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## PUPIL BEHAVIOUR AND DISCIPLINE POLICY

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<b>Committee:</b>	Teaching and Learning & Community
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## Rationale

We wish to encourage and develop behaviour of the highest possible standard. We see this as part of developing the full positive potential of every individual. This also enables others to achieve their full potential. We aim to create a strong, positive and caring ethos that values every individual and every individual's achievements. The Pupil Behaviour and Discipline Policy applies to all pupils in our school, with reasonable adjustment made where a pupil has Special Educational Needs. Full records of pupil behaviour are kept on the school Information Management system, Go4Schools.

## Code of Conduct

Our Code of Conduct states our values regarding good and proper behaviour. It underpins our behaviour and discipline policy. (See **Appendix 1 RESPECT**)

## Use of rewards and sanctions

Staff will use both rewards and sanctions as appropriate to encourage and develop good behaviour. The aim is always to encourage positively through appropriate rewards. However, sanctions will also be used as required.

### Rewards: (See Appendix 2)

Staff have a range of positive rewards to encourage good behaviour. These include:

- Verbal encouragement
- Positive written feedback
- Merits and Rewards
- Postcards and letters home
- Further Communication with parents
- Prizes
- Commendations
- Principal's Award

These can all have a role in developing good behaviour and in creating a positive and caring ethos that encourages learning.

### Sanctions: (See Appendix 3)

A range of sanctions may be used by staff in order to address and discourage inappropriate behaviour. These include:

- Verbal admonishment
- Communication with parents
- Detentions
- Reports (**See Appendix 4**)
- Community Service
- Restorative approaches
- Isolation
- Seclusion
- Temporary Exclusion
- Managed Move
- Permanent Exclusion

The aim is always to use the sanction that is the most appropriate to address the behaviour in question.

## Abuse of People

A caring ethos that values every individual and every individual's achievements cannot accept any form of abusing people. A proper respect and care for others is positively encouraged in various ways at Cambourne Village College. These include:

- Specific modules within the PSHE Programme
- Assemblies
- Messages during lessons and form time
- Staff acting as role models
- The school's Code of Conduct: 'RESPECT' (See Appendix 1)
- The school's Anti-Bullying Code: 'SAFE' (See Appendix 5)
- If any pupil contravenes this expected respect for others, then appropriate discipline and possible communication with parents will follow. While it may be possible for the school to mediate in the case of incidents which occur outside of school but which have a direct bearing on school life, we will usually advise parents to liaise with appropriate external agencies.

## Verbal abuse

Swearing and verbal abuse of others is unacceptable at Cambourne Village College. The precise way to deal with any such situation will depend upon particular circumstances. However, the following are general rules:

### **A pupil is heard swearing within general speech**

The pupil is taken aside and it is clarified that this is unacceptable. A verbal apology and assurance that the swearing will not be repeated is expected. Depending upon the context, a more serious sanction may be required.

### **A child swears at a member of staff**

This is considered a very serious offence. The pupil is taken out of the immediate context of the act. The Head of Department and Head of Year are informed and the offence is reported to a senior leader. The usual sanction for this offence is isolation or seclusion.

### **A child speaks disrespectfully to or about a member of staff**

This is unacceptable. The level of sanction will depend upon the precise circumstances.

### **A child speaks rudely or inappropriately to or about another child**

This is unacceptable. An appropriate apology will be required. A more serious sanction may be required, depending upon the circumstances.

## Physical Abuse

Any form of physical abuse towards other pupils or staff is totally unacceptable and considered to be a serious offence. Pupils are always encouraged to deal with differences of opinion in an appropriate, non-violent fashion.

In the event of physical abuse occurring, the usual disciplinary measures are as follows:

### **Physical abuse of another pupil**

The precise circumstances would be taken into account, but the usual sanction would be isolation or seclusion. This will depend upon the seriousness of the incident.

### **Physical abuse of a member of staff**

This is deemed to be extremely unlikely. Although the precise circumstances would be taken into account, permanent exclusion would be the expected sanction.

