DENBIGH SCHOOL

ALLIANCE SCHOOLS TRUST

Denbigh School Behaviour Policy

September 2026

V.10

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*Publication on website			
Trust website		School website	
1	Statutory publication	A	Statutory publication
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**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

1. INTRODUCTION

The Behaviour Policy of Denbigh School establishes the ways in which all members of the school community will contribute to the learning environment and contribute to our values of 'Be Engaged, Be Kind and Respectful and Do No Harm'. Students are expected to attend school, be engaged with their learning and to behave well. They should have the opportunity to reflect and learn from their experiences and understand the consequences of their actions. We have high expectations of all students to create a positive community and learning environment. Students are expected to be good ambassadors for the school at all times. This Policy provides a framework for supporting behaviour of students within the school but must be applied with knowledge of specific events and individuals.

Denbigh School works alongside all other secondary schools in Milton Keynes to ensure students have access to a good education. The 'Milton Keynes Behaviour Charter' (Appendix Seven) has been created to best support young people across the City. To achieve the aims of the Behaviour Charter it is imperative that schools, parents/carers, and pupils all work together to ensure positive outcomes. Milton Keynes' schools believe that all pupils deserve a disruption free learning environment. Schools and the professionals within them will not tolerate behaviour that goes against the aims of the Behaviour Charter.

All schools in Milton Keynes will have their own policies which staff, parents/carers and pupils adhere to. As professionals we will deploy a number of different strategies to support and promote positive behaviours, whilst still holding the Milton Keynes Behaviour Charter at the forefront of our collective aims.

2. A SYSTEM BASED ON CONSISTENCY, REWARDS AND CONSEQUENCES

2.1. Core Values for Positive Behaviour at Denbigh

2.1.1. Our behaviour system is based on the development of our school community, where students make positive choices within the school environment. This is reinforced through our core values of:

- **Be engaged**
- **Be kind and respectful**
- **Do no harm**

2.1.2. When making our expectations clear to students, staff should refer directly to our core values. Rewards and consequences are used to provide a consistent staff response to both positive and negative learning behaviours and conduct, guiding students to follow our core values.

2.2. Praise and Rewards

2.2.1. Praise and rewards are central to encouraging positive choices and maintaining a strong community. We expect high standards and particularly celebrate those students who go 'above and beyond'. Examples of rewards used to celebrate those demonstrating our core values include:

2.2.1.1. Teacher praise in school

2.2.1.2. Issuing of a reward point
2.2.1.3. A celebration postcard or phone call home
2.2.1.4. Achievement rewards and commendations
2.2.1.5. Involvement in school trips and Activities Days
2.2.1.6. Involvement in Year 11 Leavers events

2.3. Consequences

Our consequences system (see Appendices 2 and 3) is designed, first and foremost, to enable us to teach and reinforce good behaviour. Students are encouraged to reflect on their behaviour and learn from their mistakes. In the classroom the C1/C2/C3 progression underpins this idea: students are reminded of the consequences for them if they continue with inappropriate behaviour, and so they have the chance to stop.

3. ROLES AND RESPONSIBILITIES

3.1 The Denbigh Local School Board will establish, in consultation with the Headteacher, staff and parents and carers, the Policy for the promotion of good behaviour and review it annually.

3.2 The Headteacher will be responsible for the implementation and the day-to-day management of the Policy.

3.3 Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the Policy and procedures are followed and consistently and fairly applied. This Policy defines the powers of staff to respond to misconduct when it does occur.

3.4 Parents and carers will take responsibility for the behaviour of their child, both inside and outside the School. They will be encouraged to work in partnership with the School, particularly in seeking to reinforce and live by our shared values.

3.5 Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Students will also be clear what action to expect if they fail to meet these expectations and have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

3.6 If serious misconduct has occurred, students are expected to be helpful to staff investigating. Students who wilfully conceal important information will face sanctions as they have not met the expectations of the school. The level of co-operation offered by a student facing any investigation will be taken into account in determining the severity of sanctions imposed.

4. DEFINITION OF SCHOOL JURISDICTION

4.1. This Policy applies on school premises and during school hours, on visits and trips, at school events or other occasions related to the School, and on occasions when the students are the responsibility of the staff.

4.2. The Policy applies when students are off site on study leave or work experience. When students are travelling to and from school they are considered to be representing the School, therefore

the school rules apply. This includes Sixth Form students, who remain subject to school jurisdiction even if off site, for example, at lunch or when allowed off site if not being taught or in transit to another institution.

4.3. The School reserves the right to take an interest in and impose sanctions for any misconduct by any student at any time, beyond the bounds of the school day, week, and term, where such misconduct prejudices the good order and welfare of the school and its students.

5. ATTENDANCE AND PUNCTUALITY

5.1. All students are expected to be ready to learn. They should have excellent attendance and punctuality at all points in the school day.

5.2. Parents and carers are asked to ring the school absence line in the morning of the first day of any absence, and to follow this up with a letter confirming the reason when the student returns to school, where appropriate.

5.3. Students who display persistent absence from school will be discussed by Head of Year (Pastoral) and the School Attendance Team and may be formally referred to Milton Keynes Council for a fixed penalty notice to be considered.

