



Behaviour Policy

Policy owner:	Chris Burrows
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Principle

The ethos of a school is created by the people who work in it. At Birchwood Community High School, we aim to maintain a disciplined, orderly and friendly atmosphere within which everyone in the school treats each other with courtesy, respect and where everyone is accepted. Everyone in our community has the right to learn and the right to teach, and as such we consistently promote the importance of respectful and responsible conduct. This means that our young people are ready to learn and make progress. Through the policy, our aim is to ensure that the rights and responsibilities of those using it are protected and upheld, and that the school buildings are well cared for by all users.

The purpose of the Behaviour and Discipline policy is to ensure:

1. An atmosphere exists in which everyone is safe and secure which enables effective teaching and learning to take place.
2. A sympathetic, tolerant, social environment exists, and individuals treat each other with mutual respect.
3. Students develop a clear sense of right and wrong.
4. There is an emphasis on positive systems for behaviour where students can excel.
5. Consistently good or better behaviour is acknowledged.
6. Lapses from expected behaviour and standards are dealt with accordingly.

Accordingly, the school will:

1. Maintain a positive and constructive code of conduct and behaviour, ensuring that:
 - the values and attitudes expressed within it are made explicit to all students, staff and parents/carers.
 - the consequences of poor behaviour choices are fully understood.
 - unacceptable behaviour is fairly and consistently dealt with in line with school disciplinary procedures.
2. Require all users to treat the school site with care.
3. Recognise and reward fairly and consistently good or better behaviour.
4. Provide a system of recording and reporting to parents which places emphasis upon positive contributions to school and community life.
5. Provide a forum where the views and concerns of students can be expressed and acted upon where appropriate.
6. Provide a staged approach to intervention.

Evaluation

1. The Governors' Committee will review statistics on fixed term and permanent exclusion of students on a regular basis.
2. The Polaris Team will monitor the behaviour of students causing concern using ATL information, on call data and records of behaviour incidents.
3. SLT will analyse data collected through ATL records, on call data, Isolation, Off Site Provision and exclusions in their fortnightly pastoral meetings.
4. SLT will monitor termly the distribution of rewards.
5. SLT will seek feedback from stakeholders.

Succeeding at Birchwood – Rewards:

Birchwood is a school that encourages students to engage, participate and succeed. This is reflected in the rewards system that is embedded throughout the school. The spirit of the rewards system is firmly rooted in the whole school House system and is intended to motivate all students to achieve their very best and become confident, independent students and citizens. Students are issued achievement points for a variety of reasons throughout the school in all contexts. This will continue to raise standards and further improve behaviour.

Individual achievement points transfer into house points and contribute to the overall house

competitions. The list below are some examples of how students can earn achievement points:

• Achieving an ATL1 during a lesson • An outstanding piece of class work • An outstanding piece of homework • An outstanding answer in class • Taking part in an extra-curricular activity • Entering a house competition • Undertaking community service	• Displaying kindness around school • Being respectful • Showing commitment • Being independent • Undertaking a leadership role • Taking part in the Duke of Edinburgh • Having good attendance
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Different activities carry different numbers of achievement points, of which students are informed. Achievement points can be monitored through class charts and are celebrated on a weekly basis in assemblies.

The Start of the School Day

School's student entrance opens at 8.15am and closes at 8.35am. Form time starts at 8.40am.

- Students should be in their form room before the bell rings at 8.40am ready for registration. (A bell will ring at 8.35am as a warning for students to go to form.)
- The gates will be closed and locked at 8.35am every day.
- Entry after this time will be via the main reception.
- Students who are late to school without a valid reason will be sanctioned. This is at the discretion of the school.

