



NOWER HILL HIGH SCHOOL



STUDENT SUPPORT GUIDANCE

**YEARS 7-13
POLICIES & PROCEDURES FOR
BEHAVIOUR MANAGEMENT**

Revised June 2018

All Nower Hill Behaviour Management policies are consistent with the Department for Education school guidance on Exclusions updated September 2017 and the guidance on Behaviour and Discipline in schools updated January 2016.

Contents	Page No.
Introduction	3
Key Principles of Behaviour Management	3
Student Reward System	3 - 4
Reward Structure	5
Behaviour Management Structure	6
Student Support Structure	7
Anti- Bullying Policy and Procedures	8 - 11
Behaviour Management Policy and Procedures	12 - 15
School Rules	15 - 20
The Nower Hill Way	21
Home/School Agreement	22
Attendance Policy	23 - 24
School Uniform	25 - 30

INTRODUCTION

Nower Hill welcomes an extremely diverse population of both students and staff and greatly values the contribution this makes to the school and wider community. The school aims to promote and maintain an environment that celebrates diversity and fosters tolerance, understanding and respect for all. We are committed to providing opportunities that enable students to develop these values both within and outside of the classroom. Equality of opportunity and the absence of discrimination, we believe, must lie at the heart of all we do and we are dedicated to ensuring that all individuals feel safe, valued and able to participate in school and public life with confidence. We are striving to ensure that our students are nothing short of the most well-mannered, articulate, best behaved, hardest working, kindest and smartest there can be. We believe that it is the responsibility of all in the school community to ensure that this is achieved, and the guidance within this document works towards this aim.

We commit to:

- having a caring, secure, calm and orderly community in which boundaries of acceptable behaviour are clear, shared and consistent
- treat all students with unconditional respect
- develop in students a sense of self-discipline and an acceptance of responsibility for their own actions
- develop an awareness of and adherence to acceptable and appropriate behaviour
- encourage students to value the school environment and its routines
- encourage students to value and respect their local community
- create a caring, stimulating and secure environment in which students are safe
- value the rights of the individual, but recognise that with rights comes responsibility
- raise students' self-esteem and resilience
- promote and develop empathy and respect for self and others
- develop a sense of politeness and consideration for others
- acknowledging that the maintenance of good behaviour within school is a shared responsibility.

We will invite all parents and carers of children who are new to the school to a pre-admission meeting, where we will ask them to join us in our commitment to the ethos of the school.

KEY PRINCIPLES OF BEHAVIOUR MANAGEMENT

- Students learn best in an ordered environment.
- This can be achieved through high expectations of work and behaviour and fair application of sanctions when necessary.
- Students learn more successfully with praise, reward and celebration.
- The self-esteem of all students is enhanced by praise, reward and celebration.
- We agree on the vital importance of respect, courtesy, kindness and consideration of others at all times.

REWARDS AT NOWER HILL

Positive behaviour management is key to the success of all students at Nower Hill. The school operates a number of different reward systems designed to help all students enjoy and achieve, to help them to make good progress and to promote participation in the wider life of the school.

Whole School Reward System

Students can be rewarded by **all** staff for their contribution within lessons or through extra-curricular participation, good citizenship or through sporting achievement. All student achievements will be recorded on SIMS.

Each week, a trophy and a prize are awarded in assembly to the tutor group in each Year Group who have earned the most achievement points in a particular category, for example consistently outstanding uniform.

Every term the achievement points are totalled and students with the highest number of points are recognised in Award Assemblies for Years 7 – 13. In addition, after each tracking point the successes and achievements of students across the Year Groups will be recognised in assemblies. Throughout the year, student achievements will be recognised such as the awarding of an Achievement Badge when they achieve a specific number of achievement points.

Ladder of Rewards

The Ladder of Rewards has been designed to enable staff to praise students consistently. A variety of praise-worthy deeds have been outlined on the Ladder of Rewards, but the list is non-exhaustive and staff are encouraged to recognise and reward all positive acts by the student community.

Student of the Week

Each week Year Co-ordinators select a Student of the Week who has excelled in a particular area. The student's photo and the reason for their achievement is recorded on the Honours Board.

In addition, the student in each Year Group with the most achievement points and no behaviour points for that week is rewarded by the Headteacher. Their names are recorded in the student of the week book which is displayed in a glass case outside the Headteacher's office and a congratulatory letter is sent home.

Nower Hill High School – LADDER OF REWARDS 2018-2019: KS3 and KS4

DEPENDING ON THE NATURE OF THE ACHIEVEMENT A STUDENT MAY ENTER THE LADDER FURTHER FORWARD THAN A R1.

Skill and professional judgement should be used at all times. Consistency in approach is important and please be open with students so they know where they are on the ladder.

(The lists below are non-exhaustive)

During lessons (including Form time)			Outside lessons		
Action	Students conducting themselves as expected, e.g. good concentration, listening to instructions and completing all work. In form time, consistent punctuality, consistently correct uniform, acts of kindness, leadership skills.	Subject teachers	All staff	Action	Any behaviour that is commendable in the ethos of Nower Hill, but not substantial enough for an 'achievement' slip to be given e.g. holding the door open for a member of staff or fellow students, demonstrating good manners.
R1	VERBAL PRAISE FROM TEACHER		All staff	R1	VERBAL PRAISE FROM STAFF
Action	Subsequent positive actions throughout the lesson (half way point)		All staff	Action	Helping staff by giving up their own time, e.g. doing litter picking duty at break or lunch, excellent uniform, demonstrating leadership or supporting the school community.
R2	WRITTEN PRAISE – NAME ON BOARD 'LESSON STARS'	Subject teachers	DHT	R2	'ACHIEVEMENT' SLIP (staff put these in a box in staffroom) or SIMS Achievement Point (outside lessons)
Action	Continued positivity in the lesson, excellent work produced, high value verbal contributions and/or sustained high level of effort throughout the lesson.		DHT	Action	3 or more 'Achievement' slips/points – outside lessons.
R3	NAME REMAINS ON BOARD – 1 ACHIEVEMENT POINT AWARDED ON SIMS		DHT	R3	CONGRATULATORY NOTE home to parents
Action	Accumulation of 8 achievement points in a subject per term.	HOD/KS Leader	AHT COMM	Action	Participation in extra-curricular/volunteering based activities on a regular basis. Each tutor to nominate TWO students per term.
R4	HOD/KS Leader informed. FACULTY PRAISE POSTCARD home to parents		AHT COMM	R4	PRAISE POSTCARD home to parents
Action	High effort, achievement, contribution to lessons. Student is consistently working over and beyond teacher expectations.	HOF	YCO	Action	Highest number of achievement points in each tutor group (one male, one female). Continued generosity of time in voluntary events/tutor group activities. Each tutor to nominate TWO students per term. Form Tutor makes a positive phone call home.
R5	HOF informed. FACULTY CERTIFICATES awarded in termly 'rewards assembly'. Names on rolling powerpoint for recognition in assembly.		YCO	R5	CERTIFICATE OF VOLUNTARY PARTICIPATION/ACHIEVEMENT awarded in termly 'rewards assembly'. Names on rolling powerpoint for recognition in assembly.
Action	Sustained excellence in all lessons. Exceptional effort and dedication made in all areas of school life. Conduct points achieved over a set period of time – the student in every form with the most achieved per term (Year 7 and 8) and the first twelve students in the year group with the most conduct points per term (Year 9-11). NB: Totals are not cumulative.				
R6	HEADTEACHER RECOGNITION TERMLY				
Action	Sustained excellence across all areas as demonstrated in tracking data and previous accolades awarded.				
R7	Invitation to END OF YEAR REWARDS CEREMONY				

Bonus Achievement Points

Students who show **exemplary behaviour** by not accumulating any behaviour points per term and those achieving **100% attendance and punctuality to school and lessons** will be awarded with an extra **10 achievement points**. If a student achieves both criteria, **20 bonus achievement points will be awarded**.

Students who show a **significant improvement in effort** (0.4+ at tracking)/**behaviour** (reduce behaviour points by 25%) over a tracking period will be awarded with an extra **10 achievement points**.

Students who show **exceptional leadership, outstanding resilience** or commendable **acts of kindness** over a term will be awarded with an extra **10 achievement points**. This will be agreed by Year Co-ordinator.

