



JOHN WILLMOTT SCHOOL

CODE OF CONDUCT

2017 - 2018

JOHN WILLMOTT SCHOOL

INDEX

Page No:

- 3. Principles, Aim, Objectives and Practice
- 4. Code of Conduct
- 6. School Uniform
- 9. Attendance Monitoring
- 11. Rewards Policy– Praise Points / House Points
- 12. Sanctions and Monitoring of student performance
- 14. Anti-Bullying Policy, Equal Opportunities and The Disability Act / SEN
- 17. Safeguarding
- 18. E-Safety Policy
- 20. Home – School Agreement
- 21. Measures and Monitoring
- 22. Code of Conduct Summary

JOHN WILLMOTT SCHOOL

Principles

- All members of John Willmott School, staff and students have the right to be respected.
- Good behaviour is best promoted by purposeful learning.
- Inappropriate behaviour will not be tolerated.
- Students must abide by the School's Code of Conduct.

Aim of the Code of Conduct

- To improve behaviour in order to enhance the quality of learning.

Objectives of the Code of Conduct

1. To provide a clear understanding of what is expected of all students of John Willmott School.
2. To provide a framework for all staff to recognise positive behaviour and reward appropriately.
3. To provide guidance on how to deal with breaches in the code of conduct in a consistent and fair manner in order to address unwanted behaviours.

Practice

In a large school such as ours, everyone is expected to show respect and consideration in caring for others, for the fabric of the school and for our local community. Our expectations are clearly expressed in the guidelines that accompany these introductory statements.

CODE OF CONDUCT

In SCHOOL we expect all students to:

1. Fully comply with the School's Uniform Policy. **The only exception to this will be authorised by an Achievement Coordinator or member of the Leadership Team.**
2. Show respect to all members and visitors of the School Community.
3. Be punctual at all times.
4. Meet all deadlines.
5. Not to chew gum on school premises.
6. Use the bins, do not drop litter.
7. Treat rooms, buildings and all equipment with respect.
8. Accept that mobile phones or electronic equipment are brought into school at students own risk, the school cannot be held liable for any theft or loss.
9. NOT USE mobile phones or electronic equipment or for them to be visible on corridors or in the classrooms during the school day (08.50 – 15.10).
10. Adhere to the One-way system. Walk on the left hand side of corridors and stairs to ensure the safety of all members of the school community.

In LESSONS we expect all students to:

1. Be polite and respectful to others at all times.
2. Work hard and enthusiastically at all times.
3. Enter and leave the classroom in a quiet and orderly fashion.
4. Be appropriately prepared and equipped to start all lessons.
5. Be fully attentive when the teacher is talking.
6. Produce classwork and home learning tasks on time and to the required standard.
7. Sit in your place, unless given permission to move by a member of staff.
8. Carry out instructions about presentation of work (date and headings to be underlined with a ruler).
9. Ask in an appropriate manner for help if you do not understand something.
10. Use the Student Planner as required.
11. Not to eat or chew in lessons.
12. Not to wear outdoor clothing inside the school building.

NOTE: If any mobile phones or electronic equipment are confiscated they will be put in the school safe and a parent / carer will have to collect them from school.

OUT OF SCHOOL:

What do we mean by out of school?

The school has a statutory power to regulate the behaviour of students when off school premises and not supervised by school staff.

This regulation includes behaviour on activities arranged by the school such as work experience, educational visits and sporting events. It also includes behaviour on the way to and from school and behaviour when wearing school uniform in a public forum.

Whenever students are representing the school or are in school uniform, e.g. on trips, travelling to and from school, on public transport, during lunch breaks when authorised to leave school premises etc .

We expect all students:

1. To be polite and respectful at all times.
2. To be mindful that they are representing the school and not to do anything to damage or harm the school reputation.

NOTE: In the event of misconduct out of school sanctions may still be given.

GIRLS' SCHOOL UNIFORM

All students in Years 7 to 11 are expected to wear school uniform. Parents / Carers are particularly requested to check that articles of clothing are regularly cleaned so that students are smart and prepared for learning and the work environment. Please make sure that each garment is clearly labelled with your daughter's name.

