

**Behaviour for Learning  
and Attendance Policy**



**Information for Students  
and Parents/Carers  
September 2010**

# GOVERNOR ETHOS STATEMENT

Effective teaching and learning can only take place when students are motivated to learn and behave well.

## Good behaviour is achieved when:

- there is mutual respect between all members of the school community
- there are high behavioural expectations by students and staff
- the rules and codes of conduct are clear, agreed, understood and consistently followed by all
- adults in the school community model positive behaviour and promote this through the curriculum
- senior students present positive role models to younger students
- students and staff are able to work in a safe and secure environment free from bullying, harassment and discrimination
- there is consistent use of praise when behaviour is appropriate
- there is consistent use of sanctions when it is appropriate.

## The Key Principles of the Behaviour and Attendance Policy at Bow School are:

- supporting and encouraging positive attitudes towards learning and behaviour through effective teaching
- supporting equality of opportunity through a planned and differentiated curriculum
- working collegially to support, develop and extend staff strategies to promote behaviour for learning
- operating and reviewing policies relating to student inclusion clearly and consistently

- identifying vulnerable students and groups at risk of disaffection, implementing intervention strategies, monitoring performance and utilising multi-agency expertise to support them
- working with identified students and parents to develop and support practice which enables effective learning and behaviour.

The following Behaviour and Attendance Policy sets out these principles. It has been developed in full consultation with parents, students, staff and governors and is regularly monitored and reviewed.

**Mr Charles Teale**  
**Chair of Governing Body**

## ATTENDANCE AND PUNCTUALITY

*Bow School is committed to good attendance and punctuality in all its students. The school fully recognises the link between good attendance and punctuality and good attainment.*

- Students' attendance to school and lessons is registered throughout the day by an electric registration system.
- Parents are required to telephone the school attendance officer on **each day** their child is absent. In addition, parents are required to follow up with a letter giving a reason for the absence.
- The School operates a first day absence calling policy and parents will be contacted if notification of reason for absence is not given.
- Where a student's attendance has been highlighted as a cause for concern, or if attendance falls below 85%, the matter is referred to the Attendance Welfare Service for further action and may be referred to the school nurse. Parents may be required to provide **medical evidence** in support of repeated or continued absence due to illness.
- In the event a student is identified as at risk of becoming a PA (Persistent Absentee), student/parent/carers will be requested to participate in completing a common assessment form (CAF) in order that concerns and support strategies can be identified.
- The school will refer students to the Attendance Welfare Service if attendance continues to be a cause for concern. Legal action may result in prosecution under section 444(1) of the Education Act 1996.

### Punctuality

School starts at 8:30am sharp. We encourage good punctuality in our students, both to work and lessons. If your child is 5 minutes late every day, it adds up to 15 hours each academic year.

- Students who arrive late but before 8:45am will be coded 'L' in the register.
- In the event students arrive after 8:45am they must report to the Attendance Officer for a late slip and arrival time will be recorded.

- Students who arrive late on two or more occasions in one week will receive a 1 hour detention with the Head of Year.
- Students who persistently arrive after 8:50am will be identified each term and letters sent home. These pupils will be monitored by a senior member of staff.

### **Governor's Statement on Holidays in Term Time**

In line with the school Attendance Policy, which was reviewed in October 2003, the Governors and Headteacher would like to state the school's position on students taking holiday during term time.

- In accordance with the guidance offered by the LEA in Circulars 2/98 and 2/2000 the Headteacher, on behalf of the Governing Body, will not give permission for any student to take time off for holidays during term time.
- Should a parent/guardian decide to withdraw a student for a holiday during term time without this consent then the student may be removed from school role.
- Immediately a student is withdrawn from school for an unauthorised holiday the absence will be reported to the Educational Welfare Department of the LA for action.

### **Legal and Parental Responsibility**

A parent's duty to ensure that their children attend school regularly is outlined in Section 7 of the Education Act 1996, which states "the parent of every child of compulsory school age shall cause him to receive full-time education suitable to his age, ability and aptitude and to any special educational needs he may have either by regular attendance at school or otherwise".

