



Behaviour Policy

Last review date:	September 2021		
Next review date:	September 2022		
Statutory Policy:	Yes		
Date	Version	Reason for change	Source
12.08.21	V1	Statutory Change	Trust

To be read alongside all relevant Matrix Academy Trust policies and procedures including Child Safeguarding, Anti-Bullying, E-Safety, Use of Control and Reasonable Force, Attendance, ICT Acceptable Use, Complaints and Equality and Diversity

1. BEHAVIOUR POLICY

1.1 All Academies in the Matrix Academy Trust aim to provide the highest quality education, maintaining a disciplined, caring environment in which **teachers can teach and pupils can learn**. Our behaviour policy rests on a set of shared values:

- The right of all members of the Academy and wider community to be treated with dignity and respect
- The right of all members of the Academy and wider community to work in a clean, well-resourced and well-cared for physical environment
- The right of all members of the Academy 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 actively encourage pupils to show good manners and respect for all, making sure our words and actions do not cause inconvenience or offence to anyone.

1.3 On admission to each of the Academies, all parents/carers and pupils sign the “Home-Academy Agreement” which encompasses our shared values and agree to support the Academy in this regard. (Addendum A).

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

2. Code of Behaviour/Conduct

2.1 The Trust’s behaviour policy sets out and clarifies the responsibilities within our Academies. The policy relates specifically to the following areas of Academy 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 Academy and the wider community, through care for the environment, personal possessions and Academy equipment
- Honesty and fairness in relationships with pupils and staff, and contributions to the community
- Pupil’s responsibility for their own learning, progress and behaviour
- Excellent attendance and punctuality
- Pride in appearance and personal hygiene
- Compliance with Academy in terms of uniform, appearance and expectations
- Good personal organisation
- Effort and commitment towards academic achievement, and constructive participation in all aspects of Academy life
- Effort and commitment towards the development of positive social and working relationships with staff and pupils in Academy, and in the community

2.2 In summary, the Academy 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

2.3 Pupils may be disciplined for any misbehaviour where a child is:

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

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

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

3. Expectations

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

3.2 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.

3.3 Outside the Classroom Expectations for Pupils:

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

3.4 Examples of these expectations are as follows:

- Arrive at Academy and at lessons on time;
- Enter the classrooms quietly;
- Wear full Academy uniform correctly, including on the way to and from Academy;
- Sit where you are told to sit by the teacher or any other member of the Academy 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 Academy;
- Accept responsibility for your behaviour and our “No Excuses Culture”;
- Considerate of the needs of all the other people in the classroom;
- Use ICT in accordance with Academy policy;
- Be responsible when using online technologies and do not compromise the professional integrity of staff or other adults in the Academy community;
- Telling Academy - 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 Academy;
- Be an ambassador for the Academy.

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

- Expect the class to arrive on time and with correct equipment. Meet pupils outside the room and insist on an orderly line. Ask pupils 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.
- Pupils should 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.

3.6 Staff in our Academies should follow the behaviour referral flowchart for each school (Addendum B) in order to seek further support should a pupil’s behaviour not meet the expectations as outlined in the behaviour policy.

4. Pupil Referrals

4.1 All referrals regarding a pupil’s behaviour should contain the following information:

- Pupil name(s) and Form Group(s) of those involved in the incident
- Date and time of the incident
- Clear outline of the incident
- Any actions taken so far

4.2 All referrals should be written in a formal manner and should be a factual record of the incident. They should not contain any personal opinions.

4.3 Following the referral, the relevant member of staff (Head of Department / Faculty Leader / Head of House / Leadership) should advise the referrer of the action taken and outline any sanctions awarded. They should also advise of any supportive measures offered.

4.4 Heads of House will copy the relevant members of Leadership into correspondence where they feel appropriate.

ALL INFORMATION MUST BE COPIED TO HEADS OF HOUSE & HOUSE PA FOR PUPIL FILE.

5. Detentions

5.1 Our Academies operate a 20-minute, no-notice, detention policy.

5.2 Parents/Carers will be notified by text message, phone call or pupil planners if a detention set will be longer than the 20-minute period. Attendance to detentions will be monitored by House offices. A text message will be sent to Parents/Carers if a detention has not been attended. The detention will be reset for the next school day.

