



# Broomfield School



## *Behaviour for Learning & Achievement Policy*

**THIS DOCUMENT APPLIES TO ALL PUPILS AND STUDENTS, AND TO ALL MEMBERS OF STAFF OF THE SCHOOL**

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## Broomfield School's Vision

As a school **serving the community**, our vision is to provide your sons and daughters with the very best education.

We want our pupils **to excel** in all of the many dimensions that make up **education in its fullest sense**.

Firstly, and centrally, we aim for our pupils **to reach their full potential, academically, vocationally and culturally**. We also aim for them to excel **physically and in sports**, as well as in their **social, spiritual and moral lives**.

In this way, when your sons and daughters come to leave Broomfield School in five years' time, they will be **knowledgeable, intelligent, well qualified, highly skilled, virtuous and well-rounded individuals able to play their full part in society**.

End

## Broomfield School's Values and Aims

Broomfield School greatly values every child and greatly values education. We believe that every child can achieve and excel. Our aim is for:

- all pupils to develop the knowledge, skills, understanding, confidence and the sense of responsibility required to reach their full potential,
- all pupils to take responsibility for their education and their lives, to make informed decisions and to become independent citizens who contribute positively to society both within the school community and beyond.

Broomfield School is therefore dedicated to ensuring that our School gives great support to learning, development and the well-being of pupils and staff through a strong sense of community. Our School is a community that sets high standards for all its members. We have a vibrant pupil body at Broomfield School which is diverse and has a range of individual needs.

Our ethos is founded on mutual respect and tolerance for every member of the school community. We promote the highest expectations regarding work, behaviour and attendance. Pupils are expected to behave in a responsible manner and to comply with all reasonable requests from members of staff.

End

**This policy should be read alongside a number of other policies such as Learning and Teaching, Attendance, Safeguarding and Child Protection and Anti-bullying.**



## **Purpose**

This policy outlines what we expect from all our pupils in terms of their behaviour. It is based on positive reinforcement of the school Code of Conduct and our Classroom Rules. It provides a framework to reward good behaviour and discourage poor behaviour. Sanctions that will be applied if this policy is not adhered to are also outlined. The policy extends to all members of our school community and is written in line with our governing body's statement of behaviour principles.

## **Scope**

This policy is for use by **all staff** and applies to **all pupils** who attend Broomfield School. It applies to all behaviour within our school community and includes incidents that take place off-site such as travelling to or from school, school trips, work experience or other school related activities. It also applies to behaviour outside of school, at any time, that poses a threat to another pupil or member of the public, that may have repercussions for the smooth running of the school or that damages the reputation of the school.

Reasonable adjustments for disability will be made according to legislation.

## **Code of Conduct**

Learning is our priority and everyone has an equal right to learn, be happy and achieve success. The staff and pupils at Broomfield School, agree to the following Code of Conduct.

- We respect ourselves and each other. We do not bully, verbally or physically, nor discriminate against others.
- We work in a positive way.
- We shall be organised and work either silently or actively for the benefit of ourselves and others.
- We behave in a safe and sensible manner.
- We are on time for school and for our lessons.
- We shall move purposefully around the school building, keeping quiet and to the left and always showing courtesy, care and respect to others.
- We shall behave constructively at all times, including at break and lunch and to and from school and show courtesy, care and respect to others at all times.
- We respect and care for the property of others and for the school environment.
- We are appropriately dressed for school in our school uniform.
- We will not use, have visible or have turned on, mobile phones or other portable electronic devices or headphones in the school buildings, including the canteen. Whilst the school recommends that mobile phones and other electronic devices are not taken to school it does not forbid them unless a pupil should fail to comply with the rules regarding them, or during examinations, when they must be handed in to the invigilator. The school accepts no responsibility for loss, damage or theft of mobile phones or other electronic devices or headphones.
- We listen carefully and respectfully to members of staff.
- We co-operate with members of staff.
- We obey the school rules and Code of Conduct.



