

Etone College



Etone College

BEHAVIOUR POLICY

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Led by: P Bowen

1. General Information

1.1 Etone College aims to provide the highest quality education, maintaining a disciplined, caring environment in which **teachers can teach and pupils can learn**. Our Behaviour Policy should be read in line with the Etone College Uniform Policy (Appendix G is the parental letter for school uniform expectations) and Safeguarding Policy which rests on a set of shared values:

- The right of all members of the school and wider community to be treated with dignity and respect
- The right of all members of the school and wider community to work in a clean, well-resourced and well-cared for physical environment
- The right of all members of the school and wider community to be safe and secure at all times from any threat to their personal well-being

1.2 The central principle of our Behaviour Policy is that we should all treat each other as we ourselves would wish to be treated. We encourage respect for everyone as an individual, making sure our words and actions do not cause inconvenience or offence to anyone. Etone College's Home School Agreement encompasses our shared values and is signed by parents/carers, pupils and school on admission. (Appendix A)

1.3 In order to safeguard their own rights and the rights of others, it is necessary for all members of the school community to accept responsibility for their actions and stand by a “**No-Excuses Culture**”.

2. Code of Behaviour/Conduct

2.1 The school's Behaviour Policy sets out to clarify the responsibilities which are shared by everyone involved in the community of Etone College. The policy relates specifically to the following areas of school life and pupil behaviour in the wider community:

- Respect for others through good manners, acceptance of differences, and the ability to work cooperatively with and alongside other pupils and staff and in the local community
- Respect for property, the school and the wider community, through care for the environment, personal possessions and school equipment
- Honesty and fairness in relationships with pupils and staff, and contributions to the community
- Pupils take responsibility for their own learning, progress and behaviour
- Excellent attendance and punctuality
- Pride in appearance and personal hygiene
- Compliance with school in terms of uniform, appearance and expectations
- Good personal organisation
- Effort and commitment towards academic achievement, and constructive participation in all aspects of school life
- Effort and commitment towards the development of positive social and working relationships with staff and pupils in school, and in the community

In summary, the school Behaviour Policy aims to:

- Promote self-discipline and proper regard for authority; encourage good behaviour and respect for others
- Help pupils develop confidence in their skills and abilities; foster in pupils the organisational skills they will need in order to apply their abilities effectively in support their lifelong learning
- Encourage pupils to work hard, show effort and persistence with work which is difficult
- Develop pupils social and interpersonal skills, and enable them to get along well with their peers and with adults
- Safeguard each pupil's happiness and emotional and physical well-being, and ensure the highest standards of personal achievement for all

In line with Etone College's Behaviour Policy, pupils may be disciplined for:

Any misbehaviour where a child is:

- Taking part in any school organised or school related activity
- Travelling to and from school
- Wearing school uniform
- In some other way identifiable as a pupil at the school

Misbehaviour at any time, whether or not the conditions above apply that:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil or member of the public
- Could adversely affect the reputation of the school

Please see Appendix B for our Behaviour Referral Flowchart which is used when dealing with incidents of poor behaviour.

3. To support the positive conduct of behaviour in and around school we have set out some key expectations for pupils and staff.

3.1 Classroom Expectations for Pupils:

- We enter our lessons calmly and on time, ready to learn.
- We do as we are asked first time.
- We try our best at all times.
- We are polite and considerate to all; we respect each other.

3.2 Outside the Classroom Expectations for Pupils:

- We represent the School and behave accordingly.
- We respect the School environment.
- We move around the School with consideration for the safety of others.
- We are polite and considerate to everyone.
- We drink and eat only in designed areas.

Examples of these expectations are as follows:

- Arrive at school and at lessons on time;

- Enter the classrooms quietly;
- Wear full school uniform correctly, including on the way to and from school;
- Sit where you are told to sit by the teacher or any other member of the school staff;
- Have all equipment and books required for lessons;
- Follow classroom rules and procedures and not disrupt the learning of other pupils;
- Follow instructions given by staff and other adults without arguing;
- Listen attentively to the teacher who will explain the lesson, what you are going to do, why and how;
- Put up your hand to indicate you wish to speak unless directed otherwise;
- Use appropriate language;
- Listen and value others' ideas, contributions and work co-operatively;
- Care for the classroom and resources, respecting others' property;
- Lead by example, being a good role model for younger pupils in the School;
- Accept responsibility for your behaviour No Excuses Culture;
- Considerate of the needs of all the other people in the classroom;
- Use ICT in accordance with school policy;
- Be responsible when using online technologies and do not compromise the professional integrity of staff or other adults in the school community;
- Telling School - report to a teacher or other adult any peer on peer abuse behaviour by others including peer on peer abuse with the use of technology (cyber abuse);
- Behave appropriately when outside school;
- Be an ambassador for the school.

