



Dream, Believe, Persevere, Achieve

Cape Cornwall School Student Behaviour Policy

Dissemination: Website and O Drive

Date policy approved by Governors: March 2024

Date policy becomes effective: Immediately

Review date: June 2024

Person responsible for Implementation and Monitoring: Assistant Headteacher

Links to other relevant policies: Child Protection & Safeguarding, Anti-Bullying, Peer on Peer Abuse, Sexual Harassment, ICT Acceptable Use, Banned Substances, Exclusion.

Our school acknowledges its legal duties under the Equality Act 2010, in particular in respect to safeguarding, disability and Special Educational Needs.

1. The aims of this policy are:

- To support effective teaching and learning so that every student can achieve their full potential in a safe environment, conducive to learning and personal growth.
- To develop a moral framework within which initiative, responsibility, tolerance and respect can flourish and where effort, positive contribution and kindness are valued and rewarded.
- To support students to develop a sense of self-worth, self-respect and personal responsibility for their actions.

2. Our school community is committed to:

- Protecting our rights to learn, our rights to teach and our rights to feel safe and be safe.
- Promoting equality and celebrating diversity.
- Listening, communicating and operating fairly and consistently.
- Encouraging openness and honesty.
- A zero tolerance approach towards bullying, harassment, discrimination, prejudice, violence and aggression.

3. Introduction

Our school has clear standards for student behaviour. These standards are aligned with the school's values and ensure that all members of the school community are respected and can learn and work in a positive and safe environment.

Our School Values are:

- To provide the highest standards of education for all students, whatever their starting points so that students leave Cape Cornwall School with high value achievements and the life skills and resilience to provide a platform for future success and happiness.
- To provide a safe, calm and respectful environment for all members of the school community at all times.

- To remove barriers to learning through our outstanding curriculum, high quality teaching, wider strategies and targeted academic support.
- To provide rich and diverse cultural experiences which celebrate and foster creativity, care and community.

4. Our Behaviour Standards are:

- That students arrive on time to school and lessons, ready to learn.
- That students consistently follow the school's Uniform Policy and co-operate with the support offered by the school so that they are in the correct uniform, and follow the school's expectations for appearance.
- That students move around the school in a calm and orderly manner, following the school's circulation plan including 'one way systems' and other instructions where these are in operation.
- That, at all times, students act in a manner which is polite and respectful towards other members of the school community and school visitors.
- That students follow instructions given by adults in a positive and cooperative way, in lessons, at social times, before and after school and in all school activities.
- That students always act in a way which upholds the core British Values of mutual respect, individual liberty, tolerance of difference cultures and religions, the rule of law, and democracy.
- That students behave in a way which enables their peers and themselves to achieve their full potential: in terms of their academic progress and their personal and social development.
- That students engage positively in dialogue and restorative practices, supported by school staff, to resolve personal issues and any disruption to their relationships with others.
- That students always act in a way which keeps themselves and others safe.
- That students report concerns or conduct which breaches these actions to a trusted adult in the school.

These standards apply to all students in school, when students are travelling to and from school and on all educational visits and school activities.

Specifically, students must not:

- Bring banned substances into school.
- Act in any way which puts at risk the safety of themselves or others in the school.
- Act in a way which disrupts their own learning, or the learning of others, or prevents a teacher or member of staff from carrying out their role.
- Discriminate against others on the grounds of protected characteristics: age, disability, sexual orientation, religion or belief, gender or gender re-assignment, race, religion or belief, pregnancy or maternity, marital status. Prejudiced behaviour and discrimination is unacceptable and not tolerated within our school.
- Threaten to, or act in any way which is physically aggressive or violent. All members of our school community are required to use non-violent resolution (dialogue and restorative practice) to resolve differences of opinion, relationships and conflict.
- Swear or use foul or abusive language, or language which is discriminatory or prejudiced.
- Act in any way which is illegal or which would constitute a criminal offence. In these circumstances, the school will work in partnership with Devon and Cornwall Police.

5. Recognising and Rewarding Positive Contribution:

Staff regularly and frequently notice and acknowledge positive contribution through verbal praise. This is a fundamental part of our work to create a positive and motivational environment in which our students can achieve their full potential.

We also reward positive behaviour and contribution, effort and kindness through House points, certificates, postcards home, celebration assemblies and formal award evenings. For further details see Appendix 4.

6. Educating Students about Behaviour

All staff, students and parents are responsible for supporting and upholding the Behaviour Standards and our school values that these are based on.

The partnership between home and school is critical in supporting students to make positive decisions about their behaviour. It is essential that parents actively support the school in applying our Behaviour Policy.

The school places a strong emphasis on educating children to prevent poor behaviour which does not meet our Standards. This includes learning through tutorials, assemblies, PSHE/RE and in lessons where it is linked to the planned curriculum.

All staff (and parents) are expected to act as good role models for students, demonstrating and reinforcing the school's standards for behaviour through their words and actions.

7. Managing Behaviour which does not meet our Standards

Our school takes a fair, proportionate and consistent approach to managing behaviour which does not meet our standards.

