



Allerton Grange School

Policy for Positive Discipline (Behaviour Management Policy) 2022 - 2023

Designated Lead: Sarah Whittingham, Assistant Headteacher
Reviewed July 2022
Next review: July 2023



Allerton Grange School

Aspire, Grow, Succeed

Working together to achieve our full potential.

Celebrating our diverse school community and fostering tolerance and respect for all.

Developing active citizens within the school community and beyond.

Inspiring confident, creative and independent learners.

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The Allerton Grange Policy for Positive Discipline

At Allerton Grange, we believe that students need a secure, safe and ordered environment in which to achieve their full potential - socially, emotionally and academically. We strive to create this environment by having a clear and simple structure of expectations in which students can learn and adults can teach. To support this structure, we rely on positive relationships between students, teachers and parents/carers. We, therefore, require all parents/carers and students to sign our Home/School Agreement, which clarifies the Allerton Grange Positive Discipline system and the part we all play in ensuring its success.

Positive Discipline – The Philosophy

Positive Discipline centres on three very simple concepts:
that all young people enjoy being actively rewarded for their efforts;
that all young people need clear guidelines in terms of what constitutes 'acceptable' behaviour;
that clear, open communication between teachers, students and parents/carers is key to success in schools.
We recognise that the vast majority of students are well behaved, co-operative and responsible. The heart of our policy is based upon recognising and rewarding this type of conduct.

Our Classroom and Around School Rules are displayed in all areas and provide the foundations on which our positive discipline system works:

Positive Discipline – Classroom Rules:

Follow instructions from staff, first time, every time.
Listen in silence when others are speaking.
Be polite and respectful to staff and each other.
Arrive on time, in correct uniform, fully equipped and ready to learn.
Always work hard in lessons.
Do your homework to the best of your ability and hand it in on time.

Positive Discipline – Around School Rules:

Follow instructions from staff, first time, every time.
Be polite and respectful to staff and each other.
Follow the one-way system, behave sensibly and do not run.
Always wear full uniform and remove your coat upon entering the building.
Only eat and drink in the designated areas – Cyber Café and the Dining Hall.
Respect your school building. Look after it properly and put all litter in the bins provided.

Respect and Kindness



We have high expectations and are determined that all students will achieve their academic and personal potential. These expectations aim to inspire, motivate and challenge young people to be the best that they can be and prepare them for the responsibilities, opportunities and experiences life offers.

We focus on developing character, building confidence and teaching the importance of kindness, manners and respect.

Showing respect and kindness is also rewarded in school with achievement points, positive postcards home and special acknowledgement in our rewards assemblies.

Responsibility

Equality

Skill Development

Positive Participation

Exceed Expectations

Clever Choices

Tirelessness

Working together – Basic priorities



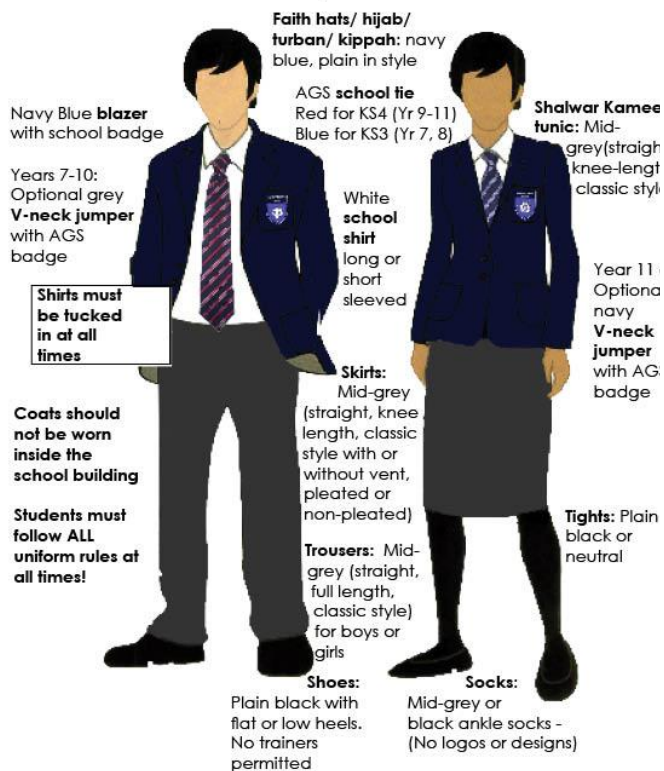
Allerton Grange School uniform

No jewellery other than plain, single, discreet studs, one bangle/band per hand and one plain ring per hand. One clear nose stud permitted.

Extreme hairstyles (as decided by the school) are not acceptable eg. hair colouring (natural hair tones only), tram lines, hair shaving – not below a grade 3. Navy blue, plain hair accessories are preferred style

Minimal make-up permitted in years 7 - 11 (as decided by the school)

In the second half of the summer term, blazers and jumpers are optional. Long or short sleeved shirts must be tucked in and always worn with a tie.



