



# **Gunnersbury Catholic School**

## **Behaviour for Learning Policy**

Policy implemented: September 2020

The Behaviour Policy of Gunnersbury Catholic School works to fulfil our Mission Statement:

**Gunnersbury Catholic School strives to educate all its pupils within an environment where the Catholic traditions of learning, truth, justice, respect and community are promoted.**

In consideration of this we hold the values:

- That each individual, student and member of staff, is a unique creation in the image of God, and deserves to be valued equally
- Students have a right to attend a school that consistently seeks for a positive, well-ordered learning environment where bullying, unkindness, disruption and other negative behaviours are not tolerated
- All students, staff and visitors are free from any form of prejudice or discrimination
- Good order and the highest standards of behaviour are essential to enable a safe, nurturing school environment where students have the opportunity to fulfil their potential
- Staff and volunteers have a right to work in a positive, respectful environment where courtesy, cooperation and due regard for authority are exhibited by students
- Violence or threatening behaviour towards students or adults will not be tolerated in any circumstances
- Students must apply themselves fully to their studies and school-life thereby developing their God-given talents

## **GENERAL POLICY PRINCIPLES**

Gunnersbury Catholic School is committed to:

- Having a caring, secure and orderly community in which the boundaries of acceptable behaviour are clear, shared, consistent, and in line with government legislation as represented in the following:
  - Keeping Children Safe in Education (September 2020)
  - The Education and Inspection Act 2006
  - DfE Behaviour and Discipline in Schools (Advice for headteachers and school staff), January 2016
  - DfE Exclusion from maintained schools, academies and pupil referral units in England, September 2017
  - Human Rights Act 1998
  - Race Relations Act 1976 (Amendment 2000)
  - Behaviour and discipline in schools
  - Searching, screening and confiscation at school 2018
  - The Equality Act 2010
  - DfE Use of reasonable force in schools (2013)
  - DfE Supporting pupils with medical conditions at school (2017)
  - DfE Special educational needs and disability (SEND) code of practice (2020)
  - Checklist for school leaders to support full opening: behaviour and attendance (July 2020)
- Applying the guidance set out in the Governors' Statement of Principles
- Applying the Government's Covid 19 Guidance
- Good behaviour, consideration of others, politeness and full commitment towards their studies is expected of every student on roll at Gunnersbury Catholic School

- Our expectations of pupils are made explicit in lessons and also articulated through form time, assemblies, the student planner (homework diary), school website, newsletter, notices and displays around the school.
- Our expectations of staff are articulated through the staff handbook and associated documentation. These expectations are reinforced at staff, tutor and departmental meeting.
- Acceptance of a place at Gunnersbury Catholic School acknowledges that our routines and rules, which are reviewed and provided to each student yearly, shall be complied with. These exist to maintain the learning environment within which all members of the Gunnersbury community find enjoyment, flourish, are safe and feel secure. These may be subject to change throughout year due to the Covid 19 restrictions.
- Notable good behaviour, effort and/or consideration being recognised and rewarded through the school reward system. Rewards include praise, house points, chocolate, Headteacher's awards, post-cards and letters sent home and acknowledgement at assembly and also posted on the school Twitter account. Positive encouragement is the primary means by which we seek to promote the rules and routines. Our Rewards and Sanctions Systems are designed to promote the observance of the school rules and routines.
- A number of sanctions may be employed for pupils who fail to follow our rules and routines. Whenever appropriate and possible, support shall be provided to assist pupils in the modification of their behaviour. Support may include: a talk with their tutor, a teacher, Head of Year or other suitable member of staff; referral to the learning mentor; opportunity to self-refer to the school counsellor; SEN assistance; construction of a Pastoral Support Programme, Pastoral Support Day. Serious and/or persistent breach of school rules may result in temporary (fixed term) or permanent exclusion, to protect the wellbeing and progress of the Gunnersbury community.

