

St Anne's RC High School
Rewards and Behaviour Policy

(Learning Phase Sept 2020 – January 2021)

Review Expected January 2021

Christ at the Centre

St Anne's Behaviour Policy is rooted in Gospel Values; it places Christ at the centre of our school. We want our young people 'to grow to their full human potential and pay regard to the formation of the whole person, so *"that all may attain their eternal destiny and at the same time promote the common good of society"*.

We understand the developing nature of adolescence. We therefore value the privileged opportunity we have to promote the "fullness of Christian life." Through this policy we provide opportunities for self-reflection and personal development, safe in the knowledge that our students come from goodness and want this for themselves. It is important that our students know that *"The Church looks upon you as co-workers with an important measure of shared responsibility"*.

Ultimately, what do we want for our students? *"To enable them to develop an understanding of their communal obligations, personal aspirations and their role as citizens in society and the world"*.

Introduction

- a. The values of service, ambition, compassion, respect, equality and determination are the foundations of our approach to leading and managing behavior at St Anne's. These are the St Anne's Values which inform every action and decision which is taken by the school.
- b. Our core purpose is to nurture all our students to allow them to develop into the best version of themselves. We believe all our students can make outstanding progress in their learning and personal development but for this to happen they must each have an excellent attitude to their learning and regular attendance at our school.
- c. We believe that a positive and enjoyable learning environment is the best deterrent to poor choices and poor behaviour. Our staff work hard to build and maintain positive relationships with our students, so everyone in the classroom can enjoy being there.
- d. We are a fully inclusive school, where all students regardless of any barriers to learning, are valued as equal individuals. Our staff provide regular and consistent

opportunities for praise and rewards. They are responsive to the individual circumstances of all students to ensure a fair and equitable experience for everyone.

- e. The School operates on the basis of the 'common good' and expects our students to do the same. We take a firm but fair approach to behaviour management, ensuring the poor behaviour of a very small number of students should not override the achievement of a great many.
- f. The School will work tirelessly to ensure every possible option of support is offered and provided to our students who are struggling to be the best version of themselves. However, we will take difficult decisions where the common good of our students is compromised. Therefore, this policy compliments the anti-bullying policy and safeguarding policy which can be found on our website.

1. Aims

- This behaviour policy aims to support the development of the St Anne's SACRED Values in all our students and staff.
- It provides teachers and students with opportunities to recognise and celebrate student's achievements whilst minimising the frequency and impact of poor behaviour.
- It provides a clear, consistent and fair system for all students, teachers and parents to follow.
- It promotes the value we place on being an inclusive and supportive school.

2. Expectations

At St Anne's all students are expected to conduct themselves in a way that creates an environment where;

- staff can teach to the best of their abilities
- students can learn and achieve to their full potential.
- achievements can be celebrated and successes shared
- all members of the school feel safe
- staff, students, parents/carers and visitors can enjoy and be proud of their association with our school

3. Home School Agreement

Our behaviour policy will work best when it is supported by parents, carers and guardians. In order to create a positive and productive learning environment, we expect all students to follow the behaviour policy. Similarly, we expect parents/carers to support the school's implementation of the policy. We are extremely aware of the need for reasonable adjustments and individual circumstance and therefore it is essential that Home and School operate as a team. If a parent/carer feels we have acted unfairly, we will be happy to discuss this with them privately in a professional and cooperative environment.

4. Application

This behaviour policy applies to all students who attend St Anne's, including any placement or supportive transfer students. It applies to normal school hours, all after school extra-curricular activities and all trips and visits. It also applies to any time where an issue within the community impacts on the life of the School. In the event that the School has any safeguarding concerns regarding the behaviour of a child then the appropriate agencies will be informed and relevant information shared. Please see our Safeguarding Policy for more details, a copy can be found on our website.

5. Praise & Rewards

At St Anne's we will use praise and rewards to:

- Encourage student's development of the St Anne's SACRED Values.
- Maintain a positive narrative in all aspects of St Anne's life
- Make our student feel noticed and valued
- Instill a sense of the 'common good'
- Set goals for personal achievement
- Encourage and reward a range of behaviours and activities
- Provide opportunities for students to aspire to and assume responsibilities
- Contribute towards effective teaching and learning
- Develop the students' sense of appropriate and inappropriate social behaviour
- Provide opportunities for cultural capital
- Create a community spirit
- Create opportunities for fun!

