

# PRINCE HENRY'S HIGH SCHOOL

An "Outstanding" Academy for Students aged 13-18  
Headteacher: Dr A.A.L. Evans, B.Sc. Ph.D.



## **STUDENT DISCIPLINE POLICY** (Including Anti-Bullying & Exclusion)

**Promoting good behaviour**  
**Providing excellence**

**Reviewing Member of Staff: Mr Ben Freeman**  
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## BEHAVIOUR POLICY

Prince Henry's High School (Prince Henry's) expects its students to attend every day, to come to school in correct uniform, mentally prepared for a day's work with all the equipment for the day. There are four core elements to this policy:

### RULES

The school rules and classroom expectations are clearly laid out elsewhere in this document.

### RESPONSIBILITIES

- To get to lessons on time and correctly equipped
- To be prepared to engage and be involved in learning
- To do as instructed without fuss or argument
- To seek help from the teacher or classroom assistant responsibly, thoughtfully and fairly
- To be self-disciplined and follow the school rules
- To care for equipment/resources/environment

### RIGHTS

- To feel safe both in and out of the classroom
- To be valued and have good work recognised and rewarded
- To learn
- To be listened to and respected

### CONSEQUENCES

Consequences entail responsibility and accountability. They are related to the behaviour of the student and not the student as a human being, they will be reasonable in relation to the offence and will allow the student to maintain their respect. *However, WE BELIEVE THAT BY REGULARLY DRAWING ATTENTION TO THE HIGH STANDARDS OF BEHAVIOUR THE GREAT MAJORITY ACHIEVE, WE ESTABLISH AN APPROPRIATE ETHOS TO WHICH ALL CAN CONTRIBUTE AND THAT ENCOURAGING GOOD BEHAVIOUR IS IN THE LONG TERM MORE SUCCESSFUL THAN CASTIGATING BAD BEHAVIOUR.*

Our expectations are made clear to students and parents via visits to Middle Schools by our staff, visits to Prince Henry's by Year 8 middle school students, by the Home School Agreement and by the Prospectus. They are reinforced regularly in school assemblies, by form tutors and in lessons.

In all lessons a Warning System will operate:

- |           |   |
|-----------|---|
| WARNING 1 | A verbal warning to a student who is behaving inappropriately, this includes NOT completing work  |
| WARNING 2 | A second verbal warning   |
| WARNING 3 | An appropriate teacher sanction, with a referral to Head of Department and Head of Year   |
| WARNING 4 | Referral to the Head of Department and immediate removal from the lesson. A letter will be sent home and an appropriate sanction instituted by the Head of Department |

The Student Planner plays a key role in communicating with home; students must therefore bring it to all lessons. Regularly failing to do so will result in a sanction.

## THE ROLE OF THE GOVERNORS

The Governors have a responsibility to work in conjunction with the Leadership Team at the school to ensure that an appropriate ethos is set and that a moral framework is in place so as to encourage all students to behave positively.

The Governors will satisfy themselves that the prevailing ethos promotes the highest standards of behaviour from students in the school supported by realistic and high expectations of the students by the staff.

This ethos is supported by Behaviour Management strategies which the Governors will be satisfied includes suitable provision for all students including those with behavioural and learning difficulties.

The Governing Body has a general duty to ensure that all students have the right to the highest possible standards of care and that the school follows policies to promote good behaviour and discipline amongst students. In matters relating to the regulation of students' conduct the Governors recognise that emphasis should be placed on the prevention of poor behaviour. They also acknowledge the need for early intervention when appropriate. They further recognise that they themselves as Governors, the Headteacher and the staff have a duty to ensure that the young people attending Prince Henry's should not have their education jeopardised by the disruptive behaviour of a minority of students.

