




Newfield School

Consistent Discipline Model Policy

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Consistent Discipline Model (CDM) Policy Contents Page

Page Number	Content
3	Newfield School Values
3	Policy Aims and Introduction
3	The Student Planner
4	Equipment
4	Punctuality
5	Tutor Time and the Role of the Form Tutor
5	Rules In and Around School
7	Classroom Rules
9	Defiance and the One-Minute Rule
9	Equality and Protected Characteristics
9	Other Rules and Expectations
10	Behaviour Points Based Policy
11	Isolation
12	Internal Seclusion
12	Fixed Term Suspension and Permanent Exclusion
13	Appendix A - On-Call Protocol
14	Appendix B - After-School Detention Protocol
15	Appendix C - Behaviour Tariff
16	Appendix D - Working Collaboratively with Other Schools
17	Appendix E – Search and Confiscation Guidance
18	Appendix F - Newfield School Uniform

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

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 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 workload both through increased efficiency and the effective use of the Student Planner.

Without doubt for the CDM to be successful a consistent commitment from all staff to operate within the agreed framework every day is essential. It is a non-negotiable expectation of all staff and therefore, it is given high priority and not an optional policy or framework. All teaching staff, teaching Assistants and non-teaching staff in all curriculum areas must recognise praise and reward all students as a matter of agreed policy. Staff must have a thorough understanding of the CDM and operate within the Model for the use of sanction and reward. All behaviour incidents are investigated thoroughly and sanctioned accordingly. Sanction is not up for debate or negotiation. The Deputy Headteacher with responsibility for Inclusion is responsible for ensuring appropriate sanctions are implemented.

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 the Student Planner in a blazer pocket;
- A student should have their Student Planner with them at all times other than a toilet break.

Each morning SLT and pastoral staff will meet and greet students at the Lower School or Upper School student entrance. Upon arriving at the Student Entrance at the beginning of a school day students should have their Student Planner and equipment out and ready to begin their day of learning. Students carry their Student Planner and pencil case between lessons.

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 Student Services. If a Student Planner page is missing from a Student Planner without good reason this will lead to a 60-minute same day detention.

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. The following sanctions are issued if a student does not have their Student Planner;

- 1st Offence - Temporary One Day Red Student Planner Issued
- 2nd Offence - Temporary One Day Red Student Planner Issued and 30-minute SLT Detention issued
- 3rd Offence - Temporary One Day Red Student Planner Issued and 60-minute SLT Detention issued
- 4th Offence - Temporary One Day Red Student Planner Issued and time in the Reflection Room until a new Student Planner is purchased

If a temporary one-day red Student Planner is issued, students are expected to hand this into Student Services at the end of the day so rewards stamps and comments can be transferred the following day. Failure to do so will lead to an additional comment the next school day.

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
- Ruler
- Calculator (this can be purchased through the school)

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. The following sanctions are issued if a student does not have their equipment;

- 1st Offence – Temporary Equipment Issued
- 2nd Offence - Temporary Equipment Issued and 30-minute SLT Detention Issued
- 3rd Offence – Temporary equipment Issued and 60-minute SLT Detention Issued
- 4th Offence - Temporary equipment Issued and time in the Reflection Room until the student is equipped in line with school's expectations outlined above

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. If a student arrives without the correct equipment to a lesson the teacher will issue a correction that reads 'Be Equipped'. This would only occur once in a day and it is the students responsibility to rectify the lack of equipment.

Students should carry their Student Planner and Pencil Case by hand if they are moving to Tutor Time or a lesson and should not leave their belongings in a lesson for a double period. If a student is not carrying their equipment they are issued with a 'Be prepared' correction.

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 8:30am a blue 'Late AM' sticker will be issued and the incident will be logged on SIMS.net by Student Services

- b) The student will serve a 25-minute detention the same day at lunchtime or after-school depending on the time of the offence
 - c) In the event of a student being late three times in a week this would lead to a 60-minute Senior Leadership Team detention after-school on the same day as the offence
- Only acceptable late marks are for those students traveling on the school bus, which has arrived late.

