



STUDENT CONDUCT POLICY

(Including School Rules & Classroom Expectations,
Behaviour, Rewards, Anti-Smoking, Anti-Drugs & Electronic
Device Policies)

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Date Updated: 20/01/20256
Date Approved by Governors: 27/01/2026
Review Date: Spring Term 2027
Committee: Learning, Education & Teaching

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INTRODUCTION

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 three core elements to this policy:

Rules and Expectations

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

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 parents and carers 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.

Staff will lead by example and actively challenge students who do not conform to the expectations outlined below.

It is expected that all students:-

- Will be polite and courteous at all times to members of staff, the public and other members of the school community
- 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 always be punctual

- Will attempt all class, course and homework to the very best of their ability
- Will accept without argument any reasonable request their teachers or non-teaching staff make of them.
- 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, sexually inappropriate or any other discriminatory language or remarks
- Will use appropriate behaviour at all times, avoiding any conduct which could be deemed to be racist, homophobic, sexist, sexually inappropriate or any other discriminatory action
- Will report to Student Reception (Lower School) or the Sixth Form 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/carer 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 LRC, Henrician Theatre, all Science laboratories and IT rooms
- They must not bring into school electronic equipment that may distract themselves or others, including mobile phones
- They must not film or record any student, member of staff or activity within school, or share any such recorded material
- 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 intentionally damage school property or endanger the health and safety of themselves or others
- 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"). 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 suspension or permanent exclusion even for a first offence**. 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, suspensions, and permanent exclusions.

CLASSROOM EXPECTATIONS

Classroom expectations, as described below, will be displayed prominently throughout the school and on its website:

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
- If a senior member of staff or your Head of Year visits your lesson, you must stand to welcome them
- 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/carers 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.

BEHAVIOUR POLICY

Rewards

Every student at Prince Henry's is allocated to one of five Houses, initially based upon their Tutor Group, and the House system underpins the school's rewards programme. Each House has an elected Sixth Form House Leader, and elected House Ambassador's representing each year group. Each of these representatives sit on the House and Diversity Council, which meets regularly with senior members of staff. A range of inter-house sporting and other competitions are held during the course of the school year.

The Houses are:

1. **Burlingham:** Named after Lt Col Richard Burlingham: Tutor Groups B, G and some of Z
2. **Deacle:** Named after John Deacle: Tutor Groups C, D and some of Z
3. **Holland:** Named after Rev F W Holland: Tutor Groups H, O and some of Z
4. **Lichfield:** Named after Abbot Clement Lichfield: Tutor Groups F, L and some of Z
5. **Workman:** Named after Cllr Henry Workman: Tutor Groups M, W and some of Z

The Rewards programme is based upon House points, which may be awarded for a piece of work or a lesson activity. House points are recorded and monitored within students' planners, with escalating levels of recognition:

- | | | |
|--------------------|---|---|
| • 60 House Points | : | Bronze Award |
| • 120 House Points | : | Silver Award |
| • 180 House Points | : | Gold Award |
| • 240 House Points | : | House Award |
| • 300 House Points | : | Prince Henry's High School Special Recognition Award |

In addition, termly Rewards Assemblies are held for each year group, and the Headteacher hosts regular Rewards Tea Parties for individual year groups, which also are attended by members of the Senior Leadership and Year Teams.

Sanctions for Poor Behaviour

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/carers 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 |

For serious breaches of the Behaviour Policy, the school may decide to apply a higher level of warning from the outset or, apply the School Refocus Room procedures, a suspension or permanent exclusion.

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.

BEHAVIOUR MANAGEMENT STRATEGIES

- It is an important part of our practice to motivate students by reminding and encouraging them about what they do well. 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, whether they be a teacher, form tutor, Head of Department, or 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 the school Refocus Room procedures 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 their background is an important part of any decisions made about them. Thus any strategy is personalised and although any student exhibiting similar difficulties is 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 their 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 student, in spite of our best efforts and the use of the strategies outlined 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 a suspension or permanent exclusion, may come into play. Of course, much depends upon the nature of the offence or offences concerned. A very serious matter may lead to a student 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.