3.3 Procedures for Staff - Classroom

Staff have a responsibility to model appropriate behaviour and attitudes. They can support effective learning in the classroom in the following ways:

- Expect your class to arrive on time and with correct equipment. Meet them outside the room and insist on an orderly line. Ask them to enter the classroom and sit down quickly and quietly.
- Be positive; welcoming.
- Be clear about being ready to learn i.e. seating organisation, planners and equipment on desks, coats on chairs.
- Have a seating plan for every class. Teachers need to decide where pupils sit, to ensure maximum learning and minimum distraction.
- Teachers should take the register as close to the start of the lesson as possible and insist on silence whilst this is done.

Teachers need to insist pupils work in a way that does not disturb others: -

- Hands up/teacher choice, but not shouting out.
- Stay in their seats unless the task they are working on requires movement.
- At the end of lessons, teachers should ask their class to pack away, stand behind chairs, dismiss them in an orderly fashion and supervise the movement into the corridor and around their classroom.

4. Rewarding Positive Behaviour

- 4.1 Here at Etone College, we believe that the most effective approach to creating a positive ethos is to treat pupils positively, by praising them, offering them encouragement and acknowledging their achievements. The School aims to develop a culture of respect, both personal and to others. Through this we expect pupils to aspire to their personal best in all aspects of their school career.
- 4.2 Etone College will ensure pupils know that their effort, achievement and good behaviour are recognised and valued by means of a range of rewards, and acknowledgement of good behavior and work. Our rewards and opportunities menu (Appendix C) display the vast amount that is available to our pupils throughout the academic year.
- 4.3 As part of our reward system, effort, achievement and good behaviour at Etone College are recognised by a variety of means, including the following:-
- Positive praise – in lessons and in the School and wider community for positive contributions and academic progress
 - Positive text messages and postcards – sent home to recognise continual achievements or individual outstanding pieces of work and to allow work to be celebrated with parents/carers
 - Positions of responsibility – within school for pupils who show themselves to be positive role models
 - Progress Praise Certificates and Prizes – awarded for academic achievement and attendance in line with our progress report cycle (three times per year)
 - Year 11 Prom – where invitation to attend is based on good behaviour, attendance to school and positive progress made in lessons
 - Faculty trips and offsite visits – across the school year in support of curriculum learning

5. Peer on Peer Abuse

- 5.1 The school wants to make sure that all pupils feel safe at school and accepted into our school community. Etone College is a **'Telling School'** and we encourage pupils to inform staff of any concerns they have in relation to poor behaviour towards others. Peer on peer abuse of any kind is regarded as a serious breach of our Behaviour Policy and will not be tolerated.
- 5.2 Peer on peer abuse can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and pupils. The School practices a preventative strategy to reduce the occurrences of peer on peer abuse. It is made very clear to pupils what is expected of them in terms of respecting their peers, staff and members of the public, and any intentional breach of this will result in disciplinary action.

If an allegation of peer on peer abuse does occur, the School will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident; depending on how serious the case is, it may be reported to the Headteacher
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another child, either physically or emotionally, redress their actions, and the School will make sure that they understand what they have done and the impact of their actions

- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider an internal or fixed term exclusion in cases of repeated peer on peer abuse or a serious incident of peer on peer abuse.

6. Persistent Disruptive Behaviour

Persistent disruptive behaviour that impacts upon the learning of other pupils at Etone College will not be tolerated and may result in permanent exclusion.

7. Isolations and Exclusions

7.1 Etone College following the DfE guidance on exclusions

https://gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf 'Exclusion from Maintain Schools, Academies and Pupil referral Units in England (September 2017).

The Headteacher alone has the right to exclude a pupil.

7.2 Etone College will endeavour to put support strategies in place to ensure that a pupil is not in danger of being permanently excluded.

