



Mossbourne
Community
Academy

Behaviour, Uniform and Appearance and Attendance Policy

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1. Ethos

The ethos of the Academy is expressed through the Academy's Mission and Vision Statement (worded for students) which underpins all policies and practices within the Academy.

2. Mission Statement

Mossbourne Community Academy is not a normal school, it is exceptional. It is committed to making a major contribution to developing educational excellence. The Academy will be at the leading edge of high quality, inclusive and innovative teaching and learning practice.

Staff at the Academy work hard, and we expect you to work hard too – something you will be supported with every step of the way.

We care deeply about all students, so we never accept anything less than your best in terms of effort, attitude and behaviour. The environment we provide is calm and safe; a place where you can learn, grow and fulfil your potential.

You will leave with the confidence, skills and qualifications to choose the kind of life you want to lead, and to lead it guided by the values of courtesy, integrity, hard work, resilience, and excellence.

3. Aims, Objectives, Responsibilities

3.1 The Behaviour Policy aims to:

- Reflect the values expressed in the Mission Statement;
- Make clear the positive and constructive rules of conduct;
- Set out the framework for rewarding good and responsible behaviour and the procedures to be followed and sanctions to be applied should behaviour fall short of these standards.
- Ensure that equality of opportunity is available to all;
- Build a community based on tolerance, respect and personal responsibility

3.2 The Objectives of the Academy Behaviour Policy are to:

- Ensure that the Academy is a safe and supportive environment for all staff and students;
- Ensure that all members of the Academy community are shown respect and show respect for others;
- Endeavour to ensure that all members of the Academy community feel safe and are not subject to physical or verbal abuse, aggression or harassment both on, and outside of the Academy site, when incidents involve members of the Academy community;
- Encourage a positive approach to behaviour by good example and praise and reward for good behaviour;
- Ensure that the environment, curriculum, and other factors within the Academy's control are monitored to ensure the promotion of good behaviour and
- Ensure that where behaviour falls short of accepted standards, procedures are followed and sanctions are applied fairly and consistently

3.3 As a community, it is essential that we recognise that the ethos of this policy must apply to the behaviour of all its members both on and outside of the Academy site: to adults (teachers, other staff, parents/carers, and visitors) as well as to student behaviour. Only by

example can we teach and demand good standards of behaviour from those whose education is entrusted to us.

- 3.4 We also recognise that the success of the policy depends on the full support of parents/carers. The Home/Academy Agreement (Appendix 1) has had input from the Academy, Trustees and the DfE Academies Division and is reviewed regularly. In order for there to be a positive relationship between home and the Academy, parents/carers and students must sign the Home/Academy Agreement when the student starts at the Academy.
- 3.5 The Student Code of Conduct (Appendix 2) makes clear the general principles of good behaviour which will ensure a happy and successful working and social environment for all students.
- 3.6 This policy conforms to the Federation's duties relating to the Equalities Act 2010 and public sector equality duty.

4. Taking Account of Individual Student Needs (Rigidity with Flexibility)

- 4.1 Students may at some point require the adults in school to take account of their individual needs, protected characteristics, and/or circumstances when applying the Behaviour Policy. Students whose individual needs, protected characteristics and/or circumstances may need to be considered include but are not limited to:
- Students with disabilities;
 - LGBT students;
 - Students from ethnic minority backgrounds;
 - Students in religious groups;
 - Students who are travellers, asylum-seekers and/or refugees;
 - Students who need support to learn English as an additional language (EAL);
 - Students with Special Educational Needs (SEN);
 - Students looked after by the local authority (LAC);
 - Students formerly looked after by the local authority (PLAC);
 - Students with medical conditions;
 - Young carers;
 - Students from families under stress;
 - Pregnant schoolgirls and teenage mothers;
 - Students who qualify for the Pupil Premium Grant;

5. Expected Standards of Behaviour and the Student Code of Conduct

- 5.1 The Behaviour Curriculum is delivered through the Student Code of Conduct, Student Planner, Assemblies, Tutor Time and restorative conversations with staff. Key habits and routines are embedded in daily academy life.
- 5.2 The Student Code of Conduct is printed in the Student Planner and states clearly the expected general behaviour at all times. (Appendix 2).

6. The Role of Rewards in Recognising and Promoting Good Behaviour

- 6.1 At Mossbourne Community Academy, we believe that good behaviour is best promoted and developed by drawing attention to, and rewarding, well-behaved students.

7. Rewards System

- 7.1 Students are rewarded for their hard work, their diligence and positive attitude towards school in a variety of ways.

- 7.2 Students could be rewarded for a variety of reasons including but not limited to:

- Excellent assessment results;
- Positive attitude towards learning;
- Impeccable conduct and positive social behaviours;
- Excellent class work;
- Excellent homework;
- Participation in wider academy life;
- Outstanding progress.
- Excellent performance in Knowledge Organiser tests;
- Excellent oratory skills;

Rewards can be recorded in the Student Planner and electronically by a member of staff.

- 7.3 *Attendance awards:* Students achieving perfect attendance are rewarded at the end of every week, academic term and at the end of the academic year.

- 7.4 *Subject achievement/progress awards:* Awards are presented by the Heads of Learning Areas in the end of term whole academy celebration assemblies.

- 7.5 *Enrichment Passport:* Students are encouraged to collect stamps for attendance at enrichment activities. Prizes and rewards are awarded for outstanding commitment.

- 7.6 *Star of the Week:* Based on Achievement Marks, attendance, behaviour, and nominations from Form Tutors and the Head of Year, this award is presented by a member of the Senior Leadership Team in the weekly year group assembly. The 'Star of the Week' has privileges for the week in which they are the 'star'.

- 7.7 In addition to this formal rewards system, effort and achievement are also acknowledged in various other ways including but not limited to:

- ✓ verbal praise
- ✓ comments in exercise books and student planners
- ✓ phone calls home
- ✓ TV Screens and Notice Boards
- ✓ Academy Newsletter
- ✓ displays of work

- 7.8 As a result of this rewards system all students have the means to receive positive recognition and taste success.

8. Unsatisfactory Behaviour

- 8.1 Whilst actively encouraging and rewarding good behaviour, Mossbourne's Behaviour Policy makes clear that unsatisfactory behaviour will not be ignored or tolerated. Boundaries are made clear and sanctions are applied when a student does not adhere to the Student Code of Conduct.
- 8.2 In order for unsatisfactory behaviour to be dealt with effectively, it is considered important to have the fullest picture of a student's behaviour so that any incident may be seen in the widest possible context. Such information will not only be used in judging what sanction is appropriate but will also inform efforts to identify any underlying cause for the behaviour and to work with the student to improve their behaviour in future. The recording of unsatisfactory behaviour is therefore considered important and helpful.
- 8.3 **Recording Unsatisfactory Behaviour**
Incidents of unsatisfactory behaviour are logged electronically. The incident and decision taken is to be noted, even if no disciplinary action is recommended.

Adherence to the above will ensure compliance with the objectives set out in DfE publications relating to behaviour and discipline in schools and school suspensions and permanent exclusions. It will ensure:

- that a pattern of behaviour be recognised;
- that the Pastoral Team will be aware when intervention is warranted, thus avoiding more serious consequences;
- abnormal behaviour patterns are observed, which may be an indication of underlying factors;
- communication with parents / carers is recorded
- appropriate action may be taken;
- in the event of suspension or permanent exclusion, all supporting material is available.

Form Tutors and post holders should check behaviour logs regularly. The Heads of Learning Area (HOLA) are responsible for monitoring behaviour within their learning area. Form Tutors and Heads of Year (HOY) will identify students who are demonstrating negative behaviours across the curriculum. Staff will investigate the possible cause of these behaviours which will inform next steps which may or may not involve disciplinary action.

The Student Planner

The Student Planner may be used to inform parents of unsatisfactory behaviour. Staff may write comments in the planner. This should be seen by parents when checking and signing the planner and they may choose to record a response in the same section.

Student Concern Form

If a member of staff is concerned that a student has an unidentified SEN need, they should complete a form and liaise with the Head of Learning Area, Head of Year and/or Head of Inclusion. The Head of Year meets weekly with a member of the Curriculum Support Department to discuss the support for students on the SEN register and any new referrals.

8.4 Procedures for responding to serious misbehaviour in lessons

A serious incident is one in which a student is openly challenging the authority of the teacher or demonstrating behaviour/s which make/s it difficult for the teacher to continue

with the lesson or which pose/s a threat to the safety of the students or the teacher.

Should a member of staff encounter a serious incident within a lesson, there are two possible courses of action.

1. Relocation to another senior member of staff. This would normally be the Head of Learning Area (HOLA) or Head of Year (HOY) and, where possible, by prior arrangement:
 - The student should be sent, with her/his planner signed, and, where possible, accompanied by a Teaching Assistant or another staff member, to the senior member of staff. This should only be done if the whereabouts of the other member of staff is known;
 - The Head of Year must always be made aware if it has been necessary to remove a student from a lesson
 - The teacher sending the student must follow this up by logging the incident in the Progress Teaching Incident Log and consulting as soon after as possible with the HOLA or HOY;
2. Should the student refuse to leave the room or if the incident is so serious that relocation is neither appropriate nor adequate, then the alternative course should be followed:
 - A member of the Senior Leadership Team (SLT) should be summoned by the teacher who can either send an email to the SLT or send another student (with their Planner signed) to Reception who will contact the SLT
 - The student will be removed from the lesson by the member of SLT
 - The teacher concerned must follow up by recording the incident in the Progress Teaching Incident Log and consulting as soon after as possible with the HOLA or HOY.

8.5 Investigating unsatisfactory behaviour

It is essential that the Academy is always kept calm and safe. For this reason, students may be withdrawn from lessons while incidents of concern are investigated by staff. Our culture of communication and disclosure means students may also be spoken to by staff, and/or asked to write statements, about things they have seen or heard. This applies to all students regardless of whether they have been involved in the unsatisfactory behaviour themselves. Though the Academy endeavours to resolve incidents in a timely manner, teaching and learning and the smooth running of the Academy is prioritised.

8.6 Unsatisfactory behaviour when travelling to and from the Academy

Students who contravene the Student Code of Conduct at these times may be instructed to return to site and failure to follow this instruction would be dealt with seriously. Parents/Carers may be asked to drop off and collect students whose behaviour at these times mean they cannot be trusted or who have previously failed to adhere to the Student Code of Conduct at these times or who pose a risk to other students or themselves.