5.4. Students should be punctual to all lessons and this will be monitored by Head of Year (Pastoral). Where students are late to school or lessons, interventions may include daily detentions, further sanctions if persistent, parental meeting requests, and an attendance pathway intervention.

6. POSITIVE BEHAVIOUR FOR LEARNING AND ACADEMIC STANDARDS

6.1. All students should be able to fully engage with their learning. Behaviour of students should promote this opportunity to learn and demonstrate respect for others. Our high expectations of behaviour create a positive environment for learning.

6.2. Classroom disruption is unacceptable as it prevents the learning of others. Teachers will consistently apply our system of rewards and consequences to encourage and teach positive behaviour of all students in lessons. Poor behaviour from students is dealt with by the classroom teacher with the view to enable students to learn from their mistakes make positive changes.

6.3. Within our Consequences System, students may be given verbal warnings, removed to an alternative room to work or asked to leave the classroom for a period of time to reflect on their behaviour choices. Where there are instances of persistently poor behaviour, students may be required to work in another classroom or area of the school for an extended period of time.

6.4. Behaviour monitoring of students is carried out weekly by pastoral staff including Form Tutors and Head of Year (Pastoral). If a student displays a pattern of poor behaviour it is likely that support, sanctions and interventions will be used. This can include the issuing of detentions,

implementation of a report, communication with parents and carers, and the establishment of a Behaviour or Pastoral Support Plan.

6.5. Students whose behaviour warrants such intervention as listed above but which does not result in any sustained improvement over time may result in other sanctions, up to and including permanent exclusion, as well as other strategies such as arranging for offsite alternative education on a temporary or permanent basis at the "Bridge Academy" through the Milton Keynes Behaviour Partnership.

6.6. For students who accrue an unacceptable level of behaviour points, privileges such as enrichment days and other school trips will be reviewed and withdrawn if no improvement is made.

6.7. Plagiarism

6.7.1. Any work submitted by a student for assessment must be the student's own work. This applies to both 'coursework' and any examination situation. Students who submit work copied from elsewhere as their own, be it from a peer, text source, internet or from any other source, should expect a sanction. This includes the use of AI tools. The inappropriate use of AI, including submitting AI-generated content, copied material, or work that does not represent the student's own understanding and effort, may be treated as malpractice and may result in a sanction. In the case of work for public examination, the school will follow the actions required by examination boards, including reporting the student to the examination board.

6.7.2. Students who assist a peer by knowingly allowing their work to be copied will face sanction; in the case of public examination coursework, this may extend up to suspension from school.

6.8. Use of ICT facilities

6.8.1. The School has a clear policy on the appropriate use of school computers and all students are required to sign and comply with the 'Acceptable use of ICT' Policy. Misconduct in this area, such as 'hacking' or improper use of the internet, can result in a range of sanctions from simple loss of privileges to suspension from school, which may be used in more serious cases where the conduct is repeated or involved real or potential harm or criminal activity.

7. PRESENTATION AND UNIFORM

7.1. Uniform

7.1.1. Uniform guidelines are clearly communicated to staff, students and parents and carers (see Appendix 5). Uniform must be worn correctly and with pride at all times on the way to and from school and at any event when representing the school off site.

7.1.2. Students who regularly fail to meet expectations can expect to spend time in isolation until the situation is resolved. An opportunity to either change into spare uniform or

contact home to arrange suitable items to be brought in by a parent/carer will be given unless they have a signed letter from home explaining the exceptional circumstances. Such a letter would need to be authorised by a Head of Year (Pastoral), with a time limit discussed with the parent /carer to enable the purchase of suitable items to be arranged. Students who regularly fail to wear their school skirt at the required length will be required to wear school trousers instead or spend time in Isolation until it is rectified.

7.1.3. Where non-uniform items (jewellery, coats, hoodies, etc) are worn, they will be confiscated (see confiscation procedures; Appendix 4).

7.1.4. It is essential that students attending public examinations attend properly dressed in full uniform. A student who repeatedly fails to wear required uniform risks not being admitted to the examination.

7.2. Jewellery, make-up and nails

7.2.1. Jewellery which is not permitted in our uniform guidelines will be confiscated (see confiscation procedures; Appendix 4) and passed on to the PA for the Headteacher in a named envelope.

7.2.2. Students in Years 7 to 11 should not wear 'obvious' make-up, coloured nail polish or false nails. Where this is the case, students will be issued a warning and will be asked to remove this at home with the involvement of Head of Year (Pastoral) and Form Tutors primarily. Any refusal to remove any article, e.g. acrylic nails, will result in the student being placed in isolation until this is resolved.

7.2.3. If a student has nails which are an unsafe length, they will be placed in isolation until this is resolved.

7.2.4. Students who repeatedly fail to meet expectations for presentation will be dealt with on the basis of refusal to follow instructions and meet the basic expectations of the school.

7.3. Inappropriate haircuts

7.3.1. Hair must be appropriate for a smart office environment and must not be extreme in style, length or colour. The School will not allow hair that has shape patterns shaved into it. This also applies to shaved eyebrows. Hair must be of a natural colour. If this is not adhered to, students will be placed into Isolation until rectified.

7.3.2. Only plain [navy blue or black], functional and safe hair accessories are allowed: senior staff can give guidance. If a breach of this code cannot be resolved to satisfaction of staff, it will initially result in internal isolation of the student. Changes in hair fashions may require staff to apply their judgement to ensure appearances are acceptable and reasonable to the School.

