

# Hurstmere School



## Behaviour Expectations 2024/25

*Helping students, parents and other interested parties understand the school rules and expectations to ensure that our students can thrive and become the best that they can be.*

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## Aim

Our goal at Hurstmere is to nurture a welcoming environment while maintaining the very highest standards of behaviour. The foundation of our school's ethos lies in the quality of relationships among everyone who works and learns here. These relationships are defined by mutual respect, consideration, and common courtesy, regardless of race, gender, sexuality, disability, faith, religion, or socio-economic background.

## School Day

<i>Monday to Thursday</i>	
Line-ups	8.25am - 8.30am
Tutor time and PD	8.30am - 9.00am
Period 1	9.am - 9.55am
Period 2 (inc. break)	9.55am - 11.10am
Period 3	11.10am - 12.05pm
Period 4 and PD	12.05pm - 1.00pm
Lunch and PD	1.00pm - 2.00pm
Period 5	2.00pm - 2.55pm
Intervention/Enrichment	2.55pm onwards

<i>Friday</i>	
Line-ups	8.25am - 8.30am
Period 1	8.30am - 9.30am
Period 2 (inc. break)	9.30am - 10.50am
Period 3	10.50am - 11.50am
Period 4	11.50am - 12.50pm
Lunch	12.50pm - 1.20pm
Dismissal	1.20pm

## Entrance to the school and Morning Line ups

The gates to the school will open at 8am where uniform will be checked by senior leaders within the school. Infringements must be corrected at that point. Students who have left items at home, will be sent home to correct those items where appropriate or directed to our Pastoral Office to borrow the necessary uniform. If a student has been sent home, a message will be sent to parents to explain that their son has been sent home to correct their uniform.

Line ups will commence at 8.25am each morning. Line ups in schools help create a structured environment that supports an effective and orderly start to the day. Students need to ensure they are

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in position ready to commence line ups at 8.25am. A warning bell will sound at 8.20am to give all attendees 5 minutes to be in the correct position.

The line-up is run by the RSL (Raising Standards Lead) for each year group. They are supported by a designated Assistant Principal. Each form tutor will move up and down their form group ensuring that each student is wearing the correct uniform and has all the correct equipment for the day.

If a student is identified as not having the correct uniform or equipment, they will be directed to the Pastoral Office to correct this by borrowing from our school supply. Contact will be made home to ensure that parents/carers are aware of the issue and to find a permanent solution for the next school day. A student who does not have the correct uniform or equipment at line-up will be issued a same day 30-minute reset. For each occasion that an infringement occurs within a given week, the time spent in reset will increase accordingly: 30 minute, 60 minutes, 90 minute and 1-day internal suspension.

The Principal reserves the right to use suspension for failing to follow the schools' expectations.

Should a student refuse to use school spare uniform or equipment, a member of the pastoral team will contact home to see if they are missing item(s) can be bought in, or if permission is given for a student to return home and collect the item.

### **Punctuality**

The school day begins at 8.25am with our line up. Senior and Pastoral staff will be at the gates between 8.00am and 8.25am to meet students arriving. The two student entrances to the site will be shut at exactly 8.25am. Any student who arrives at school after this time will need to come through the front of the school and will be marked late. They will receive a 30-minute reset the same day. Parents/carers will be notified.

If a student walks off site after being challenged about their punctuality, uniform or equipment, it will be registered as an unauthorised absence and an appropriate sanction will be applied on their return.

Punctuality to lessons is vitally important. There are two bells, one to signal the end of the lesson and another to signal the start of the next. A student will receive a late mark from their teacher if they arrive to the lesson after the second bell. Should a student arrive eight or more minutes late, they will be marked as having truanted the lesson. Truancy is a same day one hour reset.

### **Uniform and Equipment (including PE kit)**

At Hurstmere we believe in equality among students, fostering a positive environment where clothing choices do not overshadow academic focus. Having a uniform minimises socio-economic differences, reduces distractions and encourages a greater sense of school pride and belonging.

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Please ensure that you familiarise yourself with the uniform requirements before purchasing any items. Retailers may not be familiar with the specific Hurstmere School uniform expectations; advertised 'school shoes' may not be suitable.

