



## Policy Statement on **Behaviour and Attendance**

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# BEHAVIOUR AND ATTENDANCE POLICY

## CONTENTS

<b>Introduction and Aims</b>	<b>3</b>
<b>When this policy applies</b>	<b>4</b>
<b>Implementation and Monitoring</b>	<b>4</b>
<b>Communication between School and Parents/Carers</b>	<b>4</b>
<b>School Rules and Expectations</b>	<b>5</b>
➤ Uniform and Equipment	
➤ Attendance	
<b>Rewards and Sanctions</b>	<b>6</b>
➤ How good behaviour is encouraged	
➤ How poor behaviour is discouraged	
➤ Behaviour Process for students with SEND	<b>8</b>
➤ Behaviour Process for safeguarding concerns	<b>8</b>
<b>Other Associated Policies</b>	<b>9</b>
<b>Appendices</b>	
Appendix 1: Contacting the School	<b>10</b>
Appendix 2: Respect Agenda	<b>11</b>
Appendix 3: Classroom Expectations Poster and Code of Conduct	<b>12</b>
Appendix 4: School Uniform and Equipment	<b>14</b>
Appendix 5: Attendance	<b>17</b>
Appendix 6: HAB (Hinchingsbrooke Approach to Behaviour) Classroom Poster	<b>21</b>
Appendix 7: Restorative Approaches	<b>22</b>
Appendix 8: Hinchingsbrooke Approach to Behaviour	<b>25</b>
Appendix 9: Home School Agreement	<b>27</b>
Appendix 10: Expectations and Standards of Dress and Conduct for Sixth Form Students	<b>29</b>

# BEHAVIOUR AND ATTENDANCE POLICY

## INTRODUCTION

Hinchingbrooke School values hard work, high standards and kindness. Our Mission is to provide a high-quality education for all our students, so that they learn and achieve well, and develop as well-rounded young people ready to take their next steps and equipped to learn throughout their lives.

One of our fundamental aims is for our students to develop the moral integrity to become responsible global citizens, so that they may take their place in society with confidence, and we see this process as a partnership between students, parents/carers and the school.

Part of this process is the development of self-discipline, respect for others and their possessions, and responsibility within the community. High standards of behaviour and attendance are essential foundations for an effective and inclusive learning environment in which all members of the school community can thrive in their learning and their development, and feel respected, safe and secure.

This behaviour and attendance policy is intended to further this development.

## AIMS

1. To facilitate outstanding teaching and learning within a safe, ordered and stimulating environment
2. to ensure equality of opportunity and the fulfilment of individual potential
3. to establish high standards of student behaviour, attendance, punctuality and attitude to learning
4. to enable students to become responsible for their own behaviour and learning and develop self-esteem
5. to improve the behaviour for learning and conduct of students by adopting a consistent approach to behaviour management
6. to reduce the number of incidents of bullying, discrimination and other unacceptable behaviours and increase student confidence in reporting it
7. to ensure all members of the learning community feel ready to learn, respected, safe and valued.

## We will have achieved these aims when:

1. The whole school community is aware of, understands and accepts the self-regulating behaviour standards defined in this document, and the home-school agreement, and is pro-active in asserting them
2. Students demonstrate and act upon this understanding on a daily basis
3. Students move between lessons in a quiet, purposeful way and arrive at lessons on time
4. There are very few confrontations that lead to sanctions having to be applied
5. The quality of teaching is always good or outstanding
6. Behaviour around school is observed to be good or better for the vast majority of the time and students are seen to take responsibility for their own and others' behaviour
7. Annual student performance targets are met
8. Measurable data indicators, (positive and negative), indicate this (eg rewards, positive attitudes to learning as well as detentions and suspensions).
9. Staff and students consistently seek "Restorative Approaches" as the primary method to resolve conflicts.

## WHEN THIS POLICY APPLIES

This policy applies:

1. To students whilst they are at the school, or travelling to or from the school, or in the vicinity of the school at any time.
2. To students on trips throughout the time they are the responsibility of the school and its staff.
3. To behaviour outside of school if there is a clear link between that behaviour and the maintenance of good behaviour and discipline among the school community as a whole, or where that outside behaviour affects the reputation and good name of the School.

## IMPLEMENTATION AND MONITORING

The implementation of this policy is the responsibility of all adults employed at Hinchbrook School. Staff with particular responsibilities in this area will be supported by the Senior Leadership Team and the monitoring of its effectiveness sits with the Local Governing Body.

## COMMUNICATION BETWEEN SCHOOL AND PARENTS/CARERS

Communication can be **general**, which is aimed at the whole community or large groups within it, and **specific**, which is about individual students or personal matters.

The website is a primary means of general communication for the school. The school website contains a wealth of information about events and opportunities throughout the school as well as reports on past events, significant achievements, and administrative information such as the calendar and term dates. It will be used, for example, when there is an emergency such as the closure of the school for any reason. School policies are also available on the website, as is the Mission Statement which is also contained in the school prospectus.

The school uses ParentMail and Twitter (@HBK\_School) for a variety of general matters and encourages all parents/carers to subscribe to this. The school is constantly seeking to review the effectiveness of our communications with parents/carers and to widen our use of more up-to date technologies for learning, such as social media.

Parents/carers are encouraged to share information with the school and the best way to do this is by ringing the relevant school office (Lower, Middle or Sixth Form. Our contact details **See Appendix 1: Contacting the School**) are published on the school website. An alternative for more general enquiries is to contact the Main Reception who will be pleased to help direct your query or your information to the relevant person. Discussion between parents/carers and child about their school life is invaluable and a concrete way that parents/carers can support the school and their child. The school welcomes dialogue with parents/carers about any aspect of school life.

Parents/carers may also email members of staff using their school email address and we ask staff to acknowledge emails within 48 hours. It should be remembered however that, especially for teachers with a full teaching load, it may sometimes take a little longer, especially at particularly pressurised times of the year.

The One School Rule (RESPECT – for Yourself, Others & the School) is displayed in each classroom and printed in the student planners (**See Appendix 2: Respect Agenda**).

This Behaviour & Attendance policy and a selection of other associated policies are published on the website. A copy of any policy is available from the school on request. The School undertakes to make every effort to communicate to parents/carers instances of behaviour, good and bad.

Dealing with behaviour incidents. For behaviours of their child which are contrary to the School's expectations or rules, a variety of methods will be used, including communication via the student planner, telephone, letter and e-mail or text. The more serious incidents will lead to a meeting between students, parents/carers and staff.

In the few instances where a satisfactory resolution is not found at these meetings, the matter may be referred to a Head of Department or Head of Year. If the matter remains unresolved it may be progressed to a member of SLT or, in the last instance, to the Principal.

Please note that, whilst every effort is made to communicate speedily with parents/carers, there will often need to be an investigation into the details surrounding any particular event before any meaningful conclusions can be drawn. Thus, communication of the details may not be as swift as some parents/carers would like. The school asks that parents/carers wait for the full facts to be communicated before drawing any conclusions themselves and to be mindful that the version of events given by their child may not tell the whole story.

## **SCHOOL RULES AND EXPECTATIONS**

Hinchingbrooke School is a learning community where everyone supports each other. It is based upon **'Respect'**.

Respect for **Yourself**  
Respect for **Others**  
Respect for **the School**

*(See Appendix 3: School Rules and Expectations)*

## **UNIFORM AND EQUIPMENT**

All students must wear the correct uniform at all times

All students must have at least the minimum equipment required with them every day

All students must have their planner, Knowledge Organiser folder and Self Quizzing book available at all times during the school day

Mobile forms of technology, such as mobile phones, can be useful in lessons for learning purposes associated to the lesson; the decision around use of mobile technology in a lesson rests with the teacher

*(See Appendix 4: School Uniform and Equipment)*

## **ATTENDANCE**

**The school takes attendance very seriously**

**'Attendance is the single most influential factor, in respect of a student's learning outcomes and achievement'**

Regular attendance at school is essential to ensure uninterrupted learning/progress and enable children to fulfil their academic potential. In line with this, parents/carers are legally responsible for making sure that their child attends school regularly and punctually, and this obligation forms part of our home school agreement.

	<i>Student Pledge</i>	<i>Parent/Carer Pledge</i>	<i>Hinchingbrooke Pledge</i>
<b>Attendance</b>	I will attend school regularly and punctually.	I will ensure that my child attends school regularly and punctually, updating the school of any changes in contact information and changes in personal circumstances.	We will track attendance and punctuality offering support and informing students and parents/carers of standards which fall below expectations.

## The Law and Definition of Regular Attendance

All parents/carers have a legal duty to ensure that their child receives an education suitable to his/her age, ability, aptitude and any special needs. Most parents fulfil their legal obligation by registering their child in a school. Parents/Carers are required to ensure their child's regular attendance at that school.

