

Revised July 2009

# NOWER HILL HIGH SCHOOL



## PASTORAL DOCUMENTS

YEARS 8-11

POLICIES & RULES ON  
BEHAVIOUR MANAGEMENT

## CONTAINS

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- KEY PRINCIPLES OF BEHAVIOUR MANAGEMENT
- PUPIL REWARD SYSTEM
- ANTI - BULLYING POLICY AND PROCEDURES
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# INTRODUCTION

The pastoral documents comprise the policies and rules on Behaviour Management, which have the following aims:

- To develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions.
- To develop an awareness of and adherence to acceptable and appropriate behaviour.
- To encourage pupils to value the school environment and its routines.
- To create a caring, stimulating and secure environment in which pupils are safe.
- To value the rights of the individual.
- To raise pupils' self esteem.
- To promote/develop empathy and respect for self and others.
- To develop a sense of politeness and consideration for others.
- To acknowledge that the maintaining of good behaviour within school is a shared responsibility.

## KEY PRINCIPLES OF BEHAVIOUR MANAGEMENT

- Pupils learn best in an ordered environment.
- This can be achieved through high expectations of work and behaviour and fair application of sanctions when necessary.
- Pupils learn more successfully with praise, reward and celebration.
- The self esteem of all pupils is enhanced by praise, reward and celebration.

## **Rewards at Nower Hill**

Positive behaviour management is key to the success of all pupils at Nower Hill. The school operates a number of different reward systems designed to help all pupils 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**

**Pupils can be rewarded by all staff in two ways.**

Pupils who make an excellent contribution to a lesson can be rewarded on Lesson Monitor using the code “5”.

Pupils who make a contribution outside of lessons, either through extra curricular participation, good citizenship or through sporting achievement can be awarded reward points on SIMS. More than one reward point can be given at once. This therefore allows staff to use these at their discretion to recognise exceptional contributions to lessons as well as awarding a 5.

Every half term the 5s and reward points are added up and prizes are given in Awards Assemblies to the highest scoring pupil in each form from Years 8 – 13. In addition, a larger prize is awarded to the highest scoring pupil in each year group.

At the end of the year, pupils with the highest score in each year group for the total academic year are awarded an Ipod.

### **End of year Prize Draw**

All pupils who receive a prize during the year are entered into the prize draw. In addition, pupils are entered for the following achievements on tracking data.

- 100% attendance and punctuality combined.
- 4.4 or above for effort
- A rise of 3 points or more in effort between tracking points.

The prize draw is drawn in assembly, and the top prize is a £50 Gift voucher.

### **Other Reward Schemes**

Faculties and Year Teams operate a number of reward schemes designed to run alongside the whole school reward scheme. These are also celebrated in assembly, reflecting the importance of celebrating achievement in all areas of the school.

## BEHAVIOUR MANAGEMENT STRUCTURE

<p><b><u>Unacceptable Behaviour Inside Lesson</u></b></p> <p>E.g.: Poor attitude/work rate          Disruptive behaviour          Aggressive behaviour          Bad language          Minor bullying          Lateness/Truancy          Lack of respect for staff          Minor damage to property          Not following instructions          No homework          Incorrect uniform</p>	<p><b><u>Unacceptable Behaviour Outside Lesson</u></b></p> <p>E.g.: Poor attendance at school          Truancy from school          Uniform          Bullying          Abusive to other pupils and/ or staff          Smoking          Theft          Aggressive behaviour          Vandalism          Over boisterous and loud behaviour</p>
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<p><b><u>Class Teacher</u></b></p> <p>Deals with incident through, e.g.:          Informal warning          Moving a pupil          Detention (During or after school)          Contacting parents/carers</p> <p>If pupils fails to respond:  <b>Refer to HOD/HOF</b></p>	<p><b>S T A G E</b></p> <p><b>1</b></p>	<p><b><u>Teacher</u></b></p> <p>Deals with incidents through, e.g.:          Moving pupil along          Confiscating non-uniform item/s</p> <p>Fights referred directly to Yr Co-ord/ SMT</p> <p>Pupils need to be <b>referred to Form Tutor/Yr Co-ord/ Duty Team Leader as appropriate</b></p>
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<p><b><u>Head of Department/Faculty</u></b></p> <p>Deals with incident through e.g.:          Official warning          Departmental Reports/Scrutiny of lesson monitor          Departmental Detentions          Contacting parents/ carers</p> <p>If pupil fails to respond:  <b>Refer to Yr Co-ord</b></p>	<p><b>S T A G E</b></p> <p><b>2</b></p>	<p><b><u>Form Tutor</u></b></p> <p>Deals with incident through e.g.:          Detention          Report sheet/ Scrutiny of lesson monitor          Contacting parents/ carers          Confiscating non-uniform item/s</p> <p>If pupils fails to respond:  <b>Refer to Yr Co-ord</b></p>
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<p><b>Stage 3</b></p>	<p><b><u>HoFs – Yr Co-ords</u></b></p> <p>Deals with referrals from HoFs/ Form Tutors through, e.g.:          Detention          Report sheet/ Scrutiny of lesson monitor          Contacting parents/ carers Meetings with Parents/ carers          Referrals to Nower Hills' support services i.e. Daffon Centre, School Counsellor          Referrals to outside agencies/ PSPs/ IEP instigation / Reviewing          Recommendations for Internal exclusions          Recommendations for Fixed Term exclusions  <b>If pupil fails to respond or in serious matters: Refer to AHTS Pupil Support</b></p>
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<p><b>Stage 4</b></p>	<p><b><u>Headteacher</u></b></p> <p>Deals with referrals from DHT/ AHTS Pupil Support, e.g.:          Official warnings          Meetings with Parents/carers          Internal exclusions          Fixed term exclusions          Community Service  <b>Governors' warning → Permanent exclusion/ Managed move</b></p>
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# 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.