Through consultation with teaching and support staff, the pastoral team will implement targeted intervention for pupils. This is to support pupils who may be identified as having specific behavioural difficulties and may include time spent in the Success Centre.

7.3 Exclusions and Isolations are used:

- As a sanction for inappropriate behaviour
- To remove a child from school to protect other children and or/staff
- To ensure learning continues for other pupils
- To reinforce the high standards of the school
- To improve a pupil's behaviour

Exclusion is a serious sanction and should have a salutary effect on other pupils as well as the offender. An alternative to exclusion is isolation, where pupils are placed with a member of staff to complete their work for a period of time. Where appropriate, external agencies may be involved to support a pupil and pupils are expected to serve their full time in isolation successfully.

Exclusion from school is most effective when:

- Pupils are excluded to work at home (work will be provided)
- Parents/Carers support the exclusion with other sanctions at home, for example the withdrawal of privileges or grounding during the exclusion period. Parents/Carers are also expected to ensure that their child is not in a public place during school hours as this may incur a penalty notice from the Local Authority.

It is not always possible to follow a range of sanctions and in serious situation, albeit a first time offence for a pupil, it may not be possible to avoid permanent exclusion.

8. Return from Exclusion meetings

8.1 When pupils return to school following an internal exclusion or fixed term exclusion, a return from exclusion meeting will take place. In this meeting, the Head of House and a member of the Senior Leadership will represent the Governing Body and talk to the pupil and his/her parents/carers about the seriousness of the incident.

If the pupil does not accept the behaviour was unacceptable and make a commitment not to repeat the behaviour, the fixed term exclusion may be extended.

The pupil will be expected to give an undertaking that this behaviour will not be repeated and may be asked to sign a behaviour contract, which will be individually tailored to the pupils needs.

(Appendix D) Strategies and support to help the pupil improve will also be discussed and agreed, in order that the pupil has the opportunity to ensure that such behaviour will not reoccur.

Following the return from exclusion meeting the pupil will also have a meeting with the Success Centre Manager to discuss the reasons for the exclusion and how the targets set will be achieved.

Managed Transfers and Respite

Pupils who continue to experience behaviour issues, despite a range of interventions and pastoral support strategies being implemented may be discussed at the 'Area Behaviour Panel' for North Warwickshire to discuss a respite period at another educational provider, or indeed a managed transfer to another school. Managed transfers will be considered under the following circumstances:

- A pupil who persistently fails to follow the school's behaviour policy, despite intervention/support already outlined
- A pupil is involved in a serious breach of the school rules and their actions have put the safety of staff and/or other pupils at risk
- A pupil has incurred multiple fixed-term exclusions and/or isolations
- A pupil who is at risk of permanent exclusion

Allegations about a Member of Staff

Any allegation that a pupil may make about a member of staff is considered most serious and the investigation into such situations would be conducted by Leadership. If through investigation, it is found that a pupil has made a malicious allegation about his/her teacher the following action will be taken:

- A fixed term exclusion for the pupil will be imposed.
- The pupil may be removed from the teacher's lessons to work with another member of staff. This decision will be made with the member of staff concerned.
- Staff will be reminded of procedures to keep themselves safe and not be alone in the company of or have conversations with the pupil on their own.
- If the pupil makes a second malicious allegation against a member of staff, permanent exclusion will be considered.

Permanent Exclusion

A permanent exclusion of a pupil may be considered:

- In response to a serious breach or persistent breaches of the school's behaviour policy; and
- Where allowing the pupils to remain in the school would seriously harm the education or welfare of the pupils and/or others in school

Power to search without consent

Etone College uses the following document for advice: 'Searching, Screening and Confiscation, January 2018' by the Department for Education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

8.2 Legislation allows Etone College staff to search pupils without consent if it is believed that a pupil has brought into school any prohibited item(s). Prohibited items could include such things as weapons, knives, alcohol, illegal drugs, and stolen items. **The list is not exhaustive.**

Etone College will not tolerate any dangerous items brought onto school site. IF it is deemed that items threaten the safety or well-being of any member of the school or wider community, these items will be confiscated, and the police may be involved.

Any found item(s) will be handed over to the police and the Permanent Exclusion of the pupil will be considered.