6. Persistent Disruptive Behaviour

6.1 Persistent disruptive behaviour that impacts upon the learning of other pupils within our Academies will not be tolerated and may result in permanent exclusion.

7. Peer on Peer Abuse

7.1 The Academy wants to make sure that all pupils feel safe at Academy and accepted into our Academy community. All Academies within our Trust are '**Listening Schools**' 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.

7.2 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 Academy 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.

7.3 If an allegation of peer on peer abuse does occur, the Academy 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 Academy 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.

8. Isolations and Exclusions

8.1 Matrix Academy Trust follows 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 Maintained Schools, Academies and Pupil referral Units in England' (September 2017).

8.2 The Headteacher alone has the right to exclude a pupil. In the absence of the Headteacher, this responsibility will be undertaken by the Deputy Headteacher.

8.3 The Academy will endeavour to put support strategies in place to ensure that a pupil is not in danger of being permanently excluded.

8.4 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 receiving positive intervention.

8.5 Exclusions and Isolations are used:

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

8.6 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.

8.7 Exclusion from the Academy 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 Academy hours as this may incur a referral to Police and/or a penalty notice from the Local Authority.

8.8 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.

9. Return from Exclusion meetings

9.1 When pupils return to the Academy 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 Trust Board and talk to the pupil and his/her parents/carers about the seriousness of the incident.

9.2 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.

9.3 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. (Addendum C) 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 to discuss the reasons for the exclusion and how the targets set will be achieved.

10. Permanent Exclusion

10.1 A permanent exclusion of a pupil may be considered:

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

11. Managed Transfers and Respite

11.1 Pupils who continue to experience behaviour issues, despite a range of interventions and pastoral support strategies being implemented may be discussed at the Local Area Behaviour Panel, of the Authority of which the Academy is based, to discuss a respite period at another educational provider, or indeed a managed transfer to another Academy. Managed transfers will be considered under the following circumstances:

- A pupil who persistently fails to follow the Academy's behaviour policy, despite intervention/support already outlined

- A pupil is involved in a serious breach of the Academy 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

12. Allegations about a Member of Staff

12.1 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.

13. Power to search without consent

13.1 Matrix Academy Trust schools use 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

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

13.3 Academies 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 Academy or wider community, these items will be confiscated, and the police may be involved.

13.4 Any found item(s) will be handed over to the police and the permanent exclusion of the pupil will be considered.

13.5 Our ability to discipline pupils and maintain an orderly and safe environment in Academy 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 Academy safe. On completion of the 'Confiscation Envelope' (Addendum D) 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 Academy day, or for parents to collect the item(s) from Academy reception.

13.6 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 Academy's discretion.**

14. Mobile Devices

14.1 We inform parents and carers that Matrix Academy Trust Schools are **NO MOBILE PHONE SITES** 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 the Academy day, it will be confiscated immediately and will be stored in the Academy safe. Our procedures, should a pupil bring their mobile phone into Academy, are clearly outlined in our letter to parents which can be accessed on the Academy website. (Addendum E) Please also refer to our Mobile Phone Procedure flow chart (Addendum F). 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 Academy's main site or in the presence of younger pupils.

- Mobile Phones, or any other mobile devices with integrated cameras, could lead to a Safeguarding/Child Protection incident, 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 Academy.
- They can undermine classroom discipline

15. Drugs

15.1 Definition of Drugs

14.1.1 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.

15.2 Illegal Drugs

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

15.3 Legal Highs

14.3.1 So called 'legal highs' contain 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.

15.3.2 Should a pupil be found on Academy site under the influence of drugs or alcohol, the Academy will contact parents/carers immediately and may contact Children's Services. Parents/Carers will be expected to collect their child immediately. The Academy reserves the right to inform the Police and/or consider permanent exclusion depending upon the circumstances.

15.4 Prescribed Medication

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

15.5 Tobacco / Electronic cigarettes / Vapes

15.5.1 It is illegal to smoke under the age of 18. Smoking in public places is also against the law. Any pupil found smoking on Academy premises, off Academy 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.

15.6 Alcohol

15.6.1 Pupils are not allowed to bring or consume alcohol on Academy site. If alcohol is brought or consumed on the Academy suite, parents/carers will be contacted and expected to come into Academy 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 Academy 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.