Uniform and Appearance

Students must arrive dressed appropriately for the school day. This will be checked upon arrival, and again by the form tutor during form time. This includes:

1. Full school uniform including a tie and blazer (navy tie for 7-10 and grey tie for Year 11).
2. Correct total black leather school shoes. (All black trainers are NOT permitted to be worn as school shoes. This includes footwear made by sports brands such as Nike and Adidas.)
3. No coat, jacket or hooded top (other than the school branded hoodie) underneath the blazer. (Coats are allowed over the blazer, but should be removed before entering a classroom.)
4. A wrist watch is permitted but not a smart watch or other watch that receives messages.
5. A small earring is permitted (single stud in the lobe). Other jewellery is not allowed.
6. Subtle natural looking make-up – no heavy foundation, no eye make-up, no false eyebrows or lashes (including strips and semi-permanent).
7. No coloured nail varnish or false nails (this includes gel and acrylic nails).
8. The correct equipment (school bag, black pen, purple pen, pencil, ruler, rubber, calculator, highlighter, whiteboard and pen).
9. Mobile phones locked away in Yondr pouches.

If students arrive to school with uniform concerns, school will try to rectify the situation as soon as possible. The following will take place:

Incorrect shoes	Student reports to the uniform station at the start of day. Polaris team contacts parents if necessary, to resolve the matter swiftly. If this cannot be resolved on the same day, the student must wear black pumps issued by the school. Refusal to do this will result in On Track. The only exemption from wearing school shoes is a medical condition supported by a doctor's note.
Incorrect uniform	Student reports to the uniform station at start of day. Uniform is corrected in the uniform station. Students leave something behind to 'trade' for missing uniform. This is exchanged back upon return of the borrowed item. Polaris team contacts parents if necessary, to resolve the matter swiftly. The student will not be allowed in lessons until the matter is resolved.

School will have spare uniform that can be used to support students. School reserves the right to require a student to wear black pumps provided by the school if they come to school in the incorrect footwear, keep a student out of lessons or to issue a student with a sanction such as LOFT detention until the matter is resolved.

If a student arrives to a lesson with incorrect uniform (for example, rolled skirt, untucked shirt, trainers on), then they will be automatically issued with a uniform point that will escalate to a Loft on the second occasion. The uniform issue will also be addressed if needed to be.

School also reserves the right to send a student home to sort out the issue and then return to school. The Department for Education guidelines on uniform and sanctions are that *"A headteacher, or a person authorised by the headteacher, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform.... This is not an exclusion but an authorised absence"*.

Mobile Phones Smart Watches, Earphones and Speakers

As part of our Disconnect2Reconnect campaign, mobile phones are NOT allowed to be used at school. Students have three options:

1. Students can bring their phone to school, but it must be locked away in the Yondr pouch (provided by school) on entry to school. This can be unlocked at the end of the day.
2. Students do not bring their phone to school, and leave this at home.
3. Students who have brought their phone but not their pouch must hand their phone into school on entry, and collect it at the end of the day.

On entry, school may search students to ensure the mobile phone policy is being adhered too. Random searches may also take place during the school day to ensure students have not brought in a second mobile phone. Both searches here will include the use of the magnetic wand and a bag search.

If students are caught on their mobile phone during the school day, they will be placed in on track. This is usually for one full day.

The Yondr pouches have been provided by school. If students lose or damage their pouch, then they must purchase a replacement from the school shop. School may look to recycle the pouches when students finish school in Year 11.

Earphones and speakers should not be used in school. If these are brought in, they should be kept in a student's school bag out of sight. If a student is caught using either of these things, it is likely that an on-track sanction will be issued.

School understands that several devices can be linked to mobile phones, for example smart watches and Fitbits. Ideally smart watches should not be brought into school. If students are caught using smart devices for any purpose other than telling the time, then it is likely than an on-track sanction will be issued.

Jewellery

Jewellery is not allowed in school, with the exception of a single stud earring in the lobe of each ear. This includes larger earrings in the ear, earrings in the top of the ear, other facial piercings, including tongue piercings, necklaces, rings or bracelets.