Shoes

Plain black with flat or low heels. No trainers



PE Kit

AGS branded shorts or skirt

AGS branded polo shirt

AGS branded socks

AGS micro-fibre long sleeved top (not pictured)

AGS branded jogging bottoms will be available for students in the winter months (not pictured)

Trainers (non-marking and clean for indoor activities)

Football boots (compulsory for boys and girls)

On the days where a student has PE on their timetable OR is attending an after school sports club/event, students can arrive in their full AGS PE kit and wear it for the whole day.



Essential Equipment



Essential equipment for all lessons	Desirable items
Black and green pens (+ spare)	Coloured pencils
Pencil and rubber	Coloured pen
School Planner	Highlighter pen
Sharpener	
Calculator	
Scientific calculator, compasses and protractor for all Maths lessons	
Glue stick	
A4 size school bag	
Ingredients for Food Technology as/when required	

Classroom Responsibilities for our Teachers

The positive discipline approach is based on these responsibilities. It is a simple structure intended to provide support for all staff. It can only work if it is applied consistently by all, from school leaders to the most recently appointed colleagues. It applies, equally, to recognising students who 'do the right thing' as it does to consequences for breaking school rules and the code of conduct.

Planning for behaviour

Engaging and stimulating lessons encourage good behaviour. Seating plans are more effective when proactive and personalised. Student profiles, including their academic level, are accessible on SIMS, Go4Schools and ClassCharts. Concerns about individual students should be passed to the year team, via form tutors or curriculum teams.

Classroom environment

Students will respond better in lessons if they feel valued and catered for. The use of qualified praise, display of work and issuing positive achievement points will convey this message and build positive relationships with the students.

Consistency of message

Students will respond positively to classroom management when it is consistently, and effectively, practiced by all staff. Observing students doing something well and recognising it with praise will help to secure in their minds the expectations of behaviour that are valued, thus strengthening the link.

Senior Leadership Team Testing the Temperature Walks

SLT will complete weekly learning walks checking for positive behaviour and supporting the work of teachers and pastoral staff. These walks will ensure that the Policy for Positive Discipline is being applied consistently across the whole school.

Essential Equipment Checks

Classrooms will be visited regularly to carry out spot checks on essential equipment. A negative behaviour point will be issued each day when students are not in possession of the full range of equipment: planner, pen, pencil, 30 cm ruler, calculator, green biro, glue stick, protractor and pencil case; all to be accommodated in an A4 sized school bag.

Homework

All homework is set using Class Charts. This is an electronic diary, which can be accessed cross-platform, by both students and parents, either through a free phone app or online. Log-in details can be obtained by contacting your form tutor, head of year or the main school office.

In Key Stage 3 (Years 7-9), students will be asked to learn key facts, definitions, dates, concepts or equations from their knowledge organisers. They will then be tested on this the following lesson - precise details will be on Class Charts. If students have not spent enough time on it (which is usually determined by a test score of at least 50%), they will receive a behaviour point. Occasionally, they will receive non-learning homework, e.g. an essay. This homework will be meaningful and rigorous and based on their knowledge organisers. And, in maths, they will be asked to complete tasks from 'MathsWatch'. With all forms of homework, if students do not complete it on time, or if it is of poor quality, they will receive a behaviour point.

From Year 10 onwards, students will also need to prepare for Pre-Public Examinations, which includes using various online revision platforms, such as *Seneca Learning*.

Unstructured Times - Responsibilities for Staff and Students

Morning, break, lunch and after-school staff duties

Be punctual, these duties are as important as a lesson

Smile, welcome and take the opportunity to interact with students to build positive relationships

Look for positive behaviour – catch the students doing the right thing and comment; award achievement points on Class Charts where appropriate

Lesson Changeover

All staff to meet and greet at classroom door

Non-teaching staff to have a visible presence for the first few minutes of each lesson to encourage safe student movement

Classes to be dismissed in an orderly manner – stand behind desks and wait to be dismissed

Students should be encouraged to get to their next lesson as soon as they are dismissed

Break and Lunch Time

All food and drink must be consumed in the Cyber Café and Dining Hall only. No food is to be taken or eaten outside. Students must be seated in the Cyber Café or Dining Hall

All rubbish must be placed in the bins provided to keep the school a clean and tidy environment

Students must keep to the designated outside area

Students on corridors

Students must not be allowed out of a lesson without a valid corridor pass. Any students without a **valid** corridor pass should be returned to lesson. Students **must** adhere to the one-way system in school.

Allerton Grange – Positive Discipline

Allerton Grange School wishes to identify and recognise those students who do well in all aspects of school life. Our policy positively promotes the many and varied successes of our students; encompassing recognition for hard work, contribution to the school community, attendance and good behaviour.

Student Planner

Every student will be issued with a Planner at the start of the new school year. It will form an essential part of students' equipment. Failure to bring the Planner to school will result in an instant behaviour point.

Planners must be carefully maintained – any damage or graffiti to a Planner will result in a behaviour point and a £4.00 charge for a replacement Planner.

Any behaviour concerns will be logged electronically using Class Charts.

Class Charts Parent and Student App

All parents and students have been assigned a Class Charts account and are expected to regularly access this. This account gives parents immediate access to data specific to their child, including their timetable, attendance, behaviour and achievement points and homework deadlines.

