



Newfield School

Consistent Discipline Model Policy (Amended Policy for September 2020 Re-Opening)

Date ratified:	
Updated:	15 July 2020
Governors/Committee Meeting:	
Signature of Chair:	
Date for review:	December 2020



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When reading this policy, please note that the Headteacher's decision is final, alongside any staff member with delegated responsibilities. The Consistent Discipline Model Policy is to be read alongside the Rewards Policy and Exclusion Policy.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Applying high expectations of behaviour in our school for all students promotes equality and a safe learning environment.

Consistent Discipline Model (CDM) Policy

Newfield School Values

At Newfield School we passionately believe that achievement leads to opportunity and choice. Our school values underpin all we do and are as follows;

- We are high performing because we are curious and have a thirst for knowledge
- We are considerate and value our community
- We succeed through commitment and relentless ambition

Amended Policy Aims

To describe the processes and systems within the school which promote, encourage and reward good behaviour and enable disruptive behaviour to be dealt with consistently and effectively.

Introduction

This document sets out the framework of the Newfield School approach to encouraging good behaviour during the Coronavirus Pandemic which enables young people to develop and thrive in a stimulating, well ordered and caring environment. Our framework is known as the Consistent Discipline Model (CDM). The Consistent Discipline Model should be successful in:

- i. Ensuring that all students, regardless of ability, age and gender are engaged in the process of praise, recognition and rewards;
- ii. Making the school a calm and purposeful learning environment in and around school, every day.
- iii. Supporting staff in the classroom. Ensuring that teachers can positively teach children who want to learn and who behave in a conducive way that promotes good progress. Furthermore, teachers should not have to suffer constant disruption;
- iv. Reducing staff work load both through increased efficiency and the effective use of the Student Planner;

Without doubt, the essential prerequisite for the CDM to be successful is a consistent commitment from all staff to operate within the agreed framework every day. It is one of our non-negotiable expectations of all staff. Therefore, it is given high priority and not an optional policy or framework.

All teachers in all curriculum areas must recognise praise and reward all students as a matter of agreed policy. TAs and non-teaching staff will also be expected to formally praise and challenge students whenever it is appropriate to do so.

Staff must have a thorough understanding of the CDM and operate within the Model for the use of sanction and reward. Sanction is not up for debate or negotiation

1. The Student Planner

The planner is a compulsory item and underpins the CDM. In short the Student Planner must be kept as if it were a best exercise book. The following rules apply in relation to the planner:

- No personalising of the Student Planner is allowed, including graffiti
- Pages must not be folded or removed.
- Do not place your planner in your blazer pocket
- A student should have their planner with them at all times

Each morning SLT and pastoral staff will meet and greet students at a designated student entrance. Upon arriving at the Student Entrance at the beginning of a school day students should have their reading book, Student Planner and equipment out and ready to begin their day of learning.

The Student Planner is provided free of charge by school at the start of the academic year. However, lost, damaged or defaced student planners (including those with graffiti, scribbles and inappropriate markings) will need to be immediately replaced at a cost of £5.00. Students will not return to mainstream learning until they have purchased a new planner. A new planner is purchased at the Attendance office.

We place great importance in the Student Planner as it underpins every aspect of a student's school day. It must be emphasised that forgetting the Student Planner is extremely serious. Each student has one chance to forget their planner within an academic year. If a student forgets their Student Planner a red daily Student Planner is issued for the day. At the end of the day the daily red Student Planner is collected in at the end of the day so rewards stamps and comments can be transferred the following day. On the second occasion and thereafter, the student will automatically serve a period of time in Isolation as determined by the Senior Leadership Team.