Methods of Praise & Rewards

All staff in school are able to reward students for positive behaviour. This may be done in the following way;

- Awarding of Achievement Points – various values
- Telephone call home
- Verbal praise
- Sending a postcard home
- Sending an email home
- Nominating a child for an assembly award
- Nominating a child for a Headteacher award

Verbal Praise

The simplest and most powerful form of reward our students can have is verbal praise. Verbal praise is given as a routine part of each lesson to reward those pupils who show consistently high level of effort and who achieve and exceed expected level of progress. Verbal praise is

an important part of building and maintaining positive relationships between students and teachers. It is immediate and often has an instant impact on our students.

Reward Points

Reward points form the bulk of our formal approach to rewards. They complement but do not take the place of verbal praise. The number and frequency of points being awarded is monitored by the pastoral team to ensure it is being done consistently and fairly. Awarding points is a means of acknowledging effort, achievement and actions. They will be given for demonstrating the St Anne's SACRED Values (shown in brackets) in a practical scenario.

Reward Points are given for the following reasons;

- Excellent classwork (A)
- Perseverance with classwork (D)
- Excellent homework (A)
- Perseverance with homework (D)
- Exemplary behaviour in Class (R)
- Exemplary behaviour around School (C)
- Improved behaviour (A)
- Attendance & punctuality (A)
- Attendance at a school Club (A)
- Contribution to classroom community e.g. helping to tidy up after a lesson (S)
- Contribution to school community e.g. picking up somebody else's litter (S)
- Extraordinary action (S)
- Equality (E)

Reward Points

Reward Points are awarded using the E-Praise online platform. This can be accessed by teachers, parents and students at any time. Rewards Points can be exchanged for a range of items and experiences using the E-Praise online shop. Items have been chosen following consultation with all year groups. The range of items ensures all students have an opportunity to access a reward regardless of economic constraints. The items available may change depending on availability and trends, however some examples are below

- Tuck shop items
- Lunch time take-away treat
- Eligibility for reward trips
- Funded cinema trips
- Footballs
- Online gaming vouchers



Postcards, emails and certificates also have an achievement points value which the student can add to their online account by way of an e-praise generated code.

Frequency

At St Anne's we do not believe students should have to wait a number of weeks to know what they are doing right. Therefore, we ensure that students have daily opportunities for praise and rewards, with bigger rewards being awarded on a half termly and termly basis. This can be seen in the table below. There are clear expectations on all staff to engage fully with the rewards policy on a daily and weekly basis. A clear structure of accountability is in place to ensure teachers are rewarding students on a regular basis and therefore providing consistency across the school.

Daily	Weekly	Half Termly	Termly	Annually
Points Awarded in <ul style="list-style-type: none"> • Form Time • Lesson Time • Social Time 	Weekly Postcards sent by <ul style="list-style-type: none"> • Form Tutor • Class Teacher • Head of Year • Pastoral Manager • Senior Leadership Team • Support Staff <p>Week A: Assembly Prizes for reward points</p> <p>Week B: Assembly Prizes for attendance & punctuality</p>	Rewards Experiences <p>Headteacher Award</p> <p>Star Badge Assembly</p>	Attendance Trip <p>SACRED Values Celebration Reward Assemblies</p>	Presentatio n Evening

Visible

We believe success should be celebrated in a visible way; our staff want to share in our student's achievements. For this reason, many of our rewards are visible to the rest of the school and contribute to our positive narrative. They remind students of the benefits of good behaviour. As well as rewards such as take-away treats and exclusive use of the sports hall, we also have footballs, stationary and an achievement point tuck shop where purchases can be collected.

Star Badges

At the end of each half term, achievement badges will be distributed in assemblies. These will be given in recognition of students accruing achievement points. They are to be worn on the student's blazer.