### **Bullying**

Bullying in any form is unacceptable. A caring ethos that values the achievements of all can have nothing to do with bullying. The school is strongly committed to ensuring that bullying does not take place and our approach is clarified in our Anti-bullying Code, S.A.F.E. The aim is always positively to encourage proper respect for others. This implies bullying cannot be tolerated. If bullying is found to occur, it will always be dealt with. Where verbal and/or physical bullying occurs, the sanctions would be in line with those described under verbal and physical abuse. Appropriate sanctions could be used for any other forms of bullying.

The aims must always be:

- To stop the bullying
- To support the victim
- To change the behaviour of the bully
- To bring some form of reconciliation, if at all possible, between bully and victim

### **Anti-Social Behaviour**

#### **Stealing**

All stealing, whether of school or personal property, is unacceptable and seen as a very serious offence. The usual sanction for this offence is isolation. The level of the sanction may vary according to a judgement about the severity of each individual case. The school will liaise with the police where appropriate.

#### **Carrying an offensive weapon**

No offensive weapon (or potentially dangerous item such as a lighter or matches) may be brought onto school premises. A weapon is deemed to be any kind of blade, including any type of penknife, or any item designed or adapted to cause harm. If a pupil does bring a weapon onto the premises, it will be confiscated and not returned. Any pupil who brings a weapon into school will be sanctioned extremely seriously. The sanction will depend upon the weapon, but seclusion, temporary or even permanent exclusion is possible. The police may be involved.

#### **Spitting**

Spitting is not permitted anywhere on school premises or by any pupil in school uniform at any time. A pupil found to be spitting will be sanctioned. The precise nature of the sanction given will depend on the circumstances.

#### **Inappropriate use of Information Technology**

All pupils are made familiar with the Pupil Acceptable Use of IT Policy, a copy of which is on our website. Any pupil using IT inappropriately in those (or other) ways is likely to be banned from using school IT facilities for a period of time.

#### **Misuse of Personal Mobile Devices e.g. mobile phones**

Pupils are not permitted to bring these to school. All Personal Mobile Devices should be switched off and put into the pupil's bag on entering the school site. If the device is seen or heard, the device will be confiscated and sent to the Year Team office for collection at the end of the day. Persistent offenders will receive an appropriate sanction and/ or a parent/ carer will need to come into school to collect the device at the end of the day.

## **Abuse of the Environment**

Proper care of and respect for the school environment is expected from every pupil. It is seen as part of a positive ethos and a caring community. This proper respect is positively encouraged in the same ways as those noted for respect for other people. If proper respect for the school environment is not paid, then appropriate discipline will be required.

### **Litter**

Cambourne Village College aims to be free of litter. The ample provision of litter bins means that there is no reasonable excuse for dropping litter. Any pupil seen dropping litter will immediately be asked to pick up the item and usually, any other litter in the area. S/he is also liable to be placed in detention (the purpose of which may be litter clearance).

### **Graffiti**

Any form of graffiti is entirely unacceptable. Any graffiti discovered will be instantly removed by the site team unless the offender is immediately apprehended. If s/he is caught, s/he will do the cleaning. The person responsible for the graffiti will receive a sanction ranging from detention to seclusion, depending upon the nature of the graffiti. The cost of repairing any permanent damage will be charged to the pupil. It is likely that some 'community service' in the form of helping the site team after school will be required.

### **Chewing gum**

Chewing gum is banned from the school site because of the damage that discarded gum does to floors, surfaces and furniture. In order to maintain the site in a new condition, the school takes a very strong line on any pupil found to be chewing gum or bringing it in to school, and an extended period of community service, up to 5 40min sanctions over a week, is likely to be imposed.

### **Vandalism**

Any vandalism is entirely unacceptable. Any pupil found to be responsible for vandalism will be charged for the repair or replacement of the item vandalised. The sanction received will range from detention through to seclusion or temporary exclusion, depending upon the nature of the vandalism. It is likely that some 'community service' in the form of helping the site team after school will be required.

