



Emanuel School

Behaviour Policy

This policy sets the standards of expected behaviour for pupils attending Emanuel School. The policy underpins the strong pastoral ethos of the school and aims to foster a caring and kind school community. It is written with reference to the DfE guidance offered in Behaviour and Discipline in Schools (2016) and section 9 of The Education (Independent School Standards) Regulations (2014) ensuring that arrangements are made to safeguard and promote the welfare of pupils. The school rejects the use of corporal punishment.

All pupils are encouraged to behave in a manner which does themselves and the school credit. They should be polite, helpful and considerate, showing sensitivity towards each other and respect to all members of staff. High standards are expected and insisted upon, not only on the school site, but also on educational trips and visits in the UK and abroad and to and from school.

Aims

Fundamental to the school's behaviour policy are the following aims:

- To provide a caring and supportive environment in which pupils are able to distinguish between right and wrong.
- To develop a positive climate based on courtesy for the whole school, common sense, mutual respect and co-operation as well as consideration for others, for the whole school.
- To be mindful that some of the pupils on the learning support register will have significant communication difficulties and may require additional support to understand key expectations around the behaviour code.
- To provide an atmosphere in which pupils can learn well and teachers can teach effectively.
- To develop respect for school and personal property.
- To promote good relationships throughout the school, both between adults and pupils and between pupils.
- To encourage pupils to accept responsibility for their behaviour and progress.
- To show pupils that their effort, work and good behaviour are valued and to help maintain high expectations of these.
- To ensure a consistent approach to behaviour through staff CPD, assemblies, life education and the regular highlighting of published policies so that staff and pupils feel the school's behavioural policy is robust and fair.

A positive, purposeful learning environment fosters good behaviour. Regular and sustained use of praise and rewards, teaches children the social skills they need to be successful and redirects children towards success rather than highlighting their mistakes. Building positive relationships with children is at the heart of effective behaviour management. Effective teachers teach not only the formal curriculum but also social and emotional skills too so establishing positive, caring, trustworthy relationships in order to influence the choices pupils make which will foster a climate where learning can flourish.



School rules

These school rules are to ensure that the school runs smoothly, that its pupils show respect for each other and towards the public, that they give proper commitment to their academic studies and co-curricular activities and that the school's reputation is upheld. All pupils should be aware that involvement in drugs, theft, bullying, sexual violence or sexual harassment will be addressed using the most serious sanctions.

School rules apply when pupils are at school, travelling to and from the school, or taking part in any activity organised by the school. Furthermore, the school may discipline pupils for non-criminal behaviour off site. Examples may include pupils: misbehaving whilst wearing the school uniform; adversely affecting the reputation or running of the school; posing a threat to another pupil or a member of the community or poor behaviour on trips.

- a. Any form of sexual violence or sexual harassment will be considered a serious misconduct. Where a pupil has experienced sexual harassment or abuse at school the NSPCC helpline 'Report Abuse in Education' is available: 0800 136 663 or help@nspcc.org.uk.
- b. Smoking (including vaping), drinking alcohol and being under the influence of illegal drugs or substances that mimic the effect of illegal drugs is forbidden. It is also an offence to bring any of the following prohibited items to the school: tobacco, vaping equipment, alcohol, illegal drugs (we define drugs as set out in our drugs policy), fireworks, laser pens, pornographic images or any stolen or legally prohibited, or potentially illegal, harmful or damaging substances or objects (knife, pellet gun etc). Any pharmaceutical medication must be given to the nurse for administration and not carried on your person.
- c. Pupils may not conduct any form of gambling or unauthorised business venture in school or using school facilities.
- d. Mobile phones and devices should be switched off and kept out of sight during the school day unless a teacher has given express permission for them to be used.
 - i. Pupils in the sixth form may use their mobile phones in the sixth form centre only during break and lunch. Pupils below the sixth form must leave their phones in their locker throughout the day; mobiles may only be used with the explicit permission from a member of staff.
 - ii. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. Pupils who do not abide by these rules may receive a behavioural sanction and may have their phone confiscated.
 - iii. It is unacceptable to take a picture or make a recording of a member of staff or another pupil without their permission, or store or transmit violent, degrading, racist or pornographic images.
 - iv. Pupils using laptops or mobile phones to bully or harass another person or who share private information or who use vulgar, derogatory or obscene language will face disciplinary action.
- e. Pupils may only use computers or access Wi-Fi in accordance with the school's E-Safety and Acceptable Use Policy. The school expects all pupils to use school equipment carefully, sensibly and responsibly. Pupils must not bring into the school,