9. Anti-Bullying Policy

- 9.1 The Academy places high importance on creating and maintaining a calm and safe learning environment for all students. It is expected that all students are able to learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated.

A zero-tolerance approach is taken on all types of bullying. Incidents of bullying through social networking sites or any kind of cyber bullying will be dealt with in the same manner as other forms of bullying. There will be serious sanctions for students who are perpetrators of bullying. The Academy has a legal duty under the School Standards and Framework Act

1998 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students and to follow these principles.

9.2 Bullying is defined as deliberately hurtful behaviour, whether it be a single incident or repeated over a period of time, where it is difficult for those being bullied to defend themselves. Incidents may include, but are not restricted to:

- Physical (hitting, kicking, theft);
- Verbal (name calling, racist remarks, harassment);
- Indirect (spreading rumours, excluding someone from social groups);
- Coercing somebody to behave in a way which they do not want to and
- Cyber bullying.

9.3 The Academy's teaching and non-teaching staff must be alert to signs of bullying and act promptly and decisively in accordance with school policy. Students are routinely encouraged to report bullying at the Academy. The Academy reiterates the expectation and fosters a culture of 'telling'. This extends to parents and/or carers who are encouraged to report changes in their child's behaviour or suspicions that their child is a victim of, or perpetrator of bullying.

Procedures

9.4 The following steps are taken when dealing with incidents:

- If bullying is suspected or reported, the incident is dealt with immediately, or at the earliest opportunity, by the member of staff who has been approached or who has witnessed the incident;
- It is incumbent on the staff member to seek the support of a Senior Member of the Pastoral Team or the Head of Year if it is deemed the situation cannot be resolved satisfactorily;
- A clear account of the incident is recorded and given to the Head of Year or Senior Member of the Pastoral Team;
- The Head of Year or Senior Member of the Pastoral Team will interview all concerned and will record the incident;
- Form Tutors and other staff involved with the student including the CSD Team are kept fully informed and involved;
- Parents are informed either via the Student Planner, a telephone call, letter or a meeting, as deemed appropriate by the Head of Year;
- Punitive measures are used as appropriate and in consultation with all parties concerned;
- Mediation (as appropriate) can be used to support students being bullied and the bullies
- Counselling (as appropriate) is also available to support both categories of student.

9.5 Students who have been bullied are supported by:

- Being offered an immediate opportunity to discuss the experience with a member of staff with whom they are comfortable to speak;
- Being reassured;
- Being offered continuous support;
- Being assisted to have their self-esteem and confidence restored;
- The opportunity of referral to support services as appropriate and/or
- The offer of a 'Resolution' meeting

9.6 Actions taken could also include:

- Discovering why the student became involved;

- Establishing wrong doing and need for change as appropriate;
- Informing parents/carers to help change the attitude of the student

9.7 When dealing with bullying, the following disciplinary steps can be taken:

- Official warnings to cease bullying behaviours;
- Detention;
- Behaviour Support Unit;
- Suspension;
- Permanent exclusion.

9.8 The policy is promoted and implemented throughout the Academy. For example:

- A Safe Space operates in the APC 2 every lunchtime where students are able to 'pop in' and can report any incidents of bullying.
- The 'I Need a Chat' box is located outside the office of every Head of Year. Students can drop their name into the box and a Designated Safeguarding Lead will find them at an appropriate time to discuss what is on their mind.
- Assemblies on Anti-Bullying and
- The PSCHERSE curriculum.

9.9 It is expected that staff respond to all reports of bullying in a sensitive and swift manner. Students are reminded regularly that Mossbourne Community Academy has a culture of communication and disclosure. There is an expectation that parents and/or carers inform Academy staff should they suspect, or know, their child is being bullied. The planner also details important agencies outside of the Academy such as the NSPCC where students can seek support.

10. Harassment

10.1 Definition: Harassment may be defined as any hostile or offensive act or expression by a person against another person who interferes with the peace and security of that person, makes them fear for their safety, or reduces their quality of life.

10.2 Implicit in our ethos as an Academy is the fact that we believe we are all equal regardless of ethnicity, culture, gender, sexual orientation, disability or religion. We are an actively anti-racist academy. The ethos of the Academy therefore fosters the spirit of regard and respect for each other and for all members of the community to feel valued and respected. As an educational establishment we also recognise that learning and growth can only take place when students and staff have the self-confidence, well-being and security that comes from being fully valued and respected and from experiencing equality of opportunity. Harassment has no place in our community and will not be tolerated.

In order to further promote an environment which celebrates diversity and mutual respect the Academy will:

- Ensure displays reflect its diversity;
- Challenge any intolerance within the classroom or playground;
- Challenge intolerance in books, materials and comments in written or spoken form;
- Encourage students to share and celebrate their cultural experiences through the curriculum.
- Celebrate kindness

10.3 Harassment may present itself in the following ways:

- Physical assault because of ethnicity, culture, gender, sexual orientation, disability or religion;

- Derogatory name-calling, insults and jokes;
- Offensive graffiti;
- Provocative behaviour such as the wearing of racist badges or insignia;
- Bringing offensive materials such as leaflets, comics, magazines into the Academy;
- Verbal abuse and threats;
- Acting in breach of the Student Code of Conduct by making physical contact
- Pressurising another student to engage in misbehaviour either in person or online
- Sending of unsolicited images
- Incitement of others to behave in an offensive way;
- Attempts to recruit other students to certain organisations and groups;
- Ridicule of an individual for cultural differences, e.g. food, music, dress, etc.;
- Refusal to co-operate with other student because of ethnicity, culture, gender, sexual orientation, disability or religion.
- Use of social media platforms to pursue a fellow student in any of the aforementioned ways
- Promotion of extreme views which insight the denigration of others for example misogynistic, or racist comments or actions.

10.4 Sexual harassment and child on child abuse

All incidents will be dealt with in line with current Keeping Children Safe in Education guidance. Sexual Harassment and child on child abuse may present itself in the following ways:

- Unwanted physical contact of any kind;
- Offensive comments of a sexual nature;
- Coercive, controlling behaviour;
- Unwanted pressure e.g. for a date;
- Cat calling or making inappropriate noises
- Unwanted attention for example staring;
- Spreading rumours of a sexual nature;
- Inappropriate facial expressions;

10.5 Procedures for Dealing with Harassment

Harassment, in any form is totally unacceptable and will be dealt with in the following ways:

- Reported via the Safeguarding Procedures.
- Recorded electronically
- Reported to both the victim's and the perpetrator's parents/carers;
- In accordance with the DfE guidelines, suspension/permanent exclusion (and/or time in the Behaviour Support Unit) are the likely outcomes for any student found to be a perpetrator of harassment in any form.
- External agencies will be informed, where appropriate, for all parties.

10.6 Victim Support

The Academy will take steps to comfort and support any student who experiences harassment. The actions taken to deal with the offender will be explained and the attitude of the Academy towards such behaviour clearly stated. The victim will be given the opportunity to express their own concerns and feelings, and counselling will be provided where necessary.

As appropriate, the Academy will arrange a meeting with the parents of the victim to explain the action taken and to discuss the matter with them. Restorative justice may also be used and may be managed by Learning Mentors upon the request of the Head of Year. For restorative justice to be successful all parties must be fully willing to participate.

In serious cases the Academy will work in conjunction with external agencies and most up to date guidance.

11. Violent Behaviour

- 11.1 The Academy operates a no physical contact rule; this includes aggressive and non-aggressive physical contact. This rule must be managed and enforced in a measured way.
- 11.2 It is made clear to all students that physical contact of any nature will not be tolerated. Incidents of physical contact will be dealt with immediately, logged electronically, and parents informed if deemed necessary.
- 11.3 Mossbourne Community Academy will not tolerate the use of physical violence to resolve any situation or conflict and provocation is not seen as justification for resorting to violent behaviour. This is different to self-defence.
- 11.4 It is highly likely that any student involved in an incident of physical aggression, whether provoked or otherwise, will be suspended or permanently excluded as deemed appropriate by the Principal.
- 11.5 **Procedure for dealing with fights**

The member of staff who first attends to the incident should:

- Ensure that the students are checked to confirm that they do not need medical attention;
- Remove them to a quiet area and keep them isolated from each other;
- Inform the Head of Year, a Senior Pastoral Leader and/or a member of the Senior Leadership Team;

- 11.6 **Procedure for dealing with knives and offensive weapons**

This is shown in Appendix 3.

12. Drug Education and Management of Drug-Related Incidents

This section refers to illegal drugs and solvents. The Academy policy on smoking, vapes, and alcohol is set out in the section that follows.

Key Contacts

Designated Safeguarding Leads, including members of the Pastoral Team.

Aims

The Academy's commitment is to ensure that all students are given the fullest encouragement and support to achieve their potential. Mossbourne Community Academy aims to provide support, both educationally and pastorally to enable its students to make informed choices and to receive positive help should drug-related problems arise. This section on drug education and the handling of drug related incidents follows the same principles as this and all other Academy policies, acknowledging that young people are very vulnerable and meeting their needs must be our main concern and responsibility;

Objectives

- To provide a high-quality drug education programme, delivered primarily through PSHCERSE but also through the wider curriculum, which will provide knowledge and

understanding about the dangers of drug misuse and therefore enable students to make informed decisions;

- To provide opportunities for students to develop the attitudes and skills needed to avoid drug misuse;
- To enable and encourage students who are misusing drugs to seek help;
- To make clear the Academy's attitude and response to drug education and to students who have drug-related problems, in order to facilitate a clear and consistent approach to dealing with drug-related incidents and drug education;
- To ensure students receive the maximum support, the Academy welcomes the services of a School Nurse. Students may self-refer or be referred by staff.

12.1 Drug-related Incidents and Situations

The Academy's response to any suspicion or evidence of drug abuse is a carefully controlled and planned in keeping with the DfE guidelines. Any incident of suspicion or evidence of drug abuse should be reported following the safeguarding protocols at the Academy.

12.2 Referral of concerns

- Any member of staff suspecting the use of drugs or solvents must report the matter immediately in line with safeguarding protocol.
- The Designated Safeguarding Leads have responsibility for co-ordinating responses and referrals. Disclosure by the student is not a prerequisite for taking action;
- All information gathered, reasons for action or not taking action are recorded separately in line with safeguarding protocol.

