



WILLOWS
HIGH

Behaviour Policy

Aim of the Policy

"No pupil has the right to intentionally disrupt the learning of others. All classrooms will be disruption free allowing teachers to teach and pupils to learn."

This policy has been designed to ensure that all pupils are given the utmost opportunity to achieve their potential. Lessons will be disruption free 100% of the time, allowing teachers to teach and pupils to learn.

Conduct in lessons

On a lesson-by-lesson basis, pupils will have one simple choice, either be in class working hard and progressing with their learning or to be isolated from their peers for a period of time so that the learning of others is not disrupted. Pupils must:

- Arrive at lessons on time
- Enter, sit at their assigned seats and start the recap questions
- Work silently whilst the register is taken answering with 'yma'
- Listen in silence when the member of staff leading the lesson speaks
- Raise a hand to ask a question without calling out
- Always treat each other with respect
- Follow all instructions the first time asked
- Work exceptionally hard, to the best of their ability, without disrupting any other pupil's learning.

If a pupil fails to meet any of these simple expectations **their name will be written on the whiteboard** by way of a formal warning and the member of staff leading the lesson will briefly explain to the pupil why their name has been written on the board.

The second time during a lesson that a pupil fails to meet these expectations they will be sent to our Alternative Provision Centre (APC) for one lesson.

The member of staff who sent the pupil to the APC will meet with the pupil at the end of the day for a 'Restorative Conversation' where they will be made aware of what they did wrong, why it disrupted learning and what needs to be done differently next lesson. To allow this to take place, pupils sent to APC will be required to remain in school until 3.30pm that day. The members of staff will also inform home of the APC sanction and why.

Conduct in school generally

All pupils are expected to always take responsibility for their actions and their choices.

Mobile Communication Devices (Phones/Tablets/Headphones)

Mobile phone usage is banned on the school premises after 9.00am. Pupils are permitted to keep them in their possession, but they must be switched off and always kept out of sight. Any mobile phone seen and/or heard at any time on the school site will result in the phone being confiscated and returned at the end of the day. The same rule applies for headphones and other electronic devices. Pupils will make their way to the APC at the end of the day to receive the phone. Should a pupil refuse to hand over phone, that pupil will be sent to the APC where they will hand in the phone or stay there until the phone is handed over. Phone infraction does not carry a sanction if the phone is handed over.

Responsibility for the safekeeping of the phone belongs to the pupil:

- At all times, pupil mobile phones must be switched off during the school day (9.00am – 3.10pm)

Smoking

No pupil will smoke on the school grounds or when dressed in the uniform of our school, this includes vaping. If a pupil smokes or chooses to associate with smokers the consequences will be as outlined below:

- Smoking/associating with smokers will lead to a one-day fixed term exclusion
- Refusal to hand over smoking paraphernalia when asked will lead to a fixed term exclusion
- All tobacco and related paraphernalia will be destroyed [Note: 'Smoking' is defined to include any tobacco-based products and e-cigarettes and vaping products]

If it is suspected that a pupil has smoking paraphernalia in their possession two members of staff will conduct a search. When available this will include the Headteacher and/or Deputy Head. The gender of these searchers will support that of the pupil being searched. If no consent to search is given, the police may be called depending on the circumstances. Parents will be called to collect pupils immediately and a fixed term exclusion will be given, the length pending investigation.

Fighting inside and outside school

If pupils fight in school, they will be issued with time in the APC. The consequences will vary depending on the severity and circumstances of the fight. The same consequences apply to fighting outside of the school. Depending on the severity of the incident, pupils may be permanently excluded for bringing the school into disrepute.

There are some lines that we will not tolerate any pupils crossing. If they do, there is a high probability that they will be **permanently excluded** from our school. An indicative but non exhaustive list would include:

- Bringing recreational drugs into school
- Carrying a weapon of any sort including pen knives and BB guns
- Persistent bullying
- Persistent disruption of lessons
- Persistent defiance
- A physical assault of a member of staff
- Racist comments
- Bringing the school in disrepute

Behaviour in corridors and around the site.

During transitions between lessons (going from one lesson to another) pupils will walk purposefully and will act appropriately, following the one-way system. Pupils will not run through the corridors or loiter in corridors. To avoid congestion, we say to all pupils:

LESS: 'Left, Eyes front, single file, shoulder against the wall'

It is essential that all pupils are aware of the time and the need to arrive promptly to every lesson to avoid any consequence.

During break and lunchtimes pupils are expected to do the following:

- Only eat food in the canteen
- Not engage in behaviour that may cause injury or harm
- Sit inside, stand outside

The journey to and from home:

Pupils are expected to demonstrate a high standard of conduct on the journey to and from school as each person is an ambassador for our school in the community. Pupils are expected to:

- Arrive at school and leave school in full uniform
- Walk on pavements and cross the road safely
- Use the cycle lanes/pedestrian zones safely (always following the highway code of conduct)
- Take any litter home and dispose of it properly
- Respect our neighbours and all residents

Pupils who have a PSP or an identified additional need (s) will also be expected to follow the behaviour policy; however, reasonable adjustments will be made for some individuals.

