

Behaviour Policy

This policy applies to the Senior School and is published to parents, pupils and employees.

This policy has regard to the Department of Education Guidance Behaviour and Discipline in Schools: Advice for head teachers and school employees.

All employees are expected to help pupils achieve the highest possible standards in both their work and behaviour inside and outside the classroom. Bradford Grammar School (the "School") aims to promote an ethos which will help pupils to develop attitudes and values that will make them valued members of the School community and will contribute positively to their own personal development. Pupils are encouraged to make appropriate choices by the consistent and fair application of rewards and sanctions.

The School aspires to be a place where people are kind, thoughtful and generous to one another, and where responsible behaviour is understood and expected from employees and pupils alike. Everyone is valued as an individual: employees and pupils alike are expected to treat one another with respect.

The School recognises the need to adopt an individualised approach to maintaining good behaviour, particularly when poor or inappropriate behaviour arises due to a pupil dealing with more complex issues for which they require support (for example, pupils with special educational needs/disabilities for whom the School has a duty under the Equality Act 2010, and for whom reasonable adjustments must be made). This will include liaison with parents and in some cases GPs, specialist wellbeing support and external agencies. The School takes allegations of bullying very seriously and its Anti-Bullying Policy also deals with the way in which pupils treat one another.

Whole School and year group assemblies are used to promote and celebrate good behaviour, and when appropriate to remind pupils of the expectations of the School. School prizes awarded at our annual Speech Day also recognise and reward exemplary behaviour and achievement.

The following **Code of Conduct**, which reflects the School's ethos and reminds pupils what is expected of them, can be found in the pupil digital planner which is accessed via Microsoft Teams, it is also displayed in form rooms around the School:

- **Have respect for all employees, other pupils and visitors to the School.**
- **Maintain a smart appearance at all times.**
- **Be punctual at all times.**
- **Always try to do your best in all that you do at school.**
- **Remember that you are an ambassador for your School wherever you are.**
- **Help other members of the School whenever possible.**
- **Do your part to keep the School clean and tidy and report situations where improvements could be made.**
- **Represent the School if selected or asked to do so.**
- **Look after your belongings at all times.**
- **Make sure that your parents are fully informed of school events.**

It is felt that there is no need for more detailed rules of behaviour beyond these bullet points, since it is expected that common sense and courtesy will prompt the right responses to most situations. The pupil digital planner also contains a set of School Rules and Guidelines with information about accepted practice in School (*see Appendix 1*). Facilities and areas of activity within the School, such as science laboratories, gyms, and the swimming pool, have their own relevant regulations for safe and responsible use.

Form tutors must explain the School's Code of Conduct and School Rules and Guidelines as part of the induction process for pupils joining the Senior School and remind their form group of them at the start of every academic year as they make their way up the School. Form tutors must draw attention to individual points within them as and when occasion arises during the academic year.

1. Promoting good behaviour

Employees are encouraged to promote and reward good behaviour and effort both inside and outside the classroom. This may be done by verbal or written praise, by the reward systems of individual teachers or departments (e.g., by using stamps, stars, stickers and postcards home) and through the School's formal commendation system.

1.1 Commendation System: Employees may award a commendation to a pupil for outstanding academic work or a noteworthy contribution to wider School life and are encouraged to make full use of the Commendation System, given that this recognition of pupil achievement will motivate pupils to do their best and participate more fully in wider School life.

Commendations are awarded for a wide variety of reasons, including:

- improved academic performance.
- a high level of commitment to studies (especially when the pupil finds the work difficult).
- impressive effort to deal with an academic weakness.
- impressively high levels of academic achievement.
- a special contribution to a co-curricular activity or event.
- volunteering to help the School in a significant way; and
- overcoming particular personal problems and still achieving well at School.

(N.B. The Commendation System should be used to recognise and reward the achievement of individual pupils, rather than to reward groups of pupils collectively.)