12.3 Response to concerns

- All incidents will be responded to individually, taking into account all aspects of the situation. These include the age, background, physical and mental health of the young person, those involved, the drug involved, the risks, whether Academy rules were broken, and whether the activity was illegal. Having considered these aspects, decisions will then be made regarding whether to involve the parents, the police, social care, Child and Adolescent Mental Health Services, and whether the matter will be dealt with confidentially or not;
- The Academy will not break confidentiality without the student's permission unless there are issues of safeguarding, including illegality;
- Possession or supply of drugs on Academy property is a clear example of illegal activity;
- The Principal will make the final decision of how to respond to drug-related incidents. The decision to permanently exclude any student who is in possession or is implicated in the concealment of illegal substances on the Academy site or whilst wearing the Academy uniform or on academy business is most likely, though the Principal maintains the right to make the final decision.

12.4 Teacher Guidelines for Responding to Drug Use by Student

Confidentiality

While students should always be encouraged to tell their parents if they have a drug-related problem, staff must be clear that all young people have the legal right to confidentiality regarding access to advice and information services. Parents should not be informed when a student requests help around drug use unless the student has consented or if failing to inform a parent may place a student at greater risk of harm. Teachers must not themselves give advice, only information. Students requesting advice should be directed to a Designated Safeguarding Lead.

Health and Safety

The Academy will be vigilant when taking students on Academy trips, when the opportunity for drug use may present itself. This includes smoking, vapes, and the drinking of alcohol. The rules regarding this and the sanctions for breaking these rules should be made clear at the beginning of all such trips.

Medical Emergency

Acute intoxication, physical collapse or unconsciousness can result from drug or solvent abuse. In a drug-related emergency staff should contact a trained first-aider, so that medical help can be given, and emergency services called if appropriate. The Head of Year and Senior Designated Safeguarding Lead should also be informed immediately.

Discovery of Drugs on the Academy Premises

Any drugs found on Academy premises, when the owner cannot be identified, should be passed to a Senior Designated Safeguarding Lead immediately who will contact the Safer Schools Police Officer.

The Supply of Drugs

In cases where staff become aware that drugs are being supplied to students either on or off the Academy premises, whether being sold or shared, whether by adults or other young people, the Academy's safeguarding protocols must be followed. The Safer Schools Police Officer will be contacted. All students involved, whether supplying or receiving drugs will be referred to external agencies, as appropriate. Academy sanctions will be decided by the Principal having followed the previous mentioned considerations when dealing with a drug-related incident. It is highly likely that any student found to be responsible for supplying drugs to other students either on site or off site will be permanently excluded from the Academy. It is highly likely that any student found to be purchasing or sharing drugs either on site or off site will be permanently excluded from the Academy.

13. Illegal and Prohibited Substances

- 13.1 Students are not permitted to smoke, use vapes or consume alcohol on the premises, whilst wearing Academy Uniform or whilst on Academy Business e.g. a trip.
- 13.2 Students found smoking/using a vape/drinking alcohol or believed to be smoking/using a vape/drinking alcohol, because of the situation in which they are found, will be given an appropriate sanction. All incidents will be responded to individually, and context considered, taking into account all aspects of the situation. These include the age, background, physical and mental health of the young person, the risks, whether Academy rules were broken, and whether the activity was illegal. Having considered these aspects, decisions will then be made regarding whether to involve the parents/carers, the police, social care, Child and Adolescent Mental Health Services, and whether the matter will be dealt with confidentially or not.
- 13.3 Should a teacher be suspicious that a student has been smoking, using vape or drinking alcohol or be found to be smoking, using vape or drinking alcohol, the Academy's safeguarding protocols must be followed immediately.

Please note that the smoking of cigarettes, vapes or drinking of alcohol does not form an exhaustive list of prohibited, illegal or illicit substances and are used as examples.

14. The Use of Sanctions

Where a student's attendance, behaviour or work is unsatisfactory, there should be an appropriate response.

14.1 Principles

- Whole groups should not be punished for the activities of individuals unless there are

exceptional circumstances. Every effort should be made to identify individuals or ringleaders;

- Sanctions should not be humiliating or degrading;
- Punishments should be in proportion to the offence;
- Students should be clear about why they are being punished and how.

14.2 Sanctions and Interventions

A range of sanctions and interventions exist, and care is taken to apply the sanction and/or intervention most appropriate to the student concerned and the nature of the misdemeanour. These include but are not limited to:

- Verbal warnings;
- Verbal reprimands;
- Moving a student's position in class;
- Relocation to a senior member of staff;
- Withdrawing other privileges e.g. representing the Academy at an event;
- Detention (further details in section 19);
- Informing parents/carers by letter, phone call or inviting them to a meeting;
- Community based sanction e.g. picking up litter or cleaning graffiti;
- Referral to the Head of Year or a member of the Extended Leadership Team;
- Being placed on Report (further details in section 19)
- Removing a student from a specific subject lesson for an agreed period of time;
- Behaviour Support Unit (further details in section 16);
- Behaviour Support Plans and Pastoral Support Plans (further details in section 16);
- Alternative Provision Centre (further details in section 17);
- Suspensions and permanent exclusion (further details in section 18)

15. Detention Policy and Procedure

Detention is one of the sanctions schools can use in cases of misbehaviour. Section 5 of the Education Act 1997 gives schools authority to detain students after the end of a school session on disciplinary grounds. The following section of the policy details the legal position for schools as laid down in the 2011 Education Act:

The Education Act 2011 removes the legal requirement to give parents 24 hours' notice before detaining students after school. The Act confirms schools' powers to use detentions by making it lawful for schools to put students aged under 18 in detention without parental consent at a variety of times outside school hours.

The sanction of detention can be applied to all students on roll. The times when detention without parental consent may be given are: during the school day i.e. break and lunch; before and after the school day; weekends; and certain non-teaching days e.g. INSET Days. Students will always be given the opportunity to use the toilet should they need to and have lunch if the detention is set at lunch time.

Although legally the Academy does not have to give notice, where long detentions after school are given, the Academy will endeavour to notify parents/carers via the Student Planner, a letter, or a telephone call home. For all other detentions, including sixth form, it is the student's responsibility to ensure that their parent is informed. Sixth form students are expected to ensure that parents are informed.

This policy is made clear to parents in the Transition Booklet.

15.1 Subject Teacher Detentions:

- Teachers will have their own arrangements for holding detentions for unsatisfactory

work, behaviour, homework, or lateness to lessons;

- These may take place at break, lunch, before or after school;
- When detentions are set, the teacher setting the detention must, log it electronically. This ensures that the Form Tutor, Head of Year and Head of Learning Area can monitor the behaviour.

15.2 Senior Detention:

- Is held every evening and lasts approximately until 5.30 (Mon-Thur) and 3.15 (Fri);
- Can only be authorised by, and is supervised by, members of the Extended Leadership Team and/or Pastoral Team;
- Is set for serious misdemeanours or persistent breaches of the Student Code of Conduct;
- Parents/Carers may be asked to collect their child from this detention.

15.3 The Senior Leadership Team Detention

- Is held every Saturday morning (term time only);
- Can only be set by the senior members of the pastoral team (via the Heads of Year), or the Principal;
- A letter is usually sent home to the student's parent/carer to notify them of the detention;
- Is supervised by a member of the Extended Leadership Team;
- Is set for very serious misdemeanours or persistent breaches of the Student Code of Conduct, usually, but not always, when a Senior Detention has already been sat and has not modified the student's behaviour;
- Parents/Carers may be asked to drop off and collect their child from this detention.

15.4 It may be necessary, on a rare occasion, for a student to remain on academy site for a detention past 5.30pm (3.15pm Fri). This is at the discretion of the Principal or a member of the Senior Leadership Team and will be communicated to parents.

15.5 Failure to attend any detention will be deemed serious and a more severe sanction issued. Repeated failure to attend subject teacher detentions or failure to attend a Senior Detention, Senior Leadership Team Detention or a Principal's Detention will result in a much more severe sanction e.g. the student being placed in the Behaviour Support Unit or suspended.

16. Behaviour Support Unit

The Behaviour Support Unit (BSU) is both a sanction and intervention. It is housed on site but away from the main student body. The BSU is supervised at all times by academy staff; by experienced teachers during lessons, and by Learning Mentors or Teachers during break and lunch. Students complete work and/or reflection tasks, as directed by their Head of Year, based on the reason, and the length of time, they are in the BSU for.

16.1 Purpose:

- To act as a deterrent and prevent students making negative behaviour choices to begin with;
- To protect the learning of other students;
- To protect the welfare of other students;
- To signal to students the seriousness of their behavioural choices;
- To support students in making more positive behaviour choices in future.

16.2 Use:

A student may be placed in the BSU if they are returning from a suspension or have persistently breached the Student Code of Conduct or for breaches of the Uniform and Appearance Expectations or where a behaviour they demonstrate is so serious that it

requires them to be removed from mainstream lessons, or the student body as a whole. These serious behaviours include but are not limited to:

- Insolence / rudeness to staff;
- Defiance towards staff;
- Bullying / threatening behaviour / harassment;
- Physical aggression;
- Theft from the Academy;
- Failure to follow instructions;
- Failure to attend a Senior Detention, Senior Leadership Team Detention or Principal's Detention;
- Truancy;
- Racial/religious/homophobic/gender/sexual/disability harassment;
- Vandalism to academy property;
- Inappropriate use of social media or electronic forms of communication which significantly disrupt the smooth running of the Academy.

16.3 Further Support:

If a student is placed in the BSU additional support may be provided (provision will be decided on an individual basis) and is likely to include one or more of the following:

- Parent/Carer meeting;
- Being placed on Report;
- Reintegration Support Plan;
- Behaviour Support Plan;
- Pastoral Support Plan;
- Learning Mentor.

16.4 Usually, students will spend no more than five consecutive school days working in the Behaviour Support Unit. For some students, longer term removal from the main student body may be required, this decision can only be made by a member of the Senior Leadership Team and will be clearly communicated to parents/carers. The Alternative Provision Centre will also be considered in these circumstances.

16.5 Students who have been removed from lessons to enable an investigation to take place are not usually placed in the Behaviour Support Unit./ Students who have been removed from lessons to enable an investigation to take place are placed in an appropriate location in the Academy. This may include but is not restricted to the Behaviour Support Unit, the Alternative Provision Centre or outside the office of an appropriate member of staff.