The definition of 'regular' school attendance, as outlined in Section 444 Education Act 1996, is defined as: **'100%, unless there are exceptional or unavoidable reasons for absence'.**

Failure to ensure a child's regular attendance at school is a criminal offence. Where a child's attendance fails to improve, with support from the school and Local Authority, the following action is considered:

- Penalty Notice – Each parent/carer can be fined **£60**, which rises to **£120**, if not paid within 21 days. Failure to pay the penalty notice, may lead to prosecution, with a fine of up to **£1000** on conviction
- Prosecution in the Magistrate's Court – **Both parent/carers can receive a fine of up to £2,500, a community order or a prison sentence up to 3 months each. The court may also issue a Parenting Order**

The offence will apply to each child individually. Both parents are liable for the offence. The Education Act considers each 'responsible adult' as a 'parent'. This includes step-parents, family friends or relatives, if the child lives with them and they provide day-to-day care.

*(See Appendix 5: Attendance)*

## REWARDS AND SANCTIONS

### A How good behaviour is encouraged

#### 1. Generating a positive culture

We focus primarily on positive behaviour and achievements. These are rewarded and celebrated through the praise and reward systems, which differs in detail between Lower School, Middle School and Sixth Form, but each system seeks to serve the same ends. The rewards system provides a variety of mechanisms to reinforce good behaviour, which include:

- Verbal praise
- Recognition Points
- Positive phone calls/emails home
- Postcards from departments
- Reward badges to wear on blazer
- Letters home
- Certificates
- Recognition in assemblies, including celebration assemblies
- Year specific reward events
- 'Shout Outs' on social media
- Tutor group awards (Lower and Middle School)

#### 2. Through the curriculum

The characteristics of appropriate social behaviour that will help students and groups of students to learn effectively are taught through both the formal and informal curriculum. Thus:

- All teachers have the school's classroom expectations poster on display. They refer to them as appropriate and bring them to the attention of students at the start of a year or when they take over a new class

- Our 'Fortnightly Focus' often explores positive learning behaviour, SMSC (Social, Moral Spiritual, Cultural) matters and reinforces the values of HBK.com: responsible, empathetic and proud. These posters are displayed on all desktops and around the site and discussed in tutor time
- Recognition Points are awarded to all students who meet or exceed our high expectations around hard work, high standards and kindness (*see Appendix 6: HAB Classroom Poster*)
- The PSHCE curriculum and its focus on citizenship teach patterns of behaviour that are appropriate in school and society. This curriculum area addresses such issues as name-calling, manners, abusive language, swearing, bullying, racism, sexism, discrimination and individual rights
- Assemblies are often a vehicle for the teaching of moral and ethical standpoints and are used to reinforce good behaviour
- The code of conduct, expectations of behaviour and classroom rules are printed in the student planners
- There are opportunities for students to learn from each other (peer to peer mentoring) and for them to take positions of responsibility such as: Head Student, Ambassadors, Form REPs, Sports leaders, Prefects, Peer Mentors or House Captains. The school actively seeks to find new ways of encouraging leadership opportunities.

### **3. By developing positive relationships with students**

In keeping with their roles as professionals, teachers aim to foster appropriate and positive relationships with students. They deal with misbehaviour calmly, proportionately and in a non-confrontational manner, comparable with that of a caring parent. They always seek to preserve the moral high ground by leading by example.

Following a classroom incident teachers seek to restrict the damage by being proactive in repairing and rebuilding relationships with students. This can be done formally through a Restorative Meeting (*See Appendix 7: Restorative Approaches*) or informally through a Restorative Conversation that most regularly occurs during a detention or after school catch-up session.

### **4. On-going staff training**

All staff are entitled to support and training to improve individual skills in behaviour management. We also have a whole-school approach to behaviour the HAB (Hinchingbrooke Approach to Behaviour) to ensure a consistent approach.

Particular attention is paid to this during the induction programme for new staff. General guidance is provided in the Staff Handbook on classroom management.

## **B How poor behaviour is discouraged**

### **Poor behaviour is discouraged through**

#### **1. Consistent collective practice**

We recognise that developing and maintaining good behaviour is a whole school issue and that students should be treated consistently. All members of staff are responsible for ensuring this consistency of experience for students. This includes an expectation of punctuality and correct uniform, as well as classroom routines and appropriate behaviour. We recognise that misbehaviour in social time can spill over into the classroom and disrupt learning. All staff therefore have a responsibility for supervising students during social times and maintaining a calm atmosphere around school.

#### **2. Developing individual responsibility together, through teamwork**

We strive to teach students their responsibility for the outcomes of their own actions. Good behaviour will be rewarded. Bad behaviour will have consequences. Members of staff apply these consequences uniformly and consistently, beginning with the least severe interventions (depending on the incident). Discipline should not damage the student's self-esteem; it is the behaviour and not the person that is

being addressed. Students are aware of ways in which they can make amendments for poor behaviour. The school may adopt restorative approaches where they are deemed appropriate.

### **3. Counselling and mentoring**

Students are referred to a counsellor for a variety of reasons, one of which is anger management or behaviour management where appropriate. We aim to provide specific support for students with behavioural needs.

### **4. Partnership with parents/carers**

Parents/carers are expected to accept and support this policy when accepting a place at Hinchingsbrooke School and signing up to the home-school agreement.

and

### **5. By reference to other existing policies**

The School also has policies for dealing with racism, bullying and substance misuse. Incidents involving such issues should be treated by following the guidelines for sanctions and the recording of such incidents as stated in these documents. All students are required to sign an agreement for the acceptable use of ICT equipment and the Internet.

***(See Appendix 8: Examples of Misconduct and Associated Sanctions & Appendix 12: Managing Behaviour)***

## **C Behaviour Process for students with SEND**

Hinchingsbrooke School has high expectations for all students, and we believe all students are capable of achieving to the best of their ability across the curriculum and in relation to their conduct around school. However, we recognise that some students with SEND may require reasonable adjustments to enable them to achieve our expectations. These might include students working one-to-one with a Teaching Assistant outside the classroom for a portion of a lesson, students using an out of class pass to have a brief period of time out from a lesson and accessing Basecamp at different points in the school day.

If there is a behaviour incident involving a student with SEND, the following steps will take place:

- The pastoral team dealing with the incident will alert the SEND team
- Where appropriate, a member of the SEND team may support a student with talking through an incident that has taken place and helping them to write their statement. Ideally this would be the student's key worker where possible
- If the incident is deemed as serious, any sanction needed will be decided through discussion between the pastoral team/SLT and the SEND team. If the student has extensive SEND needs that relate to communication and interaction, it will be ensured that a member of the SEND team is present to support the follow up actions that are taken by the pastoral team
- Someone from the SEND team will attend any parental meeting that takes place
- The student will complete appropriate restorative work with the SEND team following any behaviour incidents that take place, which would be additional to any measures put in place by the pastoral team
- Through collaboration between pastoral staff and the SEND team we aim to ensure that we meet all students' needs whilst helping them to understand and accept the expectations of our school community.

## **D Behaviour Process for safeguarding concerns**

On occasions behaviour issues will overlap with safeguarding concerns. There could be alleged victims and perpetrators involved from the school community. The pastoral and safeguarding teams will seek advice from



outside agencies such as the Police or Social Care, and at times any school investigation will have to be paused whilst these agencies take their actions. Examples of instances where this may occur include, but are not restricted to the following:

- Peer on peer violence
- Peer on peer sexual assault or harassment
- Drugs-related incidents
- Suspected criminal activity

Please see the school's Safeguarding and Child Protection Policy for more information.

## **OTHER ASSOCIATED POLICIES**

This policy should be read with the following other policies, in mind:

- Home-School Agreement ***(See Appendix 9: Home School Agreement)***
- Expectations and standards of dress and conduct for Sixth Form students  
***(See Appendix 10: Expectations and Standards of Dress and Conduct for Sixth Form Students)***

The above are included as an appendices to this policy, whilst those below are available from the school website or on request from the school.

- Anti-Bullying & Cyber-Bullying policy
- Drugs policy
- Safeguarding and Child Protection
- Equality
- Special Educational Needs
- Use of physical intervention (based on the DFE guidance on the use of reasonable force)
- Intimate care
- Whistleblowing
- Persistent complaints and harassment

## Appendix 1: Contacting the School

For most queries the best point of contact is either through the student planner to the Form Tutor or by telephone or email to the Lower, Middle or Upper School Administrator.

More general enquiries or feedback on whole school matters can be done through the community reception.

Teaching staff are happy to respond to contact by email and, if you wish to speak to a particular member of staff, messages can be left for them via the community reception. Please remember however that many staff have full teaching loads and may have limited time during the school day to respond by telephone.