SEARCHING, SCREENING AND CONFISCATION

If school staff consider that it is necessary to conduct a search of a student's possessions, the school will follow the Department for Education's [Searching, Screening and Confiscation Advice for Schools](#).

The Headteacher and staff they authorise have a statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item listed below or any other item that the school rules identify as an item which may be searched for. The list of prohibited items includes

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence, or
 - to cause personal injury to, or damage to property of; any person (including the student)
- tobacco, cigarette papers, e-cigarette/vaping equipment
- fireworks
- pornographic images

Staff may examine any data or files on an electronic device (including mobile phones) they have confiscated as a result of a search, if there is good reason to do so.

SCHOOL DISCIPLINE POLICY, INCLUDING SUSPENSION AND EXCLUSION

The school, in promoting our values, wishes to create an orderly atmosphere free from disruption where good behaviour is expected and encouraged. Prince Henry's has a warm and welcoming ethos shared by all, where students and staff are respected alike. There is also an expectation that everyone will take pride and care in the school environment.

It is our belief that students of High School age know the difference between right and wrong. We believe that our approach to discipline enables students to express themselves fully as young people within a supportive and disciplined environment that, through our clearly structured pastoral system, encourages success and ambition for all.

However, in order to uphold the values of the school, there are occasions when appropriate sanctions are necessary. These sanctions are designed to reinforce the highest expectations, avoid disruption to teaching and learning for others, and create a safe environment for each and every member of the school community.

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 simply be a quiet word from the teacher, or a firmer warning. A short break time or lunchtime detention may also be considered. Other sanctions include withdrawal from lessons, which, at the direction of the Head of Year, usually involves a student working in our Refocus Room, or, on occasions, forms of community work on the school site.

Heads of Year will always contact parents/carers 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/carers and the Year Head at the end of a week. Heads of Year may also refer students to the school's Wellbeing Team or a member of the Senior Leadership Team. There may be occasions where a referral to the Educational Psychologist is necessary.

On occasion the Headteacher (or in his absence, a Deputy Headteacher) may **suspend** a student from membership of the school for a **fixed term** period. Examples of the sort of unacceptable conduct which might lead to a suspension or a permanent 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); inappropriate filming and/or sharing of filmed material; 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/carers.

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/carers will be informed of their right to make representations to the Governors' Exclusions, Complaints and Conduct Committee. When imposing a suspension or permanent exclusion, the school will be mindful of the prevailing guidance (currently Suspension and Permanent exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including pupil movement August 2024) issued by the DfE. Please see the school's Suspension and Exclusions Policy on our website.

ANTI-BULLYING POLICY - Please refer to the school's separate Anti-Bullying Policy

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 Henrician Theatre 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. Students

Students are informed of the dangers of smoking via assemblies and the PSHRE programme. If caught smoking a range of strategies to address this behaviour will be used by pastoral teams in school. It may lead, for even first offences, to a suspension or even a permanent exclusion.

ANTI-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 B Freeman, Senior 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, 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 suspension 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 will 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 Senior 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 appropriately. 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 school**, to notify the parents/carers 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 PSHRE lessons 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 9 students will look at how to navigate Peer Pressure and Personal safety.
- Year 10 will cover the following:
 - Legal and illegal status of drugs/synthetic drugs and vaping.
 - Impact of drugs on mental health.
 - Laws relating to supply
 - Physical and psychological risks of alcohol consumption. Spiking and methanol poisoning.
 - Facts about smoking and benefits of quitting
 - Impact and dangers of vaping and related laws for both

- 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/carers 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.

MOBILE PHONE & ELECTRONIC DEVICE POLICY

Years 9 - 11

Mobile phones/electronic devices are a distraction to the learning process and are not required during school time. Any mobile phone/electronic device in plain sight will be confiscated and only returned to the appropriate parent/carer who will be asked 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.

Sixth Form

Students in Years 12 and 13 are permitted to use mobile phones in the Sixth Form Centre only. In setting an example to students in the Lower School, personal devices must not be used in other parts of the school.