BLAZER	Grey with the school badge
SKIRT	Black no more than 2" above the knee or 4 inches below – straight or pleated (no tight material) or black knee length shalwar kameez
TROUSERS	Black cotton/polyester school trousers – no tight material (e.g. Lycra) or jeans/skinny jeans/tight trousers
SHIRT	White with a collar and top button to be worn with the school tie
TIE	John Willmott School tie – clip on
JUMPER	Grey V-neck jumper with school badge may be worn as an additional layer under the blazer
TIGHTS/SOCKS	Plain black only
SMART SHOES	Plain black only. These should be a style suitable for school wear, with a sensible heel and should fit properly. Casual styles such as canvas shoes, sling back shoes, trainers, boots are not permitted – no logos or coloured stripes. Laces must be black.
SCHOOL BAG	Suitable size for carrying school books, planners and pencil case
MAKE UP	Students are permitted to wear natural looking make up in school but no brightly coloured nail varnish or acrylic nails.
JEWELLERY	The only jewellery permitted is one small stud ear ring per ear and one finger ring
HAIR	No brightly coloured hair dyes. No patterns cut into hair or large accessories. Headscarves must be black only. (Please contact the Achievement Co-ordinator if uncertain about hair styles)
APPEARANCE	All students are expected to be neatly dressed and to take care of and pride in their appearance. Staff will give instructions to any student whose appearance, dress or presentation is unsatisfactory. The instruction might include being removed from lessons.

- Outdoor clothing must not be worn in school.

Parents / Carers are asked to refer to the above list whenever they replace items of clothing. John Willmott School blazer, jumper and tie can be purchased at Clive Marks or The Uniform Hub (see contact details below). All other items of uniform can be bought in local shops and chain stores.

Printed lists are issued periodically as reminders.

Clive Marks

The Uniform Hub

Wylde Green Tel: 0121 384 4186

Tel: 0121 313 2414 e-mail: tracey@uniform-hub.com

BOYS' SCHOOL UNIFORM

All students in Years 7 to 11 are expected to wear school uniform. Parents are particularly requested to check that articles of clothing are regularly cleaned so that pupils are smart and prepared for learning and the work environment. Please make sure that each garment is clearly labelled with your son's name.

BLAZER	Grey with the school badge
TROUSERS	Black
SHIRT	White with a collar to be worn with the school tie
TIE	John Willmott School tie
JUMPER	Grey V-neck jumper with school badge may be worn as an additional layer under the blazer.
SOCKS	Plain black only
SMART SHOES	Plain black only, these should be a style suitable for school wear not trainers, boots or canvas pumps – no logos or coloured stripes. Laces must be black.
SCHOOL BAG	Suitable size for carrying school books, planner and pencil case
JEWELLERY	The only jewellery permitted is one stud ear ring per ear and one finger ring
HAIR	No brightly coloured hair dyes. No patterns cut into hair (please contact the Achievement Co-ordinator if uncertain about hair styles)
APPEARANCE	All students are expected to be neatly dressed and to take care of and pride in their appearance. Staff will give instructions to any student whose appearance, dress or presentation is unsatisfactory. The instruction might include being removed from lessons.

Outdoor clothing must not be worn in school.

Parents / Carers are asked to refer to the above list whenever they replace items of clothing. John Willmott School blazer, jumper and tie can be purchased at Clive Marks or The Uniform Hub (see contact details below). All other items of uniform can be bought in local shops and chain stores.

Printed lists are issued periodically as reminders.

Clive Marks – Wylde Green Tel: 0121 384 4186
The Uniform Hub Tel: 0121 313 2414 e-mail: tracey@uniform-hub.com
Or by Uniform Hub order form available from school

GAMES AND PHYSICAL EDUCATION

The kit for activities within the Department should be as follows:

GIRLS:

Games -

Purple school polo shirt (surname on back)
Black school skirt
Purple school mid layer top
Black leggings
Black and purple school knee length socks
Predominantly white trainers (not high ankle)
Black and purple school shorts (optional)

BOYS:

Games -

Purple school polo shirt (surname on back)
Black and purple school shorts
Purple reversible school rugby shirt
Black and purple school knee length socks
Trainers (non marking sole)
Shin pads
Football boots
Gum shield (recommended)
Black school base layer (optional)
Purple school mid layer top (optional)

The school PE kit can be purchased at Clive Marks or The Uniform Hub (see contact details below)

Clive Marks – Wylde Green Tel: 0121 384 4186

The Uniform Hub Tel: 0121 313 2414 e-mail: tracey@uniform-hub.com

Or by Uniform Hub order form available from school

STUDENTS' NAMES SHOULD BE MARKED ON ALL ITEMS OF KIT

- No jewellery will be allowed to be worn for PE/Games lessons. For Health and Safety reasons, any earrings which cannot be removed should be covered with micropore tape or a plaster.
- Trainers should be suitable for all sports. For Health and Safety reasons these should not be high ankle basketball trainers or canvas pumps/Vanns.
- It is school policy that if pupils forget kit they will be lent spare kit from the PE Office.
- It is a statutory requirement as part of the National Curriculum that all pupils participate in PE. The exception is a medical exclusion which needs to be supported by a note from your GP. In this case pupils will still participate in the lesson either by completing written work or taking on an alternative role such as coach/official.
- Staff will lock valuables away but it is the pupil's responsibility to hand them in and to collect them at the end of the lesson.
- Long hair must be tied back for Health and Safety reasons.
- If your child uses an inhaler please make sure he/she has it for all PE/Games lessons.

ATTENDANCE MONITORING

ATTENDANCE AND PUNCTUALITY EXPECTATIONS:

- It is a legal requirement for children to attend school.
- To be successful at school all students MUST attend and be punctual at all times.
- The school target for attendance is 100%. Those students who attain 100% attendance will be recognised and rewarded.
- Attendance and punctuality will be monitored and reviewed regularly.
- Full compliance with the attendance and punctuality requirements by all students.
- In the event of there being issues relating to attendance and punctuality, sanctions will be given, which may include meeting a member of the Governing Body to discuss progress and actions to be taken to improve attendance and punctuality.
- **For persistent poor attendance the school retains the right to take court action.**

The school has an Attendance Officer and a Student Welfare Officer as part of the monitoring of performance. Telephone number 0121 378 1946

What is good attendance and punctuality?

- Students will attend school regularly.
- Students will arrive on time for first lesson at 8.50 am.
- Students arriving after 8.50 am are deemed to be late and must sign in at the Pupil Entrance and complete a late slip, which they collect from Reception.
- Students arriving after 9.30am must sign in at reception and provide a letter of explanation. Failure to comply with the attendance and punctuality expectations will result in sanctions being given.
- Students who are late will need to serve a lunch time detention the same day which will be 30 minutes up to 9.30 am and 1 hour if arriving after 9.30am.
- First day contact from parents or carers by telephone to explain student's absence.
- If students are absent parents or carers are asked to send a brief note of explanation, stating days/reasons for absence.
- If a note is not forthcoming when a student returns to school, the Attendance Officer will send a standard letter requesting an explanation.
- Unexplained absence will be recorded as unauthorised and information will be passed on to the Education Social Worker / MASH team.
- The School Text Message service will be used to inform parents on non-attendance or lateness that day.

Failure to comply with the above will result in sanctions being given.

Authorised Absence

- Medical/Dental/Sickness up to 10 days a year (WITH MEDICAL EVIDENCE)
- Days of religious observance.
- Exclusion for reasons of behaviour.
- Family circumstances e.g. bereavement, wedding

Unauthorised Absence

- Holidays in term time.
- Absence without explanation.
- Frequent absence without apparent reason.
- Arrival after 9.30 am unless authorised by a note.

By law Unauthorised Absences must be:

- Recorded on student's Annual Report.
- Published in the School Prospectus.
- Reported termly to LA and annually to DfE.

REWARDS POLICY

We have the reward structure in place to encourage positive attitudes and behaviours in school. Reward systems can positively influence an individual's behaviour, attendance and/or punctuality record, which in turn has a positive effect on their overall academic performance. We firmly believe that as a school, we should be offering regular incentives to reward the achievements of all who meet the aspirational selection criteria. We hope all students will aspire to meet the criteria each term, thus maximising their learning opportunities in school and achieving a positive experience or reward for their efforts.