8.3 Our ability to discipline pupils and maintain an orderly and safe environment in school can on occasion rely on the confiscation of items from pupils. Any item that is confiscated (see above for Prohibited Items) is placed in a 'Confiscation Envelope' and placed in the school safe. On completion of the 'Confiscation Envelope' (Appendix E) parents/carers are contacted about such item(s) and depending on the circumstances of the confiscation, an arrangement is made for the pupils to either take the item home at the end of the school day, or for parents to collect the item(s) from school reception.

If a confiscated item is not collected within 4 weeks, the item(s) may be disposed of. **Any prohibited items that are confiscated may be disposed of at the school's discretion.**

9. Mobile Devices

9.1 We inform parents and carers that Etone College is a **NO MOBILE PHONE SITE** for Years 7-11. This also includes any other mobile or electronic devices such as tablets, smart watches, and digital cameras. If a pupil's phone is seen or heard, before, during or after school, it will be confiscated immediately and will be stored in the school safe. Our procedures, should a pupil bring their mobile phone into school, are clearly outlined in our letter to parents which can be accessed on the school website. (Appendix F) Please also refer to our Mobile Phone Procedure flow chart (Appendix H) which can also be found in our E-Safety Policy. Members of the Sixth Form are permitted to carry mobile phones on their person; however, no Sixth Form pupil is allowed to have their mobile phone on show if they are on the school's main site or in the presence of younger pupils.

- Mobile Phones, or any other mobile devices with integrated cameras, could lead to Safeguarding/Child Protection, peer on peer abuse and data protection issues with regard

to inappropriate capture or distribution of images of pupils or staff.

- Mobile phone use can render pupils or staff subject to cyber peer on peer abuse.
- Internet access on mobile devices using cellular data cannot be filtered by the school.
- They can undermine classroom discipline

10. Drugs

10.1 Aims

- To encourage our pupils to develop knowledge and skills to make informed and responsible choices
- Pupils understand how to stay healthy

10.2 Objectives

- To promote pupil's self-esteem and confidence
- To challenge attitudes that pupils may have regarding substance use and misuse
- To provide pupils with the skills that they might need to avoid the misuse of drugs
- To persuade those who may already be experimenting with or misusing drugs to stop
- To ensure that all pupils at Etone College are aware that we do not allow drugs on site
- To provide information
- To provide opportunities for those pupils who are using drugs or have family members who misuse drugs to engage with agencies

10.3 Definition of Drugs

Drugs are any substances which cause chemical and other changes to the mind and body.

Legal drugs include medicine, alcohol and tobacco.

Illegal drugs are classed under the Misuse of Drugs Act 1971 including Class A, B and C drugs.

10.4 Illegal Drugs

It **MUST** be noted that any pupil bringing illegal drugs onto site will be permanently excluded.

The school will automatically contact the Police in any drugs related incident.

A referral will be made to children's services if a child is suspected of taking any drugs.

Parents/Carers will be contacted on the same day in any drugs related incident where practicable and safeguarding procedures will be invoked in drug related incidents where a child is at risk.

Any member of staff concerned about a pupil and drugs misuse must immediately contact the child's Head of House or Leadership.

Counselling and/or further support on the effects of drugs is available.

10.5 Legal Highs

So called 'legal highs' contact chemical substances which produce similar effects to illegal drugs.

Some of these items have been legal in the past, but with the Psychoactive Substances Act coming into effect in Spring 2016, none of the drugs are legal. All of these items will be treated as illegal drugs, resulting in a permanent exclusion.

Should a pupil be found on school site under the influence of drugs or alcohol, the school will contact parents/carers immediately and may contact Children's Services.

Parents/Carers will be expected to collect their child immediately. The school reserves the right to inform the Police and/or consider permanent exclusion depending upon the circumstances.

10.6 Prescribed Medication

Medicines which are prescribed by Doctors for illness are to be handed into reception if they are brought into school and a form completed by parents/carers. Thus, no child should carry any drugs on their person in school.

10.7 Tobacco / Electronic cigarettes / Vapes

It is illegal to smoke under the age of 18. Smoking in public places is also against the law. Any pupil found smoking on school premises, off school site whilst in uniform, or caught in possession of tobacco or smoking related equipment will receive an isolation and a letter home. A repeat offence will result in an exclusion.

Smoking cessation advice can be provided for pupils.

