may be able to provide information. They may also involve searching pupils or their property in accordance with Section E7 above. We will liaise with Police at an early stage if there are grounds to believe that a crime has been committed. Our subsequent actions, including the point at which parents are informed, will be in accordance with Police advice and instructions at the time. If a pupil refuses to cooperate with a search we will ask the Police to undertake the search instead.

The School aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. The School's teaching staff offer every child a high level of individual attention together with consistent and helpful advice. In return, the School expects every pupil to cooperate and to work hard.

### **Complaints**

The School hopes that parents will not feel the need to complain about the operation of its behaviour management policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's complaints procedures are on our website. We can send you copies on request. We undertake to investigate all complaints and to notify you of outcomes of an investigation within 28 days. We maintain records of all complaints for three years after your child has left the School.

Author:	Mrs J Simms
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Next Review due:

September

2017

## Appendix 1

### Junior School Rewards and Sanctions

#### 1.1 Rewards

The School seeks to recognise and celebrate pupils' hard work and success in a number of ways. The most public celebration of success is the annual Prize Giving Ceremony. Assemblies offer excellent opportunities for the presentation of certificates and awards, and for simply acknowledging good efforts by teams or individuals. A variety of rewards is used in the Junior School to promote, encourage and reinforce good work and behaviour.

These include:

- verbal communication
- written comments on work
- stickers, particularly in the Orme Nursery
- House Points
- House Point trophy
- half-termly award of additional playtime to children in the winning House
- Merit Certificates
- Courtesy Cup
- Headteacher's Award
- Afternoon Tea with the Head of the Junior School

#### 1.2 Sanctions

The School understands that, from time to time, pupils may make mistakes. A variety of sanctions may be employed as we seek to help them to learn from their mistakes, to develop self-discipline and to reinforce the importance of good behaviour. The principles applied in determining the appropriate sanction are:

- consideration of the age of the child and his/her behaviour record
- consistency and fairness
- the nature of the offence

Sanctions used can include:

- appropriate reprimands for persistent minor misdemeanours
- withdrawal of privileges
- report cards
- detention
- suspension
- expulsion

Where a pupil has failed to complete classwork, or where its content is unsatisfactory, he/she will be expected to complete the work in his/her own time. If homework is incomplete or unsatisfactory, the School will inform parents.

## Appendix 2

### Senior School Rewards and Sanctions

#### 2.1 Rewards

The School seeks to recognise and celebrate pupils' hard work and success in a number of ways. The most public celebration of success is the annual Prize Giving Ceremony. Assemblies offer excellent opportunities for the presentation of certificates and awards, and for simply acknowledging good efforts by teams or individuals.

#### Commendations

Pupils in Years 7 and 8 who do anything in academic work, or on the sports field, that represents a good effort *for that individual*, or has done something socially useful, may be awarded a Commendation by a member of staff. The member of staff will record the details on SIMS. This information is available for Head of Year and Form Tutor to see. A pupil who has received ten Commendations will be referred to the Headmaster for a Headmaster's Commendation. In exceptional circumstances, the Head of Year may refer the pupil directly to the Headmaster for his Commendation. A pupil who receives five Headmaster's Commendations will then be presented with a Headmaster's Certificate of Achievement.

#### Reward Card

Pupils in Years 9 to 11 carry a Reward Card, which members of staff may sign if the pupil does something (in or out of the classroom) over and above what is expected as normal. Upon receipt of three signatures on that card the pupil may present it to his/her Head of Year, who will then initiate a procedure that will result in the pupil being entitled to a free snack in the Dining Room during Morning Break.

#### Departmental Reward Schemes

Individual departments reward good work with the use of certificates, stamps and stickers.

#### Colours

Sixth Form students who demonstrate outstanding commitment and ambassadorship in any of the School's major co-curricular activities may be awarded Half Colours for that activity. Students who, in addition, demonstrate excellence in that activity may be awarded Full Colours.

#### The School Flag

The Headmaster may decide that the School Flag will be flown to celebrate outstanding achievements recorded by school teams and individuals. The reason for flying the School Flag is posted in the entrance to Kitchener block, in the Staff Rooms and on the School website, together with the names of the pupils involved.

#### 2.2 Sanctions

The School understands that, from time to time, pupils may make mistakes. A variety of

sanctions may be employed as we seek to help them to learn from their mistakes, to develop self-discipline and to reinforce the importance of good behaviour.

### **Minor Offences Card**

All pupils in Years 7-11 are issued with a Minor Offences Card at the start of each term. They are expected to carry this with them at all times. Members of staff and Prefects may ask pupils to produce these to sign them for minor infringements of routine school rules, such as those relating to uniform, chewing gum, rudeness, punctuality, mobile phones and eating around the school. Upon the fourth such signature the card is retained and passed to the pupil's Head of Year who will issue the pupil with a Detention. Failure to produce the card will also result in a Detention.