Sanctions for inappropriate behaviour will be proportional to the level of seriousness of the incident and may include:

- Verbal reprimand (a 'warning').
- Withdrawal of social time e.g. loss of breaktime or lunchtime. Where social time detentions are issued, students will be given time to eat, drink and go to the toilet where necessary.
- Detentions after school. The maximum detention is one hour (3.00pm – 4.00pm). (Although there is no legal requirement to do so, where possible we will notify parents/carers at least 24 hours in advance of the detention, usually by email).
- Internal Exclusion (time spent in Room 1). This is typically used to provide time for an investigation to be conducted, or for repeated or serious issues of misbehaviour, or where behaviour is disruptive to the learning of others. Students will be set work to ensure they do not fall behind in their learning. There will be discussion to ensure a successful re-integration into lessons. The length of time the student will spend in the Room 1 will be proportionate to the level of misbehaviour.
- Trust Exclusion: A student may be directed to an alternative school or education setting for their education for a period of time.
- Modified Timetable and Alternative Provision: a student may be directed to alternative provision, including remote/online education or have modifications made to their timetable for a period of time.
- Managed Move: Cornwall Council's Managed Move protocol may be used to provide a student with a 'fresh start' in an alternative school.

- Fixed-Term Exclusions (suspensions) and Permanent Exclusions are used for serious breaches to the school's standards of behaviour.
- Permanent exclusion is only used for the most serious incidents and where possible, the school will avoid the use of permanent exclusion by exploration of suitable alternatives. For further information, see Exclusion Policy.

For further details on sanctions, see Appendix 3.

8. Students with Special Educational Needs

All staff are required to make appropriate adaptations to approaches to supporting positive behaviour and managing challenging behaviour in response to students' special educational needs. Examples of adaptations include:

- Adapting rewards to incentivise positive behaviour and contribution;
- Adapting how low-level disruption is managed within a lesson;
- Consideration of students' special educational needs when devising seating plans;
- Providing 'fidget' resources and other physical adaptations to classroom environments;
- Seeking advice from the SENDCo including decision making by the Head of School around exclusion from school;
- Seeking support from trusted adults to de-escalate confrontational behaviour;
- Avoiding known triggers and meeting need through careful planning of lessons and additional interventions;
- Adapting Room 1 provision to meet special educational needs.
- Using other spaces such as the Nurture room to support students on a temporary basis who might have significant barriers to learning.

These are examples for illustrative purposes and special educational needs and their impact on behaviour will be considered on an individual basis. The SENDCO will ensure staff understand students' needs, as appropriate to the members of staff's role within the school. The SENDCo will provide staff with relevant and appropriate information to be able to support students with SEND to engage successfully with the school's expectations in a way which is aligned to their individual needs.

Power to search

Our school has the right to search students for 'prohibited items' including knives and weapons, alcohol, behaviour changing drugs/substances, stolen items, tobacco and cigarette papers (including e-cigarettes), lighters/matches, fireworks, pornographic images, any article that has been or is likely to be used to commit an offence (e.g. aerosols) or cause personal injury or damage to property and any other item which has been banned by the school rules. (See Banned Substances). In such cases as there is reasonable evidence to search for any of the above, two members of staff will be present, including a member of the Pastoral Team or Leadership Team.

Where possession of an item by a child is illegal (items such as knives, drugs, suspected stolen items and pornography) the school will always work in partnership with the police. If during a search an electronic device is found and it is suspected that it has been or will be used to commit an offence or cause injury, damage to property, disrupt teaching or break the school rules, then the school may examine any data or files on the device where there is good reason to do so. The school may also delete files or data if it is thought there is a good reason to do so, unless the device is to be given to the police.

If a student fails to co-operate, the student will be required to leave the school site. The school has not excluded the student and the student's absence will be treated as unauthorised.

A school's general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. All confiscated items will be disposed of by the school as appropriate.

Rewards Protocols

Aims:

- To create a positive learning environment where effort, kindness, respect and positive contribution are valued.
- To enable student achievements to be recognised and rewarded by staff, students and parents.

The Achievement Point system:

- Achievement Points are awarded to individual students NOT the whole class.
- Between 5 and 10 Achievement Points per lesson can be awarded.
- Students will be told what they need to do to gain an Achievement Point.
- Achievement Points will be recorded on students' files.
- Achievement Points will be used with all year groups.
- There will be opportunities for all students to achieve Achievement Points.

Awarding Achievement Points:

At Cape Cornwall School, Ready 2 Learn achievement points, are used to recognise the contribution that a student makes in addition to their achievement.

Any member of staff can award a Ready 2 Learn achievement point for any of the following reasons:

Positive contribution to class discussion
Being kind to others
Showing respect to others
Being resilient to a challenge
Showing a positive attitude
Achievement
Good effort in classwork
Good effort in home learning

In addition to achievement points, the following rewards are used to recognise positive contribution, effort and achievement:

- Celebration Assembly Awards – Progress and Effort.
- Tutor awards – Two students specially nominated each term.
- Achievement point awards – Top collectors, prizes, raffle.
- Subject 'stars'.
- Praise postcards.
- Termly reward trips and prizes.
- Golden ticket – outstanding work.

Achievement Points and Rewards Protocol

We use a staged approach to recognise and celebrate students who achieve a high number of achievement points and excellent attendance each term. Achievement points are totalled using a net figure balanced against behaviour points.