2. Equipment

Equipment is vital in supporting a child's learning and underpins the CDM. The following list below outlines the compulsory equipment a child needs;

- Pencil case
- Two black pens
- One purple pen (this will be provided by the school)
- Pencil
- Rubber
- Ruler
- Whiteboard, Whiteboard Pen and Whiteboard Rubber
- Calculator (this can be purchased through the school)
- Reading book (this can be borrowed from the school library)

Each morning we will check whether a student has the right equipment. It must be emphasised that forgetting equipment has a direct impact on the learning episodes that take place within the school day. Each student has one chance to forget their pencil case within an academic year. On the second occasion and thereafter, the student will automatically serve a one-day period of Isolation. New pencil cases can be purchased from Student Services for £1.10 (not including a calculator).

Equipment checks will take place on a half termly basis as the beginning of each half term during Tutor Time. The expectation is that all students are fully equipped every day to support the learning episodes that take place and no time is lost for learning.

3. Punctuality

Student punctuality is vital so that students can maximise the amount of learning that can take place within a school day. If a student is late to school the following will take place;

- a) If a student arrives after their allocated arrival time they go to Reception where a 'Late AM' sticker will be issued and the incident will be logged on SIMS.net by Student Services
- b) The student will serve a 30-minute detention the same day at lunchtime or after-school depending on the time of the offence

If a student is late to a lesson, they will receive a written comment in their Student Planner. Only acceptable late marks are for those students traveling on the school bus, which has arrived late.

4. In and Around School Behaviour

For any behaviour that contradicts the rules, a written comment is placed in the student planner. Some behaviours may be worth more than one comment, any changes will be shared with students. A comment may be issued in the Student Planner for the following offences;

- Student contact, late to lesson, loitering, chewing gum (confiscate as well as comment), energy drinks, sharing of drinks, lack of equipment, contravention of Health and Safety guidelines, student planner in blazer pocket, shouting on the corridor

This list is not exhaustive. No smoking is allowed under any circumstance on the school site, this also includes electric cigarettes (If a student is caught smoking they will be excluded for a fixed term period).

When a comment needs to be issued where possible planner is placed on a surface open on the correct date. The student will step away and then the comment is issued by staff using the flat

surface. Once the comment is issued the Student Planner is placed back on the surface by the member of staff who then steps away and the student can then collect their Student Planner.

In-lesson equipment protocol = If a student does not have the correct equipment the teacher issues comment and provides black pen. The student takes the planner to the teacher's desk for the comment to be issued – the same routine for an 'In and Around School Behaviour' issue of a comment will take place

Detention Process – If a student is issued with a fifth planner comment the member of staff issuing the comment reports this to Reception. The member of staff who is On-Call will then issue the student with a sticker and the student will serve the following sanction;

Sanction

- AM – Lunchtime Detention – Students taken from Dinner Hall to Isolation
- PM – After-School Detention – Students serve a 30-minute detention after school

5 Planner Comments in a week

Once a student receives their 5th comment the following will take place;

- c) On-Call is requested and the incident will be logged on SIMS.net by Student Services
- d) On-Call will place a sticker in the Student Planner
- e) This incident will incur 3 behaviour points

10 Planner Comments in a week

In the rare event that a student receives their 10th comment the following will take place;

- a) On-Call is requested and the incident will be logged on SIMS.net by Student Services
- b) The student will be booked into Isolation for one day and will serve the Isolation the next school day
- c) This incident will incur 4 behaviour points

15 Planner Comments in a week

In the extremely rare event that a student receives their 15th comment the following will take place;

- a) On-Call is requested and the student will be excluded for a fixed term period of time;
- b) The Deputy Headteacher with responsibility for Inclusion will complete the relevant paperwork;
- c) The Behaviour Manager will be responsible for parental contact
- d) The incident will be logged on SIMS.net by Student Services
- e) This incident will incur 5 behaviour points

Refusal to hand over Student Planner:

- This is considered defiance. Students have 10 seconds to make the right decision. If the student still refuses to comply the following will take place:
 - If a student refuses to hand over their planner 'On-Call' is requested
- The student will serve the following sanction;
- AM – The student will serve the rest of the school day in Isolation
 - PM – Student serves the rest of the afternoon in Isolation and a 30-minute detention
 - The planner is to be handed over to 'On-Call' so the original comment can be written.
 - This is logged on SIMS.net by Student Services
 - If the student refuses to hand over the planner to 'On-Call', they will be excluded for a fixed term period or equivalent sanction

Please note that during a child's journey to and from school they are representing the school and wearing the Newfield School uniform. Poor behaviour outside of school may lead to a sanction.