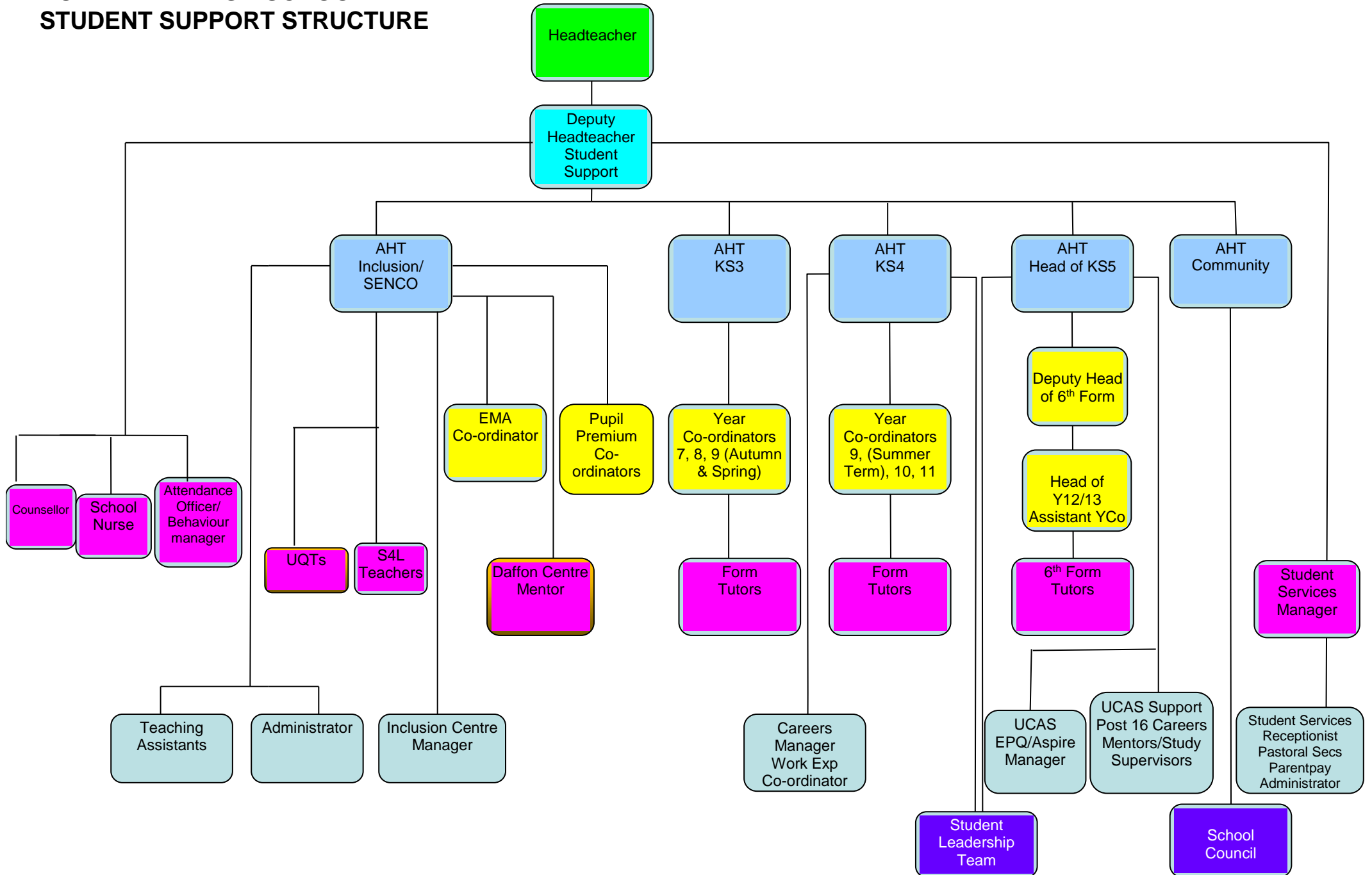
Weekly bonus point for students in Y8-11 with 100% Attendance and Punctuality.

It is expected that those students who do not follow The Nower Hill Way will apologise for any inappropriate behaviour to the relevant person/s.

During lessons (including form time and cover lessons)		Outside lessons		
C1 Behaviour	Misbehaviour in class e.g. talking, off task, interrupting others, not following instructions, disrupting learning, forgetting equipment. NB lateness to lesson to be recorded on Register	All staff	C1 Behaviour	Any behaviour that is not in line with the ethos of Nower Hill, but not serious enough for a referral slip to be given e.g. being overly loud in corridors
C1	VERBAL WARNING (Late to lesson = time to be made up)		C1	VERBAL WARNING
C2 Behaviour	Subsequent poor behaviour and lack of response to C1, eating in class	All staff	C2 Behaviour	Poor uniform, inappropriate behaviour, eating in the corridors, dropping of litter, low level discriminatory language, disorderly or over-loud movement around the school, All-Weather Field contravention, running in corridors, running in paved areas, deliberate lateness to lessons, mobile/earphones seen or heard out of lessons.
C2	WRITTEN WARNING - Name on board and time out in classroom with reflection card (mobile/earphones seen or heard in lessons to be confiscated and given to Student Services)		C2	REFERRAL SLIP DIVERSITY WORKSHOP (for persistent discriminatory language)
C3 Behaviour	Persistent misbehaviour and failure to respond to C2 in the lesson or a series of lessons, misbehaviour that compromises Health and Safety (may be higher at HOFs discretion), inappropriate language. Incomplete or inadequate h/w, persistent lack of equipment.	DHT/AO	C3 Behaviour	3 or more referral slips/late to school, chewing gum inside or outside lesson confiscate and refer to YCO for referral detention
C3	Record on Behaviour Module 15 min teacher detention with note in diary or contact home		C3	REFERRAL/LATE DETENTION
C4 Behaviour	Failure to respond to C3 in the lesson or a series of lessons, failure to attend C3 detention, swearing or 'kissing teeth' within earshot of a member of staff, rudeness to a member of staff	HOF/HOD/KS5	C4 Behaviour	Appearance of the same code on BM across a range of subjects, swearing or 'kissing teeth' within earshot of a member of staff at staff discretion; poor behaviour (that merits more than a referral slip) or failure to comply with staff instructions at break or lunchtime, 2 serious behaviour points in a week, rudeness to staff, out of bounds
C4	REFERRAL TO HOF/HOD/KS Leader/AHT T&L. 45 minute detention and parental contact - ensure recorded on BM. Senior homework detention. Could also include withdrawal from lesson within faculty or department and KS report.		C4	Year Co-ordinator detention for 45 minutes
C5 Behaviour	Failure to respond to C4, including lack of homework 3 h/w detentions within a week, defiance (including deliberately missing detention), vandalism etc. Truancy (IE) or leaving a lesson without permission, walking away from any member of staff, refusal to hand over prohibited items, behaviour likely to incite disorderly conduct in school including inappropriate expression of extremist views, failure to attend HOFs detention. Failure to attend Senior homework detention, dishonesty, cheating or plagiarism (IE).	YCO/FT	C5 Behaviour	Failure to respond to C4, defiance (including deliberately missing detention), vandalism, poor behaviour on the way to and from school, bringing the school into disrepute, walking away from a member of staff, dishonesty, refusal to hand over prohibited items, behaviour likely to incite disorderly conduct in school, failure to attend YCO/Referral or Late Detention. Truancy (IE), 3 or 4 serious behaviour points in a week. Malicious use of social media and misuse of ICT, failure to attend referral detention, persistent uniform breaches. Failure to comply with search/disciplinary investigation, Joint enterprise.
C5	Refer to HOF to process senior detention and inform by email to YCO in case of Internal Exclusion		C5	REFERRAL TO YCO/AHT. Monitoring group/PSP/Referral to external agencies. Senior Detention/Internal Exclusion/Curfew Detention/Up to 1 week of lunchtime detention
C6 Behaviour	Failure to respond to C5, theft, violent conduct whether provoked or not/bullying/intimidation/inappropriate sexual behaviour (may be C7 at the discretion of AHT), verbal abuse of staff, swearing at or about any member of staff intimidating behaviour towards staff. Prejudice based bullying. Failure to co-operate with emergency evacuation.			
C6	INTERNAL EXCLUSION/FIXED TERM EXCLUSION/TRIP BAN – DHT/AHT			
C7 Behaviour	Persistent failure to comply with School Disciplinary Policy, putting a member of staff at risk, violent conduct (unprovoked, premeditated or arranged) towards staff or students, possession or distribution of prohibited items or illegal substances, persistent bullying, serious assault, putting the health and safety of the school community at risk (inside or outside of school), possession of an offensive weapon or an imitation weapon and any behaviour that is deemed serious enough by the DHT.			
C7	FIXED TERM EXCLUSION/TRIP BAN/MANAGED MOVE/PERMANENT EXCLUSION - HEAD/DHT			

DEPENDING ON THE NATURE OF AN INCIDENT A STUDENT MAY BE GIVEN AN IMMEDIATE CONSEQUENCE THAT IS HIGHER THAN A C1 *Skill and professional judgement should be used at all times* Response to serious incidents will be at the discretion of the relevant AHT. C3 onwards must be recorded on SIMs by the original member of staff. Students are required to complete homework in all detentions

NOWER HILL HIGH SCHOOL STUDENT SUPPORT STRUCTURE



ANTI-BULLYING POLICY

1. Context

Bullying is a complex issue, which we address in school. We seek to foster mutual respect and create a safe, caring community, where members feel free to voice their concerns. We expect all members of the school community to act in a considerate, respectful and courteous manner at all times.