### **Detentions**

Any member of staff may issue a pupil in Years 7 to 11 with a detention for a one-off offence. If a member of staff wishes to issue a detention, either at lunchtime or after school, the details need to be entered onto SIMS and from that a form can be printed out and given to the pupil for his/her parents to sign and to be brought to the detention. At least 48 hours notice should be given for an after-school detention. The copy, once returned with the parental signature on it, should then be forwarded to the Head of Year. Whole Class Detentions are not used.

### **Head of Year Detention**

For more serious offences, or for repeated minor offences, the Head of Year may issue a Head of Year Detention. The Head of Year should enter the information on SIMS in accordance with the procedure described above. Any member of staff who thinks that a pupil merits a Head of Year Detention should discuss his/her concerns with the Head of Year.

### **Deputy Head's Detention**

In cases of serious misconduct, or where lesser sanctions have proved ineffective, pupils may be issued with a Deputy Head's Detention by the Deputy Head Pastoral or the Deputy Head Academic. These normally take place on a Saturday morning and take priority over all other school activities. Such detentions are serious matters and will normally be preceded by discussion of the problem with the pupil's parents.

### **Headmaster's Detention:**

For serious misconduct, pupils may serve a Headmaster's Detention after school with the Headmaster. This is issued for behaviour so serious that suspension would be considered

### **Suspension and Expulsion**

If a pupil commits a very serious offence, or repeatedly commits lesser offences, the Headmaster may decide to suspend or expel the pupil from the School. Examples of serious breaches of the rules that could result in one of these sanctions include, but are not limited to:

- Drug abuse

- Alcohol and tobacco abuse
- Theft
- Bullying
- Physical assault or threatening behaviour
- Fighting
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Behaviour that brings the name of the school into disrepute

### **Sixth Form**

The School does not believe that it is appropriate, or in keeping with the ethos of the Sixth Form, to manage routine problems with Sixth Form students by means of the formal detention system. Staff should work with and alongside students to help and encourage them to take responsibility for their own actions (or lack of them), and to allow them the opportunity to make their mistakes and to learn from them without immediately involving their parents.

There are various approaches that members of staff can take when managing Sixth Form students who do not produce the work that is asked of them:

- They can ask students to come to see them at a convenient time (without this being a formal detention);
- They can delay marking, work that is submitted late (as might happen at university);
- They can send students away to complete unfinished work if they consider this to be beneficial.

When problems persist, members of staff should discuss the matter with their Head of Department and then with the relevant Form Tutor and/or the Head or Assistant Head of Sixth Form and can liaise with parents directly if appropriate. If, after a period of time, the student is still struggling with what is required of him/her, full use should be made of the Progress Grade system to report the matter formally.

For more serious non-routine problems, the appropriate course of action will be discussed between parents, the student, and the Deputy Heads.

### **Subject Support**

Where a pupil is struggling with his/her work, and needs more support, members of staff may request that he/she attend a Subject Support Session. These do not form part of the School's disciplinary sanctions procedure but are a means of providing pupils with extra help where it is needed. A member of staff wishing to ask a pupil to attend a Subject Support Session should fill in the Subject Support Card for the pupil to take home to

obtain a parental signature and to keep parents informed. The duplicate copy should be forwarded to the Head of Year upon issue, and the signed pupil copy forwarded to the Head of Year after the Session. At least 48 hours notice should be given. Subject Support Sessions are not compulsory, but if a pupil declines to attend then records of both the invitation and the declination should be kept on file.

## Appendix 3

### Junior School

The Junior School is a happy school and we want you to be very happy during your time here. In fact, we want everyone to enjoy school and take full advantage of what is on offer at the Junior School.

In consultation with the pupils at Newcastle-under-Lyme Junior School, we agreed that:

In Our School...

We are kind

We try our best

We respect each other

We work together

We are proud of our school

## Appendix 4

### Senior School Rules

All pupils are expected to abide by the school rules throughout the day, on their way to and from school, at all times whilst wearing school uniform and during any school activity. If a pupil breaks the law then they are also in breach of the school rules. Compliance with the rules is a condition of continued membership of the school. All decisions on discipline lie ultimately with the Headmaster.