5. Classroom Rules

Ready to Learn

Students are to enter the classroom and stand behind their chair in silence and get out their planner and equipment and wait for the teacher. The teacher will instruct the class to sit, to signify the lesson has started.

The following rules and expectations apply to the classroom:

- Arrive on time, fully equipped and ready to work for each lesson
- Do as you are told by all staff – first time, every time
- Listen carefully when the teacher or another person is talking and adhere to the STAR routine
- Always try your best without disturbing others
- Stand in silence at the end of lessons until you are dismissed
- Always complete homework to the best of your ability and hand it in on time

Warning Protocol

During all lessons we have a 3-level system. Unacceptable behaviour includes all that is disrupting teaching and learning and/or producing sub-standard work. The teacher reserves the right to remove any student at any time from a lesson, who is deemed to be harming the education or welfare of others in the school community.

Our classroom routines of Ready to Learn, Ready to Leave, behaviour warnings, teaching and learning routines are explicitly communicated to students at Newfield School. During lessons all teachers pre-empt any off-task behaviour in lessons, so that 100% of pupils are on task for every task in every lesson. Teachers insist on one voice in the classroom for instructions, explanations and discussions, and silence for reading, writing and practice.

As soon as any *slouching, daydreaming, non-tracking or distracting* occurs, teachers swiftly use these pre-emptive reminders:

- 1. Silent non-verbal:** hand signal, eye contact, facial expression, shake head or sharp pause.
- 2. Unnamed:** *'We're tracking. Just waiting for 100%. We need one person ... and 100%.'*
- 3. Named:** *'Miles, we listen so we can learn. Thank you.'*

If these pre-emptive reminders are not followed the following protocol is used by everyone:

1 - First Warning - (in class intervention)

- The teacher writes the student's name on the board
- The student is explicitly told this is their first warning and the reason for the first warning
- The first warning should not be given as a blanket warning to the full class

2 - Final Warning - Student is given final reminder of expectations

- Where possible, the student moves seat to where the teacher decides
- The teacher places a tick against the student's name on the board and explicitly tells the student that this is their Final Warning
- This will be recorded on SIMS.net and will incur one behaviour point. Significant behaviour concerns should be recorded by the classroom teacher in the comments box

3 - 'On-Call'

- If problems persist, 'On-Call' is requested by phoning Reception
- The member of staff 'On-Call' takes the student to the Isolation Room where they write out our behaviour protocols/rules. This On-Call over-rides the Final Warning previously issued.
- The data for the On-Call will be logged on SIMS.net by the Student Services Team not the classroom teacher to reduce workload for classroom teachers. This overrides the previous final warning

The student will serve the following sanction;

- AM On-Call – Lunchtime Detention
- PM On-Call – Student serves the rest of the afternoon in Isolation and a 30-minute detention

In the event of a missed detention the following would take place;

- Missed 30-minute detention = 60-minute Senior Leadership Team detention
- Missed 60-minute detention = 120-minute Headteacher Detention

Ready to Leave

Once students have tidied away their equipment and Student Planner they are to stand behind their chair in silence. This protocol should take approximately 10 seconds. The teacher will then dismiss

the class one row at a time in an orderly fashion. The Ready to Leave protocol is to be administered for all classroom-based lessons. For ICT lessons students wipe equipment and then place the keyboards and mice on the base unit.

6. Defiance

Defiance will not be tolerated at Newfield School inside or outside of the classroom. Students are expected to do as they are asked first time every time. Any student that is defiant, after having 10 seconds to make the right choice, is isolated for a fixed period. In extreme cases or where a trend of persistent defiance is evidenced, a student will be excluded for a fixed period.