## **Abuse of drugs**

### **Tobacco\* (See Appendix 6)**

\*Within this policy, e-cigarettes or vapourisers are treated in the same way as tobacco.

The school takes a clear stand regarding smoking tobacco. The whole school site is designated as a 'no-smoking' area. This applies to both adults and children. The issue of smoking and its deleterious effects on health are dealt with clearly in the school's PSHE programme. The school aims to promote a healthy lifestyle: this includes not smoking. It is prohibited for pupils to bring cigarettes and/or lighters/matches onto school premises. If they are found, they are confiscated and disposed of. Any pupil caught smoking on school premises will receive a sanction. The sanction will escalate depending upon how many previous times the offence has been committed (**see Appendix 5**). Any pupil clearly associating with those smoking is likely to receive the same sanction as if smoking him/herself. Smoking on school premises will immediately lead to the sanction of isolation or beyond. The same sanctions will be used for any students smoking, or associating with those smoking, on the way to or from school, or in school uniform at any time.

## **Alcohol**

The appropriate use of alcohol is dealt with through the school's PSHE programme. Pupils may not bring alcohol onto the school's premises. If it is found it will be confiscated and disposed of. If a pupil is suspected of being under the influence of alcohol, s/he should be reported to the Head of Year and will be immediately isolated. Parents will be contacted and expected to collect the pupil from school as soon as possible. The pupil is likely to be sanctioned for this behaviour. If a pupil is discovered to have consumed alcohol on the school premises, then the usual sanction will be seclusion.

## **Illegal drugs**

The school holds a clear and straightforward policy, as made clear in our Pupil Registration documents. We will not condone involvement with unauthorised drugs. It should be noted that any pupil is highly likely to leave the mainstream school who is found to be:

- In possession of illegal drugs
- Partaking of illegal drugs
- Selling illegal drugs on the school premises

By making our position very clear on this, we believe that everyone should know exactly how things stand on this issue.

The school recognises that the use of unauthorised drugs is a major issue for our society. We run a full programme of Drugs Education through our PSHE programme (Personal, Social and Health Education). This programme also includes relevant input on the use of alcohol and tobacco. In the past, we have also held Drugs Awareness evenings for parents and would willingly do so again if requested via the Parent Governors of the school.

In the past, we have sometimes contacted parents individually if we learn from informal sources in school that your child is particularly at risk. We will continue to do this and to offer information, support and counselling where this may be of help.

The school's PSHE programme deals significantly with issues concerning illegal drugs.

## **Equal Opportunities**

Cambourne Village College values every individual. It seeks to create a caring and understanding ethos that recognises and celebrates differences between people and the achievements of all. These values are clearly communicated throughout the curriculum (in RPE, and in other lessons) as well as through assemblies, school trips and visits, and various informal mechanisms. Within these values, any form of racial, sexual, disability or religious harassment or abuse is entirely unacceptable. These points are further developed in the school's Equal Opportunities Policy. Any examples of racial, sexual, disability or religious abuse should be picked up upon immediately by staff. They should always be clearly reported to the school's Equal Opportunities Officer. It will always be pointed out that such behaviour is unacceptable, and an appropriate apology will be required. Depending upon the seriousness of the behaviour in question, seclusion, temporary or even permanent exclusion could be a possibility. Incidents will always be logged, and communication sent home to parents.

## Uniform

The school has a uniform as it helps to create a positive corporate identity and contributes towards a whole school ethos. A simple, appropriate uniform can also help to contribute towards an orderly and working atmosphere. Given this, all pupils are expected to wear the school uniform as stipulated in the School Uniform document which can be found on the College website and in the pupil diary.

If any pupil is not wearing any item of school uniform without very good reason, there will usually be spare items available in the school office. The pupil concerned should report to the school office immediately and will be required to borrow and wear the required item.

Non-uniform shoes may only be worn for medical reasons explained by a parental/doctor's letter. If they are to be worn for more than one week, a doctor's note is required.