When an employee awards a commendation, they should inform the pupil concerned and log the award on Student Information Management System (SIMS). A brief explanation of how it was earned can be included but this is optional; SIMS automatically records the name of the awarding member of staff, the date of the award and the subject for which the award was made. Form tutors may keep a record of how many commendations have been awarded to each pupil in their form group; this can also be viewed in the Pastoral Reporting database which is available to Heads of Year. A statement of the commendations awarded during the course of the academic year will be added to a pupil's reports (both interim and full).

The accumulation of commendations is recognised by a system of certificates (Bronze Award for five commendations, Silver Award for 15 commendations, Gold Award for 30 commendations and Platinum Award for 60 commendations). Bronze and Silver certificates are awarded in year group assemblies and are accompanied by awards of sweet treats and/or stationary items. Gold and Platinum certificates are awarded by the Headmaster and are accompanied by the award of a gift token, the value of which can be donated to charity if the pupil prefers. The award of a certificate to a pupil is also marked by a letter home from the Head of Year.

School Colours System: The award of Colours at the School recognises outstanding individual achievement and contribution to School co-curricular activity. The system is designed to reward any pupil who has performed at the highest level in a co-curricular activity, and has made a positive contribution to the activity and the School by their exemplary behaviour, reliability, effort, and enthusiasm over a significant period of time.

(See Appendix 2 for full details of the Colours System.)

2. Sanctions for Misbehaviour

All pupils have the right to work in an orderly, supportive and purposeful environment. Pupils should clearly understand the standards of work and behaviour expected of them at the School. These standards will be applied consistently over time and from pupil to pupil. Disciplinary procedures are needed when work is late, or behaviour is poor. A range of sanctions is available so that the response to any misbehaviour can be proportionate and appropriate.

The setting of lines is inappropriate as sanctions should involve activities of a constructive nature. Whole class detentions should be avoided. Employees should be sympathetic towards pupils who are upset, distressed or behaving out of character. In these cases, it will be advisable to speak to the form tutor or wider pastoral team including Head of Year, School Nurse, Learning Support or Assistant Head Pastoral before applying any disciplinary sanctions.

Corporal punishment is prohibited in all circumstances. Employees may only use physical intervention to avert immediate danger of personal injury to, or immediate danger to the property of, a person (including the pupil concerned). If the need arises for the use of physical intervention the employee concerned must log the details of the incident on Child Protection Online Monitoring System (CPOMS) and alert the Head of Year, Assistant Head Pastoral and Deputy Head as soon as is reasonably practicable.

Very occasionally a pupil may need to be removed from the classroom because of disruptive behaviour. Since a pupil should not be left unsupervised outside the classroom, it is appropriate to get another employee to take the pupil to the Heads of Year Office, or to any member of the Senior Leadership Team (SLT) if no Head of Year is available. Any teacher wishing to alert the form tutor to a pupil's unsatisfactory behaviour can do so by awarding a formal warning, or Monday evening detention.

2.1 Formal warnings: Any employee wishing to draw attention to a pupil's unsatisfactory behaviour can do so by means of the orange formal warning slip, on which they should record the incident which has prompted the sanction. For all formal warnings relating to poor behaviour in lessons or unsatisfactory attitude to work, the formal warning slip should be passed to the form tutor by the teacher awarding it. Upon receipt of the formal warning slip, the form tutor will interview the pupil and make it clear that further misbehaviour of a similar sort will be punished with a Monday evening detention. Form tutors should then pass the formal warning slip onto the Head of Year who will log the formal warning.

2.2 Detentions: A Monday evening detention is given for more serious behavioural offences. This is held for one hour after School on a Monday at the end of the school day. Employees wishing to use this sanction with any pupil should complete the red detention slip and give it to the form tutor. A detention interview will then take place with the Head of Year and the School will contact the parents (giving at least 24 hours' notice of the detention). Monday evening detentions are given for offences such as insolence to an employee, absence from lessons without permission, inappropriate behaviour in School or repeated homework offences. Where the detention is for poor work, the subject teacher should set the work that is to be done. Where the detention is for inappropriate behaviour the Head of Year should set an appropriate written task. Where no work is set, a pupil will be permitted to do their homework during the hour of detention.