8. THE SCHOOL ENVIRONMENT

8.1. Damage to property

8.1.1. We expect all members of our school community to show respect for our facilities and resources. Teachers who observe damage being made will assess whether this is accidental and deliberate and will proceed accordingly.

8.1.2. Students may be billed for any subsequent costs incurred for replacement or repair as a result of damage in consultation with the finance office and the estates and lettings team.

8.2. Designated accessible areas of the school building

8.2.1. Students are expected to be in designated areas during break and lunchtimes, and before and after school. Students are issued with clear guidelines as to areas with restricted access. Such areas include:

- **8.2.1.1.** All laboratories and specialist rooms
- **8.2.1.2.** The Science, DT, Maths, MFL and Humanities Corridors
- **8.2.1.3.** The PE Corridor, Gym and Sports Hall
- **8.2.1.4.** Cycle racks, except for the leaving and collection of cycles
- **8.2.1.5.** The kitchen and staff offices
- **8.2.1.6.** The Creative Arts building; including the Meeting Hall and Activities Studio
- **8.2.1.7.** All roof spaces, windows and fire escapes
- **8.2.1.8.** Any area where building work is taking place
- **8.2.1.9.** School fields when weather conditions prevent these from being available for use

8.2.2. Clear guidelines are issued to students about where they can eat during the school day. Students should not eat as they are walking around the school and between lessons. Plated meals from the canteen should be consumed in the Street or Dining area at the back of the canteen. Students are not allowed to eat on the field or hard courts.

8.2.3. All students are responsible for cleaning their immediate area during social time, showing respect to the School environment.

9. OFFENSIVE AND IMPROPER CONDUCT

9.1. Any bullying or harassment will not be tolerated and is always serious. In instances where this has been reported the situation will be monitored and persistent bullying of any kind or aggravated incidents may result in a detention or an internal suspension or a suspension, or permanent exclusion. All incidents of bullying and discrimination will be investigated and sanctioned in line with our Anti-Bullying Policy.

9.2. Unacceptable behaviour

9.2.1. Unacceptable behaviours include, but is not limited to:

- **9.2.1.1.** Physical threats and verbal intimidation
- **9.2.1.2.** Use of abusive and offensive language
- **9.2.1.3.** Repeated and deliberate teasing by an individual or group
- **9.2.1.4.** Physical assault intended to hurt and frighten
- **9.2.1.5.** Pushing, tripping, spitting at any individual
- **9.2.1.6.** Abuse of personal property intended to cause distress
- **9.2.1.7.** Writing, whispering and spreading rumours about a person to cause hurt
- **9.2.1.8.** Intentional exclusion or isolation of an individual
- **9.2.1.9.** Insults directed at a person or family on the grounds of race, gender, belief, dress or appearance
- **9.2.1.10.** Insults directed at a person relating to sexual orientation
- **9.2.1.11.** Use of electronic or telephonic means including email, social networking, messaging to cause harass, alarm or distress

9.2.2. If a student is harassed physically or verbally by another student within the school, they should bring this to the attention of a member of staff so that the appropriate action can be taken. Using retaliation to deal with the matter may lead to a consequence for both parties involved.

9.2.3. Where reports of abuse towards staff are made, a member of the Senior Leadership Team or Head of Year (Pastoral) should be informed, and this will be investigated. Threatening or aggressive conduct, damaging conduct, or repeated misconduct of this sort, could result in a serious sanction up to and including permanent exclusion.

9.2.4. If a student is found to have wilfully made a malicious allegation against a member of staff, this will be viewed as a very serious incident.

9.2.5. Physically affectionate and sexual activity between students is not appropriate in an Educational environment. Where such activity involves coercion, harassment, assault, or duress it will be treated as an issue of utmost seriousness; this may involve police action, and sanctions from school.

9.2.6. Possession of pornography, racist or other inflammatory literature or other associated items is forbidden, and such will be confiscated and subsequently destroyed. The incident will be dealt with by means of sanctions depending on the degree to which the misconduct would cause real or potential harm.

9.2.7. The School reserves the right to take interest in and impose sanctions for any misconduct by any student at any time, beyond the bounds of the school day, week, and term, where such misconduct prejudices the good order and welfare of the school and its students.

9.2.8. Where student conduct is reckless and dangerous, placing others at risk, serious sanction may be set even where the student's intent is not malicious. This includes improper use of fire safety equipment and making a hoax 999 call.

9.3. Theft

9.3.1. All cases involving theft, including taking property without permission, (e.g.: removing foodstuffs from the canteen without payment) should be investigated by a member of the Senior Leadership Team or Head of Year (Pastoral) and appropriate sanctions will be issued. The police may be informed.

9.3.2. To avoid difficulties, we insist that no article may be bought or sold, nor should any collection of money take place within the school, without permission of a senior member of staff.

10. POSSESSION OR USE OF AN OFFENSIVE WEAPON

10.1. An offensive weapon is anything that could be used as a weapon or to intimidate others. This includes replica items. Items within the category of weapons include knives and blades of any length, catapults, any item capable of firing a projectile, fireworks and any noxious substances. Such items are forbidden.