Reward	What students can be awarded
Regular 'Pop up' Weeks for 100% attendance	Regular 'Pop up' Weeks for attendance where students are entered into a prize draw. They can claim one of the following: <ul style="list-style-type: none">• A 'jump the queue' ticket for a week for student;• Free drink or snack from the canteen;
Fortnightly House Assemblies	Every two weeks, students are nominated by their teachers for achievement and improvement. Student receive a certificate.
100% attendance for a full term	Each term students with 100% attendance for that term will be awarded a certificate and will be entered into the prize draw for a prize, e.g. kayak or paddleboard
End of term rewards for attendance and achievement	At the end of each term students will receive 'Gold', 'Silver' or 'Bronze' certificates/badges for 100% attendance. Bronze = 1 term with 100% attendance Silver = 2 terms with 100% attendance Gold = 3 terms with 100% attendance Students who receive a 'golden ticket' are entered into the prize draw for a £25 voucher
End of Year reward	At the end of the Year, the tutor groups with the highest achievement points and/or best attendance will receive an award.

We reset the total achievement points termly in order to accurately monitor a student's positive behaviours.

Behaviour and Sanctions Protocol

Sanction Protocols

Aims:

- To create a calm and purposeful environment;
- To create a safe environment for students and staff;
- To re-address behaviours within a framework of 'actions equals consequences' to encourage self-reliance and self-management, to prepare students for their future.

Student Behaviour expectations:

- Be on time for lessons and ready to learn;
- Value the ideas, beliefs and contributions of others;
- Show curiosity, enquiry and an enthusiasm to learn;
- Have high aspirations for the future;
- Show respect, through words and actions, for all members of our school community and our environment;
- Co-operate fully with all requests and instructions from staff.

The Behaviour points system:

- Students will receive a warning before gaining Behaviour points;
- Behaviour points will be recorded on students' files;
- Behaviour points will be used with all Year groups.

At Cape Cornwall School, we use the Warn, Move, Remove sanction in addition to the Ready 2 Learn (R2L) Behaviour points.

Any member of staff can give Behaviour points. The Ready 2 Learn Behaviour points are given for the following reasons:

- Lack of engagement;
- Missed homework deadline;
- Late to lesson/school;
- Mobile phone infringement;
- Uniform infringement;
- Lack of equipment (tutor);
- iPad not charged (tutor).

The R2L logs carry a zero tariff. This allows us to separate issues around organisation and equipment from more serious breaches of the Behaviour policy. 5 R2L logs result in an after-school detention.

The 'Consequences' system

All students have the right to learn in a safe, supportive learning environment free from disruption and distraction. All teachers have the right to teach. The behaviour policy reinforces positive behaviours and eliminates negative behaviour from our school community. Classrooms are safe, welcoming, learning environments for all students and lessons are carefully planned to ensure all students can make excellent progress.

- Sanctions are given to individual students for their conduct, **not** whole classes.
- Wherever possible, sanctions are applied 'privately' to respect the student's dignity and self-esteem.
- Wherever possible, teachers will endeavour to de-escalate confrontational behaviour.
- The behaviour policy is used consistently, fairly and proportionately for all students.

The following system is used to address all instances of disruption to learning.

WARN - Zero point sanction: Verbal warning – name recorded by teacher.

MOVE - One point sanction: Moved to another seat in the classroom. Logged on Classcharts by the classroom teacher, one behaviour point.

Students can be held back for a break time for a maximum of 10 minutes or at lunchtime for a maximum period of 15 minutes. This time will be used to discuss the student's behaviour and the teacher's expectations.

REMOVE - Two point sanction (On-call needed): Removal from the class and referral to an alternative classroom. Head of Faculty or Deputy Head of Faculty involvement as appropriate

1 hour detention (3.00pm until 4.00pm) supervised by staff. Students are required to bring suitable work. Parents are informed by text/email. Failure to attend without a legitimate reason (e.g.

medical appointment) will result in 1 day of internal exclusion. Parents will be contacted by telephone to inform them of the internal exclusion.

Students who fail to follow instructions during a detention will be removed from the detention and will be given a period of internal exclusion and a repeat detention.

A list of behaviours that we consider to be unacceptable can be found in Appendix 1

Detention protocol

Detention time should be used for a meaningful activity in silence. Students should not eat or drink and should remain in full school uniform.

Students should have work ready and go to the toilet before the start of the detention. Detentions will be logged on Arbor. Detentions are an individual sanction and are not issued to whole classes. Although there is no legal requirement to do so, where possible we will notify parents/carers at least 24 hours in advance of the detention, usually by email alert.

In the case of missed detentions, the resulting escalation in detention will take place the following day and the student will spend an extended period (no more than one school day) in 'Room 1', (Internal Exclusion Room)

Termly Behaviour Point Sanctions

All students are expected to follow the school's Code of Conduct to create a positive learning environment where all students can achieve their potential. The vast majority of students receive minimal numbers of behaviour points across a school year (less than 10) and many students receive none. The school uses a staged approach to respond to repeated disruption and unacceptable behaviour. The following response will be initiated by students reaching 'threshold' levels of behaviour points within a term:

Stage 0: 5 - 15 points

- Where there is a concern about a student's behaviour, the child's tutor will alert the parent and highlight what may happen if the poor behaviour continues.

Stage 1: 20 points

- Student placed on Tutor Report for a period of 2 weeks.
- The tutor will contact parent at the start and end of report.
- Student will sit an afterschool detention.
- Possible referral to SENDCo.
- At the end of the Tutor Report period, the tutor will review progress resulting in one of 3 options: off report ('clean' report), extended report for 1 further week (minor issues), referral to Stage 2 (the tutor has other significant concerns).
- A student can have a maximum of two Stage 1 report periods in any academic year. Repeat referrals to Stage 1 will be escalated to Stage 2.