The student will serve the following sanction;

- AM – The student will serve the rest of the school day in Isolation
- PM – Student serves the rest of the afternoon in Isolation and a 30-minute detention

7. Other Rules and Expectations

Out of the lesson protocol:

On the rare occasion that a student must leave the classroom during lesson time they must have the following with them at all times:

1. A teacher toilet pass which is to be re-cycled upon re-entry to the classroom in the appropriate recycling bin

If a student breaches the above, a comment is to be written in the Student Planner. The student will also be returned to their lesson.

Mobile Phones and Other Electronic Devices

- Phones and similar electronic devices are not to be used at school. They should be switched off and out of sight whilst in the school building.
- Phones and other electronic devices that are seen will be immediately confiscated.
- Ear phones should also not be used in the building and should be kept out of sight. They will also be confiscated if seen. Mobile phones will be placed in a paper envelope by the student and this will then be stored in Reception ready for collection.

Food

- Eating – break and lunchtime – is not allowed on the corridors/break-out areas
- The only places where eating is allowed is in the dining room and Hall (Hall corridor during exams)
- Food items not in line with our policy will be confiscated and not returned to students

Confiscated Items

Confiscated items must be collected by parents from the school reception. The school reception is open at 8am and closes at 4pm, daily.

During investigations students are to be located in Offices only and the investigation must be completed within 1 hour so sanction can be issued in a timely manner. Discussions around what constitutes a day of Isolation sanction will take place on a case by case basis with the Deputy Headteacher.

8. Behaviour Points Based Policy

We operate a point based system. All behaviour incidents are recorded. Each behaviour is attributed a number of points. The scale we operate is on a tariff of 1-5 points per behaviour. The more severe the behaviour the higher the allocated point. All points are recorded on our SIMS.net database. The points are cumulative and add up to provide a picture of a student's behaviour throughout the academic year. Appropriate interventions will be implemented to support students.

The tariff we operate within is subject to change and may be modified throughout the year to meet the needs of the school. We have very well defined trigger points for intervention with students during an academic year. The following 'lines in the sand' are clearly set:

When a student gets to:

40 Behaviour Points – Parent Meeting

At 40 behavioural points a formal meeting occurs in school. The parent and the student must attend a disciplinary meeting. The meeting is conducted by the Head of Lower School or Head of Upper School with support from the Senior Leadership Team. At the meeting an action plan is agreed to support the student in re-joining the road to success but it is made very clear that further instances of poor behaviour will not be tolerated. The student, parent and member of staff sign the agreed action plan.

70 Behaviour Points – Assistant Headteacher Formal Warning

At 70 behavioural points a formal meeting occurs in school. The parent and the student must attend a disciplinary meeting. A formal warning is issued to the student. The meeting is conducted by an Assistant Headteacher. Previous interventions will be reviewed and if necessary, a new action plan will be agreed to support the student. The student, parent and Assistant Headteacher sign a formal warning contract. At the meeting it is made very clear that this is a formal warning and further instances of poor behaviour may result in exclusion.

100 Behaviour Points – Deputy Headteacher Formal Warning

At 100 behavioural points a formal meeting occurs in school. The parent and the student must attend a disciplinary meeting. A formal warning is issued to the student. The meeting is conducted by the Deputy Headteacher. Previous interventions will be reviewed and if necessary, a new action plan will be agreed to support the student. The student, parent and Deputy Headteacher sign a formal warning contract. At the meeting it is made very clear that this is a formal warning and further instances of poor behaviour may result in permanent exclusion.

120 Behaviour Points – Final Formal Warning

At 120 behavioural points a Final Formal Warning meeting occurs in school. The parent and the student must attend a disciplinary meeting. A final formal warning is issued to the student. The meeting is conducted by the Headteacher in the presence of a School Governor. The facts and context are shared with the Governor. The student, parent and Headteacher sign a final formal warning contract. At the meeting it is made very clear that this is a final formal warning and further instances of poor behaviour may result in permanent exclusion.