Subject to the provisions of these Sections of the Act, any person guilty of an offence can be liable, on summary conviction, to a fine of up to £2,500 (two thousand, five hundred pounds), and/or the possibility of imprisonment for up to 3 months.

# CODE OF CONDUCT

## Entitlement Statement

Everybody has the right to come to school to learn in a positive and safe environment. Bow School encourages conduct that is respectful, caring and promotes learning. In this way we hope that all members of the school community will achieve their full potential. The school will therefore use a variety of measures against any member of the school community who:

- uses aggressive, threatening or offensive language or behaviour using 'cussing' and 'play fighting'
- interrupts learning through persistent bad behaviour
- fails to respect other people's property
- bring weapons/illegal substances onto the school site
- bullies, gambles, intimidates or extorts money or belongings from other students.

## Basic Expectations

We encourage Bow students to think about their actions. We want them to behave as increasingly mature, responsible young adults.

Therefore they are expected to follow the 4 'Golden' rules of the school

1. Always make sure you are prepared to learn.
2. Follow your teachers' reasonable requests.
3. Behave in a way that allows yourself and others to learn.
4. Show respect for yourself and everyone else.

## In the Classroom

Bow School aims to give your child the best possible opportunity to reach his potential. This means that disruptive behaviour which stops the learning of others will not be tolerated. It also means that students are expected to follow the student code in lessons which means students should:

- always have a planner
- be on time for lessons
- follow directions/instructions from all members of staff including visitors and supply teachers **the first time** they are asked
- have all the right books, equipment or kit
- respect the views of other people
- join in and take a full part in lessons and activities
- hand in their homework on time
- be proud of their work and achievements.

It is our responsibility as teachers and your responsibility as parents to model good language and behaviour and to make sure students develop good study habits both at home and in school.

## Mobile Phones and Electronic Equipment

The school does not encourage such equipment to be brought to school. All such equipment including earpieces:

- should be turned off and out of sight throughout the school day
- will be confiscated if seen/used at any time during the school day.

Parents needing to contact students should do so via reception on the school telephone number not by phoning their child's mobile phone.

**NB** Mobile phones etc are brought to school at the students own risk. The school will take **absolutely no responsibility** for the loss or theft of mobile phones and other valuables. Such items should be insured and security marked. During PE lessons valuables must be handed to PE staff for safekeeping at the beginning of the lesson.

*Confiscated items are stored in the office safe and will be returned to parents upon collection.*

# BEHAVIOUR AROUND THE SCHOOL

*Students in Bow School uniform are representing the school. We expect our students to behave in a courteous and polite manner both in and outside classrooms, on or off the school site and on the way to and from school.*

## Eating and Drinking

With the exception of water, food and drink may not be consumed anywhere inside the building except in the dining room.

## Movement

Students are expected to move quickly between lessons. A one way system exists in the heritage and main buildings to aid movement of students. Green doors are entry doors. Red doors are no entry/exit doors. These restrictions do not apply in the case of a fire.

## Lunchtime

No students are allowed to leave the school site during break time or lunch.

## In the Dining room

Students are expected to:

- show their ID cards on entry
- queue in an orderly fashion
- follow the instructions of the lunchtime supervisors
- eat with good manners
- clear plates at the end of meal.

## Before and After school

There is an expectation that as representatives of Bow School and whilst in uniform students will travel to and from school in an orderly fashion showing consideration for:

- members of the public
- users and operators of public transport
- businesses
- public property.

The school will take seriously any complaint from members of the public about anti-social behaviour of our students outside school.

## STUDENT EQUIPMENT

*It is the responsibility of parents and students to ensure that they come to school properly equipped to work.*

### ID Cards

For the safety and security of all, students and staff are issued with a photo ID card which they should carry at all times. The card is for identification purposes, it is also required at lunchtimes and should be shown on request.

**NB: ID cards should be taken care of responsibly. The cost of a replacement card is £2.00.**

The *minimum* requirements are as follows:

- a school bag
- a pencil case
- pens
- pencils
- rubber
- ruler.