2. Definition

Bullying is behaviour that is deliberately hurtful, repeated often over a period of time and where it is difficult for victims to defend themselves. Bullying is an abuse of power and can take many forms including:

- Physical – hitting, kicking, taking belongings.
- Verbal – name calling, insulting, making offensive remarks.
- Cyber - malicious text messages; recording electronically malicious websites; malicious use of social media; taking images of members of the school community without consent.
- Indirect – spreading nasty stories about someone; exclusion from social groups; being made the subject of malicious rumours.

Bullying is usually part of a pattern of behaviour rather than an isolated incident. If an individual considers themselves to have been bullied, this may have a negative impact on their emotional well-being, which can perpetuate the fear of a further perceived or real incident and thus will need to be dealt with. Particular children and young people are more vulnerable to experiencing bullying i.e. Looked After Children Traveller Children, Children with a disability, Children with SEN, bullying motivated by racism, homophobia, biphobia or transphobia.

3. Aims and Ethos

At Nower Hill we believe in the following aims, ethos and equality of opportunity:

- Nurturing and developing potential to the full
- Developing compassionate, thinking and concerned citizens
- All round achievement and success
- Enabling fulfilment in life after school
- Providing a foundation for lifelong learning

Our ethos is based on the following values:

Challenge, support, trust, integrity, respect, kindness, equality of opportunity, collaboration, celebration, a 'can do' attitude and service not self.

4. Equality of Opportunity

Any behaviour, which undervalues a person for reasons such as culture, ethnic origin, appearance, religion, disability, gender, sexuality, gender reassignment, age, ability or medical condition is unacceptable.

We have the following guiding principles:

- Equality of opportunity is fundamental to school life
- Equality of opportunity is about recognising and respecting individual attitudes and differences
- Reasonable adjustment will be made to accommodate protected characteristics under the Equality Act 2010.
- All members of the Nower Hill community have a responsibility for promoting respect and support
- All students are entitled to a curriculum that meets their needs
- The curriculum should encourage sensitivity to the needs and feelings of others and raise awareness of diversity and inequalities of society
- Students are encouraged to think for themselves and make informed judgements and challenge prejudice

5. Aims and Objectives

We aim to prevent and deal with any behaviour deemed as bullying, and to promote an ethos where bullying is regarded as unacceptable, so that a safe and secure environment is created for everyone to learn and work in.

This will happen through:

- Raising awareness of, and defining bullying as well as gaining an understanding as to why some children bully
- Positive action to prevent bullying within the scheme of work for Citizenship and opportunities within other curriculum areas, such as PRE, the Personal Development Programme and assemblies.
- Development of a consistent response to any bullying incidents of which the school is aware
- Provision of support for all members of the school community who may be involved in a bullying situation
- Developing and supporting home, school and community partnerships

6. Procedures for Reporting and Responding to Bullying

When a bullying incident occurs of which we are aware, we will investigate and support as detailed in Nower Hill High School's Student Support Guidance documents.

The following core principles will apply:

- Any child who is being bullied is encouraged to tell someone or write it down so that steps can be taken to stop the bullying as detailed below. If a parent/carer or friend is informed, we ask that it is reported to a member of staff at the earliest opportunity
- The child is then involved in the discussion of the incident and a statement taken
- Records are completed for all incidents
- Regular communication takes place with parents/carers
- Prejudice motivated bullying is treated extremely seriously.
- Change of Tutor Group/classes may occur

Interventions should include the opportunity for follow up to evaluate support and if necessary provide a further course of action and/or punishment which may include:

- Attendance at a Diversity Workshop
- Restorative session
- A verbal reprimand and/or warning
- Break time, lunchtime or after school detention
- Individual supervision at breaks and/or lunchtimes
- Removal from a lesson to a Head of Faculty or Department or other designated person in faculty or department, internal exclusion from one, some or all lessons for a period of time
- Exclusion from school

Parents/carers will be routinely informed of any incidents of bullying and records kept by Student Services for external scrutiny.

7. Strategies for the Prevention and Reduction of Bullying

We promote behaviour to prevent and reduce bullying by:

- The delivery of high quality teaching and the promotion of a positive learning environment
- Through the taught elements in the Citizenship curriculum and Personal Development Programme.
- The delivery of an e-safety project to all Year Groups
- 'Bully box' in Student Reception
- Co-operative group-work
- Befriending
- Peer Support
- Mediation by adults
- Mediation by peers
- Circle of friends
- Use of School Counsellor and Daffon Centre
- Whole school and whole Year Group activities and assemblies.
- Use of outside agencies e.g. EIS, educational psychologists, voluntary organisations, Safer Schools Officer

- A range of activities to encourage positive social interaction at break and lunchtime, as well as good supervision
- Lunchtime zoning system
- Restorative Justice Programme
- Delivery of diversity workshops that focus on LGBT+, race and disability issues.
- E-safety education for students, staff and parents/carers

8. Cyber-bullying

Cyber-bullying is defined as the use of the internet, mobile phones and social networking sites deliberately to upset someone else. Cyber-bullying can be responsible for negative effects on academic performance and self-confidence and in extreme cases, can even lead to suicide. The Education Act 2011 gives schools the power to search electronic devices, delete data where appropriate and confiscate devices.

The school may take action when cyber-bullying has taken place off school premises if the conduct affects the school's reputation or the welfare of a member of the school community. Cyber-bullying may contravene the Equality Act 2010, under which harassment on grounds of 'protected characteristics' for example race and sexual orientation, is unlawful. In addition, the act of cyber-bullying may contravene the Obscene Publications Act 1959 or the Protection of Children Act 1978. In all such cases, we will refer the matter, and pass any evidence, to the police.

Any student found to have instigated or participated in cyber-bullying will be subject to disciplinary action, as detailed on page 9 of the Student Support Guidance. In appropriate cases, the matter may be passed to the police.

Parents are reminded that any child under 13 years old is not permitted to have a Facebook, Instagram, Twitter or Snapchat account. All Year 7 and some Year 8 students should therefore NOT be using these forms of social media. In addition, the age requirement for using WhatsApp is 16, so students below Y11 should not be using it. We would ask for parents and carers' support in monitoring their children's use of electronic devices to ensure problems in school are not created. Latest research recommends that electronic devices should not be accessed after 10pm in the interests of good sleep hygiene and mental health. We would therefore request that parents/carers enforce a 'screen free zone' in bedrooms after 10pm.

9. Sharing Images

Students are advised to take great care when sharing images. Any student who is deemed to have **passed on** an indecent image may be guilty under the Protection of Children Act 1978 of distribution of an indecent image. This does not have to be pornographic, it may just be provocative. The possible consequences of being guilty of this offence are very serious; up to 6 months in prison and a fine, plus the potential to be put on the Sex Offenders' Register. Parents/carers should also be aware that their child's phone may be registered in the parent/carer's name, which could be compromising in the event of inappropriate images being shared.

We would respectfully suggest that you do not buy your child a Smartphone, but a basic model with which they can keep in touch with you.

Although we as a school do not condone the taking and storing of sexual images, we acknowledge that in society, this is something that persons over the age of consent may do. In terms of sharing images, we would ask that students and parents are very clear that the sharing of private sexual materials of another person without their consent, and with the purpose of causing embarrassment or distress, is now legally a crime under the Criminal Justice and Courts Act 2015, with the potential for those who are found guilty to receive a prison sentence of up to two years in prison. As a school, we will never consider the sharing of such images to cause distress as 'a joke' or 'just something young people do' and will always give the victim the option of referring the matter to the police.

Online harassment

This will always be seen as cyber-bullying and the effects of this on a young person's life should not be underestimated. Anyone sending abusive messages on social media may be committing several criminal offences,

covered by various laws. Amendments made in 2015 to Section 127 of the Communications Act 2003 mean someone who sends an offensive message can be prosecuted up to 3 years later.

Whilst the school will always try to act to prevent on-line issues from escalating to avoid police involvement, the effects of cyber bullying can be so significant on a young person that we believe it is in the best interests of children and their parents to have a full understanding of the law around the sharing of images and on-line harassment.