## TRUANCY AND ATTENDANCE POLICY

Prince Henry's High School expects its students to attend at all times recognising the strong link between attendance and achievement. Good attendance is key for good learning, forming strong friendships and enabling students to take part in extra-curricular activities. All of these will contribute to the happiness of a student at school and therefore one that is more likely to do their best.

| If a student's attendance over the school year is % | This is how many school days a student will miss | Which is approximately this many weeks | Which is this number of missed lessons |
|---|--|--|--|
| 95  | 10   | 2                                      | 50                                     |
| 90  | 19   | 4                                      | 95                                     |
| 85  | 29   | 6                                      | 145                                    |
| 80  | 39   | 8                                      | 195                                    |
| 75  | 49   | 10                                     | 245                                    |
| 70  | 58   | 12                                     | 290                                    |
| 65  | 68   | 14                                     | 340                                    |
| 60  | 78   | 16                                     | 390                                    |
| 55  | 88   | 18                                     | 440                                    |
| 50  | 97   | 19                                     | 485                                    |
| 45  | 107  | 21                                     | 535                                    |

A student with a 90% attendance record will miss half a year of school over the five years of their Key Stages 3 and 4.

## What We Ask of Parents

- Telephone the school (01386 765588) between 8.15 am and 9.15 am on each day of any absence
- Send a note on the first day of your daughter/son's return to school to explain the reason for the absence
- Whenever possible make all medical appointments after 4 pm
- Do not plan to take family holidays during term time
- Check that we have up to date contact numbers (home, work, mobile)

The school uses the following strategies to maintain and improve its current high levels of attendance:

- A teaching and learning ethos which encourages all students to attend whatever their level of ability or need
- Celebration of good and improving attendance
- A weekly check of attendance by the pastoral team and the EWO
- Careful monitoring of attendance by Form Tutors
- An automated call system for all unaccounted absences
- Monitoring of lessons by teaching staff through the use of the "Lesson Monitor"
- Spot checks on attendance at lessons
- The provision of appropriate support eg, Medical Referrals Team, Educational Psychologist when necessary
- Home visits by the EWO or Worcestershire Gypsy Roma Traveller Education Team if appropriate
- Text to parents to inform them of their child's late signing in

## Requests for Term-Time Absence

Parents requesting absence from school during the normal school calendar must request this in writing from the Headteacher. Under guidance from the government in September 2013 and updated in 2018, all requests for an absence due to a family holiday will not be authorised unless there are exceptional circumstances. The school cannot condone the loss of educational time brought about by holidays taking place at any time in the school year and the impact of added pressure being placed upon students having to catch up on work missed during such absences.

The Governors reserve the right to impose a penalty notice, should it be deemed appropriate.

## BEHAVIOUR MANAGEMENT STRATEGIES

- It is an important part of our practice to motivate children by reminding and encouraging them about what they do well. The carrot of praise is a key element in our strategy and our referral policy allows for the dissemination of 'good news' to Form Tutors/Head of Year.
- The Referral System allows for all involved with a student from teacher, through form tutor and Head of Department to Head of Year to be kept fully informed about a student's progress and therefore to intervene positively at an early stage before behaviour becomes a major issue.

- The Warning System, Referral System and Year System allow for a consistent approach to students who are fully aware of what is expected of them and of the consequences of failing to meet those expectations.
- Knowledge of the individual child and his or her background is an important part of any decisions made about him or her. Thus any strategy is personalised and although any student exhibiting similar difficulties are likely to be treated consistently in line with school policy, the strategies employed may be different.
- Our approach is characterised by an attempt firstly to understand the precise nature of the behavioural difficulties and secondly to set in motion a plan of action that hopefully will lead to significant improvement. This strategy is usually overseen by a member of the pastoral staff responsible for the student concerned but in some cases it may be a Head of Department, a member of the Learning Support Department or the Lodge Manager.
- The predominant ethos of the school is one where there is a strong expectation that all students want to and will behave well. This is encouraged and reinforced in a variety of ways throughout a student's time at Prince Henry's, via assemblies, tutors, teachers and is supported by the positive tone and atmosphere we seek to create in the school and by the huge range of opportunities that are on offer here.
- When needed specific support or personal (and sometimes group) guidance can be arranged eg, detentions, withdrawal from lessons, behaviour management work, individual behaviour plans and pastoral support plans. This might involve the voluntary use of a Target Card where a student is given or negotiates specific targets and is given immediate feedback at the end of each lesson on his or her performance in relation to these targets. In addition to the Home School Agreement under certain circumstances a student may be given a behaviour contract with very specific clauses agreed between home, school and the student. Alternatively, a student's curriculum may be altered with increased opportunities for vocational learning and/or work experience. External agencies such as the EWO, School Nurse, Education Psychologist, Medical Education Team etc are used as appropriate.
- Where a child, in spite of our best efforts and the use of the strategies suggested above, including (usually) the involvement of home and if appropriate external support, continues to misbehave, the school's referral and disciplinary procedures will be invoked. At this stage exclusion, temporary or permanent, may come into play. Often before any such exclusion occurs a warning letter of consequent exclusion will have been sent. Of course, much depends upon the nature of the offence or offences concerned. A very serious matter may lead to a pupil being permanently excluded with immediate effect. However, the intention of this process is to give the child every opportunity to conform to what is acceptable.