Stage 2: 40 points or failed Stage 1

- Student placed on report to Head of Lower or Upper School for 2 weeks.
- Head of Upper or Lower School will contact parents at start and end of report. A warning letter/email will be sent by the Head of Upper or Lower School. Should the student receive more negative behaviour points than achievement points during the Tutor Report period, or 'miss' report days, the student will fail their Head of Upper or Lower School Report.

- Possible referral to SENDCo.
- At the end of the Head of Upper or Lower School Report period, the Head of Upper or Lower School will review progress resulting in one of 3 options: off report ('clean' report), extended report for 1 further week (minor issues), referral to Stage 3 (the Head of Lower or Upper School has other significant concerns).
- A student can have a maximum of one Stage 2 report period in any academic year. Repeat referrals to Stage 2 will be escalated to Stage 3.

Stage 3: 60 points or failed Stage 2

- Student placed on report to Assistant Headteacher for 2 weeks.
- Assistant Headteacher will contact parents at the start and end of the Stage 3 Report and a leadership warning panel will be convened with the Assistant Headteacher and the Head of Upper or Lower School. Parents will be sent a letter from the Assistant Headteacher and invited to attend.
- Possible ongoing support from SENDCo.
- A referral for mentoring and/or early help and/or other agencies will be made as appropriate.
- A student can have a maximum of one Stage 3 report in any academic year.
- At end of the Stage 3 report period, the Assistant Headteacher will review progress. The student can come off report (onto behaviour support plan) or the report can be extended by 1 week (minor issues), or, if there are significant concerns, the student will fail the Stage 3 Report. This will result in a one day internal exclusion and escalation to Stage 4.

Stage 4: 80 points or failed Stage 3

- Students placed on Stage 4 Report for 2 weeks to Head of School. The Head of School will contact parents and a warning letter will be issued. A meeting will be arranged with the Head of School and a representative from the SLT.
- The student will be placed on Stage 4 Report for 2 weeks to the Head of School and a behaviour contract will be put in place to clarify expectations and support (1).
- A referral for mentoring and/or early help and/or other agencies will be made as appropriate.
- Possible ongoing support from SENDCo.
- Alternative education options will be discussed and the risk of exclusion will be clarified with student and parents/carers by the Head of School.
- A student can have a maximum of one Stage 4 referral during an academic year.
- At the end of the Stage 4 report period, the Head of School will review progress. The student can come off the report (onto a behaviour support plan) or the report can be extended by 1 week (minor issues), or, if there are significant concerns, the student will fail the Stage 4 report. This will result in a 1 day Fixed Term Exclusion. The possibility of a Trust Exclusion will also be explored.

Stage 5: 100 points or failed Stage 4

- Parents will receive a phone call and final warning letter from the Head of School.
- Students and parents will be invited to a meeting of a Governor Behaviour Panel.
- The behaviour contract will be reviewed.
- The risk of Permanent Exclusion will be discussed along with alternative education options.

Should inappropriate behaviour continue, the student will be permanently excluded from the school.

In the rare circumstance of serious misconduct, a student may be moved to a higher level of the behaviour process (Stage 4, 5 or 6) by the Head of School without completing all the steps within this framework.

We reset the total behaviour points termly in order to accurately monitor a student's behaviours during a particular term.

In addition, we monitor behaviour and achievements points, keeping a track of cumulative totals, i.e. the number of behaviour and achievement points in one year to date.

Punctuality

- All students are expected to be on time every day and to every lesson. Lateness will only be excused in exceptional circumstances e.g. the school bus is late, family car breaks down. Where lateness is caused by unforeseen family circumstances, parents must phone school to provide a reason or provide a written explanation. Persistent lateness will not be authorised.
- If a student is late to school and arrives during registration, this will be recorded by the member of staff in reception. A member of staff is on duty each morning to monitor punctuality. A log is kept of those students who are late without a good reason or notification from a parent/carer. The student will receive a 10 minute late detention in Room 1 on that same day. Students who are late with good reason and the parent has contacted school, will be signed into school late and their form tutor will be made aware of the circumstances.
- Students who arrive late without good reason will also receive a Ready to Learn behaviour point with an email sent home to parents to notify them of their lateness.
- Students are expected to attend their late detention at break time on the same day as their lateness. If they do not attend, they will be given a lunchtime detention that day for 20 minutes.
- Students are expected to arrive promptly at their next lesson. Teachers will record lateness to lessons and a log is kept by the Head of Upper or Lower School. Students who are late to lessons without a good reason, will receive either a lunchtime detention or after-school detention determined by the frequency and extent of their lateness during that week.
- Students who do not attend either their break time or lunchtime detention will receive an after-school detention.
- Lateness is monitored by the tutor and Head of Upper or Lower School, parents will be contacted if students are persistently late to school.
- Students arriving after a registration period has closed must sign in at reception. Lateness sanctions will be applied as detailed above.

Uniform

- Students in school without the correct uniform/appearance will receive a Ready to Learn behaviour point by their tutor unless there is contact from the parent/carer to explain. The tutor will log this incident.
- Where appropriate and available, students who arrive in school without the correct uniform will be expected to replace incorrect uniform with school-issued uniform which will be made available for the day.
- On the third occasion a student arrives in incorrect uniform, the tutor will contact parents to inform them of this. Any further incident of incorrect uniform will result in a detention or an extended period in Room 1.
- The system will operate over a half term period. All students will have a clean slate at the start of each half term.