17. Alternative Provision Centre

The Alternative Provision Centre (APC) is a unit for students who need significant additional support to be successful. The APC is supervised at all times by a member(s) of academy staff. Whilst in the APC students receive a broad and personalised curriculum and may have a reduced number of hours on site.

17.1 Purpose:

- To provide intensive support for students demonstrating behaviours which place them at risk of permanent exclusion, suspensions or repeated placement in the Behaviour Support Unit;
- To provide an alternative to permanent exclusion for students, depending on the nature of the behaviour and the student;
- To support students to return successfully to mainstream education at the Academy after a set period of time;
- To provide an alternative to suspensions of significant length where appropriate
- To support students in transitioning to a new (often specialist) provision that is more appropriate for their ongoing education;

- To protect the learning of other students;
- To protect the welfare of other students;
- To support students in making more positive choices in future;
- To support students who have complex contextual safeguarding needs;
- To support reintegration following non-school attendance;
- To support and assess mid-year admissions.

17.2 Use:

A student will only be placed in the APC after extensive discussions have been held between the Head of Year, the Senior Pastoral Team, and the Head of SEN Inclusion. If they are in agreement that placing the student in the APC is in the best interests of the student and/or the Academy as whole, then a meeting will usually be organised with parents/carers to discuss the placement.

17.3 The length and nature of placement in the APC is entirely dependent on the student and the circumstances. Some students may benefit from shorter term placements of a couple of weeks but for others a longer placement of half a term or even a term may be appropriate. Occasionally, permanent placement in the APC will be appropriate as an alternative to permanent exclusion.

18. Suspensions and Permanent Exclusions

Mossbourne Community Academy is committed to good behaviour and inclusion. However, the Governing Body recognises that the principal may feel that suspension or permanent exclusion is an appropriate response to a situation, or action, on the part of a student; this may be as a result of a single serious breach of the Behaviour Policy, the exhaustion of all other strategies put in place to support good behaviour, or persistent breaches of the Behaviour Policy.

The DfE recognises that suspensions and permanent exclusions are essential behaviour management tools for principals and headteachers and can be used to establish high standards of behaviour in schools and maintain the safety of local communities. Suspension and permanent exclusion, when warranted play a part in creating a calm, safe, and supportive environment in which students can learn and thrive. To achieve this, suspension and permanent exclusion are sometimes a necessary part of a functioning system

The decision to suspend or permanently exclude any student will always be lawful, reasonable and fair.

18.1 Scope

This Policy covers all students at Mossbourne Community Academy

This policy should be considered alongside all DfE guidance including Keeping Children Safe in Education and the Education Act 2002/2011.

18.2 Behaviour outside of the academy

- This policy applies to all students when on academy business. Some examples of when this policy will apply and students are considered to be on academy business are:
 - Away on academy trips;
 - Academy sports fixtures;
 - Work experience placements;
 - When a student is wearing the Academy uniform.

The above list is illustrative and not exhaustive

For behaviour outside the Academy, when the student is not on academy business, including online behaviours, the Principal will suspend or permanently exclude a student if there is a clear link between behaviour and the maintenance of good behaviour and discipline among the student body as a whole. If the student's behaviour in the immediate vicinity of the Academy or on a journey to and from the Academy is poor and meets the criteria for suspension or permanent exclusion then the Principal may decide to suspend or permanently exclude, especially where it brings the Academy's reputation into disrepute.

18.3 Key Principles

The decision to suspend or permanently exclude a student may be taken in the following circumstances:

- In response to a serious or persistent breaches of the Academy Behaviour Policy and;
- If allowing the student to remain in the Academy would harm the education or welfare of the student or others at the Academy such as staff or other students.

Suspension or permanent exclusion are serious sanctions and are only available to be administered by The Principal (or in their absence, the person appointed to carry out the functions of the Principal).

Suspension and permanent exclusion are not appropriate sanctions for minor incidents but may be used for:

- Verbal abuse to staff or other adults;
- Verbal abuse to students;
- Physical abuse to, or attacks on, staff or other adults;
- Physical abuse to, or attacks on, a fellow student;
- Threatening or harassing behaviour;
- Bullying and cyberbullying;
- Exam malpractice;
- Indecent behaviour;
- Damage to property;
- Misuse/possession/trading of illegal drugs;
- Misuse/possession/trading of other substances;
- Theft;
- Persistent disruptive behaviour;
- Behaviour which threatens the smooth running of the Academy;
- A refusal to follow the instruction of a member of staff;
- Being in possession of contraband items as listed in the Academy code of conduct;
- Being in possession of illegal substances in Academy uniform or on the Academy site;
- Bringing weapons (or an item for which the intended purpose is that of a weapon) of any description into the Academy.

The list above is neither exhaustive nor is it prescriptive. Each student's behaviour will be judged individually, and the context of the behaviour will always be taken into account.

Most suspensions are for a short duration (usually between one and five days).

Department of Education regulations allow the Principal to suspend a student for one or more fixed periods, not exceeding 45 academy days, in any one academic year.

18.4 Factors to be Considered Before Suspension or Permanent Exclusion

Suspension or permanent exclusion will not be imposed without due consideration unless there is an immediate threat to the safety of others in the Academy or the student

concerned. Before deciding whether to suspend or exclude a student the Principal will:

- Ensure appropriate investigations have been carried out;
- Consider all the evidence available to support the allegations taking into account the Academy's Behaviour, Uniform and Appearance and Attendance Policy;
- If appropriate, allow the student to give their version of events – though the Academy recognises that this may not always be appropriate;
- Check whether the incident may have been produced for example by harassment (this includes bullying) and
- Consult with others, if necessary.
- Consider the civil standard of proof i.e. on the balance of probabilities
- Consider whether there are any mitigating individual or contextual needs which impacted the course of events.
- Consider if there is an alternative course of action.

If the Principal is satisfied that *on the balance of probabilities* that the student did what they are alleged to have done, suspension or permanent exclusion will be the outcome.

18.5 Alternatives to Suspension and Permanent Exclusion

The Academy does use alternative strategies to suspension and permanent exclusion and these are included in section 14 of this policy – 'Use of Sanctions'.

18.6 Procedures

The details of any suspension or permanent exclusion will be shared via the agreed communication platform. The information provided will include the reason for suspension or permanent exclusion, the dates the student is suspended or the date the permanent exclusion begins, how work or alternative provision will be provided and ways in which parents can seek support.

18.7 Suspensions

- Following the decision to suspend, parents are contacted immediately, where possible.
- In cases where a student is a Looked After Child the social worker and the virtual school will be notified as soon as possible.
- If applicable, the allocated social worker will be notified as soon as possible
- A letter will be sent via the agreed communication platform, giving details of the suspension and the date the suspension ends.
- Parents/Carers have a right to make representations to the Governing Body, as directed in the letter.
- A reinstatement meeting will be held following the expiry of the suspension.
- Following a suspension it is academy practice for students not to return to mainstream lessons, but to learn in the BSU for an appropriate period.
- A wide range of supportive mechanisms, for example, report or Behaviour Support Plans, may be considered as a strategy to help students modify the behaviour which had led to suspension.

18.8 Permanent Exclusion

- Permanent exclusion may be applied in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the student to remain in school would seriously harm the education or welfare of the student or others such as staff or students in the school.
- The decision to exclude a student permanently is a serious one. It could be the formal step in a process for dealing with disciplinary offences after a wide range of other strategies have been used without success. It is an acknowledgement that persistent breaches of the Academy Behaviour Policy have occurred, that all available strategies

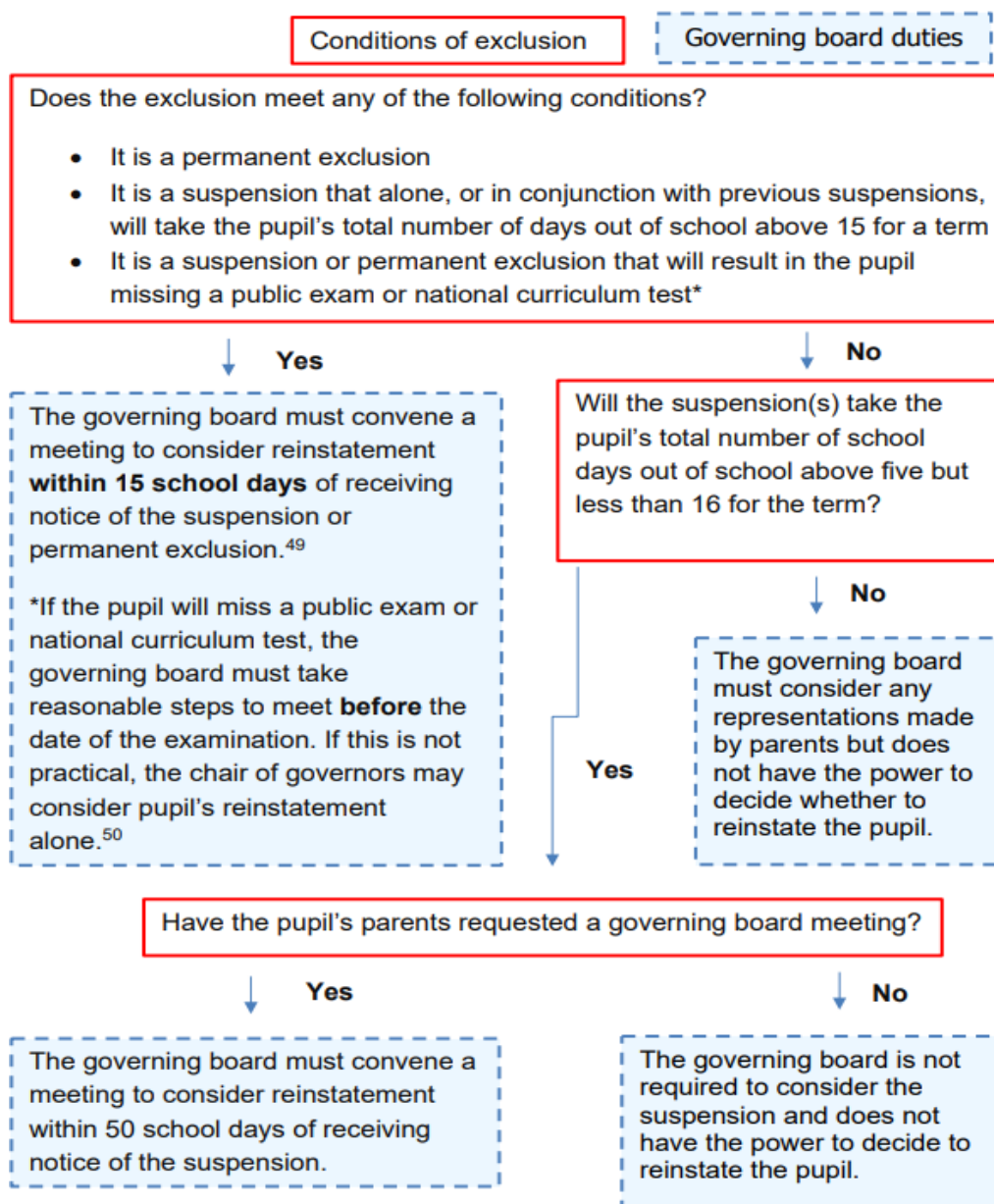
have been exhausted and the permanent exclusion is a last resort.