## 2. Definition

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

- Physical – hitting, kicking, taking belongings
- Verbal – name calling, insulting, making offensive remarks
- Indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, text messages, recording electronically malicious websites and malicious use of chat rooms
- 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
- Bullying is an abuse of power
- Particular children and young people are more vulnerable to experiencing bullying i.e. Looked After Children i.e. children who are in foster care, Traveller Children, Children with a Disability, Children with SEN, bullying motivated by racism or homophobia

## 3. Aims and Ethos

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

### Ours aims and ethos:

- 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, equality of opportunity, collaboration, celebration, a 'can do' attitude and service not self.

### Equality of Opportunity:

Any behaviour, which undervalues a person for reasons such as culture, ethnic origin, appearance, religion, gender, sexuality, age or ability 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
- 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

#### 4. 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 PSHE and Citizenship and opportunities within other curriculum areas
- 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

#### 5. 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 Pastoral 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
- The child/young person 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

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:

- 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

In the case of:

- Warnings
- Detentions
- Withdrawal of privileges from school trips/journeys etc.
- Internal Exclusions
- External Exclusions

Parents/carers will be routinely informed.

#### 6. 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 positive learning environment
- Through the taught elements in PSHE, Citizenship curriculum
- Co-operative group-work
- Befriending
- Peer Support
- Mediation by adults
- Mediation by peers
- Circle of friends
- Use of School Counsellor and Daffon Centre (Pupil Support Centre)
- Whole school and whole year group activities

- Use of outside agencies e.g. EWOs, educational psychologists, voluntary organisations, Ethnic Minority Achievement Service, Police
- A range of activities to encourage positive social interaction at break and lunchtime, as well as good supervision

## **7. Monitoring and Evaluation**

Monitoring and evaluation will occur through the collection of data:

- Surveying a sample of pupils, staff, parents/carers
- Using curriculum time and tutor time to focus on anti-bullying work
- Recording forms of bullying incidents by Year Co-ordinators and School Counsellor
- Evaluated annually by the Pastoral 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
- Pupils perceptions that the school is prepared to take action
- Bystander action/increased sense of collective responsibility

This policy will be reviewed on an annual basis.

# DISCIPLINARY POLICY

The behaviour of pupils should respect the rights of all other members of the School community and recognise that each person has responsibilities to ensure that these rights are not transgressed.

Good and improved behaviour is recognised through verbal praise and the School's Reward System.

The pastoral documents concerning pupil behaviour apply during:-

- The School day, including morning and lunch time breaks
- The journey to and from school
- School visits and journeys
- Extra curricular activities

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

- School Rules
- Disciplinary Procedures
- Code of Conduct
- 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
- 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

In the case of :-

- Warnings
- Detentions
- Withdrawal of privileges from school trips/journeys etc.
- Internal Exclusions
- External Exclusions

Full Documentation will be kept in pupil file as is appropriate to each of the above levels of sanction. This to include record of interviews with pupils, statements taken, counselling and other support given. Pupil files are kept securely in the Year Co-ordinator's Office. Parents 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 counselling, support or sanctions being administered. Details of all such communications have to be kept in the pupil file.