Jewellery is part of the daily check by pastoral staff on the main entrance, and by form tutors during registration. If students are wearing jewellery around school, members of staff will confiscate it and take it to the safe in the school office. The following system then applies:

First offence – Stage 1: The item is confiscated and locked in the school safe. The item is collected by the student at the end of the day. One behaviour point will be issued.

Second offence – Stage 2: The item is confiscated and locked in the school safe. The item is collected by the student at the end of the day. One behaviour point and a LOFT lunch detention

will be issued.

Third offence (and every offence thereafter) – Stage 3: The item is confiscated and locked in the school safe. Parents/carers are informed and asked to collect the item at the end of the school day. One behaviour point and a LOFT lunch detention will be issued.

This system resets at the start of each full term.

Nails, make-up, tattoos and hair cuts

Make-up should be natural and kept to a bare minimum. Students will be asked to remove any excessive make up by their Form Tutors, Assistant Head of Year, Head of Year, members of the Senior Leadership Team or the Polaris Team. False eyebrows or lashes (including strips and semi-permanent) of any kind are not permitted. Hair must be appropriate and not an extreme style. This is at the discretion of the Head Teacher. Short hair must not contain shaved patterns, and hair must be a natural colour. Nail varnish is not to be worn in school. Acrylic nails are also not allowed in school. Students will not be allowed into lessons until these issues are rectified. It is illegal to have a tattoo under the age of 18 so tattoos are not allowed in school. If a student already has one, this must be covered at all times.

Bullying

Birchwood Community High School wants to make sure that all students feel safe at school, and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an on-going campaign.

Bullying can be verbal or physical, and can be directed at both staff and students. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to students what is expected of them in terms of respecting their peers, staff and members of the public, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- Take it seriously.
- Act as quickly as possible to establish the facts.
- Record and report the incident; depending on how serious the case is, it may be reported to the Head teacher.
- Provide support and reassurance to the victim.
- Make it clear to the 'bully' that this behaviour will not be tolerated.
If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions.
- Ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used.
- Consider a suspension in cases of repeated bullying.

Prohibited Items

Possession of prohibited items is a serious breach of the school's behaviour policy and procedures and this could result in the school contacting the Police. Each incident will be considered on an individual basis and could result in a permanent exclusion. These items are:

1. Knives or weapons, including replica weapons.
2. Alcohol.
3. Illegal drugs or drug paraphernalia (including psychoactive substances).
4. Stolen items.
5. Tobacco, cigarette papers, Vapes and lighters.
6. Fireworks.
7. Pornographic images.
8. Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property.
9. Any other item banned by the school rules which has been identified in the rules as an item which may be searched for.

If a member of staff suspects a student has a prohibited item they must report this immediately to EM, CB or SRW. Following this it may be necessary to use the Government's 2022 'Searching, Screening and Confiscation' guidelines which outline the powers available to a Headteacher. Only the staff named above can search students **without their consent** if they suspect one of the items listed is in their possession. They may ask someone who is not named to be a witness. The nominated person should be the same gender and there should be a witness who should, wherever possible be of the same gender. The exception to this is where there is immediate risk or danger.

If a student gives **consent** to a search, any member of staff can carry this out. It is preferable if the nominated people carry this out. School staff are allowed to confiscate any prohibited item found as a result of a search. Official searches carried out under guidance should be reported to CB or SR so that this can be recorded.

Any member of staff can confiscate any item which they consider harmful or detrimental to school discipline. This should be handed to a senior member of staff.