15.7 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 Academy curriculum where moral issues surrounding drugs are discussed

This list is not exhaustive.

16. Rewarding Positive Behaviour

16.1 Here at Matrix Academy Trust, 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 Academy 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 Academy career.

16.2 Our Academies 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.

16.3 As part of our reward system, effort, achievement and good behaviour at our Academies are recognised by a variety of means, including the following:-

- Positive praise – in lessons and in the Academy 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 Academy 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 Academy and positive progress made in lessons
- Faculty trips and offsite visits – across the Academy year in support of curriculum learning

Academy

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 Academy 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.

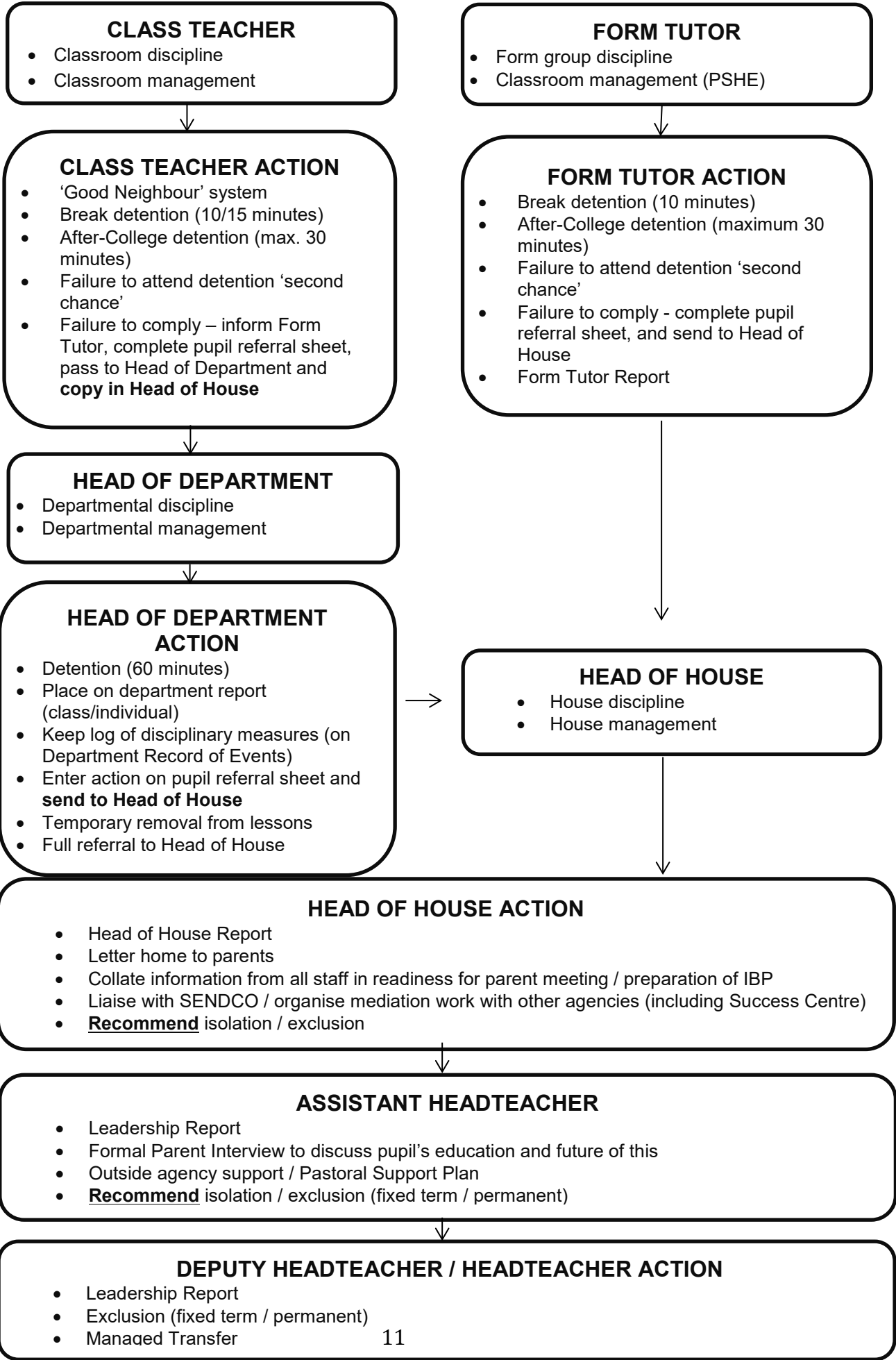
Signed _____ (*Parent/Carer*)