10.2. Any weapon will be confiscated and the police. The weapon will not be returned to the student. Sanctions will depend on the degree to which the item was used to cause harm, alarm or distress to others; the degree to which the student carrying such a weapon intended to use it to cause harm, alarm or distress to others; and the potential for the item to cause harm, alarm or distress to others. Bringing dangerous weapons on to school premises, such as knives and blades, is likely to lead to a serious sanction. This may lead to either an external suspension or permanent exclusion.

10.3. Laser light pens are highly dangerous, even if students have no intent to use them in an offensive way. Possession by students or use on school premises is very serious and will lead to a serious sanction.

11. POSSESSION OF MOBILE PHONES, HEADPHONES OR ELECTRICAL GOODS

11.1. Students should be engaged with their learning and should remove any possible distractions, including mobile phones and headphones. Mobile phones and headphones are not allowed to be used whilst at school. They should be turned off and kept out of sight during at all other times during the school day.

11.2. Any mobile phone or headphones seen or heard during the school day will be confiscated. Further sanctions will be given if the item is being used in a way detrimental to the good order of the school including taking photographs and videos (See Appendix 6).

11.3. Students may not, during the school day, use electronic equipment such as phones, tablets, handheld computer consoles, MP3 players, digital cameras, unless a member of staff has explicitly requested that the student bring in the item. Music should not be played using speakers at any point during the day. If any of these electronic items are seen or heard during the school day, they will be confiscated. Further sanctions will be given if the item is being

used in a way detrimental to the good order of the school including taking photographs and videos.

11.4. Confiscated items will usually be returned at the end of the day unless there are exceptional circumstances, or the items have been confiscated on repeated occasions when parents will be asked to come and collect the items [see confiscation procedures Appendix 4].

11.5. School staff reserve the right to confiscate phones and will ask the student's permission to access the phone's memory where they believe that to do so will help an investigation into serious misconduct. They will limit such a search to the issue in hand. Should a student withhold permission to follow a reasonable request, they may be liable for a sanction, and in serious cases of student misconduct the police may then be informed in order to gain access to this information.

12. SMOKING (INCLUDING VAPING), ALCOHOL AND DRUG RELATED OFFENCES

12.1. Smoking is not allowed on the school site and it is against the law to do so. If students are caught smoking in or in close proximity to the school, or are part of a group in which people are smoking, or are in possession of smoking materials (this includes vapes and E-cigarettes) will be subject to the sanctions as set out in the School's Drugs Education & Drug Related Incidents Policy.

Sixth Form students may not smoke anywhere on site or within close proximity of the Denbigh School main entrance during the bounds of the school day.

12.2. All incidents suspected to involve alcohol, drugs or substance abuse should be dealt with as described in the School's Drugs Education & Drug Related Incidents Policy. Where the substance is not illegal but thought to be a danger to the individual or to others, confiscation will be followed by a sanction. Consuming an illegal substance while under school jurisdiction, or purchasing such a substance, or being under the influence of such a substance, are all serious incidents.

12.3. Any involvement in supply of illegal substances is extremely serious and is likely to lead to permanent exclusion. This will not necessarily be restricted to the sale of drugs to others. Sharing an illegal substance, or making an arrangement to sell a substance off the school premises, or intent to supply, are also both illegal and of utmost seriousness, and may lead to permanent exclusion.

13. ANCILLARY POWERS OF STAFF

13.1. Searching and confiscation

13.1.1. The Headteacher and members of the Senior Leadership Team are able to search students and their possessions, including lockers, under certain circumstances.

13.1.2. There is a statutory power to search students or their possessions without consent where they suspect that a they may possess a prohibited item, alcohol, illegal drugs, tobacco and cigarette papers, fireworks, pornographic images, stolen items or any item which the member of staff reasonably suspects has been, or is likely to be used

to commit an offence or to cause personal injury to or damage to the property of any person.

13.1.3. Staff can also search a pupil without consent for any item banned as being detrimental to school safety and discipline. Such items include lighters, matches and other incendiary devices. The School may search students for any other item with their verbal consent.

13.1.4. The School is not required to inform parents before a search takes place or seek consent to search their child. Any items found in the course of such a search will be retained by the School to be disposed of or delivered to the police as appropriate.

13.1.5. All searches will be carried out in accordance with guidance as outlined in *'Searching, screening and confiscation'*. DFE. January 2018.

13.1.6. The member of staff conducting the search may use a metal detector (wand).

13.2. Use of Reasonable Force

13.2.1. In exceptional circumstances it may be necessary for staff to physically restrain a student, referring to the Alliance Trust's Policy on Use of Reasonable Force.

13.2.2. Staff are not expected to put themselves at risk and may reserve the right to decline to physically restrain a student. However, the Education and Inspections Act specifies that staff can use reasonable force to restrain a student where this is necessary to prevent the student harming themselves or others, prevent damage to property, or prevent serious disruption to the good order of the School's operations.

13.3. Referral for Police Action

In the case of serious offences, the Senior Leadership Team will make a decision as to whether the matter is to be reported for additional police action.

APPENDIX 1
DENBIGH SCHOOL CORE VALUES:

We are engaged:

- ✓ We are punctual to all lessons, ensuring we are ready to learn at the start of all lessons.
- ✓ We have the correct equipment.
- ✓ We have a positive attitude towards learning; are ready to ask and answer questions, challenge ourselves and take some risks with our learning.
- ✓ We work effectively and creatively with others.
- ✓ We remove all distractions including mobile phones.
- ✓ We wear the school uniform correctly and with pride.
- ✓ We show pride in the quality and presentation in our work.