## **Expectations**

### **The School**

Broomfield will:

- Provide clear rules about behaviour, which will be displayed in classrooms, corridors and homework diaries/planners.
- Create environments for teaching and learning that are safe, free from disruption and enable pupils to reach their potential.
- Bring the Behaviour for Learning and Achievement Policy to the attention of pupils, staff and parents at least once per year.
- Consult staff, pupils and parents on the development of the Behaviour for Learning and Achievement Policy.

**All staff** (teaching and non-teaching) share the responsibility for promoting the good behaviour and discipline of pupils at the school. Staff and visitors to the school must act responsibly and as positive role models for the pupils and for one another at all times. All staff must follow this policy and apply it fairly and consistently at all times.

### **Broomfield recognises its responsibility to:**

- Recognise, praise and reward good and improving behaviours.
- Promote positive behaviour through active development of pupils' social, emotional and behavioural skills.
- Ensure all staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.
- Ensure staff are a visible presence in the school and that they are welcoming and friendly; yet make it clear that the highest standards of behaviour and work are expected and that misbehaviour will not be tolerated.
- Ensure all staff use the agreed recording and reporting procedures when dealing with behaviour incidents or when dealing with rewards.
- Ensure that this behaviour policy does not discriminate against any pupils on grounds such as race, gender, disability or sexual orientation, and that it promotes good relations between different communities.
- Ensure behaviour expectations and sanctions are clear to all and are applied fairly, consistently, proportionately, and without discrimination, taking into account special educational needs and disabilities as well as the additional challenges that some vulnerable pupils may face.
- Communicate with parents to make them aware of their child's positive behaviour and any behaviour that is a concern or barrier to their child's learning.
- Engage with parents and carers where there are concerns about behaviour and to support pupils and parents as much as is possible when they may need it.
- Establish a relationship of mutual respect with pupils and parents/carers.
- Take all reasonable measures to protect the safety and well-being of pupils and staff. This includes tackling any incidents of violence, threatening behaviour, abuse, discrimination or harassment and preventing all forms of bullying and dealing effectively with reports and complaints about bullying.
- Ensure that learning is an enjoyable and stimulating experience. We want our pupils to value their experience at Broomfield and take a pride in what they do to achieve.



## Pupils' role

Broomfield expects all pupils to:

- Show respect to one another, to staff and all members of the school community. Bullying, abuse, or causing intentional harm to other pupils or staff will not be tolerated.
- To take responsibility for their learning, and to avoid behaviour that distracts others and wastes teacher and pupil time in lessons.
- Take pride in their own achievements and those of their peers and to act as positive ambassadors for the school, both in school and out in the wider community.
- Abide by the school rules, to listen, to follow instructions from staff, and to accept and learn from any sanctions they may receive. This includes co-operating with any arrangements put in place to support behaviour such as a Pastoral Support Programme and other supportive interventions and documents. Not to bring inappropriate or banned or unlawful items into school and to respect and look after school property and the school environment.
- Work to fulfil their potential, completing school work and homework to a high standard and on time. Failure to complete work may lead to disciplinary sanctions. Pupils who are struggling with school work should seek support from members of staff
- Carefully read and sign the Home-School Agreement to show that they understand what is expected of them.

**Parents' and Carers' role** - At Broomfield we feel strongly that a robust, open and honest home school partnership is the cornerstone of supporting our pupils' attainment, progress and behaviour.

Broomfield expects all parents and carers to:

- Support the school by encouraging their child to behave sensibly, respectfully and to follow the school rules at all times and to support the school in any sanctions they may apply.
- Support the school by setting a good example when communicating with and speaking of the school.
- Raising any concerns with the school.
- Carefully read and sign the Home-School agreement to indicate that they will respect and support the school and their child
- Ensure their child attends school, on time, abiding fully with the school-uniform, properly equipped and ready to learn.
- Communicate with the school about any special educational needs, disability, medical need or other personal or family factors that may affect their child's behaviour or learning or welfare and safety.
- Attend meetings at school to discuss their child's behaviour and learning and progress and to co-operate with any strategies or measures put in place to support their child.
- Provide the school with contact details, including emergency contact-details and to ensure that these are fully up-to-date at all times.