- Blue St Anne's Badge
- Bronze Badge
- Silver Badge
- Gold Badge
- Platinum Badge



All students who are awarded a platinum badge will get a lunch time queue jump pass for the rest of the academic year.

Students who are awarded a Star Badge will be recognised in the school's termly newsletter.

The Head Teachers Award

This award will be made to 5 students each half term, following a round of nominations from all staff in school. Those nominated will receive a certificate and achievement points. Overall winners will be invited to share afternoon tea with Mr. Wright where they will be presented with a goody bag of treats. Students may be nominated for

- Outstanding work in a subject
- Outstanding contribution to school life
- Outstanding contribution to the reputation of the school in the local or national community
- Outstanding resilience and/or perseverance

Students who are awarded a Head Teacher's Award will be recognised in the school's termly newsletter.

Social Time Rewards

To encourage students to take an active role in maintaining a positive school community and environment, we have created a designated social time reward system to compliment the whole school system we use. Any student seen displaying positive behaviours around school will be issued with an achievement point voucher 'on the spot.' This could be for picking up litter, holding a door open or helping another student. These vouchers contain codes which can be entered into the students E-praise App. When entered they will credit the student's account with the relevant amount of achievement points. The vouchers can then be discarded in one of the Whole School Reward Collection Box's.



Whole School Reward Collection Box

These run in much the same way as the supermarket charity collection boxes. All students are able to dispose of their social time vouchers (once their point's code has been redeemed of course!) in one of the boxes. Each box will represent a whole school reward. E.g. a Freddo Frog, Mr Wright being gunged etc. The prizes will alternate and may include charitable donations or year group prizes.

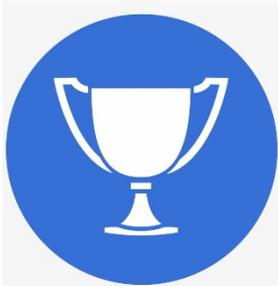
Peer 2 Peer Awards

We realise young people are social beings. Whilst they like their successes to be recognised by their teachers they also like them to be recognised by their peers. Many of our rewards are designed to be shared between peers to encourage students to champion and celebrate the successes of their friends.

Inclusive

This awards policy is an inclusive policy that has considered the needs and challenges faced by all of our students.

- We have ensured that all students have lots of opportunity to receive rewards for a variety of different reasons. We are aware that expensive school reward trips are not accessible to many and have ensured lower cost trips as well as smaller prizes are included in our e-praise shop. We also run a small number of funded trips and experiences for the students to access.
- At the end of each term, year group celebration assemblies reward students for a variety of reasons. Although some are academic awards for effort and attainment, there are also awards for resilience, persistence, attendance and chaplaincy. Form Tutors will also make nominations based on personal development criteria and the St Anne's SACRED Values.
- Students will be rewarded not just by their subject teachers but also by teaching assistants, administration staff, site team staff, lunch time supervisors etc. This will allow for an even larger range of positive behaviors to be rewarded



The Governor's SACRED Panel

Students who have demonstrated exceptional engagement with St Anne's SACRED Standards and Values will be invited to celebrate and discuss their achievements with the school's governors.

6. Behaviour Management

A Positive & Proactive Approach

At St Anne's we understand that the students we teach are unique and that each child is at a different stage in their personal development. Therefore, St Anne's staff will do all we can to support students in making positive behaviour choices and a positive contribution to the school or classroom community. The contribution and support given by the staff at St Anne's include (but is not restricted to)

- An opportunity at the start of each day to fully prepare for the day ahead.
- An interesting and relevant curriculum
- Planned lessons that are appropriate to the learners.
- Greeting and welcoming of students at the door
- Reminding students of behaviour expectations as they arrive at the classroom
- An opportunity for an immediate, calm and purposeful start to the lesson (Do Now Task)
- An opportunity for a calm and purposeful end to the lesson (Review & Reward Time)
- Regular motivational feedback and recognition of good behavioural choices
- A verbal warning about minor poor behaviour choices*

*Serious breaches will result in immediate sanctions e.g. fighting, swearing

The SACRED Standards

Whether in lesson, out and about at social time or during lesson changeover, all pupils at St Anne's are expected to follow 6 basic school rules. These are our **SACRED Standards**.