For more serious offences, such as defiance, being disrespectful to an employee, truancy, bullying or repeated misbehaviour, a Deputy Head's Detention may be awarded. This is held for two hours after school on a Friday night. A detention interview will take place with the Deputy Head and/or the Assistant Head Pastoral and the School will contact the parents (giving at least 24 hours' notice of the detention).

- 2.3 Homework offences:** Subject teachers should record a homework offence on SIMS when a piece of homework is late, incomplete, copied or of an unacceptable standard. The subject teacher should require the pupil to complete the work in his/her own time, for an agreed new deadline (usually the following day). The form tutor should discuss the homework offence with the pupil, in order to avoid a repetition of the offence, and should bring a pupil with three successive homework offences to the attention of the Head of Year who can then award a Monday evening detention, if they feel this is appropriate.

Every half-term the slate is wiped clean. It is also wiped clean after a detention for accumulated homework offences has been awarded.

Full details of the Homework Sanctions system can be found in the pupil digital planner (see *Appendix 3*).

Pupils whose work or behaviour persistently falls short of expected standards may be put on effort log for a period of up to one month. The Head of Year will meet the pupil to issue them with a weekly effort log on which subject teachers should make a note of work and behaviour at the end of every lesson. The Head of Year and the form tutor will work together to monitor the pupil's progress.

For pupils whose regular pattern of work and/or behaviour is a cause of concern over a long period, the four-stage process outlined in the Difficult Pupils Protocol (below) will be employed.

- 2.4 Difficult Pupils Protocol:** A four-stage protocol has been devised to ensure consistency in the way in which difficult pupils are dealt with across the various year groups. This system uses a series of stages increasing in severity to respond to a pupil's continuing underachievement and/or persistent misbehaviour.

Stage 1: If concerns have been raised regarding a pupil's underachievement and/or persistent misbehaviour, the Head of Year will gather information from the form tutor and subject teachers, alerting colleagues to their concerns. The pupil will meet with their form tutor and Head of Year to set targets and discuss strategies. Parents will be contacted and asked to help monitor progress.

Stage 2: If, following Stage 1, there has been no significant improvement, the pupil will be put on report with specific targets set for academic work and/or behaviour. Subject teachers will be informed of these targets and will make a note of work and behaviour in the pupil's report logbook at the end of every lesson. Extra help from individual subject teachers and attendance at departmental help/revision sessions will be arranged as necessary. Parents will be informed of Stage 2 and may be asked to meet the Head of Year and form tutor.

Stage 3: If, after being on report, there is felt to have been insufficient sustained improvement, the pupil's parents will be asked to attend a meeting with the form tutor, and/or the Head of Year, Assistant Head (Pastoral) and the Deputy Head. The pupil will be present at some or all of this meeting. A formal commitment to improve standards of work or behaviour will be signed by the pupil, their parents, and the Deputy Head. The Head of Year and form tutor may call a case conference of subject teachers. The pupil will meet the Head of Year daily to assess their progress during the previous day. The pupil will see the

Assistant Head (Pastoral) at the end of each week.

Stage 4: If there continues to be failure to achieve and sustain an improvement in the specified areas, the pupil will be interviewed by the Headmaster and their parents will be asked to attend a meeting with the Headmaster and another member of the SLT at which the pupil's place at the School will be called into question. Targets will be restated with a final warning. Form tutor and subject teachers should let the Assistant Head (Pastoral) know directly of any failings in work or behaviour.