- Permanent exclusion might follow (for example) persistent and defiant misbehaviour including harassment (which would include bullying).
- There are exceptional circumstances where it is appropriate to permanently exclude a student for a first or 'one off' serious breach of the Behaviour Policy. These might include:
 - Serious actual or threatened violence against another student or a member of staff;
 - Sexual abuse or assault;
 - Possessing or supplying an illegal drug either in Academy uniform or on the Academy site;
 - Carrying an offensive weapon or item which could be construed as a weapon and is carried for such a purpose;
 - Using an item as a weapon;
 - Arson
 - Failing to follow the instruction of a member of staff that jeopardises their own safety or the safety of others
- The Academy may consider external agency involvement for any of the above offences.
- These instances are not exhaustive but indicate the severity of such breaches and the fact that such behaviour seriously affects the smooth running of the Academy and jeopardises the well-being of the Academy community including the health and safety of all staff and fellow students.
- Following the decision to permanently exclude, parents are contacted immediately, where possible and in most cases will be invited to meet with senior staff.
- In cases where a student is a Looked After Child the social worker and the virtual school will be notified as soon as possible.
- In cases where the student has one, the social worker will be notified as soon as possible.
- A letter will be sent via the agreed communication system, giving details of the exclusion.
- Parents/Carers have a right to make representations to the Governing Body, as directed in the letter.
- Governors will endeavour to meet within 15 academy days from the point of notification, to review the permanent exclusion.

18.9 The Review of Suspensions and Exclusions

- The Principal may cancel any suspension or exclusion that has already begun but this should only be done where the suspension or exclusion has not yet been reviewed by the Governing Body.
- The Governors have established arrangements to review promptly all permanent exclusions from the Academy and all suspensions that would lead to a student being excluded for over 15 days in a term or when a suspension means that a student will miss a public examination.
- In the case of 15 days suspension in one term, the Governors will consider reinstatement of the student within 15 days of the Governors receiving notice of the suspension.
- In the case of suspension taking a pupil out of the academy for 15 days or less in a term but above 5 days, the governing board will consider any representations made by the parent, should the parent wish to make them, within 50 academy days of receiving notice of the suspension.
- In the case of suspension taking a pupil out of the Academy for 5 or less days in a term, the governing board is not required to consider the suspension and does not have the power to reinstate the pupil.
- Requests that Governors consider reinstatement from a suspension must be made within 15 days of the first day of suspension.

A summary of the governing board's duties to review the headteacher's exclusion decision



19. Supporting Students Whose Behaviour Needs to Improve

At Mossbourne Community Academy we believe the most effective way of managing behaviour is to praise and reward good behaviour (see Rewards). Where students are having difficulty conforming to the expected standards of behaviour in the Academy, various strategies may be employed to help them to improve.

19.1 Reports

The use of a Report, although a sanction, serves the dual purpose of enabling the staff to provide instant and usually positive feedback to a student at the end of every lesson. This is particularly effective because it is taken home for a parent/carer to review and sign every

evening. Some students enjoy being 'on report' and ask to be put on report when they feel their behaviour is deteriorating. The Academy may use the following daily Reports:

- Form Tutor
- Head of Learning Area
- Head of Year
- Specialised Head of Year
- Senior Pastoral
- Curriculum Support Department
- Extended Leadership Team
- Reintegration
- Senior Leadership Team
- Principal

19.2 One to one sessions with specialist teachers or learning mentors are also used to help students to develop strategies to improve their behaviour.

19.3 Although very rare, where appropriate and usually only for students who have an Education Health and Care Plan (EHCP), and when agreed in advance in a parental meeting, 'time out' will be allowed for students to withdraw themselves from a situation they feel they may not be able to manage appropriately and take themselves to an agreed location and/or member of staff.

19.4 For those students whose attitude or behaviour is seen to be deteriorating rapidly and/or who are deemed to be at risk of fixed period exclusion a Behaviour Support Plan (BSP) will be put into place. More detail is provided in section 20.

19.5 For those students whose attitude or behaviour is seen to be deteriorating rapidly and/or who are deemed to be at risk of permanent exclusion or of dropping out of the Academy altogether due to disaffection, a Pastoral Support Plan (PSP) will be put into place. More detail is provided in section 20 below.

20. The Pastoral Support Programme (BSPs and PSPs)

The Pastoral Support Programme will identify precise and realistic behavioural outcomes for the student to achieve through the implementation of a Behaviour Support Plan (BSP) or Pastoral Support Plan (PSP)

20.1 It will be agreed with parents/carers as a result of a meeting with them. External agencies may be invited.

20.2 This meeting will consider the causes for concern and suggest steps to improve the situation. Agencies such as Education Welfare, the Educational Psychology Service, Social Services, Police, Counselling, and other voluntary organisations, will be involved as appropriate.

20.3 In drawing up the plan the Academy will, in discussion with others:

- consider what additional specialist support may be appropriate;
- review any learning difficulties and put in place a remedial programme where necessary;
- consider changes of sets or class.

20.4 The Plan will have clear targets, a time limit, be monitored regularly and should be formally reviewed every four to six weeks, depending on the type of plan and student attendance.

- 20.5 The success criteria will be recorded and rewards for meeting targets and sanctions for non-compliance (where applicable) should be made clear at the outset.
- 20.6 At the end of the agreed period the intervention package may, according to level of its impact on improving the situation:
- be reduced or removed;
 - may be continued for a further period with or without amendments;
 - (if a BSP) escalated to a PSP;
 - or where there has been no improvement and the student is on a PSP for a number of reviews, the Principal may decide to permanently exclude.

21. Restraint (Positive Handling): Summary Guidance on its use with a student

- 21.1 The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a student from doing or continuing to do" any of the following:
- Committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
 - Causing personal injury to any person (including the student themselves);
 - Causing damage to the property of any person (including the student themselves);
 - Causing damage to academy property;
 - Prejudicing the maintenance of good order and discipline at the school, and among any student receiving education at the school, whether during a teaching session or otherwise;
- 21.2 This may be on the Academy premises or "elsewhere at a time when as a member of staff has lawful control or charge of a student concerned".
- 21.3 All incidents of restraint must be reported as soon as possible to a senior member of the Pastoral Team.
- 21.4 A Restraint Record with the following points should be recorded and stored:
- Date, time and location of incident;
 - Circumstances and significant factors which led to the incident;
 - The duration and nature of any physical restraint used;
 - The names of the student(s) and staff involved;
 - A description of any injury sustained by the student(s) or staff member(s);
 - A description of any action taken after the event;
 - The full name and job title of the person making the report and
 - The signatures of: the person who applied the restraint, the person making the report, the Vice Principal (Pastoral) and the Principal.
- 21.5 Examples of cases at the Academy in which restraint might be used include:
- When the safety of (an)other student(s) is threatened;
 - When self-injury is being, or is likely to be caused;
 - When a child or vulnerable young person is exposing themselves to potential danger by seeking to leave the premises or a vehicle;
 - When the safety of a member of staff or a visitor is threatened and
 - When there is risk of serious damage to property

21.6 Acceptable Forms of Restraint (reasonable force):

- A safe holding tactic by which a student is restrained as far as possible without injury to any parties or until they calm down;
- Physical contact with a student designed to limit their movements, which are posing a danger or involving serious disruption;
- The physical removal of a child from one place to another;
- The use of any physical force necessary to remove a weapon/dangerous object from a student's grasp, when they are in the act of assaulting another person or looks likely and able to do so.

21.7 Unacceptable Forms of Action:

- Any act, or the threat of an act, examples of which are hitting, kicking, slapping, punching, poking, prodding, biting, throwing an object, unnecessarily rough handling or shaking which causes or threatens harm or the expectation of harm, even in the heat of the moment. Such acts would constitute an application of force as punishment and would fall under the definition of unlawful corporal punishment, which is illegal under Section 548 of the Education Act 1996, unless they have been undertaken within the context of self-defence and/or the defence of others.

21.8 Procedures:

Before taking action, which may involve restraint a member of staff should endeavour to follow these procedures:

- Assess that the restraint can be undertaken successfully;
- Give clear instructions to the student/person as to what is required of them;
- Warn the student, wherever possible, of the possible consequences of failure to comply (e.g. "If you continue to do that, I will have to stop you"). Whatever warning is used must **not** contain any threat of physical assault;
- If at all possible, summon a second colleague. This reduces the risk of the first member of staff suffering physical violence or becoming emotionally involved and additionally provides a witness in case a complaint is subsequently received;
- During the exercise of physical restraint staff must:
 - Use only minimum force;
 - Use only such force for the minimum period necessary;
 - Keep talking to the student to try to calm the situation;
 - Keep their own temper under control;
 - Seek to avoid any injury to the student;
 - Cease the use of restraint as soon as safety is re-established.

22. Effective Home Academy Liaison

As an Academy, we firmly believe that it is always in students' best interests to involve parents/carers in decisions and when there are concerns. We welcome the involvement of parents and carers in all aspects of students' progress and recognise that working alongside parents and carers is instrumental in enabling a child to fulfil their potential. We expect parents and carers to support their children by attending meetings, including Parents Evenings, when required. There is an insistence and an expectation that both staff and parents/carers interact in a professional and polite manner.