PRAISE POINTS

Any pupil whose work or actions staff feel worthy of Praise Points, should be given a 'Praise Point' which should be entered onto GO4SCHOOLS. Feel Good Friday (FGF) phone calls home may also be made.

Examples of possible grounds for Praise Points/FGF call:

1. Consistently high standard of work, oral or written.
2. Exceptional presentation showing care, accuracy and detail in diagram and drawing as well as written work.
3. Exceptional effort shown in a specific piece(s) of work, resulting in marked improvement in work.
4. Producing extra, but relevant work done well.
5. Good result in assessments.
6. Good pieces of Home Learning.
7. As an encouragement towards a more positive attitude.
8. Work where a student has made a real effort to implement the teacher's constructive comments.
9. Consistent contribution to the life of the form or year group.
10. Excellent report.
11. Sustained hard work throughout a lesson.
12. Regular appearance for School teams.

Celebration assemblies are held at the end of each term.

HOUSE POINTS

- Praise Points also convert to House Points.
- Additional House points are awarded during the school year for individual participation in House competitions and events.

SANCTIONS

MONITORING OF PERFORMANCE

John Willmott School is an orderly School in which students normally act with care and consideration. We have a clear ethos which is evident throughout the school.

We do not expect to use sanctions of any kind with the overwhelming majority of students. However, sanctions are necessary for students who do not respond to encouragement. We expect to work with parents to ensure that students have a successful and worthwhile education.

Sanctions and rewards are all part of the same process. We seek to encourage positive behaviour through our systems of rewards as detailed elsewhere. Sanctions are given when negative behaviour occurs. We will use our professional judgement to ensure that the behaviour policy is implemented appropriately and within context.

Initially a simple glance or quiet word may be sufficient. Repeated work, extra work may be the next stage before a student is referred to the Head of Department. Teachers follow a clear process of sanctions to enable Teaching and Learning to take place.