If a student is late to a lesson, they will receive a written correction in their Student Planner. If a student truants a lesson in-school, they will be issued with a same-day 60-minute detention. If a student truants and leaves the school site, they will be issued with a 120-minute Headteacher detention. If a student is late to a Period 5 lesson this will lead to an automatic same-day after school 25 minute detention.

4. Tutor Time and the Role of the Form Tutor

The Ready to Learn Routine should take place at the beginning of Tutor Time. Please see section 6 for details of the Ready to Learn Routine. Students use tutor time to participate in independent study, this may include private reading and revision. Private reading boxes are provided; however, tutors are to liaise with the library for updating resources. Students should bring their own reading book to school every day.

Students should not be engaged in joint study or collaboration with other students during this time, unless directed to do so. Normal classroom protocols and rules apply (see section 4).

The role of the Form Tutor is to ensure students are ready to learn. The tutor is responsible for inputting positive rewards into SIMS.net from the previous week. The tutor will see all students with their Student Planner to input the learning stamps gained. The tutor will also check the behaviour points acquired.

The tutor must ensure students have their Student Planner, correct uniform and equipment. Therefore, they must check each student, every day. If a student arrives at tutor time without their planner, pen or correct uniform the following procedures will be followed:

1. The student is sent with a red 'Not Ready to Learn' Pass and the yellow teacher lanyard to Student Services to rectify the situation;
2. An appropriate behaviour incident is entered onto SIMS.net by the Student Services Team;
3. The student returns to Tutor Time when ready to learn. Non-return must be logged with On-Call;
4. A text will be sent home informing parents of any planner or uniform violation;
5. If a student is not wearing the correct uniform school will offer correct uniform items;
6. If a student refuses to wear any uniform provided they will be isolated. If school does not have uniform for a student to wear they will be isolated until the situation is rectified. Persistent offenders or extreme defiance will lead to suspension. Parents will be informed.

We operate a stationary shop to ensure that students can purchase any items they need, so they are ready to learn. The stationery shop is open 7.30am until 8.25am, break time and lunchtime, daily.

See Appendix E - School Uniform

5. Rules In and Around School

The following rules apply throughout the school day, including before and after school whilst the student is on school site:

- Be polite and show respect for other people
- Do as you are told by all staff – first time, every time, no excuses
- Wear your school uniform correctly at all times
- This is your school, look after it. Look after property and put all litter in bins
- Eat in the Dining Room and/or Performance Hall at the right time
- Walk around the school sensibly and quietly, and keep to the left

- Mobile phones and other electronic devices including earphones are switched off and out of sight
- Use the designated footpaths and walkways
- Promptly go to the location you are supposed to be
- When school closes; no pupil should be on site without staff permission

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

- Loitering / Slow timing
- Chewing gum
- Energy/isotonic or fizzy drinks
- Lack of equipment
- Walking on the wrong side of the corridor
- Poor behaviour on the corridor
- Incorrect uniform – sleeves rolled up, non-uniform items being worn, incorrect uniform before a student leaves the school site
- Student Planner in blazer pocket

This list is not exhaustive. Corrections that will be issued are as follows to support consistency across the school and outline to students the behaviours that support being an exceptional student;

- Be on time
- Be equipped
- Be smart in your appearance
- Be considerate
- Use positive language
- Be respectful to the environment
- Be safe

No smoking is allowed under any circumstance on the school site, this also includes electric cigarettes. If a student is caught in possession of smoking paraphernalia, they will be issued with a Headteacher detention for two hours. If a student is repeatedly caught with smoking paraphernalia, this could lead to a suspension. Any student caught smoking will be isolated until 1:45pm and then complete Internal Seclusion from 1:45pm until 3:45pm. Repeat offences could lead to suspension.

Water pistols are not permitted in school because they lead to conflict and incidents which is not part of our culture and goes against our school value of being kind and considerate. The following sanctions will apply to water pistols and throwing water;

- a) Water pistol brought into school – Water pistol confiscated, thrown away, comment issued;
- b) If students caught firing a water pistol or throwing water around – 30 minute detention issued;
- c) Repeat offenders could incur increased sanctions.