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- send out from or send within the school material of any kind that parents, pupils or staff might find unacceptable, or inappropriate in a school environment.
- f. Pupils are expected to behave in a respectful and appropriate way to one another at all times. Public displays of intimacy are not permitted at school.
 - g. Eating or drinking is only permitted in the refectory and outside or, in the case of sixth formers, in the sixth form centre. Chewing gum is not permitted in school or on school trips.
 - h. Pupils are not permitted inside the school building during break and lunch time unless taking part in a supervised activity or during wet break procedures. Pupils must not enter any other form room beyond their own.
 - i. Running within school buildings is forbidden, as is any behaviour likely to disturb others. Pupils should be mindful that lessons will be continuing during their break and lunch.
 - j. Pupils may not leave the school grounds during the normal school day without an exeat.
 - k. Pupils who drive themselves to school are not allowed to park on the school site.
 - l. Bicycles and scooters must, upon arrival, be securely locked and put in the designated area. They may not be ridden within the school grounds. Bicycles and scooters must be in a roadworthy condition and clearly labelled with the pupil's name. A cycle helmet must be worn to and from school. At night, both front and rear lights are required, and it is advisable to wear high visibility clothing.
 - m. All personal property must be clearly marked with the name of the owner. Valuables should be securely stored in lockers at all times. Pupils should not leave any item of value lying around the form room or in the sports hall or swimming pool changing rooms. For activities that go beyond 6pm in the evening, secure storage will be made available by the member of staff running the activity.
 - n. Pupils should ask the form tutor to help them look after particularly valuable items. It is recommended that valuables are not brought to school. The school cannot accept responsibility for loss or theft of valuable items e.g., mobile phones which are brought to school, or of any property left in changing rooms.
 - o. Pupils are assigned lockers and receive their own combination padlock to use with it. All valuable items, such as laptops, trainers, coats or sports kit, should be carefully stored inside the lockers provided. Pupils must use the lock provided by the school.
 - p. Should a pupil be unable to do games or any other organised school activity for any reason, a note must be handed in / email sent, in advance, to the member of staff in charge of that activity. Those pupils unable to participate will be asked to assist the teacher and contribute to activity in an appropriate capacity. In the case of senior games, injured participants are required to study in the supervised off-games room.
 - q. Only pupils in the charge of a teacher, or those who have obtained permission from the deputy head: pastoral may enter the school grounds during the holidays or outside normal school hours.
 - r. All visitors report to the gate on arrival.



Attendance

Daily registration

The school attaches great importance to a punctuality. Pupils who arrive in good time have sufficient time to ensure they are prepared for the day ahead and can undertake any administrative tasks – for example, meeting with teachers or handing homework in. It remains vitally important that a pupil sees their form tutor each morning in registration to hear any notices or receive any messages.

All pupils should aim to arrive by 8.20am at the latest each morning and be in their form room for morning registration at 8.25am promptly. Afternoon registration is taken at 2.30pm at the start of period 7, by the subject teacher leading the class. The exception is on games afternoons (when pupils go straight to games after lunch).

It is important for pupils to attend registration on time, not only for the smooth running of the school, but also because the school has a legal requirement to register the pupils twice a day.

Other attendance regulations

- Pupils may be required to attend school outside school hours, including Saturdays, half terms and holiday times in order to play games, to attend detention, and for other reasonable demands on their time.
- Pupils are requested not to take paid employment during term time. If a pupil subsequently chooses to take employment, this will come under the school's remit if this employment interferes with a pupil's academic progress or with school activities (e.g., sports, music, drama rehearsals, detentions and so on). In these situations, the headmaster can require a pupil to stop the employment.
- Pupils' attendance is also registered electronically in EMA for each lesson by their subject teacher.

Absences

The main reason for absence which does not have to be agreed in advance is, of course, illness. Parents should send an email to absences@emanuel.org.uk and the form tutor on the first day of a pupil's absence in all cases by 9am. Alternatively parents can call the school. Reception is staffed from 7.30am, and an answering machine facility is available before this time if parents wish to leave a message.