Contact	Name	Tel /Email
Head of Year 7 Assistant Head of Year 7 Head of Year 8 Assistant Head of Year 8 Lower School Administrator	Dan Milner Tom Wheeley Katie Pugh Nav Blick Nicola Darbyshire	LS Office (Years 7 & 8) <a href="mailto:lowerschool@hbk.acesmat.uk">lowerschool@hbk.acesmat.uk</a> 01480 375700 Ext 5766 Direct Dial: 01480 420522 LS absence line via the switchboard or 01480 375700 Ext: 5766
Head of Year 9 Assistant Head of Year 9 Head of Year 10 Assistant Head of Year 10 Head of Year 11 Assistant Head of Year 11 Middle School Administrator	Helen Nichols Meg Wells Chloe King Nicki Field Andrew Hobley Carla Sheldon Julie Connor	MS Office (Years 9, 10 & 11) <a href="mailto:middleschool@hbk.acesmat.uk">middleschool@hbk.acesmat.uk</a> 01480 375700 Ext 5825 Direct Dial: 01480 420506 MS absence line via the switchboard or 01480 375700 Ext: 5825
Head of Sixth Form Deputy Head of Sixth Form  Upper School Administrator	Vicky Rix Femi Solano Carla Black  Ann Stephenson	Sixth Form Office (Years 12 & 13) <a href="mailto:upperschool@hbk.acesmat.uk">upperschool@hbk.acesmat.uk</a> 01480 375700 Ext 5448 Direct Dial: 01480 420539 SF absence line via the switchboard or 01480 375700 Ext: 5741
Communications (General enquiries via Community Reception)		Community Reception <a href="mailto:communications@hbk.acesmat.uk">communications@hbk.acesmat.uk</a> 01480 375700
<b>Senior Leadership Team</b>		
Principal	Mark Patterson	<a href="mailto:mpatterson@hbk.acesmat.uk">mpatterson@hbk.acesmat.uk</a>
Vice Principal	Anna Nightingale	<a href="mailto:anightingale@hbk.acesmat.uk">anightingale@hbk.acesmat.uk</a>
Vice Principal	Matthew Pinder	<a href="mailto:mpinder@hbk.acesmat.uk">mpinder@hbk.acesmat.uk</a>
Vice Principal	Kate Tandy	<a href="mailto:ktandy@hbk.acesmat.uk">ktandy@hbk.acesmat.uk</a>
Assistant Principal	Tony Heath	<a href="mailto:atheath@hbk.acesmat.uk">atheath@hbk.acesmat.uk</a>
Assistant Principal	Chris Pape	<a href="mailto:cpape@hbk.acesmat.uk">cpape@hbk.acesmat.uk</a>
Assistant Principal	David Pendlebury	<a href="mailto:dpendlebury@hbk.acesmat.uk">dpendlebury@hbk.acesmat.uk</a>
Assistant Principal	Priscilla Solvar-Isida	<a href="mailto:Psolvar-isida@hbk.acesmat.uk">Psolvar-isida@hbk.acesmat.uk</a>
Assistant Principal	Vicky Rix	<a href="mailto:vrix@hbk.acesmat.uk">vrix@hbk.acesmat.uk</a>
<b>Administrators</b>		
Pastoral Administration Officer	Fi Lowe	<a href="mailto:flowe@hbk.acesmat.uk">flowe@hbk.acesmat.uk</a>
Attendance Officer Attendance Assistant	Martine Benjafield Katy Simms	<a href="mailto:mbenjafield@hbk.acesmat.uk">mbenjafield@hbk.acesmat.uk</a> 01480 375700 Ext:5718 Direct Dial: 01480 420512 *please note to report absence you should follow the instructions on the main switchboard or ring the absence line for the relevant School

## Appendix 2: Respect Agenda

Hinchingbrooke School is a learning community where everyone supports each other in their aspiration to 'inspire excellence, fulfil potential and develop character'. It is based upon '**Respect**'.



Respect for **Yourself**  
Respect for **Others**  
Respect for **the School**


Everyone will act with respect towards themselves, everyone else and the school.

### **This means that:**

<b>Equality</b>	Everyone is valued equally, therefore I will not be involved in any bullying, discriminatory behaviour or anti-social behaviour
<b>Fulfilling Potential</b>	I will do my best to realise my potential and make the most of the opportunities offered by the school. I will also help others to fulfil their potential and be successful
<b>Learning and Teaching</b>	In lessons, I will allow other students to learn and the teacher to teach
<b>Discipline</b>	I will follow the Classroom Expectations and staff instructions
<b>Health &amp; Safety</b>	I understand that I have a duty to always behave in a way that is safe, both for myself and for others
<b>Manners</b>	I will be ready to help however I can. I will always display good manners and politeness to others. I understand that I must not use foul and abusive language
<b>Safe School</b>	I will not bring into school anything which could cause harm, be a nuisance or a danger to myself or others, or against school rules
<b>Security</b>	I will respect my own property, that of others and that of the school
<b>School</b>	I will help to keep the school environment clean and tidy so that it is a welcoming place and an environment of which we can be proud
<b>Pride</b>	I must always remember that I should represent the school with pride. I will do nothing to bring the school's name into disrepute. I will remember that through my behaviour and my appearance I am an ambassador for the school

These common-sense expectations are fulfilled in a variety of ways and publicised to students.

Classroom Expectations



'RESPECT'  
 Yourself  
 Others  
 Your School



**1**

**Enter and leave the classroom in an orderly fashion (R)**



**2**

**Follow the teacher's instructions at all times (R)**



**3**

**Aim to complete all the work to the best of my ability (P)**



**4**

**Listen to whoever is talking and not talk over them (E)**



**5**

**Behave really well and focus on my learning (R)**




**6**

**Support all learners in the classroom (E)**



**7**

**Behave safely and responsibly at all times (R)**



**R = Responsible   E = Empathetic   P = Proud**



### Code of Conduct around school

- **Arrive at School on time and fully prepared to work**

Students should make sure they wear the correct uniform and have with them the right books and equipment

Students should ensure they are on the school site by 8.35am. Late comers will need to go via the Main Reception where they will be asked to explain why they are late and to sign in.
- **Walk bicycles on the school site**

Helmets should be worn on the journey to and from school. Students should dismount as soon as they arrive on the school site and should walk their bicycle to the appropriate bike shed where their bike must be locked securely. It is important that students place their bikes inside the bike shed and do not leave their bikes on the outside railings. The bike sheds are only open at the start and end of each day. If a student needs to access the bike shed during the day, they should go to Main Reception so the Site Team can be contacted to facilitate this.
- **Walk sensibly and quietly in the School grounds and buildings**

Students should be considerate of others in confined spaces and allow movement out of classrooms and buildings before entering.
- **Eat only in designated areas**

Put all rubbish in the litter bins

Leave areas tidy
- **Students should never leave the school site without permission or without signing out**

Students in Years 7 to 11 should have a note in their planner from a parent / carer if they need to leave the school site for an appointment during the school day. This should be shown to Reception staff upon signing in or out from school.

- **Do not bring banned or prohibited items onto the school site**

We have a duty to keep everybody safe and will exercise our right to search students should there be a report of banned or prohibited items being on site.

We do not tolerate the possession of, or the use of banned or prohibited items at Hinchbrook School. Anyone involved in the possession or use of banned items will receive a high-level sanction, which may include being suspended from school.

Repeated possession of, or the use of banned or prohibited items may result in permanent exclusion from the school.

Any item which the school considers may present a potential danger to others is banned. Whilst the following is not an exhaustive list, the most common banned items include: cigarettes (including e-cigarettes / vapes), tobacco, matches, lighters, aerosol sprays, drugs (illegal and prescription: please see the school's medical needs policy), nitrous oxide gas, alcohol, fireworks, pornographic images, glass bottles, laser pens, imitation or real guns (including water pistols), knives or any other dangerous weapons. If in doubt please ask a member of staff.

We operate a zero-tolerance approach to vaping: it is never acceptable to vape, or be involved in vaping activity, in our school. So, we will apply sanctions as described below if we believe, *on the balance of probability*, that a student has been involved in vaping activity. 'Being involved' includes being in possession of vaping paraphernalia and/or being in a group among which we believe vaping has taken place – for example, if there were two or three students in a toilet cubicle where we believe vaping has taken place, they will all receive a sanction. It is actually very hard to catch someone in the act of vaping, which is why we will apply sanctions on the balance of probability. Typical sanctions for vaping will include:

- First instance of vaping or involvement in vaping activity = an SLT after-school detention
- Second instance = Day in the 'Blue Room'
- Third instance = 2-day suspension

Any repeated instances of vaping after the suspension stage will result in further escalation, as decided by the Principal and Vice Principal, since repeated instances of the same behaviour represents defiance, which the school will not tolerate.

## Appendix 4: School Uniform & Equipment

Uniform should be worn at all times on the school premises and on the way to and from school. It should be worn on school trips unless students are told otherwise.

Please note that we do hold some good quality second-hand uniform. Please contact school on 01480 375700 for more information. For financial assistance with uniform, contact the Lower, Middle and Upper School Offices.

### Hair and Make-Up

Hair should look natural and religious headwear is permitted – please bring in a letter from home to state this. In **Lower School** (that is, Years 7 and 8) you are not permitted to wear any make-up or nail varnish (this includes acrylics, gels and French manicures or false eyelashes).