10.8 Alcohol

Pupils are not allowed to bring or consume alcohol on school site. If alcohol is brought or consumed on the school site, parents/carers will be contacted and expected to come into school immediately. This may result in an exclusion. Pupils suffering from the effects of alcohol will be supervised until parents/carers attend to collect them. The school will exercise discretion as to whether medical attention or a referral to Children's Services is required.

Counselling and/or further support on the effects of alcohol will be offered.

10.9 Drugs education takes place in:

- Key Stages 3, 4 & 5 PSHE lessons
- Science – where pupils consider biological information and health and safety issues
- English – where drugs issues arise in texts
- Other areas of the school curriculum where moral issues surrounding drugs are discussed

This list is not exhaustive.

School

We aim to provide a happy and safe environment in which all the children and staff are encouraged to develop to their full potential. To aid this we will:

- Provide a broad, balanced and well taught curriculum to meet the needs of your child.
- Encourage your child to be polite, kind and considerate to others at all times.
- Set, mark and monitor appropriate homework based on our Homework Policy.
- Keep you informed about your child's progress and any concerns that affect your child's work or behaviour.
- Be welcoming to Parents/Carers and offer you opportunities to become involved in College life.
- Let you know about College activities through regular communications.
- Use Rewards and Sanctions in order to maintain a caring and supportive environment and to commend high standards and achievements.

Signed _____ (*Headteacher*)

Parents/Carers

As a part of the partnership with Etone College I/we will:

- Ensure that my child wears correct uniform and brings the required equipment for College.
- Ensure that my child attends school regularly and on time.
- Let the College know the reasons for any absence.
- Not take holidays during term time.
- See that my child completes any homework, on time, that is set and sign the pupil planner every week.
- Inform the College about any concerns or problems that might affect my child's work or behaviour.
- Attend Progress Evenings and any other meetings to discuss my child's progress and welfare.
- Encourage my child to follow Etone College's behaviour policy.
- Update the College with any changes to contact information.
- Support Etone College policies.

Signed _____ (*Parent/Carer*)

Child

I agree to help my Parents/Carers and the College. I will:

- Attend regularly
- Wear uniform correctly, bring equipment and a school bag.
- Follow Etone College's Behaviour policy.
- Complete homework that is set for me and hand it in on time.
- Be sensitive to others in and around College.
- Complete work to the best of my ability.

Signed _____ (*Pupil*)



Etone College Behaviour Referral Flowchart

CLASS TEACHER

- Classroom discipline
- Classroom management

FORM TUTOR

- Form group discipline
- Classroom management (PSHE)

CLASS TEACHER ACTION

- 'Good Neighbour' system
- Break detention (10/15 minutes)
- After-College detention (max. 30 minutes)
- Failure to attend detention 'second chance'
- Failure to comply – inform Form Tutor, complete pupil referral sheet, pass to Head of Department and **copy in Head of House**

FORM TUTOR ACTION

- Break detention (10 minutes)
- After-College detention (maximum 30 minutes)
- Failure to attend detention 'second chance'
- Failure to comply - complete pupil referral sheet, and send to Head of House
- Form Tutor Report

HEAD OF DEPARTMENT

- Departmental discipline
- Departmental management

HEAD OF DEPARTMENT ACTION

- Detention (60 minutes)
- Place on department report (class/individual)
- Keep log of disciplinary measures (on Department Record of Events)
- Enter action on pupil referral sheet and **send to Head of House**
- Temporary removal from lessons
- Full referral to Head of House

HEAD OF HOUSE

- House discipline
- House management

HEAD OF HOUSE ACTION

- Head of House Report
- Letter home to parents
- Collate information from all staff in readiness for parent meeting / preparation of IBP
- Liaise with SENDCO / organise mediation work with other agencies (including Success Centre)
- **Recommend** isolation / exclusion

ASSISTANT HEADTEACHER

- Leadership Report
- Formal Parent Interview to discuss pupil's education and future of this
- Outside agency support / Pastoral Support Plan
- **Recommend** isolation / exclusion (fixed term / permanent)