Additional desirable equipment includes:

- coloured pencils
- calculator
- glue stick.

### Student Planners

All students are issued with a planner in September. They use this to record their time table and homework and merits received. It is also an easy form of communication between parents and teachers. Parents are asked to check and sign the planner on a weekly basis.

### PE Kit

Must be brought to school on days when games and PE take place. Sanctions will be imposed by the PE dept on students who persistently fail to bring kit to school.

# UNIFORM CODE

*We expect Bow students to be smartly dressed. This means that they should be dressed in the correct school uniform, worn in the correct way. The following lays out the school's expectations of student appearance.*

*Please make sure that when your child leaves home in the morning he is wearing:*

## Trousers

- Plain black, tailored trousers.
- These must not be of denim or cord or bear any pattern.
- Must be secured around the waist, with a plain black belt if necessary, and under garments must not show.

## Jumpers

- Only school sweaters which are grey, v-neck and show the school badge may be worn.
- Students may not wear any other type of sweater, sweatshirt or cardigan.
- Sweaters, sweatshirts and cardigans may not be worn in place of a coat.
- Hooded sweat tops are not to be worn to school.

## Shirts

- Must be plain and white.
- Polo type shirts are not permitted.
- Students must not wear coloured t-shirts or other garments underneath their shirts.
- Shirts must be buttoned up to the collar and tucked into trousers.
- Shirt collars must be worn turned down.

## Hats and headwear

- Students may not wear any type of hat or cap.
- Bandanas, headbands and combs are not permitted to be worn.

## Ties

- All students must wear a school tie. The school tie is green. Student Council Representatives wear a red tie.
- The tie must be tied correctly, with the short section of the tie behind and the school logo showing below the knot.

## Shoes

- Must be plain and black leather, lace up or slip on.
- Shoes must not have any other colour on them.
- Shoes should not display designer type logos.
- No 'trainer style' shoes.
- Boots are not permitted.

## Coats

- When outdoor coats are worn they should not display any large emblems or writing.
- Students may not substitute sweat type tops or cardigans for a coat. Jackets with integral hooded tops are not to be worn.

## Gloves

- Must not be worn in lessons.

## Jewellery

- Students may wear a watch, a signet ring and small gold stud earrings without stones.
- Students must not wear key chains, large rings with stones or any type of jewellery not specified above.

Please check your son's uniform before he leaves the house. Form tutors, Year Learning Managers and Senior Staff will monitor students' uniform daily.

*NB If you are unsure about the suitability of any item of school wear, please consult with the school before purchasing. Pupils without correct uniform will be lent the required items by the school. They are expected to comply with this and return the items at the end of the school day. Pupils refusing to borrow the required clothing will not be permitted in lessons and parents will be contacted.*

## REWARDS

*At Bow School we believe in encouraging and celebrating good work and behaviour through constant and consistent positive recognition; this improves students' self esteem and creates a positive school environment.*

In both Key Stage 3 and Key Stage 4 rewards are integral to motivating our students. Rewards are used to raise appreciation, recognise excellence and effort, praise performance, and encourage students.

Rewards are given in recognition of improved or sustained effort and work or for excellent attendance and punctuality. Rewards can reflect one lesson's achievement, one day's achievement, or achievement over a week, a term and even a year. Rewards may also be given for full attendance at GCSE and SATs after school revision sessions.

In both Key Stages rewards are given at a variety of levels from subject, and tutor group awards given in lesson or tutorial time, to presentations made at assemblies or functions held off the school site.

The recipients of rewards will have their achievements celebrated in a variety of ways, including congratulatory phone calls or letters home, assemblies, mention in the newsletter, on the school website and on notice boards throughout the school.

Pupils in Key Stage 3 and Key Stage 4 can receive rewards for the following areas of achievement:

- (1) Tutor Group rewards – individual and group awards
- (2) Subject rewards
- (3) Attendance rewards
- (4) Monthly Jack Petchey Award.