Any inappropriate jewellery is confiscated and put in a named envelope in the general office. It will not be returned to the pupil but can be collected **by a parent or the carer of the child**.

Any pupil wearing make-up or nail polish not in accordance with the school uniform rules will be asked to remove it. False nails are not permitted, and the pupil will be asked to have them removed within 24 hours.

Extreme haircuts (as decided by the school) are not appropriate and are not permitted. They are at best distracting and could be, at worst, offensive. The school reserves the right to isolate a pupil at all social time, and also from lessons, if a haircut is considered to be too extreme.

Persistent failure to wear proper school uniform may be regarded as defiance and appropriate sanctions may be used.

## Lateness and Truancy

Lateness to school and to lessons is unacceptable. Lateness is always recorded and depending on its persistence, sanctions that require time to be made up will be applied. These start with detentions and could escalate from there. Every pupil must attend all school days and lessons, both in order to achieve as well as possible and for legal reasons. The general principle is that if a pupil truant, the time is made up outside of normal school hours. Further sanctions could be applied in some circumstances. Persistent truancy will result in liaison with the Education Welfare Officer.

## School trips and visits and outside clubs linked to the school

The school's Code of Conduct applies for all activities associated with the school. The same sanctions are liable to apply to offences that take place in outside clubs and activities linked to the school, as are indicated for offences committed on school premises in school time. The Code of Conduct and associated sanctions apply equally on school visits. It should be noted that inclusion on school trips is a privilege which can be withdrawn from any pupil at any time before and during any visit, at the discretion of staff, if a pupil's behaviour does not meet school expectations. Parents and carers should therefore ensure that should it ever be necessary to send a pupil home from a residential school trip, the pupil can be cared for at home.

## Behaviour towards staff off school premises

School staff have a right to be treated with appropriate respect by pupils when off school premises. Disrespectful and offensive behaviour towards staff when off school premises is viewed very seriously. The school reserves the right to use any sanctions reasonably appropriate to the misbehaviour in such cases, and the school is also likely to liaise with the police in such situations.

## **Behaviour in the Wider Community**

Cambourne Village College enjoys excellent relationships with the wider community of Cambourne and we seek always to build on this. The full rigour of this policy applies to all pupils on their journeys to and from school. Pupils wearing school uniform in the community at any time, however, are also considered to be representing Cambourne Village College, and the school will take serious action, up to seclusion level, in any case where a pupil's behaviour might bring the school's name into disrepute. The school will also take extremely seriously any reports of pupils behaving in an antisocial way at any time in the wider community, and we will work pro-actively with the authorities, including the Police, to identify pupils where such behaviour is brought to our attention.



## APPENDICES

### Appendix: 1 – RESPECT: Code of Conduct

#### RESPECT

##### **Respect for the community**

Respecting our College community involves:

- Respecting your peers
- Respecting all staff members
- Respecting others outside the school
- Supporting charities
- Doing our best to enrich the community in Cambourne.

##### **Respect for yourself**

Respecting yourself involves:

- Being aware of your mental and physical well-being
- Asking for support when you need it
- Working to your full potential
- Wearing the correct uniform
- Understanding your right to be respected by others.

##### **Respect for the environment**

Respecting our environment involves:

- Respecting the school facilities
- Respecting the safety of yourself and of others
- Respecting the environment in and outside school
- Being eco-friendly (e.g. recycling, not littering, turning the taps off).

**These are all the ways we show respect in and around our College. We hope that you can take these values into your everyday lives, not only in and around The College but also outside it, in the wider community.**

### Appendix 2: Rewards

Verbal encouragement. There is no limit to the amount and the possible effectiveness of this reward. We should never under-estimate its power.

Rewards. Rewards are given for exceptionally good performance in class or on homework, and in recognition of any non-academic act worthy of recognition. These are all entered on Go4Schools. Praise communicated to parents/carers. Staff may choose to communicate verbally or in written form to parents, to comment positively on the work or action of a pupil. This can have a very powerful motivating effect. There is a general system of letters of congratulation that is sent home by pastoral teams for outstanding effort grades in pupil termly reports.