In **Middle School** our approach reflects your increased maturity. You are allowed to wear unobtrusive make-up and **clear** nail varnish (no acrylics, gels and French manicures or false eyelashes).

### Jewellery

In **Lower School** you may wear a watch and one small plain stud earring in each ear; earrings should fit close to the ear; no hoops, drops or expanders. No facial piercings or other jewellery is permitted.

In **Middle School** you may wear one ring, a watch and one plain stud earring in each ear. Earrings should fit close to the ear; no hoops, drops or expanders. No facial piercings or other jewellery is permitted.

Students who wish to have additional piercings should do so at the beginning of the 6-week summer holiday to avoid any potential conflict over the removal of piercings during the school day during term time.

In practical subjects (PE, Science & DT) it is essential that jewellery is removed for Health & Safety reasons.

If you need to wear an item of jewellery for medical or religious reasons, please bring in a letter from home stating that.

### School Uniform

**Blazer** Black with school badge (in house colour on breast pocket)

**Skirt** 'Granite Grey' pleated tartan skirt

**Trousers** Mid-Grey (not charcoal) school trousers

**Shorts** Mid-Grey (not charcoal) school tailored shorts

**Shirt** Traditional white blouse/shirt with collar to take a tie

**Tie** Bottle green clip-on tie with coloured stripes to represent the year group (white, black, bronze, silver or gold stripe which progresses with the year group through the years at school) or Prefect tie (certain Year 11s only)

**Jumper** Long sleeved grey jumper with bottle green stripe or bottle green jumper with grey stripe (this is an option item)

**Socks** Plain dark or white socks (not patterned)

**Tights** Plain black or natural colour tights

**Belt** plain black and narrow

**Shoes** Plain black formal sensible leather shoes



## Unacceptable Uniform

**Skirts** rolled over on the waistband

**Trousers** no hipsters, jean-style, frayed, clingy, lycra decorated or casual trousers

**Jumpers** only school jumpers are permitted, no hoodies or non-school jumpers. School jumpers can only be worn under the blazer, not instead of the blazer

**Socks** no coloured/patterned socks

**Tights** no patterned tight or ripped tights

**Belt** no coloured, embellished or wide belts

**Shoes** Casual shoes/trainers of any kind are unacceptable – including sandals or sling backs. 'Converse or Vans' style shoes or boots are unacceptable whether in leather or canvas. Shoes with logos, symbols, flashes of colour or brand names are not acceptable

Students whose uniform does not match requirements may not be allowed to access normal lessons or free time. No variations from, or adaptations or additions to this dress list are allowed. Persistent, open defiance of the uniform regulations will be deemed a serious breach of school discipline.

## PE Kit

- |  |  |
|--|--|
| • Reversible sports top                            | • Plain black tracksuit bottoms (optional)                                 |
| • Unisex sports polo                               | • Plain (black if possible) swimming costume/trunks                        |
| • Base layer (white or black - optional)           | • Full length plain black sports leggings – to be worn under shorts in KS3 |
| • Socks  | • Gum shield – recommended for rugby/netball                               |
| • Unisex PE sorts or girls fit PE shorts or skorts | • Football/rugby boots (Kite marked safety studs strongly recommended)     |
| • Unisex training top (optional)                   |  |
| • Trainers   |  |
| • Black leggings for Dance                         |  |

## Buying Uniform

Price & Buckland is the main school uniform provider. They can supply all the school uniform items.

In addition, arrangements have been made so that Tesco online can supply a number of approved uniform items such as blazers, school shirts and mid-grey school trousers. Uniform can also be purchased from other High Street providers so long as it complies with the specifications above. Please be aware that the PE kit can **ONLY** be purchased through Price & Buckland. Links to the Price & Buckland and Tesco websites can be found on the school's website.

## Equipment

Students should come well prepared for schoolwork. They will need their exercise books, basic writing equipment, a reading book, their Knowledge Organiser folder, Self-Quizzing book and their planners every day. They may also need PE kit, ingredients and an apron for Food and Nutrition. Mathematics equipment including a calculator will also be needed. Items such as calculators, pens, rulers etc can be purchased in the School Learning Resource Centre (LRC).

Students are expected to bring basic stationery items with them on a daily basis. All students must have at least:

- a pen
- a pencil
- a ruler
- a calculator
- Maths Equipment
- headphones

These items can be bought individually, or in a pack, from the Resources Centre. Students may also need mathematical equipment such as a protractor and a compass at certain times during the year.

Pencil	10p	Eraser	10p	Pen	10p
Ruler	15p	Sharpener	15p	Calculator	£2 or £9
Protractor	10p	Compass	50p	Pencil Case	40p
Exam pencil case with essential items for an exam £1.20					

### Financial Assistance

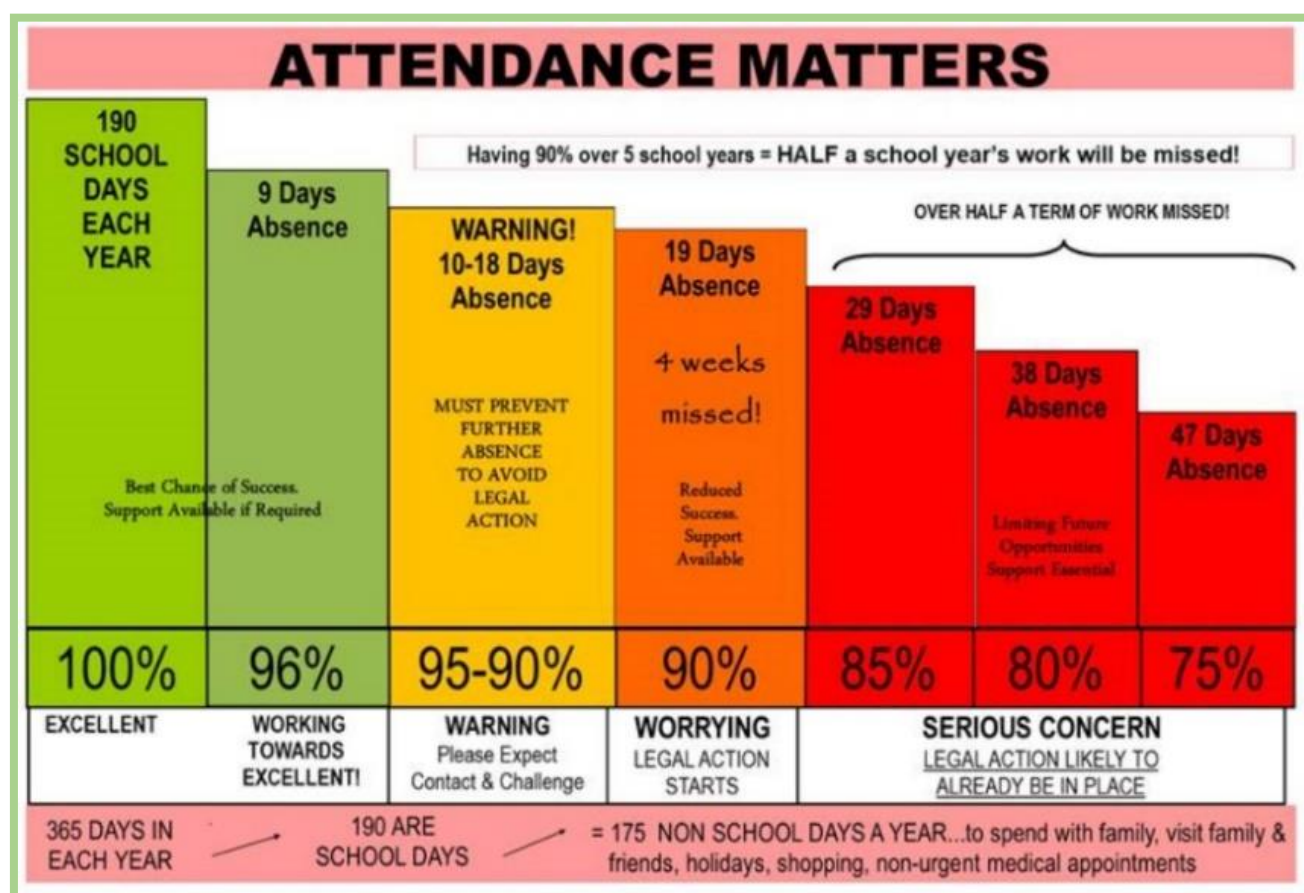
If you need financial support to purchase uniform, applications can be made to access the Financial Assistance Fund. Please contact the appropriate Student Support Officer to apply.

### Valuables

Students should not bring personal or valuables items, including large sums of money, to school. The safety of all property and valuables remains the student's responsibility. The school does not accept liability for the loss of any personal property. Parents/carers should make their own insurance arrangements for items such as bicycles and mobile phones.