## **Positive Behaviour Management**

Good behaviour management is essential if we are to guarantee excellent teaching and learning and outstanding pupil progress at Broomfield School. We need to have the highest expectations of our pupils and of our own professionalism and performance. Excellent behaviour management at Broomfield means creating an environment where staff members and pupils alike, are listened to and respected, and where discussion and learning can always take place.

Broomfield pupils respond very positively to calm, ordered environments where they understand what is expected of them, and where there are clear routines in place. Pupils expect to be praised and rewarded for good work or behaviour. Broomfield pupils are motivated by praise and recognition for progress made. They also know they will be disciplined and sanctioned, according to the school's behaviour policy, if they do not follow the school rules.

### **Resolution**

It is important that we are able to learn from any mistakes that may be made and move forward in a positive manner. An important element in this may be the facilitation of 'resolution'. Pupils are offered a positive means by which to resolve difficult situations without feeling disempowered or humiliated, yet acknowledging that a mistake was made. Resolution is as important to staff as it is to pupils because it allows everyone to move on, confident that a similar situation will not arise in the future. It also ensures that ill-feeling is not carried over.

As a general rule, resolution works best when it is done between the individuals with the closest involvement in a situation. Most incidents that occur at Broomfield School will be resolved simply, between the member of staff and pupil themselves, without input from other colleagues. More serious incidents may need involvement from the pupil's Achievement Directors and/or parents/carers. Staff should seek the assistance of the Leadership Team for the resolution of very serious incidents.

### **Interventions**

Broomfield uses a range of interventions to support those pupils whose behaviour is causing concern or acting as a barrier to their learning. The list below is not an exhaustive one but gives an indication of the range of interventions that we can make. It is also important that the interventions are bespoke to the individual, to make them as effective as possible. The impact of interventions is regularly evaluated, as interventions have to be time limited and effective. These are listed alphabetically, not in order of importance:

- Behaviour and Referral panels
- Communication with parents
- Community service
- Counselling
- EAL support, various
- External agency support, e.g. EWO, YOT, Safer Schools Officer
- G & T support, various
- Learning Centre



- Mentoring
- Monitoring cards
- Referral
- Restorative Justice meeting
- SEND support, various
- Various Impact programmes
- The Pastoral Support Programme (PSP)

### Rewards and Sanctions

At Broomfield School we aim to create a culture of outstanding achievement and of the highest aspiration amongst pupils and staff. Central to this is the celebration and rewarding of achievement. This should occur at all levels of school life, from verbal praise to the highest commendation.

All positive behaviour that is above and beyond minimum expectations will be recorded and rewarded. Pupils are able to earn points for effort and achievement and for community contributions around the school and outside of school. Every half term, the Pastoral Team will identify which pupils have accumulated merits for that period and ensure that the relevant letter is sent home to parents. Heads of Faculty will also oversee the sending home of postcards to alert parents to the achievements of their child. These pupils will be amongst those selected for rewards trips/activities organised to recognise good work. This will also be extended to those pupils who have accumulated excellent attendance.

### Unacceptable behaviour

At Broomfield School we recognise that on occasions a pupil's behaviour may fall below our minimum expectations. However, by challenging this behaviour through reasonable procedures consistently applied pupils will come to realise that poor behaviour will not be tolerated as it will not lead to their success, the success of their peers or of the school.

The following behaviour is regarded as completely unacceptable and will result in disciplinary sanctions and possibly an exclusion from school, depending on the circumstances. (This is not intended to be a comprehensive list, but rather it is intended to give a flavour of our expectations and standards.) For more information on exclusions procedure see our protocol in *The Good Practice Guide* and the *DfE guidance on exclusions*.