Smoking on Site

- a) There is a strict no smoking policy on school property for all members of the school community including students, staff and visitors. If a student is caught holding a lit cigarette or an electronic cigarette (including a vape) on the school site during the school day, the incident will be recorded by the member of staff on class charts and sent to the HOY, AHOY, JBU and CB. A member of the Polaris team or a senior member of staff will then contact the parents of the student by telephone. The sanction for the student will be an offsite

intervention or suspension from school for a suitable period of time. On returning to school the student must complete a 1–2-week smoking cessation and education course. Any cigarette(s) and other smoking materials will be confiscated and be taken directly to Polaris. Electronic ‘e-cigs’ or vapes are not allowed and will be confiscated just as other cigarettes. Confiscated cigarettes, electronic cigarettes or vapes will be disposed of by the school. They will NOT be returned to the student or their families. If a student is caught smoking or vaping whilst off the school premises, but is still wearing the school uniform, then the school will take the same action. Whilst in uniform the student is representing the school, either on-site or off- site.

- b) If a student is found in a smoking situation (for example in a group where it is suspected that someone is smoking or vaping) the incident will be recorded by a member of staff on class charts and passed to the HOY, AHOY, JBU and CB. A member of the Polaris team or a senior member of staff will contact the parents/carers, and a sanction will be issued – this is likely to be a period of time in the internal on track room.

Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs stance very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication they can go to the Polaris building to request a phone call home. Parents/carers can bring in medication that can be supervised and looked after by the Polaris team.

Medication

We are aware that it may be necessary for some students to take medication during the school day. Parents/carers should make the school aware of this in writing as soon as their child starts taking the medication and this should be logged with the Polaris office.

Food and Drink

Energy, isotonic and sugary or fizzy drinks (e.g. Lucozade, Monster, Prime, Red Bull or Coke) are not allowed in school. These will be confiscated and disposed of by members of staff or handed in to the Head of Year or a member of SLT. (Students who are diabetic are obviously permitted to use Lucozade or sweets as a prescribed part of their care plan.) Students are advised to bring water into school to drink, flavored water and cordial are also acceptable.

Large quantities of crisps (e.g. Pringles) and family-sized bars of chocolate are not allowed in school. They will be confiscated and kept in the main school office where they can be picked up at the end of the day. McDonalds food is not allowed in school, it will be confiscated from students and disposed of.

Chewing gum is also not permitted on school site – this will eventually result in the student receiving a loft detention, issued through class charts by the member of staff.

Late to school

If a student is late to school, this is recorded on class charts by the Attendance Officer, by the Office, or by the Form Tutor – depending on what time the student arrives. A student is considered to be late after 8.40am, where they should be in their form room. Whether the main entrance is open or closed does not impact on a student being late. Some students may make it into school before 8.40am, but will still be considered late if they are not in their form room on time. A sanction will be issued (10-minute Late Break detention) after 8.40am. If a student does not attend Late Break, then this will be upscaled to a Loft detention on the following day. Parents will be notified via class charts.

Lesson Attendance, Punctuality and Truancy

If a student is late for a lesson without good reason, they have truanted the start of a lesson. The teacher will record this on class charts, adding the time that the student arrived. Teachers will use their judgement with lateness to a lesson but, as a guideline, more than 5 minutes after the rest of the class have arrived would be regarded as truanting. If a student arrives late in a distressed state, this will be investigated and teacher discretion will be applied.

If a student is late to lesson they are issued a negative point. If a student is late to lesson twice in a week, they will be issued a 20 minute after school detention on the next Tuesday or Friday. If a pattern of behaviour builds up, parents will be requested to come into school by Polaris to discuss the next steps.

Truancy

Students who truant a full lesson or a significant part of a lesson (at the discretion of the teacher) will receive the equivalent time in after school detention on the following Tuesday or Friday, and parents will be informed via class charts.

If students truant more than one lesson, this is likely to result in some time in on track.

Lack of PE kit

PE kit must be brought to each lesson. If students are injured and cannot take part in PE, they are still expected to bring their PE kit and get changed for the lesson. PE staff will ensure other roles within the lesson (such as coaching or refereeing) are utilized to ensure all students can participate. Failure to bring PE kit will result in a LOFT detention. Students will be given spare clean PE kit to wear. School PE kit is washed after each use. If students refuse to wear the PE kit provided, they will receive an ATL4 for that lesson. This will lead to a Loft detention. Students who have additional needs (for example, mental health problems, some SEND, or self-esteem issues) will be considered and supported individually by the PE and the Pastoral team. Strategies may include a change of group, getting changed privately, coming to school in PE kit on PE days or being moved out of PE.