Child

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

- Attend regularly
- Wear uniform correctly, bring equipment and a Academy 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

Rewards and Opportunities

KEY STAGE 3		ATTENDANCE		CURRICULUM		KEY STAGE 4	
HOUSE POINTS  Bronze  Silver  Gold  Headteachers		REWARDS STUDENTS WITH 98% ATTENDANCE AND ABOVE All water groups will participate in an 'Attendance Matters Competition'. The winning group will be placed into a draw. Two students will be drawn and win a prize. Term 1 A Christmas themed reward. Term 2 A Easter themed reward. End of Year Certificates (June) (100) Certificate and a voucher from their Head of House and Attendance Officer, during assembly. End of Year Awards (September) 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.		Praise texts / postcards and / or rewards by Heads of Department. (5) Progress Praise Certificates through Behaviour 4 Learning grades. Variety of awards given at Progress Praise Awards Evening (Annual Event). Variety of awards given at Sports Awards Evening (Annual Event).		Year 10 Term 1 Trip Term 2 Trip Year 11 Collect 200 house points to guarantee entry for prom	
WHOLE SCHOOL REWARDS							
BEHAVIOUR		HIGH ATTAINMENT		EMPLOYABILITY SKILLS		HOUSE COLOURS (100)	
1 House point awarded for good behaviour in lesson.		(10) 	(10) 	(5) 	(5) 	CENTAUR	STUDENT OF THE WEEK  Awarded by Heads of House following nominations from Form Tutors. Presented weekly. (5)
Awarded following each progress report for the most progress in each subject area.		(5) 	(5) 	(5) 	(5) 	DRAGON	
Awarded following each progress report for the highest attainment in each subject area.		(10) 	(10) 	(5) 	(5) 	GRIFFIN	
						PHOENIX	
OPPORTUNITIES							
HOUSE SPORTS CAPTAIN		ECO-COUNCIL		STUDENT LIBRARIAN		DUKE OF EDINBURGH	
	(10) 	(10) 	(10) 			(10) 	(10) 
						(10) 	(10) 

Pupil: (Form)

As a result of disruptive behaviour that has affected the learning of others and dangerous behaviour outside Academy, 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 Academy
- I will maintain a positive attitude to learning both in and outside of Academy
- 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-Academy 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: _____