- Any behaviour that challenges or undermines our ethos
- Bad language of any sort
- Chewing gum is banned everywhere on the school premises and on school trips, as are 'energy' drinks, high sugar drinks and fizzy drinks and glass bottles
- Damage to property
- Defiance shown to a member of staff in the carrying out of his/her duties
- Disruption to learning or the good order of the school
- Indecent behaviour



- Persistent defiance or persistent disruptive behaviour, including persistent breaches of the School's Uniform Code
- Physical abuse/bullying/assault/ on pupils (or the threat of)
- Physical abuse /bullying/assault on staff (or the threat of)
- Selling and buying of goods
- Sexual abuse or assault
- Smoking, including bringing cigarettes and lighters/matches into school and including bringing vapes and their paraphernalia into school.
- Theft
- Verbal abuse/bullying to pupils
- Verbal abuse/bullying to staff and others

### Serious incidents

The school has zero tolerance to serious breaches of the School Rules and Code of Conduct. Behaviour of this type is highly likely to result in permanent exclusion from school, for example:

- Arson or attempted arson,
- Being in possession of fireworks, or being involved in the letting off of fireworks, in and around the School including to/from School, or on a School trip,
- Being in possession of an offensive weapon in and around the School including to/from School, or on a School trip,
- Being in possession of a knife or other pointed or cutting objects, **this includes scissors, compasses and art knives,**
- **Being in possession of imitation knives, including training knives, play knives, etc.**
- **Being in possession of metal combs,**
- Being in possession of or using acid or any other corrosive substance,
- Being in possession of, or under the influence of, or involvement in the misuse or supplying of drugs (*this includes solvents and any other substance that can be misused or are harmful*) or alcohol in and around school including to/from school, or on a school trip,
- Serious actual or threatened violence against another pupil or member of staff,
- Serious bullying,
- Being responsible for bringing others to the school, or to another pupil or pupils of the school, in situations which may lead to confrontations or fights or otherwise place others at risk or bring the school into disrepute,
- Persistent defiance and disruption to the learning or good order of the school.

This is not an exhaustive list. Please note the scope of this policy.

### Bullying

We want to make sure that all pupils feel safe at Broomfield and accepted into our school community. Our ethos is one of inclusion and mutual respect. Bullying of any kind will not be tolerated, whether it is a one-off incident or an ongoing issue. Bullying can be verbal or physical and includes any form of cyber-bullying. It can be directed at both staff and pupils.



We work hard to prevent bullying in our school by ensuring that our ethos of inclusion and mutual respect is at the heart of our curriculum and everything we do. We make it very clear to pupils what is expected of them in terms of respecting their peers, the staff and the wider community in general.

If an allegation of bullying is made, the school will take it seriously and act as quickly as possible to establish the facts and take action if required.

*See anti-bullying statement in Appendix 2 and the fuller Anti-Bullying Policy.*



## **Some of our main types of sanction**

The Education and Inspections Act 2006 gives teachers a statutory power to discipline pupils. Broomfield uses a range of sanctions that are adapted depending on the seriousness or frequency of the behaviour. Some of our mains types of sanctions include:

- being on report
- being spoken to
- community service, e.g. litter picking
- confiscation of items to be collected by parents
- detentions during school day or after school
- education off-site
- faculty withdrawal/referral
- fixed-period exclusion
- Learning Centre and other separate learning
- learning conversation
- permanent exclusion

## **Searching, screening and confiscation**

The School may require pupils to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if we do not suspect the pupil of having a weapon and without consent of the pupils.