Wearing the correct specified uniform at Hurstmere School helps students to:

- feel an equal part of the whole school community
- avoid peer pressure for fashion trends, style and potential bullying issues
- recognise and are proud of the school identity - both in and out of school
- be educated on how to convey respectful formal attire
- prepare for employment after school where a uniform or formal business wear may be required
- show respect for the Hurstmere School history and tradition
- promotes a professional working environment

### **We are here to support families**

If there are any queries regarding the uniform, then please contact your son's Raising Standards Leader in the first instance. We will happily provide further clarifications and options to resolve any issue. Mistakes can happen with regards to purchasing or stock availability and, in some justified circumstances, a feasible time scale can be provided where parents have communicated in a supportive manner. If a student is not able to wear any part of uniform because of injury, a medical note must be provided. In these situations, a solution will always be sought. We will also support with purchasing uniform where there is financial hardship, please contact your sons Raising Standards Leader or the school office.

At the start of the day during line up, staff will ensure that boys are following our 3 TTTs expectation:

T – Top button done up,

T – Tucked in shirt,

T – Tie Down to waist,

Students must carry their Hurstmere School blazer at all times. Students who wear the uniform incorrectly will receive a 30-minute reset that day.

### **Hurstmere uniform and equipment standards are:**

- A regulation coat (see uniform and equipment document for permitted coats)
- Hurstmere School blazer,
- Plain white shirt with collar always tucked in,
- Correct school tie worn at the correct length, to the top of the belt.
- Plain smart black trousers,

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- Plain 3cm black belt (if required). Belts with logos or any branding are not allowed to be worn,
- Black socks,
- Plain black leather shoes. Kickers are acceptable (See permitted footwear)
- Plain coloured backpack.

## Hurstmere Uniform and Equipment Expectations

*Hurstmere School students all adhere to uniform and equipment requirements*

### Be School Ready

- Hurstmere blazer
- Hurstmere tie (to waist)
- White shirt tucked in
- Black tailored trousers
- School bag designed to hold A4
- Black polishable leather shoes
- Hurstmere approved coat
- Black, grey or navy socks
- Full pencil case
- Full Hurstmere PE uniform



- No mobile phones or electronics
- No hoods up (unless raining)
- No jean or chino type trousers
- No designer belts or branded buckles
- No branded footwear or trainers
- No piercings or jewellery
- No dyed or extreme hair
- No hoodies, sweat shirts, body warmers or 'sports' jackets



# Hurstmere

## School

All students should follow Uniform and Equipment Rules upon entry to Hurstmere School grounds.

- Are required whilst on school site and in all lessons
- Can result in sanction, removal from lessons and/or confiscation of items

Loaned uniform items are provided by the Pastoral Team.

### **All students must carry:**

- School bag designed to hold A4 items
- Full pencil case
- Student planner - provided by school
- A reading book

### **Under no circumstances are students allowed to wear:**

- Hooded tops,
- Track tops (quarter zips, tech fleeces etc)
- Any items of clothing with overt branding,
- Baseball hats,
- Alternative trousers (tracksuit bottoms or jeans etc)
- Canvas or trainer style shoes or boots,

### **Equipment required in backpacks:**

- School planner,
- Comprehensive pencil case including (multiple pens, multiple pencils, glue stick, eraser, sharpener, ruler, protractor, compasses and scientific calculator,

If a student arrives at school without the above equipment, they will be issued a replacement item on loan along with being issued a same day reset.

Any student arriving at school in non-uniform clothing can expect to be sent home (with permission from parents/carers) to change. They can expect to be sent to The Pastoral Office where uniform can be borrowed for the day or placed in Reflections/ Inclusions to do their learning that day if they are not willing to do so. Any student without the correct equipment will in first instance be loaned item/s.

### **Jewellery and watches:**

To prevent injuries or theft, we choose to ban most jewellery and watches at Hurstmere.

All visible piercings, rings, necklaces and smart watches are banned at Hurstmere.

We do allow pupils to wear non-smart watches.