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 Planner Corrections in a week

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

- a) On-Call is requested and the incident will be logged on SIMS.net by Student Services
- b) On-Call will place a red detention sticker in the Student Planner
- c) The student will serve a 30-minute detention the same day at either lunchtime or after-school depending on the time of the offence
- d) This incident will incur 2 behaviour points

10 Planner Corrections in a week

In the rare event that a student receives their 10th correction 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 3 behaviour points

15 Planner Corrections in a week

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

- a) On-Call is requested and the student will be suspended 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 4 behaviour points

Refusal to hand over Student Planner:

- This is considered defiance. Students have 1 minute to make the right decision and the one-minute rule will be used (see Section 7) . 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 is immediately isolated for the equivalent of a school day. The planner is to be handed over to 'On-Call' so the original correction 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 suspended for a fixed term period or equivalent sanction

6. Classroom Rules

When a particular misdemeanour takes place an identified sanction or range of protocols must follow. The protocol is not open to negotiation or debate. This is the key area of consistency and ensures high standards.

Ready to Learn Routine

Students are to enter the classroom and stand behind their chair in silence and get out their Student Planner and equipment. The Student Planner should be opened at the correct date. This should take approximately 10 seconds. The teacher will instruct the class to sit, to signify the lesson has started.

The Ready to Learn routine is to be administered for all classroom-based lessons. If students arrive after the Ready to Learn routine, they should be issued with a late comment in their Student Planner if this has not already taken place before the student has arrived to the lesson.

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
- Exceptional personal conduct is expected and students should be paying attention at all times and sitting correctly
- Always try your best without disturbing others
- 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 warning 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

- 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 or sending a sensible student to Reception;
- The member of staff 'On-Call' takes the student to the Reflection 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 a 25-minute detention the same day at either lunchtime or after-school depending on the time of the offence.

It is the student's responsibility to attend their detention. In the event of a missed detention the following would take place;

- Missed 25-minute detention = A sticker will be placed in the student's planner that signifies that a same-day 60-minute Senior Leadership Team Detention has been issued;
- Students will be collected by senior members of staff and the pastoral team for their 60-minute detention;
- Missed 60-minute detention = Students will be Isolated for the next full school day until 3:45pm;
- Failure to complete the full day Isolation period until 3:45pm will lead to a Headteacher detention for 2 hours

See Appendix B – After School Detention Protocol

It should be noted that if a student has a double period this is classed as one learning episode. For instances of extreme behaviour, the Senior Leadership Team reserve 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.

Ready to Leave Routine

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 routine is to be administered for all classroom-based lessons.

Homework

If homework is not submitted by the teacher deadline or completed to the expected standard the following will take place;

- The incident will be logged by the teacher on SIMS.net;
- The teacher will place a yellow sticker in the Student Planner which will read 'Homework Detention';
- The student will serve a 25-minute Senior Leadership Team detention the same day at either lunchtime or after-school depending on the time of the offence.

Staff are to make sure the homework has been set through Edulink correctly and the child was in school on the set date and completion date before giving the sanction.

Key Related Rules:

- If a student obtains 2 'On-Calls' in a day the student will be immediately isolated for the equivalent of a full school day;
- If a student fails in the Reflection Room they will be sanctioned with one of the options available to Newfield School that includes suspension, Compass, an Off-Site Direction or a Managed Move. **See Appendix D - Working Collaboratively with Other Schools;**
- If a student fails the Reflection Room and is suspended for a fixed term period, they must repeat the failed day in the Reflection Room successfully, before returning to mainstream lessons;
- The Reflection Room has the same rules as in classrooms, although there is no communication with other students, and this includes break time and lunchtime.

By 3pm all behaviour incidents should be entered on SIMS.net. If it is an urgent incident please see the appropriate Head of Year as soon as possible.