Behaviour for Learning

Our Behaviour for Learning Policy is based on respect, personal responsibility and being ready. It employs a positive and staged approach to managing behaviour. Wherever possible acknowledgement and praise will be key features of lessons. Achievement points will be awarded to reinforce the behaviours we expect and for students who make good or better progress. Staged warnings will be given based on the behaviours we do not accept.

Our staged system assesses 'Attitude to Learning' (ATL). The assessment of attitude to learning is based on the expected and unacceptable behaviours that we have defined. **Everyone** in our school has the '**Right to Learn and Right to Teach**'. Students will start lessons on an ATL2 which is expected behaviour. ATL 1 is the highest grade awarded during a lesson and will acknowledge students who demonstrate sophisticated learning behaviours, lead learning or those who make outstanding progress.

ATL System

When managing behaviour in the classroom staff will ensure that their instructions, discussions, and sanction strategies are guided by and explained using our agreed ATL system. Students need to know where the boundaries of acceptable behaviour lie and the type of sanctions which may be applied if a boundary is crossed. Skilled use of this framework to provide a commonly understood format for restorative practice and sanctions is a key element of our behaviour management practice.

ATL 1 – Excellent behaviour in the lesson – Two achievement points are awarded.

ATL 2 – Good behaviour in the lesson.

ATL 3 – Warning given by the teacher for poor behaviour choice in the lesson – one negative behaviour point issued.

ATL 4 – Removed from the lesson by a member of SLT and taken to the ATL4 room for the remainder of the lesson. Students will complete a reflection activity in the ATL4 room, before continuing with the work from the lesson. An additional negative behaviour point is issued and students will also be issued a LOFT detention for the following day. (On occasions, students may receive a straight ATL4 depending on the nature of the incident, and as such will receive two

behaviour points here, and a Loft detention.)

LOFT detention takes place every lunch time (except Thursdays) and are run by a member of SLT. If a student does not turn up for their LOFT detention/fail the detention by not behaving correctly, or turning up on time, this is automatically upscaled and they will receive a 20-minute after school detention on either a Tuesday or a Friday.