In addition, we understand there may be students that need to wear a medical bracelet or have a religious reason for a piece of jewellery. We will access these situations on a case-by-case basis in liaison with parents/carers.

## PE Kit

At Hurstmere we expect all students to take a full and active part in their PE lessons in the correct kit.

If a student is injured or ill, they must still get changed into their kit and be involved in the lesson in a variety of non-practical ways. The exception to this would be when a student is injured in a way that would prevent them from being able to change themselves or would risk further injury in getting changed into their kit.

Students must bring their full and correct Hurstmere PE kit for each lesson.

Non-compliance with the PE kit expectations will result in resets. Should a student continue to refuse to bring PE kit parents will be invited in to resolve the situation.

Long-term injuries should be communicated clearly to the student's teacher and a doctor's note provided as evidence. These will be reviewed by the PE Curriculum Leader.

## Footwear



## Hurstmere shoes – examples of footwear **NOT** PERMITTED

Ensure that your shoes comply with the Hurstmere School expectations before purchasing them.

Hurstmere School uniform footwear specifies formal traditional office attire shoes with a black polished finish.

All the footwear shown are examples of footwear that are not permitted

- Sports fabric/textile material on the main or in part of the shoe design
- Colours other than black for the main shoe, laces, sole trim or other visible shoe detail
- Bold branding, logos or informal design features
- Trainer style shoes
- Low lace trainer-shoes; i.e., Converse style, Vans or hybrid trainer-shoes



## COMMON EXAMPLES – footwear **NOT** PERMITTED at THS

The trainer styles below are common examples of footwear that is not permitted at Hurstmere. Hurstmere do not regard these as traditional formal office attire shoes.



Key features that will help you decide on the appropriateness of footwear are shown below.

### 1. The trainer-shoe

Low lace design and/or Converse style trainer-shoe is not permitted. This includes the Kicker Low Top Sneaker (pictured below)



Acceptable alternative

Trainer with sport logo and informal textile/sport design



### 2. The trainer

Acceptable alternative







### Hurstmere School trousers – example of trousers PERMITTED

Hurstmere School specifies that trousers must be tailored (not jean style), plain black and not heavy cotton or denim material. Trousers must not be skinny fitting and must cover the ankles



### COMMON EXAMPLES – trouser styles NOT PERMITTED at Hurstmere

The trouser styles below are common examples of trousers that are not permitted at Hurstmere School.

Hurstmere do not regard these as traditional formal trousers.

Key features that will help you decide on the appropriateness of footwear are shown below.

#### 1. Jean Trousers

Jeans style, tight fitting or baggy trousers



#### 2. Grey or blue trousers



### Hurstmere School belts

Belts must be plain black leather type material with a small non designer buckle



### Hurstmere School Outdoor Coats –

It is important that students have a suitable coat that keeps them warm and dry and can withstand the extremes of weather in the winter months.



## Hurstmere School Outdoor Coats – styles NOT PERMITTED

Our uniform policy is that coats must not be made of denim or leather, contain graffiti or slogans. Coats must not resemble training top/sports jacket style and must be dark colours. No hoodie, bright/ multi coloured or body warmer type coats



## School Bag

Students are required to equip themselves with an appropriate school bag. The bag should be big enough to hold an A4 document at least. A bag/s will be needed to carry pencil cases, planners, any subject resources as well as PE kit and water bottle (possible packed lunch). Bags should be plain, dark colour with only small logos on them and able to withstand the extremes of the winter months.



## Head wear

Students are not permitted to wear any headwear within the school buildings. They are only permitted to wear plain dark coloured beanie type hats during colder months. No oversized hoods where students face cannot be clearly seen are allowed and any hoods must be down when on school grounds.



## Drinks and Bottles

We encourage students to drink water throughout the school day to keep hydrated.

We also want the school to be as environmentally friendly as possible and remove the possibility of any waste packaging being dropped in school or the wider community

Therefore, all students should bring a refillable bottle to school. It should only be refilled out of lessons during break or lunch

The bottle should be easily identifiable. Note that in exams, the label must also be removed

Coffee and other hot drinks are not be brought into school by Hurstmere students

Other drinks that are not allowed in Hurstmere include high sugar drinks, fizzy and/or high caffeine and energy drinks.