Class Charts is also used as an active communication tool between home and school, used to notify parents and students of detentions and publish announcements relevant to each specific student. Parents can also use their account to notify school of student absence, as an alternative to leaving a voice message on the absence phone line.

In class

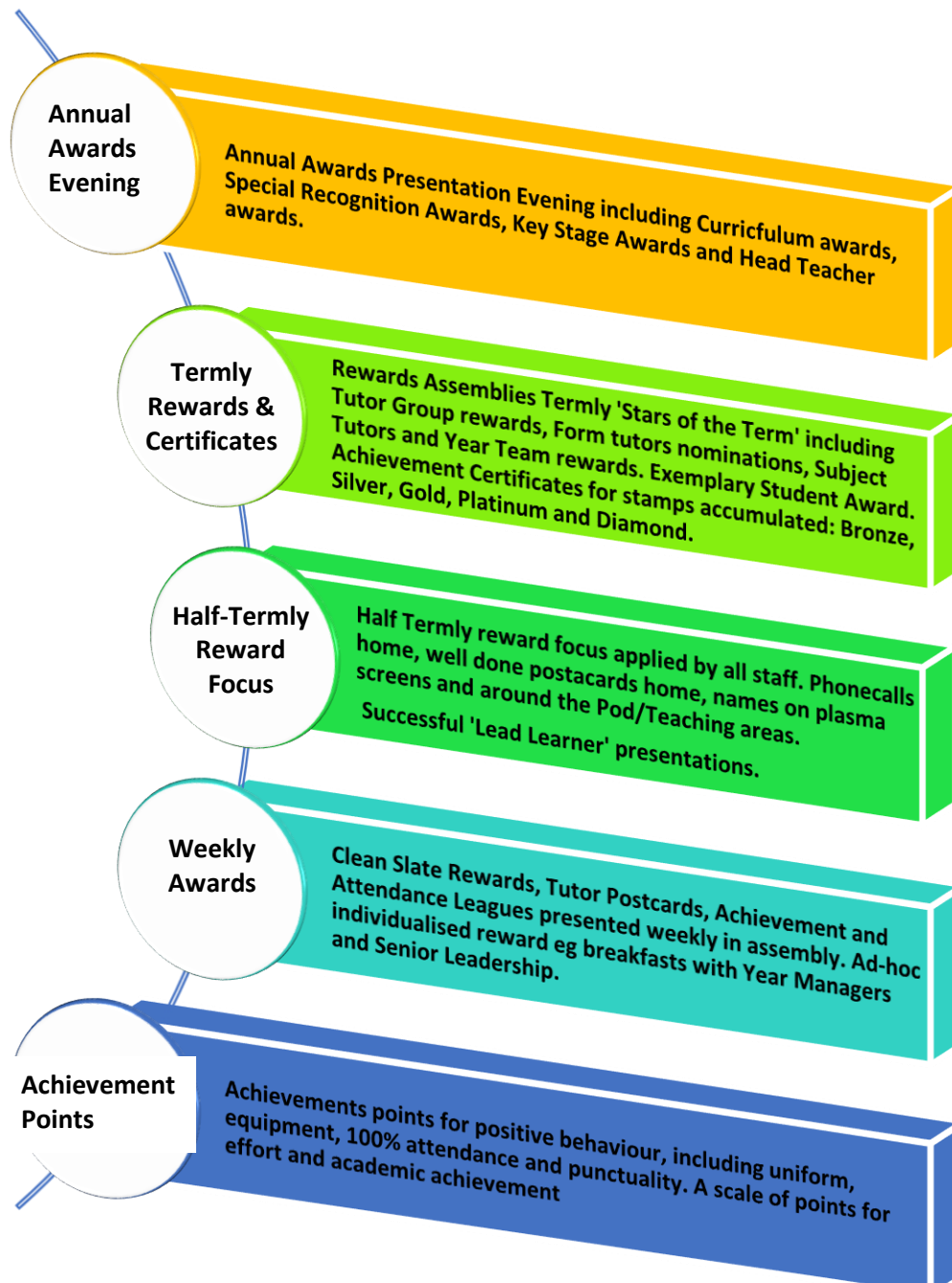
Students will earn achievement points for consistently following the school rules. Additional achievement points can be given for specific instances of good work, good citizenship and extra effort.

Out of class

Achievement points will be awarded in recognition of specific instances that contribute to our cohesive school community. Ad-hoc achievement points will be given by Senior Leadership when they witness specific examples of positive behavior.

Achievement points are cumulative.

Recognition



Postcards

Managed by Curriculum Teams and Year Teams, these will be awarded half termly to the hardest working/most improved student in each curriculum and year group.

School Council

The School Council is a valuable asset in communicating student voice and taking responsibility for students' comments, wishes and outcomes within school. There must be equitable student representation and be valued as a positive resource within school.

Members are recognised by their Student Council badges; identifying them as individuals with passes to each POD area to reinforce the trust and value that goes with this position. The Student Council meet regularly during tutor time, and other times, as identified by an appointment card. They take an active role in the interview recruitment process of teaching staff within the school.