We are kind and respectful:

- ✓ We approach all others in the school community with kindness and respect at all times.
- ✓ We show that we are considerate of the needs of others, allowing everyone to learn and contribute.
- ✓ We actively listen and engage with the contributions of staff and other students.
- ✓ We take care of our property and do not mistreat property belonging to others.
- ✓ We take care of the school environment and property.
- ✓ We establish and maintain positive relationships with everyone in the school community.

We do no harm:

- ✓ We do nothing that would cause physical or mental harm to another person or living thing
- ✓ We follow the instructions that we have been given.
- ✓ We act in a safe and sensible manner in all areas of the school.
- ✓ We move around the school calmly using all the designated one way systems, exits and entrances.
- ✓ We consider the impact of our choices and behaviour on ourselves and others.
- ✓ We use any communication platforms, including Social Media, positively and responsibly.

Appendix 2: DENBIGH SCHOOL CONSEQUENCE SYSTEM

We are engaged. We are kind and respectful. We do no harm

	EXAMPLES OF ACTIONS LEADING TO CONSEQUENCES	LIKELY CONSEQUENCES
C1	• Disruption of a lesson [e.g.: talking, preventing others learning, arguing with students] • Lack of effort in class • Inappropriate behaviour in class or around school • Incorrect school uniform or lack of equipment	***Warning issued*** ***One behaviour point***
C2	• Repetition of any C1 offence or lack of response	***Warning issued*** ***Phone call home from Class Teacher*** ***Two behaviour points***
C2a	• Failing a day in isolation (on top of redoing the isolation day) • One of incidents (decided by HOY and AH for Behaviour)	***Leadership detention for one hour after school on Friday***
C3	• Behaviour continues to be poor despite issuing of C2	***Warning issued*** ***3 behaviour points*** ***Phone call home from class teacher*** ***Removal from classroom to faculty withdrawal room***
C4	• Truancy and lesson truancy • Repeated disruptive behaviour or a serious one-off incident • Persistent C3 behaviour	***Warning issued*** ***4 behaviour points*** ***One school day in internal isolation*** ***Parents informed via automated message – same day.***
C5	• Aggression or use of physical force • Vandalism including graffiti • Misuse or abusive use of social media • Taking photographs / video without permission in school or on school activities • Found in possession of smoking or vaping paraphernalia • Persistent C4 behaviour • Refusal to hand over mobile phone or headphones	**Warning issued** **10 *behaviour points*** ***Full day internal suspension (9.00am until 3.30pm)*** **Parents informed via Head of Year**
C6	• Persistent C4 behaviour • Offensive and obscene behaviour • Disrupting the good order of the school • Smoking or vaping in school • Repeated refusal to hand over mobile phone or headphones	***Suspension from school for a fixed period of time*** ***20 behaviour points***
C7	• Persistent and defiant misbehaviour • A major offence, [e.g. carrying inappropriate objects such as knife/violence towards a member of staff, or a serious incident involving causing significant harm to student(s)]	***Permanent exclusion***

THIS LIST IS NOT SUPPOSED TO BE EXHAUSTIVE. IT INDICATES THE SERIOUSNESS OF THE BEHAVIOUR AND THE MINIMUM YOU COULD EXPECT TO RECEIVE A SANCTION

Appendix 3
SANCTIONS

1. THE CONSEQUENCE SYSTEM

1.1 Staff will normally issue a verbal warning about inappropriate behaviour unless the behaviour is sufficiently serious to warrant an immediate sanction.

1.2 The Consequence System is used by staff to encourage good behaviour for learning, as well as giving students an opportunity to reflect on their behaviour and make appropriate changes.

1.3 Sanctions will be considered in any circumstance where a student is perceived to not be meeting the core values and expectations of the School.

1.4 The Consequence System* involves the following steps:

1.4.1 **C1:** A first verbal warning
1.4.2 **C2:** A second verbal warning and a phone call home
1.4.3 **C2a** Leadership Detention
1.4.4 **C3:** Removal to alternative classroom
1.4.5 **C4:** Removal to the isolation area
1.4.6 **C5:** A full day in the isolation area; with alternative school hours
1.4.7 **C6:** Exclusion from School for a fixed period of time
1.4.8 **C7:** Permanent exclusion from School

1.5 Removal from current lesson

1.5.1 Using the School's on-call system, when a student is disrupting the learning of others in the class.

1.5.2 On the rare occasions where a serious matter such as physical or verbal abuse is involved, the student will work out of normal lessons under supervision while the matter is investigated.

1.5.3 All teaching staff, including supply teachers, unqualified and student teachers and support staff, are empowered by the Headteacher to impose confiscation, detention as listed above, community service, and emergency removal (from their lesson). Other adults working in the School, such as coaches and volunteer helpers, are empowered to impose confiscation, and emergency removal; they may also supervise students completing sanctions set by teaching staff.

1.6 Confiscation

1.6.1 This will apply to items which are forbidden in school, contrary to uniform rules, items which are harmful to others, or which are being used in a way contrary to rules or in an inappropriate place or time.