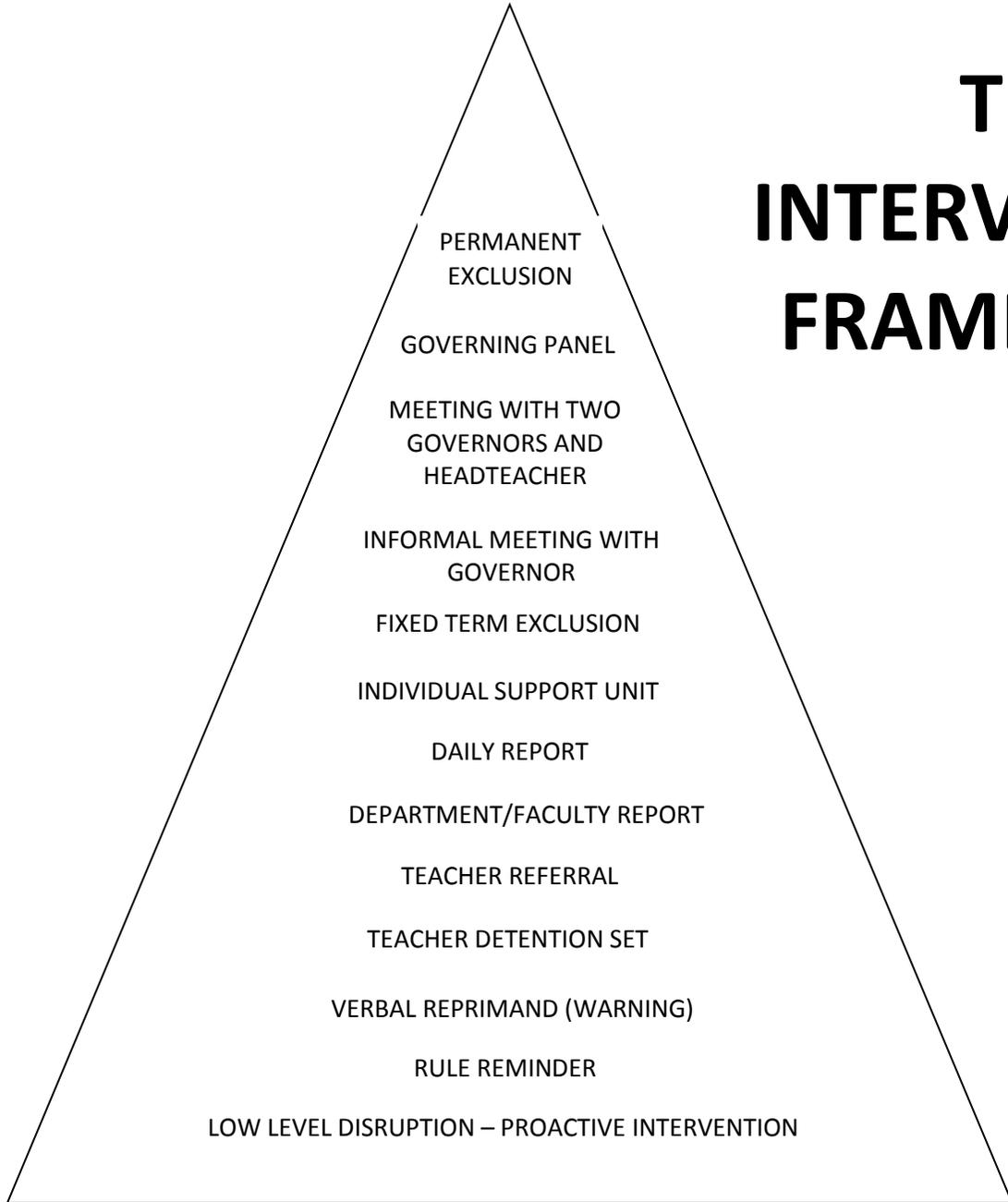
Beyond this, we hold a central detention each evening. Stickers for detention are issued directly to the students and are put in their planner, they will need to serve this the next day. The initial detention is for 30 minutes. If they fail to attend this then the next stage is a 1 hour detention the next evening. If students fail to attend this then they will serve 5 x 1 hour detentions consecutively.

For one serious act or a series of repeated misdemeanours students may be required to work on their own, supervised by a member of staff, in the Individual Support Unit.