Awards Ceremony - Prize Draws

Certificates and awards represent all aspects of school life, not just academic success. Certificates are presented at the termly school awards ceremony. Each certificate will qualify for entry/entries to the prize draw. The prizes will vary according to each year group and depend upon what the focus has been for that term. Annual awards ceremonies also take place, the principles of which include most improved student for attendance, behaviour and academic progress. Rewards will be a regular item on Student Council Agenda.

Positive Promotion of Success in school

Weekly assemblies are used to actively recognise successes of our students. For example, sporting achievements, student of the week, school representation at other events, community success, etc.

Student Leadership:

There are opportunities for all our students to represent the school in a leadership capacity, if certain criteria are met. Student Council, Exemplary Student, Attendance Ambassador are some examples of how students can get involved.

Lead Learners

Students who achieve grades A and B for attitude to learning, will be awarded Lead Learner status.

Anti-bullying Ambassadors

The Ambassador Scheme is a Student led initiative to convey the message that we have a zero tolerance on bullying across our school. This team (identified by their badges) meet every half term to share ideas and best practice on how to continue stamping out any bullying at Allerton Grange. Students are invited to apply, each academic year, when a new team is created. This gives more opportunity for a diverse range of young people to bring new ideas.

Extracurricular Activities

Students across all year groups are actively encouraged to join in the varied range of After-School Clubs on offer. Just a few examples are Spectrum (LGBTQ+), Chess, Music, Drama, Crafty Mindfulness and various sports activities.

Community Engagement:

We aim to deliver projects, which are set up to build positive relationships between our young people, not just in school but also across our local community. Our students assist with road safety initiatives and provide support with activities at our feeder Primary Schools.

Enrichment Trips

Throughout the year, students will take part in events/trips to widen their knowledge beyond the classroom.

Consequences for breaking school rules and code of conduct

As a consequence of breaking a school rule, a negative behaviour point will be logged on Class Charts. For example, poor punctuality (to school and/or lesson), lack of equipment, disruption in lesson, incorrect uniform, unruly corridor conduct etc.

In Class

- Unacceptable behaviour will result in a verbal warning being given by the teacher.
- If behavior does not improve, a final warning will be given and a behaviour point will be logged on Class Charts.
- Continued unacceptable behaviour will result in a further behaviour point being logged and the student will be removed from the classroom to within the faculty for the remainder of the lesson. Work will be provided.
- Failure to comply with the faculty referral, or further disruption will result in the student being escorted by our 'on call' team to our Isolation Room, where they will remain for the remainder of the school day.

Detentions

Stage 1

- If a student accrues three behaviour points within a seven day period, this will result in a Stage 1, 30 minute after-school detention being issued.
- Detentions run Tuesday-Friday, and the detention will be issued for the first available date after the student reaches three behaviour points.
- If a student continues to accrue behaviour points, they will be issued a Stage 1 detention for every three points that accumulate (within a seven day period).
- Students who accumulate excessive behaviour points in a short period of time will be addressed by their Head of Year and may be removed from lessons or be required to spend time in isolation.
- If a student cannot attend a detention for any reason (such as having a session 6 lesson or intervention), it is their responsibility to contact their head of year before the end of the day to ask for the detention to be rearranged for the following day. Failure to do this will be treated as non-attendance and escalated to Stage 2.
- If a student cannot attend a detention due to commitments outside school, confirmation of this must be submitted to the head of year by a parent/carer who will rearrange the detention for the following day.

Stage 2

- Students who choose not to attend a Stage 1 detention will be escalated to Stage 2.
- At Stage 2, students will be issued with a one-hour detention after school following the failure to attend the Stage 1 detention.
- This one hour detention must be attended.

Stage 3

- Students who choose not to attend a Stage 2 detention will be escalated to Stage 3.
- At Stage 3, students will be issued with a 90 minute, after school, SLT detention.
- This is the final opportunity for students to show that they are willing to comply with the Allerton Grange Behaviour Policy before serious escalation occurs.
- Two 90 minute SLT detentions in a half term results in an Isolation day until 16.00.

Stage 4

- Students who choose not to attend a Stage 3 SLT detention are demonstrating that they do not wish to comply with school rules, and therefore will be dealt with extremely seriously. Any student who chooses not to attend a Stage 3 SLT detention will be excluded from school the following day.
- Parents will be contacted by school to arrange a back-to-school meeting with the student and a member of SLT, and students will not be invited back into lessons until after this has taken place.
- Upon their return to school, students will spend a day in isolation until 4pm.
- Exclusion from school is recorded on a students' permanent record, and therefore any student who

reaches this stage is making choices that may put their future attendance at Allerton Grange at risk.

A member of Leadership Team will be on duty throughout the day to deal with emergency situations that can't be resolved through normal procedures, and could impact on the health and safety of others in the school.

Around School

We expect students to behave well around school. If behaviour is unacceptable, students will be given a consequence. Lack of response will result in a behaviour point being registered on Class Charts.

Serious breaches of the school rules or code of conduct will be investigated and sanctions will be personalised depending on the context. This could include isolation, fixed-term exclusion or being educated elsewhere.