3. Sanctions for serious misbehaviour

Temporary exclusion and permanent exclusion are the School's forms of sanction appropriate for more serious disciplinary issues (for example, serious offences involving theft, the possession either in School or on the journey to and from School, of knives or other weapons, alcohol, illegal drugs, stolen items, any article that may be used to commit an offence or to cause personal injury to, or damage to property of any person, tobacco and cigarette papers, e cigarettes or vapes, fireworks, racist or pornographic materials, a serious breach of the ICT Acceptable Use Agreement, physical assault or extreme verbal/emotional bullying, unacceptable conduct towards an employee, vandalism, persistent poor behaviour in contravention of School values and ethos, or for breaches of the School's guidance on drugs. Please note this is not an exhaustive list, it is merely a list of examples of the types of behaviour which may be sanctioned by a temporary or permanent exclusion). It should be noted that when an employee suspects that a pupil may be in possession of a prohibited item, the school's Searching and Confiscation of Prohibited Items Guidance should be followed.

3.1 Temporary exclusion (suspension): A temporary exclusion will be for a fixed period which may last up to a maximum of one week and this may include any time spent in School whilst temporarily excluded from lessons. If the pupil has been suspended pending an investigation, this period of time may be considered as part of the temporary exclusion period. The decision to exclude a pupil will be taken by a member of the SLT in conjunction with the Head of Year. It will only be taken after an appropriate investigation has been carried out, all the relevant evidence has been considered, and the pupil has had an opportunity to be heard. The pupil's parents will be contacted as soon as is practicable and asked to collect the pupil from School.

A letter will be sent home as soon as is practicable after the pupil has been collected inviting the pupil and their parent/s to a meeting with the Headmaster and another member of the SLT (or alternatively with the Deputy Head and another member of the SLT if the Headmaster is unavoidably absent). The letter will also make the details of the offence clear and inform that the pupil's place at the School may be in jeopardy.

In certain circumstances, it may be possible to arrange for a temporary exclusion (or part of an exclusion) to take place within School. The pupil will be given work to complete in supervised private study in the Heads of Year Office or in the office of a member of the SLT. Work will generally be set for a pupil to do at home during the period of temporary exclusion and consideration will be given to any relevant problems that the excluded pupil may have, and how the problems might be addressed in the interim, together with their reintegration post-exclusion.

The meeting between the pupil, their parent/s and the Headmaster is likely to result in the immediate readmission of a pupil to School or the permanent exclusion of the pupil from School. If the pupil is readmitted a second letter will be sent home making it clear that a second serious offence is likely to result in permanent exclusion from the School. If the pupil is permanently excluded, then a second letter will be sent home confirming this decision and providing details of the appeal process.

3.2 Permanent exclusion: In rare cases the misconduct of a pupil may be sufficiently serious that, after appropriate investigation, the Headmaster will decide that the only course of action is to ask a pupil to leave the School permanently, i.e., to expel a pupil from the School. Only the Headmaster (or in his absence the Acting Headmaster) can permanently exclude a pupil.

Initially, the same procedure as for a temporary exclusion will be followed. The decision to exclude a pupil will be taken by a member of the SLT in conjunction with the Head of Year. It will only be taken after an appropriate investigation has been carried out, all the relevant evidence has been considered, and the pupil has had an opportunity to be heard. The pupil's parents will be contacted as soon as is practicable and asked to collect the pupil from School.

A letter will be sent home as soon as is practicable after the pupil has been collected inviting the pupil and their parent/s to a meeting with the Headmaster and another member of the SLT. The letter will also make clear the details of the offence, and any relevant previous offences, and inform parents that the pupil's place at the School is in jeopardy.

The Headmaster expects that all pupils and their parents should clearly understand the potential consequences of permanent exclusion from the School. Some parents may prefer, after due consideration, to withdraw their child voluntarily rather than wait for the School to impose permanent exclusion. The Headmaster, however, reserves the right to insist on permanent exclusion as a sanction.

The Headmaster will consult the Chairman of Governors before taking the step to permanently exclude a pupil. In making decisions about exclusion the Headmaster will take into account the pupil's disciplinary record and any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, and any representations by the parents. Consideration will also be given to the pupil's continuity of education.

Parents will be informed of the decision to exclude a pupil permanently at the meeting with the Headmaster, and confirmation of the decision will be given in writing, including the reason for the exclusion. The pupil will be taken off the School roll after the meeting and the local authority will be informed (in this matter the School has regard for *Children Missing Education, statutory guidance for local authorities*, September 2016).