The Head Teacher and other members of staff who have been authorised by the Head Teacher, have the power to search a pupil without the pupil's consent, if they have reasonable grounds for suspecting that the pupil is in possession of prohibited or banned items. Such items may be confiscated, passed to the police, returned to the pupil or parent, retained or disposed of, as appropriate. Prohibited or banned items that can be searched for without consent include:

- alcohol
- banned items, including mobile phones, ‘energy’ drinks, including high sugar drinks and glass bottles
- fireworks
- illegal drugs and their paraphernalia
- knives or weapons
- Any article that has been or could be used to commit an offence or cause harm
- Banned items such as: large amounts of money, jewellery (including piercing jewellery), make-up (including artificial nails and false eyelashes), phones (when the pupil is on a phone ban), non-uniform items such as hoodies, denim clothing, expensive items (including expensive clothing).
- lighters/matches
- pornographic images
- stolen items
- tobacco and cigarette papers
- vapes and vaping equipment

Searching without consent will only be undertaken in extreme situations and where it is absolutely necessary. Other means of dealing with the situation include isolating the pupil while the matter is addressed, contacting the pupil's parents and considering whether the police should conduct the search. Should a pupil refuse to co-operate with such a search or with screening, the School may apply appropriate disciplinary penalties.



The Education Act 2011 allows staff to seize an electronic device to examine any data or files on the device if they think there is good reason to do so. The data or files may be erased before returning the item if they believe there is good reason to do this. Staff must consult a member of SLT before erasing any data or files from an electronic device confiscated from a pupil.

To ensure any searching or confiscation is carried out lawfully Broomfield School will follow statutory guidance from the Department for Education contained in *Searching, Screening and Confiscation: Advice for headteachers, staff and governing bodies January 2018*.

*See the School Protocol.*

### **Use of force**

The Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
- causing personal injury to, or damage to the property of, any student (including the pupil themselves); or
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

This also applies when staff are lawfully in charge of pupils but off the school premises, for example on a school trip.

Force will only be used as a last resort and in exceptional circumstances.

School guidance on the matter is that physical contact should be avoided unless a pupil is in danger of hurting themselves, another pupil or an adult member of the community or is attempting to damage property and where all other strategies to deal with the situation have failed. Teachers must satisfy themselves that this is the only way to contain a real and present danger.

There is no definition of reasonable force, and every situation will have to be judged by the person in charge at that time, but to be judged lawful, the force must be in proportion to the circumstances it is intended to prevent. Following serious incidents involving the use of force, the school will contact the pupil's parents. Serious incidents involving the use of force will also be recorded by the school.

If force is used it will be in accordance with Broomfield School procedures (see Safeguarding and Child Protection policy) and with non-statutory advice from the Department for Education contained in *Use of reasonable force: Advice for headteachers, staff and governing bodies 2012*.

### **Dealing with allegations against staff**

Allegations of abuse against staff (see *Safeguarding and Child Protection policy*) are taken seriously and will be dealt with quickly, fairly and consistently. Effective protection for the pupil and support for the member of staff who is the subject of the allegation will be provided. If after thorough investigation it is



considered that the allegation was malicious, i.e. there is clear evidence to prove there has been a deliberate act to deceive and that the allegation is entirely false, any record will be removed from the member of staff's personnel file. Pupils who are found to have made malicious allegations against staff will be sanctioned according to the severity of the case; this may include exclusion from school.

Broomfield School will follow statutory advice from the Department for Education contained in: *Dealing with allegations against staff*



## **Attendance**

Broomfield takes attendance very seriously as there is a clear link between good attendance and academic achievement. Pupils who are late for school or who truant will face disciplinary sanctions. Parents or carers will be contacted to discuss possible reasons and school support systems that could help. More information can be found in the Attendance Policy.

## **Uniform, Equipment and Valuables**

All pupils must wear the correct school uniform at all times. We believe that one of the most important reasons for maintaining a strict code with regard to uniform is that it should operate to prevent pupils feeling uncomfortable if they cannot afford items that other pupils have – for example expensive trainers. If your child cannot conform to the uniform regulations for a genuine reason he or she must be provided with a note to explain why on the day that this occurs. The Achievement Director or Pastoral Team will provide the pupil with a uniform slip for them to produce in lessons for subject teachers. If pupils do not conform to the uniform guidelines they may be sent home to change.