10. Monitoring and Evaluation of Bullying

Monitoring and evaluation will occur through:

- Surveying a sample of students, staff, parents/carers
- Using curriculum time and tutor time to focus on anti-bullying work
- Recording bullying incidents
- Incidents evaluated annually by the Student Support Team

Success indicators:

- Willingness to report incidents of bullying
- High levels of attendance
- High achievement
- Reduced bullying incidents
- Reduced fixed term and permanent exclusions for bullying
- Students perceptions that the school is prepared to take action and that it is a safe environment
- Bystander action/increased sense of collective responsibility
- Recognition and support for individuality

BEHAVIOUR MANAGEMENT POLICY

The school recognises that every student, member of staff and parent/carer is responsible for promoting good behaviour. We are very optimistic about the ability of our students to live up to our high expectations of behaviour, however we recognise that poor behaviour forms a significant barrier to learning and progress. To this end, it will not be tolerated. All children at this school will be treated with unconditional respect by all adults; in return, we expect that all children will treat adults and each other with unfailing respect. We expect that all Nower Hill students will prioritise their learning and understand the importance of courtesy and good manners. Good behaviour is the norm; poor or off-task behaviour is a hindrance to learning. As a school, we view our responsibility to nurture good citizens who will secure meaningful employment very seriously. We would ask all parents and carers to join us in this commitment and ensure that they are regularly discussing the need for calm, orderly behaviour with their children. We will remind the students regularly.

BEHAVIOUR MANAGEMENT

Nower Hill High School abides by The Nower Hill Way, the Ladder of Consequence and the Ladder of Rewards to try to standardise the approach to many aspects of student behaviour and appearance. In addition, parents and carers have a clear role in making sure their child is well behaved at school. In accepting a place at Nower Hill, parents and carers are required to sign the Home/School Agreement which commits to supporting our Behaviour Policy and the Nower Hill Way.

Please see the Ladder of Consequence on page 6 for how incidents of misbehaviour, concerns about non-completion of classwork and lack of homework are dealt with. Faculty/Department procedures will operate to deal with such matters in the first instance. Where recurrent problems occur with the same student, the Head of Faculty/Department will inform the appropriate Year Co-ordinator.

The Student Support Guidance documents concerning student behaviour apply during:-

- The school day, including morning and lunch time breaks
- The journey to and from school, including between Collegiate institutions
- School visits and journeys
- Extra-curricular activities
- At any time when the student is in school uniform
- At any time when the student is representing or associated with the school

These rules with guidelines are contained within the following documents:-

- **School Rules**
- **Disciplinary Procedures**
- **The Nower Hill Way**
- **Anti-Bullying Policy**

Unacceptable behaviour may result in one or more of the following sanctions:-

- A verbal reprimand and/or warning
- Break time, lunchtime or after school detention
- Individual supervision at breaks and/or lunchtimes
- Referral slip, 3 of which constitute a referral detention
- Senior detention
- Being put on report
- Removal from a lesson to a Head of Faculty or Department or other designated person in faculty or department
- Tutor Group/class changes
- Internal exclusion from one, some or all lessons for a period of time
- External exclusion (Fixed Term or Permanent)
- Curfew detention
- A ban from participating in school trips

- A ban from participating in certain activities in school, following a risk assessment.
- Bans from recreational areas

Please note that **parental consent is not required for any sanction issued**; however, we will endeavour to inform parents of detentions after school that exceed 20 minutes duration and any exclusion. This may be by telephone call, letter or a note in the student diary.

Student Files

Full documentation will be kept in the student file as is appropriate to each of the above levels of sanction. This is to include records of interviews with students, statements taken, counselling and other support given. Student files are kept securely in the Year Co-ordinator's Office. Parents/carers will be informed via a telephone call, home/school diary and/or letter, as is appropriate for each individual case, of the reasons for and level of support or sanctions being administered. Details of all such communications are required to be kept in the student file. Parents/carers must make a written request if they wish to view or have a copy of their child's file. 15 days' notice needs to be given and a charge will be made for any photocopying and administration costs incurred. Students also have the right under GDPR to view their own files from age 13.

In the event of a breach of the Behaviour Policy, students will be required to cooperate fully by making a statement at the earliest opportunity. The school has a legal duty to implement a clear Behaviour Policy and in order to conduct a fair and unbiased investigation; evidence from all those involved will be sought and considered. **Parents/carers do not have the right to refuse for such a statement to be taken as part of the investigation or the right to refuse for their child to be searched.** As a school we feel that the most important right is to be secure at all times. Behaviour likely to undermine that security is consequently regarded as a serious breach of discipline.

EXCLUSION ARRANGEMENTS

As part of our Ladder of Consequence, students may be given an exclusion for more serious behaviours. The school can issue 3 different types of exclusion:-

Internal Exclusion

Repeated misbehaviour or a single serious incident may result in an internal exclusion. Such exclusion will include withdrawal from lessons and isolation at break and lunch times in our Internal Exclusion room. Students who are internally excluded will be expected to be in school from 8.30am to 3.30pm. Students must meet stringent behaviour expectations to 'pass' their day in Internal Exclusion; failure to do so will result in the exclusion having to be repeated.

Fixed Term Exclusions

These will be at the discretion of the Headteacher, having received a full report from the Deputy Headteacher Student Support or Assistant Headteacher Student Support as appropriate. Following any Fixed Term exclusion, **parents are expected to attend a reintegration meeting with their children** and the student will be required to attend a restorative session. In addition, dependent upon the severity of the misbehaviour a student may receive either a Headteacher's Warning; Governors' Warning and /or a Governors' Final Warning regarding their future conduct.

If the police become involved in a case, then the matter may pass out of the jurisdiction of the school. We always co-operate fully with the police when requested to do so.

Possession of alcohol and prohibited substances/items on the school premises are most likely to lead to a period of exclusion. In such cases, parents will be contacted immediately. Prohibited items will be disposed of.

Where a student is at risk of permanent exclusion or where there has been a very serious breach of the school Behaviour Policy, a student may be referred to Children's Services, which may involve a managed move to another school.

Students misbehaving on a school visit or school journey may be internally or externally excluded and/or prevented from participating in any other school visits or school journeys for an agreed period of time. The Year Co-ordinator in consultation with Visit /Journey Leaders will agree the duration of that ban. Any student whose

behaviour falls below our expected high standards will be risk assessed for their suitability to participate in both high and low risk school visits. Parents and carers will be notified in writing if their child is affected. The child's name will not be removed until they have demonstrated a sustained period of good behaviour.

Permanent Exclusions

These will only occur as a last resort after the full appropriate procedure has been completed.

Permanent exclusion will be seen as the most appropriate sanction for the distribution or intention to distribute illegal drugs before, during or after school. Possession of an offensive weapon is most likely to result in permanent exclusion from school. Any other drugs-related incident is likely to lead to a Final Warning from the Governors. Any subsequent drugs-related incident involving the same student is thus liable to result in permanent exclusion.

Each case of misbehaviour will be dealt with on its own merit, after full consideration of relevant information.

The following offences are regarded as serious, and may warrant an Internal, Fixed Term or Permanent Exclusion:-

- Verbal abuse to any other member of the school community
- Physical assault upon another member of the school community
- Bullying including cyber bullying e.g. recording and posting on websites
- Threatening behaviour
- Inciting violent behaviour
- Possession of an offensive weapon e.g. knife, imitation weapon and laser pen etc.
- Sexual harassment
- Racial harassment
- Homophobic/transphobic or biphobic harassment
- Smoking or possession of smoking related items including e-cigarettes and shisha pens
- Possession or use of alcohol and/or solvents
- Possession or use of illegal drugs
- Possession or use of items formerly known as 'legal highs'
- Possession, distribution or use of fireworks or firecrackers
- Deliberate damage to school property
- Deliberately setting off a fire alarm
- Bogue telephone calls/threats
- Theft
- Extortion – the taking of money from other students under duress
- Deliberately tampering with any health and safety equipment
- Malicious allegations against staff.
- Serious breach of Health & Safety procedures, including not co-operating appropriately with an emergency evacuation.
- Persistent breaches of the school's Behaviour Policies
- Where allowing the student to remain in school due to their failure to comply with the Behaviour Policy would seriously harm the education or welfare of others.

Exclusion may also be considered as a suitable sanction for other types of misbehaviour which, whilst not undermining the security of members of the school community, nevertheless disrupt the learning of other students, undermine the discipline of the school or damage the reputation of the school.

Government Guidance on Exclusion

A decision to exclude a child **permanently** is a serious one and should only be taken where the basic facts have been clearly established on the **balance of probabilities**. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other supportive strategies, which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the child and should normally be used as a last resort.