## The Facts and Figures

**Who is Responsible for Attendance?**

We understand that our students will fall ill from time to time and there may be occasions where there are exceptional circumstances that prevent a student from attending. However, **all students should be striving to be above 97%** with their attendance.

All schools, in conjunction with Local Authorities, are required to be rigorous in terms of attendance monitoring and are required to take action when overall attendance drops below **95%**. Student's whose attendance drops to **90%** are considered by the Department for Education, to be 'persistent absentees', and it is at this stage that fixed penalty notices and legal proceedings can be considered.

**Attendance is everyone's responsibility** – Parents/Carers, the student themselves, Form Tutors, subject teachers, Heads of Year, the Attendance, Pastoral, Safeguarding, SEND and Senior Leadership Teams.

This is why we operate an escalating, 'whole school approach' to attendance, with specific interventions from Form Tutors, Heads of Year and the above teams, as appropriate.

**The decision as to whether an absence is authorised rests solely with the school.**

**The Law and Definition of Regular Attendance**

All parents/carers have a legal duty to ensure that their child receives an education suitable to his/her age, ability, aptitude and any special needs. Most parents fulfil their legal obligation by registering their child in a school. Parents/Carers are required to ensure their child's regular attendance at that school.

The definition of 'regular' school attendance, as outlined in Section 444 Education Act 1996, is defined as:  
**'100%, unless there are exceptional or unavoidable reasons for absence'.**

Failure to ensure a child's regular attendance at school is a criminal offence. Where a child's attendance fails to improve, with support from the school and Local Authority, the following action is considered:

- Penalty Notice – Each parent/carers can be fined **£60**, which rises to **£120**, if not paid within 21 days. Failure to pay the penalty notice, may lead to prosecution, with a fine of up to **£1000** on conviction
- Prosecution in the Magistrate's Court – **Both parent/carers can receive a fine of up to £2,500, a community order or a prison sentence up to 3 months each. The court may also issue a Parenting Order**

The offence will apply to each child individually. Both parents are liable for the offence. The Education Act considers each 'responsible adult' as a 'parent'. This includes step-parents, family friends or relatives, if the child lives with them and they provide day-to-day care.

## **Registration**

It is a legal requirement that ALL students register with their Form Tutor twice a day, at 8.40am and 2.00pm. We use an electronic attendance system which enable us to register and monitor each student, each lesson. Students are expected to arrive for registration, tutorial and lessons on time. When students fail to do this, the form tutor is initially responsible for taking action.

Where students arrive for school so late, that they miss the close of morning registers and one of their legal marks, it will count as an unauthorised absence on the school registers and affect their overall attendance percentage.

## **Reporting Absence**

Parents/Carers should report absence by 8.00am using the following:

### **Lower School - Years 7**

Direct Dial 01480 420522

Email: [lowerschool@hbk.acesmat.uk](mailto:lowerschool@hbk.acesmat.uk)

### **Middle School - Years 8, 9, 10 & 11**

Direct Dial 01480 420506

Email: [middleschool@hbk.acesmat.uk](mailto:middleschool@hbk.acesmat.uk)

Alternatively, the main school switchboard number can be used, following the instructions provided - 01480 375700

**Parents/Carers should not be reporting absence via direct email to teachers/Form Tutors/Heads of Year.**

## **First Day Response**

A first day response procedure operates, whereby we make contact with parents/carers on the first day (and subsequent days, where applicable) of an absence, if there is no known reason for the student to not be in school.

It is crucial that our records are as up to date as possible. Please update us with any changes to contact details/information.

Students may not leave site at any time, without prior permission. Students who absent themselves from school put themselves at risk. Please ensure your child knows how important it is to be in the right place at the right time.

## Safe and Well Checks

Where school is unable to make contact with an absent student's parents/carers after 3 days, the Pastoral, Safeguarding and Attendance Team will make arrangements for a home visit. This will take place earlier, where the need arises. In certain circumstances, we will enlist the assistance of Cambridgeshire Police.

## Routine Tutor Check-Ins (RTC)

Routine Tutor Check-Ins (RTCs) play a key role, both in our general pastoral care provision, and the attendance process as a whole.

They can be used at any time to document a tutor/head of year discussion/intervention with a student and provide written evidence of such. They are also a requirement at Stage 1 of the attendance process.

An RTC is simply a documented 5-to-10-minute conversation with a student. These are carried out in registration or tutorial time, while the rest of the tutor group are undertaking activities. They incorporate a series of areas for discussion intended to gain feedback on the student's social, emotional and physical wellbeing, in order to help support students more effectively.

From an attendance perspective, it is the opportunity for the student to highlight and discuss any areas that may be a barrier to attending school more regularly, and for the school to put the relevant support in place to assist the individual and enable them to potentially be in school more and increase their potential.

## Punctuality

Students are expected to arrive for registration, tutorial and lessons on time. When students fail to do this, the form tutor or teacher will record this on Arbor. Repeated instances of unauthorised lateness will result in an after school Catch-Up being issued.

Where students arrive for school so late, that they miss the close of morning registers and one of their legal marks, it will count as an unauthorised absence on the school registers and affect their overall attendance percentage.

## Medical, Dental and Hospital Appointments

Appointments should be taken out of school time, where possible. However, we understand that this can sometimes prove difficult, particularly with orthodontic treatment.

Students are expected to attend school prior to, and following their appointments, where the timing allows. **A maximum of half a day** is authorised on the registers, unless medical paperwork supports the need for an entire day. Parents/Carers should be encouraged to send in copies of appointment letters/cards, where you are notified of medical appointments.

Parent/Carers should also make a note in their child's planner to show the relevant staff member and Reception for signing in/out purposes.

## Leave of Absence During Term Time

As attendance at school is now expected to be 100%, as defined by legislation, leave of absence during term time will only be granted under the most exceptional of circumstances. Such circumstances would be rare and for a very short period of time only. Holidays, weddings abroad etc. do not fall into the exceptional category.

Where parents/carers feel they have suitable circumstances to meet the exceptional criteria, they can apply for leave of absence on the relevant form. This is available on the school website (with associated guidelines) and in both School Offices.

Parents/Carers should complete the form and return to the Attendance Officer 10 days in advance of any leave that is required, where possible. The form should be accompanied by any supporting paperwork.

**Where leave is taken after an application has not been authorised, an unauthorised absence will be recorded on the school register, and parents/carers will be served with a Penalty Notice by the Local Authority, or face legal proceedings, where the fine remains unpaid.**

Again, the offence will apply to each child individually. Both parents are liable for the offence. The Education Act considers each 'responsible adult' as a 'parent'. This includes step-parents, family friends or relatives, if the child lives with them and they provide day-to-day care.

### **Leaving/Arriving During School Hours**

Students should not leave site without permission from a member of staff during school hours. Where they have been permitted to do so, they must sign in/out, as applicable, at Main Reception.

### **Students Taken Unwell at School**

Where a student feels unwell during school hours, they must seek permission from the relevant staff member and attend the Medical Room.

**Students should not be calling their parents/carers directly to request being picked up from school.**

Such absence will not be authorised on the school register.

### **Absence for Dance, Music Exams, Post 16 and Work Experience Interviews etc**

Parents/Carers are required to complete the same Leave of Absence application form above, and return to school, in advance, with supporting paperwork to confirm the date, time and location of the exam/interview.