## **ANTI-BULLYING POLICY**

- Bullying and harassment in whatever form it may take is unacceptable and Prince Henry's High School undertakes to create a positive ethos to try and prevent it occurring.
- We recognise that bullying takes place in many walks of life and that all schools experience some bullying. It is our experience that bullying also exists outside of school hours and that often the root cause of bullying is to be found out of school, perhaps involving disputes between families. Because of this, it may not always be possible for the school to "solve"

every situation to the satisfaction of everyone involved, but the school accepts that it has a responsibility to do its best to find a resolution, even when out of school factors are involved.

- Bullying can be displayed in different ways; it may involve a nasty one-off incident or occasional incidents, or it may also be a prolonged or sustained “attack” on one or more students by one or more other students.
- It may take several forms: physical, verbal (including abusive comments related to race, gender, sexuality and SEND), psychological or online and staff are asked to pick up any examples, however small, or even when the incident might seem light-hearted (it doesn’t always feel that way to the victim).
- All allegations of bullying will be taken seriously by the school. However, just because bullying is alleged, it does not mean that it has taken place. Bullying issues are rarely simple and often involve counter-allegations.
- Our general approach is to discuss the matter with both parties, bring them together and insist on the perpetrator seeing the other person’s point of view. Sometimes the no blame approach is used, sometimes negotiation and sometimes sanctions.
- The aim is always to bring about a permanent solution to the problem whenever possible. This may mean helping the bully as well as the victim.
- Most commonly parents will be informed and involved.
- Bullying thrives in secrecy and it is important that someone in the school is informed as soon as possible so that it can be dealt with before it has a serious effect on the victim. Trying to deal with it “on your own” seldom solves all but the mildest cases.
- Students can tell their form tutor, any teacher, their Head of Year, the School Nurse or the school’s Independent Careers Adviser.
- Sixth Form students are sometimes used as Peer Mentors if the school feels that this is appropriate.
- The issue of bullying is dealt with as a topic within the PHSE programme and in assemblies.
- Parents are often the first to notice signs such as an unusual reluctance to come to school or go out in the evening or at weekends. Any information or concerns will be taken seriously and parents should telephone and speak to the student’s Head of Year.
- We ask students and parents to keep us informed of the good as well as any bad news once the problem has been resolved and we will check from time to time with students themselves.
- Questionnaire - Year 9 students complete an anonymous questionnaire which gives the school a picture of any issues regarding bullying.

## ANTI-SMOKING POLICY

### 1. School Environment

The whole school is a smoke free area including those areas which are used by the public in the evening eg Arts Centre and Sports Hall; the terms “smoking” and “smoke free” shall be considered to refer to e-cigarettes, vaping products and other such devices as well.

### 2. Staff

Staff are expected to set an example and act as non-smoking role models during the course of their professional duties.

### 3. Students

Students are informed of the dangers of smoking via assemblies and the PHSE programme. If caught smoking:-

- **Once:**
  - A letter home to parents
  - Write a smoking document
- **Twice**
  - As above but discussion with HOY
- **Three times**
  - As above plus day in withdrawal room
- **Four times**
  - Exclusion for one day
- **Repeat offences**
  - Exclusion

### 4. Contractors

Contractors are informed that this is a no smoking site (this includes the use of e-cigarettes and other similar devices) and must therefore make their own arrangements but under no circumstances should they smoke on site.