DEPUTY HEADTEACHER / HEADTEACHER ACTION

- Leadership Report
- Exclusion (fixed term / permanent)
- Managed Transfer

KEY STAGE 3		ATTENDANCE		CURRICULUM		KEY STAGE 4	
COMMENDATIONS		REWARDS	PUPILS WITH 98% ATTENDANCE AND ABOVE		Stamps and stickers rewarded in books and homework	MERITS	
Bronze (20)		October Half-Term	All tutor groups will participate in an Attendance Matters Competition. The winning group will be placed into a draw. Two students will be drawn and win an Amazon Echo Dot.		Commendation / Merit sticker from Heads of Department	Bronze (10)	
Silver (50)		Christmas	Golden Ticket for free hot food from the cafe.		Praise texts/postcards and/or rewards by Heads of Department	Silver (20)	
Gold (90)		February Half-Term	A Christmas themed reward.		Progress Praise Certificates through Behaviour 4 Learning grades	Gold (40)	
Headteachers (160)		Easter	A Valentines themed reward.		Variety of awards given at Progress Praise Evening	Headteachers (60)	
		May Half-Term	An Easter themed reward.		Variety of awards given at Sports Awards Evening		
		End of Year Certificates (June)	Golden Ticket for free hot food from the cafe.				
		End of Year Award (September)	Certificate and a voucher from their Head of House and Attendance Offer during assembly. Invite to school trip to those with 100% attendance over the academic year.				
		Progress Praise Assemblies	All pupils with 100% attendance between progress reports will be entered into a prize draw.				
		Progress Praise Awards Evening	All pupils with 100% attendance over the course of the academic year will be entered into a prize draw.				

WHOLE SCHOOL REWARDS								
BEHAVIOUR	MOST PROGRESS	HIGH ATTAINMENT	EMPLOYABILITY SKILLS	SCHOOL COLOURS (HALF)	SCHOOL COLOURS (FULL)	HOUSE COLOURS	STUDENT OF THE WEEK	PRAISE TEXT/POSTCARD
TERM 1 Breakfast Voucher	Awarded following each progress report for the most progress in each subject area.	Awarded following each progress report for the highest attainment in each subject area.	Awarded following demonstration of skills in a variety of subjects.				Awarded by Heads of House following nominations from Form Tutors. Presented weekly.	Awarded by Heads of House following nominations from subject teachers.
TERM 2 Film afternoon								
TERM 3 Afternoon excursion								

OPPORTUNITIES										
FORM CAPTAIN	HOUSE SPORTS CAPTAIN	SCHOOL COUNCIL	ECO-COUNCIL	STUDENT LIBRARIAN	HIGH PRIOR ATTAINER	LEAD LEARNER	PREFECT	DUKE OF EDINBURGH	NCS	CCF

Pupil: (Form)

As a result of disruptive behaviour that has affected the learning of others and dangerous behaviour outside school, the following contract of behaviour has been put in place for **“Pupil Name”** at Etone College.

- **I will behave and speak respectfully towards staff and pupils at all times**
- **I will avoid confrontational behaviours and acts of physical aggression**
- **I behave appropriately whilst travelling to and from school**
- **I will maintain a positive attitude to learning both in and outside of school**
- **I will accept the discipline of Etone College at all times**
- **I will follow the instructions of all staff at all times**
- **I will maintain my effort towards achieving my target grades**

Pupil: I agree that I will commit to the expectations outlined above and maintain a positive effort at Etone College. I will produce work in line with my target grades and I understand that my timetable will be subject to change if my effort or attitude deteriorates.

We the undersigned understand that should the expectations outlined in this contract and as per the home-school agreement not be met will be submitted and appropriate sanctions applied which may include long term isolation/exclusion and or placement at alternative provision.