See Appendix A - 'On-Call Protocol'

See Appendix D - Working Collaboratively with Other Schools

7. Defiance and the One-Minute Rule

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. In the event that a student refuses to follow an instruction from a member of staff the 'One Minute Rule' should be used. The 'One Minute Rule' is as follows;

- a) Staff member clearly outlines the controlled choices and potential consequences for the student in as few words as possible ensuring positive language is used
- b) Staff member steps away and gives the student one minute to consider what decision they want to make. The staff member should not engage with the student during this period to ensure they have the time to think.
- c) After the minute has passed the staff member will ask the student what they are going to choose from the options presented and support/take action as necessary

Where a reasonable adjustment is necessary a change of adult will be used. Any student that is defiant, after having had the one-minute rule used by staff to make the right choice, is isolated until 3:15pm if the offence occurs before 12:05pm and 3:45pm if the offence occurs after 12:05pm. In extreme cases or where a trend of persistent defiance is evidenced, a student may be suspended for a fixed period.

8. Equality and Protected Characteristics

We are considerate and value our community and our values are built on mutual trust and respect for all, regardless of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. Our behaviour policy reflects this and this supports all protected

characteristics set out in the Equalities Duty of 2010. Our behaviour policy is based on the principles of fairness, positivity, kindness and empathy.

When an incident occurs against the principles of equality of protected characteristics, as with any behaviour incident, an investigation will take place and the following sanctions may be issued;

- Offensive comment (non-targeted use of a derogatory term) = 1-hour detention
- Targeted abusive comment (Deliberate, towards a person or group or used publicly) = Internal Seclusion from 1:45pm until 4pm where intervention work will take place with a senior member of staff.
- Extreme targeted abusive comments = Suspension
- When a repeat offence occurs that is deliberate and towards a person or group or used publicly this may lead to a suspension

9. 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:

- Teacher Lanyard
- Blazer, which must be worn

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

Mobile Phones and Other Electronic Devices

The policy on mobile phones is very simple; mobile phones should not be used at any time during the school day both in the building and outside. We appreciate that parents and carers want to be able to keep in contact with their children before and after school. Our policy still allows students to bring phones to school, but they must be switched off and out of sight throughout the school day.

If a parent needs to contact their child urgently then it is possible to do so by ringing school and if a child needs to speak with their parent or carer, school will arrange for this to happen.

Phones that are heard or seen being used will be confiscated. The phone will only be returned to a parent or carer who makes arrangements to collect it. These measures are in place for the following reasons:

- The use of phones disrupts lessons and detracts from learning;
- There is an increasing trend of cyber bullying during the school day, through the use of messaging and social networking. This has a disruptive effect both within and outside lessons and is unacceptable;
- If students have their mobile phones out and earpieces in when moving between lessons, this slows them down and can result in confrontation when they are challenged to follow expectations.

Too often mobile phones cause problems and these mobile phone rules help us to maintain a strong learning community. Students are told about this policy and the reasons for these rules.

Food and Drink

- Eating – break and lunchtime – is not allowed on corridors or in classrooms;
- The only places where eating is allowed is in the Dining Room and Performance Hall (Hall corridor during Examination Periods);
- Food and drink 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 7:30am and closes at 3:30pm, daily.

10. 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:

30 Behaviour Points – Parent Meeting

At 30 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.

80 Behaviour Points – Assistant Headteacher Formal Warning

At 80 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 suspension.

120 Behaviour Points – Deputy Headteacher Formal Warning

At 120 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.

160 Behaviour Points – Final Formal Warning

At 160 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.

200 Behaviour Points – Permanent Exclusion Decision

At 200 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 persistent 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 suspension 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 200 behaviour points). The context of the suspensions 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

10. The Reflection Room

The Reflection Room is a serious sanction. Registration takes place with a senior member of staff. The Reflection Room is staffed by a Head of Year and members of the Leadership Team. Break and lunch time will be taken in the Reflection Room and at no point will the isolated student be allowed to socialise with other students. All students who are placed in the Reflection Room, 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 the Reflection Room 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 the Reflection Room are the same as the warning protocols in classrooms, however, time spent in the Reflection Room is treated as one lesson (please refer to section 4).

The school day commences at 8:50am and finishes at 3.15pm/3:45pm for those students in the Reflection Room. 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 the Reflection Room.