## DRUGS POLICY

The school recognises that the easy availability of illegal drugs in the area, combined with their potentially harmful and damaging effects, requires a clear Policy Statement in its own right. The purpose of this Policy is to ensure that there is no drug misuse by Prince Henry’s students. The designated member of the Senior Leadership team responsible for this area of policy is Mr Ben Freeman, Deputy Headteacher.

A Drug is defined as ‘A substance people take to change the way they feel, think or behave.’ This includes:

- All illegal drugs
- All legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrites
- All over-the-counter and prescription medicines

Drug misuse is defined as the non-medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose. Such drugs are controlled

under the Misuse of Drugs Act 1971. The Act does not cover solvent misuse. (Solvent misuse is nevertheless proscribed by the School Rules.)

The main Drugs misused are:-

- Cannabinoids and synthetic cannabinoids such as cannabis and Spice
- Alcohol, tobacco and vaping products
- Opiates such as heroin
- Stimulants such as cocaine, amphetamines and Ecstasy
- Tranquillisers such as temazepam
- Hallucinogens such as LSD

The school's position is as follows:

- **The school has a zero-tolerance approach to the use and possession of illegal substances and/or related paraphernalia, irrespective of quantity.**
- Illegal drugs are regarded by the school as being seriously harmful substances with which it is wrong for students to involve themselves. The school recognises that it has a duty of care towards the health and safety of the whole school population and will take action to safeguard their wellbeing. The school's primary area of influence is over students during the school day, but the school hopes that the advice and guidance given in relation to drugs will extend into the private lives of its students as well.
- Under no circumstances should students involve themselves or others with illegal drugs at any time when they are in school uniform or involved in a school based activity. Drug related activity includes possession, supply (irrespective of whether a profit is involved or not) or use.
- **Bringing illegal substances on the school site, or causing such substances to be brought on to the school site, are extremely serious offences which will be dealt with firmly by the school.** The school reserves the right to impose sanctions which may vary depending on the severity of the offence, including fixed term or permanent exclusion even for a first offence.

The position which is made clear and unambiguous will be made known to students on appropriate occasions, eg via Assemblies, the School Rules and, when necessary, when appropriate opportunities arise, in other pastoral or curriculum based activities.

In the event of staff discovering a substance they suspect to be harmful, illegal or requiring further investigation the following protocol should be followed:

1. Consider the possible need for first aid and follow the school's first aid procedures.
2. If possible remove the suspected substance from the location in the presence of a witness. If there is no witness, do not delay, remove the substance and take it to the Headteacher or the Deputy Headteacher Mr B Freeman . Staff should not retain the substance on their person any longer than is practically necessary.
3. Record the time, place and circumstances of the discovery and also record the details of what was found, but do not investigate the substance.
4. If a student is, or thought to be in possession of a suspect substance isolate the student and keep under supervision whilst contacting the Head of Year.

5. Where drug-related paraphernalia, such as needles and syringes, is discovered, staff should not attempt to handle this. It should be collected by the appropriate personnel in accordance with health and safety guidelines. The Headteacher must ensure that materials are placed in a secure container to await proper collection.
6. No entry of an incident should be made on the student's record until the suspected substance is confirmed as being a controlled substance. In the event of an incident, entry on the student's record will be determined by the Headteacher.
7. There is no legal obligation to inform the police, but the school reserves the right to at the Headteacher's discretion. Once the nature of the substance is confirmed it is legally acceptable to dispose of the substance, typically by flushing down the lavatory. This should be witnessed and recorded. The substance will be kept until the incident has been fully dealt with.
8. Where a substance is confirmed as being controlled, it is the responsibility of the Headteacher to notify the parents concerned, and, if necessary, to consider further action, including notifying the Chair of Governors.
9. In circumstances where it is possible that the school premises are being used for illegal drug use, all reasonable steps must be taken to prevent this, in order to avoid contravening the law.

Information about students involved in drug related incidents is dealt with on a 'need to know' basis and at the discretion of the Headteacher. Teachers directly involved with the delivery of Drug Education in Personal and Social Education will be provided with appropriate training. At all times and in all circumstances all staff must pass on information to the Head of Year.

The school recognises the importance of increasing drugs awareness amongst its students as a means of preventing drug use and possession. The School acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the school will seek to persuade students in need of support to come forward.