### **Rewards**

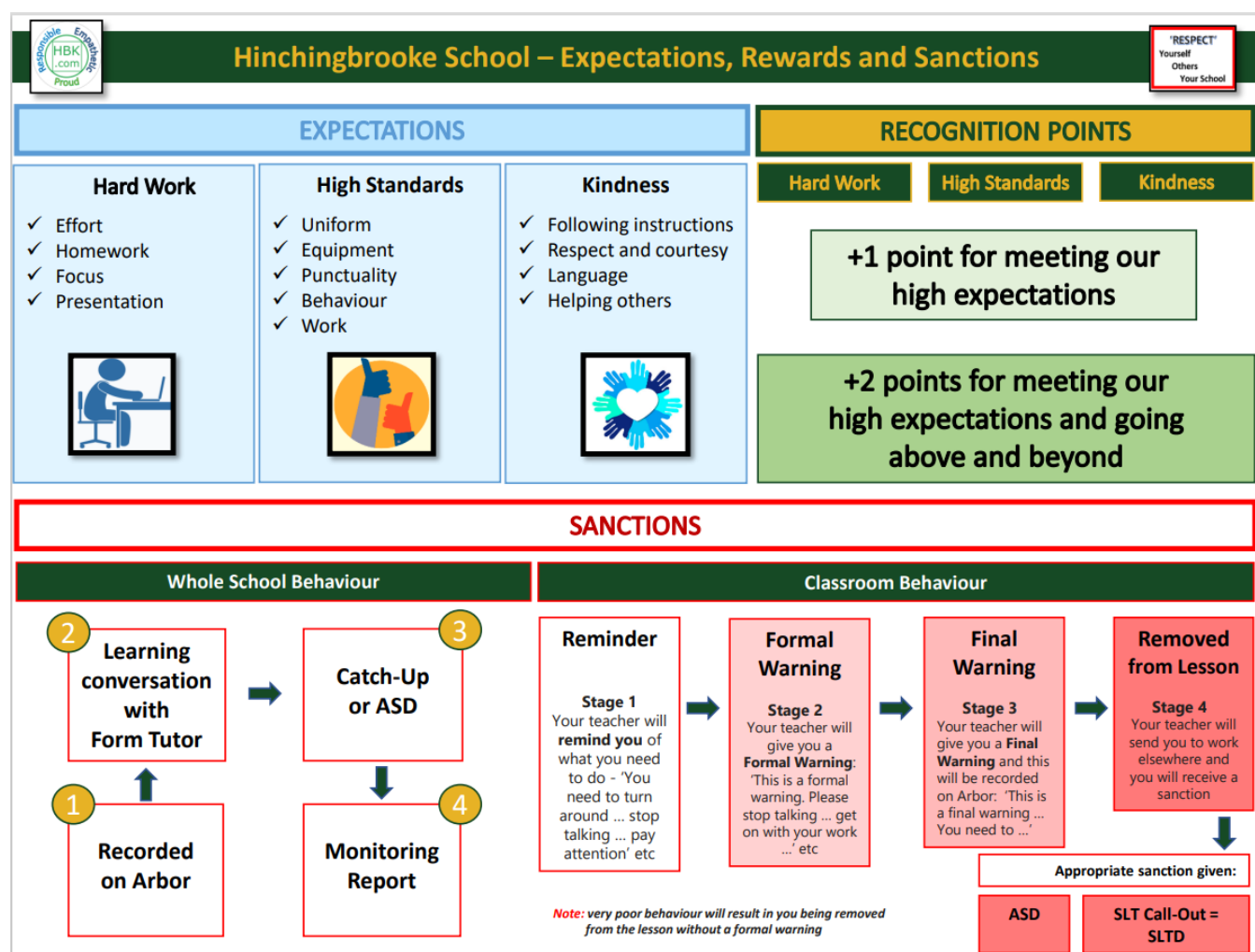
We recognise and reward students who achieve outstanding attendance and write home to parents/carers. Those students who achieve over 97% attendance in a school year will be awarded with an attendance tick pin to proudly display on their lapel.



There are 5 to collect as students proceed through the year groups.

Individual year groups also reward outstanding attendance and there are 2 House Attendance Trophies for Lower and Middle School.

## Appendix 6: Hinchingsbrooke Approach to Behaviour Classroom Poster



**1**

**Recorded on Arbor**
**4**

### AN INTRODUCTION TO RESTORATIVE APPROACHES

The quality of relationships between students as well as between staff and students contributes significantly to the success of any school.

All of Hinchingsbrooke School's rules can be summarised in one school rule: **Respect for yourself, others, and the school.** Our aim is to enhance and build a culture of mutual respect and understanding at Hinchingsbrooke School, by developing our use of Restorative Approaches. This will help to develop a tolerant and supportive community, to manage conflict and tension by repairing any harm, as well as helping to build better relationships.

For effective teaching and learning to take place, good relationships must be at the heart of all that happens at Hinchingsbrooke School.

Restorative Approaches involves a process that puts repairing the harm done to relationships and people, over and above blaming and punishing. The focus moves from managing behaviour to building and repairing relationships.

Evidence shows that a whole school restorative approach will contribute to:

- A happier and safer school
- More mutually respectful relationships through listening to others' views
- More effective teaching and learning and
- A positive alternative to sanctions in certain cases

As part of the process students and staff could be involved in meetings, circles and conferences to improve or resolve situations. Restorative Approaches are about a process that is fair, offers high levels of support, as well as being about challenging poor behaviour through accepting responsibility and the setting of clear boundaries.

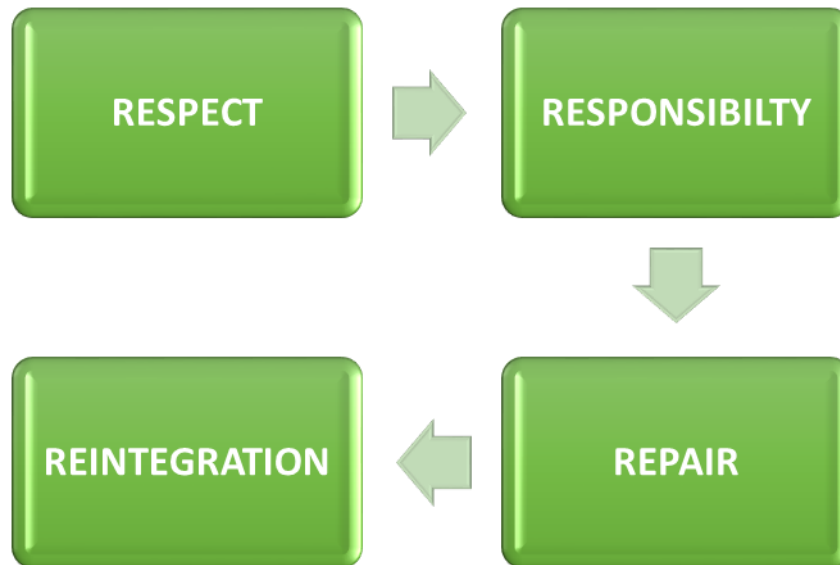
As part of our commitment to Restorative Approaches you may also be asked to contribute to a restorative meeting to support and help us move forwards.

We have spoken to students in assemblies about Restorative Approaches so that they have an understanding of what this means for them. In addition, please click link <http://www.hinchingsbrookeschool.net/rj> to access an information sheet for parents & carers produced by the organisation 'Restorative Justice 4 Schools'.

## **RESTORATIVE APPROACHES OVERVIEW**

Restorative meetings are facilitated to enable everyone involved in an incident to express their view of a particular incident within the support structure offered by a trained facilitator. The process (outlined below) is designed to develop empathy and self-regulation of students within a supportive pastoral method.

Restorative Approaches are based around the guiding principles of the 4Rs:



The principle of Restorative Approaches is to enable an open dialogue that is based around the below six questions. This dialogue is identified to be more developmental and open when compared with the traditional approach, which seeks to lay blame.

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who was affected?
5. How were they affected?
6. What do you think you need to do to make things right?

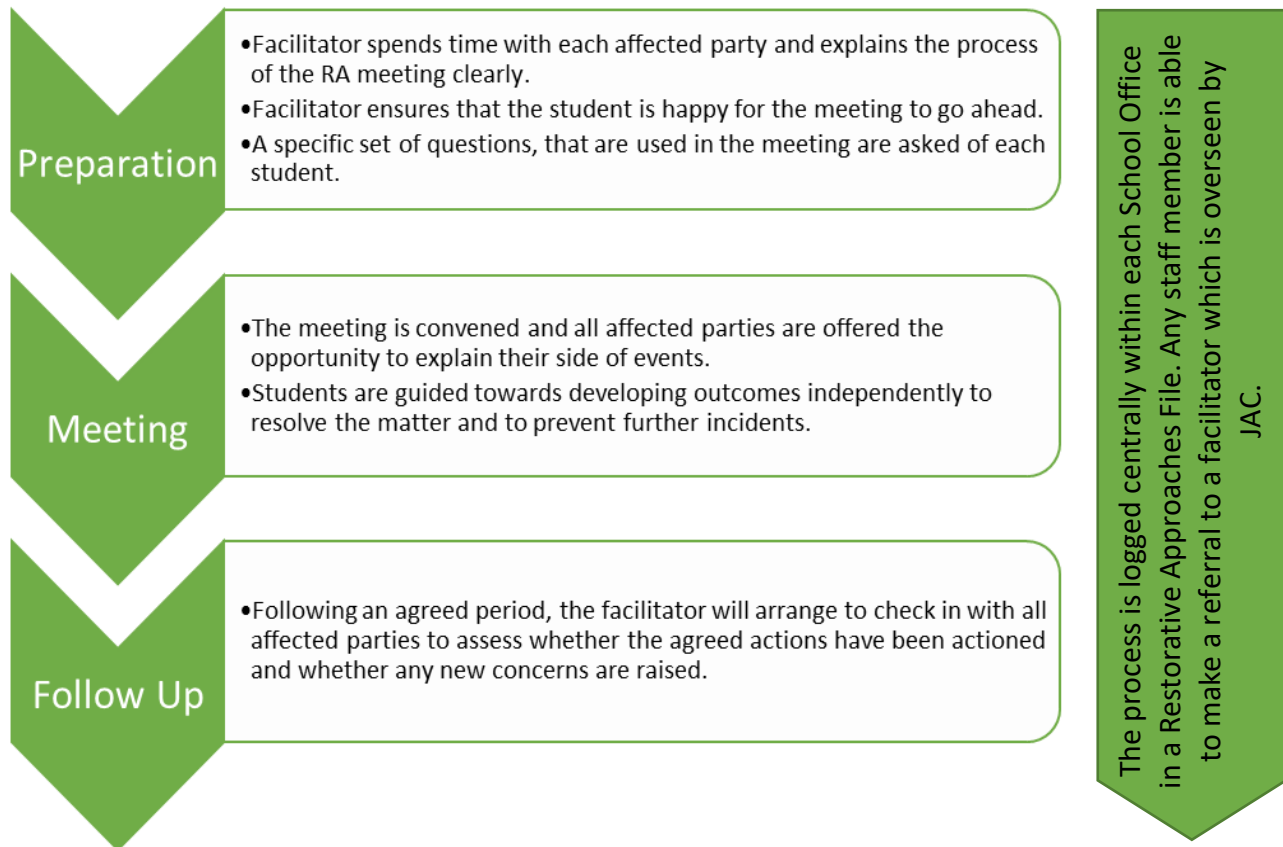
For students, where bullying is occurring, this approach has been seen to enable the bully to empathise with the victim and allow for a productive and positive outcome that is structured and guided. The facilitator for Restorative Approaches has the role of a guide within this process and has a key focus to maintaining a safe and open environment for these discussions to take place.