### **Celebration Evening**

Celebration evening takes place in December each year and recognises achievements of students for the previous academic year. Students are nominated for effort and progress in subject areas and by form tutors. Parents of prize winners are invited to attend the event.

## **SANCTIONS FOR POOR BEHAVIOUR**

*The good behaviour of students is essential to effective teaching and learning. Poor behaviour will always be challenged and acted upon.*

It is essential that students, parents and staff understand what is meant by negative student behaviour and the appropriate consequences and sanctions which arise from them. This will help to:

- ensure consistency of practice amongst teachers
- ensure that students and parents are clearly aware of the consequences of different levels of behaviour
- ensure that students and parents see that sanctions are consistently, fairly and equitably applied across the school.

### **Search**

It is the basic right of all members of the school community to be safe. Section 45 of the Violent Crime Reduction Act 2006 has given headteachers and staff designated by them the right to search any student suspected to be in possession of illegal substances or weapons. Hand held metal detectors may be used. Such searches are always done by a member of the Senior Management Team and if possible the school police officer.

### **Restraint**

Section 93 of the Educations and Inspections Act 2006 enables school staff to use reasonable physical force to prevent a student from doing any of the following:

- committing an offence
- causing personal injury of another person or himself
- causing damage to property
- preventing the maintenance of good order and discipline at the school or on a school visit.

## **SERIOUS INCIDENTS**

*The use or sale of alcohol, tobacco or drugs at Bow School is forbidden. It is expressly forbidden for any student to carry an item to school which may be used as a weapon.*

This applies at all times to the school premises, school transport as well as school visits/fieldwork/residential etc.

### **Drug Related Incidents**

Drugs in this document refers to alcohol or tobacco as well as solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc.

The drug/substances policy states that drugs/substances are not to be bought, sold or otherwise exchanged or brought onto school premises during the day or while students are on school visits.

Drug related incidents are always referred to the school police office and to the borough drugs education service lifeline.

### **Use of Drug Testing and Sniffer Dogs**

If it is considered necessary, the school reserves the right, with Borough consultation to request a police warrant for the use of sniffer dogs in order to detect illegal drug possession or use, or for the use of drug testing of identified students or groups of students if no other support has proved effective.

### **Weapons Related Incidents**

It is expressly forbidden for any student to carry any item into school which may be used as a weapon. This includes blades of any kind no matter how small, metal combs, tools, chains, bats etc. Students suspected of carrying a weapon will be searched and if found to be carrying a weapon of any kind will be immediately arrested by the school police officer.

## **Exclusions**

Exclusions in this document refer to both fixed-term External Exclusions where pupils are asked to stay at home and Internal Exclusions where pupils are removed from lessons for a period of time and accommodated on site, supervised by a member of Bow School staff. Exclusion of either type is a very serious sanction and reserved for the most serious of incidents.

In the case of External Exclusions parents are responsible for days 1–5 of an external exclusion. On day 6 the pupil is escorted to the Pupil Referral Unit by a member of Bow School Staff.

In all cases of exclusion parents are required to attend a readmission interview prior to their child returning to school, and an assessment/review of the pupil's needs and the support the school can offer.

Exclusion data will be analysed half-termly to ensure the policy and procedures are being implemented consistently.

## EXAMPLES OF NEGATIVE BEHAVIOUR

Examples of Negative Behaviour	School Action	Decision by
Impoliteness Being late Homework not done Being cheeky Inappropriate language Dropping litter Chewing Mobile phone use	Consistent challenge Verbal Warning – choice and consequence Move student Class teacher detention Apology Confiscation	Class teacher
Refusing to follow instructions Play fighting Refusal to work Aggressive language Failure to attend detention Antagonizing other students	Referral to subject leader Faculty on call Letter home Phone call home Report cards	Class teacher Subject leader Form tutor
As above/no improvement Abusive language towards teacher Lesson truancy	Faculty detention Faculty on call Parent meeting with subject leader/teacher/form tutor Form tutor report card	Subject leader