Daily reporting of absence is required until the pupil returns to school.

Please note that, if the above procedure is not followed, the school will contact parents to find out why their child is absent.

Lateness

The gate closes at 8.23am at which point a pupil is considered late (they do not have sufficient time to make it to their form room before registration commences at 8.25am). The pupil will then be required to register late at the gatehouse.



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Early Registration

Pupils are expected to be in registration by 8.25am and 2.30pm. For those pupils who are persistently late to morning registration, Early Registration is implemented and detentions are issued.

Late attendance incurs the following sanctions over a half term:

3 lates	Form tutor contacts home
6 lates	Head of Year detention + letter home from head of year and pupil is put on Early Registration
9 lates	Headmaster's detention + letter home from head of section and pupil is put on early registration
12 lates	Referral to member of senior management team

At each stage the relevant member of staff will speak to the pupil and explain the importance of punctuality, he/she may also request a meeting with parents.

Pupils on Early Registration are required to report to reception between 8.00am and 8.15am.

Failure to attend by the specified time will attract further sanctions.

Exeats (permission for absence)

The procedure for requesting an exeat is as follows:

1. For routine dental and any other appointments which cannot be made during holiday periods, parents should send an email or letter to their child's form tutor at least 24 hours (and preferably 48 hours) beforehand.
2. The form tutor who will arrange for an exeat to be issued.
3. Pupils should go directly to the gatehouse at the time the exeat begins where they will be signed out.
4. Pupils who have a music lesson during registration will be registered in their lesson.
5. Exeats and music lessons will not count as a "late" providing the correct procedures have been followed.

Dress and uniform

From September 2020, all new pupils in the lower and middle school are required to wear the new school uniform. Pupils who joined the school prior to this point are required to wear the school uniform from September 2022. Before this point, pupils are permitted to wear the old uniform, a combination of old and new uniforms (as permitted) or the full new school uniform. School uniform is worn by all pupils in school until the end of year 11.

Year 6 to 11 dress code (new pupils from 2020)

- Boys wear blue shirts which should be tucked into their trousers and with the button done up at the neck with a school tie, navy trousers and plain dark socks.



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- Girls wear a blue Emanuel blouse, with an Emanuel navy blue four pleat skirt or Emanuel navy blue trousers. Please note that all skirts should be worn on the knee and the blouse should be tucked into the skirt.
- Girls may choose to wear opaque navy blue or black tights, or navy ankle socks. Sports or trainer socks are not acceptable.
- Boys may choose to wear black or navy-blue ankle socks. Sports or trainer socks are not acceptable.
- Both boys and girls wear the Emanuel blazer with the school crest and may wear a grey 'V' necked jumper with the school crest.
- Shoes must be plain black leather of a traditional style (with flat heels or no more than 2cm in height).
- Trainers should never be worn with uniform, even on the way to and from school.
- Outdoor coats must be plain and dark in colour. Hooded casual tops and coats with designer logos or other embroidery are not acceptable.
- Pupils are allowed one pair of plain silver or gold stud earrings. No other jewellery is allowed.
- Discreet make-up is permitted; nail varnish is not permitted.
- Hair styles should be sensibly styled, conservative, unostentatious and of a natural colour. As a general guide, all hairstyles should be of a grade 2 or above
- Appropriate modest headscarves may be worn for religious purposes but parents should consult with the headmaster about this (and note that the headmaster's decision on this matter must be considered final).
- Full details of games-wear and other equipment requirements are available from the sports department.

Year 6 to 11 dress code (pupils who joined prior to September 2020 – old uniform)

- Boys wear white shirts which should be tucked into their trousers and with the button done up at the neck with a school tie, dark grey trousers and plain dark socks.
- Girls wear a blue Emanuel blouse, with an Emanuel navy blue skirt or Emanuel navy blue trousers. Please note that all skirts should be no shorter than just above the knee. Girls may choose to wear opaque navy blue or flesh coloured tights or navy, white or black socks. Trainer socks are not acceptable.
- Both boys and girls wear the Emanuel blazer with the school crest and may wear a navy 'V' necked jumper with the school crest.
- Shoes must be plain black leather of a traditional style (with flat heels or no more than 2cm in height). Trainers should never be worn with uniform, even on the way to and from school.
- Outdoor coats must be plain and dark in colour. Hooded casual tops and coats with designer logos or other embroidery are not acceptable.
- Pupils are allowed one pair of plain silver or gold stud earrings. No other jewellery is allowed.