Stay Safe

Arrive on Time

Come Prepared

Remain Respectful

Engage with your Learning

Dress Appropriately

- Punctuality is essential for the success of all our students and therefore if a student arrives late to school, they will be given an automatic 20 minute detentions.

- All students must attend form. Form time is an opportunity to ensure they have all they need for the day ahead. If they arrive at form without the correct equipment or uniform, then where possible these issues will be resolved without the issuing of a sanction. This is their first 'warning.'
- Students should arrive to lessons on time, be dressed appropriately and be prepared for learning by bringing the correct equipment. If they do not meet these standards then the student will be given a demerit and an instant 20 minute after school detention.
- Students should remain respectful and engage with their learning. If they fail to meet these expectations then staff will aim to address this in a non-confrontational manner. If the student continues to choose not to meet them, then they will be given one direct verbal warning. Further escalations will be sanctioned with a 20 minute after school detention. Persistent behaviours will be escalated through our sanction process. This includes being placed in a buddy room, the isolation room, SLT supervision, or a fixed term exclusion.

Students failing to demonstrate the SACRED Standards during social time or lesson changeover will be given a demerit and will be placed in an immediate 'Social Time' Detention. These take place at lunch time.

Immediate Sanctions

After School Detentions will run every day, unless notified in advance. They will be issued for the same day that the sanction was given up to period 4. Period 5 sanctions will be issued for the following day. The location of the detention will vary according to the student's key stage.

3:05pm – 3:25pm (one behaviour point)
 3:05pm – 3:45pm (two behaviour points)
 3:05pm – 4:05pm (three behaviour points)

Social time detentions will take place every lunch time. Any student who does not meet our SACRED standards during social time or lesson changeover will be placed in a social time detention in the first instance. The duration will reflect the severity of the incident. Staff supervising the detention will ensure the student has had an opportunity to get something to eat.

Failure to Attend Detention

If a student does not attend their afterschool or social time detention, they will be issued with two Leadership Detentions. Lunch will be organized for the student. If a student does not

attend this detention, then parents/carers will be notified as soon as possible. The student will be supervised at the end of the day by the Head of Year or a member of the Senior Leadership Team until a 'Home.School Conference' can take place either in person or via the telephone. If a student fails to attend this, they may be placed in isolation.

Persistent Failure to meet Behavioural Expectations

We recognise that some student may require a higher level of support to enable them to 'get it right'. Students who fit into this category will be placed on a behaviour and intervention report. These students will have been given the same chances and support as other students but continue to disrupt the school community either in or outside of lessons. We operate a tiered system of support and monitoring to reflect the changing and varied nature of student's behaviour.

Behaviour & Intervention Reports & the 'Pyramid of Support'

Students placed on a Behaviour & Intervention Report will start on either a Subject Report or a Stage 1 Form Tutor Report. There are 5 stages of report which enables us to provide a proportionate and staggered response to the needs of our students. Each stage of the pyramid offers the possibility of a more intense level of support and monitoring from both St Anne's support programmes as well as external agencies. There are several routes a student may go through to be placed on a Behaviour & Intervention Report;

- Subject Reports are based on the Head of Departments discretion but as a general rule a student will be getting a demerit point every lesson for at least 2 weeks.
- Students getting more than 30 demerits across 2 weeks (and from at least 3 different subjects) will be placed on Stage 1 Report.
- If a student makes sufficient progress on the report then the report will be considered 'completed' at end of the monitoring period. However, if a student does not show sufficient progress then they will be escalated to the next level of report. Students who fail the final level of report, the PSP report, will be permanently excluded from St Anne's following consultation with the LEA, parents/carers and external agencies.
- Students returning to schools from a Fixed Term Exclusion will be placed on a stage 2 report (unless already on a stage 3 or higher report). This is to reflect the serious breach of school rules that has occurred and the need for a considerable amount of support and monitoring to avoid any future exclusions.

