

Reward and Respect - Behaviour for Learning Policy

Date adopted: July 2026 (for September 2026)

Prepared by: Mark Cahill

Ratified by: Governing body

Review date: July 2027

Other relevant School policies include:

- Written statement of behaviour principles policy
- Equality Policy
- SEND Policy
- Uniform Policy
- Ted Wragg Trust Anti-Bullying Policy
- Ted Wragg Trust Exclusion Policy
- Ted Wragg Trust Attendance Policy
- Ted Wragg Trust Reasonable Force and Restrictive Interventions Policy
- Ted Wragg Trust Supporting students with medical conditions Policy
- Ted Wragg Trust Computer/Mobile device and online use policy – students

Statutory guidance:

- <https://www.gov.uk/government/publications/school-exclusion>
- [Behaviour in Schools](#)
- [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](#)
- [Reasonable force and Restrictive Intervention in schools](#)
- [Keeping Children Safe in Education](#)

Note: *This behaviour policy has been written as a policy for the whole school. While it should be followed it should also be read in accordance with the school's duties under the Equality Act 2010 and should be read in that light together with other relevant policies. Where a child has (or may have) a disability then active consideration must be given to how the policy may be adapted to take into account a child's individual needs. This will include consideration about what reasonable adjustments may be made. Children and parents with SEN/disability should be encouraged to be involved in considering these points, an example could be through the creation of a relational support plan. Records should be made about any such changes and any staff who work with these particular children should be informed about any such changes (for example a supply teacher should be made aware of any potential changes). In addition to SEN/disability the policy should also take into account other protected characteristics such as race, religious belief or matters in respect of gender/sexual orientation. If staff have any questions they should seek guidance from a senior leader.*

This behaviour policy is reviewed annually and is done so in consultation with students, parents/carers and staff. In addition to an annual student, parent/carer and staff survey there are multiple opportunities through school council/parliament/leadership, parental listening sessions and engagement activities to provide feedback.

Aims of policy

St Luke's is an ambitious and inclusive Church of England School. Our aim is for every student to take an active part in all aspects of school life so they can all live "life to the full".

We have an ethos of catching students being good", praising and rewarding as much as possible. We also have the highest expectations of every student where we expect that every single individual treats one another, our school and our community with the upmost respect.

Our culture curriculum will support every student to meet these high expectations and our rewards system will praise them for doing so. We expect every student to work hard to achieve their best, show respect and be kind at all times. Where these expectations are not met, we have clear policies and sanctions in place that will be followed consistently and fairly by staff.

This behaviour policy is based on our key concept for Every Child Succeeds and is underpinned by an inclusion model created using the work of Bronfenbrenner and on Maslow's hierarchy of needs. Our model is based on **safe** and **connected** children learning **successfully** in a classroom environment. This policy aims to:

1. To **support students taking pride in their behaviour**, so that there is a culture of warmth, achievement, ambition and learning everywhere in the school with and no learning opportunity wasted.
2. To provide **clarity for staff, students and the community** about acceptable behaviour and enable the creation of **strong and positive relationships**.
3. To encourage students to **make positive choices** and **take responsibility** for their own actions.
4. To create a **truly inclusive** environment for all where students are **safe, connected** and **successful**

1.0 St. Luke's Church of England School Behaviour Policy

St. Luke's Church of England School encourages good behaviour through high expectations, clear policy and an ethos which ensures students show pride in their conduct and learning by making positive behaviour choices.

St. Luke's has in place a comprehensive package of rewards to reinforce and praise good behaviour with clear sanctions for those who do not make positive choices and therefore fail to comply with the school's behaviour policy.

This Policy aims to outline the measures by which the school aims to promote good behaviour, self-discipline and respect; prevent bullying; ensure that students complete assigned work; and ensure **St. Luke's** School is a safe place for all.

The commitment of staff, students and parents is vital to develop a positive whole school ethos. **St. Luke's** reserves the right to apply this policy to **all** students and **any time** a student is recognisable as a **St. Luke's** student, regardless of whether this is before/during/after school hours and to all matters relating to social media and online activity. The application of this policy is not dependent on whether the student is wearing school uniform.

2.0 Rewards

St. Luke's Church of England School regularly celebrates the success of all students in a variety of ways as we recognise that focussing on success and positive outcomes is essential to developing a positive culture and ethos across the school. St. Luke's Church of England School wishes to recognise the vast majority of students make positive behaviour choices everyday, listed below are the ways we celebrate success with students, parents and staff during the academic year.

- Weekly celebration assemblies.
 - Half termly – major milestone celebrations.
 - Issuing of reward tokens for the half term draw.
 - Certificates of achievement in Sparx Maths, Reader and Science as well as achievement badges.
 - Attendance recognition through certificates in assembly.
 - Trips associated with rewards.
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- Head of Year Awards Each year team will recognise a number of students at the end of each term who have contributed to our community in a positive way. These awards will be decided amongst the tutor team. The list of awards includes but is not limited to:
 1. 100% attendance for the term
 2. Head of Year Award
 3. ClassChart points
 - Weekly Year Assemblies During the weekly assemblies Heads of Year will recognise student efforts in number of categories:
 1. 100% attendance recognition and attendance streak celebrations
 2. ClassChart recognition
 3. Student of the Week
 4. Sparx completion and points leaderboard acknowledgement with reward tickets

These students will receive a 'shout-out' as part of the weekly assembly.

2.1- Recognition

We aim to recognise student achievements every day. Staff will always look to welcome students into school, acknowledge their smart uniform, thank them for holding doors and take every opportunity to recognise their achievements whenever possible.

Celebration assemblies take place weekly to recognise students for their positive contribution to school life.

The School Newsletter and social media are used to highlight students' achievements

2.2 - Merits

Merits are used by all staff to reward positive behaviour are given through Class Charts in the following categories which match our Life to the Full values.

St. Luke's is an ambitious and inclusive school, dedicated to ensuring all students live 'life to the full'. This is done through the values;

- We work hard to achieve our best
- We are inclusive
- We give hope
- We take responsibility
- We show respect

2.3- Attendance

We celebrate regular attendance through assemblies, rewards tickets and prize draws. We want all of our children to attend school 100% of the time and support as much as possible to make this happen.