## **SCHOOL ROUTINES and RULES**

Compliance with routines, rules, good behaviour, respect and politeness are expected in school, when travelling to and from school, when partaking in school-organised activities and when identifiable/identified as a Gunnersbury pupil. Self-discipline and common sense are the ideal and expected of pupils at all times. Courtesy costs little, but counts a lot. To co-operate with those rules and routines is to share the collective responsibility that we all have. The rules are designed to emphasise the integrity and importance of the individual which we value so much and which proves the corner-stone of our entire educational thinking.

The rules and routines outlined here apply to pupils both inside school premises and to the conduct of pupils 'outside the school gate' - that is, pupils taking part in any school-organised or school-related activity, travelling to or from school, wearing school uniform or in some other way identifiable as a pupil at the school. Inappropriate or unacceptable behaviour in these circumstances will be dealt with as if it had taken place in school. In addition and in accordance with the DfE Guidance 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England (September 2017)' and the DfE 'Behaviour and Discipline in Schools (Advice for headteachers and school staff – January 2016)', sanctions, including permanent exclusion, may be applied to pupils for misbehaviour outside of school that:

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

These detailed rules and guidelines are not exhaustive - rather they indicate the level of conduct expected of a Gunnersbury pupil. They reflect and relate to the requirements that pupils are always to conduct themselves in a polite, well-behaved, safe and cooperative manner that assists the orderly running of the school. It is expected that all members of staff will advise/instruct pupils accordingly so as to maintain these requirements.

Compliance with Health and safety procedures and rules is expected within the school and also travelling to and from school. Any pupil who does not comply with these procedures and rules will be seen as a serious breach of the school rules.

## ATTENDANCE

1. Regular attendance is compulsory.
  - a) Any absence must be explained in writing and given to the Form Tutor on the day of return.
  - b) Whenever possible parents/guardians are to telephone the school before the start of the school day to advise of an absence and the likely duration of the absence.
  - c) Taking holidays during term time is to be avoided. On the rare occasions when it is unavoidable then written permission from the Headteacher must be obtained in advance.
2. Punctuality is essential. It should be noted that timings of the day have changed this year due to Covid 19 and are as follows:

Year 7 and Year 11 Pupils should arrive to school by **8.10am** and will start the day with registration. After this time they will be considered to be late.

Year 8, Year 9 and Year 10 Pupils should arrive to school by **8.25am** and will start the day with Lesson 1. After this time they will be considered to be late.

Year 12 and Year 13 students' arrival and finishing times will depend on their individual timetables. 6<sup>th</sup> Form Students who have a lesson timetabled for Period 1 must arrive to school by 8.10am to ensure they are in their classrooms, seated and ready for registration at 8.20am.

It is important that pupils must not arrive before their assigned starting time and they must only enter school through their assigned gate. **See student instructions**

- a) Any pupil who arrives after their assigned time must report to the Main Reception and sign the late list. Late students must wait within reception ensuring that they are wearing their face covering and are 2 metres away from other students and members of staff. A member of SLT will accompany these late students to their teaching 'bubbles'. Repeated lateness of a pupil will consequence in disciplinary action.
  - b) Any Year 7-11 pupil who arrives after 10.00 a.m. must provide a letter explaining the lateness to their Form Tutor the following day.
  - c) Throughout the day punctuality to all timetabled activities is essential.
3. Pupils may not remain on the premises following either Period 7 (Year 7 and 11) or afternoon registration (Years 8, 9 and 10), unless instructed to do so or special permission has been granted by a member of staff.
4. Pupils may not leave the premises during the school day without obtaining permission from a senior member of staff (normally their Head of Year or their Head of Key Stage) through submitting a written request or evidence of appointment. If a pupil leaves the school premises for any reason they must sign out, and on their return, sign in at the Welfare Room.
5. Members of the Sixth Form may leave the school premises during lunch break, but must be back on site by 12:35pm. Failure to return to school on time will result in the withdrawal of this privilege.

## **SAFETY IN SCHOOL**

1. Pupils must know the emergency procedures.
  - a) Pupils must know the procedures to be adopted in the event of the sounding of the alarm and obey them promptly.
  - b) Pupils must also follow the school's Covid 19 guidance as outlined in the school risk assessment and guidance .
  - c) Pupils must be aware of and observe all special safety rules in specialist areas including laboratories, workshops, computer rooms, practical rooms, theatre workshop, music department and sports facilities.
  - d) Pupils must ask to be taken to the Welfare room if they feel sick or to report an accident, they must not go there by themselves.
  - e) Pupils must always act in a safe manner.
  