150 Behaviour Points – Permanent Exclusion Decision

At 150 behavioural points the Headteacher and Chief Executive Officer meet to discuss the permanent exclusion of a student. A decision is made, taking into account the following:

- The student's previous record;
- The threat to the health, safety and welfare of those in the school community;
- The effect on other students in relation to their learning entitlement;
- The threat to the school standards and behaviour;
- The detriment the incident has had on the school's reputation;
- The precedents – how other students have been treated in similar cases (when appropriate).

We reserve the right to permanently exclude any student at any point for persistently breaches of the School Behaviour Policy. We will permanently exclude any student where allowing them to remain in school would seriously harm the education or welfare of the student or others in the school community. We also reserve the right to issue a Formal or Final Formal Warning at any point. Equally, 'one off' incidents can lead to permanent exclusion as set out in our Exclusion Policy.

At the beginning of each academic year, a student will start at 0 points. However, previous behaviour history is recorded and monitored.

5th Ever Exclusion - Headteacher Meeting:

To ensure previous poor behaviour is not ignored, when a student receives their 5th ever exclusion for a fixed term period, a meeting between the Headteacher and Deputy Headteacher is conducted.

At the meeting the Headteacher and Deputy Headteacher consider the permanent exclusion of the student, using the criteria set out above (see 150 behaviour points). The context of the exclusions

and the time frame that they have occurred will also be taken into consideration, in line with the school exclusion policy.

See Appendix C - Behaviour tariff

9. Isolation

Isolation is a serious sanction. Registration takes place with a senior member of staff. The Isolation Room is staffed by a Head of Year and members of the Leadership Team. Break and lunch time will be taken in the Isolation room and at no point will the isolated student be allowed to socialise with other students. All students who are placed in Isolation, must bring their books and equipment for that day.

There is a bank of work in the room which covers all areas of the curriculum taught in each subject area. Curriculum Leaders must ensure the work in Isolation is purposeful and follows the sequence of the curriculum.

In addition to the classroom rules, students are not allowed to communicate with other students and must put their hand up to communicate with the adult supervising. The warning protocols within Isolation are the same as the warning protocols in classrooms, however, Isolation is treated as one lesson.

A senior member of staff will check students are equipped, in the correct uniform and are ready to start their day in Isolation. Supervision at break and lunch will be assigned by the Deputy Headteacher with responsibility for Inclusion. Students are expected to demonstrate high standards and commitment throughout their time in Isolation.

On the rare occasion a student is involved in a crucial event or examination whilst in isolation, the Headteacher will make a decision on whether the isolated period should be re-arranged.

If a student in Isolation is removed by 'On- Call' following a final warning, this will lead to an exclusion. On the student's return, they must repeat Isolation satisfactorily before they are able to return to mainstream lessons.

10. Fixed Term and Permanent Exclusion

See Exclusion Policy

'On-Call' Protocol

On-Call is designed to provide school-wide support, to ensure good learning and therefore good progress takes place every lesson.

Staff 'On-Call':

- Collect On-Call folder from Reception
- If you do not have a radio, collect a radio from Reception
- The whole lesson is an active duty, in which the 'On-Call' person is not in their office. Every lesson should be visited by the 'On-Call' teacher.

Requesting On-Call

- Either ring 528, 527 or 500, this will put you in contact with reception.
- If you have no phone in your room, send a responsible student to reception.

Protocol:

- Reception radio 'On-Call', and provide the details of the student removal.
- 'On-Call' arrive at the lesson and take the student waiting outside the classroom to Isolation where the student is to copy out the school expectations.
- The teacher is always supported and the student is removed. No negotiation of return to lesson takes place.
- The student returns to their next lesson.