2.4- Termly Celebration Assemblies

Individual students are recognised in Year Group termly assemblies for exceptional achievement and, in some Year Groups, certificates are handed out by the Year Leader

2.5- Awards Evenings

Annual awards evenings are held for each key stage, with Year 11s having a Graduation Evening in the November after leaving School. Awards are given in the following categories:

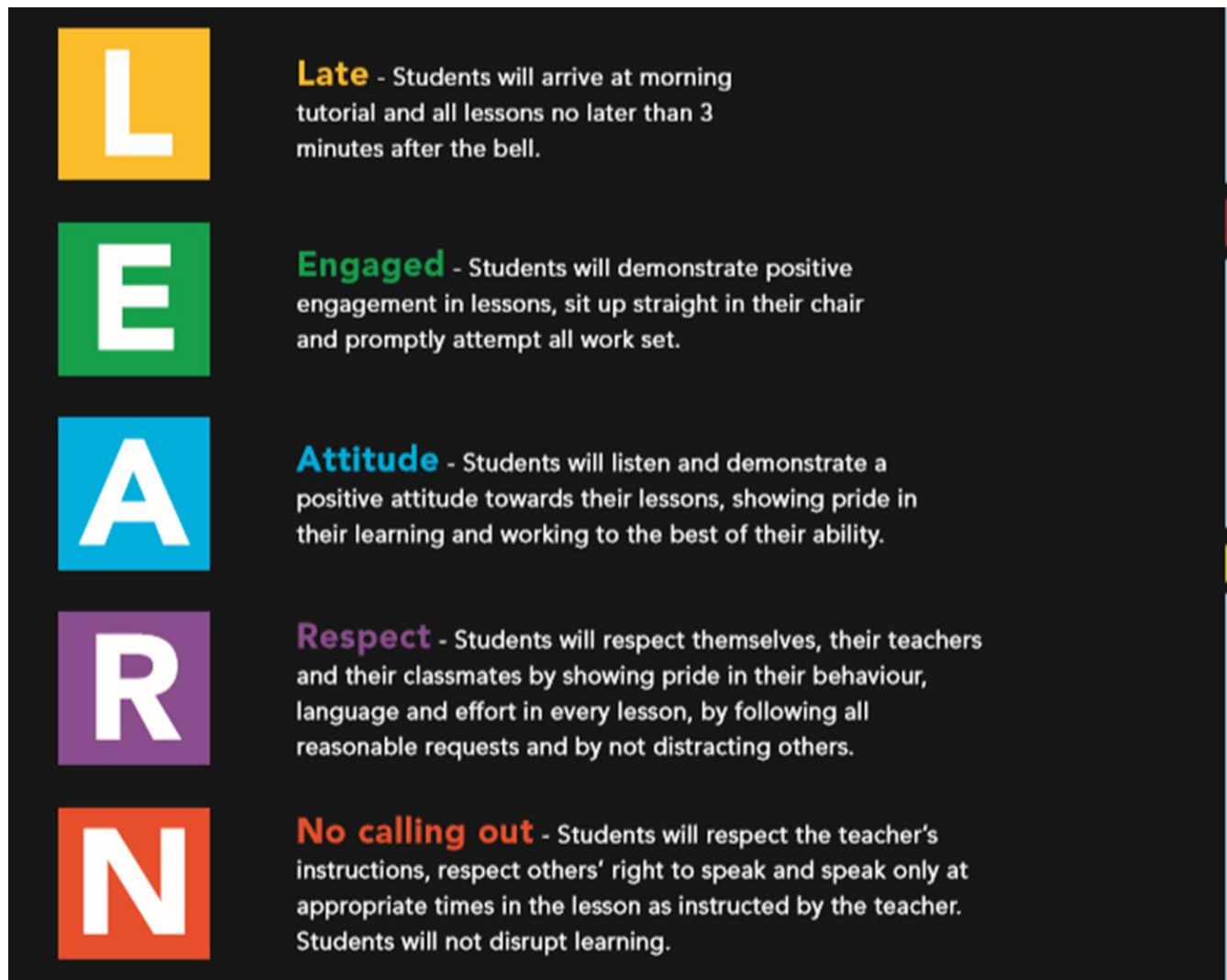
- Outstanding Attainment
- Effort
- Subject Award in a particular subject (nominated by their teacher)

Additionally there is now a sports award evening each academic year to recognise some of our young athletes.

3.0 High Expectations

All Lesson expectations are based on the following principles:

LEARN - Lesson Expectations



L **Late** - Students will arrive at morning tutorial and all lessons no later than 3 minutes after the bell.

E **Engaged** - Students will demonstrate positive engagement in lessons, sit up straight in their chair and promptly attempt all work set.

A **Attitude** - Students will listen and demonstrate a positive attitude towards their lessons, showing pride in their learning and working to the best of their ability.

R **Respect** - Students will respect themselves, their teachers and their classmates by showing pride in their behaviour, language and effort in every lesson, by following all reasonable requests and by not distracting others.

N **No calling out** - Students will respect the teacher's instructions, respect others' right to speak and speak only at appropriate times in the lesson as instructed by the teacher. Students will not disrupt learning.

All lesson expectations have been co-produced in consultation with staff and students. Lesson expectations are reviewed regularly with students and staff.

Student, parent and staff voice is really important to our school and we conduct an annual survey with each group to help inform our approaches and support continual improvement. In addition to this, there are a number of opportunities throughout the year for our communities to share their recommendations and reflections including through our student council, through termly parent forums, annual surveys and staff networks.

3.1 Creating Routines

All teaching staff have a program of development, training and coaching designed to help them constantly improve their practice and establish a healthy behaviour culture. An example of the coaching model for supporting student routines is below. Staff receive coaching to help them develop a range of skills to build strong relationships with students. Consistent routines enable us to reduce cognitive load for students and enable them

to thrive . Examples of the techniques below including ‘connect and correct’ and ‘narrate the positive’ are designed to maintain a safe and secure environment for students whilst creating a culture of high expectations.



4.0 Sanctions

As stated previously sanctions are only to be used when more positive methods of promoting outstanding learning through good behaviour are not working with a particular individual or group of students. When a member of staff feels the need to resort to sanctions these are always to be applied impersonally (i.e. it is the negative behaviour that is resulting in the sanction not the student's personality), calmly, fairly, consistently and professionally.

The only sanctions/systems to be used within a lesson are reminders and removal to the Lesson Removal Room (BSR).

The aim should be to keep all students accessing their learning within the lesson for the full duration of the lesson. Every student has the right to learn in a disruption free classroom. For this reason, we use a system where students who fail to respond to a verbal reminder by correcting their behaviour can be removed from the lesson in order to allow the learning of the rest of the group to continue. We also employ the on-call system so that a student can be collected (if deemed a serious incident) and removed from the classroom.