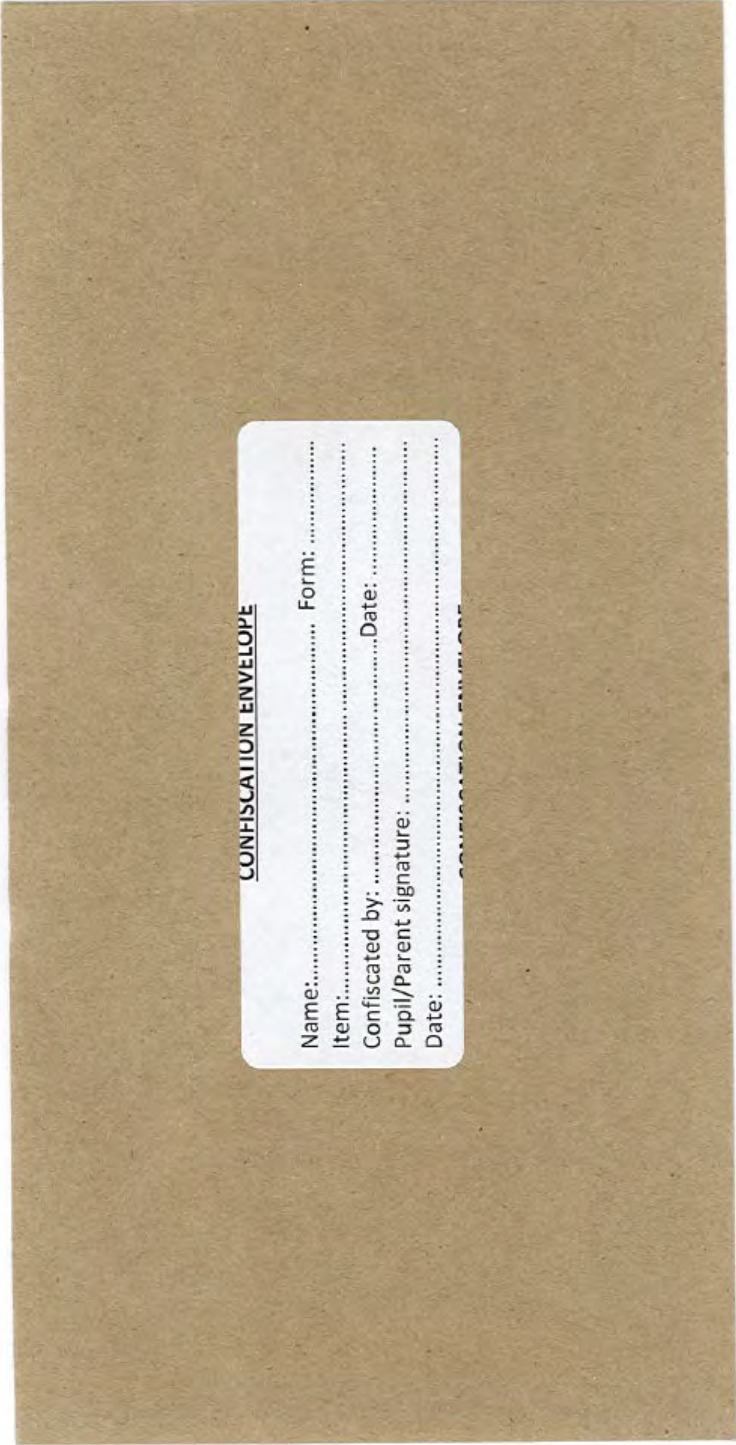
Date: _____

Assistant Headteacher: _____

Date: _____

Headteacher: _____

Date: _____



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 Academy 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 Academy, it will be confiscated immediately and will be stored in the Academy 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 Academy pupils on their phones and the phones contained photographs/videos that had been taken on a Academy 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 Academy 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 Academy uniform, consisting of:

- Black blazer with Academy badge
- White shirt
- House tie (showing minimum of 6 stripes)
- Black **knee** length skirt/Black Academy trousers (**not tapered or 'skinny'**)
- Black Academy shoes (**no trainers or canvas shoes**)
- A plain black/navy Academy 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 Academy 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 Academy reception. **The same applies with regards to mobile phones.**

Thank you for your support in advance.

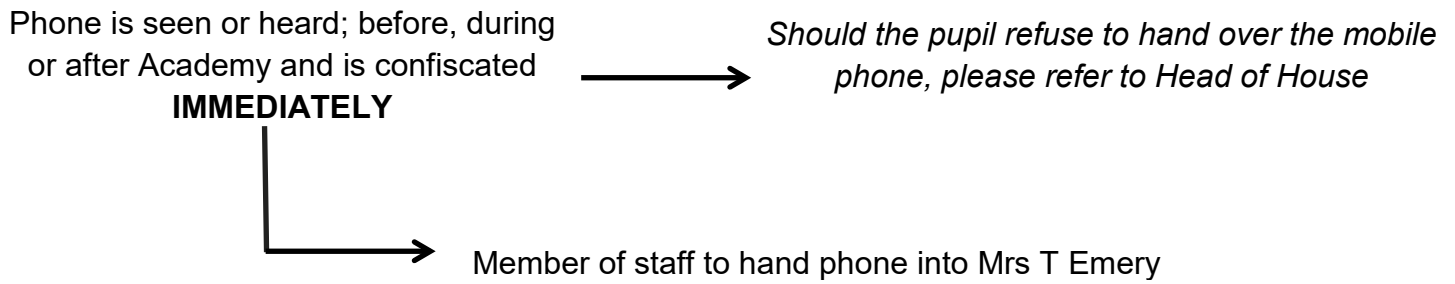
Yours faithfully



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.