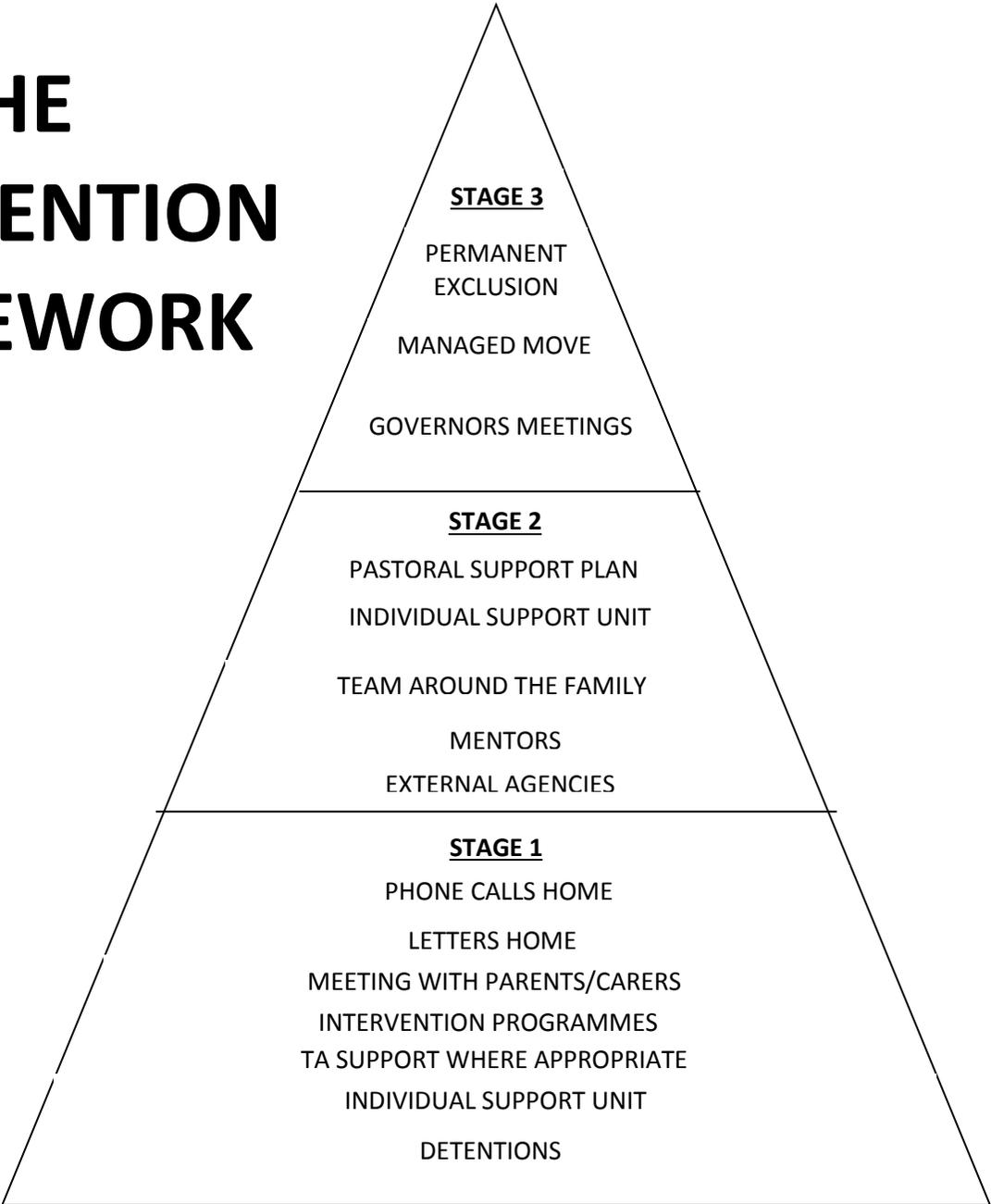
Persistent difficulties will result in Stage 1 Monitoring. Referrals are collated by Form Tutors. Parents will be informed when a student is placed on a Stage 1 report (as part of the Code of Practice) and reviews will be held at regular intervals to establish if strategies are effective. As part of Stage 1 regular detentions will be given with 24 hours' notice to parents.

Students who do not meet our expectations will be sanctioned in accordance with the school Code of Conduct.

THE INTERVENTION FRAMEWORK



SANCTIONS



INTERVENTIONS

SAFEGUARDING

ANTI BULLYING POLICY

EQUAL OPPORTUNITIES / DISABILITIES ACT / SEN

Bullying is unacceptable and will not be tolerated. All students have the right to learn in a supportive, caring and safe environment, without fear of being bullied. As a school we take a strong stance against bullying of any type and it will not be tolerated and sanctions will be imposed.

The School has an active anti-bullying policy. This is summarised as follows:

- Duty Teams at break and lunchtime are vigilant.
- Teachers arrive promptly for lessons and are to be aware of any undercurrent changes in seating patterns, signs of distress in students.
- Staff listen sympathetically to students whenever they mention being bullied or witness bullying of other students.
- Learning Mentors and Teaching Assistants also provide valuable advice and support.
- A member of staff may tackle the situation themselves giving advice, on strategies, dealing with the bully.
- Senior staff will be involved at the discretion of the member of staff who first becomes aware of the situation.
- Written records will be taken and kept / input on GO4SCHOOLS.
- Parents will always be informed and involved. Response within a reasonable time frame.
- However, when students are being bullied signs are often evident at home and we ask parents to display equal vigilance. Particularly be aware of:
 - A change in attitude towards School
 - A reluctance to attend School
 - Comments about other students

If you believe bullying is taking place please inform the school immediately. By working together problems can normally be resolved speedily and satisfactorily.

Success for Everyone

John Willmott School is committed to trying to achieve equality of opportunity for all its members.