#### Preserving Good Order

1. The highest standards of civilised behaviour are expected at all times.
2. Bullying, harassment, victimisation and discrimination will not be tolerated.
3. Pupils need to adhere to the Classroom Code of Conduct.
4. Illegal or dangerous items must not be brought into school.
5. Pupils are expected to wear the School uniform correctly and conform fully with the School's uniform and appearance regulations. School sports kit should be worn for all PE and Games lessons and sports fixtures.
6. Pupils are expected to complete homework in line with the School's homework policy.
7. Pupils staying in School after 4.15pm who are not engaged in a recognised and supervised school activity must be in either the Lancaster Library or the Stinton Cafe. The Lancaster Library is supervised until 5.30pm and the Stinton Café until 6.00pm.
8. Pupils must abide by the rules of the Library.
9. Food must not be taken out of the dining room or cafe.
10. Pupils are expected to follow the instructions of the Prefects.

#### Keeping Pupils Safe

11. Pupils are expected to register on time at morning and afternoon registration. Pupils arriving after registration, must sign in at one of the School offices on arrival.
12. Pupils who are taken ill or are injured during the school day must see the School nurse and must not sign out until permission is given.
13. All pupils must read and comply with the School's fire regulations.
14. If a pupil encounters a stranger on school premises without a visitor's badge, they must not let them into the School building, but direct them to the School office and/or inform a member of staff immediately.
15. Pupils in Years 7- 11 may enter the Form Room of other Forms within their year group, but not those of other year groups.
16. All pupils are forbidden from bringing alcohol into School, and pupils below the Sixth Form must not consume it either in School, whilst on a school trip or visit, or whilst in school uniform. Sixth Form students must not consume alcohol in School, whilst on a school trip or visit, or whilst in school uniform, unless given

explicit permission to do so on a specific occasion by a member of the Senior Management Team. Pupils must not be on School premises, or in the vicinity of the School, whilst under the influence of alcohol.

17. Pupils are forbidden from bringing cigarettes, other tobacco-related products or e-cigarettes into School and must not smoke such products either in School, whilst on a school trip or visit, or whilst in school uniform.
18. Except in the case of a controlled drug that has been medically prescribed, any use or possession of an illegal/controlled drug either in School, whilst on a school trip/visit, or whilst in school uniform is a serious disciplinary matter that may result in permanent exclusion from the School. The supply of illegal/controlled drugs to other pupils, and/or the active encouragement of other pupils to experiment with such drugs including psychoactive substances (so-called 'legal highs'), will usually result in permanent exclusion from the School. New psychoactive substances will be treated as unauthorised substances and if there is uncertainty about what the substance is, then it will be treated as a controlled drug.
19. Gambling must not take place.
20. Pupils are not allowed to sell any goods in School without the permission of the Deputy Head Pastoral.
21. Displays of physical affection are not permitted.
22. Pupils must not climb on to School roofs, or over School railings or gates.
23. When using School computers, pupils must abide by the School's network, email and internet agreement.
24. Areas out of bounds for pupils unless supervised by a member of staff: top field, sports hall, gym, swimming pool, Stubbs Field and science labs. Other areas may be declared out of bounds from time to time.
25. Stubbs Walk playground is out of bounds at all times.
26. The all weather pitch may be used for recreational purposes at lunchtime if it is not in use by the PE department. Pupils must wear suitable training shoes.
27. Pupils must not play with hard balls such as cricket and hockey balls, unless supervised.
28. Snowballing is not permitted.

### **Respect For Property**

29. Pupils are responsible for looking after their own belongings. If they are unable to do so (for example, in a games lesson), then they must be handed into a member of staff for safe keeping or locked in the pupil's own locker.
30. Pupils must not interfere with the belongings of others without permission.

31. Pupils must be respectful of School property. Any damage done must be reported immediately.
32. All areas of the School must be kept neat and tidy. Pupils must not drop litter. Litter should be disposed of in the appropriate bins.
33. Bags should be stored neatly in Form Rooms or on the bag racks provided and must not cause an obstruction.
34. Pupils are advised not to bring into School large sums of money or expensive items.
35. Mobile phones and portable music devices must not be used during lessons (unless given permission by a member of staff) or whilst walking between lessons or whilst crossing between sites. They may only be used at break and lunchtimes.
36. Use of mobile phones or other devices to take photographs, videos or audio recordings, without staff permission, is not allowed.
37. Pupils must not play unsupervised ball games inside or within the vicinity of the School buildings.
38. Motor vehicles may be brought to School only with written permission from the Head of Sixth Form. This must be renewed on change of motor vehicle. Vehicles may not be parked in School grounds. Motor vehicles may only be used to drive to and from School and should not be used during the day. The School does not permit passengers to be carried without the permission of the parents of the passenger(s).
39. Cycles, skateboards etc must not be ridden in the school grounds. Bicycles must be padlocked and left in appropriate racks around in the School grounds. They are left at pupils' own risk.
40. Chewing gum is not allowed.

### **Games**

41. Pupils who are selected to represent the School are required to play. This includes matches at weekends and out of normal School hours.
42. To be excused from a games or PE lesson pupils must bring a written request from their parent to the appropriate member of staff.