2. Pupils may not enter any classrooms, science laboratories, workshops, computer rooms, practical rooms or sports facilities unless a member of staff is present.
  - a) Appropriate safety clothing and equipment, such as protective overalls and safety glasses, is to be worn in specialist areas as directed by a member of staff. This equipment will then be removed and cleaned properly at the end of the lesson before the next group of pupils uses them.
  
3. Pupils are not permitted to enter rooms that are not in their year group zone, unless it is a scheduled lesson in a specialist room. Pupils are not permitted to open or close blinds or windows unless a member of staff is present and supervises the process.
  
4. Pupils must not lean out of windows or climb on any staging or balcony.
  
5. Pupils must not interfere with any electrical equipment or installations, including switches and plugs.
  
6. Within school pupils must remain within their assigned bubble area at all times.
  
7. Cycling within the school grounds is forbidden.
  
8. Parents of pupils at Gunnersbury are welcome to visit the school having made an appointment by telephone or email with the member of staff whom they wish to meet. Unfortunately, Staff are unavailable to meet with parents during lesson times or other duty times. Parents and visitors must report to the Reception Area of the school on arrival. Please do not enter the school site if you have COVID 19 symptoms. As you enter reception, please ensure you are wearing a face covering, sanitise your hands and sit at least 2 metres from people outside of your household.

## **SAFETY IN THE CLASSROOM**

1. All students must sanitise their hands as they enter and leave the classroom and school site using the sanitiser provided
2. During lessons if a student needs to use the toilet, the teacher will contact reception and a member of SLT or another member of staff will accompany the student to and from their "Bubble" toilet.
3. If a pupil becomes unwell during a lesson, the member of staff will call reception and the pupil will be collected by a member of SLT or another member of staff.
4. If a student continually misbehaves following being reminded of expectations the teacher must contact reception who will call a member of SLT or another member of staff to remove the student from the room.
5. If a student does not have the correct equipment with them in school, a note should be recorded on SIMS and the Head of Year informed. Any equipment given to the pupil by the member of staff must be sanitized when collected in. By the student and placed in a box by the student
6. All behaviour issues and concerns that occur in the classroom must be recorded on SIMS each day. Any child protection concerns should be recorded in CPOMS as before.
7. A Pupil must never be sent outside the classroom, to the Head of Department or to the pupil's Head of Years Office. Staff must follow the on call rota. Pupils must not be moved to any other classroom.

## **APPEARANCE (Years 7-11)**

1. Pupils are always to be of smart appearance, avoiding extremes of fashion.
2. Full School uniform is to be worn to and from school, within school and for school based activities – unless otherwise directed by a member of staff. Rules regarding school uniform and appearance must be followed. The uniform requirements for Years 7-11 and the Sixth Form are published separately to this document.
3. Outdoor clothing is never to be worn inside the school buildings. Hats are not allowed inside the school buildings. The school hat is the only permitted headwear and may only be worn outside during periods of cold weather (as determined by the Deputy Headteacher).
4. Hair must be of a style that is:

reasonably short, tidy and clear of the face (above eyebrow level)

not overly long/high and falls to a point above the shirt collar

not bleached, dyed, permed or chemically altered in any manner

not closely cropped/shaved or with significant differences in length about the head e.g. the hair on top of the head is significantly longer than that at the sides

without patterns, lines or partings etc. cut/shaved into it

free of gel, wax, mousse or other similar products

Extremes of haircut/styling will not be allowed

5. Shaving of eyebrows (e.g. cutting lines into them) is not acceptable.
6. Tattoos are strictly forbidden. No pupil shall be allowed to attend Gunnersbury with a tattoo, even if it is covered by an elastoplast, dressing or similar.
7. Jewellery must not be worn in school (or on school occasions) nor on the journey to and from

school. Ear/nose rings and studs, bracelets, finger rings, necklaces, chains are all included in this ban.