The school's aims are:

- To provide a learning and working environment which ensures equality of opportunities and freedom from discrimination.
- To ensure that all students have the same opportunities to reach their potential and develop their talents to the fullest extent.

The School supports the Equal Opportunity principles of Birmingham Local Authority:

- Equal Opportunities is an important aspect of raising aspirations, self-esteem and educational standards.
- Everyone has the right to receive information, views and guidance in order to effectively make important decisions for themselves.
- Racism, sexism and other discriminatory practices are demeaning for all and must be challenged.
- The richness of cultural diversity must be recognised and celebrated.
- Provision must be made for particular needs of all with regards to disability, ethnic, cultural, historical, linguistic and religious concerns.
- Everyone is entitled to access a range of high quality educational opportunities and career choices.
- Everyone must have experience of appropriate role models of different groups to encourage them to have high expectations of themselves and each other.
- Positive attitudes towards Equal Opportunities for all must be developed.
- Inclusive education will benefit everyone by increasing our understanding and appreciation of other people's lives.

SEN, disability, other vulnerable students:

- The school makes reasonable adjustments in the application of the behaviour policy to disabled students.
- Special provisions are made for students with behaviour related learning difficulties through the use of local authority advisory services and other mechanisms.
- The school regularly monitors the impact of its behaviour policy on vulnerable students as well as identifying students who are at risk.
- Staff are informed of any measures taken to support students on a need to know basis and a key person is identified to co-ordinate the school's response.
- It is the responsibility of staff to ensure that they follow the school's referral procedures.
- Staff also have the responsibility to familiarise themselves with the statutory requirements as outlined in the school's Disability Equality Scheme bearing in mind the broad definition of disability which encompasses behavioural difficulties.
- Staff are also reminded that while there is an overlap between those students with Special Educational Needs and disability there are students who have disabilities but no Special Educational Needs.
- In practice it is important that staff avoid the blanket application of this behaviour policy without taking into account an individual student's needs.
- We will use our professional judgement to ensure that the Behaviour Policy is implemented appropriately according to SEN and disabilities.

SAFEGUARDING STATEMENT

- Safeguarding is the responsibility of every person. It is defined as:
- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

The Designated Senior Leaders in School for Safeguarding are:

Mrs T Peters – Headteacher

Mr D Genders – Deputy Headteacher

Mrs R Shell-Macleod - Assistant Headteacher

Mr J Jordan – Achievement Coordinator

Mr A Grice – Achievement Coordinator

Mr H Gould – Student Welfare Officer

Mr Nimmo – Learning Mentor

External agency information can be found in student planners

E-SAFETY POLICY

What is E-Safety?

E-Safety concerns everyone in and out of school. It is really important for all your teachers, your parents or carers, your community, and most importantly...you!

The internet can be a powerful educational tool and opens up lots of new opportunities and ideas for you, but it is really important for you to stay safe. There are many risks out there, such as:

- Access to illegal, harmful or inappropriate images.
- Sharing of personal information.
- The risk of being subject to grooming by those with whom you make contact on the internet.
- The sharing of personal images.
- Inappropriate contact with others, including strangers.
- Cyber-bullying.
- Access to unsuitable video / internet games.

Why have an E-Safety policy?

Many of these risks can be faced off-line, which is why it's really important for our school to have an e-safety policy. What the e-safety policy does is it makes sure that you get taught skills in order to deal with any of these issues and it ensures that the school is doing all it can to protect you.

Who looks after this policy?

It's been created by the School's e-safety co-ordinators, Mr Seabridge with the help of Mr Roberts, Achievement Coordinator (Year 8) – who is responsible for safeguarding all the students at JWS. We've also asked teachers to help us out during staff meetings and we've also talked to the school council about the policy.

How will it be monitored?

We'll be constantly checking how effective the policy is, but a full review will take place once a year with governors of the school. We'll monitor it by creating questionnaires, creating a log of e-safety issues and monitoring the internet use of pupils and staff within school.

How will it affect me?

- Your internet use will be monitored.
- Your use of social networking will be controlled.
- You will only be able to use a pre-approved e-mail account.
- You will have to log in to use the network.
- You will receive e-safety education.
- Your internet use in school will be filtered.
- You will agree to the e-safety policy each time you log in to the network or use the internet.