*See Uniform list in Appendix 1*

## **Mobile Phones and other electronic devices**

*Mobile phones other electronic devices, and the headphones for use with any such device, should not be seen, heard or used anywhere in the school buildings or grounds at any time. This includes before and after the school day, break time and lunch time, and inside and outside the buildings. This includes the canteen. It also includes school trips and Saturday and holiday-revision sessions.*

**The School strongly advise that such items are not brought into school.** However, if parents or carers wish pupils to bring these items into school, they must be kept in bags or pockets, turned off and out of sight from the moment that the pupils enter through the school gates to the moment that they leave through the school gates. Should they be seen, heard or used anywhere on the school grounds or in any of the school buildings, or otherwise in contravention of the above rule, they will be confiscated and parents will be required to collect them at their convenience during school office-hours. More severe sanctions, including banning the pupil's mobile phone and exclusion from the school, may be incurred for repeat offenders or for failing to comply immediately with a member of staff's request in respect of these items.

## **The school accepts no responsibility in the case of theft, loss or damage.**

[In GCSE Media Studies, it is sometimes a requirement that mobile phones are used as part of the course itself. In such lessons, mobile phones may be used, but only with the express permission of the teacher and only for purposes of that GCSE lesson.]

## **Monitoring and evaluation**

This policy is evaluated through regular data analysis and reporting to test the impact of the policy in improving behaviour and achievement and to identify areas of concern or emerging trends.

Outcomes of the analysis of behaviour data will be fed back regularly to SLT and to governors. The policy will be reviewed regularly.



### Useful links

Link to advice on Home-School Agreements

<http://www.education.gov.uk/schools/pupilsupport/parents/involvement/hsa>

Link to Use of Reasonable Force – advice for head teachers, staff and governing bodies

<http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0077153/use-of-reasonable-force-advice-for-school-leaders-staff-and-governing-bodies>

Link to Screening, Searching and Confiscation – advice for head teachers, staff and governing bodies

<http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation>

Link to Exclusions Guidance

<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/a0076478/exclusion-guidance>

Link to Safeguarding

<http://www.education.gov.uk/aboutdfe/advice/f0076882/ensuring-good-behaviour-in-schools/allegations-of-abuse-against-staff>

Link to advice on Home School Agreements

<http://www.education.gov.uk/schools/pupilsupport/parents/involvement/hsa>



## Appendix 1

### Uniform List

#### Boys

Plain white – long or short sleeve shirt  
Black Blazer with embroidered badge on pocket  
Year Group tie

Plain black trousers and plain black belt and buckle

Black socks

Plain black ‘leather’ shoes with no markings (No trainers or trainer-style shoes or canvas shoes)  
Black jumper with School badge

All uniform should be clearly labelled with pupil’s name (especially ties and blazers).

Headscarves worn for religious reasons should be black or white. Face veils are not allowed. A long black skirt may be worn by girls on top of Broomfield trousers, also for religious reasons.

Only school uniform should be worn to and from school and throughout the school day. Hats, scarves and coats should be removed on entry to the school building. Non-uniform items may be confiscated.

**The uniform identifies pupils as part of the school community and it is expected that all pupils wear their uniform correctly and dress appropriately at all times including to and from the school.**

#### Please note the following.

- Pupils are not allowed fashion jewellery other than a wrist watch and a small pair of plain stud earrings - no other piercings are allowed.
- Hairstyle must be appropriate, with no shaved patterns and dyed hair is forbidden.
- Nail varnish and make up are not allowed. Acrylic nails are a health and safety hazard within school and are not acceptable. False nails of any sort are not allowed. False eyelashes are not allowed.
- Shirts must be tucked in.
- Top buttons must be done up and ties clipped on correctly.
- Blazers must be worn at all times, but can be taken off during lessons and during break and lunch times. Blazers must be worn during assemblies.
- Trousers must be worn with the waist band around the waist.
- Girls’ skirts should be “A” line and knee length. Skirts should not be rolled up at the waist line.
- Trainers will not be allowed inside the buildings, but may be worn during lunchtime, break time and during PE.
- The following items of clothing are forbidden in school, hoodies, fleeces with hoods, baseball caps, face masks and baseball-style caps. These will be confiscated and return to parents.
- In the event of any dispute regarding appearance and interpretation of the uniform, the Head Teacher’s decision will be final.