Any drinks or drink containers not following the Hurstmere expectations will be confiscated



## Pencil Case

Every second of a student's education is precious which is why it is important for them to be equipped with the right equipment in every lesson. Anyone arriving at school without a full pencil case and knowledge will in first instance be loaned item/s and set a 30 min reset - repeated failure will result in being sent home (with permission from home) to collect or being placed in Refocus Zone. Financial support may be available if required.

### Pencil case contents:

- 2 HB Pencils
- 1 Pritt Stick (Large)
- 1 Rubber
- 1 Metal Sharpener
- 1 Short Ruler
- 1 Protractor
- 2 Biro Black
- 2 Biro Green
- 2 Biro Purple
- 4 Highlighters of different colours
- 1 Dry Wipe Marker Pen
- 1 Coloured Pencil Set



### Additional items:

- Scientific calculator

## Mobile Phones

We understand that mobile phones are an integral part of modern society, however at Hurstmere we have taken the decision to ban mobile phones. We believe that by implementing this rule, students distractions will be decreased, social skills will improve and there will be a reduction in inequality between students who may feel the need for the latest technology. Furthermore, this policy aims to reduce cyberbullying during school hours along with other serious safeguarding concerns. By enforcing this policy, we aim to strike a balance between acknowledging the role of technology in daily life and maintaining an atmosphere conducive to academic and social development.

Mobile phones are considered a prohibited item at Hurstmere and although we would prefer students did not bring their mobile phones to school, we are aware that some students travel a distance. Therefore, should a student bring a mobile phone to school, on arrival at the gate, these should be turned off and put in their bags out of sight. We have a strict on site, out of sight policy towards phones.

Once on site (we classify this as beyond the Main gate, side gate or Penhill gate) a mobile phone will be considered a prohibited item' and will be treated as such. Our policy is in line with the mobile phones in school's guidance (DFE (Department for Education), 2024). Along with this guidance, as we consider a mobile phone to be a banned item we have a statutory power to confiscate the item under the Governments 'searching, screening and confiscation' advice for schools (DFE, 2018).

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## **Process**

- If a phone is seen (including if it is seen in a student's pocket or blazer) or heard (including in a student's bag) the phone will be confiscated
- The phone will then be deposited by a member of staff in the main reception
- On the first occasion, the student will have the phone returned to them at the end of the day, after a 30 minute same day reset
- On the second occasion, a member of staff in reception will contact home and explain that the phone has been confiscated and a parent or carer will need to collect it between 3:30pm and 4:30pm from main reception, the pupil will be issued a 60 minute same day reset
- If a parent or carer cannot collect the phone that day, they are welcome to collect it anytime the following day. Strictly and under no circumstances will the phone be returned to the student directly.

## **Non-compliance with the process**

- If a student is asked to hand over their phone and refuses, they will be suspended from school immediately and for a set number of subsequent days for defiance,
- During the suspension, a letter will be sent home to parents/carers explaining that their son is no longer welcome to bring their phone into school under any circumstances, including turned off and in their bag,
- Should a parent/carers receiving this letter have concerns regarding their son requiring a phone for travelling to and from the school, arrangements can be made for the student to leave their phone at reception every day,
- Non-compliance with this ban will result in further internal and external suspensions.

If we suspect a student who is banned from bringing a prohibited item on site has done so, the school have the power to search students and their possessions as set out in legislation (Searching, Screening and confiscation 2014).

Schools have a duty under the Equality Act 2010 to take such steps as is reasonable to avoid substantial disadvantage to a disabled pupil caused by the school's policies or practices. Allowing a disabled pupil access to their mobile phone during the school day, where it is necessary due to the nature of their disability, may be considered a reasonable adjustment. As such, if a parent/carers of a pupil who is disabled feels this adjustment is necessary, they need to contact the Principal who will access each case on an individual basis.

Additionally, if a student is a registered young carer, the school will make adaptations to support that student.

If a parent/carers feels their son has grounds to have their mobile phone on them at school, arrangements will be made for that student to deposit it with reception on arrival to school each day.

