



PARMITER'S SCHOOL BEHAVIOUR POLICY

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PARMITER'S SCHOOL

BEHAVIOUR POLICY

The Parmiterian Ethos

The ethos of Parmiter's School is epitomised by the school motto – “Nemo Sibi Nascitur” (No one is born unto himself/herself alone). As members of the Parmiter's family we are committed to serving each other and our wider community in the way Thomas Parmiter, our founder, intended.

Aims

Parmiter's School is committed to:

- the pursuit of excellence in all that we do;
- providing a broad education designed to enable every young person to achieve their full potential and make the most of their talents;
- creating a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a love of learning;
- engendering respect for individuality and difference so that all will feel secure and equally valued;
- nurturing a sense of social responsibility and spiritual and personal development;
- fostering integrity, confidence, resilience, creativity, good manners and sensitivity to the needs of others.

Our primary aim is for each Parmiterian to be self-assured and caring, an active and well-rounded citizen with integrity, who respects others and contributes to society.

Roles and Responsibilities

- The Governing Body has established, in consultation with the Headmaster, staff, parents and carers, the policy for the promotion of good behaviour which will be reviewed annually.
- The Headmaster is responsible for the implementation and the day-to-day management of the policy.
- Staff, including teachers, support staff and volunteers, are responsible for ensuring that the policy and procedures are followed and consistently and fairly applied. This policy defines the powers of staff to respond to misconduct when it does occur.
- Parents and carers are responsible for the behaviour of their child, both inside and outside the school. They are encouraged to work in partnership with the school, particularly in seeking to support and reinforce Parmiter's **ethos and aims** which underpin every aspect of school life. We expect parents/carers to collect their child from school should their child persistently refuse to comply with school rules.
- Students are responsible for their own behaviour and must accept sanctions with good grace if they fall short of our expectations. They should ensure that they are fully aware of policies, procedures and expectations. They have a responsibility to report incidents of disruption, violence, bullying and any form of harassment or discrimination.
- Sixth Formers at Parmiter's are expected to conduct themselves with integrity and dignity, serving as role models to younger students. They do, however, enjoy certain privileges. Our expectations of their conduct are set out in Appendix 1 – Sixth Form Code of Conduct.

Definition of School Jurisdiction

This policy applies on school premises and during school hours, on visits and trips, at school events or other occasions related to the school, and on any occasions when students are representing the school or are the responsibility of the staff. It applies when students are off site on study leave or work experience. When students are travelling to and from school they are considered to be representing the school, therefore the school rules still apply. This includes Sixth Form students, who remain subject to school jurisdiction even if off site, for example on lunchtime exeat, or when allowed off site if not being taught or in transit to another institution.

The school reserves the right to investigate and impose sanctions for any misconduct by any student at any time, beyond the bounds of the school day, week, and term, where such misconduct prejudices the good order and welfare of the school and its students. This includes misuse of social media and poor behaviour which is witnessed by staff or is reported to school by a member of the public.

Further details of procedure are given in other school policies e.g. anti-bullying, attendance, misuse of ICT, equality, and drugs and substance abuse.

This policy applies to students of other educational institutions when they are on site, as well as to Parmiter's students whilst attending other institutions for educational purposes.

Implementation of the Policy

Whilst the policy sets out a level of response that is normally appropriate to misconduct, members of staff are always expected to exercise judgement according to the individual circumstance of the case. Special or individual circumstances might lead to a lesser or greater sanction being set. Repeat offending may lead to the listed sanction being increased.

Restorative Practice

Parmiter's was recently involved in a three-year project sponsored by UCL called "Learning Together". This was a school-based intervention programme which used an innovative whole-school restorative approach to address disputes, with the aim of improving young people's health and well-being. Staff were trained restorative practice techniques which they now use as a tool to resolve conflict. In certain circumstances, a member of staff may choose to "suspend" a sanction for a defined period of time in order to offer a student the chance to reflect on and improve their behaviour. The sanction can be invoked and served if the member of staff believes the student has failed to change their behaviour as required.

POSITIONS OF RESPONSIBILITY IN THE SIXTH FORM

School Captains

The School Captains lead a team of Prefects and Senior Prefects who take responsibility for helping at school functions and organising lower school clubs and associations. The School Captains chair the School Congress, and they, along with the Senior Prefects, attend Governors' and Parents' Association Meetings.

Senior Prefects

Senior Prefects assist the School Captains with several duties such as assisting at important school events and taking a lead on the administration and dissemination of information regarding the Student Voice activities.

Prefects

Prefects are role models for younger students. They help with the organisation of the various Student Voice Subcommittees – Attitudes to Learning, Community, ICT & Communications, Growth Mindset and Teaching & Learning. Prefects support Year 7 & 8 tutor groups, take an active role in the Sustain initiative, Diversity and Equality, support supervisory staff at break times and help in every subject area. They also take visitors around the school.

House Captains (YR13) and House Vice Captains (YR12)

Duties include passing on information about House events, organising teams and publicising forthcoming House events.

POSITIONS OF RESPONSIBILITY IN YEARS 7 TO 11

Junior and Middle School Captains

There are two Year 8 (Junior School Captains) and two Year 10 students (Middle School Captains) who represent their respective cohorts, Years 7 & 8 and Years 9 & 10. Their duties include chairing the appropriate School Congress meetings, meeting with the Senior Leadership Team and representing the school at a number of events throughout the year. They are elected by their peers at the end of the summer term prior to taking up their role in September.

School Congress Representatives

Every student is welcome to attend the various sub-committee meetings which steer the agenda for the School Congress. The sub-committees are Communication & Media, Community and Teaching & Learning.

Form Representatives

There is a Form Captain and Vice-Captain, elected by secret ballot, who assist the Form Tutor and Head of Year with any required task or duty.

Other Representative Opportunities

Students are invited to represent the views of their peers at a number of societies that run across the school.