Inappropriate Language

Any student overheard using offensive, foul or inappropriate language (including swearing/homophobic/racist comments) will receive a behavior point. Serious concerns will be referred to Heads of Year who may contact parents or escalate the sanction given, if deemed necessary. Should any behavior in school be deemed a hate crime, the police will be involved.

Make up

Make up, referred to in our uniform policy, constitutes a light covering of skin toned foundation, minimal mascara and a neutral lip gloss. We will insist that any excessive make up is removed. Acrylic or false nails are not permitted in school for health and safety reasons. Nails must be filed to a sensible length and only neutral nail varnish is permitted.

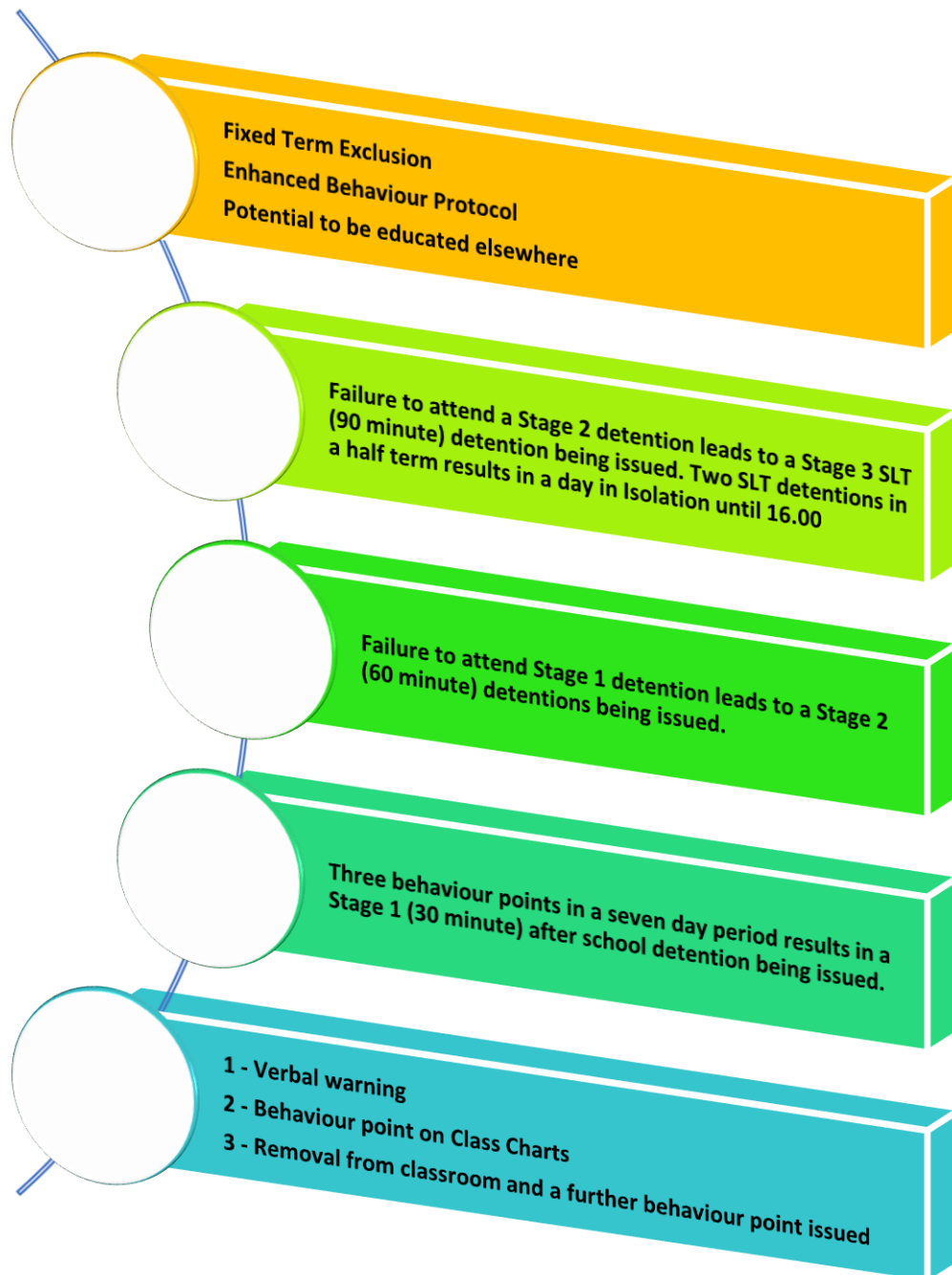
After School

All students are expected to have left the building by 3:10PM. Exceptions to this are students attending detention, after-school activities, session 6 lessons or intervention classes.

Confiscation

School staff have the authority to confiscate and retain, any item a student brings in to school that is not permitted or deemed as dangerous/illegal. Items of significant value, that are not illegal or dangerous, will be confiscated and retained in the school safe. Only a parent/carer can collect these items, on the last day of the half term during which it was confiscated. Items considered illegal or dangerous will be handed over to the Police. Energy drinks are not conducive to learning and, as such, not permitted in school. Any energy drink or drink containing excessive sugar content (more than 10g per 100ml) brought into school, will be confiscated and disposed of.