Administrative points:

- Behaviour is recorded on SIMS.net by the Student Services Team
- If a student receives 2 'On-Calls' on the same day, they will be immediately isolated for the equivalent of a full school day.
- The Headteacher must be made aware immediately if a student receives 2 'On-Calls' on the same day.
- The Deputy Headteacher completes the relevant paperwork for any exclusion.

The Assistant Headteacher with responsibility for curriculum design, staffing and timetable is responsible for creating an adequate 'On-Call' rota.

Detention Protocols

On the rare occasion a student is involved in a crucial event or examination whilst in detention, the Headteacher will make a decision on whether the detention period should be rearranged.

The level of commitment displayed by a student in 'Detention' will be monitored by the member of staff facilitating the detention. Full commitment is expected. If a student has not worked to the required standard, they will repeat the detention.

All SIMS.net entries for when homework is not submitted by the teacher deadline or completed to the expected standard, need to be completed as soon as possible on the day of the incident.

Appendix B

Behaviour Tariff

The tariff we operate within is subject to change and may be modified throughout the year, to meet the needs of the school. All changes will be shared with students and staff.

TYPES	POINTS	ACTION	TICK
Final Warning in a Lesson	1	Student apologised to staff/adult	
Low level bullying	2	Mobile phone confiscated	
Low level homophobic incident	2	Verbal warning given	
General computer related inappropriate behaviour	2	Staff Detention – Social Time	
Being with smoker	2	Detention – 30 minute SLT Detention	
Behaviour led to ON-CALL from a Lesson	3	Detention – 60 minute SLT Detention	
Behaviour ON-CALL not in a Lesson	3	Detention – 120 minute Headteacher Detention	
Smoking (Fixed Term Exclusion)	3	Detention – Other Reason	
5 Planner Comments	3	Mediation between students	
10 Planner Comments	4	Loss of social time	
Defiance/insolence	4	Letter home to parents/carers	
Truancy	4	Phone call home to parents/carers	
Aggressive or threatening behaviour	4	Subject letter home to parents/carers	
Exam misdemeanour	4	Subject phone call home to parents/carers	
No planner – 2 nd Offence	4	External agency or person involved/meeting	
Failure to comply with Isolation rules	5	Individual Action Plan (Including IEP, PSP etc)	
Racial Incident	5	Police involved/meeting	
Unfounded allegations made against staff	5	Student tracking and interventions implemented	
Serious bullying-persistent/deliberate	5	Director of Key Stage Observation	
Serious homophobic incident – persistent/deliberate	5	Isolation	
Serious confrontation with staff	5	Meeting with parent/carer	
Dangerous behaviour (H&S Issue)	5	Failed Re-Admission Meeting	
Physical violence/serious fight	5	Fixed Term Exclusion – 0.5 day	
Theft	5	Fixed Term Exclusion - 1 day	
Social media misuse to cause offence	5	Fixed Term Exclusion - 2 days	
Extreme refusal to follow instructions	5	Fixed Term Exclusion - 3 days	
Extreme Verbal abuse towards a member of staff	5	Fixed Term Exclusion - 4 days	
Extreme Verbal abuse to another student	5	Fixed Term Exclusion - 5 days	
Serious/deliberate vandalism or damage	5	40 Behaviour Points Parent Meeting	
Drug/alcohol related incident	5	70 Behaviour Points SLT Formal Warning	
Weapon related incident	5	100 Behaviour Points DHT Formal Warning	
Sexual Misconduct	5	120 Behaviour Points HT Final Formal Warning Meeting	
15 Planner Comments	5	Managed Move	
		6 Week Step Out	
		Target Zero	

Newfield School Uniform

As an ambassador for our school, students should be easily identified both in school and in the community as from Newfield. To provide an appropriate image, the school expects students to look smart and business-like at all times. The school uniform expectations are as follows;