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- Discreet make-up is permitted; nail varnish is not permitted.
- Hair styles should be sensibly styled, conservative, unostentatious and of a natural colour. As a general guide, all hairstyles should be of a grade 3 or above
- Appropriate modest headscarves may be worn for religious purposes but parents should consult with the headmaster about this (and note that the headmaster's decision on this matter must be considered final).
- Full details of games-wear and other equipment requirements are available from the sports department.

Year 6 to 11 dress code (pupils who joined prior to September 2020 – old and new uniforms)

During the transitional period of two years, pupils are permitted to wear the following combinations of old and new uniforms:

Girls:

- May wear the existing uniform with the new navy blazer.
- May wear the new navy skirt or trousers with the existing uniform.
- May wear the new light-blue blouse with the existing uniform but will be expected to tuck this into their skirt (new or current).
- May wear the new grey jumper with the existing uniform or with any combination of new and existing uniform as outlined above.

Garment (Girls)	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Blazer (new)	✓				✓	
Blazer (old)		✓	✓	✓		✓
Blouse (new – light-blue)	✓		✓			✓
Blouse (old – light-blue)		✓		✓	✓	
Skirt/Trousers (new – navy)	✓					✓
Skirt/Trousers (old – navy)		✓	✓	✓	✓	
Jumper (new – grey)	✓			✓		✓
Jumper (old – navy)		✓	✓		✓	



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Boys:

May wear the existing uniform (grey trousers, white shirt and navy jumper) with the new navy blazer and new school tie (N.B. the tie must be worn in place of the existing navy and yellow striped tie or a house tie).

May wear the new light-blue shirt, with the new navy version of the trousers, the new school tie and the new grey jumper with either the existing or new blazer.

May wear the new navy trousers provided they change to the new versions of shirt, tie and jumper.

Garment (Boys)	Option 1	Option 2	Option 3	Option 4
Blazer (new)	✓		✓	
Blazer (old)		✓		✓
Shirt (new – light-blue)	✓			✓
Shirt (old – white)		✓	✓	
Trousers (new – navy)	✓			✓
Trousers (old – grey)		✓	✓	
Tie (new – rose and portcullis)	✓		✓	✓
Tie (old – striped or house tie)		✓		
Jumper (new – grey)	✓			✓
Jumper (old – navy)		✓	✓	

The heads of section, in consultation with the deputy head: pastoral will be the final arbiter on whether a garment does or does not conform to the Emanuel dress code, and pupils or parents who are in doubt are advised to check on its suitability before the item is worn to school.

Staff should refer to Appendix I for details of the procedure for addressing uniform of appearance.

Pupils who do not come to school wearing clothing that is in accordance with Emanuel uniform can be sanctioned in a number of ways. Pupils may be sent to the head of section and given replacement clothing or sent to the deputy head: pastoral and required to work in isolation or be sent home. In this case, a phone call home would be made outlining the changes required for the pupil to attend school the following day.



Sixth form dress code

The full details of the sixth form dress code are available [here](#).

The head of sixth form, in consultation with the deputy head: pastoral will be the final arbiter on whether a garment does or does not conform to sixth form dress code, and pupils or parents who are in doubt are advised to check on its suitability before being worn to school.

Staff should refer to Appendix I for details of the procedure for addressing uniform or appearance.

Pupils who do not come to school wearing clothing that is in accordance with the sixth form dress code can be sanctioned in a number of ways. Pupils may be sent to the head of section and given replacement clothing or sent to the deputy head: pastoral and required to work in isolation or be sent home. In this case, a phone call home would be made outlining the changes required for the pupil to attend school the following day.

Property loss and damage

All school uniform and clothing worn for school must have a name tag attached.

All lost property found in and around school will be given to the sports hall attendant in the sports hall and can be collected during morning break.

School property

All pupils are asked to respect the buildings and be considerate in the use of the facilities for the good of the whole school community. Malicious damage is unacceptable behaviour.