To this end the school has adopted the following programme for its students which is positively delivered and regularly reviewed and updated:-

- To liaise with Middle Schools and to ensure that our Drugs Awareness Programme builds on work already started before students arrive at Prince Henry's.
- All Year 9s and Year 10s receive a teaching module on Drugs Education within their Personal and Social Education programme. These modules are delivered in such a way as to prepare students on how to tackle situations involving drugs, giving them the ability to assess the risks involved.
- On appropriate occasions outside agencies with particular expertise will be invited into the school to address students, either formally or informally (all visitors will be 'vetted').
- When appropriate the school may organise, Drugs Awareness Evenings for parents and their family and friends.

The support system in place for students involved in drug related incidents would firstly be to involve the School Doctor or Nurse or use the school mentoring programme who, if applicable, would then refer students to Professional Agencies.

## USE OF MP3 PLAYERS OR SIMILAR DEVICES & HEADPHONES IN LESSONS POLICY

MP3 players, personal stereos etc. are **BANNED FROM USE IN LESSONS** (except ICT and Music - see below) and around the school and therefore should not be brought into school.

### Exceptions

1. MP3 players or similar devices do have a valid use for both the BTEC Media and some other ICT courses as they enable students to store documents and therefore take work home with them. These MP3 players should not be taken out of their bags for use at any time other than in their ICT lessons.
2. The use of Headphones. It may be appropriate for headphones to be used with computers eg Language work, but under no circumstances should they be used simply to listen to Music.
3. Music. Composition work in GCSE Music is sometimes done by students at home and can be recorded on to an MP3/similar device. They therefore do have a valid use but do **NOT** need headphones and should not be visible at any times other than in Music lessons.

## MOBILE PHONE & ELECTRONIC DEVICE POLICY

Mobile phones/electronic devices are a distraction to the learning process and are not required during school time. In Years 9 - 11 inclusive, these devices must not be used in school. Any mobile phone/electronic device in plain sight will be confiscated and only returned to the appropriate parent/guardian who will need to collect it from the school office. Any mobile phone or other device that is brought into school is entirely at the risk of the student. The school will not be responsible for any loss or damage to the device.

In the event of an emergency the school office is happy to pass urgent messages on to students so that the use of a mobile is **NEVER** necessary within school.

## SCHOOL RULES

Prince Henry's expects the highest standards of work and behaviour from all its students. The staff and Governors of the school wish to support the parental body by ensuring that students grow up and learn in a positive environment. These school rules are designed to make it as easy as possible for everyone to learn properly.

We wish to promote good behaviour in the belief that bad behaviour and disruption have no place at Prince Henry's. In pursuit of this, our School Rules include positive expectations of students as well as several things that students must not do. However, no list can be complete and above all students must remember to use their **common sense** at all times.

Therefore, it is expected that all students:-

- Will be polite and courteous at all times to members of staff, the public and prefects
- Will be polite and courteous to one another and always try to understand other people's point of view

- Will always present themselves smartly and wear correct school uniform properly (including adhering to requirements for jewellery, make up, hair, shaving etc). Full and detailed uniform and rules regarding personal appearance can be found on the school website. Top buttons should always be done up and shirts and blouses should be tucked in properly.
- Will always behave in a way that will bring credit to themselves and the school
- Will be punctual at all times
- Will attempt all class, course and homework to the very best of their ability
- Will accept without argument or answering back what their teachers, non-teaching staff or prefects request or tell them to do
- Will be immediately silent whenever they are required to be
- Will use appropriate language and avoid swearing and making offensive remarks including those which are racist, homophobic, sexist or discriminatory in nature
- Will report to the School Office if they arrive late, feel unwell or need to leave for an appointment
- Will stay on the school site at break times and lunch times. In very exceptional and urgent circumstances a student might need to leave the school site. This will only be allowed on production of a written and dated request from a parent/guardian which must be countersigned by the appropriate Year Head. Such permission will only be given very rarely and exceptionally and will not be given routinely or as a matter of right.
- Will only go into areas of the school or the school field where they are allowed to be
- Will cycle in a correct and responsible manner, paying particular attention in the areas where the school buses are arriving/leaving and only using the designated areas for bicycles
- Will walk sensibly around the school, keeping to the left in corridors and on stairs
- Will ensure that litter is placed properly in litter bins, both in classrooms and in all other spaces around the school eg playgrounds, corridors etc
- Will read and adhere to the expectations the school has of them in classroom situations which are described on a separate sheet displayed in each tutor room