What should I do if I have an E-Safety issue?

Please come and talk to one of your e-safety committee, or if you feel more comfortable, approach your form tutor, Achievement Coordinator, mentor or a member of staff who you feel you can talk to. Do remember that any issues will be passed on to the e-safety committee. There are clear sanctions in place for students engaging in inappropriate internet activity.

What about mobile phones?

Most of you bring mobile phones into school, but you do understand that you are not to use them during lessons or on corridors! Mobile phones present real dangers for you as they cannot be monitored by staff or parents very effectively. There are rules that you must abide by as a member of JWS:

- You must not send abusive or inappropriate messages.
- Staff can confiscate phones if they believe it is being used in an inappropriate way.
- You cannot take them into examinations.
- You cannot take photos or videos of other students without their consent.
- Be responsible about your own devices and what you do with them.

JOHN WILLMOTT – HOME SCHOOL AGREEMENT

Part of the success of John Willmott School lies in its partnership between Governors, Teachers, Parents and Students. In order to build on this and to sustain an environment in which students behave appropriately, taking a measure of responsibility for their own learning and personal development, the Governors and Staff ask parents to enter into an agreement with the School.

PARENTS / GUARDIANS / CARERS

The School expects Parents/Guardians

- To support the School's Code of conduct.
- To respect all staff and students within the School community.
- To see that their child goes to School regularly, on time and equipped for work
- To provide the correct items of School uniform, including PE kit, and encourage smart appearance.
- To let the School know about any concerns or problems that might affect their child's progress work or behaviour.
- To support their child in home-study and other opportunities for home learning.
- To sign the Student Planner, having checked that the home learning has been completed and informing the School of any difficulties.
- To attend Parents' Consultation Meetings, or if this is not possible make alternative arrangements to discuss the progress of their child.
- To encourage their child to participate in extra activities.
- To discuss the day's education with their child and to encourage the child to read for a short time each day.
- To sign Progress Checks, Reports and return information as requested.

SCHOOL

We will strive to:

- Care for your child's safety, well-being and happiness.
- Ensure that your child achieves her/his full potential as a valued member of the School community.
- Provide a balanced curriculum in accordance with the National Curriculum requirements to meet individual needs
- Expect high standards of work and behaviour through building good relationships and developing a sense of personal responsibility.
- Keep you informed about general school matters and child's progress, through Progress Checks, Reports and Consultation meetings.
- Check attendance and inform you of any unauthorised absences.
- Fulfil our legal obligations in registering your child twice a day.
- Provide a range of extra curricular activities.
- Give you an initial response within 24 hours to any concern you may have expressed and follow it up in detail as soon as possible.
- Offer you opportunities for involvement in School life, such as the Parents Association.

CHILD PROTECTION/SAFEGUARDING

As part of our duty of care, the well-being of children is all important. The school has a legal requirement to contact Social Services if we have a concern.

MEASURES AND MONITORING

To enable the School Governing Body to understand how effectively the Code of Conduct Policy is being managed by Staff and adhered to by Students the following reports will be provided. These reports will be discussed at the relevant Governors Meeting.

1. Reports to Governors Behaviour and Attendance Group.
 - Number of detentions
 - Number of ISUs
 - Number of Fixed Term Exclusions
 - Number of Permanent Exclusions
 - Bullying Incident Log

2. Governor visits to monitor performance in relation to the School's Code of Conduct. Attendance and Feedback Logs to be maintained in reception.

3. Staff questionnaires.



CODE OF CONDUCT SUMMARY

EXPECTATIONS

1. Good behaviour enhances learning and creates a positive, working environment within the school.
2. The school expects full compliance with the Code of Conduct at all times.

RULES

3. School uniform to be worn at all times.
4. Strive for 100% attendance.
5. Be punctual for school and lessons.
6. Respect the school community.
7. Participate within the school to maximise learning opportunities.
8. Good behaviour will be recognised.
9. Sanctions will be enforced for breaches of the Code of Conduct.
10. Sanctions will be given consistently and fairly.