When issuing a verbal reminder to a student it is important that this is done calmly and professionally throughout. The aim is to show students that they have ‘chosen’ their behaviour.

Uniform expectations are detailed on the school website. Any exceptions made to uniform should be agreed in advance with the school, supported by medical evidence and (where relevant) involve non-branded items eg. Students who wear trainers for medical reasons should wear non-branded and logo free items.

Uniform is checked regularly by tutors and senior staff. Students who are not in correct uniform (unless carrying signed permission slip) and refuse or are unable to correct it will be supported to make a positive choice.

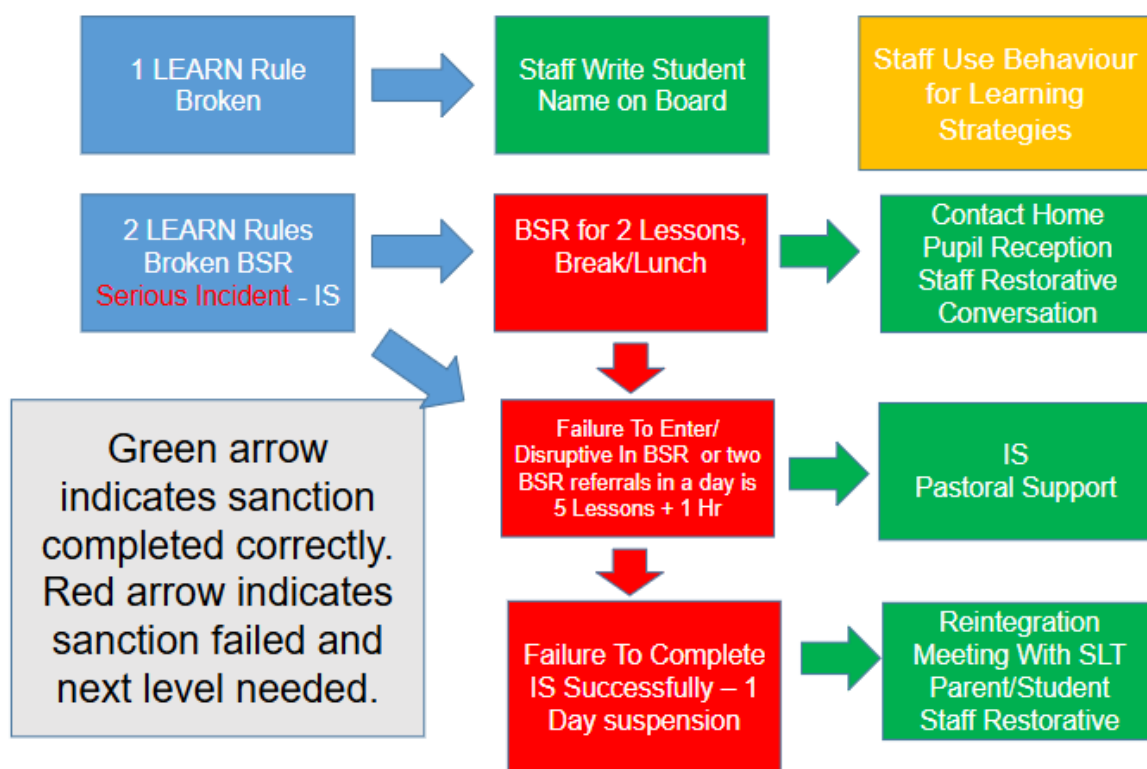
Red card detentions are issued for social time concerns or for being late to school after 8.30 and arriving before 8.50am. These are 15 minutes long and are held in the humanities corridor.

Community detentions are issued after school each day for being late to school, after 8.50 am when registration has closed, unless there is a valid reason explained or evidenced to the reception team by the student or parent/guardian or for serious anti-social behaviour.

Each night after school there is a catch-up homework session held in the hall. This is to support homework and students can leave once the work has been caught up. Support can be offered to help the students.

4.1 Lesson removal

If a student does not adhere to the 'Classroom Expectations', a teacher will tell them that they have a 'reminder' and their name will be written on the board in the Expectations section. If a student does this for a second time, they will be referred to the Lesson removal room for the following two lessons and a social time.



When students are sent to the Behaviour Support Room (BSR) they are expected to walk from their lesson to Triage;

When in Triage students will hand in their phone pouches and a Learning Passport will be written out for them.

If a student has a "reasonable adjustment" due to a specific need they will have a bespoke plan in place which could involve time spent in a number of different rooms within our inclusion provision including the; Sensory Room, Breakout Room, Gateway, BSR or Intensive Support (IS).

Best practice in this area includes:

- Use of multiple removal rooms/spaces to support a range of student needs

- Reasonable adjustments (eg. movement breaks) applied to ensure student engagement
- Positive reinforcement used with students able to reduce time or reduce detention by engaging fully in work/activities set
- Adaptive approach with students staying for various lengths of time dependent upon number of visits or their level of need.
- Work set comes directly from lessons, eg. google drive or booklets
- Student given opportunity to reflect and (if appropriate) review teacher decision
- Reconnect, rebuild and restore conversation with staff used to help secure positive relationship
- Excellent communication to parent/carers so they understand nature of removal

4.2 Repeated or more Serious Incidents

We are committed to creating a safe environment where learners can connect to their community and be successful. However, where a student (for example) repeatedly fails to wear the correct uniform, fails to attend detentions, receives multiple lesson removals, or is involved in a more serious incident, the student may be referred for additional time in lesson removal (or similar space), receive a suspension or permanent exclusion for persistent breaches of the schools behaviour policy.

More serious incidents could include but are not limited to:

- Truancing (student deliberately missing from lesson without permission);
- vaping/smoking;
- vandalism/deliberate damage;
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness; and
- dangerous behaviour.

4.3 Reconnect, rebuild and restore

If any student feels a member of staff has incorrectly referred them to the lesson removal room they can request staff appeal the lesson removal. Staff will always try to capture student voice related any incident and use this to inform decision making.

All students will have the opportunity to complete a reflection sheet upon entry to the room and may use this to indicate if they feel they have been referred on an unfair basis. The review will be considered by a member of staff and the student informed of the outcome.

4.4 School community sanctions

The 'Red Card' detention is a 15-minute detention for anti-social behaviour in and around school. We expect all students to always behave and treat each other with respect. That means walking around the school calmly and quietly, respecting each other's space and looking out for each other. There are no warnings for these behaviours.

The red card detentions enable us to address any behaviour that does not meet our high expectations.