Aspects of the school uniform and appearance policy may be disappplied by the Headteacher for identified pupils with specific and documented medical, religious or cultural reasons. Application for such a consideration is initiated through a written request to the Headteacher.

**6<sup>th</sup> Form Appearance:** The uniform and appearance requirements for Year 12 and Year 13 students are published separately to this document

## **TRAVEL AND TRANSPORT**

Pupils are to travel to and from school in an orderly manner. Pupils are to use local roads and pavements and not alleys and access routes to private property. Pupils must act in a responsible and courteous manner on their journey to and from school.

- a) Pupils should travel by the shortest and most direct route, to and from school without delaying at any point along the journey
- b) Pupils who arrive at Northfields station in the morning, are requested to cross by the zebra crossing directly outside the station and walk down the right hand side of Northfields Avenue.
- c) Pupils are not permitted to enter any of the retail outlets on the way to and from school. This includes newsagents, supermarkets, takeaways and local shops. Students must not congregate in groups and must ensure they travel directly home.
- d) Pupils are not permitted to enter Gumley Road or Convent Gardens.
- e) In the school's locality only the specified routes may be used to get to and from school. Pupils are not allowed to board a bus from Windmill Road in the direction of Northfields, at any time.
- f) To preserve their personal safety pupils are not allowed to catch buses, use the shops or spend any time at Brentford High Street.
- g) Students wishing to catch the 235, 237 or 267 must use the bus stops outside or opposite Morrisons Supermarket/Brentford County Court. Pupils must 'alight and board' the E2 and E8 buses outside or opposite Brentford Police Station on Boston Manor Road. Boston Manor Park, Blondin Park and Lamas Park are strictly out of bounds at all times for all pupils.
- h) No student may also enter the fast food outlet beside the bus-stop at the junction of Northfields Avenue and Windmill Road
- i) It should be noted that students will not be allowed to wait for siblings during while the Covid 19 restrictions are in place.



2. Pupils may cycle to and from school provided:
  - their parents have written to their Head of Year giving their approval
  - they have obtained the agreement of their Head of Year –
  - a) Pupils who cycle to school must wear a safety helmet of the appropriate standard.
  - b) Pupils must ensure that their bicycle has working lights and reflectors on it. If observed not to by members of staff, they must ask the student to return to school and ask Head of Year to call parents
  - c) Bicycles must be left in the designated bicycle park and securely padlocked. Personal insurance is highly recommended as the school cannot be held responsible for loss or damage.
  
3. Pupils while using public transport such as Trains, Tubes and Buses must:
  - Comply with the social Distancing rules while on platforms and inside the Train, tube and Bus.
  - Wear a face mask at all times while travelling
  - Wash their hand before they travel and also when they arrive at school or home.
  - Pupils that take the Tube to Northfields/Boston Manor or the Train to Brentford must walk the rest of the way to school instead of taking another mode of transport such as a bus. This is to avoid needless use of public transport and stops congestion near the school site
  
4. Pupils are prohibited under any circumstance from using electric scooters as a form of transport to or from school. Pupils are also not permitted to be a passenger on an electric scooter belonging to anyone else. If a pupil is found to be on a scooter then this will result in disciplinary action.
  
5. Sixth Form pupils in possession of a valid driving licence may travel to and from school on a scooter/motorcycle or in a motor vehicle only if:
  - their parents have written to the Deputy Headteacher giving their approval.
  - they have produced valid documents to their Head of Year and have obtained permission.
  - they have obtained the agreement of the Deputy Headteacher.
  - Motor cycles and motor vehicles may not be brought on to school premises. -

## BOUNDS

1. Pupils will go to their assigned bubble areas when they arrive in school and remain there while on break and lunch until they are directed otherwise by a member of staff. They bubble zones are as follows:

Year	Before School	Break time	Lunch time
Year 7	8.15am Line up in the Year 7 Playground(Dining Hall if wet) – Enter through the Year 7 Gate	9.25am-9.45am – Year 7 Playground – DT Toilets	12.00-12.45pm – Year 7 Playground/Collect food in Dining Hall – DT Toilets
Year 8	8:40 – Line up in the Year 7 Playground - Enter through the Main Gate	10.10am-10.30am – Year 7 Playground – DT Toilets	12.45pm-1.30pm – Year 7 Playground/Food Station in the playground – DT Toilets
Year 9	8:40 – Line up in the Quad Area – Enter through the Year 7 Gate	10.10am-10.30am – Dining Hall/Quad – Upstairs Main Building Toilet	12.45pm-1.30pm – Dining Hall/Quad/Collect food in the Dining Hall – Upstairs Main Building Toilet
Year 10	8:40 – Line up in area between Sports Hall and Dining Hall (Sports Hall if wet) – Enter through the Sports Hall Gate	10.10am-10.30am – Sports Hall/Cage A – PE Toilets	12.45pm-1.30pm – Cage A/Collect food in the Sports Hall – PE Toilets
Year 11	8:15 – Line up in Area between Sports Hall and Dining Hall (Sports Hall if wet) – Enter through the Sports Hall Gate	9.25-9.45am – Sports Hall/Cage A – Downstairs Main Building Toilets	12.00-12.45pm – Cage A/Collect food in the Sports Hall – Downstairs Main Building Toilets
Year 12	Arrive through the Main Gate – On days that they have a Period 1 lesson – 8:15 – “Bubble Classroom” for pastoral time	9:25-9:45 – Food in Dining Hall then return to 6 <sup>th</sup> Form Area	12.00am-12.45am – Collect food from Year 7 Playground – Playground between the Main Building and 6 <sup>th</sup> Form Downstairs– 6 <sup>th</sup> Form Toilets
Year 13	Arrive through the Main Gate – On days that they have a Period 1 lesson – 8:15 – “Bubble Classroom” for pastoral time	9:25-9:45 – Food in Dining Hall then return to 6 <sup>th</sup> Form Area	12:45-1.30pm – Collect food from Year 7 Playground – 6 <sup>th</sup> Form Upstairs – 6 <sup>th</sup> Form Toilets

2. All grassed areas are out of bounds except when the lower field is specifically permitted to be used.
3. Ball games are only permitted in the lower playgrounds (with the exception of Year 7 who are permitted to use SOFT BALLS in the Year 7 playground) and tennis courts. (Football should be no bigger than a size 4).
4. The patio, upper playground and the area around the Music Block is a circulation area for pupils moving to specialist rooms.
5. The wooded areas beyond the lower field, lower playground and behind the Sports Hall are out of bounds. Additionally the grass/planted area alongside and at the rear of the Design and Technology, Science and Mathematics blocks is out of bounds to students.
6. Pupils should not go anywhere near the building site of the new Gym. Make higher on the list. Building site and surrounding areas out of bounds etc..
7. The Library, Learning Resources Centre and School Gym will not be open to pupils while the Covid 19 arrangements are in place.
8. Pupils are not to enter the school office or the school entrance in front of the office without staff permission.
9. Pupils will have no access to any lockers during the Covid 19 pandemic
10. Pupils will not have any access to a classroom unless a member of staff is present. In the event of severe weather, special arrangements apply.

## **BEHAVIOUR/GOOD ORDER**

1. Pupils are to proceed in an orderly manner throughout the school and never run in any building.
2. Without delay pupils are to politely comply with the requests of staff and at all times exhibit respect, courtesy and cooperation towards them.
3. Pupils are not to leave their designated bubble areas under any circumstance without the permission of their Head of Year or a member of SLT. If a pupil decides to leave his area without permission then the parents of the student will be called to attend a meeting at school with a member of the pastoral team/senior member of staff.
4. Pupils are always to keep to the left on all staircases and in corridors and adhere to the one way system in the main building when required to move from classroom to classroom.
5. Pupils are to line up outside the building and any teaching area until directed to enter by a member of staff. When in class pupils are to stand up upon an adult entering the room. Line up outside of the classroom or teaching area.
6. No shouting or loud noise is permitted within the school buildings.
7. Fighting is strictly prohibited, any pupil involved will be severely punished and risks permanent exclusion.
8. Aggressive, threatening or violent behaviour is not acceptable and may lead to permanent exclusion.
9. Bullying in any form is totally unacceptable and will be severely punished.
10. Pupils are to be respectful and courteous to each other and members of the public.
11. Recording (video, audio, etc.) and/or making images of fellow pupils and/or staff is prohibited
12. Pupils will receive lunch at food stations in the dining hall, sports hall or Year 7 playground. In the event of a wet break, each year group will be brought down in turn to pick up sandwich grab bag and then return directly to their "Bubble Zone."
13. Food and drinks may not be consumed in bubble area but designated area for lunch and break except for a wet break or lunch.