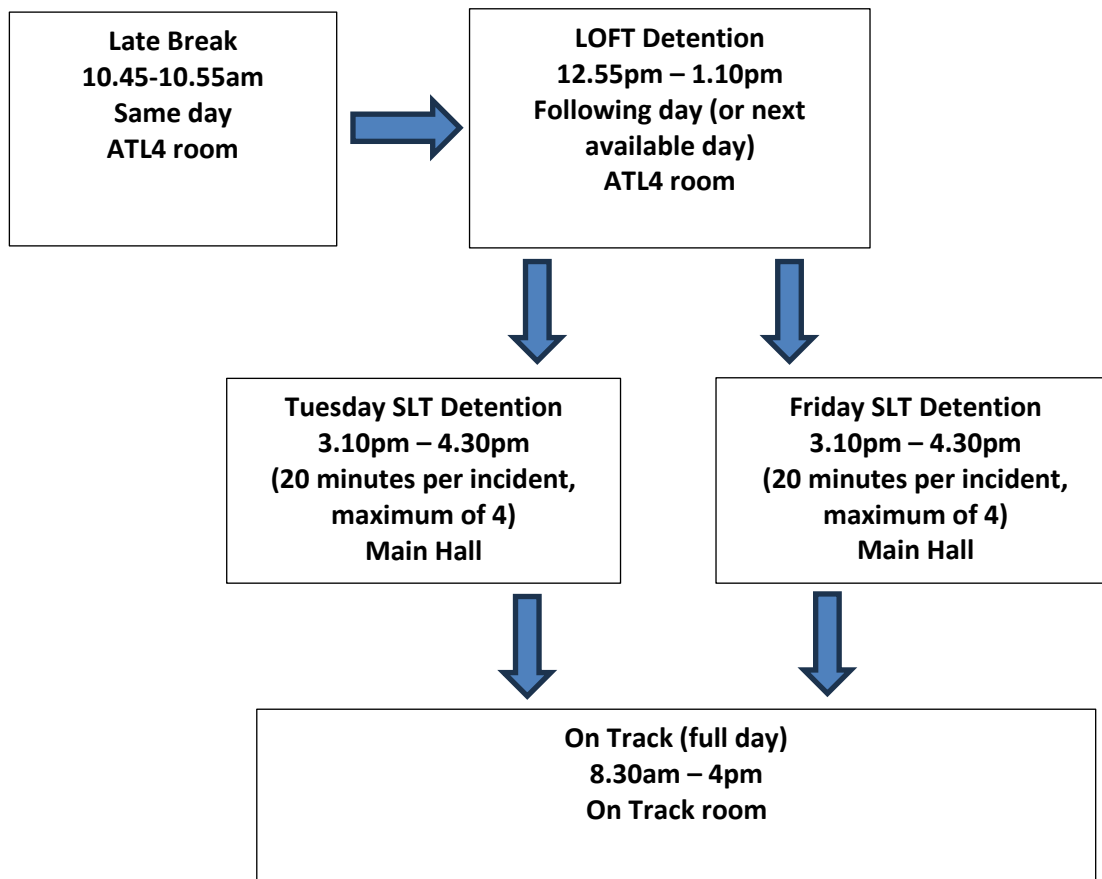
Students may receive more than one 20-minute detention on a Tuesday or a Friday (which we class as SLT detentions). On these occasions, students will remain in detention for the necessary time. For example, if a student receives a two 20-minute detentions on a Tuesday, they will stay for 40 minutes in total. The maximum length of a detention on a Tuesday or a Friday is 80 minutes, finishing at 4.30pm. If a student has been issued more time than this, then these detentions will be consolidated, and the student will spend a period of time in on track.

Some issues in school may result in the allocation of a 20-minute after school detention on a Tuesday or a Friday without this being upscaled from a Loft. An example here is for a student failing their report targets, or for internal truancy. This will be communicated through class charts.

If students do not successfully complete their after-school detentions, they will be placed in the school's on track room for a period of time. If a student is absent on the day of the after-school detention, this will in the first instance be moved to the next available day (i.e. absence on Tuesday will move the scheduled detention to a Friday). Here though, the overall time in detention will be considered, and this may result in further detentions the following week, or some time in on track.

On Track is the school's internal isolation system that is used for more serious poor behaviour choices and before a suspension. If a student fails their On-Track day or refuses to go into On Track, they will be issued with an off-site intervention or a suspension at the discretion of the headteacher.

Order of Sanctions:



The direction of arrows indicates the upscales if detentions are missed. Each detention is recorded in class charts and communicated with students, and parents/carers. Repeated detentions may trigger a meeting between students, parents/carers and pastoral staff.

If students fails their on track, or refuse to go into on track, then they may be issued an off-site intervention or suspension. Upon return, they may still have to complete the day in the On-track room. This is at the discretion of the member of staff who coordinates the readmission meeting.