Student Leadership

We believe that student leadership and responsibility should be fostered throughout the school, starting in Year 7. Areas of responsibility include the following:

- The tidiness of the classroom
- The tidiness and attractiveness of the school site
- Maintaining a form notice board
- Collecting and distributing books
- Organising House teams and activities
- Assisting duty teams, form tutors and support staff
- Captaining sports teams
- Assisting staff with the coaching and officiating of extra-curricular sport
- Leading other students in an extra-curricular activity e.g. music, drama, dance etc.
- Showing visitors around the school
- Representing the form in the School Congress

There may well be other areas in which responsibilities can be negotiated with the Form Tutor and other members of staff.

REWARDS

An ethos of encouragement, affirmation and praise is central to the promotion of good behaviour. Rewards and celebrating success is one way of achieving this.

Positive Behaviour Points are awarded when a student demonstrates behaviours beyond the expected norms. These are recorded by teachers electronically with rewards given depending on totals achieved.

Positive Behaviour	Points
Outstanding work / homework	1
Outstanding contribution in a lesson	1
Exceptional effort	2
Working effectively and collaboratively with peers	3
Creativity	3
Leadership	3
Resilience	3
Respect for others	3
Helpfulness	3
Good manners / courtesy / politeness	3
Excellent attitude to learning in lessons (half termly)	3
Contribution to school life	3
Representing your House	3
Participation in a charity event	3
Being an excellent role model	3
Outstanding commitment and contribution to an extra-curricular activity over a prolonged period of time (term/season/year)	5
Participation in a school production or concert	5
Involvement with Student Voice meetings/committees	5
100% attendance (termly)	10

Reward	Net Points
Every 15 + points = raffle number – prize draw (end of term)	+ 15
Post card home from Form Tutor	+ 15
Post card home from Head of Year	+ 30
Early lunch pass (Fridays)	+ 45
SLT certificate	+ 60
Break time pass	+ 75
Headmaster's certificate & blazer badge	+ 90
Parents invited in to meet with SLT/Headmaster	+ 120

Speech Night Prizes

In Year 7 to 10, the boy and girl in each form who has made valued and sustained contributions to their tutor group and displayed a consistent level of effort across all subject areas (based on the various data collections). Positive Behaviour Points awarded may also be a contributing factor. The boy and girl in the Year group with highest average effort score across all three data collections throughout the year will receive the Year prize.

Year 11 prizes are awarded to those students who have made excellent progress and achieved outstanding results in their public examinations.

Other Rewards

Other rewards include School Colours, early lunch passes (based on achievement, improvement & effort - gradesheet/report data), Headmaster's breakfasts and year group / form parties. Departments and Heads of Year may adopt a range of other rewards as appropriate. The School Congress and Senior Leadership Team review rewards at all levels on a regular basis.

FORMAL DISCIPLINARY PROCEDURES & SANCTIONS

If the behaviour is sufficiently serious to warrant an immediate sanction, the following **formal disciplinary procedures** are used:

Negative points - issued by teacher where student behaviour is having a detrimental effect on others

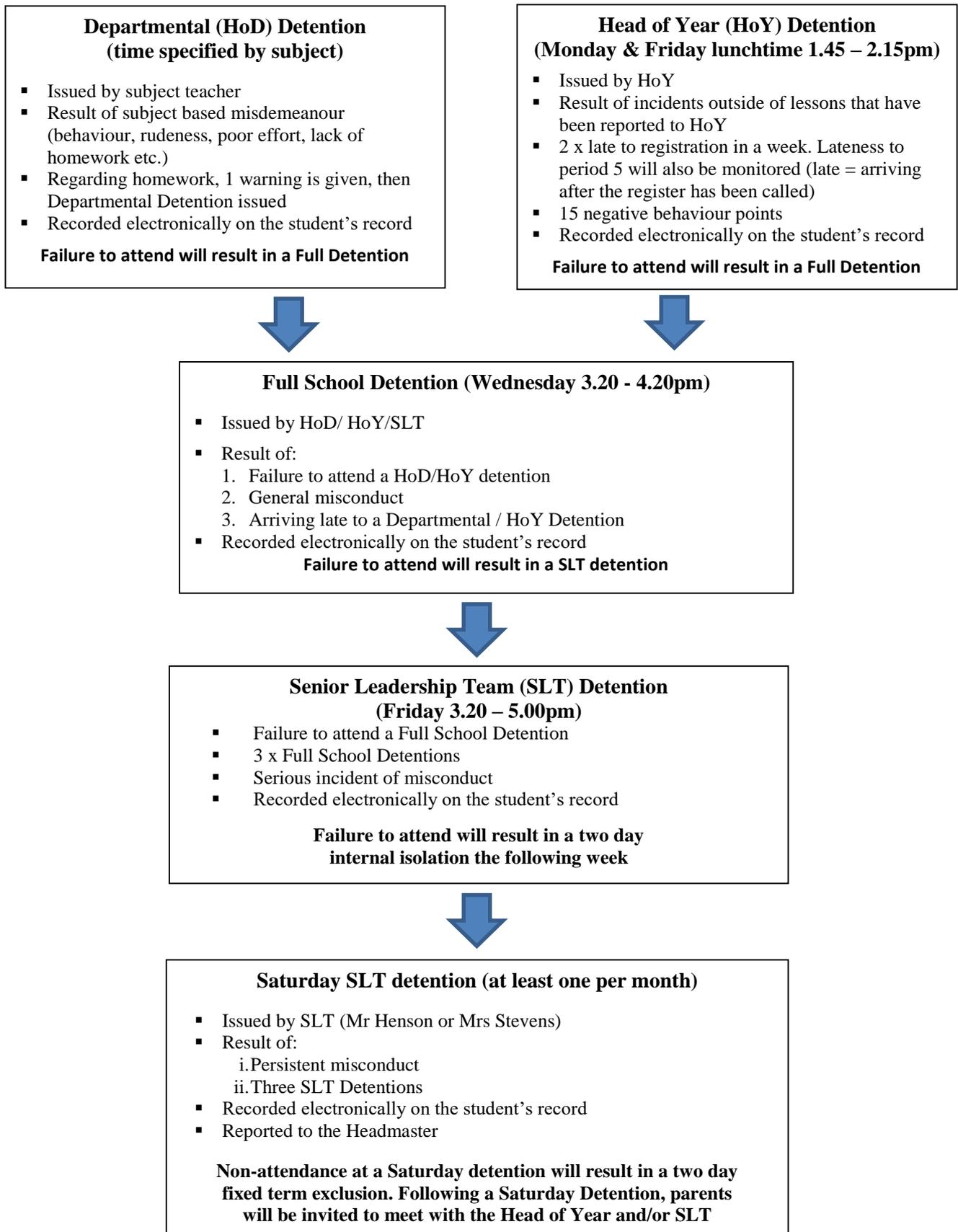
Behaviour	Points
Late to lesson	1
Out of seat	1
Lack of equipment	1
First homework incomplete (dept. detentions issued thereafter)	1
Incorrect uniform	2
Make-up	2
Chewing gum	2
Talking out of turn	2
Lack of effort	2
Eating out of bounds	3
Dropping litter	3
Confiscated item – mobile phone, jewellery etc.	3
Disrupting the learning of others	3
Alleged racist comment	3
Alleged sexist comment	3
Alleged homophobic comment	3
Refusal to follow instruction	4
Rudeness or defiance	4
Removal from lesson – reflection time (5 minutes)	5
Inappropriate language (overheard or in conversation)	5
Spitting	5