There will, however, be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a child for a first or 'one-off' offence. These might include:

- a) serious actual or threatened violence against another student or a member of staff;
- b) sexual abuse or assault;
- c) supplying or intention to supply an illegal drug;
- d) carrying an offensive weapon.

This list of instances is not exhaustive but indicates the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community.

In cases where a Headteacher has permanently excluded a student for:

- a) one of the above offences; or
- b) persistent and defiant misbehaviour including bullying or repeated possession and/or use of an illegal drug on school premises and where the basic facts of the case have been clearly established on the balance of probabilities, the Secretary of State would not normally expect the governing body or an Independent Appeal Panel to reinstate the student.

Schools should also consider whether or not to inform the police where such a criminal offence has taken place. They should also consider whether or not to inform other agencies, e.g. Youth Offending Team, Social Workers, etc. Working in partnership with our local community police as a matter of routine, any student found to have been in possession of an offensive weapon or replica will be referred to the police by the school. In line with DfE Guidance, staff may search a student for offensive weapons where they may have a reasonable suspicion that a weapon is concealed. Cases of theft may also be reported to the police.

SCHOOL RULES

These rules aim:

- To ensure that all members of the School Community act in a considerate, courteous and respectful manner at all times.
- To ensure the safety, well being and convenience of all students and adults on the premises and on the way to and from school.
- To guarantee the good name and reputation of the school.
- To ensure a calm and orderly environment at all times.

General:

1. Students must be in their classrooms by **8.40 a.m.** ready for registration at 8.45 a.m. They should not enter the classrooms before 8.30am but make use of the canteen or library instead.
2. **Students in Years 7 to 11 will not be allowed to leave the school premises during the day unless collected by a parent/carer.**
3. For safety reasons, children are not allowed to run anywhere in the buildings, on any hard surface areas outside, with the exception of the top courts, nor may they gather around the school entrances.
4. For safety reasons, no ball games, with the exception of table tennis, are allowed on the playgrounds.
5. In general, we expect students to act in a calm, collaborative, considerate and sensible manner. We will not accept any violent play, which causes distress or damage to other people or to their property.
6. Students inside the school must walk with the **minimum of noise**: the rule is keep left and in good order. Students must follow the one-way system where it exists and must not loiter on their way to lessons or on their way in or out of the buildings.
7. Students should not bring expensive items or large sums of money to school. Students will be responsible for their possessions each day and the **school is not liable for damage or loss and will not spend time investigating.**
8. Students are not permitted to bring scissors into school for health and safety reasons.
9. Mobile phones that are **used or seen** in school will be confiscated and parents informed via a letter by hand. Phones will not be returned to students, but will have to be collected by parents/carers **on the next**

school day. Students must ensure that when they come onto the school site, their phones are **turned off** and in their bags and that they do not use their phones until outside the school gates. Personal electronic equipment may not be charged on the school premises. If a mobile phone or other electronic equipment is brought in and lost or stolen the school cannot accept responsibility and will not spend time investigating.

Students are not permitted to walk around school with earphones in. In common with mobile phones, these will be confiscated.

10. Eating between lessons or in corridors is not permitted.
11. **NO** buying or selling of possessions on school premises or gambling between students is allowed.
12. Nower Hill is a chewing gum free school; **no chewing gum** is allowed on the premises and will be confiscated if seen.
13. Stink bombs are forbidden.
14. The drinking of water during the day is encouraged, but the throwing of water is not permitted at any time.
15. Energy drinks, for example Red Bull, Boost, Monster and Relentless are not permitted. We ask parents to actively discourage excessive consumption of sweets and carbonated drinks, which frequently have a detrimental effect on behaviour and learning.
16. Smart watches are not permitted to be used at school.
17. If an item is confiscated by staff on more than one occasion, **then it will have to be collected by parents on the next school day.**
18. Spitting is forbidden.

Exceptions for 6th Form students:

*Laptops and phones are permitted only in the 6th Form areas and during silent study in the Library. **Please note however that we cannot accept responsibility for them.***

Prohibited items

The following items are prohibited items:

- a. Smoking/vaping paraphernalia
- b. Drugs
- c. Alcohol
- d. Chewing gum
- e. Pornography
- f. Weapons or items that could be considered as such, including the following:
 - imitation weapons
 - scissors
 - laser pens
 - 'Home made' weapons
 - workman's tools capable of being used to injure or threaten
 - pointed items
 - metal haircombs.
 - Compasses (may only be used in maths and science lessons)
- g. Extremist material of any nature.
- h. Glass bottles.

NB We reserve the right to ban 'craze' toys but will always notify parents/carers in advance of our intention to do so.

19. Any student who brings any of the above items on to the school premises will be liable to exclusion from the school at the discretion of the Headteacher. Any possession of a weapon or imitation weapon will be routinely referred to the Police.

Appearance:

20. All students are expected to wear full school uniform as described in the school brochure issued to all parents when their child joins the school and on page 25. Our school uniform policy is intended to:
 - develop a strong sense of belonging to the Nower Hill community
 - encourage students to take pride in their appearance and in their role as ambassadors for the school
 - educate students in the need to dress appropriately for different purposes
21. Discrete make-up, in the opinion of the Year Co-ordinator, is permitted, but students who arrive at school wearing excessive make-up will be asked to correct it. Nails should not inhibit learning in any way and false eye lashes are NOT permitted.
22. Attendance at all school functions, either in or out of school, will be in full school uniform unless permission is given by the Headteacher to waive this rule.
23. Students are only allowed to wear small stud earrings, to a maximum of 2 per ear. Please check with your child's Year Co-ordinator before allowing your child to have any piercings to ensure the piercing does not contravene school rules. **We do not allow any other form of facial piercing, including bar piercings. This includes piercings in the mouth, for example tongue, nose including septum piercings. If students have piercings which they refuse to take out, they will be asked to work in the Internal Exclusion room.**
24. Excessive jewellery, chokers and jewellery considered to be a health & safety risk, at the discretion of the Year Co-ordinator, are not permitted.
25. All forms of badges, other than those issued by the school, are banned.
26. Tattoos are illegal for children under the age of 18 years of age. 6th Form students over the age of 18 who have a tattoo should ensure at all times they are not visible whilst on the school site. Fake tattoos are not allowed.
27. If students choose to wear trainers at break and lunchtime for sports, they are permitted to do so only on the top courts and the all weather field and must change afterwards.

Areas Out of Bounds:

28.
 - a) **All areas behind the shops in North Harrow.**
 - b) The pavement on either side of the Pinner Road zebra crossing, **unless students are crossing the road. Students must wait for each other in the meeting area at the Pinner Road gate and not obstruct the pavement.**
 - c) All areas where building works are underway and where building materials and equipment are stored.
 - d) All practical rooms, except for teaching periods.
 - e) All science and DT corridors before 8.40am and at break and lunchtime
 - f) All staff car parks and other staff only areas.
 - g) All store and prep rooms.
 - h) Cycle shelters, except for legitimate use.
 - i) Southway, unless a student is a resident of that road and has a pass.
 - j) The All Weather Field and Top Courts when not supervised.
 - k) The area behind and to the side of the Gristwood Centre.
 - l) The area between the decant buildings and the boundary fence of the field.
 - m) The stage.
 - n) Those areas immediately adjacent to examination venues.
 - o) The raised kerbs alongside the 6th form building
 - p) The pathway adjacent to the 6th form area and the language classrooms must only be used as a thoroughfare and not as a meeting place.
 - q) Ramps and stairs outside the English block, new science block and language classrooms.

Behaviour on the Way to and From School:

29. Students who behave in an anti-social manner in the local community on the way to or home from school will receive a one week curfew, whereby they will not be permitted to leave the school until 4pm,

unless collected by their parents/carers. We remind all students that upholding the good name of the school in the local community is of paramount importance. Students are obliged to follow the school's rules on the way to and from school and whenever they are in school uniform and as such, are subject to our Behaviour Policy. Staff tour the local community before and after school and expect full cooperation from students at all times. Playing ball games on the streets in the local community is forbidden; students should be encouraged to go to the park for this purpose.

Breaktimes:

30. Students must go outside for the duration of the break unless it is raining. When the wet break bell rings, students **must** come inside.

After School:

- 31.
- a) Students may use the table tennis facilities for one hour after school during the lighter months. Senior students will supervise this activity for safeguarding reasons.
 - b) Students must co-operate with senior students and leave the site promptly when required to do so at the end of the session.
 - c) No banging of bats on the tables or moving tables for any reason.