14. Litter is always to be placed in the bins provided throughout the school and when travelling to and from school.
15. All communications distributed to pupils for their parents are to be delivered personally. Where necessary, parents' acknowledgements are to be returned to school by pupils.
16. Pupils are expected to have all necessary equipment including pen, pencil, ruler and calculator available for use in lessons. No sharing of equipment between pupils will take place from September unless they are within the same bubble.
17. Students are expected to conduct themselves to the same high standards on their way to and from school as required within Gunnersbury School.

## **PROPERTY**

1. School textbooks and equipment supplied to pupils become the responsibility of the pupil until they are returned, replaced or paid for.
2. Damage to school property or equipment should be reported immediately to a member of staff. Pupils and/or their parents will have to pay for any damage caused.
3. Personal property is at all times the responsibility of the owner.
4. Expensive items of clothing and equipment must not be brought to school. No electronic equipment other than a calculator may be brought to school. Pupils must exercise care and concern for their own property and the property of others.
5. The school does not permit the buying, selling or exchange of personal property on school premises.
6. Pupils are not to borrow/lend monies or personal belongings with each other
7. Lost property is to be taken to or reported to the Welfare Room.
8. Pupils will not have any access to a locker this year and as such should limit the amount of personal items to school. Pupils should also only bring the schools books required that day to school.
9. The school reserves the right to inspect personal belongings, including the contents of a school bag, when it has cause.
10. Theft/stealing is considered a very serious matter by Gunnersbury Catholic School. Significant sanctions will be applied as a consequence of this conduct including Permanent Exclusion as appropriate.
11. ALL items of clothing and personal belongings should be clearly marked with the pupil's name. The school cannot be held responsible for items that are lost or taken. Any items that are brought into school are at the owner's risk and therefore the school cannot accept any responsibility for the loss or damage to any property belonging to or owned by a pupil or his/her family.

## **PROHIBITED**

1. All medication should be given to the Welfare Assistant who will supervise its use. It is not to be kept or administered by pupils in school without authorisation of the Welfare Assistant.
2. Chewing gum, bubble gum and any similar sweets are forbidden in school at all times. Bubble gum dropped or left on a table is a risk of infection.
3. Smoking, and the possession of cigarettes, tobacco and tobacco papers, is forbidden on the school premises, when travelling to and from school, and when a pupil is a member of a school party.
4. The possession or taking of drugs is strictly forbidden, whether in school or on the way to/from school. No pupil may buy, sell or be in possession of drugs (legal or illegal); to do so will result in permanent exclusion. Any form of substance abuse will lead to permanent exclusion.
5. The possession of drugs' paraphernalia will consequence in significant sanctions including exclusion.
6. e-cigarettes and vapour inhalation type products of any type are forbidden both in school and on the way to and from school.
7. It is forbidden to possess or consume alcoholic drinks while on school premises or travelling to and from school or at any time in school hours. To do so risks permanent exclusion
8. The possession of the following items by pupils at, or travelling to/from, Gunnersbury Catholic School is banned: large sums of money; mobile phones; electronic tablets; laptop computers; jewellery; items of considerable value; water pistols; laser pens; pellet guns; fireworks; lighters; matches; aerosols; solvents; alcohol; stolen items; pornographic material; any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property. Pupils who bring these items to school will have them confiscated and will face disciplinary action of which the outcome may be exclusion.
9. Pupils who bring into the school vicinity or are in possession of a knife or other weapon/dangerous item shall be permanently excluded.
10. Gambling is strictly forbidden.
11. Pupils must not bring non-uniform items of clothing into school – to do so will result in their confiscation by staff. This includes non-approved school bags.
12. Any item that is disruptive, offensive, illegal or dangerous is banned from Gunnersbury Catholic School and will be confiscated from pupils.