Principal's Award. Awarded for very high levels of effort in school reports (close to universal grade '1's)

Postcards home. All Departments have a set of postcards to be sent home as appropriate, to congratulate pupils on particularly strong effort or performance.

Commendations. Students will be nominated in each department for a commendation and a few will be chosen to receive this award. This award will be given to pupils who have shown a significant improvement in their work or attitude or to pupils who have consistently worked to the best of their ability.

### **Appendix 3: Sanctions**

Verbal Admonishment. The great majority of low-level misbehaviour can be dealt with by appropriate words to the pupil. We should always expect all pupils to do as required when asked or instructed. A failure by a pupil to respond appropriately would be a serious issue requiring further action.

Communication with Parents. Verbal or written communication with parents can be an effective way to confirm acts of unacceptable pupil behaviour and indicate what is required to improve it. Securing parental support in dealing with unacceptable behaviour is usually important and effective.

Communication via Go4Schools logs. Logs on Go4School can be seen by parents at home; this will provide an indication of the type of behaviour that has taken place in school.

Detentions. All staff have the right to place a pupil in detention as a punishment for unacceptable behaviour. These might be short detentions at break or at lunchtime. A whole-school 'Behaviour Support' detention is run at lunchtime in order to deal quickly with minor incidents, or those given within the 'In-Class Behaviour Protocol.'

The most serious detention given is an after-school Senior Leadership Group Detention. It is supervised by a member of the SLG. Members of SLG alone can place a pupil in this detention, usually in consultation with the relevant Head of Year. Its seriousness is viewed as being close to isolation.

### **Protocol for Managing Disruptive Behaviour in the Classroom**

There is a 4 stage approach which applies to all pupils except those with recognised particular needs, for whom different arrangements may apply.

**Stage 1:** A pupil who does not correct his/her behaviour after a normal low-key teacher response is handed a yellow card. The pupil is told briefly what needs to change. There is no discussion.

**Stage 2:** If the behaviour persists, the pupil is moved to the isolation desk at the back of the classroom. This move incurs an automatic 40 minute HoD Behaviour Support detention the following day. The class teacher logs the behaviour on Go4Schools.

**Stage 3:** If the pupil continues to disrupt from the isolation desk, the pupil is removed by the Head of Department. The pupil incurs *an additional* one hour detention after school sanction, as well as the 40 minute BS the next day. The incident is logged on Go4Schools.

**Stage 4:** If the pupil continues to disrupt learning under HoD supervision, the pupil is removed to the Isolation Room. A phone call home is made by the most appropriate member of staff. The incident is logged on Go4Schools.

Community Service. This usually involves time spent assisting the site team and may be considered in cases where property or the environment has been damaged.

Reports. A pupil may be placed on a lesson-by-lesson report for a period of time to monitor behaviour, work effort or other specific issues. The member of staff supervising the report will always contact parents or carers at the beginning and end of the period on report. An unsatisfactory report can lead to a further sanction or escalation to a higher report. The following reports are available for use, depending on the context:

- Form Tutor
- Department
- Head of Year
- Deputy Principal
- Principal
- Personal Support Plan - This is the most serious level of report. It is used only in rare circumstances, for example where a pupil has failed to respond to other levels of sanction and a managed move to another educational setting is being considered. The Local Authority Education Inclusion Officer is always involved at PSP level.

Isolation. This is time spent in silence, in the Isolation Room. It may include isolation over break and lunchtime. Appropriate work will be set for the pupil and specified time allowed to get food, eat and to use the toilet. Isolation may result from significant acts of misbehaviour under the In-Class Behaviour Protocol, or outside of lessons. Placing a pupil in the Isolation Room is always approved by a member of the Senior Leadership Group and is always communicated to a parent or carer.