Drugs:

32. Permanent exclusion will be seen as the most appropriate sanction for the distribution or intention to distribute illegal drugs before, during or after school. Any other drugs-related incident is likely to lead to a Final Warning from the Chair of Governors. Any subsequent drugs-related incident involving the same student is thus liable to result in permanent exclusion. Any confiscated drugs will be passed to the police along with the name of the student from whom they have been confiscated.

Any student who arrives at school appearing to be under the influence of drugs will be assessed by the School Nurse, searched and sanctioned appropriately. Parents/carers may be asked to collect their child.

Fire and burglar alarms, door entry system and CCTV:

33. Any student who sets off, or interferes with, the fire or burglar alarm systems, equipment such as fire extinguishers, the door entry system to the 6th Form area or CCTV without proper reason, will be liable to exclusion from Nower Hill at the discretion of the Headteacher. 6th Form students are not permitted to allow lower school students to enter or exit through the 6th Form gate. Any student who does not co-operate fully with emergency evacuation procedures will be disciplined in accordance with our Ladder of Consequence.

Lockers:

34. All students are entitled to rent a locker. Access to lockers is permitted at the following times:
8.30am – 9.10am
12.50pm – 1.00pm
3.15pm – 3.30pm
Students are responsible for emptying and cleaning their locker at the end of each term. Any items left in lockers shall be disposed of.

Lunch Period:

35. Students can access their lockers in their Form rooms at the designated time and can remain in their Year Zone for the duration of the lunch period. Students must leave the room clean and tidy for afternoon lessons or this privilege will be withdrawn.
36. 6th Form students may go out for lunch, but are reminded of the fact that they are ambassadors for the

school at all times and are obliged to behave with respect and consideration for the local community. They are not permitted to eat hot food in the 6th Form IT room or Common Room.

6th Form students must not purchase food from the local shops for lower school students.

37. 6th Form students are not permitted to play games outside except for during the break and lunch periods.
38. The All-Weather Field is for all to enjoy for many years to come and students must follow the rules for its use and not take the following onto it: chewing gum, food, drinks except water, pointed heels, muddy footwear. Those who abuse the rules of the All Weather Field will be banned from its use. Similarly, no food is allowed on the Top Courts.

Malicious Damage, including graffiti:

39. It is the policy of the school's Governing Body to require any student and his/her parents/carers to pay the full cost of making good the effects of any act(s) of malicious damage, including setting fire to school property. This includes any graffiti, which is written or drawn on school property. Students committing such damage will be dealt with in accordance with the school's Behaviour Policy

Medical:

40. Medication to be taken during the school day must be located in the school medical room and the appropriate medical form completed by parents.
41. Students are **not permitted to contact their parents/carers directly to collect them from school** if they are unwell. In all cases of students feeling unwell, they should visit the medical room where a decision will be made on whether to contact parents/carers. Children who are unwell and need to go home will not be allowed to travel home alone and must be collected by their parent, carer or other responsible adult.
42. Any child with an existing medical condition should ensure that they and their parent/carer have agreed an individual care plan with the School Nurse.

Searching Students:

43. The Headteacher and authorised staff members (SLT and Year Co-ordinators) can search students and their lockers **with their consent** for any item. Schools are not required to have written consent for this sort of search. The school may also search students, their mobile phones or electronic devices and their lockers **without their consent** if they believe they have the following prohibited items:
- Extremist material
 - Knives or weapons or imitation weapons, laser pens, implements capable of being used as a weapon,
 - alcohol, illegal drugs and other substances; for example, items formerly known as legal highs
 - Tobacco and cigarette papers, vaping equipment, fireworks, pornographic or offensive images
 - Any article that the school reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property
 - Any item banned by the school rules which has been identified as an item which may be searched for.
 - Stolen items or any item which the school believes to have been stolen

Search wands will be routinely used in all searches. Refusal to co-operate in a search will result in a sanction being given.

School staff are at liberty to confiscate any prohibited item found as a result of a search. They are also at liberty to retain items that are confiscated for the duration of any subsequent investigation. They are also at liberty to seize any item, however found, that they believe to be harmful or detrimental to school discipline. The school will always pass on to police the following items if found during a search:

- Extremist material
- Stolen items

- Controlled drugs
- Extreme or child pornography
- Any weapons or items which are evidence of an offence

Please note that parental permission is not required to search students.

Smoking/Vaping:

44. Students who are discovered smoking or vaping in school, on school related activities or on their journey to and from school will be disciplined. Any subsequent incident of smoking is liable to lead to a Fixed Term exclusion. Students are not permitted to bring any smoking-related items to school or to smoke at any time in their school uniform. Any smoking related items found in the possession of a student, will be confiscated and disposed of.
45. 6th Form students must not smoke on school premises or within sight of the school grounds. We would ask 6th Form students to set a good example by not smoking in front of younger students on the journey to and from school.

Travelling to school:

46. Parents may permit their child to cycle or scooter to and from school. We would strongly encourage that helmets and hi-visibility clothing are worn.
47. Cycles and scooters must be secured in the bicycle racks at the Pinner Road, Main Entrance for 6th Form students only. The school is not liable for any damage or loss. We encourage parents/carers to ensure that cycles/scooters are well maintained and a secure lock is provided.
48. No cycling or scootering is permitted on school premises. Students using motorised cycles must obtain a permit and may only use the entrance and exit allotted to them. After they have parked their motorcycle then they must use their normal school entrance when entering the building. No motorcycles will be allowed on the playground.
49. Students are reminded that there is no car parking available on site and only very limited street parking. Any student parking in the vicinity of the school should be considerate of local residents. 6th Form students must not park in the layby opposite the school.
50. We ask that parents/carers do not drop off children in the turning area on George V Avenue. This presents a significant safety risk. We also ask that parents/carers park with consideration to our neighbours at all times.
51. Any student who uses a bicycle to travel to and from school should observe the cycle paths and ride with consideration to pedestrians, observing the Highway Code at all times.
52. No parking is allowed on the zig-zag lines during the hours 8.00 – 9.30am and 3.00 to 4.30pm. Please be aware that the Local Authority polices during these times and you may incur a fine.

THE NOWER HILL WAY

At Nower Hill we are endeavouring to have a happy school where the students are nothing less than the most well-mannered, most articulate, best behaved, hardest working, smartest and kindest students there can be. Here's what we mean:

Most Well-Mannered

We always:

- Say 'please', 'thank you' and 'you're welcome';
- Say 'Good morning' and 'Good afternoon';
- Make eye contact and greet everyone with a friendly smile;
- Respond to a greeting in a positive way;
- Keep to the left when moving around the school;
- Hold doors open for those immediately behind us;
- Use the bins and never drop litter;
- Are considerate of parents and other adults when leaving school in the afternoon, not least at the bus stop allowing members of the public on the bus first.

Most Articulate

We always:

- Avoid slang and swear words;
- Seek opportunities to extend our answers when answering questions;
- Think carefully about what we are about to say;
- Pronounce our words as they are meant to be pronounced;
- Avoid unnecessary 'fillers' such as 'like', 'erm', 'so', 'sort of' and 'basically'.

Best Behaved

We always:

- Respect the possessions of others;
- Look after our school environment;
- Queue sensibly, never pushing in;
- Refrain from shouting;
- Follow instructions and stay on task at all times in class;
- Take responsibility for ourselves and our actions;
- Seek help from a member of staff if something is going wrong;
- Move around the school in a **calm and orderly** fashion.

Hardest Working

We always:

- Are prepared to learn and help to create a positive learning environment;
- Take pride in everyone's successes and achievements;
- Take risks with our learning and know that it can be good to make mistakes and learn from them;
- Concentrate and stay focussed in class at all times;
- Complete our classwork and homework to the very best of our ability and meet deadlines;
- Revise thoroughly for any tests or examinations.

Smartest

We always:

- Wear a clean, tidy uniform with clean black shoes – never trainers other than for PE;
- Take pride in how smart we look in our uniform, both in school and to and from school;
- *Boys* must have the top button of their shirts done up and shirts must be tucked in; ties must be worn smartly, with the crest visible;
- *Girls* who choose to wear skirts must wear the correct style of skirt at knee length and not tuck jumpers into the top of skirts.

Kindest

We always:

- Treat each other the way we would like to be treated ourselves;
- Respect the feelings, beliefs and culture of others;
- Help each other when one of us needs a helping hand, an open ear, a shoulder to cry on;
- Forgive each other easily and quickly;
- Avoid talking about others unkindly or teasing others;
- Try and do at least one act of kindness every day.

HOME/SCHOOL AGREEMENT

Nower Hill is a thriving and successful school, which provides high quality teaching and learning, a rich, balanced curriculum and a wide-ranging programme of extra-curricular activities.