Mobile Phones

During school time, mobile phones are not permitted. They should be switched off and in bags. This is because they can be an unwelcome distraction as well as a risk from the perspective of data protection, confidentiality and safeguarding. We have a duty of care to monitor internet use in school and have robust internal and trust-wide systems to monitor internet use and filter

inappropriate content. In line with 'Keeping Children Safe in Education', the responsibility for filtering and monitoring is held by the Designated Safeguarding Lead.

If a student uses their phone in school, or is seen with their phone in view, it will be confiscated immediately. The first time this happens in a term, the student will be able to collect their phone at the end of the day. If the student uses their phone for a second time (and for any subsequent offence), their parent/ carer will need to collect their phone from school. This sanction will be 'reset' each term.

Conduct at social times

Our school expects students to conduct themselves with dignity and show respect for others at all times. Behaviour that does not meet this expectation will result in sanctions.

- **WARN** – A student not acting in an appropriate way will be warned by the member of staff and asked to move from the area.
- **REMOVE** – Student taken to Internal Exclusion and issued with the appropriate behaviour point(s) (logged on SIMs). Student will remain in Internal Exclusion for the remainder of that social time or longer, depending on the incident.

Staying Safe in School (Banned Substances)

Our school places a high priority on ensuring that children are safe in school and we have high expectations for the conduct of all members of our school community. We take the safety of our staff and students very seriously and for that reason, students are not permitted to bring the following items to school:

- Aerosol cans;
- Energy drinks containing caffeine such as 'Red Bull';
- Lighters or matches;
- Fireworks including sparklers and poppers;
- Laser pens;
- Tobacco, cigarettes, e-cigarettes or any other nicotine replacement product or equipment associated with smoking;
- Knives (including penknives), razor blades, catapults or any other dangerous item;
- Alcohol;
- Illegal drugs or 'legal highs' or any item associated with the use of illegal drugs;
- Any other item that poses a risk to the safety of the school community.

The school reserves the right to search students' lockers, bags and property. This will be done with consideration for the child and in the presence of 2 adults, one of whom is a member of the Pastoral Team or Leadership Team. We will always inform parents if a student is found in possession of any item on the above list and we will always confiscate the item immediately.

Prescription medicines, painkillers and other medicines must be handed in to Reception for safe-keeping during the school day. Please note that the conduct of our students is excellent and instances of students bringing such items in to school are extremely rare. Should a student be found in possession of a banned item, the school's Behaviour and Exclusion policies will be used to give an appropriate sanction linked to the severity of the incident. Repeat offences will result in increasing levels of sanction.

Possession of an illegal item will result in consideration of a Permanent Exclusion.

Removing Students from the School Site

There are four sets of circumstances in which individual students may be required to leave the school site, namely where:

- a) There is sufficient evidence that a student has committed a disciplinary offence. In these circumstances, the student may be excluded from school for a fixed period or permanently.
- b) A student is accused of a serious criminal offence but the offence took place outside the school's jurisdiction. In these circumstances the Headteacher may decide that it is in the interests of the individual concerned and of the school community as a whole for that student to be educated off site for a certain period, subject to review at regular intervals. This is not an exclusion.
- c) For medical reasons, a student's presence on the school site represents a risk to themselves, the health or safety of other students or school staff. In these circumstances the Headteacher may send the student home after consultation with the student's parents. This is not an exclusion and may only be done for medical reasons.
- d) The student is given permission by the Headteacher, or the delegated member of the Leadership Team, to leave the school premises briefly to remedy breaches of the school's rules on appearance or uniform, where this can be done quickly and easily; this should be for no longer than is necessary to remedy the breach. This is not an exclusion but an authorised absence. However, if the student continues to breach uniform rules in such a way as to be sent home to avoid school, the student's absence will be counted as unauthorised absence. In all such cases, the parent will be notified and the absence will be recorded. When making this decision, the child's age and vulnerability, and the parent's availability, will be considered.

In addition, The Headteacher can authorise leave of absence for a fixed period, with the parents' agreement, or, exercising powers delegated by the Governing Body under section 29(3) of the Education Act 2002, can arrange for the student to be educated elsewhere (without parental approval, although the parents should be notified). Education elsewhere must be arranged for the purposes of receiving any instruction or training included in the curriculum for the school and should not be continued for longer than is absolutely necessary. Whether the student has been granted leave of absence or is being educated elsewhere, the school must ensure that the student's full-time education continues while off site. Any such arrangements do not amount to an exclusion from school on disciplinary grounds and should be appropriately recorded and kept under periodic review involving the parents.

Referrals to Internal Exclusion

The school is committed to ensuring that all lessons are free of disruption: that teachers can teach and that students can learn without interruption and that classrooms are safe and nurturing environments. Wherever possible, teachers will use a variety of strategies to manage low-level disruption and to ensure that positive student conduct and engagement fully supports learning. De-escalation strategies are used to manage poor behaviour and to minimise the impact this has on the learning of students. The aim is that inappropriate behaviour is managed early and successfully so that this does not escalate, interrupt learning or lead to further sanctions being required.

Where student conduct is not aligned with the school's expectations, the teacher will provide a clear warning. In the event that the student is unable to adapt their behaviour following this warning, the school's staged approach to supporting positive behaviour will be implemented. This includes, when appropriate, referral of students to Internal Exclusion (time spent in Room 1).