Consequences



Serious behaviour is managed by year team leaders and can result in immediate isolation for the rest of the day, a full day, or several days, depending on the individual circumstances.

Isolation room

Isolation is the final consequence prior to exclusion and very serious, therefore, the regime is rigid.

A full day in isolation will be operational from 08.50 – 15.00 Monday to Friday. This will be extended if the isolation rules are not followed.

Isolation rules are as follows:

- No talking
- No leaving your seat
- No turning around
- No being off task
- No heads resting on desks

A warning system is in operation for pupils who do not follow the isolation rules.

- 1 warning results in isolation being extended by 30mins to 3.30pm
- 2 warnings results in isolation being extended by 60mins to 4.00pm
- 3 warnings results in a failed Isolation and a subsequent Isolation issued for the following day. The subsequent Isolation the following day will not finish until 4.00pm.
- Failure of the subsequent Isolation will result in being sent home and an Isolation day being booked at an external school for the following day.
- Failure of the Isolation at an external school results in a day's fixed term exclusion from school. A return to school meeting will follow and a further day in isolation completed. The further day in Isolation as a result of the exclusion will finish at 4.00pm. Students will not return to lessons until a successful isolation is completed.

Students may be isolated immediately, until 16.00, if an incident affects the health and safety of other school members or at the discretion of the Year Team if an incident is serious.

Space is limited – maximum 20 students at any one time.

Students will be booked in advance as an alternative to a Fixed-Term Exclusion or for serious one-off breaches of inappropriate behaviour.

On occasion, we can refer students to spend time in another local school's isolation room, if deemed appropriate.

The rules are clear and on display. Students write out the rules when they first enter isolation so they are aware of the expectations and consequences to choices made during the day.

Students read their DEAR book and complete a DEAR activity.

Work in isolation is a mixture of taught sessions, online learning and independent work based around the curriculum. Pupils must complete all work set.

Resources will be available and managed by our Isolation Lead Teacher and Coach.

Students returning from a fixed-term exclusion automatically serve a day in Isolation before going back into circulation.

SLT will conduct learning walks in the Isolation Room on a daily basis.

Students in isolation will have lunch delivered to the Isolation Room in a grab bag; Orders for grab bags will be taken in the morning. Students can bring a packed lunch if they choose.

Supervised toilet breaks are in operation.

Intervention

Students not wearing correct uniform will be dealt with immediately

Form tutors will identify those students not wearing correct uniform and send them to the Progress and Welfare Team. A call home will be made to see if the correct uniform can be brought in. Students will remain out of circulation, therefore, issues need to be resolved as soon as possible the same day.

Restorative Practice

All incidents that involve potential criminality will be referred to the police. A restorative justice approach will automatically follow the sanction. This may include community service and/or a meeting at the Police Station, where Parents/Carers will be asked to accompany their son/daughter.

Damage to school property

Any willful damage to property, that incurs a cost to the school, will be charged to the Parent/Carer. An invoice for the due payment will be sent home. Should payment not be forthcoming, it will be pursued by the Local Authority. In addition, the perpetrator will spend a full day in our Isolation Room. Any damage should be reported to Behaviour and Welfare teams.

Anti-Social Behaviour outside of School

The year team will investigate any reported misbehaviour, displayed by our students travelling to and from school, and relevant parents/carers will be notified. Depending on the nature of the incident, and if the students involved are wearing an Allerton Grange school uniform, consequences will be applied. If necessary, it will also be referred to the police.

Stop and Search

School staff have the right to search a student if there is reason to believe that he/she is in possession of items that are not permitted in school **OR** items considered illegal and/or dangerous. Two colleagues will be present when the search is conducted. Ideally, at least one colleague should be of the same gender. If a crime is about to be, or has been committed, the police will be contacted.

Intervention

If a student doesn't respond to the sanction process within school, he/she will be placed on a behaviour intervention. The young person will report to:

- Form Tutor upon reaching 15 behaviour points in a term
- Year team upon reaching 30 behaviour points in a term
- Key stage team upon reaching 45 behaviour points in a term

Enhanced Behaviour Protocol

There are occasions where, with additional support, a young person may need an opportunity to re-engage with learning. This means, for a period of time, a tailored set of rules will apply to this young person in order to encourage progress. When this occurs, the protocol will be agreed with the student, Parent/Carer, Progress and Welfare Manager and the Headteacher. These temporary arrangements will be communicated to colleagues who teach that young person, in order for it to be a consistent approach. This protocol can be triggered at any time during the consequence process.

Exclusions

In instances of a one off severe nature, or where our consequence process fails to have effect, a student can be excluded from school for a fixed-term of 1 to 5 days. Classwork will be provided and the student must stay at home during this period. For more detailed information, please refer to the Department for Education Exclusion Guidance – September 2017.

Intervention Ladder



Appendix A: Reasonable Adjustments

Where a child, or young person, is covered by SEN and disability legislation, reasonable adjustments and targeted support should be considered as part of SEND planning and review as required under the Equality Act 2010.