The following are possible (but not limited to) reasons for a red card detention:

- Running or shouting indoors
- Eating and drinking in banned areas
- Being out of bounds
- Inappropriate language or attitude
- Dropping litter

If a student does one of the things above, an adult will tell them that they have a “Red card”, and that they must serve a 15-minute break/lunch-time detention at the next available session. We will ensure students have access to the canteen and food and are not disadvantaged in this situation.

4.5 Punctuality and lateness

Punctuality is an incredibly important key skill for any student to develop in life and we aim to support students to appreciate the importance of good punctuality. Students who arrive in school after their allotted start time without sufficient cause will be issued with a same day late detention after school and parents/carers notified by text message. Failure to attend this detention will result in a visit to IS.

Late between 8.30 and 8.50 am = red card for 15 minutes.

Late after 8.50 am when registration has closed = 1 hour after school detention.

Students are expected to be in all lessons on time. If a student is more than 4 minutes late without genuine reason, they will receive a red card social time detention. Arriving to a lesson after 8 minutes without a genuine reason will result in a student being sent to the Behaviour Support Room. Any student who has been with an adult which has caused the lateness will be issued with a pass so teaching staff are aware.

4.6 Multiple referrals

Students who experience multiple referrals to the Behaviour Support Room will have a graduated or wave response to support. We aim to ensure students can make positive choices and recognise that this is more challenging for some students. Students who experience multiple referrals to the BSR will receive additional support through a variety of graduated approaches to help them be successful in their lessons and the school may make some reasonable adjustments to this behaviour policy to support students ongoing needs.

4.7 Deliberate use of fire alarm

Deliberately setting the fire alarm off is an extremely dangerous act. The whole school experiences significant disruption and could prevent a fire engine attending a genuine emergency. In addition to the disruption to teaching, learning and the good order of the school, it also has a disproportionate impact on the most vulnerable students. Many students will struggle to regulate their feelings after such a significant disruption to their routine. The school reserves the right to permanently exclude any student is deemed to have triggered the alarm deliberately or with malicious intent.

4.8 Mobile phone policy

This policy outlines expectations for mobile phone use in school to ensure a safe, connected, and successful learning environment. This policy applies to all students during school hours, on school grounds, and during school related activities unless otherwise specified by staff.

Contact with home

Our policy on this has not changed.

If you need to contact your child during the school day, please call main reception on 01392 204600. The team will be happy to pass on any messages.

Should your child need to contact you urgently throughout the school day, they can speak to a member of staff and use a school phone.

Medical and other exceptions

Where a student has a medical need to have access to their phone, for example diabetes, we will provide a pouch without a lock on it. This will enable the student to check their phone when required for medical reasons. Lock free pouches will be issued on a case by case basis following appropriate medical evidence being supplied. For students with medical needs that we are already aware of, we will ensure a medical pouch is supplied.

If a mobile phone pouch is lost or damaged

If a student damages or loses their pouch, they should let their tutor know at the earliest opportunity.

The phone will be collected by the duty team and locked away until the end of the school day. when they can collect it from student reception.

Lost or damaged pouches will need to be replaced. We will contact home to arrange for a payment of £11 for a replacement pouch. When second-hand pouches are available, these can be bought for £5.

Examples of damage to a pouch include any of the following, which prevent the pouch from functioning properly:

- Cut, torn or ripped fabric
- Bent or cut pin
- Signs of force to black button on flap
- Damage to the black ball
- If a pouch opens without an unlocking station

If there is evidence that a pouch has been damaged deliberately, this will be seen as a breach of our behaviour policy and will be treated differently (see below).

Actions taken if a phone pouch is deliberately damaged		
First occasion	Second occasion	Third occasion (or more)
- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone.	- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone.	- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone.

- Student will spend a day learning in the Behaviour Support Room.	- Student will spend a day learning in Intensive support until 4pm.	- Student will be issued with a Fixed Term Suspension.
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If a student refuses to hand over a mobile phone then this could result in a Fixed Term Suspension.

If a phone is seen in school

If a student is found in possession of a phone outside a mobile phone pouch, this is considered to be a breach of the school's behaviour policy. This could be the result of:

- Bringing multiple phones into school
- Failing to properly secure their phone during tutor routines
- Damaging a pouch in order to access the phone during the school day
- Accessing an unlocking station or alternative magnet during the school day

Actions taken if a student uses a mobile phone during the school day		
First occasion	Second occasion	Third occasion (or more)
- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone. - Student will spend a day learning in the Behaviour Support Room.	- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone. - Student will spend a day learning in Intensive Support until 4pm.	- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone. Student will be issued with a Fixed Term Suspension.

If a student refuses to hand over a mobile phone then this could result in a Fixed Term Suspension.

Spot checks

On Call and duty staff may ask to check Yondr pouches periodically throughout the day. This will involve simply asking a student to take the Yondr pouch from their bag and show it to the member of staff. The member of staff will check that it has been locked and is working properly.

Our tutor routines and checking have been designed to ensure that all students leave tutor time with a locked pouch. If a pouch is found to be open, with the phone accessible, it will be assumed that it has been left open deliberately. The actions taken are set out below.

Actions taken if student is found to have left their mobile phone pouch unlocked		
First occasion	Second occasion	Third occasion (or more)
- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone. - Student will spend a day learning in the Behaviour Support Room.	- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone. - Student will spend a day learning in Intensive support until 4pm.	- Phone confiscated. - Confiscation logged on ClassCharts. - Parents will be asked to attend a meeting, at which they will be able to collect the phone. - Student will be issued with a Fixed Term Suspension.

If a student refuses to hand over a mobile phone then this could result in a Fixed Term Suspension.

Forgotten pouches

If a student forgets to bring their pouch to school, they should let their tutor know at the earliest opportunity.

The phone will be collected and locked away until the end of the school day. when they can collect it from student reception.

If a student frequently forgets their pouch the tutor or Head of Year will contact home to discuss supporting the student to bring their Yondr pouch in to school.

Students possessing unlocking stations

If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, it will be confiscated, and the student will be placed into Intensive support whilst the matter is investigated.

Bringing an unlocking station or a similar strength magnet into school and using it to unlock their own or others' phones could result in an Intensive support until 4pm or Fixed Term Suspension.

Accidental Damage

If a mobile phone pouch is damaged accidentally, please notify the school at the earliest opportunity, explaining what has happened.

Lost or damaged pouches will need to be replaced. We will contact home to arrange for a payment of £11 for a replacement pouch. When second-hand pouches are available, these can be bought for £5.