Loss and damage

- Pupils are liable to pay for loss, damage or misuse of school property.
- Money and articles of value must not be left in pockets of unattended clothes.
- The loss or finding of property is to be reported at once to the form tutor or the person in charge of lost property. Unclaimed lost property will be disposed of after one term.
- Breakages must be reported at once to the pupil's form tutor and to the estates team. No punishment is involved unless the damage is caused by a breach of rules, but the cost of the repair may have to be met by the pupil or pupils concerned.

Academic work (see also Homework Policy)

Pupils are required to carry out regular academic work at home, as well as working at school. Homework is displayed online on 'Show my Homework'. If a pupil appears not to be completing regular work at home, parents should contact the form tutor for advice.

Homework may be excused by the form tutor and/or the subject teacher concerned, if a parent writes to the teacher setting out the reasons why the work could not be completed. Note that social engagements are not normally acceptable as a reason for not doing homework.

Progress through the school is dependent on achieving satisfactory academic standards and making satisfactory effort. A pupil whose work in class or at home is unsatisfactory can be placed on 'daily report' until his/her work improves. Parents may be asked to attend



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meetings if this 'daily report' is not effective. The school will try to help the pupil to meet the necessary academic standards, but if a pupil's work remains unsatisfactory over an extended period of time, or if the pupil shows himself/herself unable to attain the academic standards expected of his/her age group over time, then he/she may be required to leave the school, given reasonable notice (usually taken as one term), as outlined in the school's Terms and Conditions.

Reports on pupils' work will be sent home at regular intervals (either progress reports or full reports are sent home at least once a term). Additional reports can be requested by parents, subject to approval of the deputy head: academic.

Supporting each pupil's progression

The role of the form tutor is central to monitoring and supporting the progress of a pupil. The form tutor is the first point of contact for parents and pupils. The form tutor will retain oversight of the pupil's welfare and academic progress. A form tutor may need to refer a pupil to the counsellor or coordinate further support for a pupil. If a behavioural problem persists, the form tutor will refer the issue to a more senior member of staff. Information which affects the way staff deal with a pupil or family will be recorded on EMA in secure notes. The record of behavioural concerns and sanctions should be used as the basis for any discussions and further actions.

In the first instance, the subject teacher informs the form tutor of a concern and the form tutor will speak to the pupil. Normally after a fortnight, if problems continue the form tutor will meet with the pupil again and email home or meet the parents with the pupil. At the next stage, the head of year will see the pupil and may invite parents in for a meeting. If there is still no improvement, the head of section will see the pupil and may invite parents in for a meeting and the headmaster will be informed. If there is not sufficient improvement, the pupil and parents will meet a deputy head. The record of academic reminders / supervisions should be used as basis for any discussions and further actions.

The aim of this process is that pupils are supported, parents are kept up to date and outcomes are sought to benefit everyone involved.

Rewards

Emanuel rewards effort, perseverance and community spirit. There are form tutor awards and the headmaster gives special awards for contributions to school life in headmaster's assemblies. Success is celebrated in year group and section assemblies and at the annual prizegiving in the summer term. Pupils are also rewarded with positions of responsibility in many aspects of school life. Other specific rewards are:

Colours

Colours are awarded in recognition of a pupil's contribution to an aspect of school life. These take the form of pins.

The Headmaster's Medal

The medal is normally awarded to the top three (two in year 6) male and female pupil term reports in each year for engagement and achievement.

Positions of responsibility

Sixth formers may apply to become prefects in the school. They play a significant role in helping with duties, events, charity fundraising and promoting the school. Pupils may hold



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positions of responsibility such as house captains within their houses. Some pupils will be elected captains of sports teams and be given responsibilities in co-curricular activities. Others may become members of the school council or other school committees.

Commendations (lower and middle schools)

Commendations are awarded to pupils in a to encourage effort, application and contributions to school life. Commendations are awarded for:

- progress, improvement and effort
- high quality work
- improved test performance
- good exam results
- community spirit, service and house activities
- improved attitude

Pupils receive prizes from the head of year and head of section for accumulating commendations in the lower and middle schools. Pupils receive Amazon vouchers (£5) and book tokens (£10) for achieving thresholds across the term and academic year.

Commendations (sixth form)

Commendations are awarded for the following reasons: making significant effort, making significant progress, displaying perseverance and actively learning from mistakes, displaying resourcefulness and developing as an independent learner, promoting academic ethos outside lessons, contributing to the school community.