Newfield School Uniform

Burgundy blazer with school logo

Black polo shirt with school logo

Optional black knitted pullover or cardigan with school logo

This may be worn under the blazer if required for extra warmth

Black Tailored Trousers or Black Skirt

- Trousers must be tailored, straight legged and full length;
- Trousers should not be tight fitting or a skinny style;
- Trousers should not be jeans, jeggings, leggings, chinos, leather or tracksuit bottoms.
- Skirts should finish at or below the knee. Lycra or tight-fitting skirts are not permitted
- Tights if worn should be plain, flesh-coloured or black

Plain Black Leather Shoes

- All footwear must be plain black
- All shoes must be plain black leather shoes (not trainers) with flat soles – high heeled shoes are unsuitable for our school site
- Plain black leather shoes must be completely black without any other colour trim or coloured logo
- This means logos, tongues and any visible sole must be plain black
- Reflective markings are not allowed
- Laces must be plain black
- No boots, high tops, ballet pump type shoes or plimsoles, canvas, sandals or open top types shoes are allowed

These expectations are in place for the entire year, even in the winter months. In case of bad weather, students are welcome to bring a change of shoes to make the journey to and from school easier but will be expected to be in appropriate shoes during the school day.

Headscarves worn for cultural reasons should be plain black.

Headbands are allowed to be worn but must be plain with no additional adornment (s).

Headbands that draw undue attention to a student are not permitted.

School uniform and PE kit can be purchased through our supplier - Pinders

There are three ways to purchase uniform items.

1. Online, with delivery to home or school
2. By an order form that can be left at school – the order will be sent to school for collection by the student
3. Directly at Pinders' retail outlet at Crystal Peaks, where students can try on different sizes.

All school uniform items should be clearly labelled with the student's name.

Only Newfield uniform items may be worn in the building. Blazers should be worn as the 'outer layer', but may be removed and put on the back of a chair (or on a peg in labs and workshops) during lessons, when permitted by the teacher. Coats should not be worn inside the school building. Lockers are available for the storage of coats and other items. Any student wearing additional non-

uniform items will be required to remove them and may be required to hand them over until the end of the day when they can be collected.

Specific Blazer Rules:

- Blazers must be worn at all times on corridors
- Blazers can be removed in lessons with the permission of the teacher
- Blazers must be worn as students leave the classroom

PERSONAL APPEARANCE

Hair

Hairstyles and colour must be appropriate for school. Extreme colours and/or hairstyles for example unnatural colours or shaved lines and patterns, or any style that brings undue attention to the student (as determined by the school) are not permitted. Students who arrive at school with inappropriate hair colour will be required to go to isolation. Students will return to mainstream lessons once the situation is rectified.

Make-up

Make-up, if worn, should be discreet and appropriate for school.

Nails should be of an appropriate length and shape. No false nails are permitted.

Jewellery

Excessive jewellery is not suitable for school and can be dangerous.

Accessories that may be worn are one pair of ear studs, one small, discreet nose stud, one flat ring and a discreet necklace. No other body piercings, including facial studs (eg. lips, tongue, and eyebrow) or jewellery, including bracelets of any type (except watches) are permitted. **All** jewellery **must** be removed for PE. The school reserves the right to ask students to remove any accessories which are deemed inappropriate.

OTHER ACCESSORIES

Fashion accessories e.g. hats, caps, scarves, ornamental hairbands, ornamental belts and other 'non-school' knitwear are not permitted.

Mobile phones must be switched off and out of sight throughout the school day and **earphones** should be out of sight in the building.

Each individual student must accept responsibility for their own personal possessions and equipment whilst on the school site. Students should avoid bringing valuable items into school and we will not be held responsible for any item of uniform or equipment lost or stolen in school.

Compliance with uniform requirements

'Permission notes' from parents will not be accepted, as we will provide temporary loans if necessary. However, if a student chooses not to follow all parts of the uniform and personal appearance requirements, including refusal to loan uniform, the school will take action in line with the Consistent Discipline Model and Exclusion Policy. In the case of jewellery, caps, hooded tops, misuse of mobile phones, iPods etc. these will be confiscated. Confiscated items must be collected by parents from the school reception. The school reception is open at 8am and closes at 4pm daily.