In particular, all students will obey the following specific instructions:

- They must not bring chewing gum into school or eat chewing gum at any time during the school day or on any school based activity
- They must not drop litter, and if they do so, they must pick it up and put it in a bin; students who eat packed lunches must also ensure that any rubbish is put in a bin and the area left in a clean and hygienic state. Where appropriate, recycling bins must be used
- They must not eat during lesson times; all food and drink are banned from the school Library, Arts Centre Theatre, all Science laboratories and IT rooms

- They must not bring into school electronic equipment that may distract themselves or others, including personal stereo sets or other musical devices and mobile telephones
- They must not be aggressive or violent, either physically or verbally
- They must not threaten or bully any other person, nor pick on or ignore others, which can be just as harmful
- They must not have in their possession any potentially dangerous objects, weapons or replicas of weapons etc (eg knives, guns etc)
- They must not smoke in school or whenever in school uniform, or involved in any school based activity nor must they bring into school cigarettes, matches, lighters, e-cigarettes or other similar devices
- They must not bring into school or cause to be brought into school any alcohol, tobacco or vaping products, nor should any alcohol, tobacco or vaping products be consumed by students whilst they are in school uniform or involved in any school based activity
- They must not bring into school or cause to be brought into school any illegal or potentially harmful substances (eg drugs including cannabis or other substances which can be used for inhaling or "sniffing"). NB Where medicinal substances need to be brought into school for genuine health reasons the Year Head's permission must be given

Students are reminded that these expectations of them and rules apply at all times throughout the school day, both on and off the school site including on the way to and home from school, whether walking, cycling or on school or public transport.

Rules exist for the benefit of everybody and it is important that they are clearly understood and respected. When these rules are not obeyed sanctions may be applied which will be appropriate to the occasion. These include informal and formal detentions, community service, written work and, on rare occasions, fixed term and permanent exclusions.

## **CLASSROOM EXPECTATIONS**

### **Start of Lessons**

- Enter rooms in an orderly manner and go straight to your workplace
- Take off and put away any outdoor wear (not on desks)
- Take out books, pens and equipment
- Put bags away (not on desks)
- Remain silent during the register (except when your name is called) and/or when the teacher is starting the lesson

### **During Lessons**

- When your teacher talks to the whole class, remain silent and concentrate
- If the class is asked a question put up your hand to answer. Do not call out (unless you are asked for quick ideas)
- You must have pen, pencil, ruler, diary and any books or folders needed
- You are expected to work sensibly with your classmates. Do not distract or annoy them

- If you arrive late without justifiable cause you must expect to make up the work missed or carry out any other sanction the teacher requires of you
- Homework must be recorded in your student planner
- Eating and chewing gum are not allowed. If caught, you will have to empty your mouth and hand in any food
- Except where otherwise stated (eg in ICT rooms), you may bring non-glass bottles of water into the classroom providing that there is a proper bottle top so there is no danger of spillage and disruption. No drink other than water is allowed
- Mobile phones and other electronic devices, magazines or other distractions are not allowed. They may be confiscated
- You must not leave a lesson without permission from a teacher

## End of Lessons

- Bells and clocks are not signals for you. They are for the information of your teacher
- You should not begin to pack away or put on outdoor wear until your teacher tells you to do so
- When told, stand and push in or put up your chairs. Any litter should be picked up
- Only when your teacher finally tells you to go may you leave the room

Finally, but most importantly, teachers are in the position of parents/guardians while you are in school. This means in particular that:

- There is no excuse for rudeness, disrespect or insolence towards teachers or any other person in the school
- Any reasonable request from a teacher or other person in authority should be carried out at once and without argument

Breaking any of these basic rules will be treated as a **very** serious matter.

## HOME SCHOOL AGREEMENT (Specimen)

### AIMS AND VALUES

Our aim is that the students who leave Prince Henry's will be confident, secure young people, equipped with the qualifications, experience and skills to make a positive contribution to society.