Students in the sixth form who are awarded commendations and receive vouchers to use in the sixth form café (£2.50 and £5) and an Amazon voucher for achieving 5, 10 and 15 commendations per term, respectively.

Academic sanctions

Organisational reminders

If a pupil fails to bring the required equipment to class, including their device, or demonstrates poor organisation with regards their academic work, an organisational reminder can be logged through EMA.

An automated email will then be sent to the pupil and a summary email to the form tutor and head of year at the end of the day (of all pupils who have received organisational reminders in their tutor group or year group) and head of section at the end of the week. The form tutor and head of year will monitor any trends and decide on what action needs to be taken.

Academic reminders

If a pupil fails to hand in work to the specified deadline or produces work below the expected standard or quantity, an academic reminder can be logged through EMA. A deadline for the outstanding work should be included. An automated email will then be sent to the pupil and parent.

When the work is completed, the teacher should confirm this by signing off the academic reminder on EMA.



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A summary email to the form tutor and head of year at the end of the day (of all pupils who have received academic concerns in their tutor group or year group) and head of section at the end of the week.

The form tutor and head of year will monitor any trends and decide on what action needs to be taken. This may include meeting with the pupil and / or their parents, placing the pupil on academic report or placing them in academic supervision.

Academic supervision (lower and middle schools)

Pupils who have outstanding academic reminders at the start of each week will be placed into an academic supervision to complete the work. Academic supervisions are run by the respective heads of sections and heads of year and take place at lunch times or after school (see below). Pupils (and their parents) who are expected to attend academic supervisions will be notified formally by email. Academic supervision takes precedence over all other activities with the exception of official school fixtures or functions where pupils are representing the school. Failure to attend an academic supervision in other circumstances may result in further sanctions.

Pupils may be required to attend academic supervision should it be felt by the relevant pastoral team that they would benefit from supervised study.

Academic supervision takes place at the following times:

Lower School (years 6, 7 & 8) – Wednesday 12pm – 12.35pm

Middle school (years 9, 10 & 11) – Thursday 4pm – 5pm

Academic supervision (sixth form)

Academic supervision for students in the sixth form takes place on Tuesday and Thursday from 4.00pm to 5.00pm in the sixth form centre. Students who have outstanding academic reminders at the start of each week will be required to attend academic supervision. Pupils (and their parents) who are expected to attend academic supervisions will be notified formally by email.

Students may be required to attend academic supervision should it be felt by the sixth form team that they would benefit from supervised study.

Academic supervision takes precedence over all other activities with the exception of official school fixtures or functions where pupils are representing the school. Failure to attend an academic supervision in other circumstances may result in further sanctions.

Behavioural Sanctions

The primary purpose of any punishment is to encourage pupils to consider what went wrong and how to avoid making such mistakes in the future. All pupils must be aware that involvement in drugs, theft or bullying will be addressed using the most serious sanctions.

Teaching staff should be aware of the educational needs of each pupil and make sure that reasonable adjustments are made in the case of a SEND pupil. Furthermore, the sanction should not breach any other legislation in respect of disability, race, religion and other equalities and human rights as outlined in the *Equality Act 2010*.

Colleagues should be aware that misbehaviour could be a sign of a wider safeguarding concern. For example, the child's actions may demonstrate that some of their needs are not being met or that their actions are impacting on the well-being of another child. Staff should be



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particularly mindful of this for a SEND pupil. The DSL should be consulted if this is the case and it may be that the DSL will liaise with external agencies to consider how the educational and welfare needs of the child will be met.

Any form of sexual violence or sexual harassment will be considered a serious misconduct. Consultation with the police and local authority will be in line with the DfE guidance [Sexual violence and sexual harassment between children in schools and colleges](#).

In accordance with the law, under no circumstances does the school use corporal punishment. (Section 131 of the Schools Standards and Framework Act, 1998)

Where a pupil fails to exert his/her will or use his/her judgement appropriately, it sometimes becomes necessary to use one or more of the following sanctions:

Behavioural concerns (all year groups)

Pupils whose behaviour falls below the expected standards may receive a behavioural concern. Behavioural concerns are separated into 10 and 20-minute concerns. Depending on the type of misdemeanour, pupils can be given 10 or 20-minute concerns or immediately incur a head of year detention (Friday after school) or headmaster's detention (Saturday morning).