23. Educating a student offsite

The Academy takes the safeguarding of its students and teachers very seriously. There may be occasions where the Academy needs to exercise discretion in terms of where a student receives their education. To this end, the Academy may elect to find alternative locations for the provision of a student's education, if it is deemed that in so doing, the safety and wellbeing of either students or teachers is enhanced.

24. Uniform & Appearance

Injustice, discrimination and intolerance go against the core tenets of the Mossbourne Federation ethos.

We actively reject discrimination in our academies through confronting discrimination, should it occur, and through regular reviews of our working practices and policies at all levels, including board level. We are committed to developing and supporting inclusivity, diversity and anti-racism in every facet of what we do.

All stipulations in our policy and expectations will be applied with full consideration of our students' cultural, social, religious background, sex and gender identity.

24.1 Objectives of the Uniform and Appearance Policy

Mossbourne Community Academy's Uniform and Appearance Policy has full regard for the Department for Education's Guidance on School Uniform (updated April 2024) in which the DfE strongly encourage schools to have a uniform as it can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

There are five objectives behind each Academy's Uniform and Appearance Policy:

1. Equality
2. Unity
3. Wellbeing
4. Self-Discipline and Respect
5. Excellent Outcomes

24.1.1 Equality

Having a Uniform and Appearance Policy removes the potential for a socio-economic and cultural divide and divisions caused by sex or gender identity. The policy thereby fosters an egalitarian culture in the Academy. It places students from a range of backgrounds on a level footing amongst peers from their first day on roll.

24.1.2 Unity

Having a Uniform and Appearance Policy improves cohesion and creates a sense of belonging to a school community. It reduces superficial distractions thereby creating a sense of unity and purpose (this is an essential element of successful collaboration) in the classroom, in the playground and when travelling to and from the Academy. As a result of this sense of unity, students feel proud to be a 'Mossbournian' and want to represent themselves and the Academy in the best possible light.

24.1.3 Wellbeing

Having a Uniform and Appearance Policy makes it possible for students to build relationships through genuine networking skills and interests rather than popularity. It reduces the opportunities for cliques or negative group identities to form and/or be brought into school. Students' self-confidence is increased when they do not feel pressured to wear certain types of clothes or have the latest haircut and the opportunities for bullying are significantly reduced. Students are valued for their character and achievements rather than appearance.

24.1.4 Self-Discipline and Respect

Having a Uniform and Appearance Policy means that students engage with their education before they even arrive at the gates. It requires self-discipline and organisation to consistently adhere to any policy, daily, and the self-discipline becomes habitual and is gradually transferred to other aspects of education, including behaviour and study skills.

24.1.5 Excellent Outcomes

If students' appearance is equal, students are united in their purpose, feel safe and valued, are self-confident, self-disciplined and respectful then they acquire the foundational skills and sense of self required for success. Having a Uniform and Appearance Policy, as well as contributing to this foundation, leads to excellent outcomes because the collective focus is on teaching and learning; potential distractions have been removed from the classroom environment and time is not lost dealing with potential bullying issues related to appearance.

24.2 Mossbourne Uniform and Appearance Expectations

24.2.1 It is expected that all students will travel to and from the Academy every day in neat, clean uniform as specified in appendix 4 giving the clear message that our students take pride in belonging to the Academy.

24.2.2 Any student who breaks a condition of the Mossbourne Uniform and Appearance Expectations will receive a sanction in line with the behaviour policy and may be sent home, removed from normal circulation or placed in the Behaviour Support Unit. As per the Home Academy Agreement, parents/carers must support their child in adhering to this policy.

24.2.3 It is strongly recommended that parents/carers are present when uniform is purchased and haircut appointments take place. There are two uniform options for students to choose from, these are detailed in appendix 4. Students may wear Option A or Option B for classroom based lessons. The appropriate PE uniform must be worn for the PE lesson the student is participating in. PE Option A is for students taking part in girls' PE; PE Option B is for students taking part in boys' PE. This is in light of the types of sports that students are taught as part of the PE curriculum.

24.2.4 Uniform exceptions may be made by the Principal but only where this is required as a matter of sincere religious observance. The Principal's decision is final.

24.2.5 Underclothing, including thermals and vests, must not be visible.

24.2.6 No make-up or nail varnish may be worn. Lip balm can be used but must not alter the natural appearance of the lips and must never be applied during lessons.

24.2.7 Students may not write or draw on their skin, this includes having permanent or temporary tattoos that are visible.

24.2.8 The Principal has ultimate discretion in establishing what is and is not acceptable.

24.2.9 The Academy's uniform supplier is:

Crossbow Schoolwear (Trutex)
Unit 6D Crystal Court
Sheep Lane
E8 4QS
Tel: 020 7923 9313

25. Attendance

Excellent attendance is essential in ensuring students reach their academic potential, learn social skills, form secure friendships, have opportunities to learn team values and life skills, understand career pathways, and develop cultural awareness and racial literacy. Poor attendance increases the chances of young people underachieving, becoming victims of harm, Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), radicalisation or becoming NEET (not in education, employment or training).

- 25.1 The Academy sets a target of at least 97% attendance for every student. While parents have a legal responsibility to ensure their child attends school regularly, the Academy will consistently promote good attendance and put support in place where poor attendance becomes a concern.

25.2 **Monitoring and Recording Attendance**

Monitoring of students' attendance is an important part of safeguarding. The Academy will act early to reduce absence particularly where there is a pattern of absence or persistent absenteeism in order to ensure students have access to the full time education to which they are entitled. There is a legal 'am' register taken each morning and a legal 'pm' register taken each afternoon. Wherever possible staff should take their register within 5 minutes of the start of each lesson, to ensure that all students are present in their timetabled lessons. Classroom Teachers should inform their Head of Learning Area immediately if a student, who has been present in a previous lesson that day, is not in the classroom, so that this can be followed up.

25.3 **Absence**

- 25.3.1 Students should only be absent if they are very ill, are legally required to work remotely or there are serious circumstances that the Academy considers extenuating. Holidays and absences for any reason other than the aforementioned, during term time, will not be permitted. Medical evidence may be required for absences that occur on the last or first day of a half-term.
- 25.3.2 Where a parent/carer decides a child is too unwell to attend the Academy, they are expected to call the Academy before 8.00am on each day of absence, leaving a message which includes the name of the student, year group, tutor group, reason for absence and expected return date. Where this does not happen and a student does not arrive at the academy, a phone call will be made firstly, to parental contacts, and then to all other contacts if necessary, using the details held on the Academy's management information system, SIMS, in order to determine the student's whereabouts.
- 25.3.3 If the Academy is concerned about the safety and wellbeing of a student who has not attended, external agencies may be contacted including the police and Children's Social Care.
- 25.3.4 Once a student returns to the Academy following an absence, they should bring a note from a parent/carer informing the Academy of the date/s and reason for the absence. The Academy will decide, based on the information they hold, whether the absence was reasonable, and decide whether to record the absence as authorised, or unauthorised and the appropriate code used to record the absence on the register. A member of staff such as the Form Tutor, Head of Year or Attendance and Welfare Officer will add a comment on the day of the absence, which details the reason given for the absence.
- 25.3.5 Parents/Carers should endeavour to arrange all medical appointments outside of academy hours. Where this is not possible, parents should provide their child with the medical letter which details the appointment. The student should then see their Head of Year at least 24 hours in advance, at break time, so the appointments can be authorised and permission to

sign out of the Academy can be written into the Student's Planner.

- 25.3.6 Sixth form students are permitted to leave the Academy between 12.20 and 14.05 should their timetable allow. It is the expectation that they return following the lunch period.

25.4 Poor Attendance

Where a student's attendance falls below 97%, or is a cause for concern for any other reason, the Academy will undertake actions to support both the parents/carers and the student in improving their attendance. This includes sending letters home, meeting with parents, liaison with the Educational Welfare Service, and liaison with the Local Authority. This is summarised in Appendix 5 which acts as a guide rather than a checklist for our approach for dealing with poor attendance.

Where a student does not attend the Academy for five or more consecutive school days, medical evidence will always be required, in order for the absence to be authorised. The Academy will request for home visits to be made by the Education Welfare Service, or Police, where there are persistent attendance concerns, or where the Academy is concerned about the safety and wellbeing of a student.

The Academy will pursue statutory action from the local authority in the form of Fixed Penalty Notices and court action, in line with Hackney Education thresholds or where poor attendance, unauthorised absence, persistent absenteeism, school refusal or term time holidays are of a concern.

25.5 Children Missing in Education (CME)

Children going missing, particularly repeatedly, can act as vital warning sign of a range of safeguarding possibilities including Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE). CME are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. As such, early intervention is vital and staff will monitor students' attendance through the daily registers and refer all cases of concern. We will always follow up with parents/carers when children are not at school. Where individual staff have concerns about a student being a CME, they should follow the Child Protection and Safeguarding Policy. This will then be dealt with in line with both policies, and relevant professionals including the local authority and Children's Social Care will be contacted where appropriate.

25.6 Punctuality to the Academy

Good punctuality to the Academy is important in supporting students to form a positive routine, be organised and have a successful start to the day. Being on time for appointments, classes and meetings signal that students care and affords respect to peers and colleagues.

All students arriving late to the Academy, between 8.17 – 8.40am, will have to see their Head of Year at breaktime. They will usually receive a stamp or note in their planner to this effect issued by a member of staff when they arrive. Heads of Year will ensure students who are late receive support and an appropriate sanction if required. Students receive escalating sanctions dependent on the number of times they have been late in each full term.

If a student arrives after 8.40am, they will enter the Academy through reception. They will receive a 'late mark' on the register and will be sent directly to their Head of Year's office or teaching classroom. Students will always be expected to catch up on work missed due to being late to the Academy.

25.7 Punctuality to lessons

Students are expected to attend lessons on time in order to ensure they start smoothly and no learning time is lost. The Academy operates a one way system during lesson transitions meaning all students in a class will usually arrive together and on time. Students are not allowed to visit the toilet, or any member of staff without permission, during lesson transitions and may be sanctioned in line with this policy if they do so.

26. Monitoring and Review

The Mossbourne Community Academy Behaviour, Uniform and Appearance, and Attendance Policy will be reviewed annually, as recommended by the DfE. Details are set out in the footer.