On the rare occasion a student is involved in a crucial event or examination whilst in the Reflection Room, the Headteacher will decide on whether the Reflection Room period should be re-arranged. If a student in the Reflection Room is removed by 'On- Call' following a final warning, this will lead to a suspension, Internal Seclusion, Off-Site Direction or a Manage Move. On the student's return, they must repeat their Reflection Room period satisfactorily before they are able to return to mainstream lessons.

11. Internal Seclusion

Internal seclusion is a serious sanction. Following an investigation into an incident if an incident is sanctioned with Internal Seclusion registration takes place at a set time with the Behaviour Manager or a senior member of staff. Internal Seclusion may be used as an alternative to suspension following analysis of a student's behaviour record and the effectiveness of suspension. It is the responsibility

of the Deputy Headteacher with responsibility for Inclusion to ensure behaviour incidents are sanctioned appropriately.

At no point will the isolated student be allowed to socialise with other students. All students who are placed in Internal Seclusion will complete work for their timetabled lessons. areas of the curriculum taught in each subject area. As well as completing curriculum work an intervention will take place in relation to the behaviour type that led to the sanction of Internal Seclusion.

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 Internal Seclusion are the same as the warning protocols in classrooms, however, Internal Seclusion is treated as one lesson (please refer to section 4).

Students are expected to demonstrate high standards and commitment throughout their time in Internal Seclusion.

On the rare occasion a student is involved in a crucial event or examination whilst in Internal Seclusion, the Deputy Headteacher with responsibility for Inclusion will decide on whether the Internal Seclusion period should be re-arranged. If a student in Internal Seclusion is removed by 'On-Call' following a final warning, this will lead to a suspension. On the student's return, they must serve Isolation from 8:50am until 3:15pm/3:45pm satisfactorily before they are able to return to mainstream lessons.

12. Fixed Term Suspension 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 32888 and 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 suspension.

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

Detention Protocols and Persistent Disruptive Behaviour

Detentions

Here at Newfield School, we believe in high standards of discipline. This allows children to learn in a safe environment and teachers to teach to the best of their ability. Pupils will receive a detention if they do not maintain the high standards expected of them with regard to punctuality, homework, behaviour inside the classroom and behaviour outside of the classroom.

If students do not meet our high standards detentions are one method we use and during detention pupils may be directed to complete missed homework, practice spellings, receive key attendance and punctuality information or other corrective support to ensure they do not make the same mistakes. We want Newfield School students to be the best they can possibly be as we believe that 'Achievement Leads to Opportunity and Choice'. Discipline allows our students to flourish.

If a child receives a detention after school we will text home and it is vital that you please check your phones in the afternoon. The contact number provided has to be correct and we ask that parents please inform the school if your contact number changes. After-school detention takes place on the same day as the offence and this is non-negotiable.

Persistent Disruptive Behaviour

Persistent disruptive behaviour will not be tolerated at Newfield School. When students are persistently disruptive there is an escalation framework that will be operated. In the event that a student receives their 3rd behaviour incident sticker the following will take place;

- a) The member staff On-Call issuing the third red behaviour incident sticker stamps over the three red stickers;
- b) The incident will be logged on SIMS.net by Student Services;
- c) The student will serve a 1-hour Senior Leadership Team detention the same school day;
- d) This incident will incur the 3 behaviour points for the original incident but the sanction is the 1-hour Senior Leadership Team detention.

In the rare event that a student receives their 4th behaviour incident sticker the following will take place;

- a) The member staff On-Call issuing the fourth red behaviour incident sticker stamps over the fourth red sticker;
- b) The incident will be logged on SIMS.net by Student Services;
- c) The student will serve a 2-hour Headteacher detention the next available school day;
- d) This incident will incur the 3 behaviour points for the original incident but the sanction is the 2-hour Headteacher detention.

In the extremely rare event that a student receives their 5th behaviour incident sticker the following will take place;

- a) The member staff On-Call issuing the fifth red behaviour incident sticker stamps over the fifth red sticker;
- b) The incident will be logged on SIMS.net by Student Services;
- c) The student is taken to Isolation and discussion takes place between the Headteacher and members of the Inclusion team over the appropriate sanction. **(See appendix D)**

Detention Protocols

On the rare occasion a student is involved in a crucial event or examination whilst in detention, the Deputy 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.