Sanctions:

Sanction	Net Points
HoY detention	- 15
Loss of break and lunchtimes for 1 week	- 30
HoY to meet with parents	- 45
2 days in isolation	- 60
Parents to meet with SLT	- 75
Fixed term exclusion – 3 days	- 90
Fixed term exclusion – 5 days	- 120
Possible permanent exclusion	-150

DETENTION STRUCTURE

The subject teacher / form tutor will have attempted to resolve the situation using other appropriate strategies prior to a detention being issued. Detentions should only be set as the final course of action.



ALL DETENTIONS ARE RECORDED ON THE STUDENT'S RECORD

Detentions

The following misconduct could result in a detention: defiance, disruptive and inconsiderate behaviour, damaging property, forgetting equipment for lessons, not producing homework, inadequate work, dropping litter, persistent lateness to school, persistent lateness to lessons, truancy, wearing jewellery, make up etc., poor standard of uniform, out of bounds, eating out of bounds, chewing gum, using a mobile phone or any other personal electronic equipment without permission. Other misdemeanours, such as bullying, will be dealt with appropriately. The school is aware that there may be exceptional circumstances that make it difficult (on occasions) to deliver homework on time. Students should anticipate this and discuss it with the teacher(s) concerned.

- **Departmental detention [in specified teaching rooms]:** Duration of 30 minutes, either at lunchtime (1.45pm – 2.15pm) or after school (3.20pm – 3.50pm). The day of the detention will depend upon the department
- **Head of Year detention [in P4]:** Duration of 30 minutes (1.45pm – 2.15pm) every Monday or Friday
- **Full School detention [in IT2]:** Duration of one hour (3.20pm – 4.20pm) every Wednesday
- **Senior Leadership Team detention [report to Mr Henson's Office]:** Duration of 1 hour 40 minutes (3.20pm – 5.00pm) every Friday
- **Saturday detention (report to reception):** Duration of 2 hours (9.00am – 11.00am) at least once month

Issues associated with classroom behaviour are normally dealt with by the subject teacher with referral to the Head of Department when necessary. Extraordinary situations may demand immediate referral out of the classroom to SLT via Main School Reception.

If parents are unable to collect a student at the end of an after school detention, arrangements can be made for the student to remain in school until 6pm. This would be organised by the Head of Year or a member of the Senior Leadership Team.

- For each subject, students will receive one warning for a missed homework. The warning will allow for the completion of the homework by a revised due date (usually next day). After this warning, a departmental detention will be issued when homework is missed. One warning will be given each half term.
- Detention slips will be issued to students for all Departmental and HoY detentions. These require a signature by parents and should be returned to the school by the student for collection at the time the detention is sat.
- Parents will be informed about SLT detentions via email.
- Letters and an email will be sent to parents notifying them of Saturday detentions.
- Following two Saturday detentions, parents will be expected to meet with the Head of Year and/or SLT.
- All detentions will be recorded on SIMS, our electronic Behaviour Management System.
- To provide clarity, Departments should display their detention policy regarding possible sanctions in every classroom.
- **Attendance at detentions is compulsory.**
- **Detentions will only be rearranged in exceptional circumstances.**

Removal from Lessons

If a student is disrupting the learning of others in the class, he or she will be removed, initially for a brief period of reflection and then, if the problem persists, to another room under the supervision of the Head of Department / senior member of the department. On the rare occasions where a serious matter such as physical or verbal abuse is involved, the student will work out of normal lessons under supervision while the matter is investigated. Parents will be informed. All teaching staff, including supply teachers, student teachers and support staff, are empowered by the Headmaster to impose confiscation, detentions as listed above, community service and emergency removal (from their lesson). Other adults working in the school, such as coaches and volunteer helpers, are empowered to impose confiscation, and emergency removal; they may also supervise students completing punishments set by teaching staff.

Report Cards

If students fall below expectation in terms of effort, behaviour or uniform, it may lead to them being placed on report to a subject teacher, Form Tutor, Head of Year, Assistant Headteacher or other senior member of staff depending on the nature and persistency of the indiscretion. This will be discussed with the student and parents/ carers. Targets will be set to help the student improve in the area of concern. The student will serve a specific period of time on report during which progress will be monitored by staff. Parents are expected to check and sign the report card every day. There is an expectation that there will be improvement both during and after the period on report. Failing to comply when on report to a member of SLT may result in a fixed term exclusion.