27. Legislation and Guidance

27.1 This policy is based on legislation and advice from the Department for Education (DfE) on:

- Behaviour in schools: advice for headteachers and school staff
- Keeping Children Safe in Education
- Searching, screening and confiscation: advice for schools
- Supporting pupils with medical conditions at school – check for updates
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement
- The Equality Act 2010
- Use of reasonable force in schools
- Working together to improve school attendance

27.2 This policy complies with our funding agreement and articles of association.

Appendix 1: Home Academy Agreement

<p>Academy's Educational Responsibilities</p> <p>We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a caring community.</p> <p>Therefore the Academy will:-</p> <ul style="list-style-type: none"> • provide a friendly welcome to your child and a secure, stimulating, moral environment in which to learn; • ensure that your child is valued for who they are by helping them to make good progress in their spiritual, moral, emotional and academic development; • treat your child with the dignity and respect they deserve; • do our utmost to provide the best possible education we can for your child, through enthusiastic teaching, which is rooted in our beliefs, our values and our skills; • ensure the education provided for your child is tailored, as effectively as possible, by using good assessment, recording and tracking strategies; • provide you with information about your child's progress and provide you with opportunities to talk to teachers; • keep you well informed about Academy policies and activities through letters, newsletters and the website; • set, mark and monitor work suitable to your child's needs; • contact you if there is a problem with your child's attendance or punctuality; • inform you of any concerns regarding your child's behaviour, work or health; • challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do. <p>(For and on behalf of the Governing Body)</p>	<p>Parental Responsibilities</p> <p>As parents/carers, we acknowledge that we are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at Mossbourne Victoria Park Academy.</p> <p>Therefore I/We will:-</p> <ul style="list-style-type: none"> • ensure my child attends the Academy every day, on time, adhering to the Uniform and Appearance Policy, and suitably equipped; • support all Academy initiatives which enable my child to reach their full potential, including revision classes and extra-curricular classes; • ensure my child is available for revision and catch up sessions including extra classes for revision or support at the end of the day, on Saturdays and in the holidays; • ensure family holidays are taken outside of term time, otherwise my child's place may be forfeited; • inform the Academy of any concerns regarding my child's learning or welfare; • support the values of the Academy and encourage my child to do their best and give my child opportunities for home learning and support in the completion of homework; • check my child's planner on a daily basis and sign my child's planner on a weekly basis; • support the Academy's policies, guidelines and sanctions for poor behaviour including detentions; • attend all Parents' Evenings and meetings about my child, as required; • support the Academy policy which states my child may be screened, if deemed necessary, in the interests of all staff and fellow students; • support my child in adhering to the Student Code of Conduct at all times; • respect the privacy of students, staff and other stakeholders by never taking photos, video and/or audio recordings without explicit consent. <p>Signed: _____ (Parent/Carer)</p> <p>Name (please print): _____</p> <p>Date: _____</p>	<p>Student Responsibilities</p> <p>Students have a responsibility to use the talents given to them wisely.</p> <p>Therefore they will:-</p> <ul style="list-style-type: none"> • attend the Academy regularly and on time; • adhere to the Uniform and Appearance Policy and bring all the equipment they need every day; • attend all classes which enable them to reach their full potential, including revision and extra-curricular classes which may take place at the end of the Academy day, Saturdays or in the holidays; • treat fellow students and staff with respect and kindness; • not make deliberate or careless physical contact with other members of the academy community • take care of all Academy equipment, and always carry all stationery in their bag and not in their hand; • help keep our Academy free from litter and respect the Academy environment and property; • share their feelings honestly and politely and show consideration for others in the Academy; • behave sensibly so they can be happy and safe as they learn; • never refuse to follow instructions given by a member of staff; • attend all detentions, if set; • try to think for themselves and take responsibility for their actions; • do all their class work and homework to the best of their ability; • keep their Student Planner up to date by entering all homework and any other information that is necessary, and by signing it every week. It is their responsibility to ensure their Student Planner is signed by a parent or carer; • follow the Student Code of Conduct at all times; • travel directly to/from the Academy without stopping at shops in the surrounding area and/or congregating in the local area; • never bring any contraband items into the Academy. • Sixth form only - recognise and adhere to the responsibilities which come with the privileges I hold. <p>Signed: _____ (Student)</p> <p>Name (please print): _____</p> <p>Date: _____</p>
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Appendix 2: Student Code of Conduct

- show courtesy to my fellow students, all staff, and any visitor to the Academy. I should stand back for adults at doorways, holding the door open if possible, and greet all adults by wishing them 'good morning' or 'good afternoon'.
- be polite, formal and respectful in all my responses to staff. I must never use colloquial and/or offensive language; answer back; interrupt; roll my eyes; kiss my teeth; or demonstrate any behaviours that are perceived as rude or disrespectful
- follow the instructions of, and obey, all members of staff without argument, straight away. If I feel I have been unfairly treated then I should either speak to the teacher or another member of staff, at a convenient time;
- be honest at all times, including when a disciplinary matter is being investigated;
- respect other individuals' personal space. Deliberate or careless physical contact is not allowed;
- value diversity, tolerance, inclusion, and individuality. Bullying and harassment of any description, particularly in relation to disability, ethnicity, gender, religion and sexual orientation, whether on site, off site, or online is unacceptable;
- treat students of both the same and opposite sex respectfully. I will not objectify other students, make inappropriate comments towards them, make them feel pressured or uncomfortable or demonstrate any behaviours that could constitute sexual harassment;
- be focused and attentive in all my lessons. I must never disrupt the learning for other students;
- complete my class work and homework to the very best of my ability. Work must always be my own and I must never copy work from fellow students or plagiarise written work from other sources;
- bring my Planner and other essential equipment to the Academy every day
- follow the Academy's Behaviour, Uniform and Appearance and Attendance Policy;
- only be absent for a genuine reason and bring a note from my parent/carers on the first day I return to the Academy to explain the absence;
- arrive punctually to the Academy and all my lessons. I must not stop between lessons to visit the toilets, go to the Attendance & Welfare Officer unless I have permission, nor go to see any other member of staff without prior permission;
- attend all lessons on my timetable and any additional classes to support learning, as and when directed;
- attend all detentions and appointments set by a member of staff;
- behave sensibly around the Academy and not talk, shout or run in the corridors, or in stairwells, or when moving between buildings;
- always, with the exception of tissues and one black pen (in my inside blazer pocket), carry all possessions inside my school bag and not in my pockets. I must not leave items in my hands, other than my Student Planner, when travelling between lessons, in the playground or on my way to or from the Academy;
- take great care not to interfere with other people's property and always treat it with respect. I must never borrow or exchange items with other students;
- leave rooms and areas in a tidy state;
- respect the building and Academy grounds by always using litter bins, remembering that graffiti is forbidden. If I see any graffiti, I must report it to a member of staff immediately;
- where balconies exist, do not stop to look over them, it is imperative that nothing is thrown to another student at a different level;
- only consume food and drink in permitted areas, at break and lunch times. I must ensure I pay for any items I take from the canteen and behave in an orderly manner in the dining hall;
- have respect for the Academy's neighbours and be helpful and considerate in the local community;
- travel directly to and from the academy by my quickest route and never congregate in the local area. I must not interact with any school aged children whilst wearing academy uniform unless

they too are wearing the academy uniform or they are a younger sibling who I drop off and/or collect from their primary school;

- not enter shops and/or consume food on the way to or from the Academy when I am wearing the Academy Uniform or on academy business.
- be a positive member of the Academy community and a role model for other students. I must not demonstrate any behaviours that bring the reputation of the academy into disrepute.

I understand that I am strictly prohibited from having the following items on site or on my person whilst wearing the Academy uniform or on my person when on Academy Business e.g. a trip. These items may be searched for and if found will be confiscated and my Head of Year informed:

- Any items which could be classed as an offensive weapon and are not school equipment
- Any items or substances which could be considered illicit, illegal or age inappropriate e.g. vape, alcohol, drugs, fireworks
- Mobile phone
- Chewing gum
- Smartwatches
- Lasers of any kind
- Any personal electronic devices
- Money/Debit Cards
- Sweets, crisps, chocolate, and fizzy drinks
- Correction fluids e.g. Tipp-Ex
- Cosmetic products e.g. makeup, nail varnish, perfume/aftershave
- Aerosols

Appendix 3: Searching, Screening, Knives and Offensive Weapons

It is illegal to carry knives or other offensive weapons both outside of the Academy or on and around Academy premises. The Governing Body at Mossbourne Community Academy recognises that the presence of weapons, or items which could potentially be offensive weapons, in the Academy would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes of the Academy.

Accordingly, it is Academy policy to **forbid** the possession, custody and use of weapons by unauthorised persons in, on or around, the school premises and during school activities.

These rules apply at all times except where an item, which could potentially be an offensive weapon, is issued to a student by a member of staff at the Academy or is required by the Academy for the purposes of teaching and learning, as necessary, for the delivery of the curriculum. Misuse of such items will be dealt with as though possession was not authorised.

For the purpose of this policy a “weapon” is:

- A firearm of any description, including starting pistols, air guns and any type of replica or toy gun;



- Knives, including all variations of bladed and pointed objects i.e.: pocket knives, craft knives, scissors etc.;
- Explosives, including fireworks, aerosol sprays, lighters, matches and
- Laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use i.e.: the purpose of keeping or carrying the object is for use, or threat of use, as a weapon

Any student found to be in breach of the policy shall be subject to action under Mossbourne Academy's Behaviour Policy.

The **permanent exclusion** of any student in possession of an implement which the Academy believes is intended for use as a weapon or possession of a weapon or use of an implement as a weapon is most likely, though the Principal maintains the right to make the final decision. In most circumstances the police will be contacted.

Staff involvement where a weapon is suspected

Under most circumstances, both the Police and the Safer School's Police Officer should be informed of any incident believed to involve a weapon. However, where, in the judgement of the staff, the circumstances are *wholly innocent* and there is *no* suggestion of the use of the article as a weapon, the matter may be dealt with internally on a disciplinary basis.

When contacting the Police and the Safer School's Police Officer, the Academy should give their evaluation of the seriousness of the incident, (i.e. is it in progress, is there a threat to life, the nature of the weapon, and whether the weapon is secure for collection) to help the police to make their own judgement on the nature and immediacy of the response required.