We expect students who have successfully passed a behaviour report to continue to meet our SACRED standards for a sustained and continuous period. Therefore, students who successfully complete a behaviour report will enter an 8 week monitoring period. If they obtain more than 30 demerits in a 2 week period (across at least 3 different subjects) they will be

placed back on the same stage report. If they accrue these points after the 8 week monitoring period, they will be placed on a Stage 1 or Subject report.

Governor Panels

Governor panels are formal meetings held with the School's governors on specific issues in school. If a student is persistently failing to meet out SACRED Standards and or has acted in a way that causes concern for the governors of the school, they may be requested to attend a panel to discuss the behaviour or incident.

Use of Alternative Provision Placements.

Where there is the option to use an alternative provision to further support a student's welfare and behaviour, then this will be fully explored. It will be discussed with parents/carers and any relevant external agencies as and when necessary. At the time of writing (Sept 2020) the availability of alternative provision in Stockport LEA is limited and this may not be an option available to us.

Parental Meetings

- A positive partnership between school and home is essential for the students who attend St Anne's. We therefore will keep you informed of your child's progress in school as often as possible. This may require inviting parents/carers into school to meet with staff to discuss a particular issue in relation to a concern over a student's general behaviour or in relation to a specific incident.
- In most cases students will attend the meeting with their parent/carer. They should do so in full school uniform without exception. Where incidents involve members of staff it is not school procedure for the staff to be present at the meeting. We may ask for the school's PCSO or someone from the local authority to be present at these meetings depending on the nature of the incident.
- If the matter has resulted in the student receiving an isolation and the parents/carers do not attend the meeting for whatever reason, the student concerned may remain in isolation until that meeting has taken place and the issue has been resolved. Decisions will be made on the basis of student and staff safety.
- The school does not allow parents/carers or third parties to record parental meetings. Anyone secretly filming or recording a meeting will be banned from attending the school with immediate effect. Minutes of the meeting will be taken by a member of staff and if requested will be distributed to any person present.
- Everyone who attends a meeting in school is expected to act in a professional and reasonable manner during meetings. Whilst there may be challenge of staff this must be done in a courteous and respectful way. All parties are expected to act with the best

interests of the child. Swearing, intimation, verbal or physical aggression will not be tolerated by St Anne's staff. If this occurs the meeting will end immediately and parents/carers must leave the school site without delay. They will be contacted via telephone to discuss a way forward; this may involve another meeting when tempers have calmed or it may involve a ban from the school site for an individual.

- Please note that school staff will only meet with parents/carers who are officially registered on the schools SIMS system. Parents/carers are entitled to bring a friend to accompany them to a meeting but only registered parents/carers are permitted to participate in the discussions. Where a parent/carer has been banned from the school site due to their previous conduct, an appropriate adult may meet with the school and act as their representative in the meeting. The appropriate adult must be agreed by both parties prior to any meeting taking place.
- The School schedules meetings through an appointment based system. Appointments can be made by using the schools main telephone. Parents/Carers will not be permitted entry to the site without an appointment.

Permanent Exclusion

Permanent exclusions will only be used as a last resort, in response to a serious breach or persistent breaches of our behaviour policy. They are issued because allowing the pupil to remain in school after the incident **would** seriously harm the education or welfare of the pupil or others in the school.

- If a child is at risk of permanent exclusion for persistent breaches of the school's behaviour policy, this will be raised with their parents/carers during meetings or telephone calls. Options of support to avoid a permanent exclusion will be discussed at these meetings, however when these have been exhausted or when these are no longer suitable then a permanent exclusion may be issued.
- A serious breach of our behaviour policy may involve, drugs, fighting, banned substances/items (including fireworks) and or weapons. This list is not conclusion.

Fixed Term Exclusions

Fixed term exclusions will be issued in response to a serious breach or persistent breaches of the school's behaviour policy. The student is allowed to return to St Anne's after the period of exclusion because them returning to our school would not seriously harm the education or welfare of the pupil or others in the school.