Parents have the right to appeal against the decision to the Board of Governors. An appeal of this nature will be dealt with as a Stage 3 complaint as detailed in the Complaints Policy.

Appeals must be lodged in writing with The Clerk to the Governors no later than 5 School working days after the decision to exclude has been communicated verbally at the meeting.

The grounds for appeal must be set out clearly. An appeal hearing will be convened at School no later than 15 School working days of receipt in writing of the parents' wish to proceed to an appeal. The decision of the appeals panel is final.

4. Acceptable use of ICT

At the start of every new academic year, or when joining the School part way through the academic year all employees and pupils are required to agree in writing to observe the School's ICT Acceptable Use Agreement. Breaches of this agreement will be punished with a level of sanction appropriate to the seriousness of the offence, up to and including permanent exclusion.

5. Recording incidents of pastoral concern

The CPOMS software system is used by School employees to report and record pastoral concerns. Employees with access to this system are expected to log any safeguarding concerns or incidents on CPOMS. Form tutors, Heads of Year and DSLs have a higher level of access to information on the system, so that they can monitor and respond to concerns logged.

Appendix 1: School pupil guidelines

Out of Bounds

- Pupils arriving in school before 8.25am must go to the Dining Room (access to classrooms is only allowed after the 8.25am buzzer).
- The Dining Room is out of bounds during lesson times. (The water machines may only be used before and after school, at break times and at lunch times). Cups of water must be consumed in the Dining Room and not carried around School.
- Pupils may not use the Price Hall piano or organ without permission from a member of the Music Department.
- Pupils in Years 7-11 must not leave the school campus during the school day, unless they have an exeat.
- Pupils in Years 12 and 13 may leave the school campus at lunchtime and Year 13 may go home after their last lesson. Pupils in Year 12 and 13 are required to sign in and out using the InVentry system.

Break Times

- Food and drink purchased at break time in the Dining Room must be consumed there and not in corridors or classrooms. (Packed lunches should be eaten outside, in the Dining Room or in the Learning Link). An employee may give permission for packed lunches to be eaten in a classroom whilst attending a lunchtime club.
- Pupils involved in a lunchtime activity which prevents them getting lunch must order a packed lunch before morning registration. There are no early lunchpasses.
- Pupils who have forgotten their ID card may only join the lunch queue after 1.15pm.
- The Astroturf pitch and tennis courts may only be used with the permission of the Games Department.
- The Upper Quad is a quiet area, which must not be used for noisy games or climbing on the walls.
- Ball games are not allowed in areas around parked cars, by the containers beside the squash courts, in the Upper Quad or the area around the veranda.
- Ball games are allowed on the playground area outside the Junior and Senior gyms at break and lunchtime only and must always be kept away from the tuck shop queue.

Visits to the Nurse and Counsellor

- Pupils who are unwell must not leave school without the permission of the School Nurse, a Head of Year or a member of the SLT.
- Pupils must ask the teacher's permission to leave a lesson if they need to visit the Nurse. They should not go off to see the Nurse between lessons.
- If the Nurse is not available, a pupil should not wait longer than 5 minutes outside the medical room but should return to class or go to the Heads of Years Office or to Reception so that a first aider can be called.
- After 2.30pm the Nurse is only available for emergencies. Pupils should not take themselves to the Nurses' Room after this time: any pupil requiring medical attention after this time should tell their teacher who will call a first aider or the Nurse in the case of an emergency. If a pupil has an appointment with the Counsellor, the proper procedure (which the Counsellor will explain) must be followed in order to be excused from a lesson.

Bags and Lockers

- The School strongly recommends that pupils do not bring valuable items or large sums of money into school.
- Wallets, phones and other valuable items should never be left unattended and instead should be stored in a padlocked locker.
- Bags and other property belonging to pupils should only be left in form rooms by special arrangement with the Form Tutor, bags should otherwise be stored in lockers and must not be left in changing rooms, around lockers or in corridors.
- Large sports bags should be stored in the bag storage facility which is located at the far end of the sports hall.