Isolation

Continued disruption of the learning of others in a particular subject is likely to lead to a longer period of working in isolation when that subject is timetabled. This will be done in consultation with a member of the Senior Leadership Team, Head of Department, Head of Year and Form Tutor, with parents being informed. It could also lead to exclusion from free time, functions or trips. With regards to functions or trips, the school is obliged to put the issue of health and safety, including the ability to follow instructions, as a priority.

Continued disruption of the learning of others across a number of subjects is likely to lead to a period of internal isolation including supervised break and lunchtimes. This will be done in consultation a member of the Senior Leadership Team, Head of Year and Form Tutor, with parents being informed. It is likely to lead to exclusion from free time, functions or trips. With regard to functions or trips, the school is obliged to put the issue of health and safety, including the ability to follow instructions, as a priority.

Serious incidents of misconduct (e.g. persistent poor behaviour, violent / aggressive conduct towards another student or member of staff) will result in the student serving a period of time in isolation. Work will be provided for lessons missed. In the unlikely event a student does not behave appropriately in isolation, a fixed term exclusion will be issued.

A detention will be issued and parents will be informed when a student is placed in isolation.

Fixed-Term Exclusion from School

This will be used to deal with serious cases of misconduct, examples of which are listed in the section of this policy entitled **Potential Areas of Misconduct and Likely Sanctions**. Deputy or Assistant Heads may carry out this procedure in the absence of the Headmaster. A period of fixed-term exclusion at lunchtimes (when a parent would be required to supervise their child over the lunchtime period) may be needed for serious disruption on the site outside lesson time. A Pastoral Support Programme may be implemented if appropriate. This could include support or intervention from Chessbrook ESC or other similar provision.

Permanent Exclusion from School

This procedure is carried out by the Headmaster and must be endorsed by the appropriate Governors' panel, in accordance with DfE guidance, for repeated serious misconduct or for one-off misconduct of exceptional seriousness, examples of which are outlined in the section below. The school will endeavour to work with parents and outside agencies to balance the use of sanctions with support strategies for students where appropriate. This may include a Pastoral Support Plan (PSP) where repeated misdemeanours have placed a student in danger of permanent exclusion from school.

INFORMAL DISCIPLINARY PROCEDURES

As part of the **informal disciplinary procedures**, students will receive:

- Clear guidance on the effort and behaviour expected of them at the beginning and throughout their course, e.g. by reference to the Behaviour Policy, during induction, at regular intervals during tutor periods, subject lessons and parent consultations.
- A timely and clear indication on each occurrence when their effort or behaviour is not appropriate or sufficient, in order that they are aware of what is expected of them and the steps needed to remedy the situation. This support may commence at any stage but there will normally be a progression through the following steps:

(a) Interview / discussion or 'quiet chat'

Staff should treat cases of petty misconduct or minor failures to comply with the Behaviour Policy informally, that is by a clear, but informal, chat with the student to (i) indicate that their effort or behaviour needs attention and (ii) counsel the student as to the improvement required.

(b) Verbal warnings/community payback / loss of time at break or lunchtime

Where misconduct is repeated or is considered to warrant stronger, but still informal treatment, staff may give a verbal warning to the student concerned, require community payback or detain them informally for a short period of time at break or lunch. These warnings will be recorded on SIMS and monitored by the Form Tutor and Head of Year who may then take further action, should they be repeated across several areas.

(c) Concern email or letter/s

In slightly more serious cases, but where the actions are not sufficient to warrant use of the formal procedures, an email expressing concern may be sent to the Form Tutor, who will discuss it with the student in the next tutor period. A standard letter of concern may also be sent home to inform parents/carers by the subject teacher or Form Tutor. This is the most 'formal' of the informal processes but is not part of the formal disciplinary procedures.

Withdrawal of Privilege

As an alternative to other sanctions, senior staff may require that:

- a) a student attends school on days when they would otherwise not be required in school. This might include INSET days and ends of term where students normally leave early, and so on.
- b) a student is removed from participation in educational visits or extra-curricular activity.
- c) a student's lunch and break-times are withdrawn.

These are examples of the types of privilege which may be withdrawn, although it should not be considered to be a fully inclusive list.

Educational Visits

Misconduct on educational visits may lead to sanctions once the student has returned to school. This might include permanent exclusion for a very serious offence. However, immediate action might be required particularly if the visit is residential or overseas. Sanctions might include:

- on-site community service;
- restrictions to the student's activities and privileges;
- confiscation of illicit items;
- a student might be returned to school early, or a parent may be required to collect him/her at their own expense.

Suspension of Sanctions

In certain circumstances and in line with the principles of restorative practice, a senior member of staff may issue but choose to "suspend" the execution of a sanction for a period in order to offer a student the chance to amend their conduct. A period is defined during which the sanction can be invoked and the punishment will be executed if it is seen that the student has failed to change their behaviour as required.

Ancillary Powers of Staff

Consistent with the provisions of the Education and Inspections Act (2006) it may be necessary for teaching staff and designated support staff in exceptional circumstances to search students for items such as stolen items, drugs and substances of abuse, or items which could be harmful to others. In exceptional circumstances it may be necessary for staff to physically restrain a student, **in accordance with the school policy on physical restraint**.

Staff are not expected to put themselves at risk, and may reserve the right to decline to physically restrain a student. However, the Education and Inspections Act specifies that staff can use reasonable force to restrain a student where this is necessary to prevent the student harming themselves or others, prevent damage to property, or prevent serious disruption to the good order of the school's operations.

Referral for Police Action

In the case of serious offences, the Senior Leadership Team will make a decision as to whether the matter is to be reported for additional police action.