Other Unacceptable Behaviour

The list below are just examples of unacceptable behaviour and is not the full list. The proposed sanction is identified:

Threatening behaviour, intimidation or physical aggression Bullying behaviour (covering all categories) Prejudice language Complete refusal to follow staff instructions or defiance Deliberate and sustained disruption of lessons Damage to school property Refusing to go into the ATL 4 room Abusive language in the presence of staff Misuse of the school's ICT system Defiance	Internal On-track Room
Severe physical aggression to staff or students Persistent bullying behaviours (covering all categories) Swearing directly at a member of staff Smoking on the school site Serious misuse of ICT systems and equipment Malicious or frequent misuse of social media Refusal to go into the on-track room	Off Site intervention or suspension

Behaviour Monitoring System

Students who need additional support to manage the expected levels of behaviour may be placed in our report system. This has five stages and at each stage allows a constant review of behaviour and an opportunity for the student to succeed and move off report, and also for the school to move the student up the report system with more serious sanctions. The system below is a guide and can be amended at the head teacher's discretion depending on the nature of any incidents that occur.

	Trigger(s)	Actions
Form Tutor Monitoring Stage 1	Examples ATL 3/4 reached on 3 occasions across subjects 3 separate behaviour incidents in a week Increase in behaviour points	1. Discussion with HOY 2. Form Tutor contacts parents make sure parent can use the class charts app 3. Form Tutor monitors ATL's and Behaviour points (4 weeks) 4. Minimum of weekly checking by FT – completed on a Friday. 5. After school detention (20 mins) used as a sanction by FT (i.e. Tuesday detention if unsuccessful during the previous week) – This can be centralised (discretion of the form tutor). 6. Form Tutor informs parents of detention via class charts. 7. Missed after school detention follows usual school procedures into on track. 8. Successful – remove from Stage monitoring 9. Unsuccessful – AHOY monitoring 10. Informs HOY (4 weeks is the review period, but this is at the discretion of the Form Tutor.)
AHOY Monitoring Stage 2	Examples Three ATL4 across subjects Unacceptable behaviour during unstructured time Truancy Unsuccessful at stage 1	1. AHOY has a meeting with the parents (or phone call). 2. AHOY monitors this on a daily basis. (4 weeks.) 3. Student meets AHOY weekly basis. 4. Other sanctions may be issued (this includes use of centralised after school detention). 5. Missed after school detention follows usual school procedures into on track. 6. Successful – remove from Stage monitoring. 7. Unsuccessful – move to Stage 3. (4 weeks is the review period, but this is at the discretion of the AHOY.)

HOY Stage 3	Examples An increase number of ATL4 across subjects in a single half term Significant increase in behaviour points Unacceptable behaviour during unstructured time or incidents of truancy in a single half term Multiple sessions in On Track Unsuccessful at stage 2	1. Meeting with HOY parent and student. 2. HOY monitors this on a daily basis for 4 weeks. 3. Review meeting with HOY at the end of week. Targets set for the following week. 4. Other sanctions may be issued (this includes use of Loft or centralised after school detention). 5. Missed after school detention follows usual school procedures into on track. 6. Successful – remove from Stage 3 and move to Stage 1 for 4 further weeks. If behaviour returns, student returns to Stage 3 (skipping stage 2). If behaviour is good on Stage 1 – remove from stage monitoring. 7. Unsuccessful – move to Stage 4 8. Additional option of continuing with Stage 3, dependent on response and progress made. This is at the discretion of the HOY. (4 weeks is the review period, but this is at the discretion of the HOY.)
SLT Stage 4	Examples Unsuccessful at Stage 3	1. HOY informs Pastoral Manager who instigates a Pastoral Support Plan (PSP) with parents and student. HOY attends this PSP meeting, and targets are set. 2. ATL data from class charts is shared with parents on a weekly basis. 3. Pastoral Manager/SLT to monitor progress of student on a daily basis. Student meets Pastoral Manager/SLT at the start or end of each week. 4. Pastoral Manager arranges a PSP review meeting to discuss progress. 5. Successful – remove from Stage 4 and move to Stage 1 for 4 further weeks. If behaviour returns, student returns to Stage 3 (skipping stage 2). If behaviour is good on Stage 1 – remove from stage monitoring. 6. Unsuccessful – move to Stage 5. (4 weeks is the review period, but this is at the discretion of the Pastoral Manager/SLT.)