Seclusion. This is time spent in complete isolation in a separate room from the Isolation Room. This is an extremely serious sanction used to deal with very serious acts of misbehaviour and must be approved by the Principal or in her absence, the Deputy Principal. An official letter is sent home, usually signed by the Principal. All seclusions must be reported to the Governing Body. Following a period of seclusion, the pupil must have a re-integration interview involving parents or carers, Head of Year and Principal/Deputy Principal. The pupil will be placed on a Head of Year report for at least one week.

Temporary Exclusion. This is an extremely serious sanction used to deal with very serious acts of misbehaviour or defiance in which it is judged to be unsafe for the pupil to remain in school. It must be approved by the Principal or in her absence, the Deputy Principal. An official letter is sent home, usually signed by the Principal. All such exclusions must be reported both to the Local Authority and to the Governing Body. Following a temporary exclusion, the pupil must have a re-admission interview involving parents or carers, Head of Year and Principal/Deputy Principal. The pupil will be placed on a Head of Year report for at least one week. Parents have the right of appeal against any such exclusion.

Managed Move. Cambourne Village College is part of ESCIP – the East and South Cambridge Inclusion Partnership. The secondary schools belonging to this partnership have a shared arrangement in which a pupil who is not considered able to continue his or her education in the original school, is offered a place at another school with vacancies within the partnership. Such arrangements are always made in negotiation with the parents or carers of the pupil and are overseen by the Local Authority Education Inclusion Officer.

Permanent Exclusion. This is the final, most serious sanction. The hope and expectation is that it never has to be used. It might be implemented where a managed move is not appropriate because the pupil is not considered suitable to continue his or her education in another ESCIP school, or where agreement on a managed move has not been reached.

A Managed Move or Permanent exclusion might be applied in the case of:

A one-off act of extremely serious misbehaviour (such as violence or involving illegal drugs) persistent, serious acts of misbehaviour that have already led to several seclusions or temporary exclusions and have involved the Local Authority Education Inclusion Officer.

Any such decision will be made by the Principal in consultation with the Chair of Governors. The school then follows all appropriate national and local guidelines.

#### Appendix 4: Discipline Ladder

The model has been designed to minimize the potential for the persistent disruption of the learning of others by any individual. It makes it clear that persistently impeding others' learning can ultimately lead to a pupil leaving the school.

Managed Move or Alternative Educational Provision	
Personal Support Plan	
<b>Red</b> Principal Report	
<b>Red</b> Deputy Principal Report	
Amber HOY Report	Amber HOD Report
Green HOY Report	Green HOD Report
Green Tutor Report	Green Class Teacher Report
Stickers; teacher organized break, lunch, after-school detentions.	
Yellow-Card In-Class Behaviour Protocol	

  

Voluntary Report: Pupils may choose to go on a monitoring report
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#### Key Points

- HOY reports last over a period of a fortnight. HOD reports will run for a period of lessons established at the start of the 'on report' period after consultation with the appropriate Link Manager. This is necessary because of the different numbers of lessons that a pupil has per cycle in different subjects.
- Pupils 'on report' may be given the chance to repeat an 'on report' level at the discretion of HOD/Link Manager as appropriate.
- The 'on report' system will ask teachers to make judgements about pupil conduct in a range of fields using a 4 point scale based on our parental reporting system whereby
  - Excellent = conduct/attitude/effort which will help a pupil maximize their attainment
  - Good = conduct/ attitude/effort which will allow a pupil to achieve within the expectations of their potential
  - Below Expectation = conduct/ attitude/effort which risks damaging the grade/level at which a pupil will achieve in their Key Stage
  - Cause for Concern = conduct/ attitude/effort which could damage the achievement of others
- The question of whether a pupil 'passes' or 'fails' an 'on report' level will ultimately be down to the professional judgement of the supervising member of staff. The major contributory factor will be the number of times the pupil has been given 3 or 4 for their conduct/ attitude/effort in lessons. The occurrence of a number of 3s might lead to the repetition of a report for monitoring purposes.
- At the higher levels (amber and above) reports will normally focus on behaviour and class effort.
- Reports will provide a space for staff to set specific targets that may help focus a pupil on what they need to do to reach the required standard, how they have got things wrong in the past, or mechanisms for supporting a pupil in being successful.
- Where a pupil is taken off report and subsequently exhibits conduct/ attitude/effort which merits being placed back onto report, it would be normal practice to rejoin the ladder at the stage he/she successfully left it. The pupil may be placed at a lower level if, in the professional judgement of the

supervising middle/senior managers, there has been sufficient time between the stages to warrant this.