4.9 Bullying and Discrimination

Bullying is defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance, disability or SEN need. It may be motivated by actual differences between children, or perceived differences.

Bullying can also occur where there is a power imbalance between students. A power imbalance is when one student (or a group of students) is able to dominate decision-making or otherwise asserts power in ways that disadvantages other student(s).

Bullying can include but is not limited to:

- Emotional harm;
- Physical harm;
- Deliberately hurtful comments;
- Social bullying;
- Social media;
- Filming students/staff without consent;
- Posting inappropriate content/filmed incidents online/sharing;
- Threatening behaviour;
- Power imbalance;
- Name calling;
- Sexting;
- Cyber bullying; and
- Sexual exploitation.

Bullying has a profound impact on student well-being, mental and physical health. As well as this, it can negatively impact attendance and attainment at school, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. We continue to promote a culture of high expectations and work with our community to ensure that our students feel safe, connected and successful at St. Luke's

At St. Luke's our aim is to prevent bullying through education, by prompt and sustained response to reports of bullying, and by developing the confidence of students to be upstanders. We aim to have a culture of courage, compassion and a school where differences are valued. We base our work in this area on inclusivity, trust and mutual respect. Bullying, of any kind, will not be tolerated at St Luke's.

We have a clear system of support for students who have been bullied and a system of clear, fair and consistent responses to incidences of bullying to ensure everyone who attends St Luke's feels safe, connected and successful.

All bullying incidents will be treated and addressed individually, and we will apply the full range of sanctions depending on the severity, frequency and seriousness of the incidents(s). Below is a flow chart of how we may respond to instances of bullying and unkindness. As a school, we reserve the right to use professional judgement depending on the nature and severity of an incident. This will be judged on a case by case basis and may result in utilising different stages and sanctions earlier in the process where appropriate.



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Alongside the letter process outlined above, the education element is an important tool in addressing the causes and limiting the likelihood of bullying occurring. As well as our pastoral programme, we have a specific response to working with those students who have shown bullying behaviour. This may involve work within our wider pastoral offer and could include mentoring sessions, completion of reflection booklets, restorative conversations or referral to external agencies where appropriate.

5.0 Sexual harassment and online sexual abuse

St. Luke's School takes all reports of Sexual harassment, sexual violence and online sexual abuse extremely seriously and aims to create an open culture where students are comfortable and confident to report all incidents to any member of staff. We are clear that sexual harassment and violence are not acceptable, will never be tolerated and is not an inevitable part of growing up. We will always challenge behaviour or language that seeks to normalise sexual harassment or violence in schools.

School aims to prepare students for issues related to sexual harassment and online abuse through the curriculum and assemblies. Our age and stage appropriate curriculum covers such issues as:

- Healthy and respectful relationships, including consent;
- Gender roles, stereotyping, equality, diversity;
- Body confidence and self-esteem;
- Prejudiced behaviour;
- That sexual harassment and violence is always wrong; and

- Addressing any culture of sexual harassment.

We recognise the complexity of this issue and will always safeguard all students involved taking in to account the nature of incidents and their wider context.

For the purpose of this policy, when referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur both in person and online. Sexual harassment is likely to violate a students’ dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment.

Sexual harassment could include but is not limited to:

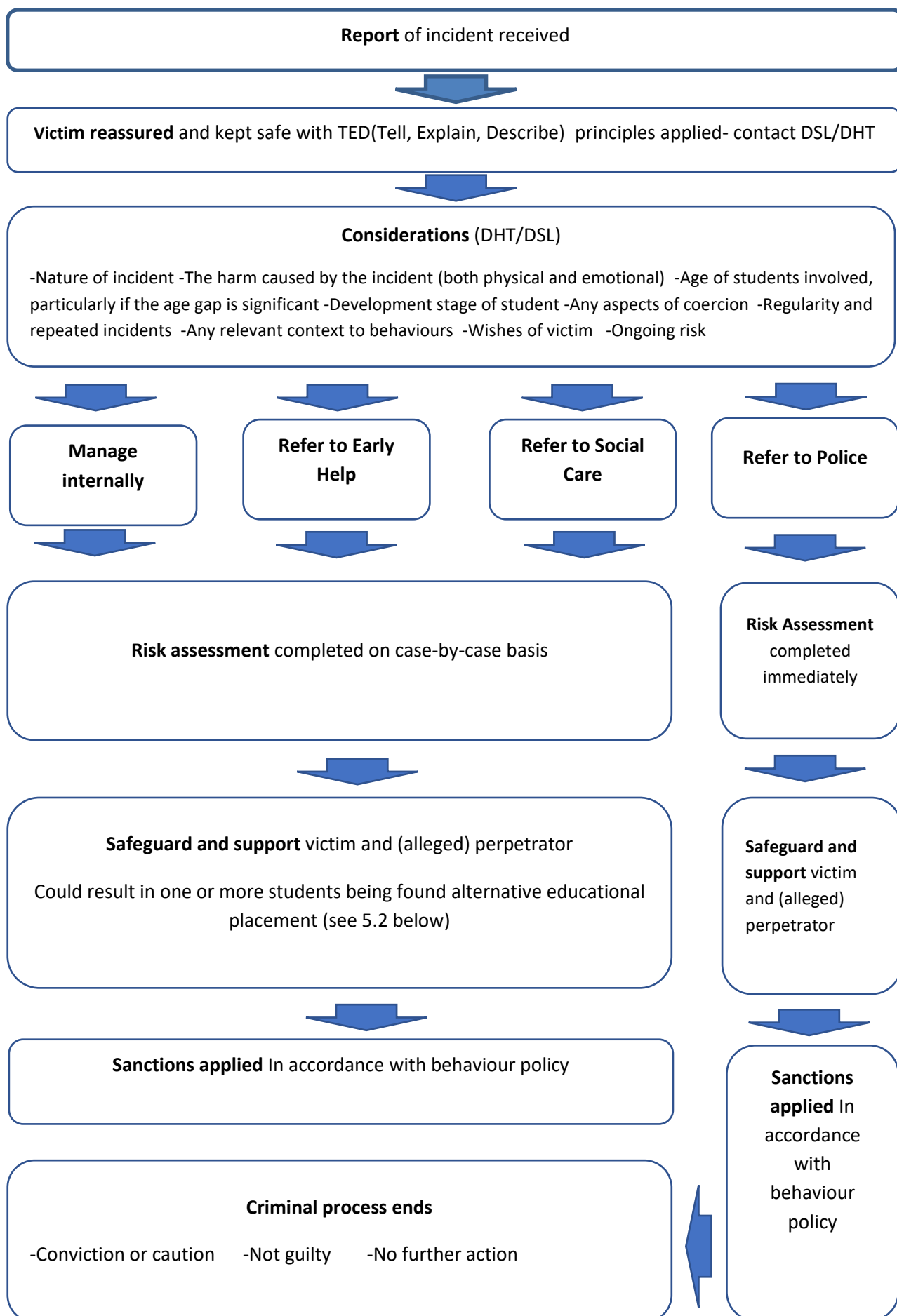
- Sexual comments, lewd comments, sexual stories, remarks about clothing, appearance and name calling;
- Sexual ‘jokes’ or taunting;
- Physical behaviour, such as: deliberate contact, interfering with clothing, displaying sexual images;
- Online sexual harassment, which might include: non-consensual sharing of images and videos (often referred to as sexting), inappropriate sexual comments on social media, exploitation, coercion and threats; and
- The deliberate creation and/or distribution of deep fake or AI images involving any member of the school community.