DHT/HT/Governors Stage 5	Repeated Fixed Term Exclusions	1. Initial meeting with DHT or HT, student, and Pastoral Manager (behaviour) 2. Targets agreed. 3. Review meeting held in 2-4 weeks, next steps agreed, either: • Further 2-4-week review period • Request a Governors Disciplinary Meeting 4. Meeting scheduled with governors. 5. DHT to compile pastoral log for governors. 6. Targets issued by governors for the following 4 weeks. 7. Monitored by DHT or HT in charge of behaviour. (4 weeks is the review period, but this is at the discretion of the DHT.)
	Unsuccessful at Stage 4	If successful • Student returns to Stage 3 (HOY) for four weeks. Then moves to Stage 1 (FT) if successful here. If unsuccessful • 2nd Governors Disciplinary Meeting convened with Student, Parent, Headteacher, Pastoral Manager (behaviour) and Governor's Panel • Review of progress towards targets • Next steps agreed, either: 1) Repeat of Stage 5 depending on previous progress 2) Suspension then return to Stage 5 and repeat 3) Off-site direction to another school 4) Permanent Exclusion

Behaviour off site

Teachers have the power to discipline pupils for misbehaving outside of the school premises from DFE guidance. Teachers who see poor behaviour outside of the school grounds will record this on Class Charts and inform CB, JBU, the HOY and AHOY. The school will punish any poor behaviour outside the school in a similar fashion to within the school. Typical punishments would be detention, time in the on-track room, off-site intervention or suspension.

DFE Guidance

Subject to the behaviour policy, teachers may discipline students for:

- misbehaviour when the student is: taking part in any school-organised or school-related activity or
- travelling to or from school or wearing school uniform or
- misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another student or member of the public or
 - could adversely affect the reputation of the school.

Exclusion from School

Violence or verbal aggression will normally result in suspension from the school. As part of a graduated response a student may be suspended for one or more fixed periods or excluded permanently. If further evidence comes to light, a suspension may be extended or a permanent exclusion may be considered.

School has the power to direct a student offsite for education to improve their behaviour. This may include a student spending some time in an isolation room at a partner school. It may also include the use of either a managed move or an off-site direction. These procedures are outlined in the local authority's 'Managed moves and off-site directions for pupils in Warrington schools' policy, which Birchwood Community High School will follow as effective practice.

The decision to permanently exclude a student will only be taken:

1. In response to a serious breach or persistent breach of the school's behaviour policy.
2. Where allowing the student to remain would seriously harm the welfare of the student or others in the school.

Behaviour of students outside of school can be considered grounds for disciplinary action and will be considered by the Head teacher if damaging to the safety of others or the reputation of the school.

If the headteacher is absent then the person acting in their position can exclude.

Role of the Student

Students are expected to be polite and show consideration towards each other and towards all school staff. Below are the expectations of our students and failure to adhere to them will be treated as a breach of our behaviour policy:

1. Students are required to observe the following basic rules in the classroom.
 - a. arrive on time, in correct uniform with all the equipment needed for the lesson.
 - b. listen carefully when the teacher is giving instructions.
 - c. follow instructions promptly and accurately.
 - d. raise a hand to gain attention and wait to be asked.
 - e. stay in the allocated seat or workspace unless given permission to move.
 - f. treat others with respect and consideration at all times.
2. Students must follow staff instructions promptly and courteously.
3. Students must obey all health and safety regulations in classrooms and around the school.
4. Students should never make racist, sexist, homophobic or other abusive or humiliating remarks.

5. Students must never resort to physical violence.
6. Students must demonstrate appropriate behaviour when travelling to and from school.
7. Students must not smoke in school.
8. The following items are not allowed in school under any circumstances:
 - a) alcohol and drugs.
 - b) cigarettes, matches, lighters and e-cigarettes.
 - c) chewing gum.
 - d) weapons of any kind.