## **Behaviour Expectations:**

### **Pupils are expected to:**

1. Make best use of time at Hurstmere School - arriving at school and all lessons on time, aiming for 100% attendance.
2. Speak and behave politely and with respect to all members of the school community.
3. Follow instructions from staff first time.
4. Be organised, ensuring that they have planners and equipment daily.
5. Look after all equipment, taking care of books and treating school property with respect.
6. Work hard, making their best effort and showing a positive attitude to learning.
7. Do all home learning and study regularly, ensuring it is submitted on time.
8. Not use a mobile phone or Smart Watch on site.
9. Make sure behaviour does not endanger the safety of oneself or others, including cause distress to anyone, including travel and to and from school.
10. Uphold the reputation of the school whenever I am out of school, especially when in uniform.

Any pupil that follows these rules and goes beyond expectations is likely to be rewarded for their efforts. Equally, should a student fail to abide by these rules and expectations they will receive a sanction.

### **Parents/Carers are expected to:**

Work in collaboration with the school to ensure students can thrive and achieve their potential. Therefore we have high expectations and expect parents to hold the same.

Parents/carers are expected to:

1. Ensure that their son goes to school regularly, on time and properly equipped;
2. Let the school know about any concerns or problems that might affect your child's work or behaviour;
3. Support the School's policies and guidelines for behaviour;
4. Support their child in homework and other opportunities for home learning;
5. Support their child in reading regularly, including discussing what they have been reading
6. Attend Parents' Evenings/Events and discussions about your child's progress;
7. Get to know about your child's life at school;
8. Refrain from taking holidays during term time.
9. Support the school by allowing your son to participate in surveys/questionnaires.

### **As a School we will**

1. Encourage parents/carers to participate in the educational process.
2. Respond to home communications within 2 working days.
3. Contact parents/carers if there is a problem with attendance, punctuality or behaviour.
4. Let parents/carers know about any concerns or problems that affect their child's work or progress.
5. Send home regular assessments and set appropriate targets for achievement.
6. Set, mark and monitor homework; provide facilities for children to do private study in school.
7. Arrange Parents' Evenings during which progress will be discussed.
8. Keep parents informed about school activities through regular letters home, newsletters and notices about special events.

### **Rewards**

In class rewards act to celebrate and motivate students. They will be recognised for their achievements and for going above and beyond. We avoid generic or vague praise as this devalues students' successes. This praise can come in a variety of forms, but typically is one or more of the following:

- Achievement points
- Verbal praise
- Written praise
- Emails home
- Positive phone calls home
- Postcards home
- Principal Reward Vouchers

We have an ever expanding and developing rewards programme. If any parents/carers are interested in supporting our rewards programme, through contributions or donations please contact the school rewards lead Mr Harris ([a.harris@hurstmere.org.uk](mailto:a.harris@hurstmere.org.uk)).

### **Behaviour**

At Hurstmere we have a stepped approach to disruptive behaviour in the classroom. We determine disruptive behaviour to be where behaviours displayed by a student or students, inhibits the ability of the teacher to fulfil their teaching duties.





### Consequences:

**Informal/Remind Stage** - No consequences are issued or logged at the informal or remind stage.

**Reinforce Stage** - A 30-minute same day reset is issued for a reinforce. This is logged by the classroom teacher along with a short description as to what occurred.

**Removal Stage** - A 60-minute same day reset is issued when a student is removed from a lesson. This is logged by the support team. The teacher will contact the parent/carer within 24 hours to explain what occurred.

### Removal process:

When a student gets to the removal stage the teacher will call for support. A member of the wider pastoral team or SLT (Senior Leadership Team) will respond and remove the student.

Upon removal the member of staff will assess the student and make a judgement on where the student should go.

- If they present well and are keen to continue their work, they will be placed in a shadow classroom with a member of SLT or Middle Leader which in most cases this will be a Curriculum Leader or Raising Standards Leader.
- If they are not suitable for a shadow classroom they will be placed in the Removal Zone for the remainder of the lesson,
- Once that lesson is completed, the student will return to their scheduled day, however, they will be expected to attend their 1 hour reset that afternoon.