Monitoring for Equal Opportunities

It is important that the school's system of sanctions and rewards operates fairly and does not discriminate against or disadvantage any racial group, gender, student with disability, or vulnerable student. Pastoral leaders are at the centre of the process of monitoring each child's progress through the school, and are mandated to monitor its operation, and to investigate where students appear to be disproportionately and unfairly likely to receive given sanctions or rewards. They would have to satisfy themselves that there was due cause for any such pattern, and that no reasonable steps had been missed which could resolve it. Such a finding would be taken into consideration in the way the Discipline Policy is viewed, when it is reviewed in the future. With regard to the Equality Act 2010 and operation of the school's Single Equality Scheme, the Deputy Head is responsible for reviewing the operation of more serious sanctions, such as exclusion, to determine whether these sanctions have a disproportionate impact on any students with a protected characteristic, and whether there was due cause for any such pattern. The Governors receive a report annually from the Senior Leadership Team to be confident that the policy is not bearing unfairly on any particular segment of the student body.

Where a parent or student wishes to have further clarification of the reasons why a sanction was imposed, or to query that sanction, the member of staff concerned should be approached in the first instance. If this does not resolve the matter, the Head of Department, Head of Year or Assistant Headteacher may be approached. As a last resort, matters may be dealt with by the Headmaster, or through the school's formal complaints procedure.

Consequences of Misbehaviour

The following actions are a breach of Parmiter's expectations. In cases of greater severity, the school may choose or be obliged to involve the Police

Attendance and Punctuality (see also Attendance Policy)

- Students deliberately missing lessons or playing truant are expected to make up the time missed and are issued with an appropriate detention. (Parents and carers are asked to ring the school absence line in the morning of the first day of any absence, and to follow this up with a letter or email confirming the reason when the child returns to school.)
- Students who display persistent absence will be dealt in accordance with the procedures outlined in the Attendance Policy.
- If a student is late twice for registration in a week, without a valid reason, a Head of Year detention is issued.
- If a student is persistently late to school or lessons, the Head of Year will contact parents to discuss a strategy for addressing the issue.
- Saturday morning detention and other more serious sanctions may be applied for persistent offenders.

Not Being Equipped for Learning (see also Appendix 1 – Conduct for the Classroom)

- Students are required to have the correct books and equipment for each lesson and activity each day. Students frequently without vital materials can expect to receive a departmental detention.

Deliberate Classroom Disruption (see also Appendix 1 – Conduct for the Classroom)

- Classroom disruption is unacceptable as it adversely affects the learning of others. It will initially be dealt with by the classroom teacher who may impose an appropriate sanction. At times students may be asked to work in another classroom for a period of time. Persistent offenders may be required to work in another classroom or supervised area for an extended period of time.
- Withdrawal from lessons is a serious matter. Long-term withdrawal may require modification of the curriculum that the student usually follows, and parents/carers will be informed if such action is required.
- Behaviour incidents are recorded and monitored weekly by Heads of Year.

Uniform (see also School Uniform guidelines)

- Uniform must be worn properly at all times in school, on the way to and from school and at any event when representing the school off site. Top buttons must be done up properly, so too ties, with at least four stripes of the school's colour completely visible, and shirts tucked in. Belts should be black. Girls' skirts should be worn no more than 3 inches above the knee. Students who regularly fail to meet expectations can expect a detention to be applied as a consequence. Students may be put on uniform report if there is not a marked improvement in appearance.
- Where non-uniform items (coats, scarves, hoodies, etc.) are worn, they may be confiscated (see Confiscation Procedures Appendix 5) or failure to comply may result in internal isolation of the student at break and/or lunchtimes.

- It is essential that students taking public examinations attend properly dressed in full uniform. A student who repeatedly fails to wear required uniform may not be admitted to the examination.

Jewellery/Make-Up (see also School Uniform guidelines)

- Jewellery which is not permitted in our uniform guidelines will be confiscated. Likewise, students should not bring make-up into school; if found it will be confiscated (see Confiscation Procedures Appendix 5). Make-up includes fake tan, false eye lashes, nail varnish, acrylic / gel / shellac nails or nail extensions or other ‘beauty products’.
- Students wearing make-up will be sent to have it removed. Heads of Year and Assistant Headteacher will provide nail varnish remover and make-up wipes. Refusal to comply will lead to parents being contacted, possibly asking them to take the student home.
- Students who repeatedly fail to meet expectations can expect a detention and/or to be put on uniform report to their Head of Year or Assistant Headteacher. Parents will be informed.

Hairstyles

- Students’ hairstyle and colour should be of conventional appearance. We recommend that hair is not cut shorter than a grade 2 (clipper). There must be no shaved lines or patterns. This also applies to shaved eyebrows. Hair must be the student’s natural colour. This also applies to braids. Only plain (navy, white or black), functional and safe hair accessories are allowed. If a breach of this code cannot be resolved to the satisfaction of staff, it may result in a specified period of internal isolation of the student at break and/or lunchtimes. Changes in hair fashions may require staff to apply their judgement to ensure appearances are acceptable and reasonable. Students should be clean shaven (the only exception being for religious reasons where a note must be provided).

Eating and Drinking

- Chewing gum and high energy drinks are banned on school premises. Persistent offenders may be asked to do community payback (such as chewing gum removal) or may receive a Head of Year detention.
- The only areas where students in Years 7-11 may eat and drink (other than water) are the Dining Rooms, the covered seating areas, or at a club with the permission of a member of staff. Students are not permitted to eat or drink whilst moving around school. Students found in breach of this rule will have the item confiscated and discarded – community payback (such as litter picking, removing gum from tables etc.) may be imposed.