Following a fixed term exclusion, parents/carers must attend a 're-integration meeting.' Attendance at this meeting is important as we will focus on how a repeat incident can be

avoided. This may be a combination of agreements between the school, student and/or parent/carers. It may involve offers of support from the school. Examples of agreements made include;

- Class changes
- Exit Pass
- Parental/Carer pick up and drop off
- Avoiding certain areas of school during social time
- Avoiding certain students during social time
- Student mentoring programmes
- School based support programmes

The meeting will ideally be held on the morning that the student is due to return to school, however if this is not possible it may be arranged for any time before they return to St Anne's. If this is not possible the student may be required to work in the isolation room until a meeting can take place. Decisions will be based on students and staff safety.

All students returning to school following a fixed term exclusion will be placed on a Stage 2 report (unless already on a stage 3 or higher report). This will allow for careful monitoring of the student's behaviour.

Uniform

We place great emphasis on the appearance of our students and uniform is an integral part of the custom and character of the school. Our expectation is that students not only wear school uniform but look smart when they are doing so. Blazers should be worn at all times around the school site.

- It is compulsory that **only those items** stipulated within the official school uniform list (see Appendix A) are permissible to be worn by our students. The only exception to this is if a student wishes to wear something of religious or cultural importance. In this instance the matter should be discussed with the Assistant Headteacher for Behaviour and Welfare who will make a discretionary decision as to whether the item is appropriate for school.
- Any student wishing to wear a head covering for religious reasons may do so. The colour must be black or dark blue.
- The St Anne's school uniform must be worn by all students who are on roll at our school at all times, without exception.
- The uniform policy applies to students attending off-site provision (including activities) and out of hours' activities unless parents/carers are advised otherwise.

- Students who contravene the uniform policy may be placed in isolation if they refuse all reasonable attempts to correct it.
- Students who refuse to accept the consequence will be excluded for defiance.

Jewellery

Students are allowed to wear small transparent studs in their piercings and one watch. Any other jewellery and body piercings are not allowed.

- Where students arrive at school wearing a banned item of jewellery, they will be given an opportunity in form time to correct the issue. This may mean them removing the item themselves or replacing it with a transparent stud where possible. The aim is always to enable the student to return to their lessons and continue with their learning. However, if a student refuses to remove the item of jewellery then they will be placed in isolation for the remainder of the day, or until they change their mind; whichever is the sooner. Where a reasonable solution is available, students who refuse to accept the consequence will be excluded from school for defiance.
- If a student arrives to a lesson wearing a banned item of jewellery, they will be issued with a demerit for 'dress appropriately' and an after school detention. The item will also be confiscated. This sanction also applies in instances where a student has been placed in isolation for refusing a reasonable solution, before changing their mind.
- All confiscated items can be collected from Student Services at the end of the school day on the Friday of the same week it was confiscated. If a parent/carer wishes to collect the item before then, they can do so by attending in person. No items will be handed to a student before the specified time, even where the parent/carer has requested it.

Shoes

All shoes must be black in colour. The uniform policy contains examples of acceptable footwear. Trainers are not allowed to be worn whilst on school site, other than when playing football at break or lunch time. They must never be worn during lesson time except in PE Practical sessions. Boots are not permitted, however, at times of severe inclement weather we may contact parents/carers to inform them that boots will be permitted within a specific timescale.

- Where students arrive at school in trainers or shoes that contravene our uniform policy, they will be given an opportunity in form time to correct the issue. This may mean someone from home bringing a correct pair of shoes into school or a temporary replacement pair being offered by school. The aim is always to enable the student to return to their lessons and continue with their learning. However, if a student refuses

a reasonable replacement/solution then they will be placed in isolation for the remainder of the day, or until they change their mind; whichever is the sooner. Where a reasonable solution is available, students who refuse to accept the consequence will be excluded from school for defiance.

- If a student arrives to lessons in the incorrect footwear, they will be issued with an after school detention. This also applies in instances where a student has been placed in isolation for refusing to wear an alternative pair, before changing their mind.

Hair Styles and Make-up

Students are not permitted to attend school with any form of pattern shaved into their hair or eyebrows. Extreme haircuts and unnatural colourings to their hair are also not permitted. Bandanas are not permitted in any form or for any usage. Students with hair which obscures their view or is deemed a cause for concern in terms of health and safety within a practical setting must tie it up with a hair bobble.