Advice from the school's ALNCO and from external agencies when appropriate will be taken and communicated to all staff. Alternative strategies will be employed as agreed with all stakeholders at regular ALN review meetings of the Individual Support Plan.

Staff can refer to the ALN register and individual support plans for further information. Some pupils may need a differentiated approach to break down their individual barrier to learning and understanding. Further guidance is available from the ALNCO.

What Happens next?

There are several things that will happen once a pupil has been sent to the Alternative Provision Centre (APC). The following is a simplified version of our behaviour process:

1. The pupil arrives at APC:
 - The pupil will be parked for the remainder of the lesson where he/she will complete the work assigned.
 - Pupils complete 1 line per minute. At the end of the day the pupil is expected to engage in a restorative conversation with the teacher in the canteen.
 - The pupil brings the lines to the APC manager to check.
 - If the work is satisfactory then he/she can go back to lesson. Should they fail/refuse parking they will remain the whole day in APC for the whole day.
2. Parents will be contacted by the appropriate teacher at the end of the day to discuss the reason/s behind the APC:
 - At 2.45pm, the APC Manager will email staff the list of pupils that need to attend the restorative conversation.
 - The teacher will have a restorative conversation with the pupil.
 - The teacher will then contact home before the end of the day to explain/discuss the incident unless the pupil fails APC.

All pupils who spend time in the APC will need to hand over their phone to be stored securely.

Willows High Detention System

Sent to the APC

- Detention in the canteen until 3:30PM.
- Heads of Year pick up the pupils in their Year Group during last 10 minutes of P5
- Non-attenders – same day phone call home, APC P4 & P5 the next day (including lunch)

Other demerits

- 30 minutes of work provided to complete at home
- Welfare Admin Assistants to send work to parents through ClassCharts Announcement
- Work related to Knowledge Organisers
- Work collected at end of next day line up by Heads of Year/ Welfare Admin Assistants
- Completion monitored; parents informed if not completed.

Missing work will result in doubling the amount for the following day. Failure to do so will result in 2 lessons in the APC (P1 & P2 including break).

Uniform

Our mindset is: smart on the outside; smart on the inside. The wearing of school uniform is compulsory at Willows and strictly enforced. School uniform promotes a positive attitude and sense of belonging to the school and a suitable image in the eyes of the wider community. We have seen the difference the smart uniform has made on the confidence and self-esteem of pupils.

- Black traditional trousers (not tight fitting, no jeans) or black skirt (no shorter than just above the knee), school blazer, white shirt and school tie.
- Hijabs – these should be plain black or blue and enable the school tie to be always seen.
- Black tailored shorts may be worn in the summer term.
- Navy, V-neck jumpers are optional to be worn under the blazer.

No leggings, jeggings, tight fitting trousers, jeans, jean like trousers or low-rise trousers. No hoodies
Hair – No extreme styles/colours

P.E. Kit – Plain black top, plain black sport shorts or plain black tracksuit trousers. No logos. No jeggings, tight fitting trousers, jeans, jean like trousers or low-rise trousers. No hoodies.

During cold/wet weather, pupils are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime. Please note that denim / leatherjackets and hoodies are NOT permitted and such items will be confiscated on site.

Uniforms should always worn correctly:

- Shirts will be always tucked in
- Blazer sleeves will be worn down and not rolled up
- Skirts will be worn to a length of 2 inches above the knee or longer

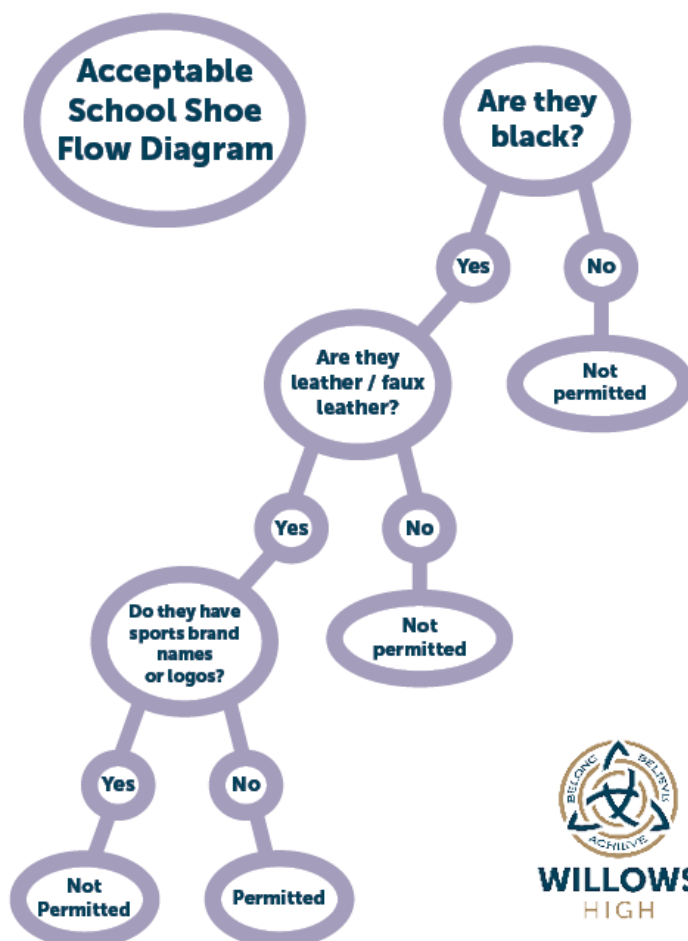
In cases where medical reasons require modification to the uniform policy, **notice on letter headed paper from a medical professional must be addressed to the Headteacher detailing the reason and may still be refused.**

If a pupil does not comply with our uniform policy persistently, they may be sent home to change or the parent/guardian requested to drop the missing item/s. Further to this, pupils may spend time to the APC while waiting for the missing items/s.