Pupil: _____

Date: _____

Parent: _____

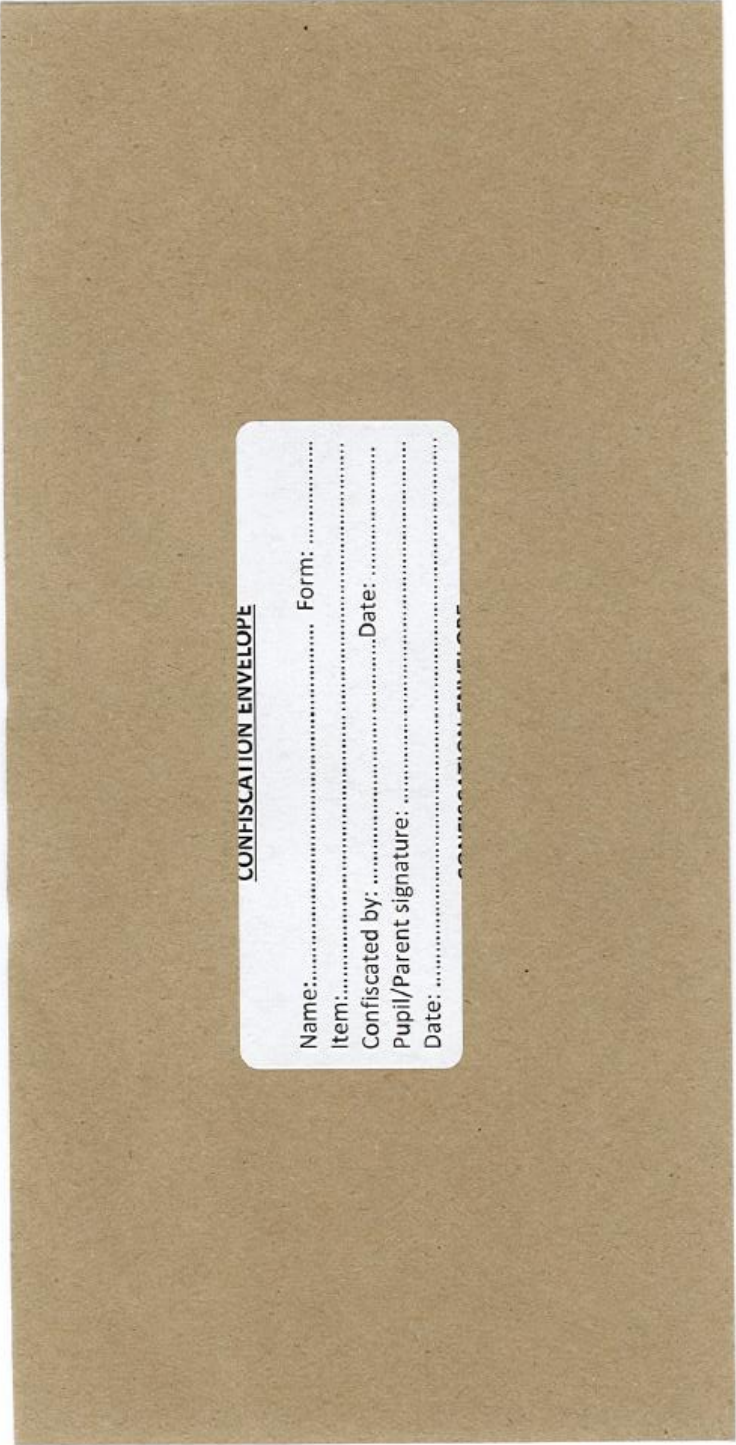
Date: _____

Assistant Headteacher: _____

Date: _____

Headteacher: _____

Date: _____



CONFISCATION ENVELOPE

Name:..... Form:

Item:.....

Confiscated by:Date:

Pupil/Parent signature:

Date:

CONFISCATION ENVELOPE

Dear Parent/Carer

As you are aware Etone College is a **NO MOBILE PHONE SITE** for Years 7, 8,9,10 and 11 pupils.

I want to take this opportunity to remind you of the procedure that pupils have had reinforced this week and one that we will be following closely if your child chooses to break this school rule and bring a mobile phone onto site as of **20th February 2016**.

Whilst I recognise that you may want your child to carry a mobile phone, if it is seen or heard, before, during or after school, it will be confiscated immediately and will be stored in the school safe. On the first, and should there be a second confiscation, pupils are allowed to collect their phone from Mrs Emery's office at 3pm. If your child's phone is confiscated for a 3rd time within the academic year, you, as Parent/Carer will be asked to collect it from the main reception.

In the event that we have reason to believe your child's phone does contain images of an inappropriate content, the phone will be confiscated and a member of the Leadership team will meet with you for the phone to be checked in your presence. Should any images be found, they must be deleted in this meeting.