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. The following offences are regarded as serious , and may merit 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, replica gun and laser pen etc.
- Sexual harassment
- Racial harassment
- Smoking or possession of smoking related items
- Possession or use of alcohol and/or solvents
- Possession or use of illegal drugs
- Possession, distribution or use of fireworks
- Deliberate damage to school property
- Deliberately setting off a fire alarm
- Bogus telephone calls
- Theft
- Extortion – the taking of money from other pupils under duress.

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 pupils,

undermine the discipline of the school or damage the reputation of the school. External exclusions are at the discretion of The Head.

DCSF Guidance on Exclusion from Schools September 2008.

“A decision to exclude a child **permanently** is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other 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 pupil or a member of staff;
- b) sexual abuse or assault;
- c) supplying an illegal drug;
- d) carrying an offensive weapon.

These instances are not exhaustive, but indicate 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 pupil for:

- a) one of the above offences; or
- b) persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises, the Secretary of State would not normally expect the governing body or an Independent Appeal Panel to reinstate the pupil.

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 pupil found to have been in possession of an offensive weapon or replica will be referred to the police by the school. In line with DFES Guidance Education and Inspections Action 2006 staff may search a pupil 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.

**This Policy plus all supporting documentation is available to parents and pupils in the School Office.**

# DISCIPLINARY PROCEDURES

Nower Hill High School has a Code of Conduct to try to standardise the approach to many aspects of pupil behaviour and appearance.

The procedures outlined below are an attempt to standardise the approach to discipline, whilst allowing the necessary flexibility to meet the needs of individual pupils and incidents.

## Lateness to School

Pupils are required to attend a late detention.

Incidents of misbehaviour in the teaching situation, Concerns about non-completion of classwork and homework Faculty/Department procedures will operate to deal with such matters in the first instance.

Any placement of a pupil outside a classroom should be for a few minutes only as a period of "cooling-off".

Where recurrent problems occur with the same pupil the Head of Faculty/Department should inform the appropriate Year Co-ordinator. Appropriate action will be agreed.

## Internal Exclusion

Repeated misbehaviour or a single very serious incident may result in an internal exclusion. Such exclusion will include withdrawal from lessons and supervision at break and lunch times.

## Fixed - Term exclusions

These will be at the discretion of the Headteacher, having received a full report from the Deputy Headteacher Pupil Support or Assistant Headteachers Pupil Support as appropriate.

Following exclusion parent/carer and pupil will be required to attend a full reintegration meeting

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

Possession of alcohol, prohibited substances/items on the school premises are most likely to lead to a period of exclusion.

Parents will be contacted immediately

Where a pupil is at risk of permanent exclusion or where there has been a very serious breach of school rules/ code of conduct a pupil may be referred to the Rapid Intervention Team. This is a senior multi-professional group which will advise on the best way forward which may involve a managed move to another school. Prior to this a pupil may receive either a Governors Warning and /or a Governors Final Warning regarding their future conduct.

## 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 deliberate distribution of illegal drugs before, during or after school. Possession of an offensive weapon may also result in permanent exclusion from 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 pupil is thus liable to result in permanent exclusion.

For any extra information consult Year Co-ordinator, Deputy Headteacher Pupil Support or Assistant Headteachers Pupil Support.

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

**Pupils 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. Year Co-ordinator in consultation with Visit Journey Leaders will agree the duration of that punishment.

# SCHOOL RULES

These rules aim:

- To ensure the safety, well being and convenience of all pupils and adults on the premises.
- To guarantee the good name and reputation of the school.

## General:

1. Pupils must be in school ready for registration at 8.45 a.m.
2. Pupils will not be allowed to leave premises without permission from a parent/carer.
3. For safety reasons children are not allowed to run anywhere in the buildings nor may they gather around the school entrances.
4. For safety reasons, no ball games are allowed on the playgrounds (except in the area reserved for this purpose).
5. In general, we expect pupils to act in a collaborative, sensible manner. We will not accept any violent play, which causes distress or damage to other people or to their property.
6. Pupils inside the school must walk with the minimum of noise: the rule is keep left and in good order. Pupils must follow the one-way system where it exists.
7. Pupils should not bring expensive items or large sums of money to school. Pupils will be responsible for their possessions each day and the school is not liable for damage or loss.
  - (a) **NO** personal electrical equipment including MP3 players, pagers or electronic games. Mobile phones that are used or seen in school may be confiscated. 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.
  - (b) **NO** buying or selling of possessions or gambling between pupils is allowed.
  - (c) Eating during school time, other than at breaks, is not allowed. Chewing gum is banned.
  - (d) Stink bombs are forbidden.
  - (e) The drinking of water during the day is encouraged, but the throwing of water is not permitted at any time.