Students protected under the Equality Act 2010 include those with a diagnosis such as Autistic Spectrum Condition, ADHD, and Cerebral Palsy. Disabled students may be placed at a substantial disadvantage in accessing education if reasonable steps are not taken. This often will involve just an extension of the flexibility and individual approach that we will always show to our pupils.

Examples include:

A student with a diagnosis of ASC, a pervasive and lifelong disability that may impact on the understanding of social rules and behaviours - resulting in confusion and anxiety.

Reasonable Adjustment: An Out of Class pass to enable the student to take a break from the lesson in our designated safe space – SEND Hub

A student with Cerebral Palsy who requires use of the school lift and is regularly late to lessons due to this.

Reasonable Adjustment: Early Exit pass allowing student to move to next classroom before the corridors become busy and arrive at next lesson on time.

Appendix B: Student Support

20 non-teaching professionals, on hand from 08.15 – 16.15, to support students, parents and teachers

'Open door' approach

An anti-bullying protocol, which is reviewed annually to maintain effectiveness

'safe@allertongrange.com' email address to report concerns anonymously

Emphasis on developing positive relationships within school and the local community

Clear and proactive 'Policy for Positive Discipline' (PPD - Behaviour Policy)

Enhanced behaviour protocol and intensive support for behaviour intervention

High expectations of ALL

High aspirations for ALL

Consistent application of the PPD across the school to support pupils' learning and behaviour in the classroom

Staff highly visible – meet and greet, duty teams for before break/lunch and after school

Class Charts live positive and negative recognition that is immediately communicated to parents via the Class Charts App

Negative behaviour points reset to zero every half term to give ALL students a fresh start and a better chance of success. Cumulative points will still be stored.

Rewards System (certificates, phone calls/postcards home, trips, hot chocolate Friday with the Headteacher, reward assemblies with prizes)

Restorative approach/mediations used when appropriate

Parental support and contact (early intervention)

Attendance, Welfare and Admissions Manager – home visits when attendance/punctuality concerns arise

Student Ambassadors

Senior Leadership Team linked to Year Groups 7 to 13

ARM Cluster Referrals for External Agency Support to access student counselling, family support etc.

Designated safeguarding lead plus 6 qualified child protection officers

Educational Psychologist referrals

SEND support staff and SEND hub for social time

Appendix C: Allerton Grange School No Smoking/Energy Drinks Policy

Introduction

The Health Act 2006 created an offence of smoking within a smoke free place. All buildings, the whole site within the perimeter of the school fencing, all school buses, and other transport related to Allerton Grange School, are designated as no smoking zones.

Process

Any student seen smoking is taken to our Behaviour and Welfare Team. Students must hand over their cigarettes, lighter, electronic cigarette or shisha pen. Failure to do so will result in Isolation until 16.15 that day or being sent home. A parental meeting will follow the next day. Any student seen with an energy/high sugar drink will have it confiscated and disposed of. Excessive sugar intake or a sugar rush can significantly impact on behaviour and ability to learn.

Aims:

To stop the student smoking on school grounds.

To establish if the student wishes to stop smoking so support can be put in place.

To inconvenience the student by confiscating cigarettes. This costs the students money.

To establish how the student obtains cigarettes.

To work with parents to reduce the opportunity for the student to purchase cigarettes i.e. funding limits, Parent Pay for school meals.

The risk of smoking on school grounds will be high for students because they can't afford to lose their limited cigarettes.

Taking the students' cigarettes will cost them heavily, therefore, reducing the risk of repeat offending.

To prevent vast intakes of sugar which has a detrimental effect on behaviour and the ability to concentrate.

To prevent the damage large amounts of sugar have on teeth.

To promote and encourage a healthy lifestyle to all our staff and students.

Appendix D: Allerton Grange Substance Misuse Policy

Allerton Grange School is fully committed to the duty of care and safeguarding of its students. Therefore, in any instance of a student suspected **of being under the influence** of an intoxicating substance, the following procedures are undertaken:

A judgement is made by three members of the Substance Abuse team (one of which is from the relevant year group), ** as to intoxicated state of student

Recorded in Substance Abuse log as Amber or Red.

Amber: Admittance of being in possession of but not under the influence

Action: Withdrawn to the Isolation Room and monitored. A phone call home will be made and, unless physical state deteriorates, the student will be expected to complete a full day in Isolation until 16.15.

Red: Agreed as under the influence of an intoxicating substance.

Action: Searched by an appropriate member of staff. Parents asked to remove student from school under Health and Safety regulations. Return following day for school sanction: a day in isolation. Second occasion leads to Parenting Contract and an agreed plan of action, as follows:

Reporting to Year office on arrival

Monitoring sheet for attendance in class

Report to Year Team at end of break, lunch and the school day.

Access to support for substance abuse

Review process agreed at contract meeting according to individual cases

Any intoxicating substance found, will be recorded in the Substance Record log (including method of disposal). SLT to be informed. Any further action taken to be agreed by the Headteacher

Any alcoholic substance to be washed or flushed away by Substance Abuse Team. Cannabis or other drugs to be held in the safe in the Finance Office and disposed of within 24 hours.

NB: Any parental contact will be in conjunction with child protection and family history information held by the school.