Examples of Negative Behaviour	School Action	Decision by
<p>Continued disruption to lessons/failure to respond to subject interventions</p> <p>Vandalism (minor)</p> <p>Bullying</p> <p>Smoking</p>	<p>Faculty on call/detention</p> <p>Student support panel</p> <p>Repair and Rebuild session with teacher</p> <p>Conflict resolution between students</p> <p>Inclusion Form Group</p> <p>External Agency Involvement</p> <p>Pastoral Support Programme</p> <p>Blue tables</p> <p>Follow up Head of Year report card</p> <p>Internal Exclusion</p>	<p>Year Learning Management</p> <p>Student Support Panel Intervention</p>
<p>Violent fighting</p> <p>Continued bullying</p> <p>Vandalism (serious)</p>	<p>SLG on call/detention</p> <p>Longer internal exclusion</p> <p>Repair and rebuild/conflict resolution</p> <p>Fixed term exclusion</p> <p>Follow up SLG report card</p>	<p>Deputy/Assistant headteacher</p>
<p>Ongoing physical aggression</p> <p>Sexual/racial abuse of teacher</p> <p>Possession of drugs</p> <p>Possession of Weapons</p> <p>Theft</p> <p>Violent bullying</p>	<p>Fixed term exclusion</p> <p>LSU Timetable</p> <p>Referral to Social Inclusion panel for off site provision</p> <p>Managed to move to another school</p> <p>Possible action by school's police officer</p>	<p>Deputy/Assistant headteacher</p>
<p>Selling drugs</p> <p>Use of a weapon</p> <p>Serious physical injury</p>	<p>Permanent exclusion</p> <p>Possible action by school's police officer</p>	<p>Headteacher</p>

## **ANTI-BULLYING POLICY**

*Bow School recognises that bullying is a serious issue for the entire school community. We recognise the damage it can cause to the education of the victim, the perpetrator and the student body as a whole. We are committed to challenging the assumption that bullying is inevitable and are working towards its complete eradication.*

This policy was initially drawn up in partnership with KickStart, a Local youth organisation, and Bow School of Maths and Computing student council. It has now been received in line with the Tower Hamlets effective policy checklist by the Inclusion Team, December 2008.

### **Aim**

The aim of the policy is to provide a definition of bullying and to establish some basic guidelines for:

- the prevention of bullying
- the reporting of bullying
- the recording of incidents of bullying
- supporting the victim
- supporting the bully
- sanctions
- communication.

### **Bow School's definition of bullying**

Bullying is an act, or series of acts, designed to intimidate, frighten or hurt another person. Bullying can be sexual, racial, cultural; it can highlight another person's physical appearance; and it can use violence or the threat of violence. Bullying can also be verbal or carried through emails, text messages, or phone calls.

## Prevention

Bow School is committed to the complete eradication of bullying. In order to achieve this the school will:

- have an anti-bullying week every year to promote the school's anti-bullying policy
- designate a member of staff to promote the anti-bullying policy
- deliver anti-bullying lessons in Citizenship and other relevant subject areas
- deliver training to staff on anti-bullying policy and other associated issues such as how to respond to racist, homophobic and gender/sexist bullying
- have an anti-bullying display board promoting the reporting of bullying and disseminating information about how to prevent bullying
- ensure that all parents/carers have a copy of anti-bullying policy sent to them
- translate anti-bullying policy into relevant languages
- identify vulnerable groups at transition and give them extra support
- promote the training of Peer Mentors amongst students to ensure that students' voice is included.

## Reporting

Bow School is committed to removing the culture of secrecy from bullying. We recognise that many young people will be put off reporting bullying because they fear that it will make matters worse.

In order to promote the reporting of bullying the school will:

- encourage students who are afraid of reporting bullying incidents to members of staff to feel free to discuss such issues with Peer Mentors, who will report such incidents to members of staff
- carry out surveys on bullying at least once a term, allowing students to disclose if they are being bullied anonymously.
- provide training to staff in how to deal with a disclosure about bullying
- deal with disclosure about bullying sensitively and with a guarantee about anonymity if this is requested.