## **Two removals in the same day:**

Should a student be removed for a second time in a day they will be housed in the Removal Zone all day, serving a 1 hour reset after school the same day.

## **General expectations of Hurstmere students**

We always expect the highest standards of behaviour from our students, in and out of lessons and at any time when recognisable as a member of Hurstmere School, whether on site or in our wider community.

We expect students to be ready to learn. This means they are in the correct uniform, attend regularly, are properly equipped and prepared to work hard in their lessons. This is reinforced through our personal development programme that is intrinsically linked to our RTRAILS. All students and parent/carers are expected to familiarise themselves with these expectations and values.

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Leadership

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Rewards and sanction will be implemented consistently by all staff at Hurstmere. On occasion, students may be deemed to have misbehaved and will face a subsequent sanction. We define misbehaviour as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

We occasionally deal with students who seriously misbehave. The following are some of the incidents that we would consider serious misbehaviour:

- Repeated breaches of the school rules
- Threatening a member of staff
- Any form of bullying

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- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited item, such as, but not exhaustive.
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen goods
  - Tobacco and cigarette paraphernalia
  - Vaping products
  - Pornographic images

In addition, any article a staff member suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the students)

This is not an exhaustive list, sanctions for individual incidents will be issued by the relevant members of staff as directed by the Principal, in line with the school ethos and expectations.

There are two sets of legal provision which enable Hurstmere staff to confiscate items from students:

1. The general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a punishment;
2. The power to search without consent and to confiscate 'prohibited items' (KCSIE (Keeping Children Safe in Education) 2024 and Searching, Screening and confiscation 2014)

Any prohibited items listed above found in student's possession will be confiscated. These items may not be returned to the students. If the student is in possession of an illegal item this will be referred onto our Safer School Police Constable.

The possession of knives or weapons at Hurstmere will lead to permanent exclusion from the school, with the case being referred to the Police. Hurstmere will also liaise and co-operate with the Police when dealing with any disciplinary or behaviour matter that is deemed unlawful.

As a school we manage misbehaviours through different avenues:

- Educational conversations
  - Resets (Detentions)
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- Internal Isolation
- Fixed-term suspensions
- Respite
- Managed Moves
- Permanent Exclusion

Only the Principal, or those approved by the Principal have the authority to suspend a student from school.

A decision to permanently exclude will only be taken as a last resort and only:

- In response to a serious one-off incident
- If allowing the student to remain in school would seriously harm the education or welfare of the student and others. This includes persistent disruptive behaviour.

Prior to deciding whether to suspend/exclude a student, either for a fixed-term suspension or permanently, the Principal will:

- Ensure that an appropriate, thorough investigation has been carried out.
- Give the student the opportunity to provide their version of events.
- Consider all the evidence available to support the allegations.
- Consider this Behaviour Policy
- Ensure that actions are lawful, reasonable and fair
- Ensure that actions do not discriminate against students due to characteristics such as disability or race
- Consider if the student has additional educational needs and if so, ensure that reasonable adjustments have been made, as appropriate.

Before deciding to permanently exclude a student the principal will ensure a range of interventions have been employed, as outlined in the school's Intervention referral process. Only when such strategies have proved unsuccessful will permanent exclusion be considered.

The only exception to this is in response to a one-off incident of sufficient gravity. On such occasions the severity of the offence may warrant a permanent exclusion even when there has been no previous history of poor behaviour. The Principal may suspend a student for up to 45 school days in any academic year.

Should it be necessary to suspend/exclude a student beyond 45 school days, then the exclusion will be permanent. The Principal can cancel an exclusion before the governing board has met to consider whether the pupil should be reinstated. This practice is sometimes known as withdrawing

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or rescinding an exclusion. If this occurs, the parents, the governing board, and the local authority, must be notified.

Hurstmere School follows The Howard Academy Trusts Policy regarding the use of Suspensions and Permanent Exclusions.

### **Student Support:**

The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic, including students with additional education needs (AEN) from being at a disadvantage. Consequently, our approach to challenging behaviour may be adapted to cater to the needs of the student. The schools AEN team will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met formally.