Generally, pupils will receive a 10-minute concern for minor indiscretions and 20-minute concerns for more serious behaviour.

Behaviour that would normally lead to a 'behavioural concern-10' might include:

- Talking in class (after a warning)
- Not following instructions
- Deliberate and persistent uniform offences (repeatedly wearing inappropriate earrings or make up, having shirts untucked, wearing hoodies etc.)
- Eating in the corridors
- Persistent lateness to lesson

Behaviour that would normally lead to a 'behavioural concern – 20' might include:

- Repeated incidences of minor offences of the type listed above
- Mobile phone related indiscretions (e.g. texting in a lesson)
- A mobile device (laptop or phone) being used when not under staff instruction
- Disruptive behaviour

The pupil and their parents are alerted by email if a behavioural concern is received. When a pupil accumulates 60 minutes' worth of behavioural concern during a term they will normally receive a 60-minute head of year detention held after school on a Friday. A second 60 minutes' worth of concerns will trigger a further head of year detention; a third 60 minutes' worth of concerns will automatically lead to a headmaster's detention.

Behaviour that would normally lead immediately to a head of year or headmaster's detention might include:

- More serious incidences of the behaviour above
- Fighting or bullying
- Rudeness or bad language



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- Missing assemblies or lessons
- Damage to property
- Persistent lateness to school
- Inappropriate use of technology

Behavioural sanctions are recorded on EMA and parents will be informed as they are issued.

Pupils must not be sent out of the room during lessons, if a pupil is seriously disrupting a lesson and learning cannot take place then another pupil should be sent to reception and a member of the senior management team will go and remove the pupil from the lesson.

Head of year detention

Head of year detentions are received for an accumulation of 60 minutes' worth of behavioural concerns during half a term or for behaviour that on its own reaches the threshold for a head of year detention.

Head of year detentions take place for an hour after school on Fridays from 4pm until 5pm in the Marquand Room and are supervised by pastoral staff. Pupils will be provided with a reflective task to complete or directed towards a specific academic task. Parents and the pupil are notified by email confirming the reason for the detention and the date it is to be served.

Pupils receiving their third head of year detention in an academic year (through an accrual of behavioural concerns or for specific misdemeanours) will have their sanction escalated to a headmaster's detention.

Any pupil who arrives late for a head of year detention may be refused entry by the supervising member of staff and asked to sit the detention on the next date.

Should a pupil fail to attend a head of year detention, the head of section will meet with the pupil on the following Monday and make the necessary arrangements to transfer the details on to the next detention list or place the pupil in a headmaster's detention if there are no mitigating circumstances.

Headmaster's detention

Headmaster's detentions are issued for serious acts of behaviour or an accrual of head of year detentions.

Headmaster's detention is held on Saturday mornings throughout the year and run for two hours duration. Detentions are supervised by the senior management team. Pupils are required to arrive by 8.50am for a 9am start in full school uniform or sixth form dress code and bring with them appropriate work. Parents are always notified in advance by email or letter informing them of the reason for the detention and the date it is to be served.

If a pupil receives three headmaster's detentions over an academic year will lead to a suspension and their place in the school will be subject to review.

Any pupil who arrives late for a headmaster's detention may be refused entry by the supervising member of SMT and asked to sit the detention on the next date.

Suspension and exclusion

The most serious misconduct may result in suspension, exclusion or removal from the school. Please refer to the Exclusion Policy for further details.



Police involvement in incidents in school

The police will be contacted when a crime has been committed, if the school is unsure whether a crime has been committed, or further guidance is required. The school will always work with the local authority to assure the protection of its pupils and to fulfil its statutory requirements. Where police are involved the school will inform parents of any pupils involved.

Additional points

- The school keeps a central log of bullying incidents.
- The school keeps a central log of all incidents of sexual violence and sexual harassment.
- The school uses the school council to consult pupils on pupil concerns and concerns about behaviour.
- All members of staff are entitled to a working environment that promotes dignity and respect for all

Related Documents

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Attendance Policy
- Drugs Policy
- Exclusion Policy
- Homework Policy
- Learning Support and Special Educational Needs policy
- Library Code of Conduct
- Pupil Acceptable Use policy
- Terms and Conditions
- Safeguarding and Child Protection Policy
- Confiscation and Searching Policy
- E-Safety Policy



Appendix 1: Addressing Uniform and Appearance

Uniform

If a form tutor notes one of their tutees is dressed inappropriately the following protocol should be followed:

Step 1: The form tutor will speak to the pupil and alert the head of year. The HoY should then see the pupil as soon as possible to ensure they understand what specifically needs to be addressed. This will be followed up by an email home from the HoY to communicate the issue with **three days** given as the deadline to resolve the matter. The FT will continue to monitor the uniform on a daily basis and communicate with the HoY and pupil as necessary.