Shoes

- Black leather or faux leather shoes or ankle boots only.
- No canvas, no sports logos, no trainers.
- No Nike Air Force.
- Black to go with the uniform.
- Leather to be weather resistant.

THE WILLOWS WAY



To ensure that high standards of uniform are maintained and that the correct uniform is being always worn in the correct manner, morning line up will consist of a thorough check of personal appearance.

In cases where personal appearance and uniform fail to adhere with the guidelines detailed, pupils will be sent home to resolve this issue. Prohibited items of clothing will be confiscated on sight. Refusal to remove prohibited items will result in time spent in the APC.

Our sole uniform supplier is **Safeware, Unit 1, Lewis Road, Cardiff, CF24 5EB**

The following expectations apply to all pupils:

Jewellery

The only jewellery which is acceptable is a wristwatch and one pair of small stud earrings. Any other form of jewellery is not allowed. Willows High School does not allow facial piercings of any kind, including transparent piercing retainers. Pupils will be asked to remove any other piercings if they are visible. Failure to do so will result in the pupils spending the day in the APC where they will remain until any prohibited piercings are removed.

Hair

No extreme hairstyle or dyed hair is allowed, including dip dyed. Hair is to be of natural colour and only one colour. This includes tramlines and other shaved patterns, Mohican or skinhead-type styles.

Pupils arriving in school with unacceptable hairstyles will be sent to the APC. Male and female pupils with long hair must tie it back for PE, Technology and Science lessons.

Please note please make informed decisions with your children with respect to piercings and hair styles that may be changed during school breaks – If a pupil arrives on their first day back with prohibited styles or piercings, they will be isolated immediately from mainstream pupils until the situation is resolved.

Make-Up

Make-up which is not skin coloured (including nail varnish) will need to be removed, wipes are available in Tutor Rooms.

Failure to remove will result in the pupil being sent to the APC by a member of the SLT.

The wearing of 'false' nails is not allowed, and parents are asked not to buy them for pupils during term time. If not removed pupil will be sent to the APC by a member of the SLT.

Aerosols

For health and safety reasons, aerosols (including but not limited to deodorants, hairsprays, body sprays) are not to be used in school.

Energy Drinks

Energy drinks (those containing excess amounts of glucose and/or caffeine) are not permitted on the school site. If they are seen, they will be confiscated and disposed of. We believe that the negative physical and mental effects that these products can have in developing youngsters far outweigh any benefits of allowing them in school.

Equipment

Equipment is very important for learning at Willows. Arriving prepared with all your kit every day, and learning to take responsibility for all your equipment is both vital to the success of your child at school and in life.

Pupils must bring the following every day:

- 1 Pencil Case
- 2 Black Pens
- 1 Pencil
- 2 Green Pens
- 1 15cm Ruler
- 1 Rubber
- 1 Scientific Calculator
- A3 Plastic wallet
- Refillable water bottle

We provide clear pencil cases as these are the only types that are permitted to be taken into examination rooms. When any of these items run out or are lost, please replace them.

Canteen

- Pupils using the canteen will enter in an orderly manner through the designated door for their year group.
- Years 8 and 10 will use the door on the nearest side to the main building.
- Years 7, 9 and 11 will use the furthest door.
- Pupils in the canteen should be either lined up or sat down. Food and drink should only be consumed in the canteen and not taken outside.

- Pupils will be expected to line up respectfully and wait to be served, there should be no pushing into queues.
- Both sides of the canteen will be supported by staff to ensure all pupils are served in good time.
- Pupils will be responsible for putting rubbish in the bins provided and ensuring the area that they are seated in is left clean and tidy.
- Pupils in the main yard will be allowed to play and socialize healthily but should not engage in any activity that might cause injury to themselves or others.
- The end of break and lunch will be signaled by a whistle, and pupils will need to make their way to their lessons.

Toilets: keep it swift, keep it clean

- Pupils should plan not to use the toilet during lessons. Use the toilet before you leave home, before school starts, and before lessons during break or lunchtime.
- Pupils are expected to leave the toilets in good order and use the sanitary bins only for sanitary products.
- Be sure that pupils do trade their phones to go to the toilet.

Lateness

If your child is late, they will get a demerit resulting in home detention and they must complete lines from knowledge organisers at home. The parent/guardian will also get text home confirming the lateness.

Late Fixed Penalty Notices will be administered for those pupils who are persistently late.