1.6.2 Low value items, such as foodstuffs being consumed in a corridor, will be confiscated and/or discarded at the discretion of the member of staff. Other items will normally be kept until the end of the day but there is a scale for extending this period of time for repeat offenders (please see Confiscation Procedures Appendix 4).

1.6.3 Periods of time for confiscation may be shortened in the case of mobile phones, which may be important to student safety. However, such discretion will not be shown where a phone has disrupted the good order of the school. The school reserves the right to require a parent to come into school for the item to be returned, or to pass the item to the police.

1.7 Leadership Detention

1.7.1 Leadership detentions are where the students will sit in silence under staff supervision for one hour after school, usually on a Friday. Failure to attend may result in a C4 or C5. Further loss of other privileges when in school may also be considered.

1.8 Social time Detention

1.8.1 The School also runs detentions during social time which may be issued to students immediately following an issue, or non-completion of a report.

2. FURTHER SANCTIONS

2.1 Where student behaviour persistently does not follow the core values of the School, further sanctions and interventions will be implemented.

2.2 Reports

2.2.1 Poor standards of engagement or behaviour may lead to the student being placed on report to a subject teacher, Form Tutor, Head of Year (Pastoral), Progress Leader or Senior member of staff.

2.2.2 Parents / Carers will be notified when a student has been place on a report. Targets will be set to assist the student to improve in the area of concern. A period of time on report will be fixed during which progress can be monitored by school staff and by parents through checking and signing of the report form.

2.3 Removal from lessons

2.3.1 Student may be removed from specific lessons for a maximum period initially of two weeks. This will be for continued disruption of the learning of others and will be done in consultation with the Head of Faculty and Head of Year (Pastoral), with parents being informed. The student will work under supervision in another classroom or area of the School.

2.3.2 Students may be removed from all lessons for a fixed period of time. In this instance, students will likely work in the isolation room and be supervised during break and lunch time. This sanction will be used as part of our consequences system, for serious misconduct which is not quite of a level which would merit fixed term exclusion from school. Parents will be informed. Failure to comply with the rules of the isolation room will lead to the student working elsewhere in isolation or may lead to their serving a fixed term exclusion.

2.4 Withdrawal of privileges

2.4.1 In addition to, or in place of, other sanctions, students may have certain privileges withdrawn as a sanction for poor behaviour and/or engagement. These may include:

2.4.1.1 Attending school on days when they would otherwise not be required in school. This might include INSET days and end of terms where students normally leave early, and so on.

2.4.1.2 Students be removed from participation in educational visits, Proms, Leaver's Assemblies and other such opportunities.

2.4.1.3 Students lunch and break-times are withdrawn when students will be supervised by senior staff or HOY.

2.4.2 These are examples of types of privilege which can be withdrawn, although it should not be considered to be a fully inclusive list.

2.5 Fixed period of suspension from the School

2.5.1 This will be used to deal with serious cases of misconduct, examples of which are listed in our consequences system.

2.5.2 The Headteacher is required to make decisions regarding fixed term exclusions from school however a Deputy Head may carry out this procedure, if explicitly delegated this responsibility, in the absence of the Headteacher.

2.5.3 A period of fixed term suspension at lunch times only may be needed for serious disruption on the site outside lesson time. A Behaviour or Pastoral Support Programme will be implemented if appropriate.

2.6 Permanent exclusion from School

2.6.1 This procedure is carried out by the Headteacher and must be endorsed by the appropriate Local School Board panel, in accordance with DfE guidance, for repeated serious misconduct or for one-off misconduct of exceptional seriousness, examples of which are outlined in our consequences system.

2.6.2 The School will endeavour to work with parents and outside agencies to balance the use of sanctions with support strategies for students where appropriate. This may include a Pastoral Support Programme where repeated misdemeanours have placed a student in danger of permanent exclusion from school.

3. SANCTIONS ON EDUCATIONAL VISISTS

3.1 Misconduct on educational visits may lead to sanction once the student has returned to school, ranging up to permanent exclusion for a very serious offence. However, immediate action might be required particularly if the visit, is residential or overseas. These might include:

3.1.1 On-site community service.
3.1.2 Restrictions to the student's activities and privileges.
3.1.3 Confiscation of illicit items.
3.1.4 A student might be returned to school early, or a parent or carer may be required to come to collect them at their own expense.

4. SUSPENSION OF SANCTIONS

In certain circumstances, the Headteacher may choose to suspend a sanction where instigating it may place the student at risk of harm.

5. COMPLAINTS AND QUERIES

Where a parent or student wishes to have further clarification of the reasons why a sanction was set, or to query that sanction, the member of staff concerned should be approached in the first instance. If this does not resolve the matter, the Head of Faculty or Head of Year (Pastoral) can be approached. As a last resort, matters can be dealt with by the Headteacher, or through the School's formal complaints procedure (Alliance Trust's Complaints Procedure).

Appendix 4
CONFISCATION PROCEDURES

All staff are authorised to confiscate items from students.

The school reserves the right to confiscate items which are not in themselves harmful, but which are in contravention of the policy or otherwise prejudicial to a positive learning environment. Such items include mobile phones which are being used in contravention of school rules or inappropriate items of uniform. Such items will be returned to the pupil. The period of confiscation may be lengthened with each offence.