Sexual violence could include but is not limited to:

(When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003)

- Rape;
- Assault by Penetration;
- Sexual Assault; and
- Causing someone to engage in sexual activity without consent.

St. Luke’s School will follow the following process when incidents are reported.



St. Luke's recognises that all reported cases will have a range of factors that will be considered, these include but are not limited to:

- Nature of incident;
- The harm caused by the incident (both physical and emotional);
- Age of students involved, particularly if the age gap is significant;
- Development stage of student;
- Any aspects of coercion;
- Regularity and repeated incidents;
- Any relevant context to behaviours;
- Wishes of victim; and
- Ongoing risk.

St. Luke's will always aim to deal with incidents in a timely and sensitive manner. All reported incidents will be recorded and (where relevant) passed on to other agencies for support or further action.

St. Luke's will apply the full range of sanctions available to any student responsible for sexual harassment or online sexual abuse. The application of any sanction is not dependent on any further actions from any other relevant agencies and will be applied in-line with the balance of probabilities principle.

Sanctions may include but are not limited to:

- Restorative meeting;
- Behaviour contract;
- Lesson removal;
- suspension;
- Managed move;
- Permanent exclusion; and
- Referral to social services or police.

Confidentiality and anonymity are very sensitive issues when dealing with allegations and cases of sexual harassment and online abuse. In all cases St. Luke's will work in-line with safeguarding principles and in conjunction with any other relevant agencies to protect students. Ultimately, St. Luke's will balance the victim's wishes with our duty to protect the victim and other students within the school setting. Any decisions made will be discussed with all concerned and handled sensitively.

5.1 Separation of students for safeguarding reasons

In certain circumstances, St. Luke's may temporarily forbid a student from attending its premises, for example, due to an allegation of harm by one student against another which might require physically separating a student from one or other students. In this scenario, St. Luke's may work with the local authority and/or other partners to arrange education as soon as is possible. **This is not an exclusion on disciplinary grounds.** St. Luke's will inform parents of the reason why the student has been temporarily forbidden from attending its premises. The public law principles of acting reasonably, rationally and in a procedurally fair manner will be followed. Any decisions, including to temporarily forbid a student from attending its premises for safeguarding reasons, will be made on a case-by-case basis, using professional judgement, supported by other agencies, such as children's social care and the police as required.

6.0 Support

We aim to support all our students to ensure that every child succeeds during their time at school. Where it becomes clear that a child is having on-going difficulties in managing their behaviour, there are a wide range of strategies which are used to support students. We will always consider whether continual disruptive behaviour is the result of an unmet special educational or other need/s and should we consider this to be the case, whether multi-agency assessment would be appropriate.

Every child is different, and all support is tailored to meet the needs of each individual, in recognition of that, what works for one child may not for another. Any student designated at risk of exclusions will have a Pupil Passport which is a tiered response to supporting all students make positive behaviour choices.

7.0 Suspension

All suspensions are completed using the following statutory guidance:

<https://www.gov.uk/government/publications/school-exclusion>

We will endeavour to avoid suspension wherever possible. A decision to suspend is taken only in response to a breach of the school's behaviour policy, including persistent disruptive behaviour, or where such breaches are neither serious enough to merit permanent exclusion nor minor enough for detention, lesson removal or lesson removal. All suspensions are authorised by the Headteacher or designated representative or in their absence the next most senior member of staff.

Under exceptional circumstances a student may receive a suspension but if further investigation reveals more serious circumstances, then a permanent exclusion may be issued.

All suspended students will be given some work to complete and may be expected to write a restorative letter apologising for their actions leading to the exclusion. As part of their reintegration students may be expected to spend some in lesson removal.

A re-integration meeting will take place at the earliest available time on the first day the student is to return to school. The reintegration meeting will aim to clarify next steps and discuss if any additional support is required. Failure to attend will result in the student remaining in lesson removal until the reintegration meeting can be held.

8.0 Permanent Exclusion (PEX)

A decision to exclude a student permanently should be taken only:

- a. in response to a **serious breach** or **persistent breaches** of the school's behaviour policy; **and**
- b. where allowing the student to remain in school would **seriously harm** the education or welfare of the student or others in the school

The act of setting off the fire alarm without good cause may lead to PEX, due to the significant disruption caused and potential harm to vulnerable students.

A serious breach of the school's policy may result in a PEX. The list below indicates the circumstances where a PEX may occur (at the discretion of the Headteacher) and includes, but is not limited to, the following:

- assault or attempted assault on staff;

- violent assault- including any form of filming, sharing and distribution;
- sexual assault, harassment or exploitation;
- drug-related activity/paraphernalia;
- criminal or terrorist activity;
- carrying a weapon or dangerous object;
- extremely dangerous/risky behaviour; and
- setting off the school fire alarm.

For detailed information on Permanent Exclusion please see TWT Exclusion policy.

9.0 Consistent Expectations

Consistency is hard to achieve in any organisation. We recognise that it is key when creating an outstanding learning environment. Students are much less likely to push the boundaries if they know that what is expected of them will remain constant throughout the day; from one classroom to the next; one teacher to the next; one subject to the next; one year to the next.

This consistency will be applied to all issues relating to uniform. Students will be expected to follow the uniform policies at all times. If a student is unable to meet uniform expectations an alternative will be offered (if possible), refusal to accept the alternative will be viewed as defiance and the student may be placed in Lesson our Behaviour Support Room (BSR) until the issue is rectified.