Smoking

- Smoking is not allowed on the school site or in school uniform off site. If students are caught smoking, or are part of a group in which people are smoking, or are in possession of smoking materials (this includes e-cigarettes, shisha pens/pipes etc.), they are subject to the following sanctions:
 - a. First offence – a full school detention is set and a letter sent home to parents/carers.
 - b. Second offence – detention for a week at lunch and break times. Letter sent home to parents/carers.
 - c. Third offence – a Saturday morning detention is set and parents are invited in to discuss the matter with the Head of Year or Assistant Headteacher.
 - d. Where students continue to commit smoking offences, a fixed-term exclusion is likely to be imposed.

Offensive Language

- Any student caught swearing or using offensive language (loud enough to be heard is loud enough to face a consequence) will be issued a detention.
- Verbal abuse towards other people is not acceptable and will be dealt with more severely as will persistent offenders. In these cases, a more serious sanction will be applied e.g. Saturday morning detention, internal isolation or fixed-term exclusion.

Damage to Property/Graffiti

- A student committing reckless or deliberate damage to school property will receive a sanction proportionate to the gravity of the offence. Parents will be billed for any subsequent costs incurred for repair/replacement by the Director of Finance & Resources.
- Damage in teaching areas will be dealt with by the subject teacher/Head of Department in charge of that area. Parents will be billed for any subsequent costs incurred for repair/ replacement by the Director of Finance & Resources.

Going Out of Bounds

- For their own safety, students in Years 7-11 are expected to be in designated areas during break and lunchtimes, and before and after school. Defiance of this rule will result in further sanctions.

Misuse of Equipment

- The school has a clear policy on the appropriate use of school computers and other devices. Misconduct in this area, such as “hacking” or improper use of the internet, may result in a range of sanctions from simple loss of privileges to exclusion from school (see also ICT Policies).
- Malicious discharge of a Fire Alarm/Fire Extinguishing equipment or making a hoax 999 call is highly dangerous and places others at risk of harm. This will be dealt with by a member of the Senior Leadership Team; the likely sanction will be a fixed-term exclusion.

Plagiarism (see also Malpractice Policy)

- Any work submitted by a student for assessment must be the student’s own work. This applies to homework/coursework/controlled assessment, public and internal examinations and key internal assessments. Students who submit work copied from elsewhere as their own, be it from a peer, text source, internet or from any other source, should expect a sanction. Students who assist a peer by knowingly allowing their work to be copied will face a sanction. For all cases reported to the examination boards it is for the boards to decide on the appropriate sanction. For internal cases sanctions may include: a warning, loss of marks, removal of a student from future examinations. Students will normally be required to rewrite/resit an assessment or examination; normally this will be done in a Saturday detention. Parents will be informed of all instances of malpractice.

Bringing the School into Disrepute

- Students are expected to be good ambassadors for the school at all times. Bringing the school into disrepute may result in a range of sanctions from simple loss of privileges to exclusion from school.

Offensive conduct and physical contact towards other students

- Unwanted / unnecessary / non-consensual physical contact will not be tolerated and face an appropriate sanction.

- Bullying (ongoing physical or verbal, including racial, cultural, gender, disability or relating to sexual orientation) or harassment is not tolerated (see our Anti-Bullying Policy and Single Equality Scheme). All such incidents will be dealt with in line with the school's Anti-Bullying Policy.
- Violent conduct towards another student will lead to a severe sanction to be determined by a senior member of staff.
- Where a student's conduct is reckless and dangerous, placing others at risk, a severe sanction may be imposed even where the student's intent was not malicious.
- Retaliation: if a student is harassed physically or verbally by another student within the school, they should bring this to the attention of a member of staff so that the appropriate action can be taken. Using retaliation to deal with the matter may lead to a consequence for both parties involved.
- Use of electronic means to harass, alarm or distress ("cyberbullying"), such as by e-mail, website, social networking sites, social media or text message, comes within the remit of this policy and will lead to a sanction.
- Peer on peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate). This can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender based violence. (See Child Protection policy)

Offensive Conduct to Members of Staff

- Abusive language/rudeness to or defiance of a member of staff is very serious. A member of the Senior Leadership Team should be informed immediately. A student found culpable will receive an internal isolation, or fixed-term exclusion.
- Harassment of a member of staff, abuse of their property or of their family, including beyond the bounds of the school day or school term, is also extremely serious and will result in internal isolation or fixed-term exclusion, or permanent exclusion. Threatening or aggressive conduct, damaging conduct, or repeated misconduct of this sort, are aggravating factors which will make more likely the application of exclusion which may be permanent. If a student is found to have wilfully made a malicious allegation against a member of staff, this will be a very serious offence likely to lead to an exclusion which could be permanent.
- Use of electronic means to harass, alarm or distress ("cyberbullying"), such as by e-mail, website, social networking sites, social media or text message, comes within the remit of this policy and will lead to a sanction.
- Violent conduct towards staff is likely to lead to permanent exclusion from school.

Offensive Conduct to Members of the Public

- Such misconduct, either in word or deed, is always serious. A member of the Senior Leadership Team should be informed immediately. A student found culpable can expect a Saturday morning detention, internal isolation, or fixed term exclusion as appropriate.

Theft

- All cases involving theft, including taking items from the canteen without payment, will be investigated by the Head of Year. Students caught stealing will be required to return, replace or pay for the property. Internal isolation is the normal sanction for theft, although determination of the sanction will depend on factors including the degree to which the offence was premeditated and the value of the item taken.
- To avoid difficulties, we insist that no article should be bought or sold, nor should any collection of money take place within the school, without permission of a senior member of staff.

Improper Conduct

- Sexual activity between students is not appropriate in an educational environment. Where such activity involves coercion, harassment, assault, or duress it will be treated as an issue of utmost seriousness; this may involve police action, and sanctions up to and including exclusion from school.
- Even when contact between students is consenting, sanctions may be set where behaviour goes beyond what the school views as normal affectionate behaviour.