#### School PE Kit

Black T-shirt with school badge, black tracksuit bottoms or shorts and trainers.

Pupils must bring in a full PE kit every lesson even if they feel ill or are injured. If there is any reason why they are unable to bring their full kit they should bring a note to explain this. Failure to do this will result in a PE detention.

All Broomfield School Uniform is available online at <http://www.pbuniformonline.com/>

#### Girls

Plain white - long or short sleeve shirt  
Black Blazer with embroidered badge on pocket  
Year Group tie

Plain black trousers & plain black belt and buckle / a plain 'A' shaped tartan skirt

Plain black tights / Black or white socks (not both at the same time)

Plain black ‘leather’ shoes with no markings (No trainers or trainer-style shoes or canvas shoes)  
Black jumper or cardigan with School badge



### **Equipment and valuables**

It is expected that all pupils arrive at school fully prepared for the day ahead. This means having all the correct equipment. Lessons are slowed by pupils who are not fully equipped and the learning of the class suffers as a result. It is recommended that pupils pack their bag the night before to save rushing in the morning.

All pupils must bring with them every day:

- A strong waterproof bag big enough to hold an A4 size folder,
- Pupil planner that will be given to pupils on their first day,
- Pencil case containing at least 2 pens, 2 pencils, pencil sharpener ruler, rubber, colouring pencils, compass and protractor,
- Reading book (This should be a ‘proper’ book that will improve the reading ability and education of the pupil.)
- PE kit (on the day needed),
- Correct exercise books,
- It is also useful, but not compulsory, to have a calculator and a dictionary.

Valuables must not be brought to school and neither should large amounts of money. Should a pupil choose to bring a football or basketball to school to use during break time, this must be carried in a bag, e.g. a carrier bag, when not actually in use. This includes to and from school. This is so that there is no danger of them being a nuisance or hazard in corridors, classrooms or on roads.



## Appendix 2

### **Anti-Bullying Statement - This statement appears in all pupil planners.**

#### **The Broomfield community rejects bullying of any kind.**

Bullying **is** behaviour that is deliberately designed to intimidate and control others and which leaves a person unhappy, bewildered, frightened or threatened. Bullying can be:

- Emotional - being unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any use of violence
- Discriminatory – prejudiced remarks, graffiti and gestures on grounds of race, gender, sexuality or disability can constitute
- Sexual - unwanted physical contact, sexually abusive or offensive comments
- Verbal - name-calling, sarcasm, spreading rumours, teasing

Bullying may also occur through malicious text messages on mobile phones, on social networking sites or through emails.

#### **Broomfield School will:**

- Take consistent action on all incidents of bullying behaviour. In serious cases the school may permanently exclude those responsible for bullying.
- Heighten the awareness of all staff, parents and pupils about what is regarded as bullying behaviour.
- Educate pupils in proper behaviour.

**Any pupil who is aware that someone is being bullied or feels they might be a victim of bullying should talk to their Achievement Director, the Pastoral Team or any other member of staff immediately.**



### **Appendix 3 (*This is the Parent Code of Conduct - Adopted by the Governing Body's Community Committee of 2<sup>nd</sup> May, 2017*)**

#### **Broomfield School - Parent and Visitor Code**

At Broomfield School we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves a partnership between parents, staff and the whole school community. As part of that partnership our parents understand the importance of a good working relationship in order to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents and carers to participate fully in the life of our school.