## **Malicious allegations**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the headteacher will discipline the pupil in accordance with this policy. Please refer to our safeguarding policy for more information on responding to allegations of abuse.

The headteacher will of course also consider the pastoral needs of staff accused of misconduct.

## Physical restraint

Whilst corporal punishment is illegal in all circumstances in some situations, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

Gunnersbury's *Use of Physical Restraint Policy* fully details the procedures in these circumstances

## Power to search pupils without consent

In addition to the general power to use reasonable force described above, the Headteacher and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following "prohibited items":

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

**Force cannot be used to search for items other than the above which may also be banned under the school rules. Items not in the list above that are also banned by the school may also be searched for without consent but not with the use of force.**

## **REWARDS**

The essential importance of creating a positive atmosphere characterised by genuine praise and encouragement is recognised by numerous means, including :

- informal praise from staff
- written comments on work
- positive phone call or letter home
- Form Tutor acknowledgement
- merit points and house points
- Headteacher's Award
- Jack Petchey Award
- congratulations in assemblies, including certificates , prizes such as chocolate
- awarding 'colours'
- work put on display
- positions of responsibility
- congratulations in the newsletter, website and school twitter account

## **SANCTIONS**

Our pupils want to behave well and want to learn. They value praise and reward, and respond to high quality teaching and learning experiences. However, at times it is necessary to impose a sanction on a pupil who has not followed the school's routines and rules, either within school or outside the school. Pupils must act in a thoughtful manner and not put their health and safety or that of other member of the school community at risk. Reckless behaviour will be viewed very seriously by the school.

To disregard the rules and routines, deliberately or thoughtlessly, is a discourtesy and potential danger to fellow pupils and to staff. In cases where rules are broken, the school will apply a variety of sanctions which may include a reprimand, additional work assignments, community service, or detentions. In serious cases a pupil may be temporarily (fixed term) or permanently excluded from school.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in his absence, the Deputy Headteacher who is acting in that role). Exclusion, whether fixed term or permanent, may be used for any behaviour which constitutes a breach of the school's routines and rules, in accordance with the guidance issued by the Secretary of State (DFE Behaviour and Discipline in Schools (Advice for headteachers and school staff – January 2016) and DfE Exclusion from maintained schools, academies and pupil referral units in England (September 2017).

The school will consider police involvement for any serious breach of its routines and rules.

## Detentions

Pupils may be detained by members of staff after school without notice for up to 1 hour after the pupil finishes school in order to catch up on missing work and reflecting on their conduct. For the next year the detentions will be centralised and kept within the year group.

Year	Time of Detention	Room
7	2.55pm – 3.25pm	Maths 3
8	3.15pm – 3.45pm	DT4
9	3.15pm – 3.45pm (We could also do this at lunch time as a option?)	MFL 3
10	3.15pm – 4pm	E6
11	To take place at lunch time in RE4	RE4
12	To take place at lunch time in S8	S8
13	To take place at lunch time in S2	S2

Longer detentions will be advised in advance by written notice in the pupil's Homework Diary.

Saturday detentions will be set as a sanction as determined appropriate by the Deputy Headteacher. Detentions will be in the side gym on a Saturday - Staggered times for year groups e.g. 7-9 8:30- 10:00 and 10:30-12:00 10-13. Pupils will wear full school uniform.

For Year 11 and Year 13 students the detentions will run from 8am until 9am when Saturday school is taking place or once Saturday school has finished.

## Pastoral Support Days

The Deputy Headteachers and Heads of Key Stage determine the engaging of pupils on Pastoral Support Days (PSD). This resource provides time and space for a pupil to reflect upon their conduct and to receive support towards their behaviour.