There may also be some exceptional circumstances where members of staff who have been made aware that a weapon may be on Academy premises, decide that they need to take action before the Police arrive. If this is the case:

- Designated safeguarding staff should always be called to assess and manage any situation where an offensive weapon is suspected;
- Where there are reasonable grounds to suspect that a student might have in their possession an offensive weapon, knife or blade, it might be appropriate for an authorised member of staff, to conduct a search of that student or their possessions with or without the student's consent;
- In making that decision, a safeguarding first approach should be adopted and it should be noted that such immediate preventive action could either prevent a potentially dangerous situation escalating or could, conversely, inflame the situation;
- Such a search may only be carried out where the member of staff and student are on school premises or on academy business;
- All searches will be conducted in line with current guidance.

Searching Students

Academy staff can search a student for any item if the student agrees. Academy staff will always employ a 'safeguarding first' approach to their practice when considering and carrying out searching or screening. This includes providing support for a student following a search, irrespective of whether any prohibited items were found.

Academy staff will always be aware that students may become worried during a search as they may not know what it involves or may have had bad experiences in the past. Staff will therefore reassure students about the process before beginning a search.

All searches for prohibited items should be recorded.

Parents will always be informed of any search for a prohibited item and the outcome of the search as soon as is practicable.

Principals and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. If a student refuses to be searched, the Academy may refuse to have the student on the premises.

Prohibited items are:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- vape;
- fireworks;
- pornographic images;
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student) and
- any item listed as banned in the Student Code of Conduct which has been identified as an item which may be searched for.

A member of staff carrying out a search:

- May **not** require a student to remove any clothing other than outer clothing, i.e.: any item of clothing not being worn wholly next to the skin or immediately over a garment being worn as underwear;
- Must be of the same sex as the student, unless the member of staff carrying out the search reasonably believes that there is a risk of serious harm will be caused to a person if the search is not carried out as a matter of urgency
- Should carry out the search only in the presence of another member of staff, unless in the time available, it is not reasonably practicable for the search to be carried out in the presence of another member of staff;
- May seize and retain any item found which is strictly prohibited and has been identified in the rules as an item which may be searched for. (This includes mobile phones which may be retained by the Academy for ten school days. It is usual practice for mobile phones to be confiscated for ten academy days but this may be extended, as appropriate.)

Sixth form students are permitted to have mobile phones but must be used as described in the Sixth Form Handbook.

Students may be searched prior to exams to make sure no prohibited items are taken into the examination room.

Screening

What the law allows:

- Schools can require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of the students;
- Schools' statutory power to make rules on student behaviour, and their duty as

an employer to manage the safety of staff, students and visitors, enables them to impose a requirement that students undergo screening and

- Any member of school staff can screen students.

If a student refuses to be screened, the Academy may refuse to have the student on the premises. Health and safety legislation requires the Academy to be managed in a way which does not expose students or staff to risks to their health and safety and this would include making reasonable rules as a condition of admittance.

If a student fails to comply, the Academy will not permit the student to attend. This will not be considered exclusion but the absence will be treated as unauthorised.

This type of screening, without physical contact, is not subject to the same conditions as apply to the powers to search without consent.

Weapons or knives confiscated by the Academy

Members of staff may, on occasion, take possession of a knife or other weapon brought to the Academy by a person in circumstances which contravene the Offensive Weapons Act 1996.

Possession of the weapon in such circumstances by a member of staff is likely to be with good reason or lawful authority, and thus not an offence under the Act. But a member of staff in possession of a weapon in such circumstances should secure it, and pass it immediately to the Principal, Senior Vice Principal, or Vice Principal (Pastoral) who will arrange without delay to surrender it to the Police or Safer School's Police Officer

Appendix 4: Uniform and Appearance Options

Option A	
Item	Expectation
Academy blazer	The blazer must be worn correctly at all times. Please note, students will be advised when they are permitted to remove blazers outside of the classroom due to weather conditions.
Academy grey skirt or trousers	Academy skirts be worn in two lengths, below the knee or mid-calf length. Skirts must not be shortened or lengthened beyond these limitations. Below the knee-length means when the student is standing, no part of the knee can be seen. Academy trousers must be worn on the waist. Trousers or skirts to be plain grey, in a traditional style and in non-stretchy fabric. Wearing both items at the same time is not permitted.
Black belt	Only black belts with a small, plain buckle are permitted. Belts must be worn inside belt loops.
Academy blouse	Must be tucked into the skirt or trousers with all buttons done up.
Academy jumper	This is an optional item if students wish to wear an additional layer to keep warm.



Plain white or black socks/black opaque tights	If wearing a skirt, socks must be white and ankle length. If wearing trousers, socks must be black and ankle length. Trainer socks are not permitted. Tights must be 60 denier+. Wearing both tights and socks at the same time is not permitted.
Flat, black leather shoes*	Shoes must be plain, smart and business like; they must not look like a trainer or plimsoll. Shoes should not be suede, patent, have any coloured stitching or have any embellishments. *Boots must not be worn with a skirt. The Academy retains the final decision on whether a shoe is in line with the policy.

Option B	
Item	Expectation
Academy blazer	The blazer must be worn correctly at all times. Please note, students will be advised when they are permitted to remove blazers outside of the classroom due to weather conditions.
Academy grey trousers	Academy trousers be plain grey, in a traditional style and in non-stretchy fabric. Must be worn on the waist.
Black belt	A belt must be worn with this uniform. Only black belts with a small, plain buckle are permitted. Belts must be worn inside belt loops.
White shirt	Shirts to be formal collared, plain white in a traditional style, short or long sleeves. Worn with all buttons done up and be tucked into trousers.
Academy tie	A tie must be worn with this uniform. The tie must be worn correctly, neither too long nor too short, covering all the buttons of the shirt.
Academy jumper	This is an optional item if students wish to wear an additional layer to keep warm.
Plain black socks	Socks must be ankle length. Trainer socks are not permitted.
Flat, black leather shoes	Shoes must be plain, smart and business like; they must not look like a trainer or plimsoll. Shoes should not be suede, patent, have any coloured stitching or have any embellishments. The Academy retains the final decision on whether a shoe is in line with the policy.

Applies to both Option A and B	
Item	Expectation
Federation Coat	The only outdoor coat permitted is the Federation coat and it must be removed upon entering the building.
Federation hat and scarf	These items are optional and should only be worn in the winter months as directed by a member of the pastoral team.



Gloves	Gloves must be plain and black with no logos.
Hair	<p>Hair must always be kept off the face and not fall below the eyebrows.</p> <p>Hair that falls below the collar should be tied back: tied hair should be styled in such a way that it is in one unit.</p> <p>For hair that falls below the collar and cannot be tied at the back of the head, a larger headband should be used to keep the hair in one unit.</p> <p>Distinct shape-up/shaping of the hairline is not permitted and there should be no hair markings or shapes cut into the hair.</p> <p>There must be no distinct contrast (including 'step') Any short sides and back must be blended gradually into the top of the hair.</p> <p>Black hairbands may be used to tie hair back but must not be worn on the wrist.</p> <p>Hair must be the student's natural colour.</p> <p>Eyebrows must not be shaved or have any markings in them. Facial hair must be clean shaved or natural and not styled.</p> <p>The Academy retains the final decision on whether hair, including facial hair, is in line with the policy.</p>
Jewellery	<p>No jewellery is permitted, except for a single/pair of small, plain, round gold or silver stud earrings in the lobe of the ear.</p> <p>Diamante stud earrings are not permitted. No other form of body piercing is allowed.</p> <p>A watch may be worn providing its only function/feature is telling the time e.g., no smartwatches, watches with alarms or sound effects, watches with calculators or video/audio recording capability.</p> <p>Jewellery and watches must be removed before all P.E. lessons.</p>
Head covering	<p>Only the Academy head scarf may be worn for religious or cultural reasons.</p> <p>Faces must always be fully visible; full or partial face coverings are not permitted.</p>

PE Kit Option A	
Item	Expectation
Academy polo shirt	Can be worn with or without academy logo only.
Academy sweatshirt (optional)	Can be worn with or without academy logo only. An optional item to be worn over the polo shirt.
Black shadow stripe shorts	Plain, without any logos.
Academy black track suit trousers (optional)	Plain, without any logos.

White football socks	Must be plain, without any logos. Must be knee length.
Training shoes	Suitable footwear throughout the year to be worn in relation to the sporting activity that they are participating in. Only permitted for PE and playing in the playground. Plimsoles, converses or high-tops are not considered suitable. These must not be worn at any other time.

PE Kit Option B	
Item	Expectation
Academy rugby shirt	
White Academy t-shirt/Academy polo shirt	To be worn in the summer months only.
White shadow stripe shorts	Plain, without any logos.
White football socks	Must be plain, without any logos. Must be knee length.
Training shoes	Suitable footwear throughout the year to be worn in relation to the sporting activity that they are participating in. Only permitted for PE and playing in the playground. Plimsoles, converses or high-tops are not considered suitable. These must not be worn at any other time.

Applies to both PE Kit Option A and B	
Item	Expectation
Base or thermal underlayer (optional)	Should match the colour of the shirt, be black or white and not visible.
Towel	Small hand towel is suitable. Must be stored in a suitable bag when wet.
Roll on deodorant	Spray deodorants and glass bottles are not permitted.
Bottle of water	Should be refilled outside of lesson times i.e. before school, break, lunch or after school.
Shin Pads (optional)	Worn for football lessons.
Gum Shield (optional)	Worn for rugby lessons.

Additional Items and Issues

- Students must adhere to the Uniform and Appearance Policy on the way to and from the Academy.
- Students must always wear full Academy uniform when attending appointments or meetings

related to school e.g. Parents' Evenings.

- Uniform exceptions may be made by the Principal but only where this is required in relation to a protected characteristic and in line with Academy's duties under the Equality Act 2010.
- Underclothing, including thermals and vests, must not be visible. If visible, they must be black, white, grey or red.
- Never wear trainers other than for PE or playing in the playground.
- No make-up may be worn. Lip balm can be used but must not alter the natural appearance of the lips and must never be applied during lessons. Eyebrows must not be altered from their natural appearance and no artificial eyelashes
- No nail varnish or artificial nails may be worn
- Students may not write or draw on their skin, this includes having permanent or temporary tattoos that are visible e.g. henna.
- The Principal has ultimate discretion in establishing what is, and is not, acceptable.

Appendix 5: Attendance Flowchart Guide