During a most recent incident, not at Etone College, several pupils were found with images of other school pupils on their phones and the phones contained photographs/videos that had been taken on a school site. If we are to keep your child safe, it is **ESSENTIAL** that no other pupil is allowed to have images of your child in their possession, without your consent. I would urge you to read an article printed in the Times Educational Supplement on Friday 5th October 2012. This article can be viewed at <http://www.tes.co.uk/article.aspx?storycode=629401>

My staff may also be conducting checks to ensure that all pupils are following this most important rule in order to ensure that your child is as safe as possible.

As part of the Matrix Academy Trust, we would advise you to ensure that you know all pass codes for your child's mobile devices and that you are checking this at home on a regular basis. This is deemed to be best practice in terms of keeping children safe as it will enable you to monitor him/her for age inappropriate content and also to monitor the communication your child may be having with others, including any potentially 'risky' adults.

I would ask that you reinforce with your child the need to leave such devices at home and not be brought onto Etone College site and that if they choose to break this rule, you and your child are clear about our procedure.

Should you need to contact your child during the school day, please contact Reception who will be able to direct you to your child's house office.

I thank you again for your continued support in this most important safeguarding matter.

Yours sincerely,

Mr I Smith
Headteacher

Dear Parent/Carer

I would like to take this opportunity to remind you of our uniform policy which was reviewed at the start of this academic year.

Pupils have been reminded of our simple expectations in this final week of term and we will be ensuring that they meet these on our return in January. Please ensure that you are clear with regards to our uniform policy and that your child is ready and fully prepared for the rest of the year. **Where pupils do not comply with expectations outlined in our policy, parents/carers will be contacted and/or pupils sent home to address any inconsistencies.**

All pupils in Key Stages 3 and 4 are required to wear full school uniform, consisting of:

- Black blazer with school badge
- White shirt
- House tie (showing minimum of 6 stripes)
- Black **knee** length skirt/Black school trousers (**not tapered or 'skinny'**)
- Black school shoes (**no trainers or canvas shoes**)
- A plain black/navy school coat. Tracksuit tops or 'hoodies' are not permitted and will be confiscated if pupils wear them.

Key stage 3 pupils are not allowed to wear any make-up. Key stage 4 pupils may wear discreet make-up. If staff deem make-up to be unsuitable, they will send pupils to house office for it to be removed.

Jewellery is also minimal – a pair of plain gold or silver studs in the lower lobe is permitted and one watch. No rings or bracelets (including fashion bands) are allowed.

Should pupils fail to meet the simple expectations of our uniform policy, items will be confiscated, and any valuables will be stored in the school safe until the end of the day. Should your child have items removed for the third occasion, you will be asked to collect them from school reception. **The same applies with regards to mobile phones.**

Thank you for your support in advance.

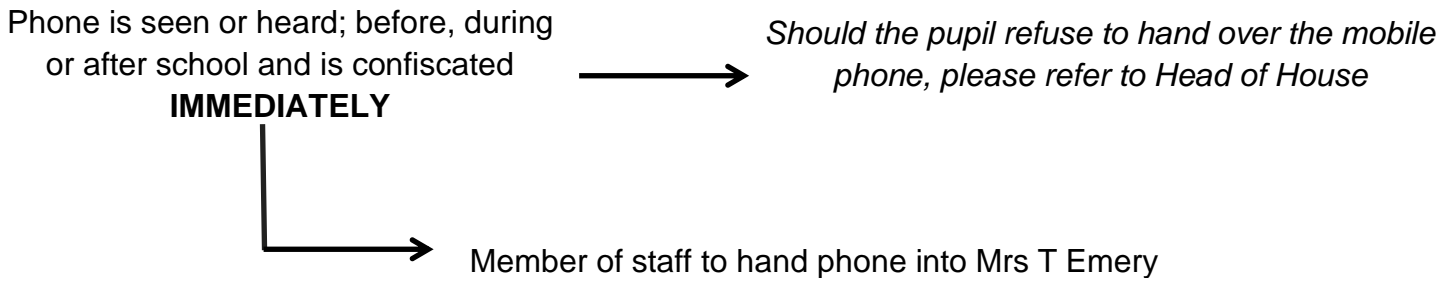
Yours faithfully



Mr I Smith
Headteacher



Confiscation of Mobile Phone Procedure



(If confiscation envelope has not been completed, Mrs T Emery to complete with member of staff)

Mrs T Emery to record arrival of mobile phone onto spreadsheet and email HOH and House PA with the name and form group of the pupil to record onto behaviour log.