## Areas Out of Bounds:

8.
  - (a) Those areas immediately adjacent to examination venues.
  - (b) Staff car parks.
  - (c) Cycle shelters, except for legitimate use.
  - (d) All store and prep rooms.
  - (e) All practical rooms, except for teaching periods.
  - (f) The stage.
  - (g) The school playing fields at times of the year.
  - (h) The area behind and to the side of the Gristwood Centre.
  - (i) All areas where building works are underway and where building materials and equipment are stored.

## Bullying:

9. The school has a vigorously enforced Anti-Bullying Policy. Pupils who engage in behaviour which causes offence or injury to members of the school community are liable to exclusion at the discretion of the Head. This includes any form of cyber bullying and the use of mobile phones to record other members of the school community.

## Fire and Burglar Alarms:

10. Any pupil who sets off, or interferes with, the fire or burglar alarm systems without proper reason will be liable to exclusion from Nower Hill at the discretion of the Head.

## Lunch Period:

11. Pupils can stay in their form room or allotted area until the designated time. Pupils must leave the room clean and tidy for afternoon lessons or this privilege will be withdrawn, after confirmation with the Head. Pupils must not leave the school premises at lunchtime unless they have a lunch pass. This will be issued annually after negotiation with the Year Co-ordinator and a passport photograph will be required. In exceptional circumstances permission may be obtained from the Year Co-ordinator or member of the Senior Management Team to leave the premises, provided that delegation of parental responsibility has been agreed.
12. At 1.25 p.m. pupils are expected to make their way quickly and quietly to the form room to be registered. The register is a legal document and any pupil not recorded as being present is officially - and for legal purposes - absent.

Appearance:

13. All pupils are expected to wear full school uniform as described in the school brochure issued to all parents when their child joins the school.
14. Attendance at all school functions either in or out of school will be in school uniform unless permission is given by the head to waive this rule.
15. Pupils are only allowed to wear one pair of small stud earrings. Any items of jewellery, including body/facial piercings that cause a Health and Safety risk are not permitted.
16. All forms of badges, other than those issued by the school, are banned.

Malicious Damage, including graffiti:

17. It is the policy of the school's governing body to require any pupil and his/her parents to pay the full cost of making good the effects of any act(s) of malicious damage to school property. This includes any graffiti, which is written or drawn on school property.

Alcohol, Fireworks, Solvents, items that can be used as Weapons and Imitation Weapons:

18. Any pupil 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 Head. Any possession of a weapon or imitation weapon will be routinely referred to the Police.
19. Medication to be taken during the school day must be located in the school medical room and the appropriate medical form completed by parents.

Drugs:

20. Permanent exclusion will be seen as the most appropriate sanction for the deliberate distribution of 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 pupil is thus liable to result in permanent exclusion.

Smoking:

21. Pupils who are discovered smoking in school, on school related activities or on their journey to and from school will receive a letter home. Any subsequent incident of smoking is liable to lead to a fixed term exclusion. Pupils are not permitted to bring any smoking-related items to school.

Cyclists:

22. Parents may permit their child to cycle to and from school. We would strongly encourage that helmets are worn.
23. All cycles must be brought onto the school premises via the Pinner Road entrance nearest to the fire station.
24. No cycling is permitted on school premises. Pupils 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 motorcycle will be allowed on the playground.
25. Bicycles must be secured whilst in the bicycle racks. The school is not liable for any damage or loss.

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

*The rules of this school are written to guide pupils to act sensibly and with courtesy and consideration for others when in school, travelling to and from school and on school related activities.*

***ABOVE ALL ELSE pupils should display respect for others.***

# CODE OF CONDUCT

We want the school to be a safe, attractive and welcoming place for all who use it. The following code is set down to ensure that all members of our community are free from any threat to their health or security.