10.0 Maintaining a Positive Learning Environment

A positive learning environment is best maintained through the focus on and positive reinforcement of good behaviours and not through the confrontational challenge of negative behaviours. We recognise this through the effective use of our staged reward and sanctions systems.

Staff make a commitment to 'catch students being good' as often as possible and reinforce this through non-verbal and verbal acknowledgement and praise as well as using some of the more formal rewards available. Staff also make a commitment to deal indirectly with some negative behaviours in this fashion too. An off-task student can often be redirected through praise of a neighbouring student who is working and behaving appropriately. When staff do feel the need to resort to formal warnings and staged sanctions they are committed to doing so in a calm, non-confrontational and professional manner at all times.

11.0 Drugs

The school will not tolerate drug possession, use or supply of any sort on school property or during off-site school activities. The school will sanction any student found to be supplying, possessing or taking drugs. This includes the possession, supply or misuse of solvents, vape fluids or other substances that can be harmful. Students may be permanently excluded if they are found to be involved in any drug-related incidents. Where controlled drugs are found, these will be delivered to the police as soon as possible but may be disposed of if the staff member thinks there is a good reason to do so.

12.0 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

13.0 Medication

Carrying, supplying or taking prescription medicines illegitimately could result in a permanent exclusion. We are aware that it may be necessary for some students to take medication during the school day. Parents/carers should complete an 'Administration of medicines in school' form and bring it together with the medication to student reception. This form authorises our first-aid trained staff, to dispense medication on their behalf. All medication brought into school by parents/carers is stored in a locked cabinet.

14.0 Smoking/vaping

Smoking/vaping including possession of any associated smoking or vaping materials, is detrimental to health, anti-social and not conducive to a safe school environment. We will apply this policy to any student who is seen smoking/vaping and/or we suspect of smoking/vaping and in possession of any smoking/vaping materials. Any sanctions applied will consider the nature, location and frequency of the incident.

Smoking/vaping is not permitted anywhere on the school site.

15.0 Search and Confiscation

The school follows government advice when confiscating items from students which is outlined in the document 'Searching, screening and confiscation. Advice for Headteachers, school staff and governing bodies.' July 2022.

[Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/622222/Searching_screening_and_confiscation.pdf)

The school can confiscate any electronic items being used inappropriately on the premises such as mobile phones, etc. The school reserves the right to view, confiscate and delete any files deemed to be inappropriate that are brought on to the school site on electronic equipment e.g. photos on a mobile phone. In certain circumstances, we reserve the right to retain electronic data as evidence.

Students wearing any accessories or jewellery which do not follow the school uniform policy can expect to have these items confiscated. Any confiscated item will be logged and available for collection at the end of the school day. Where a student is unable to immediately rectify a uniform issue eg. Hair dye or false nails they will spend time in the lesson removal room until they are able to follow uniform expectations. In all cases parents will be informed and given the opportunity to rectify the issue.

Where students repeatedly fail to follow expectations, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. Students may also be asked not to bring items to school at all and bag searches used to support this. For repeated incidents of this nature parents will be asked to collect confiscated items. Where items have been previously returned to parents and have been brought again to school, they will be confiscated again and retained until the end of term. Where items are not collected the school will dispose of them at the end of every term.

Students with smoking/vaping materials, including devices and fluid will have these confiscated and destroyed whether they are found to be smoking/vaping or not. They will also be issued with a sanction for bringing such materials on to the school premises. Students will also receive sanctions for smoking/vaping near the school, and if they are recognisable as a School Student on their way to and from school.

In certain instances, items will not be returned to students and will be disposed of by the school according to the guidance in the DfE document as above.

Students must not bring any of the items listed below on to the school premises. The school will automatically confiscate any of the items below and has the power to search students with or without consent. There may also be severe penalties for students with these items, including permanent exclusion. The following are some examples, but not limited to:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco, filters and cigarette papers;
- 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). This would include: matches, lighters, 'legal highs', and laser pens;
- E-cigarettes/vapes/fluid;
- fizzy drinks;
- energy drinks;
- hot water bottles;
- pictures of staff or students taken without appropriate consent; and
- medication which has not been accounted for under the medication policy.

School staff apply the following protocols when searching for or confiscating items. Searches will only be conducted by authorised staff members.

Search protocol - key points:

- a. Searches should only be carried out by a member of staff of the same sex as the student being searched. There MUST always be a witness – wherever possible a member of the same gender as the student.
- b. Always seek to gain consent of students to search their bags and ask them to empty their pockets. If they refuse, then please escort them to a safe place and inform SLT.
- c. Please ask students to empty their own pockets fully and allow you to look through their bag and any coat/jacket pockets.
- d. A metal detection device (non-contact) may be used if deemed appropriate.
- e. Anything found which you believe is inappropriate, regardless of whether it was what was being searched for, should be confiscated.
- f. Parents should be informed of anything found which is inappropriate.
- g. All searches should be logged.

16.0 Use of reasonable force

We will aim to avoid the use of reasonable force and other restrictive interventions unless it is deemed absolutely necessary and the advice to all staff is to seek support and advice in any situation before using reasonable force or other restrictive interventions. However, there may be instances where this is not possible due to the nature

of the incident. The school and its staff will always endeavour to resolve situations without reasonable force and other restrictive interventions and to manage any situation calmly. The school follows the guidance below from the DfE: 'Restrictive interventions, including use of reasonable force, in schools' April 2026. Detailed guidance can be found here [Reasonable force and Restrictive Intervention in schools](#).

16.1 Who can use reasonable force

All members of school staff have a legal power to use reasonable force in certain circumstances, these could include but are not limited to:

- Prevent injury to the student or others;
- Preventing a criminal offence;
- Prevent serious damage to property; and
- Maintain good order and discipline among students.

Examples of the above could include but are not limited to:

- Removing a student from an area where they have refused to follow a reasonable request to do so and may harm themselves or others;
- Preventing a student from behaving in a way that disrupts a school event, trip, or visit and may harm themselves or others;
- Preventing a student from leaving/entering a classroom where allowing them to would risk their safety or the safety of others;
- Preventing a student from attacking a member of staff or another student, or stopping a fight; and
- Restraining a student who is at risk of harming themselves.

Unacceptable use of force

School staff will never use force on a student for the purpose of punishment. Students will never be deliberately restrained in a way that affects their airway, breathing or circulation, for example by covering the mouth and/or nose or applying pressure to the neck region or abdomen. The use of force can be dangerous, particularly where it occurs on the ground. If a student is unintentionally held on the ground, staff will release their hold(s) or reposition into a safer alternative or standing position as quickly as possible. Where needed, the student should receive a medical assessment and treatment for any injuries as soon as possible.