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.

Incident Type	Number of Behaviour Points
Homework not Completed	0
1 Late in a Week	0
3 Lates in a Week	0
Did not attend detention	0
Final Warning in a Lesson	1
Low Level Inappropriate Behaviour	1
General computer related inappropriate behaviour	1
No Student Planner – 1 st Offence	0
No Student Planner – 2 nd Offence	1
No Student Planner – 3 rd Offence	2
Lack of Equipment – 1 st Offence	0
Lack of Equipment – 2 nd Offence	1
Lack of Equipment – 3 rd Offence	2
3 red stickers in week	3
4 red stickers in a week	3
5 red stickers in a week	3
Behaviour led to On-Call from a Lesson AM	2
Behaviour led to On-Call from a Lesson PM	2
Behaviour led to On-Call not from a Lesson AM	2
Behaviour led to On-Call not from a Lesson PM	2
5 Student Planner Comments	2
10 Student Planner Comments	3
15 Student Planner Comments	4
Defiance	3
Truancy – Student truants on-site during a lesson	3
Truancy – Student leaves school site	4
Aggressive or Threatening Behaviour	4
Exams Misdemeanour	4
Offensive behaviour towards a protected characteristic	4
Smoking (FTE)	0
Unfounded Allegations made against a member of staff	0
Serious Bullying – Persistent Deliberate	0
Serious Confrontation with Staff	0
Dangerous Behaviour (Health and Safety Issue)	0
Physical Violence / Serious Fight	0
Theft	0
Social Media Misuse to cause offence	0
Extreme refusal to follow instructions	0
Extreme verbal abuse towards a member of staff	0
Extreme verbal abuse towards another student	0
Persistent Disruptive Behaviour	0
Serious/Deliberate vandalism or damage	0
Drug / Alcohol related incident	0
Weapon Related Incident	0
Sexual Misconduct	0
Extreme abusive behaviour towards a protected characteristic	0

Protected Characteristics - Marriage and Civil Partnership, Race and Ethnicity, Disability, Religion and Belief, Age, Sexual Orientation, Sex / Gender, Gender Reassignment, Pregnancy and Maternity

Working Collaboratively with Other Schools

Newfield School works collaboratively with other schools within the city of Sheffield. There are a number of different strategies that can be used as a sanction for a behaviour incident that include;

Managed Move - formal transfer of a child from one school to another for a 12-week trial

Off-Site Direction – Off-site direction is when a governing board of a maintained school requires a pupil to attend another education setting to improve their behaviour. Whilst the legislation does not apply to academies, they can arrange off-site provision for such purposes under their general powers. Where interventions or targeted support have not been successful in improving a pupil's behaviour, off-site direction should be used to arrange time limited placements at an alternative provision or another mainstream school.

Compass Strategy – To develop an inter school partnership to develop inclusive approaches, improve student outcomes and behaviour

Strand 1 - In place across year groups **Y7-11**. Placements to last for an agreed time period of **2 weeks or less**. Student to be supervised in an appropriate pastoral space for the duration of the stay.

Strand 2 – Refresh - Extended offsite directive to be arranged alongside the delivery of the Refresh program by the host school. The offsite directive is for a length of **6 weeks**. If at the end of the 6 weeks there has been a significant positive on student there is the option to covert the offsite into a **Managed Move (shortened to 6 weeks)**.

Strand 3 – **Restart** - To reduce permanent exclusions across the network. To provide students with the opportunity to have a fresh start in a new school. In instances of a serious breach of a schools behaviour standards which would be a permanent exclusion offence.

All the above strategies can only take place when both the current school and the proposed school agree to it. Crucially any strategy must also have the agreement of the parent and the child. A Managed Move, Step Out or Compass can be used as one of the strategies to avoid a permanent exclusion and is intended to be supportive.

A parent must **never** feel pressured into a one of these strategies under a threat of permanent exclusion. One of these strategies may be set up if your child is at risk of suspension, permanent exclusion or is struggling at their current school. The Headteacher could suggest one of these strategies where other all other intervention strategies have failed.