## **RESPECT FOR EVERYONE**

We feel it is important to value every member of our community both adults and pupils. You can show this by respecting others and treating them as you would wish to be treated.

- We want everyone to be polite, kind and to consider each other's feelings.
- Do not bully anyone. This includes verbal including homophobic comments or physical abuse and racial or sexual harassment.
- If you are bullied, or if you see anyone being bullied, you should tell a member of staff at once, and support will be given.
- If any pupil bullies, we will tell his or her parents and action will be taken by the school to stop the bullying.
- It is not appropriate to display overly affectionate or intimate behaviour in school e.g. kissing, excessive cuddling, inappropriate physical contact.
- Remember the importance of 'please' and 'thank you' and 'I'm sorry', if you are in the wrong.
- Please do not shout.
- Respect other people's belongings. If you borrow anything, return it promptly, including books loaned from the library. You will have to pay a fine if your books are overdue.
- Show consideration for others in all that you do.

## **MOVING AROUND THE SCHOOL**

We have a very large number of pupils and some narrow corridors. Everybody needs to move sensibly and considerately around the school in order to avoid accidents.

- Please walk on the left hand side of the corridor and follow the one-way system as appropriate.
- Make sure your school bag does not hit anyone. If you put it down, leave it next to a wall.
- Never shout, push, run or play games in the corridor.
- You can show your consideration for others when waiting for lessons to begin by queuing up without blocking the corridor. If permitted, enter the classroom quickly and quietly.
- Be settled, with coats off and ready to work within 30 seconds.

## **BREAKTIMES AND LUNCHTIMES**

In your free time we ask that you observe the following rules:

- At break times, you must go outside unless it is raining.
- At lunchtime you can stay in your form room or allotted area until 12.55pm. You must leave the room clean and tidy for afternoon lessons or this privilege will be withdrawn, after confirmation with the Headteacher.
- You must not leave the school premises at lunchtime unless you have a lunch pass. This will be issued annually after negotiation with the Year Co-ordinator and a passport photograph will be required.

## **LOOKING AFTER YOUR SCHOOL**

We will spend a lot of time in school together and will all benefit if we share the responsibility for looking after it.

- We are proud of the work that you do. It is displayed in classrooms and corridors throughout the school. Please take care not to damage it.
- Do not write or draw on walls or furniture.
- Leave classrooms tidy, with chairs and tables arranged neatly and all litter put in the bin.
- Do not drop litter anywhere within or around the school site.
- If you damage anything, you must tell a member of staff straight away. You may have to pay for the damage if it was your fault.

- **Never interfere with fire alarms or the school security systems.** They are here for the safety of all members of the school community. Any pupil who does interfere with these systems may be excluded from school.
- You are not allowed to smoke or drink alcohol in school, or at any time when you are involved in a school activity or in school uniform.
- Please keep toilet areas clean and play your part by leaving them as you would wish to find them.
- If you have been given medicine to take, it may be brought to school, but must be given to the Welfare Assistant in the Medical Room and the relevant medical form to be completed by your parent/carer. (See Drugs Policy for further details.)
- The following items must not be brought into school and may be confiscated:
  - anything which could be used as a weapon or is an imitation weapon
  - individual electronic equipment
  - chewing gum
  - skateboards, skates or roller blades
  - offensive literature
  - pagers
  - laser pens.

Please refer to Disciplinary Policy and Procedures with regard to possession of the above.

## **APPEARANCE**

The community judges us very largely by our appearance. We all benefit from the good reputation that Nower Hill enjoys. Please play your part by ensuring that you are always properly dressed in full school uniform.

- Remember that you are not allowed to wear to school:
  - denim or leather/leather look a-like coats or jackets
  - boots
  - caps
  - hooded sweatshirts
  - sweatshirts or cardigans
  - coats or jackets with slogans
  - very short skirts
  - badges - except those related to school activities
  - trainers - except when involved in P.E. lessons or sporting activities at break or lunchtime
  - jeans
  - footless tights or leggings
  - scarves associated with political movements

**In general, items confiscated will be returned to pupils when they collect them at the end of the school week. Any item deemed dangerous or offensive (or for repeated offenders) parents will be contacted to arrange collection.**

Pupils out of uniform may have parents/carers contacted to bring correct items into school or, with permission, may be sent home to change.

# ATTENDANCE POLICY

## AIM

Our policy aims to give a practical expression to the value of good attendance, so that each member of the school community does all that is within their power to ensure that this end is achieved. Our weekly attendance target is 95% in each year group.