The school will also confiscate items such as chewing gum, which is banned in school, or food and drink items which are being consumed in prohibited areas. These items will not be returned.

Once a member of staff has received the confiscated item(s) from a student they will follow these instructions:

- Inform the student that they can collect the item from the Heads PA at the end of that given day
- Take a brown envelope (issued via your tray in the staff room)
- Write **precisely** what the contents of the envelope are
- Write the student's name (all in block capitals please)
- Write the date you confiscated the item(s)
- Place the item(s) in the envelope and seal the envelope, checking it is secure and that nothing can fall out
- Take the item to the PA to the Headteacher and hand it in

Appendix 5
School Uniform

Students are expected to wear the prescribed school dress within school and on journeys to and from school.

General uniform requirements:

1. All articles of clothing should be clearly marked with the student's name.
2. Jewellery must not be worn in school. It is dangerous in PE and some practical lessons. The only exception is a small pair of stud earrings – (one stud in each ear). There must be no other visible piercings – this includes tongue piercings, nose studs and any type of 'stretchers'.
3. Extremes of hair colour and hairstyle or patterns (including lines) are not allowed.
4. Plain white t-shirts only may be worn underneath the school shirt in extreme cold weather.
5. If a belt is worn it should be in accordance with school uniform colours.
6. Hijab head scarves should be worn in accordance with school uniform colours.
7. Hair items that are worn in order to keep long hair off the face should be plain, discreet and black or dark blue.
8. Outdoor jackets must be plain and dark in colour – sweatshirts/hoodies/sports tops with logos are not allowed.
9. Leggings/jeggings/footless tights are not allowed. Cropped trousers are not allowed.
10. Coloured nail varnish must not be worn in school. Students should not wear false or gel nails.
11. Makeup, including eye makeup or lipstick, is not encouraged in school and certainly should not be obvious.
12. Ties must be worn in relation to the year group a student is in. Any misuse of the school tie may result in the student being placed into Isolation.

Girls' clothing

1. Plain suitable full-length black tailored trousers (not denim, cord, canvas or leather). Skintight, stretchy, flared or jean-style trousers, leggings, jeggings and footless tights are not allowed. Trousers must be worn appropriately around the waist.
2. Shorts or jogging bottoms are not to be worn underneath skirts or trousers.
3. Plain black Knife Pleat Skirts. These can be purchased from Maisie's Superstore in Wolverton and other retailers stipulated below. This is an optional item and may be worn instead of trousers.

   DavidLuke– https://www.davidluke.com/product/senior-stitched-down-knife-pleat-skirt?_gl=1*dboq37*_up*MQ..&gclid=EAIaIQobChMI97Lm1e-r_wIVhg8GAB0eRgEBEAAYASAAEgKQgPD_BwE.

   Next– https://www.next.co.uk/style/st521247/493743#493743

   M&S– https://www.marksandspencer.com/girls-permanent-pleats-skirt/p/clp60100223?color=BLACK#intid=pid_pg1pip15g4r1c2|prodflag_plp_ts_QPH_49

   Asda - Black Pleated Girls School Skirt 2 Pack | School | George at ASDA

   The skirt must be worn at a length which is just above the knee. It must not be rolled over or bunched and tied to make shorter. If students choose to wear the school skirt, it must be worn with black opaque tights. Students who regularly fail to wear their school skirt at the required length and without the correct tights, will be required to wear school trousers instead or spend time in Isolation until it is rectified.

4. Regulation school shirt light blue (saxe) with a collar. 'Fashion' alternatives to the regulation shirt are not allowed. Top buttons of shirts must be fastened at all times, and ties worn up to the top button so that the button is not visible. Shirts must be tucked in properly to skirts or trousers and not folded at the waist.
5. A school tie including the school crest.
6. Black v-neck jumper with Denbigh crest.
7. Black socks or black opaque tights. Black sports socks with logos are not permitted.
8. Shoes must be of a sensible design in black. Black "Sensible Design Shoes" do not include shoes such as Vans or trainer-style shoes. Instead students should wear traditional, formal shoes that look smart. Canvas shoes of any type and boots above ankle height of any type (including leather) will not be allowed. Shoes must be plain in colour without coloured trim or stitching, and below ankle height.
9. Boots may only be worn in extreme weather conditions for travelling to and from school. Student's usual shoes should be brought to change into.
10. PE/Games kit should all be clearly marked.
11. Black tailored summer shorts may be worn in the summer term ONLY. This is an optional item and can either be the David Luke or Innovation brand.

Boys' clothing

1. Black tailored trousers (not denim, cord, canvas or leather). Skintight, flared or Jean-style trousers are not allowed. Trousers must be worn appropriately around the waist.
2. Shorts or jogging bottoms are not to be worn underneath trousers.
3. Regulation school shirt light blues (saxe) with a collar. 'Fashion' alternatives to the regulation shirt are not allowed. Top buttons of shirts must be fastened at all times, and ties worn up to the top button so that the button is not visible. Shirts must be tucked in properly to skirts or trousers and not folded at the waist.
4. Black v-neck jumper with Denbigh crest.
5. A school tie including the school crest.
6. Socks should be plain black. Black sports socks with logos are not permitted.
7. Shoes are to be black. Must be of a sensible design. Black "Sensible Design Shoes" do not include shoes such as Vans or trainer-style shoes. Instead students should wear traditional, formal shoes that look smart. Canvas shoes of any type and boots above ankle height of any type (including leather) will not be allowed. Shoes must be plain in colour without coloured trim or stitching.
8. Boots may only be worn in extreme weather conditions for travelling to and from school. Student's usual shoes should be brought to change into.
9. PE/Games kit should all be clearly marked.
10. Black tailored summer shorts may be worn in the summer term ONLY. This is an optional item and can either be the David Luke or Innovation brand.