In order to ensure the accuracy of reporting, written testimony will be taken from the victim, the perpetrator and any witnesses. These will be treated sensitively and kept confidential.

## Recording

In order to monitor the frequency with which incidents of bullying take place, the school will record each incident of bullying and the person responsible for dealing with bullying cases will check to ascertain if action had been taken on the issue. The following information will be recorded:

- the student name
- their form
- whether or not they wish to remain anonymous
- brief details about the alleged incident
- who dealt with it
- what action was taken.

The data will be analysed termly to help inform us of any necessary changes to practice.

## Support for victim

Bow School recognises how traumatic being the victim of bullying can be. We are committed to providing each victim with the support they need to continue with their education in an environment free from fear of bullying. In order to do this the school will choose from a range of options:

- arrange a letter of apology from the perpetrator of bullying
- discuss with the students what support they feel that they need
- discuss with parents/carers what support they feel that their son needs
- make referrals to external agencies if necessary
- arrange a repair and restore session between the bully and the victim
- organise a Peer Mediation Panel in order to resolve bullying cases
- support victims of bullying on an individual basis or organise a friendship group.

## Support for the perpetrator

Bow School recognises that bullying can damage the education of the perpetrator as well as the victim. Students that perpetuate bullying will be offered a range of support. This will include one or more of the following:

- supervised break times
- a red class monitoring report
- a Behaviour Action Plan
- a Pastoral Support Programme
- a managed move to another school
- a referral to the Learning Support Unit
- a referral to an external agency (e.g. Docklands Outreach)
- if the bullying incident had involved actual or attempted extortion, a referral will be made to the school police officer in exceptional circumstances
- refer the bully to undergo a mentoring session under the anti-bullying one to one or group programme
- organise a repair and restore session based on the principals of 'restorative justice', during which the negative conduct of the bully will be clarified to him.

## Sanctions

It is important for the victim of bullying, the perpetrator, and the school community as a whole for there to be clearly defined consequences for any act of bullying. Each case will be dealt with individually, but the types of sanctions available to the school are:

- a period of inclusion in the learning Support Unit
- withdrawals of break times and lunch times
- fixed term exclusions
- permanent exclusions.

## **Communication**

Whenever a bullying allegation is made, the parents, form tutor and Head of Year of both victim and perpetrator will be informed. In cases of extortion the school police officer will be informed in exceptional circumstances.

## **Parents/Carers**

All parents/carers are required to contact the school immediately if their child is being bullied. All initial reports from parents/carers should be made to the child's form tutor.

## Bow School Contact Details

<b>Headteacher</b> Beverly Dobson	dobsonb@bow-school.org.uk
<b>Assistant Headteacher</b> Francine McMahon	mcmahonf@bow-school.org.uk
<b>Assistant Headteacher</b> Sharon Davies	daviess@bow-school.org.uk
<b>Assistant Headteacher</b> John O'Shea	osheaj@bow-school.org.uk
<b>Assistant Headteacher</b> Jim Morris	morrisj@bow-school.org.uk
<b>Assistant Headteacher</b> Mary Trapp	trappm@bow-school.org.uk
<b>Year 7 Learning Manager</b> Dan Pitt	pittd@bow-school@org.uk
<b>Year 8 Learning Manager</b> John Oram	oramj@bow-school.org.uk
<b>Year 9 Learning Manager</b> Dave Jones	jonesd@bow-school.org.uk
<b>Year 10 Learning Manager</b> Bert Stein	steinb@bow-school.org.uk
<b>Year 11 Learning Manager</b> Claire Morris	morrisc@bow-school.org.uk
<b>SENCO</b> Mariama Browne	brownem@bow-school.org.uk
<b>EAL Coordinator</b> Rosemary Esber	esberr@bow-school-org.uk
<b>Attendance Advisor</b> Patricia Mulholland	mulhollandp@bow-school.org.uk
<b>Learning Support Manager</b> Kelly Bullock	bullock@bow-school.org.uk

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