Alcohol and Drug Related Offences

- All incidents suspected to involve alcohol, drugs or psychoactive substance abuse will be dealt with as described in the Drugs and Substance Abuse Policy. Where the substance is not illegal but thought to be a danger to the individual or to others, confiscation will be followed by some form of sanction up to fixed-term exclusion. In cases where illegal substances are involved, the police may need to be informed and the proper procedures for fixed-term exclusion or permanent exclusion will be followed.
- Consuming an illegal substance while under school jurisdiction, or purchasing such a substance, or being under the influence of such a substance, are all serious offences.
- Any involvement in supply of illegal substances is exceptionally serious and is likely to lead to permanent exclusion. This will not necessarily be restricted to the sale of drugs to others. Sharing an illegal substance, or making an arrangement to sell a substance off the school premises, or intent to supply, are also illegal and of utmost seriousness, and may lead to permanent exclusion.

Possession or Use of an Offensive Weapon

- An offensive weapon is **"any article made or adapted for use to causing injury to the person, or intended by the person having it with him/her for such use"** (legal definition). Items within the category of weapons include knives and blades of any length, catapults, any item capable of firing a projectile, fireworks and any noxious substances. Our policy also includes possession or use of replica items. Such items are not permitted within school.
- Bringing an offensive weapon onto school premises is a very serious offence which is likely to lead to a long fixed-term exclusion or to permanent exclusion; this will depend on the degree to which the student carrying such a weapon intended to use it to cause harm, alarm or distress to others; and the potential for the item to cause harm, alarm or distress to others. The weapon will be confiscated and the police contacted,
- Threatening someone with an offensive weapon on school premises is a criminal offence which holds a maximum sentence of 4 years in prison. Such an act will be reported to the police and lead to permanent exclusion.
- Laser light pens are potentially highly dangerous, even if students do not intend to use them in an offensive way. Possession by students or use on school premises is very serious and will lead to a sanction.

Possession of Other Offensive Items, Misuse of Mobile Phones or Electronic Goods

- The only circumstance in which a phone may be used during the school day is in cases of great urgency and/or if a member of staff's permission has been explicitly sought.
- Phones with a video or photo taking capability can easily be misused in a school setting. Any mobile phone turned on during the school day will always be confiscated if seen on school premises, the incident recorded and a detention issued. Further sanctions will be taken if the item is being used in a way detrimental to good order or to film a member of staff without their permission. Repeat offenders can expect a higher level of sanction and parents required to collect the phone.

- Students may not, during the school day, use electronic equipment such as i-Pods, MP3 players, CD players, digital cameras. They will always be confiscated if seen in a student's possession on school premises during school hours and a detention issued, unless a member of staff has explicitly requested that the student bring in the item. Further sanctions will be imposed if the item is being used in a way detrimental to good order.
- Regarding the last two bullet points confiscated items are usually returned at the end of the day unless there are exceptional circumstances, or the items have been confiscated on repeated occasions when parents will be asked to come and collect the items (see Confiscation Procedures Appendix 5).
- Possession of pornography, racist or other inflammatory literature or other items (e.g. postcards, posters, playing cards, pens), is forbidden and such will be confiscated and subsequently destroyed. The incident will be dealt with by means of sanctions ranging from detention to exclusion, depending on the degree to which the misconduct would cause real or potential harm. Exclusion would also be used in aggravated cases or where the conduct was repeated.

Obstruction of Justice

- If serious misconduct has occurred, students are expected to be helpful to staff investigating. Students who wilfully conceal important information will face sanctions up to and including fixed-term exclusion. The level of co-operation offered by a student facing any investigation will be taken into account in determining the severity of sanction/s imposed. School staff reserve the right to confiscate phones and will ask the student's permission to access the phone's memory where they believe that to do so will help an investigation into serious misconduct. They will limit such a search to the issue in hand. Should a student withhold permission to follow a reasonable request, the student will be liable to a sanction for obstruction of justice, and, in serious cases of student misconduct, the police may then be informed in order to gain access to this information.

Travelling to and from School

Pedestrians

Students walking to and from school do so in compliance with our dress code, i.e. full school uniform. When in school uniform, students are beholden to the School Behaviour Policy. Every pedestrian is an advocate for Parmiter's. Reflective strips on clothes and bags are recommended in the winter months. Students should be mindful when using mobile devices when walking to and from school as concentration and awareness may be compromised.

Cyclists

Students must be competent cyclists. All bikes must be roadworthy, and helmets must be worn on the journey to and from school. Students should not wear headphones when cycling. Cyclists should be clearly visible to other road users, especially in the winter months – bicycle lights, high visibility clothing, reflective strips on clothes and bags. The bike sheds are not locked during the school day. Therefore, students must have a suitable lock to secure their bike. If students do not adhere to the rules regarding safe cycling they will face the following sanctions: 1st offence – warning letter to parents; 2nd offence – Full School Detention; 3rd offence – student banned from bringing his bicycle to school. (See School Polices > Travel Plan > Cycling Code of Conduct)

School Buses/Public Transport

Conduct on the buses should be exemplary, in line with our school values and expectations. Drivers are treated with respect and courtesy, as are the other passengers. Students travelling on buses are expected to wear seats belts if they are fitted on the vehicle. They should be sat down or stood sensibly. Students should not be moving around the vehicle when it is in motion. Incidents of poor behaviour should be reported to staff so they can be investigated.

Sanctions: 1st offence – warning email to parents; 2nd offence – Full School Detention; 3rd offence – student banned from using the buses - homeward journey only – for a week. A fourth offence could lead to a complete ban from using the school bus. In the case of a ban, no refunds will be given.

Appendix 1

SCHOOL RULES

Arrival and Departure

- Before school students should only enter the premises via the main gate NOT the Sports Centre or Music Centre gates. The LRC (Learning Resources Centre) is open from 8.00am.
- Students should go promptly to their form room when the bell rings.
- After school students should leave safely via the main gate ONLY unless they are taking the school bus.