The purpose of this Code of Conduct is to provide a reminder to all parents, carers and visitors to our school about their expected conduct. This is so we can continue to enable children to flourish, progress and achieve in an atmosphere of mutual understanding.

#### **Guidance**

*We expect parents, carers and visitors to:*

- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Listen to both a child's version of events and the school's view in order to help bring about a peaceful solution to any issue.
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.

*In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:*

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or any other area of the school buildings or grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to harm a member of school staff, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications.
- Defamation of the school or staff character on Facebook or other social networking sites.
- Using physical or verbal aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of their actions towards your own child/ren.
- Smoking and consumption of alcohol or other drugs.

The Head Teacher is expected by the Governing Body of the school to be responsible for the wellbeing of the whole school community, pupils, staff and visitors included. Staff, pupils and other parents and visitors must not be exposed to unacceptable behaviour from any visitor to the school no matter how frustrated or upset they may be. Should any of the above behaviours occur on school premises the Head Teacher will take whatever action is necessary to prevent it happening again. This may include restricting access to the school site in some circumstances.

We trust that parents and carers will help in implementing this policy and we thank you for your continuing support.



### Appendix 3 - Covid 19 (Coronavirus) update - Keeping pupils and staff safe in school

During the period of Covid 19 it is important that we must all continue to minimise the risks that this virus brings and therefore we shall continue to follow closely the Government guidance to keep all as safe as possible. Some key points from this guidance are included below.

- Pupils or staff who have coronavirus symptoms, or who have someone in their household who does, **must not attend school**, but must self-isolate at home.
- Cleaning hands more often than usual - pupils and staff are encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand-rub or sanitiser ensuring that all parts of the hands are covered.
- Coughs and sneezes, etc. must be caught in a tissue which is then binned: ‘catch it, bin it, kill it’.
- We shall be practising social distancing including keeping pupils and staff 2 metres apart from each other, where possible.
- The School will be minimising contact and mixing between individuals, as far as possible, by keeping pupils in small groups for lessons, etc. and keeping these groups as consistent as possible whilst in school (e.g. for arrival, lunchtime, breaks and departure).
- We shall therefore be altering the school environment, for example by changing classroom layouts so desks are further apart and dividing groups into different classrooms. The whole of the school may not be open to pupils.
- The School will be cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- Pupils and staff will be briefed on the new requirements.

### Minimising risks outside of school

It is not just in school that we must keep safe, but also outside of school.

- Pupils are therefore encouraged to walk or cycle where possible. Where reasonably possible public transport should be avoided. Where it cannot be avoided guidance can be found through the following link. It includes the emphasis on avoiding peak times, keeping two-metres distance from others, avoiding crowded transport if you cannot keep two-metres distance, avoiding touching one's own face, **wearing a face covering** and washing or sanitising hands as soon as possible afterwards.

Please read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) for fuller details. We would encourage our parents and pupils to read this guidance whichever way pupils plan to travel to school.

- Pupils must not socialise with each other in groups on the way to school or on the way home from school.



## The School's behaviour policy

All should be aware that if there were to be any misbehaviour by any pupil that breaks any of these new school arrangements and expectations – inside or outside of the school - and thereby places others at risk, the full range of sanctions listed in the School's behaviour policy will apply, including permanent exclusion from the School. The safety of all must remain of the highest priority. The School's behaviour code remains fully in place and is available on the School's website. A paper copy can be posted if requested.

## Further information and support

All of the Department for Education's [coronavirus guidance for educational settings can be found on GOV.UK](#). This includes specific guidance on implementing protective measures, answers to frequently asked questions for schools and guidance on issues such as remote education, providing free school meals and attendance, among other things. **DfE coronavirus helpline:** telephone 0800 046 8687.

*It must be noted that the Government guidance on keeping safe may change and that therefore the details presented in this policy may also change.*

End of Policy and Appendices.