## RESTORATIVE APPROACHES MEETING FORMAT

### The Purpose of Restorative Meetings:

- A process for resolving conflict
- A common language to resolve conflict
- Focuses on the needs of the victim
- Allows the wrongdoer(s) to understand the impact of their actions
- Encourages wrongdoer(s) to take responsibility for their actions
- Therefore creates accountability
- Likely to change behaviour and build character





## Appendix 8: The Hinchingsbrooke Approach to Behaviour

At Hinchingsbrooke we believe in a warm/strict approach, which centres around our One School Rule of Respect. We explicitly teach our students what great behaviour looks like and use restorative approaches to encourage empathy and for taking responsibility. We believe in prioritising praise, ensuring we actively acknowledge students 'getting it right' and award recognition points when students meet or exceed our high expectations around hard work, high standards and kindness.

Recognition Points		
Hard Work	High Standards	Kindness
+1 point for meeting our high expectations		
+2 points for meeting our high expectations, and going above and beyond		

### Sanctions

All breaches of good conduct are considered on an individual basis, taking into account the nature of the offence, it's context and the prior behaviour history of the student concerned. All behaviour incidents are recorded on the school's Management Information System, 'Arbor' and, should multiple instances of poor behaviour or failing to meet our expectations occur, sanctions which take place after school will be issued. Please note that when communication is sent home regarding an after-school detention, catch-up session (both 30 minutes after school) or SLT detention (an hour after school) that has been set, it is not a request that the child attends. We are informing parents and carers that the child will be there. Failure to attend or to comply with the expectations of these after school detentions and catch-up sessions will result in the sanction being escalated.

All behaviour incidents will be logged as below, some after verbal warnings have been given to encourage the student to make a different choice and to correct their behaviour (*See classroom poster in appendix 6*).

Behaviour Incident	Follow Up
<ul style="list-style-type: none"> <li>No/incomplete/ forgotten homework</li> <li>Unauthorised lateness</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stage 1 = learning conversation with Form Tutor</li> <li>➤ Stage 2 = Catch-Up issued (30 minutes after school)</li> <li>➤ Stage 3 = Monitoring Report</li> </ul>
<ul style="list-style-type: none"> <li>Lack of equipment</li> <li>Uniform infringement</li> <li>Misuse of mobile phone</li> <li>Chewing gum</li> <li>Inappropriate language (overheard, not directed at or about staff)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stage 1 = learning conversation with Form Tutor</li> <li>➤ Stage 2 = ASD issued (30 minutes after school)</li> <li>➤ Stage 3 = Monitoring Report</li> </ul>
<ul style="list-style-type: none"> <li>Low Effort</li> <li>Disruption</li> </ul> <p>Teacher will use reminders, followed by a Formal Warning, followed by a Final Warning</p>	<p>These behaviours will be logged if a student reaches the Final Warning Stage and will be followed up as above.</p> <p>If a student continues these behaviours after the Final Warning Stage, they will be removed to the department safe room.</p> <p>If safe room has been logged this will incur an ASD.</p> <p>A restorative conversation will happen between the student and the teacher before the next lesson</p>

<ul style="list-style-type: none"> <li>○ Refusal to go in the department safe room</li> <li>○ Student leaves lesson without permission</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student taken to the Green Room</li> <li>➤ SLT detention issued (1 hour after school on Friday) or escalation to the Blue Room</li> <li>➤ A restorative conversation needs to happen before the next lesson</li> </ul>
<ul style="list-style-type: none"> <li>○ Failure to attend Catch-Up/ASD</li> <li>○ Failure to meet expectations during Catch-Up/ASD</li> </ul>	<ul style="list-style-type: none"> <li>➤ SLT detention issued</li> </ul>
<ul style="list-style-type: none"> <li>○ High-level incident</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student is taken to the Green Room</li> <li>➤ Incident referred to HoY/SLT for follow up and decision on next steps</li> </ul>

High-level incidents are dealt with at the discretion of pastoral and senior staff. The range of sanctions for high level incidents will include SLT detention, year team sanction, Blue Room or Suspension. Parents and carers will be informed of any high-level incident that has taken place and may be asked to attend a meeting in school to discuss the incident and next steps.

#### Examples of High-level incidents:

- Arson
- Bullying
- Defiance/ignoring instructions
- Discrimination
- Drug/alcohol related incident
- Giving a false name
- Inciting/recording a fight
- Intimidation
- Malicious accusations against staff
- Physical abuse towards staff
- Possession/use of prohibited items
- Rudeness to staff
- Serious ICT misuse
- Setting off the Fire Alarm
- Sexual misconduct
- Swearing at staff/verbal abuse
- Theft
- Threatening/confrontational behaviour
- Threat to health and safety
- Truancy
- Vandalism/damage to property
- Violent behaviour/assault/fighting

#### Suspensions

All suspensions need to be sanctioned by the Principal (or a Vice Principal delegated with this authority). Parents/carers will receive a formal letter explaining the reasons for the suspension and their right to appeal. Upon their return following a fixed period of suspension a student will usually be required to attend a reintegration meeting with their parents/carers at the school to agree the conditions of the student's readmission. For more serious cases, this reintegration meeting may involve external agency support for the student or family.

The decision to expel a student permanently is recognised as a serious one and is not taken lightly. It will usually, though not always, be the final step in a process of dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. Whilst trying to avoid permanent expulsion, parents/carers are reminded that all Headteachers have the right in law to permanently expel students, either for a one-off serious incident or as a last resort as indicated above.

# Hinchingbrooke School

Hard Work High Standards Kindness

## HOME SCHOOL AGREEMENT

### OUR MISSION

Our mission is: **Hard Work High Standards Kindness**

Our Mission is to provide a high-quality education for all our students, so that they learn and achieve well, and develop as well-rounded young people ready to take their next steps and equipped to learn throughout their lives.

### Our values

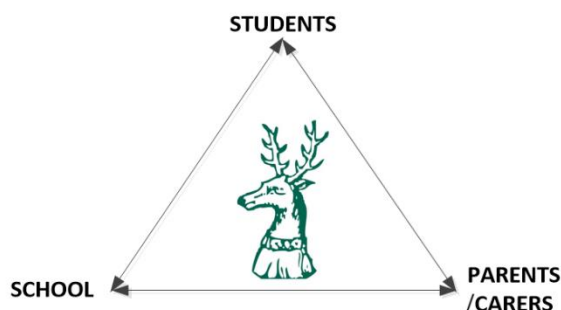
We aim to instil values in our students such as compassion, tolerance and a sense of justice. We are committed to building a learning community based on:

- mutual respect
- integrity
- freedom of expression
- a sense of ambition for ourselves and others
- tolerance and
- an appreciation of our diversity as a community

We are committed to:

- building a strong and effective partnership with parents/carers
- forging links with other educational providers to enrich opportunities for our students and to support others in their educational endeavours
- working with local businesses to provide work-related learning and to develop pathways to employment
- encouraging our students to make a contribution to the local and wider communities

This agreement serves as a commitment to help facilitate the best possible conditions to allow your child to develop and grow. The link between school, students and parents/carers is pivotal to ensure that all parties can progress.