Respect for Others and the School Environment

- Students should be courteous to each other, to staff and to visitors and address staff as "Sir" or "Miss".
- Students should help to keep the school clean and tidy so that it is a welcoming environment. This means everyone is responsible for putting litter in the bins, keeping walls and furniture clean and unmarked, and taking great care of all displays.
- Students should move sensibly and quietly around the school, opening doors for others. A "keep left" rule applies in corridors and on staircases. Use of the main corridor is restricted to Sixth Formers and those students who are going from the Dining Hall to the Staff Room; others may only use it when accompanied by a member of staff.
- Unnecessary physical conduct will not be tolerated. A simple rule of thumb – ‘students should keep hands and feet to themselves’.
- Regarding offensive language – if a comment is loud enough to be heard it is loud enough to face a consequence.
- Students may only use mobile phones with the expressed permission of a member of staff in an appropriate area - generally, in the foyer of the Bethnal Green entrance – outside Mr Hughes’/Mr Henson’s office.
- Ball games are only allowed in the designated areas for each year group (using tennis balls or size 1 footballs, which are available for purchase from the PE Department).
- At break time and lunchtime no student may proceed to the servery in the Dining Hall until the duty staff arrive. Students buying food from the canteen should queue in an orderly way, eat sitting at a table and clear up afterwards. All food and drink purchased from the school canteen must be consumed in the Dining Hall / New Dining Hall / covered seating area. Students eating packaged food from home must use the designated covered eating areas between the Main Block and the Science Department. No food or drink may be taken or consumed elsewhere on the school premises or in the mini-buses without staff permission.
- Bicycles may not be ridden on the school premises. Students are expected to wear a cycle helmet on their journey to and from school.
- Students should respect *all* equipment in the school.
- Students should respect the environment around the school and local area by behaving in accordance with the Behaviour Policy.

Respect for Learning

- Students should always enter classrooms in a quiet and orderly manner. If it is necessary to wait outside a classroom, they should do so sensibly without causing an obstruction.
- Classroom disruption is unacceptable as it adversely affects the learning of others.
- No student should be in a classroom before or after school, at break time or lunchtime without staff supervision.
- Students may only leave a lesson with the expressed permission of the member of staff.
- Students may only leave the school premises if permission has been granted. They must ensure that they sign out at reception before they leave the premises.
- Mobile telephones must be switched **off** during the school day and must **not be visible**.

- Mobile devices and headphones should only be used during the school day with the consent of the teacher.

Forbidden Items and Serious Misconduct

- The following items are forbidden in school: stolen items, pornographic images, aerosols, high energy drinks, chewing gum, valuable items of personal property (e.g. jewellery), make-up, expensive electronic equipment, laser pens, lighters, cigarettes, e-cigarettes, shisha pens or alcohol, fireworks or other items that may be harmful or offer a threat to the health and safety of others, such as injurious liquids or any other items deemed ‘unnecessary’ in a school environment.
- Possession, use or supply of psychoactive substances and drugs paraphernalia; possession of offensive weapons (including replica items) or any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence or cause personal injury to, or damage to the property of, any person are extremely serious offences and likely to lead to police involvement and permanent exclusion.
- Students must not misuse mobile phones or electronic devices.
- Persistent defiance of school staff and/or school rules, bullying, abuse – verbal, physical, sexist, homophobic or racist, theft and bringing the school into disrepute are all offences which are likely to lead to serious sanctions.

See Department of Education Guidance Document (Sept 2016 update):

www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf

Appendix 2



CONDUCT FOR THE CLASSROOM

- ☺ Bring all necessary books and equipment to the lesson
- ☺ Arrive on time
- ☺ Check your uniform is correct
- ☺ Enter the classroom in an orderly fashion and wait behind your desk until asked to be seated by the teacher
- ☺ Listen when others are speaking
- ☺ Raise your hand to contribute or ask a question
- ☺ Value the teaching environment and the school equipment
- ☺ Respect your classmates and their property
- ☺ Remember your manners when addressing people – be nice!
- ☺ At the end of the lesson pack away only when instructed by the teacher
- ☺ Stand behind your chair and wait to be dismissed by the teacher
- ☺ Ensure your uniform is still correct
- ☺ Ensure that the room is tidy and check for litter
- ☺ Stack your chair on the table if requested to assist the cleaning staff
- ☺ Leave the classroom in an orderly manner

Appendix 3

CONFISCATION PROCEDURES

Once a member of staff has confiscated an item from a student, he / she should follow these instructions:

- Inform the student that the confiscated item will be taken to reception and advise the student that they should report to reception at 3.20pm. The item will be returned in line with the escalation procedures outlined below.
- Take the item to reception where the member of staff will
 1. Place the item in a “confiscated items” envelope and seal it
 2. Write precisely what the contents of the envelope are
 3. Put the student’s name and form in block capitals
 4. Note the date of confiscation
 5. Add their own initials
 6. Place the item in “confiscated items” box.

Reception staff will log the envelope in the “confiscated items” book which is kept in the box at reception.

At the end of the school day

- Confiscated items will be returned to the student by a member of the school office staff (unless it is a third offence). Any problems will be dealt with by a member of SLT.
- Items cannot be collected at any other time during the school day.
- Students will sign for their confiscated item.

Consequences

1st occasion- item returned and a Head of Year detention issued.

2nd occasion- item returned and a Full School detention issued.

3rd and subsequent occasions- item retained and parents informed, asking them to come to school to collect item.

In exceptional circumstances, where the confiscated item is banned in school, parents will be notified and asked to contact the appropriate member of SLT.

Also see the DoE Guidance document, ‘Searching, Screening and Confiscations – Advice for Headteachers, School Staff and Governing Bodies’ February 2014 (Updated September 2016)