The Governors and staff are committed to the achievement of high standards of academic work and behaviour for all students. We place great emphasis on the development of orderly work habits and of a positive approach to study.

The achievements of **all** students are regarded as being of equal importance provided that they represent each student's best efforts.

The school lays great emphasis on sensible rules, consistently enforced, and a general atmosphere of discipline and order, where students exercise common sense and appreciate the difference between right and wrong.

A fuller statement of aims and values is available in the School Prospectus.

At Prince Henry's we have realistic and high expectations of all our students and we believe that our broad and balanced curriculum provides opportunities for students of all abilities.

## 1. THE PARENTS/GUARDIANS

I/We shall try to:

- See that my child goes to school regularly, on time and properly equipped.
- Let the school know about any concerns or problems that might affect my child's work or behaviour.
- Let the school's Pastoral Secretary (Option 3 on school phone system) know of any change to contact details, eg changes to address, phone numbers, email, or living arrangements
- Support the school's rules/guidelines for behaviour (a copy of the School Rules is attached).
- Support my child in homework and other opportunities for home learning.
- Attend Parents' Evenings and discussions about my child's progress, if reasonably possible.
- Take an interest in my child's life at the school.

## 2. THE STUDENT

I shall try to:

- Work hard in lessons and do my best to meet Prince Henry's Standards for Learning (ASPIRE). (A copy of the ASPIRE standards is attached.)
- Complete my homeworks to the best of my ability.
- Have a positive attitude and maintain high expectations for myself.
- Abide by the school rules.

## 3. THE SCHOOL

The school will:

- Contact parents if there is a problem with attendance, punctuality or equipment.
- Let parents know about any concerns or problems that affect their child's work or behaviour.
- Set, mark and monitor homework and provide facilities for children to do homework in school if required.
- Send parents a written report on their child's progress at appropriate intervals.
- Arrange Parents' Evenings during which progress will be discussed.
- Keep parents informed about school activities through our newsletter and other appropriate letters and notices about special events.

## SCHOOL DISCIPLINE POLICY, INCLUDING EXCLUSION

The School wishes to promote an orderly atmosphere free from disruption where good behaviour is expected and encouraged. The Prince Henry's ethos includes a proper regard for authority, respect for self and others, respect for property and the promotion of self-discipline.

It is our belief that students of High School age know the difference between right and wrong. Prince Henry's students are expected to exercise their judgement in ways that will keep them free from trouble and misbehaviour. The good example of staff, visitors to the school and elder students plays an important part in creating an appropriate environment. The most important school 'rule' is that students should use their common sense at all times.

We believe that our approach to discipline enables students to express themselves fully as young people within a controlled, supportive environment and we are careful not to create a repressive atmosphere.

Our clearly structured and well organised pastoral system encourages good behaviour but the pursuit of the highest standards of behaviour is best supported by the common purpose shared by the staff, a belief in all our students and a willingness on behalf of everyone associated with Prince Henry's to create an environment where students wish to and expect to behave well at all times.

However, it is our belief that firmly applied sanctions are an important part of school life which help us to set and maintain the very high standards of behaviour which we expect and which visitors to the school often comment upon.

There are a number of ways in which poor behaviour can be identified and this may include the use of photography and or CCTV to identify individual students. Staff are encouraged to pick up on any problems at a very early stage and to share these with other members of staff. Our system of referrals helps in this respect. In response to such incidents a variety of sanctions may be used. Initially this may entail admonishment, ticking off or warning. A short break time or lunchtime detention or the imposition of extra work may also be considered. In the case of after school detention, 24 hours' notice will be given. Other sanctions include withdrawal from lessons which usually involves a student working in our Behaviour Unit, forms of community work on the school site and the imposition of pieces of written work.

Heads of Year will always contact parents in the cases of frequent misbehaviour and may put students 'on report' which means they carry a card to each lesson for a brief report from each teacher. These cards must then be shown to parents and the Year Head at the end of a week. Heads of Year may also refer students to the school's Behaviour Manager or a member of the staff.

For more serious offences Mr B Freeman may provide disciplinary support which may be in the form of a formal Reprimand followed by a formal warning.