We are a school which values and celebrates the successes of our students. A stimulating, encouraging, caring and disciplined environment ensures that every student can achieve his or her potential.

We have the highest expectations of our students. We are endeavouring to have a school where the students are nothing less than the most well-mannered, most articulate, best behaved, hardest working and smartest students there can be. We encourage you to be involved in every aspect of your child's education at Nower Hill. We want your active partnership in order to achieve the highest standards for your children.

1. The Parents/Carers

I/We will:

- ensure that my/our child arrives at school on time, correctly and smartly dressed as well as properly equipped
- ensure that my/our child does not miss lessons through unnecessary absence, including taking holidays during term time
- let the school know about any concerns or problems that might affect my/our child's work or behaviour
- acknowledge that I/we have a clear role in ensuring my/our child is well behaved at school, and therefore will fully support the school's policies and guidelines to ensure best behaviour at all times
- support my/our child in homework and other opportunities for learning
- monitor my child's use of the internet and social networking sites
- attend parents' evenings and meetings about my/our child's progress as required
- facilitate communication by signing up to In Touch by providing one or more e-mail addresses and mobile phone numbers; keeping the school updated with regard to any changes to contact details
- conduct myself/ourselves in a mature, respectful and polite manner at all times when on the school site or in conversation with members of staff.

2. The Student

I will:

- ensure that I am well-mannered, hardworking, smartly dressed, articulate, kind and behaving extremely well at all times when in school uniform and/or representing the school, including on the journey to and from school
- attend school regularly and punctually
- bring all the equipment I need every day
- wear the correct school uniform, and be extremely smart in appearance
- work extremely hard and ensure I complete all my class work and homework with an excellent level of effort
- be helpful to others and very well mannered
- respect others' opinions and points of view
- apologise when I have done something wrong
- keep the school free from litter and graffiti and treat other people's property with care
- treat all members of the school and local community with respect and courtesy at all times
- go about the school in a **calm and orderly** manner
- not bring the name of the school into disrepute
- follow the school rules.

3. The School is committed to:

- having very high expectations of students in relation to their behaviour to and from school, their appearance, their manners and the need for hard work
- providing a calm and orderly environment in which we can all work and succeed
- treating all students and parents/carers with respect at all times
- letting parents/carers know of any concerns in relation to the work or behaviour
- sending home regular tracking data
- informing parents/carers each week of achievement points
- setting and marking/monitoring homework in accordance with school policy
- arranging parents'/carers' consultation evenings
- keeping parents/carers informed about school activities through regular letters home and meetings
- correcting children's speech when appropriate to improve their articulation
- applying the 'Ladders of Consequence and Rewards' fairly and consistently at all times
- contacting parents/carers if there is an on-going problem with attendance, punctuality, progress or equipment

It is expected that all parents/carers and students agree to and sign the Home School Agreement at their pre-admission meeting and at the start of each year in the student diary.

ATTENDANCE POLICY

Nower Hill High School promotes good school attendance and punctuality for every child. Regular and punctual attendance at school is both a legal requirement and essential for students to maximise their educational opportunities. School attendance is also a component of safeguarding children.

Our weekly attendance target is 96% plus for each student in each year group; Nower Hill High School considers this to be a satisfactory level of attendance for students. Please be aware that an attendance record of 90% means that a child has missed half a day every week. This is four weeks over a school year and over five school years, becomes half a school year missed. The DfE guidelines class attendance under 90% as persistent absence and parents and carers should note that the Local Authority may use its legal powers in cases of persistent absence to improve school attendance.

We ask that you inform the school if your child is unwell or unable to attend school. Please ring the main school number – **0208 863 0877 by 8.15am on the day of absence** and choose the option to leave a message to report your child's absence. If no notification is received, we are required to check the reason for absence; therefore you will be contacted by the school.

If your child has a medical appointment and will arrive at school later than 9:30am, we also ask for a message to be left informing us, as we need to ensure that our students are safe. **Please note that students will need to be collected by a parent/carer for any appointments during school hours.** With regards to medical appointments, we ask for your support in making appointments before or after school whenever possible.

Punctuality is also extremely important at Nower Hill. Students are expected to be in school for registration by 8:40am. Those who are late without a valid reason will be expected to attend a detention at break time on the same day. Persistent offenders will receive a longer detention and possible further sanctions.

LEGAL ENFORCEMENT BY HARROW LOCAL AUTHORITY

As part of promoting good attendance and punctuality, Harrow Local Authority will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply with a School Attendance Order (Section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at school (Section 444 of the Education Act 1996). In addition, the Local Authority will impose Penalty Notices as an alternative to prosecution on parents for unauthorised absence; these may also be issued where parents allow their children to be present in a public place during school hours without reasonable justification.

The Education (Penalty Notices) Regulations 2007 and the Harrow Code of Conduct for issuing penalty notices sets out the details of how the penalty notice scheme operates. Harrow Council will also conduct Pre Court Panel meetings in accordance with the Police and Criminal Evidence (PACE) Act 1984. The Harrow Attendance Guidance and Resources (pack) provides a clear outline of the process for escalating cases for legal action which is called Attendance Intervention Model (AIM).

If your child has an unauthorised absence, such as taking holidays in term time, re-occurring lateness or persistent absence for any other reason other than certified illness, the school will refer the matter to the London Borough of Harrow for consideration of a Penalty Notice and/or Prosecution in the Magistrates' Court, leading to a criminal record, a maximum fine of £2,500 and/or up to 3 months' imprisonment.

ABSENCE IN TERM TIME

Absence in term time will only be authorised for exceptional circumstances. Parents/carers should contact the Attendance Officer to discuss the matter **well in advance of the expected absence and before a booking is made.** All requests will be considered on an individual basis in accordance with school policy. A Leave of Absence form will need to be completed for our records. Repeat requests will be identified and challenged. **Please note that in the case of travelling due to exceptional circumstances, your travel documents will be required as evidence.** If

you take your child out of school without permission or if your child is away longer than the time agreed by your Headteacher, this absence will be registered as unauthorised. Sanctions can be imposed including:

- Your child could lose their school place
- You could face a penalty fine
- You could be subject to legal action by the Local Authority that could result in a fine of up to £2,500.
- 6th Form students whose attendance falls below 90% or who have a very poor punctuality record may be asked to pay for their public examination entries. Poor attendance may also affect entry to Year 13 or university.
- Poor attendance and punctuality will always be reflected in any personal reference given by the school.

RELIGIOUS OBSERVANCE

After taking advice from SACRE (Standing Advisory Council for Religious Education), the school has limited the number of religious days that may be taken as an authorised absence, to a maximum of 3 days per school year. Please note that these may not be taken consecutively. One day will be authorised for each religious festival. Any additional requests must be submitted in writing to the Attendance Officer. **Parents/carers must telephone the school to advise us when their child is absent due to religious observance.**

WE ASK PARENTS/CARERS FOR THEIR SUPPORT IN: -

- Encouraging their child to attend school regularly and punctually and to appreciate both the legal and social importance of good attendance and punctuality.
- Informing the school on the first morning of any absence, indicating the cause and likely duration of the absence.
- Contacting the Attendance Officer promptly whenever the child seems unwilling or disinclined to attend school.
- Making every attempt to arrange dental and medical appointments outside the school hours. **Please note that parents/carers will be expected to collect their child from the school if they are to attend a dental or medical appointment during school time, or if they are going home sick.**
- Supporting our Attendance Policy at all times.

School Uniform

Please note that this colour coding will stay with the student as they move up the school, so you will not have to buy new colours each year. Full uniform must be worn at all times, including on the way to and from school. Students are required to wear their House badge on the left lapel of their blazer or jumper.