For a student to be referred to Internal Exclusion, the teacher will use the on-call system. In the event of a serious incident of disruption to learning, a student may be referred to Internal Exclusion directly, without the use of the staged approach. Referrals to Internal Exclusion are 'gate kept' via

the on-call team of school and pastoral leaders. Where appropriate, a student may be taken to an alternative classroom instead of Internal Exclusion, a decision which will be taken by the on-call member of staff, taking into account the information provided by the teacher regarding the incident.

Internal exclusion has a variety of purposes:

- As a venue for a student who is temporarily unable to manage the classroom expectations to 'calm' with the support of a member of staff. A variety of approaches will be used within Internal Exclusion to support students to emotionally regulate: this may be a 'break', an adult to listen to their perspective and provide advice or referral to a member of the pastoral team for mentoring. Reflection activities and resources to support students to regulate are available in Internal Exclusion.
- As a safe space for supported learning whilst the school investigates a serious incident.
- As a safe space for supported learning whilst the student is waiting to be collected by parents in the event that their behaviour has led to a fixed term exclusion.
- As a learning venue to facilitate a student's successful and supported return to school following a fixed term exclusion.
- As a short term learning venue where the student's behaviour has led to a decision that they should be internally excluded for a limited period of time, as an alternative to a fixed term exclusion and in response to a serious incident, or due to repeated disruption to lessons. In these circumstances, a member of the Leadership Team will decide on the appropriate period of time that the student will receive their education in Internal Exclusion and the criteria for their return to lessons which will include successful completion of the set work and appropriate conduct within Internal Exclusion. These expectations will be clearly communicated to the student.
- As an alternative to a fixed term exclusion where this is appropriate, or where a fixed term exclusion is unlikely to be a suitable sanction in consideration of a student's circumstances.

Whilst a student is in Internal Exclusion, they will be provided with appropriate learning and wellbeing support to ensure that the disruption to their education is minimised. The length of time a student spends in Internal Exclusion will be determined by a senior leader and will take into account the incident and the need to return the student to lessons as soon as they are ready to do so. This decision will take into account the seriousness of the incident, previous incidents and behaviour, the student's level of emotional dysregulation and the need for any investigation to be completed. In addition, this decision will be dynamically reviewed in response to the student's engagement in learning and co-operation with staff whilst in Internal Exclusion.

The senior leader will minimise the time spent out of lessons and take into account that extended periods of time in Internal Exclusion may make positive re-integration into lessons and/or social time more difficult. Only in rare instances will the length of time in Internal Exclusion exceed 3 days and typically students will spend up to 1 day in Internal Exclusion.

Supervision of students referred to Internal Exclusion is therefore a complex role which requires the member of staff to support and maintain appropriate student behaviour whilst a student may be upset and emotionally dysregulated. To facilitate its use as an alternative learning venue, the expectations for student conduct within Internal Exclusion are:

- That students complete the work set to the best of their ability, with appropriate support from the Internal Exclusion supervisor;
- That students follow instructions from the Internal Exclusion supervisor;
- That students are respectful towards staff and other students working in Internal Exclusion. Verbal abuse, rudeness, shouting and swearing are not acceptable in Internal Exclusion.

Following a referral to Internal Exclusion, the following actions are taken:

- The student gives their phone to the Internal Exclusion supervisor whilst they are in Internal Exclusion. The phone is returned when they complete their period of time in Internal Exclusion.
- The student is given an opportunity, and is supported, to re-regulate.
- The student will be asked to reflect on their actions and the incident and to consider ways in which their own actions could be changed in future to de-escalate incidents.
- The student is provided with appropriate learning resources to continue their learning whilst in Internal Exclusion. The student is expected to complete the work set to the best of their ability. Work provided will be aligned to the curriculum being studied in their lessons either because their teacher has provided specific activities, because they are able to access online resources including the school's remote learning provision, or because the Internal Exclusion supervisor identifies, with the students' help, appropriate material for them to study whilst they are in Internal Exclusion.
- The student is supported to take restorative action with their teacher, any other staff impacted by the incident, and any students involved in the incident. This may include, where appropriate, a written apology.
- The student co-operates fully with staff instructions.
- The student remains in Internal Exclusion for an appropriate period of time, determined by a senior leader, and will be supported to return to lessons when appropriate and when the following expectations have been met:
 - The investigation is complete and the student has been cleared of any wrong doing;
 - The student is calm and well regulated;
 - The student has reflected on the incident, their own actions and their responsibility including steps to be taken in the future to avoid a repeat;
 - The student has made appropriate steps to take restorative action with others;
 - The student has completed the appropriate learning activities to the best of their ability;
 - The student has demonstrated appropriate behaviour, engagement and co-operation with staff and students whilst in Internal Exclusion;
 - Appropriate support has been put in place so that the student can positively re-engage in lessons and/or social time;
 - Other sanctions, where appropriate, are in place;
 - Parents have been informed of the incident, the actions taken and any future sanctions;
 - There is a log of the student's time in Internal Exclusion, reason for referral and level of engagement that can be analysed by school leaders to support adaptation to provision as appropriate;
 - If the student has been referred to Internal Exclusion more than twice in one term, more than 3 times in an academic year, or for a period of more than 3 days in response to a single incident then parents will attend a meeting with a school leader to identify any additional support that needs to be provided including:
 - A referral for Early Help
 - A referral to the SENDCo
 - Routine and regular mentoring by a trusted adult within the school.