# ANTI-BULLYING APPROACH

As acknowledged in our school rules bullying is unacceptable and will not be tolerated at Gunnersbury School. It is defined by the Children's Charity Kidscape as 'repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power'. It can happen face to face or through cyberspace and comes in many different forms. .

Bullying can be:

- Emotional            being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical            pushing, kicking, hitting, punching or any use of violence
- Racist                racial taunts, graffiti, gestures
- Sexual                unwanted physical contact or sexually abusive comments
- Homophobic        because of, or focussing on the issue of sexuality
- Verbal                name-calling, sarcasm, spreading rumours, teasing
- Non-verbal         Staring, giving dirty looks, spitting
- Cyber                all areas of internet, such as email, internet chat room and social networking sites misuse; mobile threats by text messaging and calls; misuse of associated technology (i.e. camera and video facilities)

The above list is not exhaustive

In the spirit of our Mission Statement we seek to establish and maintain conditions where individuals are confident that they have recourse to help whenever they are subjected to bullying or threatening behaviour. We also aim to teach bullies the skills of social behaviour and personal responsibility so that they may be better able to enjoy their time at Gunnersbury.

Where bullying is discovered it is always addressed by the pastoral system. School sanctions will be appropriately invoked. The following disciplinary measures may be taken:

- Official warning to cease offending.
- Withdrawal of break and lunchtime privileges.
- Detention.
- Exclusion from certain areas of the school premises.
- Withholding from school trips/sports events which are not part of the curriculum.
- If serious and or persistent, material may be passed to school police liaison.
- Incident recorded in the 'Bullying Log' on CPOMS by the Deputy Headteacher..

In serious or subsequent cases, the bully's family will be invited to come to school so that an agreement can be reached on future behaviour. In extreme and/or repeated incidents a bully may be excluded for a fixed-term or permanently. In very serious circumstances the Head of Key Stage, Deputy Headteacher and Headteacher may be involved in its resolution.

If a pupil feels threatened, bullied and/or upset by another student or has been attacked (verbally or physically) he should always discuss the matter with a member of staff. Through their daily contact with their form the tutors are ideally placed for such discussions, but as necessary all staff are available. If a

member of staff suspects that a pupil is being bullied, reasonable efforts should be made to encourage conversations. Staff should inform the pupil's form-tutor and/or Head of Year as soon as possible of knowledge or suspicion of bullying. To protect the interests of the victim, staff will proceed with the utmost care and discretion when dealing with such matters. As necessary the victim shall be provided with subsequent support and care. Bullying shall usually be dealt with by the Head of Year.

**Pupils who have been bullied will be supported by:**

- The offering of an immediate opportunity to discuss the experience with our school Deputy Head or a member of staff of their choice.
- Re-assurance from staff.
- The offer of continuous support/mentoring/counselling.
- The restoration of self-esteem and confidence via the pastoral system within the school, the support group approach, active, listening, active counselling based approaches, quality circles, assertive training groups.

**Pupils who have bullied will be helped by:**

- Discussing what happened.
- Discovering why the pupil became involved.
- Establishing morality – the wrong doing and need to change.
- Informing the parents or guardians to help change the attitude of the pupil.
- Parents will be encouraged to be sensitive but firm.
- The school will work in partnership with parents to improve the situation.

**Staff**

It is the responsibility of all staff, both in the classroom and around the school, to do all they can to prevent bullying and to mitigate against the impact of any that has taken place. Staff, both teaching and support, should adopt a 'zero-tolerance' approach to bullying and should not ignore even minor name-calling or unkindness. The complex nature of bullying requires staff to use professionalism, sensitivity and judgement in the way they handle bullying. On occasions it may be sufficient to speak to a group, individual or class or simply to issue a warning, but on another occasion it may need to be referred to the Head of Year or beyond for further action.

Parents who believe that their child is being bullied should immediately contact the relevant form-tutor and/or Head of Year. If these members of staff are not available or they have been unable to allay or resolve the parents' concerns, the Head of Key Stage and subsequently the Deputy Headteacher should be contacted.

In line with our behaviour policy the school reserves the right to address bullying that has been subjected by one of our pupils to another outside of the school premises.