These could be followed by referrals to the Educational Psychologist.

Fortunately, the behaviour and conduct of Prince Henry's students is usually extremely good and there are few incidents of serious misbehaviour. Heads of Year will try to contact parents when there are serious disciplinary problems.

On occasion the Headteacher (or in his absence, a Deputy Headteacher may **exclude** a student from membership of the school for a **fixed term** period. Examples of the sort of unacceptable conduct which might lead to an exclusion are: verbal abuse to staff, students and others, including homophobic, sexist, racist or other comments of an offensive or discriminatory nature; physical abuse or attacks on staff or students; threats of violence to others; indecent behaviour; damage to property; misuse or supply of illegal drugs or other substances (eg alcohol or tobacco); theft; sexual abuse or assault; carrying an offensive weapon (even if it is claimed that it is for purposes of self defence); arson; disruptive behaviour; defiance or failure to comply with school rules.

**This is not an exhaustive list and it is the responsibility of the Headteacher to make a judgement about the appropriateness of sanctions and it is not a matter of negotiation with parents.**

**On rare occasions permanent exclusion may be appropriate. This will usually be as a last resort or for persistent bad behaviour but the school reserves the right to exclude permanently a student for a first offence of a sufficiently serious nature. In cases of permanent exclusion or of fixed term exclusions parents will be informed of their right to make representations to the Governors' Exclusions, Complaints and Conduct Committee. When imposing an exclusion, the school will be mindful of the prevailing guidance (currently Exclusions from Maintained Schools, Academies and Pupil Referral Units in England, 2017) issued by the DfE on exclusions. Please see the school's Exclusions Policy on our website.**

## APPENDIX: Home School Agreement – Covid-19 Addendum

### Aims and Values

Our aim, during this period of national crisis, is to ensure that students who attend Prince Henry's High School can learn in a safe, calm and orderly environment for both students and staff.

The Governors and staff are committed to delivering a high quality hybrid of onsite education and online provision. We place great emphasis upon student engagement and the development of student independent learning skills.

The achievements of all students are regarded of equal importance, provided that they represent each student's best efforts.

During this period of disruption, there will be zero tolerance of students who do not abide with staff instruction, specifically regarding the following common sense student guidance:

- Wash your hands and use the hand sanitiser regularly - specifically before eating
- Maintain social distancing - 2 metres
- Follow the One-Way System
- DO NOT enter school with symptoms of COVID-19 (high temperature, a new and continuous cough or loss of smell or taste)
- Report immediately to First Aid if you feel unwell

Throughout the period of Covid-19 restrictions, the school will endeavour to provide students with a full and balanced curriculum offer. However, there will inevitably be alterations and restrictions in place regarding the delivery of the full curriculum.

### 1. The Parents/Guardians

I/We shall try to:

- See that if my child is unwell, they are not sent into school.
- Collect my child upon the request of school upon them falling ill
- Collect my child upon the request of school if they breach the school rules or expectations that cause themselves or others to be put at risk from COVID-19. You child will continue to receive online learning.
- Ensure if my child is unwell in school and Covid-19 is suspected that I/we arrange a Covid-19 test. I/we will keep my child away from school until a negative test result is issued and I/we will inform the school of the result of this test.
- See that my child attends school on their allocated school days, on time and equipped in line with the school requests.

- Ensure that I/We are up to date with school developments by keeping abreast of information issued by the school.
- Ensure my child understands why school will be operating differently during the period of Covid-19 restrictions.

## **2. The Student**

I shall try to:

- Ensure that I will not come into school if I feel unwell.
- Report immediately to First Aid if I feel unwell at school.
- Will work to the best of my ability, both in school and while at home, and do my best to meet the Prince Henry's Standards of Learning (ASPIRE).
- Will abide by the school rules.
- Have a positive attitude and maintain high expectations of myself.

## **3. The School**

The school will:

- Inform parents immediately that their child is unwell, specifically in suspected cases of Covid-19.
- Will provide a hybrid educational offer of in school and on line provision.
- Monitor the standard of work submitted through ShowMyHomework and the quality of lessons delivered in accordance with the Remote Education Policy.