We realise that for some students their appearance can impact on their mental health, for this reason make-up is permitted for Year 9 students and above but is restricted to natural looking makeup consisting **only** of concealer and foundation. For clarity, mascara, bronzer, blusher, lip gloss, false eyelashes, false nails and nail polish are not allowed. Any other type of make-up or facial feature enhancers are not permitted. Year 7 and 8 students are not allowed to wear any make-up. Individuals may be exempt from this only on discussion with the Head of Year and a letter from a medical professional.

Any student who does not comply with these expectations will where possible be given an opportunity to correct their appearance in form time. If students are failing to comply with these rules after form time, an after school detention will be issued. If it cannot be corrected or the student refuses to, they will be paced in isolation until they comply with the school's uniform expectations. For clarity, if a student initially refuses to correct their appearance but then later changes their mind, they will be allowed to return to lessons, however will still be issued with an afterschool detention.

Mobile Phones, Smart Devices and Headphones

Mobile Phones, Smart Devices (including watches) and headphones are not allowed to be seen on the school site. We understand many parents/carers wish for their child to have a mobile phone on the way to and from school for their personal safety. If this is the case the phone should be placed in a pocket or bag before arriving on the school site, it should be turned off. If a mobile phone, smart devices or headphones are seen or heard by a member of staff then they will be confiscated.

Students should never have mobile telephones out in lessons or on the corridors as this negatively impacts on learning. This rule also applies to headphones. Any student in breach of the above rules will have their device confiscated with immediate effect and this will only be returned through collection from Student Services at 3:05pm on the Friday of the same

week. If a parent/carer wishes to collect the item before then, they can do so by attending in person. No items will be handed to a student before the specified time, even where the parent/carer has requested it.

If a student refuses to hand over the item they will be placed in isolation until they do. Parents/carers will be contacted and asked to attend to remove the item from school so the student can return to their lesson.

Drugs, Smoking, Weapons

Drugs, cigarettes, weapons and any associated paraphernalia or dangerous items are banned from school. Any students involved in incidents involving these items will immediately be placed in isolation whilst a decision is made regarding a possible exclusion. A decision will be made on the basis of safeguarding other students and staff as well as the severity of the incident and whether a student has been involved in similar incidents in the past.

If a student endangers the welfare of our students and staff by bringing drugs, dangerous items or weapons onto our school site or if a student is found to be supplying or distributing illegal substances and/or any items deemed to be drug paraphernalia, they will be permanently excluded.

Malicious Allegations

Any allegation of wrong doing will be investigated using the 'Managing Allegations of Staff' policy. If a student is found to have made a malicious allegation against a member of staff, then the parents/carers of the students will be invited to a meeting to discuss the details leading up to it. Isolation or fixed term exclusions will be used as sanctions for malicious allegations, however where staff agree, restorative meetings will take place. Decisions will be made by the Headteacher once they have considered issues of severity, previous similar behaviours and safeguarding.

Searches

St Anne's RC High School follows the guidance in the Department for Education 2014 report, 'Searching, Screening and Confiscation at School.' This explains the school's legal right to search students when there is a reasonable concern that a student may have a dangerous or banned item. It can be found on the DfE website.

Food and Drinks Policy – Ban the Can

Due to the high level of sugar contained in fizzy drinks and the impact this can have on a student's behaviour, fizzy drinks are not allowed on the school site. If found they will be confiscated.

Selling

Selling items to other students is illegal. If students are found to be doing this, the items will be confiscated and the profits given to a selected charity.

CCTV and Requests for Documentation

The School will not release copies of CCTV footage as this would contravene child protection and safeguarding guidelines. Documents containing information which names other students will always be anonymised to protect individuals.

Any requests for information should be made in writing. Should a request be made for copies of specific documentation this will incur a charge. This will cover photocopying and administrative costs. Administrative costs will be charged in thirty minute segments based on the half-hourly rate for the administrator.

Any requested documents and files will be sent to Stockport LEA Democratic Services for GDPR approval before being released.