Search and Confiscation Guidance

As part of Newfield Schools commitment to keeping children and other stakeholders safe Search and Confiscation is undertaken in line with the DfE guidance as contained within *Searching, Screening and Confiscation: Advice for Schools* (July 2022). Reasonable grounds for a search will be established and communicated to the student.

Staff can search a student's outer clothing, pockets, possessions, and lockers. Senior staff at Newfield School will search a student and their belongings if there is reason to suspect the student has prohibited items. Such items include:

- Weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers and vapes
- Fireworks
- Pornographic images or inappropriate images
- Any item that staff suspect has been, or is likely to commit an offence or an injury to/damage the property of another person
- Any banned item as identified by the Headteacher

Where the need to search a student arises, two members of staff will conduct the search – one of which will be a member of the Senior Leadership Team. Students will be asked to empty pockets of clothing, remove their shoes and empty the contents of any bag and lockers may also will be searched. If a student refuses to be searched, Newfield School will apply an appropriate sanction, which in some cases may involve contacting the police.

Any search will take place on school premises (unless a search is required whilst the student is taking part in any school based activity away from the Newfield School premises). Any prohibited items found during a search will be immediately confiscated. Any illegal or stolen items found will immediately be forwarded to the police.

Any electronic device confiscated e.g. phone, hard drive, that has inappropriate material may be deleted on the instance or staff where appropriate. Where pornographic or inappropriate material is stored, the Headteacher and/or Safeguarding Officer will be notified and decide whether the material will be deleted or if further investigation by the Police is required

Establishing Grounds for a Search

Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion.

For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious. In the exceptional circumstances when it is necessary to conduct a search of a student of the opposite sex, the member of staff conducting the search will bear in mind that a student's expectation of privacy increases as they get older.

Newfield School staff are allowed to search regardless of whether the student is found with a prohibited item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

During a Search

Members of staff conducting a search will:

- Give a clear explanation and reason for the search
- Will maintain privacy and appropriate confidentiality
- Will take into consideration of any cultural or religious observance, gender, age SEND needs
- Ask if the student has any prohibited items they want to hand over before a search

A student's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

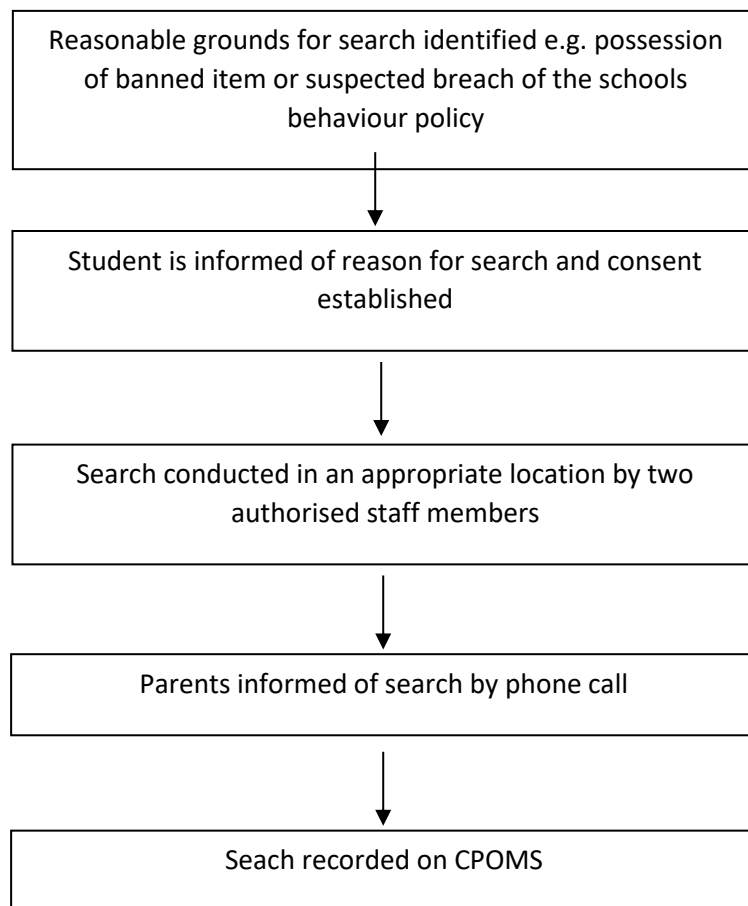
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (ie it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.
- If inappropriate material is found on the device it is up to the teacher to decide whether they will delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.
- Where a person conducting a search finds alcohol, they may retain or dispose of it.
- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so
- Where they find other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they will treat them as controlled drugs as outlined above
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them
- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds an item which is banned under the Newfield School rules they will take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

After the search

The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon or controlled drugs it must be passed to the police.