All Students

The filming or recording by mobile phones in school is prohibited and if the school is made aware that such activity has occurred and shared, eg via social media the school reserves the right to impose sanctions which may vary depending on the severity of the offence, including suspension or permanent exclusion even for a first offence.

Exceptions for Sixth Form Students

1. Mobile phones or similar devices and headphones/ear pods have a valid use for some ICT, iMedia and Music courses as they enable students to store documents and therefore take work home with them. These devices should not be seen or used at any time other than in lessons where permission has been given. 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.
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.

APPENDIX 1: POSITIVE PHYSICAL INTERVENTION

The Use of Force to Control or Restrain Students

In principle, as teachers, we know that **physical contact with students is to be kept to an absolute minimum, especially with regard to the use of force or physical restraint**. However, cases may arise where reasonable physical force may be used. This is always a **last resort** where all other appropriate methods have failed, or very urgent action is required. Staff must remember that any force used must be **the minimum appropriate to achieve the desired result** and must never be excessive.

However, in practice, it is important to be aware that in certain circumstances, it is right for staff to be prepared to intervene physically. Broadly, there are three categories of behaviour where force or use of physical restraint might be proper as a **last resort**.

1. Self-defense or to prevent imminent risk of injury.
2. Significant damage to property.
3. Behaviour that seriously prejudices good order and discipline.

Examples of 1) are:

- Students fighting other students or a member of staff.
- Students indulging in rough play or misusing potentially dangerous objects or materials.

Examples of 2) are:

- Students engaging in deliberate acts of damage or vandalism.
- Students running in corridors or on stairs and likely therefore to injure themselves or others.

Examples of 3) are:

- A student absolutely refusing to obey an order to leave a room.
- A student behaving in a seriously disruptive way in a lesson so that good order totally ceases to exist.

If a teacher does resort to force, the student must be made aware that restraint will stop as soon as behaviour moderates. Teachers must never appear to have lost their temper or to be acting out of frustration or anger. Calm authority is the aim.

What is 'reasonable' force?

It might be:

- Interposing between students.
- Blocking the path.
- Holding.
- Leading by the arm.
- Shepherding with hand in small of back.
- Pulling or pushing.
- Using a restrictive hold.

But remember, ideally, this never happens and unless there are safety concerns students are better left to 'cool down' rather than be restrained, this includes attempting to contain a student in a room.

It is never:

- Grabbing the head, hair, ears or neck.
- Slapping, punching, kicking, trapping or twisting limbs.
- Restricting a student's breathing in any way.
- Holding a student face down on the ground.
- Touching or holding that in any way might be considered indecent.

If such an incident has occurred, the teacher concerned will note the names of the student(s) concerned and of any witnesses and where and when it happened. A report will be produced noting why force was necessary,

how the incident developed, what was said and what attempts were made to calm the situation, what degree of force was used, how applied and for how long. Details of any injury or damage will be included.

The Headteacher or Senior Deputy Headteacher will be informed immediately and the school will ensure that parents/carers are contacted in an appropriate manner. A copy of the written report should be given to the Headteacher as soon as possible.

The teacher should keep a copy of their report and might well consider if assistance from a senior member of staff or a representative of their professional association would be helpful in producing it.

APPENDIX 2: HOME SCHOOL AGREEMENT

AIMS AND VALUES

Our aim is to enable our students to leave Prince Henry's with a first class outstanding education that becomes fully embedded and integrated into their future lives. Our intention is that our students, by the time they 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. 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.

At Prince Henry's we have realistic and high expectations of all our students and we believe that our broad, balanced and deep curriculum provides opportunities for students of all abilities and that their achievements should be recognised and celebrated.

1. THE PARENTS/CARERS

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) or Sixth Form Administrator (Option 2) 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 (see [School Rules & Classroom Expectations](#))
- Support my child in homework and other opportunities for home learning
- Attend Parents'/Carers' 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 always try to:-

- Give my best efforts in lessons
- Complete all my homework to the best of my ability
- Take part in enrichment and extra-curricular activities
- Have a positive attitude and maintain high expectations for myself
- Look after the school environment
- Be friendly, respectful and supportive of others in line with the school's values
- Abide by the school rules

3. THE SCHOOL

The school shall:-

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