Other

- Mobile devices may not be used between 8.40am and 4.00pm without permission from an employee.
- Pupils are not allowed on site before 7.30am; those arriving in school before 8.25am must go to the Dining Room (access to classrooms is only allowed after the 8.25am buzzer).
- Pupils staying in school at the end of the school day must go to the Library until 5.00pm) and then they must go to Room 17a and can wait there until 6.00pm for their transport home.
- Once a pupil has arrived on the school campus at the start of the school day they must remain on site and are not allowed to go to the shops on Keighley Road before morning registration.
- Similarly, pupils staying on for an evening activity at School should remain in the supervised areas designated for the event and must not leave the site without permission from the teacher responsible for them.
- Pupils must remember that the School expects the highest of standards of behaviour when they are unsupervised, particularly when they are in their school uniform and travelling to and from school.
- Chewing gum is not allowed anywhere on the campus.

Appendix 2: School Colours System

The award of School Colours at the School is a prestigious honour. It recognises outstanding individual achievement and contribution to a School co-curricular activity. The School Colours System is designed to reward any pupil who has performed at the highest level in a co-curricular activity and has made a positive contribution to the activity and the School by their exemplary behaviour, reliability, effort and enthusiasm over a significant period of time.

Club Colours are awarded as recognition of a pupil's sustained commitment and overall contribution to a co-curricular club or society.

School Colours are not awarded as a reward for long-standing commitment alone, nor are they awarded to pupils for excellence in graded music examinations or academic competitions, such as 'Challenges' or 'Olympiads' (the award of grades and/or relevant academic prizes recognise and reward this type of achievement).

School Colours are awarded for exceptional achievement and contribution to four areas of School life: sport, drama, music and debating. The awards within each of these categories are sub-divided into Junior Colours, Junior Club Colours, Senior Colours and Senior Club Colours. A pupil may be awarded School Colours in more than one area.

Colours will usually be awarded at two points in the School Year. These will be at the end of the autumn and spring terms.

- **Senior Colours and Senior Club Colours** are normally awarded to pupils in years 12 and 13.
- **Junior Colours and Junior Club Colours** are normally awarded to pupils in years 10 and 11.
- Colours can be awarded earlier than the above norms in exceptional circumstances, with the agreement of the Assistant Head Development.
- Pupils can be awarded Junior or Senior Colours without having previously been awarded Club Colours.
- Pupils awarded Colours will receive their choice of Colours tie or brooch.

Nomination and award of School Colours

The Headmaster awards all School Colours. Nominations are made by the Director of Sport, the Director of Music, the Head of Drama, the teacher in charge of Debating and the CCF Contingent Commander, and forwarded to the Assistant Head Development for consideration, usually in September and February. The Assistant Head Development, assisted by colleagues making nominations and the Heads of Year, checks that criteria for the awarding of colours have been applied correctly and consistently.

Criteria for awarding School Colours

Senior and Junior Club colours are awarded to pupils who make a real commitment to Sport, Drama, Debating, Music or the CCF over a period of years. That means turning up to rehearsals and training sessions, regularly attending CCF parades in full uniform, working hard, being a positive influence in a team or ensemble, turning out on Saturday when selected and making the most of their talent.

"Over a period of years" means that Club Colours are not normally earned before Year 10 and the journey towards earning a tie or brooch starts in Year 7. To earn School Colours at any level a pupil needs to display good conduct in all aspects of School life.

Senior and Junior Colours are awarded to pupils who fulfil all the requirements of club colours and perform at a level which puts them among the key members of a team or ensemble. The School tries to award Senior and Junior Colours consistently across Drama, Debating, Music, all Sport and the CCF and with this in mind, the following guidelines are followed when awarding Senior and Junior Colours:

Drama – fulfils the criteria for club colours AND plays a leading role in a School play. That will usually be acting but can also be backstage/technical.