Step 2: If the matter has not been addressed following the **three days**, the head of section will be notified by the HoY and the pupil sent to them. The HoS will call home and send a letter giving a further **three days** to resolve the matter before the pupil is removed from lessons. The FT and HoY will continue to monitor the uniform on a daily basis and communicate with the pupil and HoS as necessary.

Step 3: If the issue has still not been addressed, the HoS will send the pupil to the deputy head: pastoral who will contact the parents and inform the headmaster, with the outcome being the pupil is removed from lessons until the matter is resolved.

Hair and appearance

If a form tutor or head of year believes a pupil's physical appearance to be unacceptable, the pupil will be sent immediately to the head of section and then to the deputy head: pastoral should they agree too. The child will be out of lessons immediately while the deputy head: pastoral informs the headmaster and telephones home. The likely outcome will be the child is sent home or removed from lessons for a period of time, with the expectation that their appearance is addressed as promptly as is reasonable.



Appendix 2: Use of reasonable force

Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

In these circumstances, force will be used for two main purposes: to control pupils or to restrain them.

Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing them to do so would risk their safety or lead to behaviour that disrupts the behaviour of others.

In addition, reasonable force may be used to conduct a search for "prohibited item" as outlined in the Search and Confiscation Policy.

Staff should refer to the DfE guidance [Use of reasonable force: advice for headteachers, staff and governing bodies](#)

In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.

Where reasonable force is used by a member of staff, the deputy head: pastoral must be informed of the incident and it will be recorded in writing. The pupil's parents will be informed about serious incidents involving the use of reasonable force



Classroom Code of Conduct: How to be an effective learner

5 Ps

These are expected of **all** Emanuel students in **every** lesson.

- **PUNCTUALITY**
Arrive on time. Plan your break/bag-packing/toilet trips and water collection so that you are in the right classroom, ready to start the next lesson, before the second bell.
- **PREPARATION**
Arrive with the right equipment and any work that needs to be handed in. Know your timetable and when to pack your bag in advance to be able to do this.
- **POLITENESS**
Follow your teacher's instructions to the letter. Put a hand up to ask a question and wait to be asked to speak. Never call out.
- **POSITIVITY**
Work with attention, at a good pace, and consistently apply effort. Participate fully in lessons by volunteering answers to the teacher's questions as much as possible.
- **PROACTIVITY**
Ask questions if you do not understand. Anticipate deadlines for homework by planning your time so that work can be completed well in advance. Where work is not understood, speak to the teacher and arrange a time to look at this. Find out when the relevant help club is and go along to get your questions answered.
Always do what it takes to make sure that you understand everything.

Additionally, you should:

- queue quietly outside the classroom where possible before the lesson unless told to do otherwise by the teacher
- enter the classroom in an orderly manner
- get books/pens/equipment out, place bags on the floor
- at the end of the lesson do not pack away until instructed to do so
- stand up on request, place chairs under tables and wait to be told to leave
- ensure that the room is clear of litter

How to improve in any subject

Always do what it takes to make sure that you can achieve the highest mark possible.

1. Pay close attention to the teacher's feedback by fully correcting work returned and adding in anything that you missed, so you can get full marks on it when you revise.
2. Rewrite a paragraph of marked work or do some more questions to practise the skills needed to improve.
3. Ask your teacher to give you feedback when you have attempted more of the work.
4. Do any extension tasks set. Ask your teacher for additional questions or reading materials.
5. Research the topic further: in your textbook; online; in newspapers; in the library.



Emanuel School

If you have unfortunately missed being taught something by the end of the week, you are expected to have:

- got reliable copies of all the missing notes and materials used in the lesson missed
- READ THESE, and done everything you need to do to make sure that you fully understand them
- If you haven't understood, asked the teacher when it would be convenient to go over the work, and/or gone to the appropriate help club.