In the event a student is suspected **of being in possession or supplying** an illegal substance:

Student to be withdrawn to year/key stage office for further investigation.

Searched by two appropriate adults.

If found in possession of a small amount for personal use, follow procedure for Red category for being under the influence.

In the event of sufficient evidence to suggest supplying (amount of illegal substance found) and/or equipment and/or substantial amount of money not accounted for, parents will be informed and the student excluded from school for a fixed period of 5 days in the first instance.

The Headteacher will be informed and make a decision on next steps.

Further police action may follow.

Substance Abuse team to consist of:

Assistant Head i/c Behaviour, Attitudes and Safeguarding

Key Stage Directors

Designated Safeguarding Lead

KS4 Progress and Welfare Leader

KS3 Progress and Welfare Leader

Progress and Welfare Managers

Appendix E: Mobile Phones/Smart Watches/Headphones/Electronic Devices

With effect from **2 September 2019**, the use of mobile phones by students in Years 7 to 11 will not be permitted anywhere inside or outside the school building. This protocol applies to mobile phones/headphones/smart watches and electronic devices.

The use of mobile phones/headphones/smart watches and electronic devices for Sixth Form students is restricted to the common room only. Failure to comply will also result in a two-day confiscation. Sixth Form students will be allowed to collect their own phone at the end of the confiscation.

Mobile phones/headphones/smart watches/electronic devices are brought into school at students' own risk and must be **switched off** before entering the school site. If any student is seen with a mobile phone or headphones, smart watch or electronic device inside the building, or if it is heard, it will be confiscated (along with the SIM card) for two school days.

The only exception to this rule is where a senior member of staff has given permission for a student to use his/her mobile phone. This would only apply in truly exceptional circumstances.

Confiscated items must be collected by a parent/carer or designated adult strictly between 3.00 and 4.00pm (3.00 to 3.45pm on a Friday). Parents should not attempt to collect equipment before or during the school day.

If a parent/carer cannot collect the confiscated item, they must contact their child's Progress and Welfare team to seek permission for an alternative named adult to collect on their behalf.

If the confiscation falls on a Thursday, the item cannot be collected until the following Monday. Confiscations that occur on a Friday can be collected the following Tuesday.

When an item is confiscated on a Thursday/Friday, immediately prior to a school holiday, the item can be collected on the day we break up, between 3.00 and 4.00pm. As a consequence in this instance, the student will serve a day in Isolation on the first day back in school.

Students refusing to hand in their mobile phone/headphones/smart watch/electronic device(s) for confiscation will serve a day in Isolation.

There may be times where a child has to use a mobile phone, without permission, for reasons of safeguarding or a highly personal nature. In these circumstances, the confiscation of the mobile phone will be at the discretion of the Headteacher.

NB: Mobile phones/headphones/smart watches and electronic device use for Sixth Form students is restricted to the common room only. Failure to comply will also result in a two-day confiscation. Sixth Form students will be allowed to collect their own phone at the end of the confiscation.

The following information relating to acceptable use has been retained in this policy as guidance for parents/carers/students OUTSIDE of school hours.

Appendix F: Mobile Phones, Electronic Devices and Headphones: Acceptable Use Guidance

Purpose

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones** are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones** can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

Allerton Grange School has established the following Acceptable Use Policy for mobile phones** that provide teachers, students, parents/carers guidelines and instructions for the appropriate use of mobile phones** OUTSIDE school hours.

Students, their parents/carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones** to school.

The Acceptable Use Policy for mobile phones** also applies to students during school excursions, trips and extracurricular activities, both on the school premises and off-site.

Rationale

Travel to and from school and working parents presents challenges when it comes to communications. The school recognises that personal communication through mobile technology is an accepted part of everyday life and that such technologies need to be used well.

Personal safety and security

Our School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting to and from school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Responsibility

It is the responsibility of students, who bring mobile phones** to school, to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to a child/ren should be made by parents/carers. It is the responsibility of parents to understand the capabilities of the phone** and the potential use/misuse of those capabilities.

Parents/carers should be aware if their child takes a mobile phone** to school. It is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

Parents/carers are reminded that, in cases of emergency, the school reception/office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently. This will be the ONLY method of contacting your child now the ban is in place.

Acceptable Uses

If brought to school, mobile phones** should be switched off and kept at the bottom of the student's school bag.

Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

Unacceptable Uses

The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

Using mobile phones** to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

It is forbidden for students to "gang up" on another student and use their mobile phones** to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones** to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone** to menace, harass or offend another person – almost all calls, text messages and emails can be traced.

Theft or damage

Students who bring a mobile phone** to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones** are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones**, that are found in the school and whose owner cannot be located, should be handed to front office reception.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones**, neither in nor travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones** should not be shared.

Inappropriate conduct

Mobile phones** are banned from all examinations. Students are expected to hand phones** to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination, will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.

Students with mobile phones** must not engage in personal attacks, harass another person, or post private information about someone else using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face a sanction in line with our anti-bullying strategy. *[It should be noted that it is a criminal offence to use a mobile phone** to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.]*

Students must ensure that files stored on their phones** do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery – is also a criminal offence.

** includes other electronic devices and head/earphones.