Music – fulfils the criteria for club colours AND plays at a high level in more than one ensemble.

Playing at a high-level means that whatever the ensemble is playing is well within their grasp.

Sport – fulfils the criteria for club colours AND is among the first names on the U16A or U18A team sheets, leading the team on and off the pitch week in week out. Might also be playing county standard.

Debating, CCF – fulfils the criteria for club colours AND enters the most prestigious competitions that the School is eligible for (with all the preparation that entails), giving a good account of themselves in those competitions.

Removal of School Colours

The Headmaster reserves the right to remove the award of School Colours from a pupil. This action may be taken if the pupil is found to have been involved in an act of serious misconduct. Similarly, this action may be taken if the pupil fails to maintain their expected level of commitment to the co-curricular activity programme.

Appendix 3: Homework sanctions

- When a piece of homework is late, incomplete, copied or of an unacceptable standard, the subject teacher should inform the form tutor via SIMS, so that the offence can be recorded. (Subject teachers must ensure that the exact deadline for the homework is made clear to the pupil when the homework is set on Teams.
- The subject teacher should require the pupil to complete the work in their own time, for an agreed new deadline (usually following day). Failure to meet the new deadline constitutes a second homework offence. **It is the subject teacher's responsibility to make sure that the work is completed.** Departmental support at this stage is strongly encouraged (in the form of lunchtime departmental help clubs etc.).
- A form tutor notified of three homework offences by a pupil within the same half-term should inform the Head of Year in writing.
- This pupil should then be sent to see the Head of Year and can expect to be awarded a Monday night detention (unless the Head of Year feels this is not appropriate).
- Every half-term the slate will be wiped clean. It will also be wiped clean after each senior detention for accumulated homework offences has been awarded.
- The Head of Year should discuss with the form tutor how to help the pupil to avoid further homework offences and may recommend steps to support them (e.g., attending departmental help/support sessions, parental monitoring of homework, help from the Learning Support Department). At this stage either the form tutor or Head of Year will contact parents to involve them in the process. Any pupil receiving two Monday night detentions for homework offences within a term will be sent by the Head of Year to see the Assistant Head Pastoral, and their parents may be asked to come in for a meeting.

It is important that a level of discretion should be used by the subject teacher before notifying the form tutor of a homework offence (e.g., if work of sufficient quality arrives only a day late, or if there are found to be extenuating circumstances for a late homework, the subject teacher is not obliged to inform the form tutor).

Similarly, once the form tutor has reported three homework failures within a half-term, the Head of Year is not obliged to issue a Monday night detention when they have considered the wider picture.