Uniform checks are held regularly students not wearing correct uniform will to go to isolation until the matter is resolved. Parents/carers should note that just because an item is sold within a school uniform section in a shop does not mean that it complies with the Denbigh School uniform requirements.

Appendix Six
Mobile Phones and Headphones

The use of mobile phones and headphones are not allowed during the school day.

There may be a limited number of exceptions where phone use may be permitted, but only with specific permission and direct in-person supervision from the teacher.

Years 7 to 11:
No phones or headphones should be seen or heard from the beginning of the day when entering the school site, to leaving the school site at the end of the day. Phones and headphones should be kept in a student's bag or locker throughout the school day and turned off/placed on silent. **This includes no use of phones and headphones during social times whilst on the school premises.**

Sixth Form:
Students are **not** permitted to use mobile phones or have their mobile phones on display in any area of the school that is shared with, or visible to, students in Years 7 to 11. Mobile phones may only be used within the Sixth Form Centre. The Sixth Form Centre will continue to operate as a collaborative study environment. Therefore, mobile phones should be used for **educational purposes only.** Students may use their phones to make card payments in the Brewhouse Café.

Mobile phone use during timetabled lessons will remain at the discretion of individual teachers where it supports learning.

Headphones and earbuds are considered electronic devices and fall under the same expectations as mobile phones. Headphones may only be used:

- Within the Sixth Form Centre when being used alongside a mobile phone for educational purposes.
- As part of a Bring Your Own Device (BYOD) setup when students are **seated** in the Street area or outside the Sixth Form Centre and engaged in educational activities.

Headphones should **not** be visible or in use whilst moving around the school site, even when being used for educational purposes.

Sanctions

If your phone or headphones is/are confiscated:

- **1st time:** Mobile phone or headphones confiscated and kept with Heads PA until end of the school day.
- **2nd time:** Mobile phone or headphones confiscated and kept with Heads PA until end of the school day. Parents will be informed that they will need to come and collect the phone/ headphones in person if confiscated at any point in the future.
- **3rd time & every subsequent time:** Mobile phone or headphones confiscated until parents are able to come and collect it in person. Collection only permitted after 4pm on a school day.

Pupils who refuse: Pupils who refuse to hand-over their phone or headphones will be placed into isolation and may face an internal suspension or suspension from school.

Pupils found to have taken, and/or shared pictures/images or recordings of staff and/or pupils on school premises without authorisation may be suspended from school.

Pupils will be allowed to use their mobile phones and headphones during school trips and extracurricular activities. However, during specific trips or visits a teacher will hold the right to ban mobile phones/headphones for the whole or part of a trip.

Appendix Seven
Milton Keynes Behaviour Charter

As a collective of schools across Milton Keynes we believe that every child deserves the right to a good education. For us to achieve this it is imperative that schools, parents and pupils all work together to ensure positive outcomes. All schools in Milton Keynes firmly believe in this Behaviour Charter and will collaboratively work alongside other schools, parents, and pupils to best support the young people of Milton Keynes. We believe that:

- All pupils should feel safe, physically and emotionally, in their school;
- All pupils should feel welcome in their school;
- All pupils should feel able to thrive in their environment.

To achieve this the charter expects that:

- All pupils, parents and staff should treat everyone in the school with respect, tolerance and kindness;
- All pupils, staff and parents should know, understand, and adhere to their school values and rules;
- All pupils should follow the behaviour policy in force in their school with positive intention;
- All pupils should try, at all times, to be the best that they can be and should acknowledge, and take responsibility for their actions, when something has gone wrong;
- All parents/carers should support and work with the school to encourage their child/ren to adhere to their school's behaviour policy and this Charter.

Milton Keynes' schools believe that all pupils deserve a disruption free learning environment. Schools and the professionals within them will not tolerate behaviour that goes against the aims of this Behaviour Charter. Poor behaviour within Milton Keynes schools may include, but is not limited to:

- Rudeness and defiance;
- Truancy;
- Persistent disruptive behaviour;
- Intimidating, threatening and physical behaviours to both peers and staff;
- Bullying (all schools have agreed to the Anti-Bullying alliance definition of bullying).

We encourage all parents to engage fully with the school if they are concerned about any aspect of their child's experience at school. Every school has a complaints policy which should be used to its full capacity before any other action is taken by parents.

All schools in Milton Keynes will have their own policies which staff, parents and pupils adhere to. As professionals we will deploy a number of different strategies to support and promote positive behaviours whilst still holding the Milton Keynes Behaviour Charter at the forefront of our collective aims.

Our clear purpose is to make a long-lasting difference to young people of Milton Keynes. We will work with parents and pupils to achieve the best academic outcomes as well as guiding and supporting them to becoming happy, productive, and successful members of society.