17.0 Student conduct outside the school premises

We aim to prepare students for a life beyond education. The school therefore reserves the right to apply all aspects of this policy to students recognisable as a St. Luke's School student (not just by their uniform) even if they are outside of the school grounds, or outside the usual hours of attendance, or using social media/online activity. What the law allows is laid out in the latest DfE Guidance [Behaviour in Schools](#).

Teachers have a statutory power to discipline students for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives Headteachers a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."

The School may apply sanctions to a student for any misbehaviour when the child is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform; and

- in some other way identifiable as a student at the school.

At any time, whether the conditions above apply, that:

- could have repercussions for the orderly running of the school;
- poses a threat to another student or member of the public; or
- could adversely affect the reputation of the school.

The School is committed to ensuring our students act as positive ambassadors for us. We expect the following:

- good order on transport to and from school, educational visits or other placements such as work experience or college courses;
- good behaviour on the way to and from school;
- positive behaviour which does not threaten the health and safety of our students, staff or members of the public;
- reassurance to members of the public about school care and control over students in order to protect the reputation of the school; and
- protection for individual staff and students from harmful conduct by students when not on the school site including online/social media.

The same behaviour expectations for students on the school premises apply to off-site behaviour.

17.1 Sanctions and disciplinary action as a result of poor behaviour off the school premises

Sanctions may be given for poor behaviour off the school premises including online behaviour and use of social media which undermines any of the above expectations and regardless of whether it is an activity supervised directly by school staff. Sanctions may be in the form of detention, lesson removal, suspension or in very serious cases permanent exclusion. In issuing sanctions, the following will be considered:

- the severity of the incident;
- the extent to which the reputation of the school has been affected;
- whether students were directly identifiable as being members of the school;
- the extent to which the behaviour in question would have repercussions for the orderly running of the School and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of staff);
- whether the misbehaviour was on the way to or from school, outside the school gates or in close proximity to the school; and
- whether the misbehaviour was whilst the students was on work experience, taking part in a course as part of a school program, participating in a sports event (and in any situation where the student is acting as an ambassador for the school) which might affect the chances of opportunities being offered to other students in the future.

18.0 Wilful and Accidental Damage

Our approach is as follows:

- If damage is accidental, providing this is the first incident involving a student, there will be no charge levied.

- If the damage is the result of reckless behaviour, e.g. running inside the building, throwing an object at a peer, etc. the school will levy a charge 50% of the total repair/replacement cost. The maximum charge will not exceed £150. The precise amount levied will depend upon the presence of any mitigating circumstances.
- Students causing accidental damage as a result of reckless behaviour will always be subject to sanctions that include remedial action (where appropriate) and/or detention and/or Lesson removal. Details of the incident will be placed on internal files.
- If the damage is the result of a willful act the school will consider whether there were any mitigating circumstances. Students causing willful damage (graffiti, vandalism, etc.) will face a charge of 100% of the total cost of repair or replacement. The maximum charge will not exceed £500. The precise amount levied will depend upon the presence of any mitigating circumstances.

Students causing wilful damage are likely to be subject to either internal or external exclusion. In every incident of wilful damage (where damage is estimated to cost over £25 to repair) the school may inform the Police. The school and the Police will work together to bring about a satisfactory resolution within the guidelines above. In extreme or repeated circumstances damage may be logged as a crime. The Police may also act as facilitator in acts of restorative justice that might include remedial work or conferencing with parents and other parties. Invoices will be raised by the Finance office and pursued to an appropriate solution. If payment is not forthcoming, a restorative measure of appropriate gravity should be imposed.

19.0 Behaviour of parents/carers

We are passionately committed to building strong and positive relationships between the school and parents and carers. We are grateful for regular feedback from parents via questionnaires at parents' evenings and on a day-to-day basis. Staff emails are made available to allow efficient communication between parents/carers and school. Staff liaise closely with parents to support effective transition into the school.

All members of our school community will do everything they can to support all students, parents and carers, communicating professionally at all times.

The school has a duty to ensure staff work in a positive environment free from any form of harassment or intimidation. To this end the school will take firm action against any parents who behave inappropriately towards the school or any members of staff this includes the use of banning orders or specifying specific mechanisms of communication.

The school deems any form of aggression or threat either physical or verbal, rudeness and malicious accusations as inappropriate, and this includes all forms of communication including emails and social media.

As a response to inappropriate behaviour by a parent/carer the Headteacher may place a temporary ban on a parent entering the school site or specify specific forms of communication to be used, putting in writing the reasons for the ban or details of mechanisms for communication and giving the parent an opportunity to respond. A Governing Body Sub-committee will be convened (consisting of 3 Governors) to review the Head's decision, and parents will be able to share their views in writing but will not be invited to the hearing. The Governors' Hearing will decide if a ban or limitations on communications should remain in place and decide on the appropriate timescale for these, giving a specific date at which they will be reviewed.

20.0 Allegations against staff

The school has a clear Complaints Policy, which is published on its website, and encourages parents/carers to use this as necessary.

The school should not automatically suspend a member of staff who has been accused of misconduct, pending an investigation, but the Headteacher should draw on advice given in 'Dealing with Allegations of Abuse against Teachers and Other Staff' guidance.

Parents and carers should also be aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should seek legal advice. If we are made aware of any inappropriate comments we will report these to the relevant authorities for immediate action to be taken. Publishing allegations should be taken to include publication online or on social media such as Facebook.

All allegations against staff will be investigated in line with the school's relevant policy and all complaints have the potential for consequences for the staff concerned.

20.1 Malicious/false allegations

Where it is concluded that a student has made a malicious allegation against a member of staff the school sanctions will be applied in a way that the school considers to be proportionate to the severity of the allegation made and its potential impact on the member of staff concerned. Mitigating and aggravating factors will be examined closely, for example: the nature of the allegation or length of time for which the allegation was sustained. In some cases it will be appropriate to use restorative justice as a tool for supporting students to understand the consequences of their behaviour. The sanctions for malicious allegations could include lesson removal, internal exclusion, suspension and permanent exclusion.

21.0 Complaints

The school has a complaints procedure. We encourage parents/carers to take any complaints or concerns to a staff member or the Headteacher and the school will do everything within its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **School Complaints Policy**. For information on complaints relating to exclusions, see the **School Exclusions Policy**. **Both of these policies are available to download from our website.**