Signing up to this agreement through the attached slip shows that you trust the professionalism of the staff to act in the best interests of the young people in their care. In addition, it also allows for any photographs to be used for publicity purposes by the school, including the school website and Twitter accounts. Parents/Carers who are concerned about any aspect of this agreement should contact School via the

Mr M Patterson  
Principal



**As a student at Hinchingsbrooke School I accept that everyone should be able to:**

- feel and be safe, happy and healthy
- work in lessons and other areas without being disturbed
- travel to and from school safely and responsibly
- receive a challenging and appropriate education
- ask staff for help and support
- express their own opinions and ideas without fear of being teased, as long as their opinions do not cause offence to others
- be in a clean and attractive environment
- have their person property respected
- protect the rights of others



Our Expectations		<b>Student Pledge</b>	<b>Parent/Carer Pledge</b>	<b>Hinchingsbrooke Pledge</b>
	<b>Attendance</b>	I will attend school regularly and punctually.	I will ensure that my child attends school regularly and punctually, updating the school of any changes in contact information and changes in personal circumstances.	We will track attendance and punctuality offering support and informing students and parents/carers of standards which fall below expectations.
	<b>Uniform</b>	I will dress smartly in the correct uniform and be prepared to learn.	I will ensure that my child wears the correct uniform, in line with school expectations.	All staff will set clear expectations of uniform standards, which are checked and monitored by all staff, and sanctions given when standards are not maintained. Support and assistance will be offered to those who are unable to obtain items of uniform.
	<b>Teaching and Learning</b>	I will take responsibility for my own learning, engaging in lessons appropriately and asking questions when I am not sure about something. I will not stop other students from learning.	I will support my child's learning, for example by taking an interest in what they have studied in school.	We will provide differentiated, exciting, engaging and appropriate lessons and learning resources to assist all students in achieving their potential.
	<b>Equipment</b>	I will bring all books and basic equipment to lessons. I will not bring uninsured valuables or banned items into school.	I will ensure that my child has the necessary books and equipment for all lessons and does not bring uninsured valuables or banned items into school.	We will provide basic equipment and resources that students need. We will occasionally ask parents/carers to contribute towards the costs of non-essential equipment but will ensure that no student is disadvantaged in this respect.
	<b>Homework / coursework</b>	I will ensure that all homework is completed and handed in on time.	I agree to help ensure homework is submitted on time and to the best possible standard.	All students will be set appropriate homework, with achievable and appropriate deadlines.
	<b>Effort and Behaviour</b>	I will follow the Hinchingsbrooke School rules including the Classroom Expectations, work to the best of my ability and behave in a respectful manner which enhances my learning and the learning of others. I will try my best, every lesson, every day.	I will strive to ensure that my child adheres to the Hinchingsbrooke School rules, including the Classroom Expectations. I will support the school when they feel that my child has not met these standards.	We will keep you regularly informed and consulted about school matters including the curriculum and your child's progress. We will offer a broad and balanced curriculum.
	<b>Mobile technology</b>	I will use mobile technology sensibly and appropriately, always following the instructions of teachers and other adults. I understand that I am responsible for the safe keeping of any mobile devices.	I support the school's policy on mobile technology and will ensure my child understands it is a device to aid learning and must not be used inappropriately.	We will encourage students to use mobile technologies for learning in an appropriate manner. Students found using them inappropriately will be sanctioned and for repeated or serious breaches we reserve the right to confiscate the device.
	<b>Computers</b>	When using the computer system and Internet, I will do so in a responsible way.	I will monitor my child's communication to ensure that the school ethos is not undermined by cyber-bullying or anti-social behaviour.	We will offer modern, ICT equipment to assist our students' learning. We will offer students a safe protected environment in which to use equipment.
	<b>Respect and Consideration</b>	I will show respect, courtesy and consideration to all members of the HBK Community and when travelling to and from school. I will contribute to the positive ethos of Hinchingsbrooke School through emulating the values of HBK.com; Responsible, Empathetic and Proud	Through taking an interest in and supporting the broader life of the school I understand it will help my child to achieve their potential. I will encourage their participation in clubs and extracurricular activities. I will support the school when they feel that my child has not demonstrated respect, courtesy and consideration.	We will deliver a variety of enrichment and extracurricular activities, providing all students with the opportunity to leave Hinchingsbrooke as well-rounded young people, who are inspired to achieve in life.

## Appendix 10: Expectations and Standards of Dress and Conduct for Sixth Form Students

### Our Environment

We are justifiably proud to be based in a grade 1 Listed Building. Collectively we are all responsible for keeping the House and grounds in perfect condition. It is not acceptable to drop litter and it is also not acceptable to walk past litter.

We are constantly striving to improve student study and social facilities. If we have high standards of environmental care then we will have high standards in all other aspects of our work together.

***Any accidental damage should be reported to the Sixth Form Team immediately.***

### Dress Code

At Hinchingsbrooke Sixth Form we pride ourselves on our students aiming for the highest possible standards, including in their dress. Whilst we have no uniform, we do expect students to dress appropriately for a place of study for 11 to 18 year olds and set the standard for younger students around the school site.

Lanyards must be worn everywhere and at all times in school. If a student does not have their lanyard they must report straight to the Sixth Form Office to collect a temporary lanyard, which must be returned at the end of the day. Student's will be asked to deposit something in exchange for a temporary lanyard.

We also expect

- no wearing of clothes that reveal underwear
- no tops which reveal large amounts of flesh, including the midriff
- no hats or hoods to be worn inside
- no ripped clothing
- no joggers or sports leggings
- no items of clothing linked to illegal acts, drugs or with inappropriate artwork or slogans

We reserve the right to send any student home to change if they are dressed in a way which does not conform with this policy.

### Attendance

Hinchingsbrooke Sixth Form places high importance on attendance.

*Year 12 to 13 progression can be seriously affected by poor attendance.*

As a student of Hinchingsbrooke Sixth Form you will be expected to:

- Attend all lessons
- Be punctual at all times
- Attend tutor times (including one-to-ones) and assemblies
- Telephone the Sixth Form absence line, ext 5741, before 9.00am on the day of any unexpected absence leaving a clear message to include name, tutor group and reason for absence. **For Year 12s the call must be made by the student's parent/carer.** Year 13s are able to self-certify but must follow the same

procedure. All students are expected to also email their tutor and teachers of the classes they are missing to obtain the work

- Routine medical, dentist and optician appointments should be made outside of the school day. Planned absences (for hospital appointments, Open Days etc) must be authorised prior to the day of absence using the appropriate form and work collected from teachers
- Provide a Medical Certificate for absences of more than 5 consecutive school days
- Paid employment should not take place during the school day and over the course of the week should not exceed 12 hours in total

All students should be striving for 97% attendance. It is important to understand that if a student's attendance falls below this level their progress will be adversely affected. A level of absence which is cause for concern may trigger a meeting with parents/carers and could result in the student being required to pay for examination entries. Parents/Carers will be contacted if there is a concern about attendance.

### **Bringing medication into School**

It is not advisable for any student to carry medication into school. However, small amounts of over-the-counter medication (eg 2 paracetamol) may be brought in for personal use. If larger doses of any medication are required, prescribed by a GP or any other medical professional, then students may choose to inform a member of the Sixth Form Team that they have this medication on them. It is the responsibility of the student to make sure that they keep the medication safe. Medicines can also be handed into the Medical Room for safe keeping if a student would rather do this.

### **Movement around and access to the House**

- Student access to the House is via the Courtyard only
- Student should not use the wooden staircase near the Chapter House Room and Library
- Hot drinks and food are not allowed on the first floor or the House Library

### **Cars, car parking and permits**

- On no account may a student bring a car on site without an official permit. Permits are available to Year 13 students (for a small fee) who travel more than 3 miles from the school
- Students are obliged to adhere to the school's car parking policy
- It is essential that students drive safely at all times otherwise permits will be withdrawn
- Permits are obtained from Mr Oliver, Estates Manager

### **Sixth Form Work/Life Balance**

We recognise that many Sixth Form students choose to take part-time paid employment whilst pursuing their academic studies. However, in our professional capacity and based on our experience we feel it is appropriate and necessary to issue the following guidelines:

- The demands of academic work must take priority at all times
- No paid employment must be undertaken during school hours
- Students should work no more than 12 hours a week during term time
- Year 12 and Year 13 students will be allocated a minimum of 2 Private Study periods per week. These will be supervised in the Montagu Room

***If it becomes clear that a student's academic progress is being impaired by excessive paid employment then we reserve the right to insist on a reduction.***

### **Use of Technology**

- Sixth Form students are required to check and respond to, where appropriate, their e-mails at least once every day
- The content of e-mail is regularly monitored. Any form of bullying, harassment, discriminatory comments and inappropriate use of language will be regarded as serious disciplinary offences
- Students should not wear earbuds in lessons
- A number of laptops are available for student use. These must be returned by the user
- The use of smartphones and tablets or other similar devices is subject to teacher approval during lesson time. Devices can access the school Wi Fi system after approval by our ICT technicians
- Students are obliged to follow the school's Social Network policy

## **Ethos and Standards**

- As the most senior students in the school, Sixth Form students are expected to be excellent role models for younger students, modelling 'excellence in everything'
- We expect high standards of personal conduct and a commitment to achieving the best in all academic studies
- Any student who performs below these expectations will be put on a support programme with their Tutor and Head of Year. Ultimately, persistent failure to meet our expectations could lead to dismissal from the Sixth Form by the Assistant Principal and Head of Year subject to final approval by the Principal.