Where necessary AEN will provide guidance, as per our AEN Intervention and guidance document, and advice will be sought from specialist teachers, an educational psychologist, medical professionals and/or other to identify or support specific needs. Realistic timeframes will be communicated to parents/carers.

When acute a need is identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

### **Resets**

At Hurstmere we call detentions resets. This is because we see these as an opportunity to reset the wrongs that have led to the sanction.

Resets are issued for a variety of things, including, but not limited to:

- Uniform/equipment infractions
- Lateness/Punctuality
- Disruption
- Poor conduct
- Lack of effort
- Non completion of homework
- Possession/use of a prohibited item

Most resets are run centrally by members of SLT, RSLs (Raising Standards Lead) and Inclusion staff. These run daily in two different rooms for KS3 and KS4.

Typically, academic issues such as homework or progress resets are run by the classroom teacher or Curriculum Leader.

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Parents/carers will be notified of same day resets via Arbour. Students are notified when they are issued a reset, and in addition a daily register of resets is published on both the Main and Penhill gates.

### Non-Compliance

If a pupil refuses to attend their reset, they will be escalated.

Non-attendance of a 30-minute reset is escalated to a 60-minute reset the next day.

Non-attendance of a 60-minute reset is escalated to a 90-minute reset the next day.

Non-attendance of a 90-minute reset is escalated to a one-day internal suspension and 90-minute reset the next day.

Non-attendance or compliance of the internal suspension will result in a fixed term suspension.

If the issue reoccurs the student will face lengthy suspensions from school for non-compliance with this behaviour policy.

### Exceptional Circumstances:

We understand that there may be situations where a same day reset has an unexpected impact on the individual or their family. If a parent/carer receives notification of a reset and knows that their son cannot attend due to exceptional circumstances, they are to contact the main reception as soon as possible to explain this. Some of the exceptional circumstances we would consider are:

- Medical emergencies – if the students or a close member of the family has a medical emergency
- Pre-scheduled appointments – such as medical or dental
- Unforeseen transportation issues – such as a parent car breaking down and them not being able to get their son home safely
- Religious observances – if the reset conflicts with a religious observance or event, however this would only be considered for one off events, not regular attendance at Church or Mosque.

Some of the reasons (not exhaustive) that we will not consider to be exceptional circumstances:

- Sporting engagements – football training, golf lessons, boxing practice, fixtures,
- Tuition – whilst we understand this comes at a financial cost to the parent, we do not accept external tuition as an exceptional circumstance
- Social events – parties or other social engagements
- Job or Work commitments – we understand this comes at a financial cost to students, however we do not consider this to be an exceptional circumstance,
- Poor weather – we do not accept poor weather as exceptional circumstances,

Respect ● Teamwork ● Resilience ● Ambition ● Integrity ● Leadership ● Self-Belief

- Lack of light – as a northern hemisphere country, it starts to get dark earlier around December. We know this and do not accept a lack of light going home as a safeguarding issue or an exceptional circumstance.

*Not knowing* – we notify students directly and have two boards with their names on at the two exit points of the school, as such we do not accept that a student would not know they had a reset and will escalate the reset because of non-attendance.

### **Representing the school at internal and external events**

Whilst we strongly believe in learning beyond the classroom, all students are expected to conduct themselves with purpose and in line with our RTRAILS; following our rules and expectations. Should a pupil be removed from a lesson or have incomplete resets to sit, they will automatically forfeit their right to represent our school until such time when they have served their time in reset or even internal suspension.

### **Participation in external fieldtrips and visits**

Parents/carers are advised that any participation in external trips and visits is subject to students having exemplary behaviour and high rates of attendance and punctuality. Those selected to attend fieldtrips and visits, will have their behaviour, attendance and punctuality monitored. If a concern has been raised, where possible, we will advise parents of our concerns, however, for defiance related incidences or behaviours that are threatening or physical in nature, the student will automatically give up their right to attend the event. There is no guarantee that the school will be able to reimburse funds paid.

It is important to note that a decision to remove a student from an external trips and visits can be taken up until the point when students are about to leave the school site.

The Principal's decision will be final when it comes to removing a student from a visit/trip/fixture.