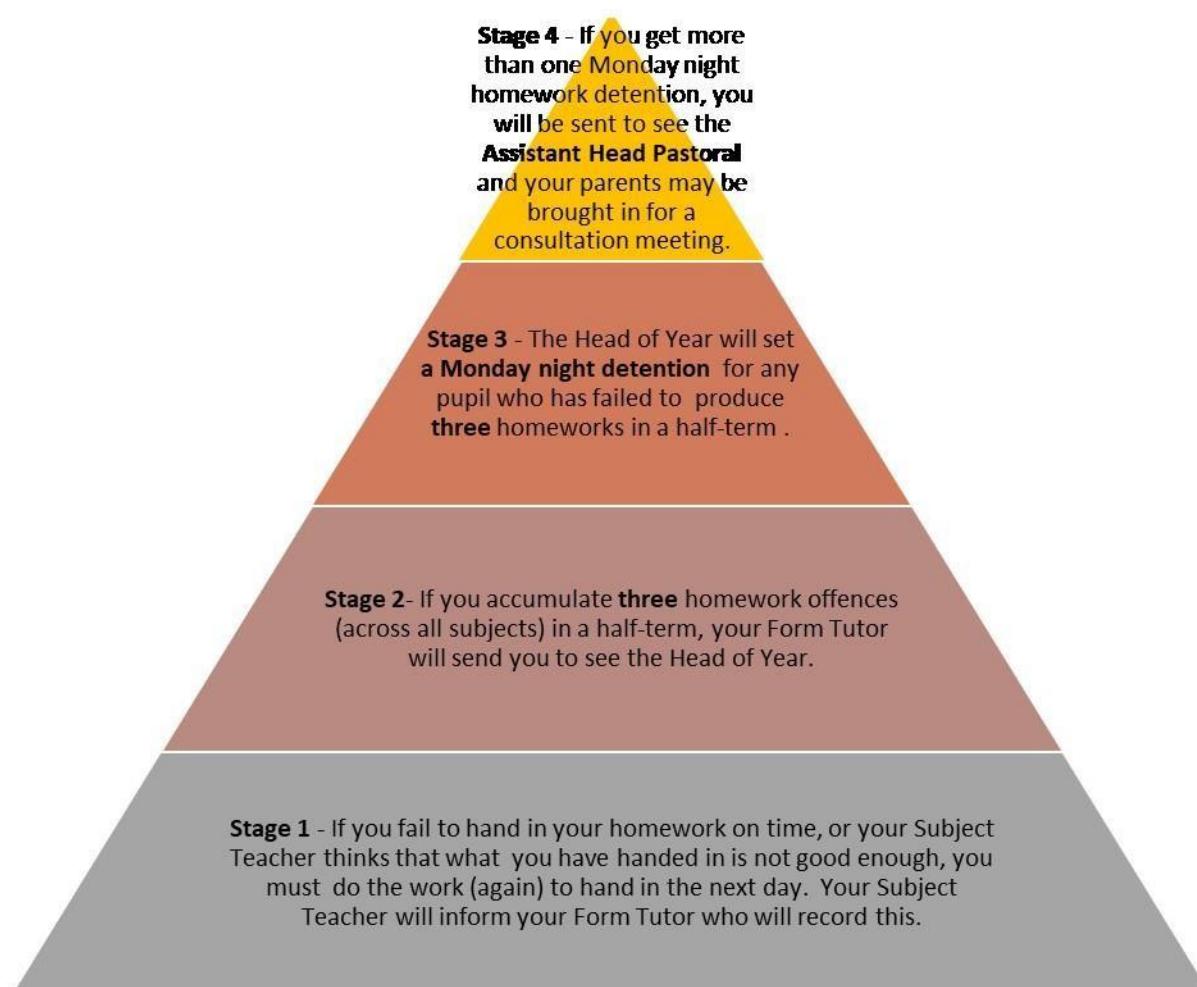
Departments are encouraged to offer additional subject-specific homework support, as and when the need for this is identified. A subject teacher may ask a pupil to attend a departmental lunchtime detention at which they will be expected to catch up missed work, but the form tutor should be informed of this to help keep clashes with the pupil's other lunchtime commitments to a minimum.

Please see below for the *Homework Guidelines* which can be found in the pupil digital planner and is displayed in classrooms, and published on the website. It is important that pupils, teachers and parents are clear about the sanctions in place.

Homework Guidelines for pupils.

- ✓ Your teachers expect you to complete the work to the best of your ability and meet the deadlines set. This means that you must spend a sufficient amount of time on the work and meet the requirements of the task. *(Homework which is late, incomplete, copied or of a poor standard is considered unacceptable.)*
- ✓ Homework will be set by your subject teacher on Teams in the Assignments channel and this will include the completion deadline.
- ✓ If you cannot complete a homework task (because you do not understand the work, cannot finish the task in the time, or have co-curricular commitments) then you must try to tell your teacher before the homework deadline. You should do this in person or by messaging your teacher on Teams.
- ✓ If you were absent when homework was set or due in, you are expected to see your teachers to sort this out when you return to School.

Any pupil who does not meet the expectations outlined above will face the following sanctions:



Policy reviewed by:	Mr J D Boardman, Deputy Head
Last policy review date:	Summer Term 2025
Next policy review date:	Summer Term 2026