Staff have a defence to any complaint or other action brought against them. Section 91 of the Education and Inspections Act 2006 protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Search and Confiscation Process



N.B. When searching the phone of a Muslim student; ask regarding images of females without head coverings etc. If student says phone contains such images the phone search is to be conducted by a female member of staff.

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 jeans, jeggings, leggings, chinos, leather or tracksuit bottoms.
- Trousers should not be rolled up at the end of the trouser leg(s)
- Shorts should be plain black tailored shorts and finish at or around the knee with the shorts being closer to the knee than the hip. Lycra or leather shorts are not permitted.
- Skirts should finish at or around the knee with a skirt being closer to the knee than the hip. Lycra, leather or tight-fitting skirts are not permitted. Skirts should be worn without being rolled up at the waist.
- Tights if worn should be plain, flesh-coloured or black
- Plain black belt

Plain Black Shoes

- All footwear must be plain black
- All shoes must be plain black shoes (not trainers) with flat soles – high heeled shoes are unsuitable for our school site
- Plain black 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.

Physical Education Uniform

- Burgundy t-shirt, burgundy Newfield School sweatshirt or hoodie - it MUST have the school logo on it
- Plain black sports shorts, cycling shorts, tracksuit bottoms or leggings - no large logos, stripes, or writing. Plain black sports shorts and cycling shorts should finish at or around the knee with the shorts being closer to the hip than the waistline
- Trainers can be any colour but they must be suitable for sport with a cushioned sole and suitable grip for health and safety. No high-top, fabric shoes or fashion trainers are permitted.
- During PE lessons headscarves must be tucked in for health and safety reasons.
- Students are to wear PE Uniform on the days they have their PE lessons.
- Students who attend school in incorrect PE uniform will be given correct PE uniform to wear by Student Services, with a comment being issued.
- Students who attend school in PE uniform on a non-PE lesson day will receive a comment and be given school uniform to change in to.

Headscarves worn for cultural reasons should be plain with no patterns/markings. 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 uniform can be purchased through our supplier – Pinders. Alternatively, parents or carers can purchase non-branded uniform items but they must be in line with the uniform expectations outlined above.

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 school 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

Please note changes to blazer guidelines may change during hot weather but these will be communicated to students.

PERSONAL APPEARANCE

Hair

Hair colour must be appropriate for school. Extreme colours, for example, unnatural colours 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. Hair beads can be any colour.

Make-Up and False Nails

Make-up, if worn, should be discreet and appropriate for school. False nails rules are as follows:

- Nails should finish at or around the end of the finger
- Gel polish, nail polish, acrylic nails and Biab is permitted in line with the above
- Nail tips or extensions are not permitted
- No additions to nails are permitted, e.g. stick on jewels

Jewellery

Excessive jewellery is not suitable for school and can be dangerous. Accessories that may be worn are 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. Any confiscated jewellery items will be available for collection by students at the end of the school day from Student Services. Bracelets, necklaces and chains if seen will be confiscated and will be available for collection by students at the end of the school day from Student Services. A correction would be issued 'Be smart in your appearance'.

OTHER ACCESSORIES

Fashion accessories e.g. hats, caps, scarves, ornamental hairbands, ornamental belts and other 'non-school' knitwear are not permitted. No smart watches are permitted due to examination board regulations. Sunglasses are not permitted to be worn inside.

Mobile phones must be switched off and out of sight throughout the school day and **earphones** should be out of sight in the building. Smart watches are not permitted and if seen will be confiscated.

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 Suspension 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 7:30am and closes at 3:30pm daily.