Trust Direction

For serious or repeated breaches to the school's Behaviour Policy, the school will consider the use of the Trust Direction. As with Fixed Term Exclusions (suspension), parents/carers will be required to attend a meeting with a senior school leader following the exclusion, to support the students' return to school. The decision to use a Trust Direction is made by the Head of School.

When a Trust Direction is issued, the Head of School will direct a student's education to another school within the Trust, for a period of time. The majority of Trust Directions will be for up to 5 days. Refer to Appendix 3.

In exceptional circumstances, the Head of School may decide to use a Trust Direction for an extended period of time.

The aims of Trust Directions are:

- To supervise and support a student's education during their exclusion, reducing disruption to their education which may result from a fixed term exclusion (suspension).
- To allow time and to support a student to reflect on the consequences of their actions, reducing future behaviour issues and enabling them to make a 'fresh start' when they return to school following the Trust Direction.
- To provide a safe environment for a student during the period of exclusion, reducing the safeguarding risks which may be associated with fixed term exclusion (suspension).
- Support the successful reintegration of a student to their base school following, or in addition to, a period of Fixed Term Exclusion.

Trust Direction Protocol

The student's usual school is the 'base school'. The school accepting the student under the Trust Direction Protocol is the placement school.

1. The Head of School decides that a serious or repeated breach of the school's Behaviour Policy has taken place. The base school contacts the placement school to agree that a Trust Direction can be supported by the placement school.
2. The base school confirms the length of exclusion and provides the placement school with appropriate information about the student to enable them to offer a safe educational setting for the child for the duration of the Trust Direction.
3. The base school confirms details of the Trust Direction with parents including the period of time that the child will be directed to attend the placement school, start and finish times for their school day (which may differ from those in their base school), arrangements for lunch (including where the child has free school meals) and contact details for a lead member of staff in the placement and base school for the duration of the Trust Direction. Typically, parents will receive a phone call from the base school and details of the Trust Direction will be confirmed in writing within 24 hours.
4. Under Section 7 of the Education Act, parents are required to provide transport to the placement school. In exceptional circumstances, the base school and/or placement school will facilitate the Trust Direction by providing transport.
5. Parents will receive confirmation of the Trust Direction as soon as possible within 24 hours (model letter attached). This includes information about the dates of the Trust Direction, reasons for the Trust Direction, and arrangements for a reintegration meeting to support the student on their return to their base school.
6. On arrival at the placement school, the student will be met by a designated member of the school staff and will work in the school's Exclusion Room (Room 1). The student's attendance will be recorded by the placement school and the base school will be informed immediately of any absence, in line with the school's attendance management procedures. Where the student is absent, the Trust Direction may be extended for the appropriate number of days, so that the Trust Direction is completed.
7. Students who receive free school meals will be provided with a lunch by the placement school and funded by the base school.
8. The base school will provide appropriate work for the student to complete during the Trust Direction, in line with their timetable and planned curriculum. Work will be supervised and facilitated by the placement school, including, where appropriate and available, the provision of access to IT (managed under the Acceptable Use Policy).
9. The student is required to wear their full school uniform for the duration of the Trust Direction, and to abide by the school's rules on appearance, including and particularly those which apply to wearing makeup, hair style and colour, jewellery and piercings. Students not in the

correct uniform will be offered alternative clothing, asked to remove non-uniform items and/or sent home to change. The Trust Direction may be extended to account for any time/days missed due to incorrect uniform or appearance.

10. The designated senior leaders with responsibility for managing Trust Directions, under the agreed protocols are: Mrs N Lingard, Deputy Headteacher, St Ives School, Mr N Croker, Assistant Headteacher, Hayle Academy, Ms N Orchard, Assistant Headteacher, Cape Cornwall School.

Appendix 1 – Achievement points

Achievement category	Tariff	Description
R2L Positive contribution to class discussion	1	Kindness, respect, resilience, positivity, achievement, effort or contribution. Any member of staff can award points for these positive behaviours, in or out of lessons. More than one can be awarded each lesson/occasion.
R2L Being kind to others	1	
R2L Showing respect to others	1	
R2L Being resilient to a challenge	1	
R2L Showing a positive attitude	1	
R2L Achievement	1	
R2L Good effort in classwork	1	
R2L Good effort in home learning	1	
Be Inspired participation	1	Staff award points to students on a fortnightly basis for their positive contribution/participation in the 'Be Inspired' activity
Ready to Learn (weekly)	2	Tutors award achievement points to the students who are always ready to learn, e.g. punctual to school, wears the correct uniform, always has their equipment and settles quickly
100% attendance weekly	2	Tutors award points to students who have 100% attendance in that week
Volunteering	2	Student volunteers to take part in an assembly, House notice board and charity work.
Representing the school	2	Student represents the school in sport, drama, music or an after school event

Outstanding work (Golden ticket)	3	Students produces outstanding classwork or homework
100% attendance half termly	3	Head of Upper/Lower school/SLT award points to students who have 100% in that half term
100% attendance termly	5	Head of Upper/Lower school/SLT award points to students who have 100% in that term