8. When a pupil is placed on Head of Department report, the relevant Head of Year needs to be informed. Where a pupil is simultaneously on more than 2 subject reports it will be usual practice for these reports to be replaced by a HOY report on that level.

9. Completed reports, successful or otherwise, will need to be carefully filed in pupil record files.

#### Appendix 5: Anti-Bullying Code S.T.O.P

<b>S</b>	<b>Stop Bullying now</b>
<b>T</b>	<b>Take a stand.</b> Tell the bully to stop. Walk away from the situation.
<b>O</b>	<b>Open up.</b> Talk to an adult you trust or ask a peer to help you. Bullying should always be reported.
<b>P</b>	<b>Protect your peers.</b> Step in and/or report bullying that you see. Everyone has the right to feel happy and secure at this school. If you see something and say nothing, you are part of the problem.

**THE LONGER YOU LEAVE IT, THE WORSE IT GETS.**

#### Appendix 6: Smoking Sanctions

Specifically, any pupil caught smoking or in the presence of pupils who are smoking, will receive the following sanctions:

- 1<sup>st</sup> offence 1<sup>st</sup> offence formal letter and one-hour detention
- 2<sup>nd</sup> offence 2nd offence formal letter, two-hour SLG detention
- 3<sup>rd</sup> offence 3rd offence formal letter, one day isolation
- 4<sup>th</sup> offence 4th offence formal letter, one-day seclusion
- 5<sup>th</sup> offence 5th offence formal letter, two-day seclusion
- 6<sup>th</sup> offence 6th offence formal letter, five-day seclusion Involvement of Education Inclusion Officer
- 7<sup>th</sup> offence Managed Move.

## **Addendum to Cambourne Village College Pupil Discipline and Behaviour Policy during COVID19 Pandemic Exceptional Arrangements Period 2020**

Cambourne Village College will remain open to invited pupils during the school closure period. Due to the risk of transmission of the virus, in addition to the normal considerate behaviour required under the College Code of Conduct, it is essential that pupils adhere to the additional measures put in place to ensure the safety of the school community. Any pupil who does not conform to these requirements may lose their invitation to attend school for the remainder of the closure period. Depending on the severity of the breach, no warning may be given. Behaviour which endangers the school or local community, either on school premises or on journeys to and from school, may be sanctioned with the full gamut of disciplinary measures included in the main body of this policy, up to and including permanent exclusion.

### **Additional Measures**

**No pupil must enter the school premises if they have any of the symptoms of COVID-19:**

- new continuous cough
- high temperature
- a loss or change to sense of smell or taste

In any such case, parents/carers should isolate their child at home, inform school and follow guidance on self-isolation from Public Health England.

**Pupils attending school MUST inform a member of staff immediately if they feel unwell or develop any of the above symptoms of COVID-19 during the school day. They must comply instantly with all instructions from the first aid staff.**

The following applies to all pupils:

- **Each pupil must observe government guidelines on social distancing and always maintain a distance of at least 2 metres from any other pupil or member of staff**
- Social distancing must be observed at all times on the journey to and from school
- Pupils are expected to follow instructions from any member of staff immediately and without question
- While on the school premises, pupils will comply fully with any protective measures asked of them:
  - lining up routines
  - directed movement around school and for entering and leaving rooms
  - seating plans in classrooms
  - use of toilets
  - handwashing and other hygiene measures
  - Remote temperature checks

School uniform requirements will be as published by the Deputy Principal. A relaxation of school uniform may be made provided all pupils wear appropriate and sensible clothes to school: shoulders and body must be fully covered; shorts or skirt length no higher than mid-thigh.