Year 7 **Purple**

Year 8 **Red**

Year 9 **Green**

Year 10 **Blue**

Year 11 **Yellow**

Girls	
Blazer	Navy girls' blazer with school crest (sleeves should not be rolled up)
White blouse	Long or short sleeves with a revere collar (sleeves should not be rolled up)
Skirt	Black Henley style in length sizes 18"/20"/22" only to sit on or just above the knee. Skirts must not be rolled up and no PE shorts to be worn underneath
Trousers	Black full length standard school style (Skinny fit/cropped/fashion trousers are not permitted)
Jumper	Navy long sleeve jumper with school crest and coloured stripe, worn outside of trousers/skirt (sleeves should not be rolled up)
Black shoes	No plimsolls, canvas, trainers, steel toe caps or boots (except with permission during severe weather). Laces must be black. Black leather trainers or look-alike trainers are NOT permitted. (Please see illustrations on website for suitable footwear)
Tights/socks	No leggings or footless tights. Plain dark or natural tights with skirts or black socks with trousers. White or black ankle socks are permitted in the summer, but coloured, fluffy, and knee high socks are not permitted at all. Deliberately holed tights are not permitted.
School bag	There are 2 school bags available from stockists: 1. Premier backpack navy only with school logo 2. Portfolio bag navy only with school logo
Girls Summer Term Only (Optional)	
Coloured Nower Hill polo shirt	Please note that if anything is to be worn over the polo shirt, it must be the blazer. Students may wear the jumper in addition to, but not in place of the blazer. Coats/jackets may not be worn in place of the blazer/jumper.
Top coat – winter or inclement weather only; conventional outdoor coat suitable for school. No extremes of design or colour. Open to bottom (not to be worn inside)	No t-shirts/undershirts that can be seen under blouse No signs or slogans except brand names No denim/leather/leather look No caps, balaclavas or bandanas No badges apart from school badges Headscarves/scarves/hair bands navy blue or black or plain white in the summer (not associated with political groups or sports teams) Woollen hat if required in winter only No tracksuit tops/body warmers Belts must be plain black with a small buckle. No large buckles allowed.
Hoodies are not permitted in school at all	No Hoods may be worn up inside the school. Please note students may not wear coats in place of jumpers/blazers, only in addition to them.

Boys	
Blazer	Navy blazer with school crest (sleeves should not be rolled up)
White shirt	Long or short sleeves - Top button must be fastened (sleeves should not be rolled up)
Coloured Tie	With school crest to be worn in winter - done up properly to top of shirt collar.
Trousers	Black full length standard school style – (Skinny fit/cropped/fashion trousers are not permitted) No PE shorts to be worn underneath
Jumper	Navy long sleeve jumper with school crest and coloured stripe, worn outside of trousers (sleeves should not be rolled up)
Black shoes	No plimsolls, canvas, trainers, steel toe caps or boots (except for with permission during severe weather). Laces must be black. Black leather trainers or look-alike trainers are NOT permitted. (Please see illustrations on website for suitable footwear)
Socks	Black plain socks only
School bag	There are 2 school bags available from stockists: 1. Premier backpack navy only with school logo 2. Portfolio bag navy only with school logo
Boys Summer Term Only (Optional)	
Coloured Nower Hill polo shirt	Please note that if anything is to be worn over the polo shirt, it must be the blazer. Students may wear the jumper in addition to, but not in place of the blazer. Coats/jackets may not be worn in place of the blazer/jumper.
Top coat – winter or inclement weather only; conventional outdoor coat suitable for school. No extremes of design or colour. Open to bottom (not to be worn inside)	No t-shirts/undershirts that can be seen under shirt No signs or slogans except brand names No denim/leather/leather look No caps, balaclavas or bandanas No badges apart from school badges Head covering/scarves navy blue or black or plain white in the summer (not associated with political groups or sports teams) Woollen hat if required in winter only No tracksuit tops/body warmers Belts must be plain black with a small buckle. No large buckles allowed.
Hoodies are not permitted in school at all.	No Hoods may be worn up inside the school. Please note students may not wear coats in place of blazers or jumpers, only in addition to them.

Uniform

Students must always wear their uniform immaculately when representing the school or on school premises. Students who come to school in the incorrect uniform will be sent to the uniform store to change. Students who repeatedly wear incorrect uniform will receive a sanction. Parents/carers may also be contacted to bring correct items into school or students may be sent home to change. We expect parents and carers to support our uniform policy at all times. Please note that if uniform is borrowed and not returned, parents/carers will be charged via Parentpay.

Any student in Year 7 to 10 coming to school without the regulation school bag will be expected to use a Nower Hill drawstring bag for the day.

Please note that Muslim students who wish to wear hijabs are welcome to do so, provided that the fabric is plain and navy blue or black or plain white in the summer. We do not allow however garments which cover the face or whole body. Headscarves may be worn for PE but they should be secure and easily removable in an emergency. Press studs, 'poppers' or similar fastenings should be used to secure the headscarf.

All female students have the option to wear the regulation skirt or trousers. The wearing of trousers will ensure that legs are sufficiently covered to the ankle and will give our Muslim students the opportunity to dress in an appropriately modest fashion, to fit with expected religious codes of practice, whilst maintaining Nower Hill's expectations in regards to uniform.

Mufti dress must be respectable and appropriate for school – we do not allow students to wear any garment which exposes the chest or midriff, shorts above the knee or jeans which are torn or have holes above the knee.

The school will always be prepared to advise, in confidence, where parents have financial difficulties in respect of purchasing uniform. Please contact Student Services at school.

Physical Education Kit

All students are required to have the correct PE kit for practical lessons. Failure to do so will result in the student having to wear a kit provided by the school. Refusal to wear this will result in disciplinary sanctions.

For all PE lessons including gym, dance, games, athletics, football, rugby etc.

Students will be required to wear their PE kit during all lessons even if unable to participate due to an injury or parental note. In such circumstances, students will be given an active role in the lesson so they are still able to participate in the learning.

Please note: There is a new Nower Hill PE Kit from September 2018. If you are replacing any items, it must be the new kit

Compulsory PE Kit for Girls and Boys

PE kit bag	Embroidered with Nower Hill PE logo
Short-sleeved polo shirt, navy blue/scarlet/white	Embroidered with Nower Hill PE logo
Shorts, navy blue/scarlet/white	Embroidered with Nower Hill PE logo
Sweatshirt with ¼ zip, navy blue/scarlet/white	Embroidered with Nower Hill PE logo
Tracksuit trousers, navy blue/white	Embroidered with Nower Hill PE logo
Navy blue football socks with scarlet & white trim	
White sports socks	
Football boots	Moulded studded boots which can be used on grass and all-weather surface.
Non-marking sole trainers	Required when indoor activities are timetabled.

Long socks	Essential in the winter for all outdoor activities for safety and hygiene reasons. Short white socks can be worn for indoor lessons and are essential for trampolining.
Optional for Girls & Boys:	
Panelled Rain Jacket with ¼ zip, navy blue/scarlet/white	Embroidered with Nower Hill PE logo

Highly Recommended

It is highly recommended for health & safety reasons that all students have shin pads and gum shields for football, rugby and hockey lessons. These items are compulsory when representing the school in any competitive school fixture.

DRESS CODE FOR THE 6TH FORM

6th Form students should come to school dressed for work.

Please note therefore that the following are **not** permitted under any circumstances:

- Torn jeans with holes above the knee
- Trousers or jeans worn in such a way as to expose underwear
- Revealing clothing that exposes the chest, midriff or buttocks
- Vests for boys or spaghetti straps for girls
- Clothing with offensive slogans and politically extreme/offensive statements
- Indiscreet facial piercings, for example eyebrow bars. Please discuss with Head of Year before having any piercings.
- All head gear and hats. Headgear and hats must be removed on entering the 6th Form gate (with the exception of scarves worn for religious reasons) or they will be confiscated and returned at 3:15pm on a Friday
- 'Short' shorts or skirts and tights / long socks
- Leggings/tights worn without a top / dress / tunic over the top that comes to **mid-thigh/fingertip** length back and front
- Tights with large holes/deliberately made holes
- Shorts/skirts that do not reach at least **mid-thigh/fingertip length**
- Hoods should not be worn up indoors. Students who persistently wear their hood up indoors will have their hoodie/jacket confiscated
- Coats must be taken off in lessons and assemblies. Students who persistently defy this rule may have coats confiscated until the end of the day.
- Tattoos are illegal for children under the age of 18 years of age. 6th Form students over the age of 18 who have a tattoo should ensure at all times they are not visible whilst on the school site.

Students who fail to comply with the Dress Code **will be sent home to change.**

STOCKISTS - FOR SCHOOL UNIFORM INCLUDING SUMMER SHIRTS, P.E. KITS & BAGS

KEVIN'S SCHOOLWEAR

104 Marsh Road
Pinner, HA5 5NA
020 8866 7208

www.kevins-schoolwear.co.uk

PULLENS

48 Church Road
Stanmore, HA7 4AH
020 8954 3850

uniform4kids.com

PULLENS

52 High Street
Northwood, HA61BL
01923 840050

uniform4kids.com

ANGELS

363 Rayners Lane
Pinner, HA5 5EN
020 8866 9972

www.angelsuniforms.co.uk

TEENYWEAR

325 High Road
Harrow, HA3 5EQ
020 88633892

The 2 school bags available are:

PREMIER BACKPACK (navy only) with school logo or the PORTFOLIO BAG (navy only) with school logo embroidered.

These bags are ONLY available at the Nower Hill uniform stockists named above.

*The school will always be prepared to advise, in confidence, where parents have financial difficulties in respect of purchasing uniform. Please contact **Student Services at the school.***