Appendix 2 – Behaviour points

Behaviour category	Tariff	Description
WARN	0	Student warned about their behaviour
MOVE	1	Following a warn, the student is moved to another seat in the classroom
REMOVE	2	On call to remove the student to another classroom. This follows a warning and a move to another seat. This will result in an after school detention.
R2L Late to school/ lesson	0	The student is more than 5 minutes late. After 10 minutes this it is logged as truancy
R2L Lack of engagement	0	The student has not settled to the work and is not putting in any effort
R2L Missed homework deadline	0	The student has missed a homework deadline. This is for each time the homework deadline is missed.
R2L Mobile phone infringement	0	The student looks at/uses their phone during lesson time/ in the corridor
R2L Uniform infringement	0	The student is not wearing a tie, blazer or the skirt is too short (e.g.)
R2L iPad infringement	0	The student uses their iPad inappropriately, e.g. games/messages
R2L Lack of equipment (TUTOR)	0	The student does not bring the equipment required for the lesson, e.g. exercise book, writing equipment, iPad or PE kit
R2L iPad not charged (TUTOR)	0	The student will need to take their iPad to be charged
Toilet break	0	Each time a student asks to go to the toilet. This should not happen in the first 10 minutes.

Offensive/Abusive language (swearing)	2	The student uses a swear word in conversation but it is not aimed at a person.
Offensive/Abusive language towards another student	5	This is directed at another student. This is not verbal bullying as it is a one off.
Offensive/Abusive language towards a member of staff	10	This is directed at a member of staff. This will result in a further punishment
Truancy (10 minutes late)	3	Student arrives more than 10 minutes late to the lesson without a note from an adult
Health and safety infringement	3	Student has been dangerous in a lesson, e.g. Science or outside during break/lunchtime
Inappropriate use of mobile phone/iPad camera	3	The student uses their mobile/or iPad to take photos or videos
Failed report stage (0-4)	0	This is logged at each stage of the failed report
Missed detention (absence)	0	This is used to track trends in behaviour
Missed detention (non-attendance)	2	
BULLYING Stages (SLT)	0	This is used to track trends in behaviour. This information is recorded on the Bullying log.
BULLYING Racism (SLT)	5	This information is recorded on the Bullying log.
BULLYING Sexism (SLT)	5	This information is recorded on the Bullying log.
BULLYING Disability (SLT)	5	This information is recorded on the Bullying log.
BULLYING Homophobic (SLT)	5	This information is recorded on the Bullying log.
BULLYING Derogatory language (SLT)	5	This information is recorded on the Bullying log.
BULLYING Sexual harassment (SLT)	5	This information is recorded on the Bullying log.
BULLYING Sexual violence (SLT)	5	This information is recorded on the Bullying log.
Assault/fighting (SLT)	5	Physically harming another person
Threatening another student (SLT)	5	Verbal or mild physical threat that could result in a physical assault
Theft(SLT)	5	Taking items that belong to the school without permission

Vandalism (SLT)	5	Causing damage to school property
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Appendix 3: Trust Exclusion Template Letter

Date

Parental Address

Student Name:	DOB:
Trust Direction Period (Start Date – End Date)	
Date of Return to School:	No of Days of Trust Direction:

Dear Parents/ Carers,

I am writing to inform you of my decision to issue a Trust Direction for(name) for a fixed period of days. This means that will not be allowed to attend (insert school name) site for this period, and their education will be directed to our Trust partner school (insert school name) for this period. The Trust Direction begins on (insert date) and continues until (date). Please note that will be required to attend school for a period of school days. Should they be absent for any reason, the Trust Direction will be extended for the appropriate period of time so that they are able to complete their Trust Direction in full before returning to School.

I realise this Trust Direction may be upsetting for you and your family. The decision to issue a Trust Direction has not been taken lightly. (name) has been excluded for their period due to ... (insert reason).

Please note that under Section 7 of the Education Act 1996 you have a duty to ensure your child attends school and their attendance during the Trust Direction is covered under this Act. Failure to attend at Trust Direction may count as unauthorised absence and I must advise you that you may receive a penalty notice from the Local Authority if you child fails to attend.

Either: Please note that parents are responsible for arranging transport to and from (placement school name) for each day of the Trust Direction. Your child should arrive at reception in full (school name) uniform by ... (time), and should be collected at pm.

Or: As agreed, and in light of your family circumstances, transport to will be provided each day from Your child should arrive at in full school uniform and will return at pm.

We will set work for to complete during the Trust Direction. Completion of this work is a condition of the Trust Direction and will be required to fully co-operate with all instructions given to them by members of staff at School. Failure to complete the work set, or behaviour which breaches the expected standards may result in further sanctions and will be considered to be a very serious breach of our Behaviour Policy.

During the Trust Direction, your child's attendance and safety will be supervised by School. Should you have any concerns about your child's welfare during the Trust Direction, please contact either (DSL, base school) or (DSL, placement school). Your Child's Trust Direction will be managed by, Assistant Headteacher (base school) and you can contact them on (phone number) (Email address).

You have the right to make representations about this decision to the school via our Complaints Policy, which is available on our website. If you require a paper copy, please contact reception.

A re-integration meeting has been arranged for you to meet with (staff name) on ... (date) at (time). The purpose of this meeting is to discuss and agree how best your child's return to school can be supported and managed and to ensure that their behaviour improves significantly in the future. Failure to attend a reintegration meeting will be recorded on school file and referred to Governors during any future review of your child's behaviour.

..... exclusion expires on ... (date) at ... (time) and we expect them to return to school on (date).

Yours sincerely,

Headteacher