Good attendance and punctuality are important for the following reasons:-

High levels of attendance enhance achievement and motivation.

High levels of attendance will mean that pupils gain continuity within subjects and within their social development.

These aims relate directly to our statement of the school ethos, which is:

"To care for every individual and to ensure that they are given every opportunity and constant encouragement to develop their potential to the full. Real caring makes realistic demands on everyone and is based on constant encouragement to all to succeed."

## ACHIEVING GOOD ATTENDANCE AND PUNCTUALITY

The central role of the curriculum in encouraging good attendance is recognised. The curriculum must relate to the needs and abilities of each pupil within the school.

Teams of form tutors and Year Co-ordinators, overseen by Deputy Head Pupil Support and Assistant Headteachers Pupil Support monitor attendance and punctuality, on a weekly basis, and should aim, in all normal circumstances, at attendance rates of 95% or higher for each tutor group. Urgent checks will be instigated when attendance rates fall below 90%.

This is the level at which a secondary school is seen to be failing by OFSTED.

## HOLIDAYS IN TERM TIME

The school is actively seeking to eliminate holidays taken in term time as we recognise the negative impact on learning and eventual academic outcome.

Every effort should be made to avoid removing pupils from school during term time.

However, IF THIS IS NECESSARY IN THE FIRST INSTANCE PERMISSION MUST BE SOUGHT FROM THE HEADTEACHER, IN WRITING, AT LEAST TWO WEEKS IN ADVANCE OF THE HOLIDAY.

## WE ASK PARENT/CARERS FOR THEIR SUPPORT IN:-

- Encouraging their child to attend school regularly and punctually and to appreciate the 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.
- Notifying the school, in writing, when an absence ends, stating the dates and cause of the absence.
- Contacting their child's Form Tutor or Year Co-ordinator promptly whenever their child seems disinclined to attend school.
- Making every attempt to arrange dental appointments, medical appointments and holidays outside of school hours.

**THE SCHOOL RECOGNISES THAT HIGH ATTENDANCE HAS A DIRECT IMPACT ON HIGH ACHIEVEMENT.**

## SCHOOL UNIFORM

GIRLS	BOYS
White blouse - Long or short sleeves	White shirt - Long or short sleeves
<b>Summer Term Only- Nower Hill polo shirt</b>	<b>Summer Term Only- Nower Hill polo shirt</b>
Skirt – black or navy	
Trousers – black or navy	Trousers – black
Navy long sleeve jumper with badge	Navy blazer with badge
Plain tie with school crest:- Year 8 to 10 – navy Year 11 – red	Plain tie with school crest:- Years 8 to 10 – navy Year 11 – red
Black shoes	Black shoes
Topcoat/jacket open to bottom No signs or slogans except brand names No denim/leather	Topcoat/jacket open to bottom No signs or slogans except brand names No denim/leather
Woollen hat – winter 2 <sup>nd</sup> half Autumn Term – to half term of Spring Term	Woollen hat – winter 2 <sup>nd</sup> half Autumn Term – to half term of Spring Term

### PE KIT GIRLS & BOYS

#### COMPULSORY

**Navy blue polo shirt** – embroidered with Nower Hill Physical Education logo.

**Navy blue shorts** – embroidered with Nower Hill Physical Education logo.

**Navy blue sweatshirt** – embroidered with Nower Hill Physical Education logo.

**White sports socks**

**Navy blue football socks**

**Trainers**

**Football boots**

**Shin pads**

**Gum shield**

#### OPTIONAL EXTRAS

**Navy blue jogging bottoms** – embroidered with Nower Hill Physical Education logo.

### STOCKISTS

KEVIN'S SCHOOLWEAR  
104 Marsh Rd  
Pinner  
020 8866 7208

PULLENS  
52 High Street  
Northwood  
01923 8400

“JACKIES” Agencies Ltd.  
195 Kenton Rd  
Kenton, Harrow  
020 8909 1105

PE Kit available from Kevin's Schoolwear and Pullens

The school will always be prepared to advise, in confidence, where parents have difficulties. Alternatively parents may contact Nower Hill's attached education social worker, directly at the Education Welfare Department at Pinner Road Tel: 0208 863 5544. The support of all parents in ensuring that full school uniform is adhered to is essential. Your assistance in this matter is greatly appreciated.